



**Request for Qualifications
for Selection of a Vendor to Provide Consulting Services,
Custom Programming and Integration Services
Related to a Water Well Management System for North Texas Groundwater
Conservation District and Red River Groundwater Conservation District**

Introduction

Pursuant to Chapter 2254 of the Texas Government Code, the purpose of this Request for Qualifications (“RFQ”) is to solicit information that will form the basis for North Texas Groundwater Conservation District’s (“NTGCD”) and Red River Groundwater Conservation District’s (“RRGCD”) (“the Districts”) selection of qualified firms to provide professional services associated with custom programming and integration of services related to a water well management system. Both Districts, through mutual understanding, have agreed to work together to select a vendor that can work with the Districts to design a water well management system that will meet the individual needs of each district.

Background

The creation of the RRGCD and NTGCD were authorized in 2009 by the 81st Texas Legislature. The Districts were formed to protect the groundwater resources for the citizens within the District boundaries. Beyond their enabling legislation, the Districts are governed primarily by the provisions of Chapter 36 of The Texas Water Code. The Woodbine and Trinity aquifer formations are the largest aquifers which fall within the jurisdiction of both Districts. The Districts are also both fee based and have similar operational attributes.

The Districts agree these similarities will facilitate the creation of a standard GIS database structure that both Districts can begin with and then add customized features depending on individual district needs. By using this process, each district strives to achieve a cost savings, allowing each district to upgrade their well management systems. The purpose of the well management system will be to assist each District in accomplishing their mission, as well as assist in documenting and achieving the requirements of their management plan.

Scope of Services

The Districts are soliciting qualifications in response to select a vendor to provide consulting services, software, custom programming and integration services related to a water well management system (the “System”). The services of the consultants in response to this RFQ shall include:

1. Review of current systems for each District to inventory current data fields and meeting with District staff and committees to determine specific needs for the new system.
2. Create an aerial image basemap service using District-determined imagery.
3. Development of a water well management system for use by each district that is based on a basic GIS database structure. The development of the system will be guided, but not limited to, the data collection described below:
 - Database development of spatial layers in an enterprise geodatabase;
 - Addition of basemap and reference layers obtained from in and around each county;
 - Addition of the Texas Water Development Board’s Groundwater Availability Model for the District to assist the Districts in establishing which formations wells are completed; and;
 - Database development for non-spatial data.
4. Development of web map application that allows for public and district use.
5. Development of an integrated database management and reporting system that allows for inventory and evaluation, by allowing for a user to search through records, well data editing, creation of new well locations, searchable and editable well ownership information, data entry forms for information such as water level measurements and/or water quality information, ad-hoc query tools for generating reports, and overall database summaries like well types, production values, and notifications.
6. Online database access for District staff, well drillers and well owners. The system should allow the District staff to perform all user functions remotely over the internet. The system should allow drillers and well owners to set up online accounts for: apply for wells registrations, entering meter readings, reviewing individual well information (production, , water level, water quality, location details, etc.) and either accept payment

or integrate with another software for payment. System will need to later be modified to accommodate the Districts individual permitting needs.

7. Create the ability to access and collect data using mobile devices.
8. Develop a role-based security module that allows each District to control access to all web based applications.
9. Hosting of web maps and GIS database, including the development of documented backup and disaster recovery procedures.
10. Provide documentation related to all software and custom programming.
11. Provide ongoing administrative and technical assistance after completeness of the project in assisting the Districts by evaluating input data for accuracy as needed by the Districts, needed upgrades as technology advances or new functions are desired, and training on software's applicable to the project.
12. Provide separate contracts and invoicing for each District.

RFQ Approach

The Districts, which are political subdivisions of the State, follow the State of Texas' Procurement Procedures for Professional Services under Chapter 791 of the Texas Local Government Code. Responses to this RFQ will be collected and evaluated in accordance with the criteria specified. After final selection, the Districts' will negotiate with the firms to define the cost schedules, terms, and conditions that will apply to the contract work. Once an agreement is reached, the contract may be executed. Firms under contract will not be guaranteed any specific amount of work.

Once qualifications have been evaluated by the Districts, proposers may be asked to submit and/or present an example of their system functionality to determine system capabilities prior to vendor selection.

Requested Information

In order to evaluate your qualifications please address the following information.

1. General description of company:

Firm Name, address, phone number, fax, number, branch, subsidiary, type of ownership, year firm established, firm principals (including names, titles, address, and phone no.)

Former company name(s) and address

Name of Parent Company, address

Type of Entity

Local Office Descriptions anticipated to actively support the project

- Location
- Services Offered
- Area of Expertise
- Title of staff anticipated to actively support Water Well Management project

2. Project descriptions performed demonstrating the experience and level of expertise proposed under this solicitation. Provide Project Name and location, project description, firms or subcontractor's role and services provided.

3. Contact information for references of clients for whom the company has provided professional services in the past five (5) years relative to the work scope provided herein, include contact name, job title, and telephone number. Each District reserves the right to pursue other references it deems necessary to make a thorough evaluation.

4. Services proposed for this solicitation.

5. Computer requirements to operate proposed system including mobile applications or any additional software requirements.

Selection

The following is a list of criteria that will be used in evaluating qualifications. Each company will be evaluated on their qualifications. Together the General Managers of each District will review the applications and present a recommendation to each Board of Directors. The General Managers shall be the sole judge of the relative weight of the evaluation criteria. The order of this list in no way represents which criteria are more important.

1. Relevant experience of the firm
2. Relevant experience of the project principal, proposed staff
3. Ability to respond

4. Work plan and project approach
5. Compatibility with current GIS systems and work practices
6. Detail of data backup services available

Submittal Qualifications

Qualified and interested firms with proven and past GIS database experience should submit to contact person eight (8) hard copies and an electronic copy of all requested information to the address listed no later than 5:00 PM, September 30th, 2016.

Contact Person

All proposers will direct all questions or concerns regarding this RFQ to the following contact:

Drew Satterwhite, P.E.

General Manager

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