



Victoria County Groundwater Conservation District

Request for Qualifications

RFQ 2008-12-19-A

Professional Services related to Hydrogeology and Groundwater Management

Purpose of this Request for Qualifications

The purpose of this Request for Qualifications (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. Victoria County Groundwater Conservation District (District) will consider the information provided to identify a preferred party to negotiate contract terms for providing the services required by the District.

Anticipated Work and Projects

The District will develop a number of programs focused on the collection and analysis of scientific data regarding the aquifer systems and physical phenomenon that impact the groundwater resources of Victoria County such as a water level monitoring program and water quality monitoring program. The Respondent will support the development of these programs by providing guidance regarding appropriate approaches and methods for program implementation. In addition, the Respondent will provide data analysis and reporting services in relationship to the programs to support decision making efforts of the District.

The District will conduct and participate in individual projects/studies designed to develop information related to groundwater resources. The Respondent will support these efforts by actively participating in the planning process, by providing guidance related to the scientific aspects of the projects, and by critically evaluating the progress and deliverables. These projects will include the following types of projects: groundwater availability studies, groundwater recharge and evapotranspiration studies, water quality studies, groundwater/surface water interaction studies, and groundwater modeling projects.

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 and providing professional opinions regarding activities that may impact the groundwater resources within the District such as injection well permit applications.

District Background

District Mission

The mission of the Victoria County Groundwater Conservation District (District) is to develop sound water conservation and management strategies designed to conserve, preserve, protect, and prevent waste of groundwater resources within Victoria County for the benefit of Victoria County's landowners, citizens, economy, and environment.

The District will implement these strategies through the acquisition and dissemination of hydrogeologic information, the development of programs and

incentives to conserve and protect groundwater resources, and the adoption and enforcement of fair and appropriate District rules governing the production and use of the groundwater resources within the District.

Guiding Principles

The District recognizes that the groundwater resources of Victoria County and the region are of vital importance to the many users who are dependent on these valuable resources. In addition, the District recognizes that the landowners are the primary stewards of the groundwater resources associated with their properties. The District will work with interested parties, especially landowners, in Victoria County to conserve, preserve, protect, and prevent waste of this most valuable resource, for the benefit of the landowners, the public, the local economy, and the environment.

The District's Management Plan is intended to serve as a tool to focus the thoughts and actions of those given the responsibility for the execution of the District's activities as well as to provide information to District staff, landowners, and others responsible for the execution of, or compliance with, the District's policies and rules. The District will carry out its programs and responsibilities in implementing this Management Plan in a prudent and cost effective manner. The District, with public input, will adopt and enforce Rules necessary to implement this Management Plan.

Additional Information about the District

The District has developed and adopted a management plan that contains detailed information regarding the District including the details about the creation, authority, geographic extent, and technical information related to groundwater management. The adopted management plan may be viewed via the internet at the following address: www.vcgcd.org.

Required Information to be Considered Responsive

The Respondent's proposal shall be concise and complete. The following will be required for the evaluation process. The District will require one (1) proposal in digital format on compact disc and seven (7) separate hard copies of the proposal from all interested firms.

1. Names and qualifications of Respondent's team projected to be involved in the services provided to the District including appropriate state registrations or licenses.
2. A list of relevant projects and clients (include a contact person and phone numbers) that may be contacted for references and verification of background.
3. A portfolio of past work.
4. A written description of the opportunities and constraints involved with the delivery of the anticipated services. In particular, the District is interested in the Respondent's views concerning the development of the District's programs and how to ensure that they are effective and efficient.

To be considered responsive, submissions must be received by the advertised date and time with all of the required elements present and provided in the number and form requested.

Once the deadline for submittals is passed, the District will compile a list of Respondents and make this information publicly available. The District will not make publicly available the contents of the submittals until approval to negotiate is granted by the District's Board of Directors.

Selection of Preferred Respondent

Submittals will be reviewed by the District's General Manager and/or District's representatives for the purpose of identifying and recommending those individuals offering, in total, the highest qualifications and experience with this type of work. The individuals or firms recommended may also be interviewed by the District for the express intention of recommending a Preferred Respondent to the District's Board of Directors.

The submittals will be evaluated on various criteria including but not limited to the following (percent listed at the end of each item lists the importance of the evaluation criteria):

1. Experience and success with similar or related projects including knowledge and previous experiences groundwater monitoring projects; feedback from references. (25%)
2. Ability, capacity, skill and organization of the Respondent to complete the project within budget and required timeline. (25%)
3. Quality of past projects, proposal and presentation materials. (25%)
4. The character, integrity, reputation, judgment, experience, location and efficiency of the Respondent. (25%)

RFQ Process and Timeline

The timeline presented below is based on future events and is subject to change. All individuals who provide a submittal considered to be responsive will be notified via email or phone of any timeline changes.

Event	Duration	Anticipated Date
Posting of RFQ	1 Month	12/22/2008 – 1/16/2009
Pre-Submittal Meeting	2 Hours	1/6/2009 at 1:30 PM
Submittal Deadline		1/16/2009 at 3:00PM
Submittal Evaluation*	2 Weeks	1/19/2009 – 1/30/2009
Request to Negotiate		2/6/2009
Contract Negotiation	5 Days	2/9/2009 – 2/13/2009
Execution of Contract		2/20/2009

* The District may have the need to schedule a meeting with the Respondent during this time period to clarify or better understand information provided in the submittal as part of the evaluation process. Respondents should anticipate the possibility of having to and will be expected to schedule, upon request from the District, a meeting during this time period.

A pre-submittal meeting to provide information and answer questions concerning this project will be held at 1:30 P.M. on Tuesday, January 6, 2009, at the Dr. Pattie Dodson Center, Classroom A #108, 2805 N. Navarro St., Victoria, Texas. All potential Respondents are invited to attend this meeting.

All proposals shall be clearly marked and shall be delivered no later than 3:00 P.M. on January 16, 2009 to:

Victoria County Groundwater Conservation District
2805 N. Navarro St. Suite 210
Victoria, Texas 77901

Important: Late submittals will not be accepted and will be returned unopened.

Approach to Contracting

The District anticipates using a variety of approaches to obtain services from the preferred Respondent including: time and materials based agreements, defined scope projects, and deliverables-based agreements. The District will negotiate a primary contract under which the general terms for providing services by the responded will be established. Specific services, regardless of the agreement approach selected, will be

formally requested through written task orders from the District and will be subject to the provisions of the primary contract.

District Contact Information

In the event clarification or additional information is needed, contact:

Tim Andruss, General Manager (361) 579 – 6863

Standard Instructions to Respondents

Potential Respondents should read and follow the instructions provided below. Failure to follow the instructions below may result in a rejection of Respondent's submittal as not responsive.

Financial Interest

No employee of the District shall have a financial interest, direct or indirect, in any contract with the District, or be financially interested, directly or indirectly, in the sale to the District of any services.

RFQ Posting

These specifications and future specifications may be downloaded from the District's website at no charge (www.vcgcd.org). The District does not participate in any electronic submittal services provided via the internet.

Award

Based on the evaluation of criteria contained in this RFQ, the District will select a Preferred Respondent with whom to negotiate a final contract. The District may separate its desired services and select a different Preferred Respondent for such services.

Account Listing

Each submitter must enclose an Accounts Listing, containing a minimum of four customers where the Respondent has supplied the same or similar service.

Past Performance

All vendors will be evaluated on their past performance and prior dealings with the District.

Eligible Respondent

Respondents are limited to those persons or firms qualified and engaged in a full time business and can assume liabilities for any performance or warranty service required.

Responding as Agent

Respondents shall not provide a submittal as an agent for another person or company unless the Respondent specifies on the submittal that they are submitting as an agent.

Indemnity

The District will not accept a contract which contains any provision causing the District to indemnify the vendor for any reason.

Receipt of Submittals

Submittals will be accepted by the District before the submittal deadline at the time and place set in the advertisement and in these specifications. Respondent bears the risk of delays in delivery. Late submittals will not be accepted and will be returned unopened.

Submittals should reference due date and RFQ number on the face of the submitted envelope or package.