

**KIMBLE COUNTY GROUNDWATER CONSERVATION DISTRICT**  
**REQUEST FOR QUALIFICATIONS (RFQ)**  
**PROFESSIONAL SERVICES RELATED TO HYDROGEOLOGY AND**  
**GROUNDWATER MANAGEMENT**

**1. GENERAL INFORMATION**

**1.1 Introduction**

The Kimble County Groundwater Conservation District (District) is a groundwater conservation district created by the Texas Legislature during the 77<sup>th</sup> Regular Legislative Session (2001) now codified as Chapter 8858 Texas Special District Local Laws Code. The District's mandate is to conserve, protect, and enhance all groundwater resources within Kimble County, Texas, pursuant to Chapter 36 of the Texas Water Code, the District's enabling act, and other applicable laws of the State of Texas.

The District has the statutory authority to adopt a management plan, undertake various studies, determine, and characterize aquifer conditions, issue permits for nonexempt wells, regulate production and well spacing and adopt rules. In accordance with its statutory authority, the District requests Statements of Qualifications from qualified professional geoscientist firms to provide services in connection with the District's statutory authority. This procurement is made in accordance with the Texas Professional Services Procurement Act.

**1.2 Background**

The boundaries of the District follow the Kimble County boundaries, excluding the northeastern portion of Kimble County that is in the Hickory Underground Water Conservation District #1. The major aquifer located in the District is the Edward's Trinity (Plateau) aquifer. In some areas wells produce water from formations which are not recognized as major or minor aquifers and may not have a large area of occurrence, but which are vitally important local sources of groundwater.

The District is actively collecting groundwater data, investigating groundwater resources, and issuing permits. The District participates in joint planning and is a part of Groundwater Management Area 7.

**1.3 Objectives**

The objective of this RFQ is to solicit information from qualified parties (Respondent) regarding their skills, abilities, experience, and credentials relevant to providing professional services related to groundwater management and hydrogeology. The District will consider the information provided to identify a preferred party to negotiate contract terms for providing the services required by the District.

## **2. SCOPE OF SERVICES**

The following services will be required:

If selected, the Respondent will serve as a technical consultant and is responsible for assisting the General Manager and Board of Directors with ongoing and potential studies and programs focused on the collection and analysis of scientific data regarding the aquifer systems and impacts on the groundwater resources of Kimble County.

In addition to programs and projects, the District will, from time to time, require the assistance of the Respondent in executing its day-to-day tasks such as reviewing water well permit applications, hydrogeological reports and providing professional opinions regarding activities that may impact the groundwater resources within the District.

The Respondent may be tasked with providing scientific and technical reports and advice as requested by the General Manager and/or the Board of Directors (Board).

The Respondent may be required to attend meetings with the General Manager and permittees and regular and special meetings of the Board when requested and is available for consultation as needed.

## **3. QUALIFICATIONS SUBMITTAL**

### **3.1 Format and Content**

Responses to this RFQ should be submitted on 8.5 by 11-inch paper bound securely. Submissions must contain, and be organized, as shown below. Each section should be separated by tabs.

1. Cover clearly displaying the title of the RFQ;
2. Table of Contents;
3. An introductory letter to include name and contact information;
4. General statement of qualifications;
5. Key personnel proposed to be assigned to providing the services described herein including: (i) proximity to the District; and (ii) ability to have its professional staff available to the District when needed;
6. Statement of the qualifications of the team, including work experience and resumes;
7. History of firm and principles, including:

- a. years in business, if less than five years, previous experience of principals;
  - b. years in business under present name;
  - c. the former names, if any, the organization has operated under; and,
  - d. evidence of financial capability and financial stability to correctly, timely, and reliably perform requested services for the Project.
8. Registrations, licenses, and certifications and other qualifications for key individuals assigned to the District.
  9. Description of previous work similar to the request, including a listing of projects, if applicable, for groundwater conservation district(s) that have been handled by the Respondent and/or its firm through consultation, negotiation, settlement, mediation, or litigation;
  10. Where applicable, a listing of clients producing groundwater resources in Kimble County that have been handled by the Respondent and/or its firm through consultation, negotiation, settlement, mediation, or litigation.
  11. Description of experience involving the major and minor aquifers in Kimble County.
  12. List of at least three (3) references;
  13. Litigation/Ethics:
    - a. disclose any current/pending litigation and any litigation settled or disposed within the past five (5) years against the Respondent, including its parent, sister, or subsidiary companies, and proposed sub-contractors, as applicable; and
    - b. provide details of any ethics violations or board actions within the past five (5) years against the Respondent, including its parent, sister, or subsidiary companies, and proposed sub-contractors, as applicable.
  14. Proof of insurability: describe your professional liability insurance, including limits per project, limits in aggregate, and the amount of the deductible; and
  15. Conflict of Interests: 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.

16. Anti-boycott certification. If applicable and in accordance with Section 2271.002 of the Texas Government Code, a certification, that the Respondent certifies that it does not boycott Israel and will not boycott Israel during the term of services.

Please note that in accordance with Sections 36.057(c) of the Texas Water Code and 2254.004 of the Texas Government Code, submittals must NOT include any cost quotations at this stage in the selection process. Any submittals that include cost quotations will be rejected upon receipt.

### **3.2 Submittal Process**

If submitting by mail, interested parties are to submit one (1) original and six (6) copies of statements to be RECEIVED BY the District no later than 5:00 p.m., July 15, 2022 to the following address:

Mail Delivery:  
Kimble Co. GCD  
Attn: Meredith Allen  
P.O. Box 31  
Junction, TX 76849

Additionally, interested parties may submit electronically via e-mail to [kimblecountygcd@gmail.com](mailto:kimblecountygcd@gmail.com). Please be sure that a received receipt is sent by the submission deadline for your statements to be considered. NO FACSIMILES WILL BE ACCEPTED.

Upon receipt by the District, each statement will be stamped with the date and time received and stored unopened in a secure place until the statement opening. All statements become the property of the District, which will hold the contents of all statements confidential until an award is made.

Statements received after the time set for the opening will be declared late and not eligible for opening and consideration. The District is not responsible for mail, courier, or other delivery methods, in-transit time or non-delivery. Late deliveries will be held unopened. Potential firms will be advised by mail that their statement was late and not accepted and will be allowed to pick up their statement package.

### **3.3 Basis of Selection**

Selection of a firm shall be in accordance with Section 36.057(c) of the Texas Water Code, and the Professional Services Procurement Act, Subchapter A, Chapter 2254, Texas Government Code.

The District may require additional information after the review of the initial information received. Interviews may be conducted individually with one or more of the firms who submit responsive statements and who are determined reasonably qualified for award of the contract. The District reserves the right to reject any and all submittals and does not guarantee a contract will be awarded.

All costs associated with the preparation of the statements of qualifications, site visits, presentations, and any other costs are the responsibility of the submitting firms.

### **3.4 Evaluation Methodology**

#### **1. Criteria for Evaluation**

The District will determine, in its sole discretion, the Respondent or Respondents best qualified to perform the required services, based on, but not limited to a consideration of the following criteria (percent listed at the end of each item lists the importance of the evaluation 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 hydrogeological consulting services (20%).
- b. Experience/Ability. The extent of the firm's previous experience and success working with groundwater districts, and the firm's knowledge of and/or experience and skill with aquifer systems in Texas (special interest in the major and minor aquifers of \_\_\_\_\_ County), groundwater modeling, permitting, rulemaking, joint planning, management zone creation, groundwater recharge studies, 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 (30%).
- c. Qualifications. Qualifications of the firm to provide the District with prompt, responsive consulting services, including firm location, appropriate support staffing as needed; firm research capability and other resources; and demonstrated history of competence in consulting services specific to the management of groundwater resources (25%).
- d. References. Information obtained by the District from the firm's provided references and other clients (25%).

#### **2. Acceptance of Evaluation Methodology**

By submitting a Response to this RFQ, the Respondent: (a) acknowledges and accepts the evaluation process; and (b) understands that the determination of the most qualified Respondent will require the exercise of subjective judgment by the County.

### **3.5 Contract**

The Respondent shall be selected by the District on the basis of demonstrated competence and qualifications to perform the services, as herein provided. After the Respondent is selected by the District, the Parties will endeavor to enter into a contract for services in the manner provided by law, including Chapter 2254 of the Texas Government Code. That contract shall: (a) define

and describe the scope of services, the agreed-upon and reasonable fees for such services, and reimbursable expenses prior to any services being performed under the contract; (b) be drafted in a form and scope which is acceptable to the Parties; and (c) recite a fair and reasonable price for the services to be provided, however, the professional fees under the contract may not exceed any maximum provided by law.

Final selection of a firm will be made by the District's Board of Directors.

Please direct any inquiries regarding this solicitation to Meredith Allen, General Manager of the District, by telephone at 325-446-4826, or by email at [kimblecountygcd@gmail.com](mailto:kimblecountygcd@gmail.com).

**IN SUBMITTING A RESPONSE TO THIS RFQ, THE RESPONDENT AGREES THAT IT WAIVES ANY CLAIMS IT HAS OR MAY HAVE AGAINST THE DISTRICT, THE DISTRICT'S EMPLOYEES, OFFICERS, AGENTS, REPRESENTATIVES, AND THE MEMBERS OF THE DISTRICT'S GOVERNING BODY IN CONNECTION WITH OR ARISING OUT OF THIS RFQ, INCLUDING, THE ADMINISTRATION OF THE RFQ, THE BASIS FOR SELECTION, THE EVALUATIONS OF THE RESPONSES, THE METHOD USED FOR SELECTION AND ANY DISCLOSURE OF INFORMATION REGARDING THE RESPONSES OR EVALUATIONS. THE SUBMISSION OF A RESPONSE CONSTITUTES THE ACCEPTANCE BY THE RESPONDENT OF THE EVALUATION TECHNIQUE DESCRIBED IN THIS RFQ.**

**END OF INSTRUCTIONS**