Victoria County Groundwater Conservation District

Request for Qualifications for Assessing and Evaluating Conditions of the Central Gulf Coast Aquifer in Texas using Geostatistical Methods - Revised

Issue Date: September 1, 2019
Revised Issue Date: February 11, 2020

Revised Submittal Deadline: 2:00 PM, March 25, 2020

Submit Statements of Qualifications to:
Victoria County Groundwater Conservation District
2805 N. Navarro St., Ste 210
Victoria, Texas 77901
The Victoria County Groundwater Conservation District is requesting statements of qualifications from organizations and individuals for services related to assessing conditions of the Central Gulf Coast Aquifer near and surrounding Victoria County, Texas.

1) BACKGROUND AND GENERAL INFORMATION
   a) The District is responsible for the management of groundwater resources within Victoria County, Texas. In addition, the District is tasked, with other groundwater conservation districts, with establishing desired future conditions for the relevant aquifers within Groundwater Management Area 15.
   b) The mission of the 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.
   c) The District has the rights and responsibilities provided in Chapter 36 of the Texas Water Code and Chapter 356 of Title 31 of the Texas Administrative Code. The District has the authority to undertake hydrogeological studies, adopt a management plan, provide for the permitting of certain water wells, and implement programs to achieve statutory requirements. The District has rule-making authority to implement its policies and procedures to manage the groundwater resources of Victoria County.

2) PURPOSE OF REQUEST
   a) The District seeks statements of qualifications from organizations and individuals capable of providing the technical services related to assessing conditions of the Central Gulf Coast Aquifer near and surrounding Victoria County, Texas. In particular, the District seeks to identify the most qualified organization or individual to:
      i) employ appropriate geo-statistical methods for interpolating aquifer conditions across Victoria County as well as Groundwater Management Area 15 from available aquifer monitoring data;
      ii) employ appropriate geo-statistical methods for evaluating changes to aquifer conditions across Victoria County as well as Groundwater Management Area 15 over time; and
      iii) develop technical reports documenting condition assessments and evaluations, data sources, methods, assumptions and rationale for selected methods and assumptions.
   b) The District seeks to complete projects requiring the services identified above to:
      i) assess the conditions of the Central Gulf Coast Aquifer near and surrounding Victoria County, Texas for various historical periods;
      ii) evaluate the change in those conditions over time with subsequent updates to the change evaluations on an annual basis.

3) SUBMITTAL REQUIREMENTS
   a) Submittals must be delivered before the submittal deadline.
b) Submittals must be delivered by either hand-delivery, mail delivery, or courier delivery on computer-readable media in a portable document format (i.e., PDF file on a CD or USB Flash Drive). A printed copy of the submittal must be provided with the computer-readable media. The delivery of submittals is solely the responsibility of the respondent.

c) Submittal package must be marked: Submittal for the Request for Qualifications for Assessing and Evaluating Conditions of the Central Gulf Coast Aquifer in Texas using Geostatistical Methods - Revised

d) Submittals must contain a response to each item identified in Section 6.

e) Submittals must demonstrate the respondent’s ability to meet the minimum qualifications established in this request including the necessary resources such as staff and equipment to provide the services described in Section 2.

4) SUBMITTAL DISQUALIFICATION

a) Submittals of respondents may be considered disqualified or rejected for the following reasons:

i) Submission of more than one (1) submittal by organizations or individuals under the same or different names;

ii) Submission of an incomplete or inaccurate statement of qualifications;

iii) Respondent’s failure to satisfactorily perform any present or previous obligation to the District;

iv) Any other conduct or circumstance which by law requires rejection of a submittal; or

v) Respondent’s failure to follow provisions of this request.

5) GENERAL PROVISIONS

a) The cost of preparing a submittal to this request shall be borne entirely by the respondent.

b) This request shall in no manner be construed as a commitment on the part of the District to award a contract. The District reserves the right to reject any or all submittals; to waive minor irregularities in this RFQ process or in the responses thereto; to re-advertise this RFQ; to postpone or cancel this RFQ process; and to change or modify the schedule of this request at any time.

c) Submittals submitted early by respondents may be withdrawn or modified prior to the submittal deadline. Such requests must be in writing to the District. Modifications received after the submittal deadline will not be considered.

d) A prospective respondent may submit a written request to the District, via email to admin@vcgcd.org, for clarification or interpretation of any part of this request if a discrepancy, omission, or conflict is identified within this request. A prospective respondent is responsible for verifying the District received the request for clarification. Requests for clarification must be received at least fifteen (15) business days prior to the submittal deadline.

e) Supplemental interpretations, clarification, or supplemental instructions provided by the District will be in the form of a written addendum. Addendums, if any, will be posted on the website of the District no later than five (5) business days before the submittal deadline. The prospective respondent requesting clarification will be notified of the related addendum, if any, when posted to the website of the District. Failure of any prospective respondent to receive any such addendum shall not relieve said respondent from any obligation contained therein.

f) A prospective respondent may submit a written objection to any specification and requirement as set forth in this request, via email to admin@vcgcd.org. Objections to specifications or requirements must be received at least ten (10) business days prior to the submittal deadline to be considered by the District.
g) Respondents must explicitly warrant that the submittal is not made in the interest of or on behalf of any undisclosed party; that the respondent has not, directly or indirectly, induced any other party to submit a false submittal; and that firm has not paid or agreed to pay to any party, either directly or indirectly, any money or other valuable consideration for assistance or aid rendered or to be rendered in attempting to procure a contract from the District for the services described herein.

h) The District reserves the right to request any supplementary information it deems necessary to evaluate experience or qualifications of a respondent. This may include scheduled interview(s) or additional presentations by the respondent.

i) Respondents must submit sufficient information regarding qualification to enable the District to evaluate the experience and capabilities of the respondent.

j) Respondents must respond to all requests for information and such response must be completed in full.

k) Respondents must not include price information in its submittal.

6) REQUIRED ELEMENTS OF A STATEMENTS OF QUALIFICATIONS

a) Respondents must title or otherwise label the statement of qualifications as The Statement of Qualifications of INSERT RESPONDENTS NAME for the Request for Qualifications for Assessing and Evaluating Conditions of the Central Gulf Coast Aquifer in Texas using Geostatistical Methods - Revised.

b) Respondents must provide the legal name(s) and contact information of the respondent and any cooperating organizations or individuals including physical addresses, mailing addresses, phone numbers, and email addresses;

c) Respondents must provide a description of the proposed team of staff, including any cooperating organizations or individuals, and their responsibilities with regard to providing the services described and related to this request.

d) Respondents must identify the individual of the proposed team that will be the primary contact for services to be provided in relation to this request.

e) Respondents must provide a detailed description of the qualifications and experience of respondent as an organization and its proposed team members individually that is relevant to providing the technical services described in Section 2.

f) Respondents must provide a list and brief description of projects and associated work performed by the members of the proposed team within the last five (5) years that are relevant to providing the technical services described in Section 2.

g) Respondents must provide examples of work products previously developed including, but not limited to, technical reports, conference presentations, published professional articles, and peer-reviewed articles that are relevant to providing the technical services described in Section 2.

h) Respondents must provide a list of at least three (3) references for relevant projects previously completed.

i) Respondents must include a copy of this request as an appendix.

ii) Respondents must include a statement that explicitly warrants the submittal is not made in the interest of or on behalf of any undisclosed party; that the respondent has not, directly or indirectly, induced any other party to submit a false submittal; and that firm has not paid or agreed to pay to any party, either directly or indirectly, any money or other valuable consideration for assistance or aid rendered or to be rendered in attempting to procure a contract from the District for the services described herein. (This requirement was moved from Section 5 of the
7) SELECTION OF AND NEGOTIATION OF TERM WITH THE PREFERRED RESPONDENT
   a) The Board of Directors of the District will be presented a recommendation from the General Manager of the District regarding selection of a preferred respondent. The Board of Directors of the District will select the preferred respondent and authorize the commencement of negotiation of terms for an agreement.
   b) The General Manager of the District will base the recommendation of a preferred respondent on his evaluation of the information contained within those submittals deemed to be responsive to this request. The evaluation of the submittals will conclude within 60 days of the submittal deadline with the presentation of a recommendation of a preferred respondent at the next meeting of the Board of Directors of the District.
   c) The District will attempt to negotiate terms of an agreement, if any, with the preferred respondent for providing the services described and related to this request.
   d) The District may select an alternate preferred respondent from the pool of responsive submittals for the purpose of attempting to negotiate terms of an agreement if terms of an agreement cannot be agreed upon with the preferred respondent.
   e) The District will base the selection of a preferred respondent upon the review of qualifications provided in response to this request. Qualifications will be evaluated in accordance with the following criteria:
      i) the capability of the respondent to provide the technical services described in Section 2;
      ii) the demonstration of knowledge of and experience with applied geostatistics;
      iii) the demonstration of knowledge of and experience with hydrogeology and aquifer mechanics; and
      iv) the quality of relevant projects previously completed and relevant work products previously developed.

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