



**Barton Springs
Edwards Aquifer**
CONSERVATION DISTRICT

**Barton Springs/Edwards Aquifer Conservation District
Request for Statements of Interest and Qualifications
For Comprehensive Classification and Compensation Analysis
RFQ No. 08012017-001**

The Barton Springs/Edwards Aquifer Conservation District (District) requests statements of interest and qualifications (SOQs) from qualified consultants to provide professional services to conduct a comprehensive classification and compensation analysis.

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, 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 currently employs 11 full-time employees with unique job descriptions and a wide range of responsibilities. It is the District’s policy to provide a salary program and benefits package that rewards and retains competent employees and is competitive, equitable, and commensurate with industry standards and the market.

PURPOSE AND SCOPE

The District is seeking a qualified consultant to conduct a comprehensive classification and compensations analysis, to include:

1. review and development of current job descriptions;
2. conduct a market salary survey;
3. perform survey data analysis and recommend pay structures;
4. review and assign all positions to an appropriate pay grade; and
5. recommend implementation and progression strategies.

STATEMENT OF QUALIFICATIONS SELECTION CRITERIA

The consultant will be selected through a qualification-based selection process. Firms interested in providing the services must submit as part of the RFQ response a Statement of Qualifications (SOQ) that addresses the following evaluation criteria. Applicants are encouraged to organize their submissions in such a way as to follow the general evaluation criteria listed below. Information included within the SOQ may be used to evaluate your firm as part of any criteria regardless of where that information is found within the SOQ. Information obtained from the SOQ and from any other relevant source may be used in the evaluation and selection process.

Title Page

Include the Proposal Title and RFQ number, the name of your firm, address, telephone number(s), name of contact person, email address, and date.

Letter of Introduction:

- a. General Information
- b. Description of firm/team
- c. Legal company organization; organizational chart with names

Relevant Firm Experience (40 points)

- a. Consultant's/firm's overall reputation, service capabilities and quality as it relates to this project.
- b. List and briefly describe 3-5 comparable projects completed by consultant/firm or currently in progress. For each project, include contact name and title, address, telephone number and email address.
- c. A minimum of three references from governmental entities, including names, addresses, and telephone numbers of parties for whom comparable work has been performed in the past five years.
- d. List and describe any instances in which the consultant/firm has ever had to legally defend themselves for services provided.
- e. Consultant's/Firm's capacity and intent to proceed without delay if selected for this work.

Team Experience & Qualifications (30 points)

- a. Describe each team member's position within the firm. Provide resumes of each proposed team member in Appendix A.
- b. Briefly describe each team member's role on this project.
- c. Provide "team" experience working together on similar projects.
- d. Identify proposed sub-consultants

Project Understanding and Approach (20 points)

- a. Describe your understanding of the project.
- b. Identify and discuss any potential problems during the study.
- c. Identify and discuss methods to mitigate those problems.
- d. Describe your firm's project management approach and philosophy.

Other Factors**(10 points)**

- a. Current workload and ability to proceed promptly
- b. Provide statement regarding your assurance that this engagement will not result in a conflict of interest.
- c. Relevant factors impacting the quality and value of work

SELECTION AND NEGOTIATION

The District's management team will evaluate each SOQ response according to the above criteria, and may select finalists to meet for interviews in order to expand on the information provided in the SOQ response. Following interviews the District's management team will determine a ranking for each short-list firm based on the published criteria in this RFQ. Consideration will be given to both the written SOQ and any oral presentations or interviews. No other factors or criteria will be used in the qualification ranking. The highest ranked firm will be recommended to the Board of Directors for contract award.

The District will enter into negotiations with the selected firm and execute a contract upon completion of negotiations for Board of Directors approval. If the District is unsuccessful in negotiating a contract with the highest ranked firm the District may then negotiate with the second or third highest ranked team until a contract is executed or may decide to terminate the selection process.

While the cost of the prospective work will be negotiated following contractor selection, the District has budgeted up to \$15,000 for the scope of services described. The District intends to complete negotiations with its selected contractor and award the contract by the regularly scheduled Board meeting on **September 28, 2017**.

SUBMITTAL REQUIREMENTS

The RFQ response shall consist of a one (1) page title page, a one (1) page letter of introduction, a one (1) page table of contents and a maximum of ten (10) pages to address the SOQ criteria specified on Page 2 of this RFQ, for a maximum of thirteen (13) pages excluding resumes. Resumes for each key team member shall be limited to no more than (1) page and shall be attached as Appendix A. Adherence to the maximum page requirement is critical; each page side (maximum 8 ½" x 11") with criteria information will be counted. Pages that have photos, charts and graphs will be counted towards the maximum number of pages. No cost, pricing or financial information of any kind shall be included in any of the proposal documents.

Interested parties are asked to submit brief SOQs to the District by 5:00 pm Thursday, **August 24, 2017**. SOQs may be submitted to District at the following address:

Barton Springs/Edwards Aquifer Conservation District
Attn: Dana C. Wilson, Administrative Team Leader
1124 Regal Row
Austin, Texas 78748
(512) 282-8441

Or submitted electronically to: dana@bseacd.org (Subject: CCA RFQ). Any questions about this solicitation also should be submitted to John T. Dupnik, General Manager, via email at john@bseacd.org.