



REQUEST FOR QUALIFICATIONS (RFQ) PROFESSIONAL ENGINEERING SERVICES FOR REGIONAL WATER PLANNING GROUP – AREA B

1.0 GENERAL INFORMATION

Senate Bill 1 (SB 1), passed by the 75th Texas Legislature, mandated the Texas Water Development Board (TWDB) to implement a statewide water planning program to ensure that the water needs of all Texans are met looking forward 50 years. In response to this legislation, TWDB adopted state and regional water planning rules, delineated the state into sixteen regional areas, and selected the initial members for the Regional Water Planning Group serving in each area.

The Regional Water Planning Group – Area B (RWPG-B or Group) has been designated as Region B and consists of all or parts of the following eleven (11) Texas counties: Archer, Baylor, Clay, Cottle, Foard, Hardeman, King, Montague, Wichita, Wilbarger, and a portion of Young County that encompasses the City of Olney.

The RWPG-B is responsible for preparing and adopting a regional water plan for its area and hires a consultant to assist with the development of the plan, which include the engineering, hydrological, environmental, legal, and institutional components of the plan. The planning process begins with the collection and analyses of many types of information related to regional water supplies and the demands placed on them by area users. The Group decides how future water needs may be met and includes information in their water plan data about water supplies and demand, water quality problems affecting the water supply, and the social and economic characteristics of the region. The plan will also identify water supply threats to agriculture and natural resources. Information concerning current preparations for drought and the status of other water plans in the region will also be reviewed during plan development. In addition, the plan addresses the prioritization of water management strategies, based on factors related to strategy cost, year of need, amount of water the strategy provides, and so on.

Before the plan can be finalized, the RWPG-B must provide for public input in the planning process, hold public meetings, and furnish a draft report of the plan for public review and comment. The water plan must address the needs of all water users and suppliers in their region (except certain political subdivisions that decide not to participate.) Once this process has been completed, the final adopted plan will be forwarded to TWDB for approval and incorporation into a comprehensive state water plan.

2.0 SOLICITATION

The Red River Authority of Texas (the Authority), on behalf of the RWPG-B, is soliciting Statements of Qualifications (SOQ) from engineering/planning firms qualified to provide professional consulting services related to Regional Water Planning activities. The Authority is the administrative entity for the RWPG-B, and as such will be the contracting



party on behalf of the Group. The SOQ should be submitted in accordance with the instructions listed in ITEM 7 below.

3.0 SCOPE OF WORK

The RWPG-B has not approved a complete Scope of Work (SOW) for the preparation of its Sixth Cycle Regional Water Plan. However, general guidance documents related to the planning effort will be posted to the Texas Water Development Board Website at the following link:

https://www.twdb.texas.gov/waterplanning/rwp/planningdocu/2026/rfa_docs.asp

The applicant should include in their SOQ, their reasons and assurances that they could perform the professional services required under TWDB regulations and guidance related to regional water planning as found at the above link.

Funding of Regional Water Planning activities by the Texas Water Development Board is contingent upon continued legislative appropriations. Because regional water planning activities cover multiple funding biennium, changes in funding legislative appropriations may result in changes to the approved SOW. Respondents may contact the following individual regarding clarification of the Request for Qualification:

Mr. Randy Whiteman, General Manager
Red River Authority of Texas
Chair, Regional Water Planning Group – Area B

Mailing: P.O. Box 240
Wichita Falls, Texas 76307
Physical: 3000 Hammon Road
Wichita Falls, Texas 76310
Email: info@rra.texas.gov
Phone: 940-723-2236

4.0 CONSULTANT SELECTION PROCESS

Members of the RWPG-B Technical Advisory Committee (TAC) will meet, analyze and evaluate each SOQ received. The TAC will create a ranked list and present the list and their recommendation to the RWPG-B at the public meeting set for May 26, 2021. The RWPG-B will then review, discuss and make their selection. Once the consultant team is selected, contract negotiations to perform the professional services necessary for the development and adoption of the Region B Regional Water Plan will commence.

Public information: All information, documentation and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act after the solicitation



has been completed and the contract executed with the selected firm. Firms associating with other firms in order to bring specific expertise and experience to the project is allowed and encouraged.

5.0 REQUIREMENTS FOR SOQ

Respondents shall carefully read the information in the following evaluation criteria and submit a complete SOQ that addresses all questions and is in the format provided below:

5.1 Ability to provide services

5.1.1 Provide the following information:

- Legal name of firm, Form 1295 and current W-9.
- Location, size, and description of the firm and services offered.
- Contact person(s).
- Date of firm formation.
- Legal business description (i.e., Individual, Partnership, Corporation, Joint Venture, etc.).
- Evidence of being licensed to provide professional and consulting services in the state of Texas.

5.2 Qualifications and Availability: The respondent must provide a:

5.2.1 Statement of interest for the project including a narrative describing the firm's specific expertise and unique qualifications as they pertain to TWDB regional water planning.

5.2.2 Statement regarding the availability and commitment of the firm, its principal(s) and assigned professionals to undertake the project.

5.2.3 Statement that the firm is familiar with state of Texas rules regarding regional water planning and regional water planning grant assistance as adopted by TWDB.

5.3 Staffing Capabilities: The respondent must provide:

5.3.1 An organizational chart listing all personnel (including consultants) who will be assigned to work on this project.

5.3.2 Names and roles of key project team members that will perform the assigned tasks.

5.3.3 Résumés for all key project team members. Identify any members who have had previous experience on similar projects.



5.3.4 Staffing size by areas of expertise.

5.3.5 Current workload of prime firm.

5.3.6 Staff availability to perform services.

5.3.7 Description of any sub-consultants that may be employed as part of the project team.

5.4 Project Experience: The respondent must provide:

5.4.1 An overview and history of the firm and consultants.

5.4.2 List of similar water planning projects, including:

- Project name and location
- Services provided
- Date of completion
- Final consultant costs
- Client name and point-of-contact person
- Statement indicating whether project was completed within the allotted time schedule.

5.5 Project Methodology: The respondent must provide:

5.5.1 A description of the approach to complete the project's Scope of Work. A proposed project schedule based on any available TWDB guidance relating to schedule and the project team's understanding of the planning process.

5.5.2 A description of the internal project review process and quality assurance program that will be utilized by the project team.

5.6 History of Successful Performance: The respondent may submit:

5.6.1 Documentation showing a history of meeting TWDB regional water planning project schedules.

5.6.2 Documentation showing a history of accomplishing TWDB regional water planning services within established budget - include projected cost vs. actual cost.

5.6.3 A list of TWDB regional water planning references, to include: organization's name, point-of-contact person(s) and phone number(s).



5.6.4 A list of projects completed in the Region B planning area.

5.7. Responsiveness to RFQ - Qualifications shall be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to meet the requirements of this RFQ. Emphasis shall be placed on quality, capability, experience, and understanding of the water planning process for Region B.

6.0 ADDITIONAL INFORMATION TO BE INCLUDED IN STATEMENT OF QUALIFICATION

6.1 The RWPG-B requires professional liability insurance for firms with which it contracts. Please state what insurance coverage your firm carries and in what amounts.

7.0 DUE DATE AND CONTACT

Respondents must submit one (1) **electronic copy** and ten (10) **copies of their Statement of Qualifications** by **1:00 p.m., Friday, May 14, 2021**. All responses should be submitted to:

Mr. Randy Whiteman, General Manager
Red River Authority of Texas
Chair, Regional Water Planning Group – Area B

Mailing: P.O. Box 240
Wichita Falls, Texas 76307

Physical: 3000 Hammon Road
Wichita Falls, Texas 76310

Email: info@rra.texas.gov