



**REQUEST FOR PROPOSALS
FOR
LEGISLATIVE SERVICES**

RFP# 01-2019

**Lone Star Groundwater Conservation District
655 Conroe Park North Drive
Conroe, TX 77303**

www.lonestargcd.org

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NOTICE TO RESPONDENT

The Lone Star Groundwater Conservation District (“District”) is presently accepting proposals from qualified parties for **Legislative Services** to support the District in its legislative efforts during the 86th Legislative Session, as more described herein, **until 12:00 PM, Friday, January 18, 2019**. Any questions concerning the contents of this document should be e-mailed to Kathy Turner Jones, General Manager at kjones@lonestargcd.org.

To facilitate the evaluation process, **Responses to this Request for Proposal shall be provided by email transmittal to kjones@lonestargcd.org**. All Statements of Qualifications with the Respondent’s proposal for services are to be provided in a prepared Adobe Acrobat Portable Document File. The electronic version of the Proposal shall be deemed delivered on the date and time in the email transmitting the submission.

Respondent may (optional but not required) also send a Delivered Statement of Qualifications. Delivered Statements of Qualifications shall be enclosed and sealed in an envelope or container clearly marked **RFP No. 01-2019, LONE STAR GROUNDWATER CONSERVATION DISTRICT Legislative Services** and addressed to Lone Star Groundwater Conservation District, Attn: Kathy Turner Jones, General Manager.

Statements of Qualification may be delivered in one of the following methods:

<p>Hand delivered to:</p> <p>Lone Star Groundwater Conservation District Attn: Kathy Turner Jones 655 Conroe Park North Drive Conroe, TX 77303</p>	<p>U.S. Postal Service, UPS, FedEx, or other common carrier must be received by 12 PM, January 18, 2019:</p> <p>Lone Star Groundwater Conservation District Attn: Kathy Turner Jones 655 Conroe Park North Drive Conroe, TX 77303</p>
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FAXED STATEMENTS OF QUALIFICATION WILL NOT BE ACCEPTED.

STATEMENTS OF QUALIFICATION DELIVERED IN ANY MANNER OTHER THAN THE ABOVE STATED MANNER WILL BE REJECTED AND RETURNED TO THE RESPONDENT UNOPENED. It is the Respondent's sole responsibility to ensure that his/her Statement of Qualification is delivered by the proper method to the proper address by the deadline. Postmarks will not validate Statements of Qualifications which arrive after the deadline date/time listed above. Any Statement of Qualifications received after the scheduled closing time for receipt of Statement of Qualifications may be discarded without further consideration. Statements of Qualifications may be withdrawn by submitting a request to kjones@lonestargcd.org prior to the scheduled closing time for receipt of Statements of Qualifications.

Respondents shall be bound to the pricing terms contained within their submitted Statements of Qualifications, which shall remain in effect as stated until at least **December 31, 2019**. Statements of Qualifications shall be signed by an authorized individual or officer of the firm submitting the Statement. If the Respondent is a corporation or limited liability company, the Statement of Qualifications shall be executed by the chairman of the board, officer, or managing member.

Section 1 – Request for Proposal Overview

1.1 Purpose of Request for Proposals

The District is seeking Statement of Qualifications from qualified parties regarding their recommended approach and qualifications for supporting the District in its legislative efforts during the 86th Legislative Session.

The District shall receive responses to this Request for Proposals and may conduct individual interviews in order to select an individual or firm, which, in the District's opinion, is best suited to perform Legislative Services for the District.

The District anticipates services would commence between January 22-25, 2019 through and concluding at the end of the Regular Session of the 86th Texas Legislature and the time period for gubernatorial action on bills.

Additionally, the District may select to continue Legislative Services for interim months remaining in 2019.

1.2 Anticipated Statement of Qualification Review Dates

The following table identifies the estimated dates/time frame for receipt, evaluation, and notice of acceptance as a legal resource of District. Please note the following key dates when preparing your response to this RFQ.

Description	Date*
Release of RFP	January 11, 2019
Responses to this RFP	January 18, 2019
Firm Interviews by District (<i>if any</i>)	To Be Determined
Notification of Selection as a Legal Resource for District	January 22-25, 2019

* The above noted dates are subject to change without notice.

1.3 Evaluation Criteria

Respondents submitting Statements of Qualification are advised that all responsive documents will be evaluated to determine each firm's ability to best meet the needs of the District. The District's evaluation will include, but is not limited to, a consideration of the following criteria:

- a.** Responsiveness. Responsiveness of the Request for Proposals in clearly stating the respondent's qualifications, and in meeting the requirements of the RFP for Legislative services.

- b.** Experience/Ability. Demonstrated recent successful experience in legislative affairs

and in state legislative consulting services for groundwater conservation districts, other governmental entities, comparable entities or similar projects.

Confirmation of access to state legislators and staff and success in coordinating face-to-face interactions for clients.

- c.** Qualifications. The extent of the respondent's previous experience working with groundwater districts, and the respondent's knowledge of and/or experience with water law in Texas as expressed in Chapter 36 of the Texas Water Code, applicable regulations, and permitting and hearing procedures.
- d.** References. Information obtained by the District from the respondent's provided references and other clients.
- e.** Costs. The respondent's proposed fees, including a breakout for services provided during legislative session and services provided during the interim; and a detailed explanation of billing practice.

Section 2 – Scope of Work

Legislative services are designed to increase Lone Star Groundwater Conservation District's effectiveness with key legislative decision makers and to achieve our goals and objectives through the legislative process and during the interim (if required). Such services would include the following.

1. To serve as liaison between the Lone Star Groundwater Conservation District ("LSGCD or District") and the Legislative and Executive branches of Texas State government, including the Montgomery County State Legislative Delegation;
2. Protect the statutory authority of the District as expressed in Chapter 36 and its enabling act;
3. To advise and assist with the development of the District's position on specific legislation, advising the District on strategies to gain legislative support, educating policy makers and staff about issues concerning the District and serving as a resource on other matters of policy and legislative process;
4. To monitor and work to support, defeat or amend legislation that may affect LSGCD directly or indirectly; attend relevant meetings and hearings of the Legislature and its committees and report all relevant information to the District in a timely way, and report as needed at LSGCD board meetings or other functions, as directed;
5. To draft and manage legislation; provide copies of bills and amendments, committee reports, and other information reasonably available, which may be pertinent to the District's interest;
6. To comply with all regulations and laws of the State of Texas regarding government relations and lobby activities and advise the LSGCD on its actions required by those laws and regulations;
7. Conduct a post-session presentation for the Board of Directors.

Section 3 – Statement of Qualifications

3.1 Statement of Qualifications Format and Content

The Respondent's Statement of Qualifications should fully state its Legislative experience. The submitted Statement of Qualifications should be organized and indexed in a format that ensures the District can easily review to effectively evaluate the Respondent's Statement of Qualifications.

I. SUBMISSION OF STATEMENT OF QUALIFICATIONS

- I.A. An introductory letter to include name and contact information;
- I.B. General Statement of Qualifications;
- I.C. Key personnel proposed to be assigned to the project described herein including: appropriate state registrations and licenses;
- I.D. Company's experience and qualifications for similar types of engagements;
- I.E. Description of previous work similar to the request, including a list of comparable clients where similar services have been provided, with dates services were provided and contact information;
- I.F. List of at least three (3) references;
- I.G. 11. A list of any clients with whom work for the District may present a conflict of interest; and,
- I.H. A statement certifying that the respondent and/or his/her firm is not aware of any existing conflicts of interest with the District or its Board of Directors, including the filing of any statements required under Chapter 176, Local Government Code.

II. RATE/FEE SCHEDULE

- II.A. Respondent will include a fee proposal specifically reflecting the method of determining charges for work performed;

III. CERTIFICATE OF NON-DISCRIMINATION (Exhibit A)

- III.A. Respondent shall complete, sign, date, and include with its Statement of Qualifications the Certificate of Non-Discrimination attached to this RFQ.

IV. REFERENCES FORM (Exhibit B)

V.A. A minimum of three (3) verifiable references shall be listed on the “References” sheet provided in this RFQ; this list may include current and former clients (with reason for cancellation if applicable), with all references being able to fully comment on the Respondent’s related experience;

All costs related to the Respondent's Statement of Qualifications/Proposal submission are the sole responsibility of the Respondent. All Statements of Qualifications that are submitted are the property of the District.

All information contained in Statements of Qualifications submitted may be subject to the Texas Public Information Act and/or the Texas Open Meetings Act, and the use and disclosure of the information provided are governed by these Acts. Any information deemed confidential or proprietary should be clearly identified by the Respondent as such. Such information may then be protected and treated with confidentiality to the extent permitted by state law.

V. VERIFICATION REQUIRED BY TEXAS GOV'T. CODE 2270 (Exhibit C)

V.A. In accordance with Section 2270.002 of the Texas Government Code, by signature hereon, the Firm certifies that it does not boycott Israel and will not boycott Israel during the term of this Project. A copy of the verification form required is provided for review/reference in Exhibit C of this document.

3.2. Request for Clarification/Information

Questions regarding the meaning of the Scope of Work, Qualifications, or other pre-proposal documents shall be directed to Kathy Turner Jones at kjones@lonestargcd.org.

3.3. Request for Qualifications (RFQ) Submittals

For the purpose of this Request for Qualifications, it should be noted that the documents submitted by prospective Respondents are sealed Statements of Qualifications. When submitted Statements of Qualifications are opened, rates and other information shall not be made public unless the firm submitting the Statement of Qualifications is selected as Legislative by the District. At that time, any executed retainer agreement or other executed contract between Respondent and District shall become public information, subject to disclosure under Texas law.

EXHIBIT A

CERTIFICATION OF NON-DISCRIMINATION

**TO BE EXECUTED BY RESPONDENT AND SUBMITTED
WITH STATEMENT OF QUALIFICATIONS**

Respondent hereby certifies in performing work or providing services for the District, there shall be no unlawful discrimination in its hiring or employment practices, and Respondent shall comply with applicable federal and Texas anti-discrimination laws.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this _____ day of _____, 2019.

RESPONDENT:

(Type or print complete legal name of firm)

BY:

(Signature)

NAME:

(Type or Print)

TITLE:

(Type or Print)

ADDRESS:

CITY _____, STATE _____, ZIP _____

EXHIBIT B

REFERENCES

Respondent shall provide a minimum of three (3) References with three (3) or more years' experience with the Respondent.

REFERENCE #1

NAME	
ADDRESS	
CITY, STATE ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
DESCRIPTION OF SERVICES	

REFERENCE #2

NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
DESCRIPTION OF SERVICES	

REFERENCE #3

NAME	
ADDRESS	
CITY, STATE, ZIP CODE	
TELEPHONE #	
CONTACT	
DATES OF SERVICE	
DESCRIPTION OF SERVICES	