



**Barton Springs  
Edwards Aquifer**  
CONSERVATION DISTRICT

**Request for Statements of Interest and Qualifications**  
**For Technical Services Related to Development of an Integrated Groundwater  
Data Management and Reporting System RFQ No. 033017-001**

## Introduction

The Barton Springs/Edwards Aquifer Conservation District (District) is a political subdivision of the State and follows the State of Texas' Procurement Procedures for Professional Services under Chapter 791 of the Texas Local Government Code. **The District requests statements of interest and qualifications from firms qualified to provide professional services relating to development of an integrated reporting, mapping and data management system for water well permitting processes and hydrologic data management. All submitted statements will be considered by the District to form the basis for the selection of a small group of qualified firms from which the District will request proposals. Submitted proposals will then be considered and the District will rank and select a first-choice vendor to negotiate a contract for work.**

## Background

The Barton Springs/Edwards Aquifer Conservation District ("District") is a Groundwater Conservation District (GCD) created in 1987 by the 70th Texas Legislature under Senate Bill 988 (now codified at Special District Local Laws Code, Chapter 8802) and Chapter 52 (revised to Chapter 36) of the Texas Water Code (TWC). The District's mandate is to conserve, preserve, protect, and enhance all groundwater resources within the District. The District has the authority to undertake various studies and implement structural facilities and non-structural programs to achieve its statutory mandate. The District has rule-making authority to implement its policies and procedures consistent with the statutory mandates, established mission, and the TWDB-approved management plan. The District carries out its mission and goals through aquifer studies, establishing rules and policies, education programs, District provided services, and through the cooperation of local, state, and federal agencies. The District issues water well permits, collaborates on aquifer tests and evaluations, and maintains a regulatory framework based on science and collected data. The District utilizes an extensive data management system to store, query, report and analyze various extents of groundwater information for overall District Management.

## Scope of Technical and Consulting Services

The District seeks to upgrade its current database management scheme and migrate to an enhanced, integrated data management and reporting system. The new system will need to have all the capabilities of the existing system as well as additional enhanced capabilities that collectively support the following functionalities:

- web based interactive mapping tools
- permitting workflow processes, online well registration, online production reporting
- interfacing applications that allow for multiple users permissions
- comprehensive well data associated with ownership, location, construction, water levels, water quality, metered groundwater production, well classification, and production permits
- hydrologic data management including additional dynamic links to TWDB databases
- drought compliance management
- data management and reporting related to Desired Future Conditions (DFCs), Modeled Available Groundwater (MAG), and the Habitat Conservation Plan (HCP)

## Solicitation Process

The process for evaluating and selecting a firm involves a two-part solicitation process. Part 1, the District will post an RFQ to solicit qualified firm to provide a Statement of Qualifications. Part 2, the District will review those qualifications and identify a narrow list of firms from which to solicit proposals. The District's desired scope of services and work will be further defined in a provided Request for Proposal (RFP).

### Part 1

1. RFQ posted for 2 weeks.
2. Responses to the RFQ will be collected and evaluated in accordance with the criteria specified.
3. From that group of submissions, the District will invite a select group of vendors to submit proposals for a scope of work.

### Part 2

1. The District will contact the select group of vendors and provide an RFP that describes in detail a comprehensive list of functionality needs, workflow processes, and reporting capabilities desired. The RFP will describe the budget that the District anticipates to allocate to this project as well as anticipated details and expectations for the project's phases in which the District desires to proceed (Design, Migration & Development, Maintenance).

The District will provide copies of existing database structures, including defined queries and reports already in place. District staff will be available upon request for one preview meeting if a vendor decides that a meeting would be helpful to further understand the potential scope of services that the District is seeking.

2. Responses to the RFP will be evaluated in accordance with the criteria specified in the RFP to determine the most qualified firm.

3. On the basis of the proposal evaluations and rankings, the General Manager will make a recommendation to the Board at the first available Board meeting to authorize negotiations with the first-choice firm to define the costs, schedules, terms, deliverables, and conditions that will apply to the negotiated contracted work. If an agreement cannot be reached with the first-choice firm, the General Manager will begin negotiations with the next highest ranking firms until an agreement can be reached.
4. Once an agreement is reached, the contract may be executed by the General Manager upon Board approval.

## Submission Information

- Statements of Qualifications (SOQ) must be submitted via email to [vescobar@bseacd.org](mailto:vescobar@bseacd.org) by **5:00 pm on April 14, 2017** in order to be considered. All questions or concerns regarding the RFQ should be directed to:
  - Vanessa Escobar
  - BSEACD
  - 1124 Regal Row
  - Austin, TX 78748
  - Phone: 512-282-8441
  - Email: [vescobar@bseacd.org](mailto:vescobar@bseacd.org)
- The SOQ should not exceed 20 pages in length.
- Any resume(s) of potential project staff are to be submitted as an appendix to the SOQ and should not exceed 10 pages.
- The SOQ should include:
  1. General firm information: *Firm name, address, phone number, subsidiary, type of ownership, year firm established, firm principals (including names and titles), former company name(s), name of parent company.*
  2. The firm's official representative anticipated to actively support the project: *Name, title, mailing address, phone, and email address.*
  3. Project descriptions performed demonstrating the experience and level of expertise proposed under this solicitation. Provide the project name and location, project description, firms or subcontractor's role and services provided.
  4. A minimum of three references for clients for whom the contractor has provided similar professional services during the past five years. This should include contact name, title, phone number, and email address.
  5. Proposed approach for this project description including an anticipated equipment, server, or licensing requirements.
  6. Services proposed for this project description including a broad description of a recommend order of operations or project phases.
- The SOQ should not include costs quotes. The costs associated with the project description will be first estimated and presented by a firm, during their submission of a proposal for a scope of work. Detailed costs will be further agreed upon at the time of negotiating a final contracted scope of work.

## Selection Criteria

The following is a list of criteria that will be used in evaluating submitted statements of interest and qualifications. Each company will be evaluated on their qualifications. After reviewing

submitted applications, the General Manager will consult with District staff and the Board subcommittee as needed to select the most qualified firm. Release of this Request for Qualifications does not bind the District to selecting or entering into an agreement with any applicant for these services.

1. Relevant experience of the firm developing similar products
2. Relevant experience of the firm working with groundwater conservation districts
3. Relevant experience of the project principal, proposed staff
4. Ability to respond
5. Work plan and project approach
6. Compatibility with current data management systems, mapping systems, functionality workflows and work practices
7. References of previous clients