



**REQUEST FOR
QUALIFICATIONS
FOR
ENGINEERING AND / OR
HYDROGEOLOGICAL SERVICES RELATED
TO GROUNDWATER MANAGEMENT**

RFQ# 02-2018

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

www.lonestargcd.org

TABLE OF CONTENTS

Notice to Proposers	3
Section 1 – Request for Statement of Qualifications Overview	5
Section 2 – Scope of Work	7
Section 3 - Statement of Qualifications Requirements.....	8
Exhibit A – Certification of Non-Discrimination	13
Exhibit B – References	14
Exhibit C – Verification required by TX Gov’t. Code 2270	15
Submittal Checklist	16

NOTICE TO PROPOSERS

The Lone Star Groundwater Conservation District is presently accepting **Statement of Qualifications for Engineering and/or Hydrogeological Services**, as more described herein, **until 10:00 AM, Monday, December 10, 2018**. 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, **one (1) complete electronic version of the Statement of Qualifications shall be provided by email transmittal to kjones@lonestargcd.org**. All Statements of Qualifications are to be provided in a prepared Adobe Acrobat Portable Document File. The electronic version of the Statement of Qualifications shall be deemed delivered on the date and time in the email transmitting the submission.

Proposer 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 **RFQ No. 02-2018, LONE STAR GROUNDWATER CONSERVATION DISTRICT Engineering and/or Hydrogeological 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:

Hand delivered to: Lone Star Groundwater Conservation District Attn: Kathy Turner Jones 655 Conroe Park North Drive Conroe, TX 77303	U.S. Postal Service, UPS, FedEx, or other common carrier must be received by 10 AM, December 10, 2018: Lone Star Groundwater Conservation District Attn: Kathy Turner Jones 655 Conroe Park North Drive Conroe, TX 77303
--	--

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 PROPOSER UNOPENED. It is the Proposer'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.

Proposers 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 Proposer 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 Statement of Qualifications Overview

1.1 Purpose of Request for Qualifications

The District is seeking Statement of Qualifications from firms with the capability and expertise to provide engineering and/or hydrogeological consulting services.

The District shall receive responses to this RFQ and may conduct individual interviews in order to select firms, which, in the District's opinion, are best suited to perform engineering and/or hydrogeological services for the District.

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 technical resource of District. Please note the following key dates when preparing your response to this RFQ.

Description	Date*
Release of RFQ	November 30, 2018
STATEMENTS OF QUALIFICATIONS DUE	December 10, 2018
Firm Interviews by District (<i>if any</i>)	To Be Determined
Notification of Selection as a Technical Resource for District	To Be Determined

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

1.3 Statement of Qualification Evaluation

The Statement of Qualification review process used to select qualified law firms will be as follows:

- a. The District will review and evaluate all Statements of Qualification received using the criteria below. Incomplete Statements of Qualification may be rejected as non-responsive, and may result in being excluded from this process.
- b. A District Evaluation Team may select firms for interviews. The District Board may request selected firms to make an oral/visual presentation in connection with the oral interview.

1.4 Evaluation Criteria

Proposers 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 Statement of Qualifications in clearly stating the firm's practice areas and services, and in meeting the requirements of the RFQ for engineering and/or hydrogeological consulting services.
- b.** Experience/Ability. The extent of the firm's previous experience working with groundwater districts, and the firm's knowledge of and/or experience with aquifer systems in Texas (special interest in the Upper Gulf Coast Aquifer system), groundwater modeling, groundwater recharge studies, subsidence, groundwater availability studies, and water quality studies. Such experience may also include assessment of the firm's outcomes for particular matters handled by the firm.
- c.** Qualifications. Qualifications of the firm to provide the District with prompt, responsive consulting services, including appropriate support staffing as needed; firm research and other resources; and demonstrated history of competence in consulting services specific to the management of groundwater resources.
- d.** References. Information obtained by the District from the firm's provided references and other clients.

Section 2 – Scope of Work

If selected, the Proposer will serve as the District's Technical Consultant ("Consultant") and is responsible for assisting the Board of Directors with potential studies and programs focused on the collection and analysis of scientific data regarding the aquifer systems and impacts on the groundwater resources of Montgomery County.

The Consultant attends regular and special meetings of the Board when requested and is available for consultation as needed.

The Consultant provides additional scientific and technical reports and advice as requested by Board of Directors.

Section 3 – Statement of Qualifications

3.1 Statement of Qualifications Format and Content

The Proposer's Statement of Qualifications should fully state its engineering and/or hydrogeological consulting 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 Proposer's Statement of Qualifications.

Preferred Format

I. LETTER OF INTEREST

- I.A. Identify the submitting organization;
- I.B. A listing of all principals of the firm;
- I.C. Identify the name and title of the person authorized by the organization to contractually negotiate and obligate the organization;
- I.D. Identify the name, title and telephone number of the person(s) being proposed as the Consultant;
- I.E. Identify the names, titles and telephone numbers of persons to be contacted for clarification; and
- I.F. Be signed by the person authorized to contractually obligate the organization.

II. SUBMISSION OF STATEMENT OF QUALIFICATIONS

- II.A. Brief History of the firm, including a resume or Curriculum Vita of the personnel proposed to provide consulting services.
- II.B. The location and listing of resources of the local office (e.g., number of partners, associates, clerical staff, etc.), and the distance from this office to the District.
- II.C. Professional memberships, certifications, licenses, and other qualifications for key individuals assigned to the District.
- II.D. Company's experience and qualifications for similar types of engagements; this summary must include your firm's experience in each of the areas of specialty listed herein for which the Proposer is submitting a Statement of Qualifications.
- II.E. A listing of projects, if applicable, for groundwater conservation district(s) that have been handled by the proposer and/or its firm through consultation, negotiation, settlement, mediation, or litigation.

II.F. Where applicable, a listing of clients producing groundwater resources in Montgomery County that have been handled by the proposer and/or its firm through consultation, negotiation, settlement, mediation, or litigation.

II.G. Statement certifying that the Proposer and/or his/her firm is not aware of any existing conflicts of interest with the Lone Star Groundwater Conservation District or its Board of Directors.

III. CERTIFICATE OF NON-DISCRIMINATION (Exhibit A)

III.A. Proposer 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)

IV.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 Proposer's related experience;

All costs related to the Proposer's Statement of Qualifications/Proposal submission are the sole responsibility of the Proposer. 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 Proposer 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 Proposers are sealed Statements of Qualifications. When submitted Statements of Qualifications are opened, submittals shall not be made public unless the firm submitting the Statement of Qualifications is selected by the District. At that time, any executed agreement or other executed contract between Proposer and District shall become public information, subject to disclosure under Texas law.

EXHIBIT A

CERTIFICATION OF NON-DISCRIMINATION

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

Proposer hereby certifies in performing work or providing services for the District, there shall be no unlawful discrimination in its hiring or employment practices, and Proposer 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 _____, 2018.

PROPOSER:

(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

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

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	

(ATTACH ADDITIONAL SHEETS IF DESIRED)

EXHIBIT C

VERIFICATION REQUIRED BY TEXAS GOVERNMENT CODE CHAPTER 2270

By signing below, _____ (Firm) hereby verifies the following:

1. Firm does not boycott Israel; and
2. Firm will not boycott Israel during the term of this Project

SIGNED BY: _____

Print Name & Title: _____

Firm Name: _____

Date Signed: _____

NOTARIZATION

THE STATE OF _____)
COUNTY OF _____)

BEFORE ME, the undersigned notary public on this day personally appeared _____, on behalf of _____(Firm), who being duly sworn, stated under oath that he/she has read the foregoing verification required by Texas Government Code Section 2270.002 and said statements contained therein are true and correct.

SWORN TO AND SUBSCRIBED before me on the _____ day of _____, 20__.

NOTARY PUBLIC IN AND
FOR THE STATE OF _____

(SEAL)

STATEMENT OF QUALIFICATIONS/PROPOSAL SUBMITTAL CHECKLIST

This checklist is provided to assist in the preparation of Proposer's Statement of Qualifications. It is only intended as a guide.

Proposers are encouraged to use the following checklist when preparing their proposed Statement of Qualifications/Proposal:

- LETTER OF INTEREST** – all requested information included, and signed by authorized representative
- RESPONSE TO MANDATORY REQUIREMENTS** – include narrative, resumes, experience and qualifications, and statement of no conflict of interest
- EXHIBIT A – Certification of Non-Discrimination** – completed and signed by authorized representative
- EXHIBIT B - References** – complete as requested
- EXHIBIT C – Verification required by Texas Government Code Chapter 2270** – completed and signed by authorized representative