



NORTH TEXAS

GROUNDWATER CONSERVATION DISTRICT

**REQUEST FOR PROPOSALS FOR
LEGISLATIVE SERVICES**

TABLE OF CONTENTS

Notice to Respondents.....	3
Section 1 – Request for Proposal Overview.....	4
Section 2 – Scope of Work.....	5
Section 3 – Required Format and Content; Confidentiality; Additional Forms May be Required	5

NOTICE TO RESPONDENTS

The North Groundwater Conservation District (“District”) is currently accepting proposals from qualified parties for **Legislative Services**, as further described herein. Submittals will be accepted electronically until **5:00 p.m., on Monday, October 23, 2023**. Any questions concerning the contents of this document should be emailed to Paul Sigle, General Manager, at p.sigle@northexasgcd.org.

Responses to this Request for Proposals shall be provided by emailed PDF (Adobe Acrobat Portable Document File) transmittal only to p.sigle@northexasgcd.org. The electronic version of the submittal shall be deemed delivered on the date and time evidenced by the email transmission.

RESPONSES DELIVERED IN ANY MANNER OTHER THAN THE ABOVE STATED MANNER WILL BE REJECTED.

Respondents shall be bound to the pricing terms contained within their submitted responses through July 1, 2025. Submittals shall be signed by an authorized individual or officer of the entity submitting the response.

Section 1 – Overview

1.1 Purpose of Request for Proposals

The District is seeking submittals from qualified parties regarding their expertise and qualifications for supporting the District in its legislative efforts during the 2024 interim and the 89th Regular Legislative Session.

The District shall receive responses to this Request for Proposals and may conduct individual interviews or request additional information in order to select an individual or firm to provide the services.

1.2 Anticipated Timeline

The following table identifies the estimated dates/timeframe for receipt, evaluation, and notice of selection. Please note the following key dates:

Description	Date*
Release of RFP	September 6, 2023
Response Deadline	October 23, 2023 (by 5:00 p.m.)
Review and selection process period	November 2023 – February 2024
Anticipated Timeframe for Notification of Selection	Not later than March 1, 2024

* The above noted dates are subject to change without notice.

1.3 Evaluation Criteria

Respondents are advised that all responsive documents will be evaluated to determine each firm's ability to best meet the needs of the District. The District's evaluation will include, but is not limited to, a consideration of the following criteria:

- a. **General Responsiveness.** Responses must clearly state the respondent's qualifications, and demonstrate that all elements in this RFP are addressed/included.
- b. **Experience/Ability and Qualifications.** Demonstrated recent successful experience in legislative affairs and in state legislative consulting services for groundwater

conservation districts, water districts, other governmental entities, and comparable entities or similar projects.

- c. Demonstrated confirmation of relationships with state legislators and staff and success in coordinating face- to-face interactions and results for clients.
- d. References. Names and contact information from not less than three (3) references that the District may choose to contact during its selection process.
- e. Fees. The respondent's proposed fees and fee structure, including a breakdown of the cost of services provided during the 89th Legislative (Regular) Session and services provided during the 2024 interim; and a detailed explanation of billing practices.

Section 2 – Scope of Work

2.1 Legislative Needs of the District

2024 Interim – The District currently anticipates needing to conduct meetings/discussions with certain legislative members and staff to discuss District-specific information related to groundwater permitting, production, and Chapter 36 of the Texas Water Code. The selected firm would assist the District in developing a plan of action for the 2024 Interim.

2025 Legislative Session – Primary anticipated needs include bill monitoring and tracking for proposed legislation impacting the District, meetings/discussions with legislative members and staff regarding proposed legislation and any identified legislative initiatives. The selected firm would assist the District in developing a plan of action for the 2025 Legislative (Regular) Session.

Section 3 – Format of Responses: Confidentiality: Additional Forms

3.1 Required Format and Content

Responses should be not more than ten (10) pages total, and must clearly demonstrate legislative consulting experience. Responses must be organized and indexed in the sequential order and include the content as requested below:

- I. An introductory letter;
- II. General Discussion of Qualifications;
- III. Key personnel proposed to be assigned to the District, including an explanation of all required licenses, registrations, and certifications.

- IV. List of current and previous work similar to the RFP, including a list of comparable clients where similar services have been provided, with dates services were provided;
- V. Rates and Fee Schedules;
- VI. List of at least three (3) references with complete contact information; and
- VII. A statement certifying that the respondent and/or his/her firm is not aware of any existing conflicts of interest with the District or its Board of Directors.

3.2 Confidentiality.

The confidentiality of all information contained in responses submitted to the District is subject to state law, including but not limited to the Texas Public Information Act and/or the Texas Open Meetings Act. Any information deemed confidential or proprietary should be clearly identified by the Respondent as such.

3.3 Additional Forms May be Required.

The District anticipates that during the selection process or upon selection, as applicable, the District may request that forms required by state law be completed and submitted to the District.