

**RFQ NO. 11603**

**RIO GRANDE REGIONAL WATER PLANNING GROUP (Region M, TWDB)**

**REQUEST FOR STATEMENT OF QUALIFICATIONS  
TO PREPARE REGIONAL WATER PLAN  
FOR RIO GRANDE REGIONAL WATER PLANNING GROUP  
(Region M, TWDB)  
AS DEFINED BY 31 TAC CHAPTERS 355,357 & 358**

The Rio Grande Regional Water Planning Group (Region M, TWDB) invites all qualified parties to submit a statement of qualifications for preparing a Regional Water Plan for the Rio Grande Regional Water Planning Group (Region M, TWDB), as defined by 31 TAC Chapters 355, 357 & 358.

**BACKGROUND**

Senate Bill 1 (SB 1), 75<sup>th</sup> Legislature, made significant changes in the manner in which state water planning is to be conducted. Notably, SB 1 shifts the emphasis of state water planning from a centralized approach to a regional planning approach. As part of that process, the Texas Water Development Board (TWDB) has designated 16 regional planning areas and has appointed the initial members of regional planning groups. Each region is to prepare a consensus-based regional water plan and submit that plan to the TWDB by September 15, 2015. The TWDB will then assemble those regional water management plans into a State Water Plan to be submitted to the Texas Legislature.

Region M, TWDB comprises the counties of Cameron, Hidalgo, Jim Hogg, Maverick, Starr, Webb, Willacy and Zapata.

Under the direction of the Rio Grande Regional Water Planning Group (Region M, TWDB), the consultant shall prepare a regional water plan consistent with the guidelines and requirements of the TWDB. The consultant shall also assist Region M, TWDB in preparing an appropriate scope of work that adequately addresses all tasks in 31 TAC 357.7 and contains the elements for a scope of work as defined in 31 TAC 357.6 (3), i.e. the description of tasks, responsible parties, schedule, and description of deliverables.

In addition to the technical role, the consultant shall assist in the preparation of applications for financial assistance, design and implementation of public involvement activities, including conducting public meetings, reviewing and responding to public comments, and developing educational materials on regional water planning issues for presentation to both technical and non-technical audiences in the region.

Consultants submitting qualifications should be familiar with the rules for state and regional water planning and regional water planning grant assistance adopted by the TWDB (31 TAC Chapter 355, Subchapter C, Regional Water Planning Grant Rules; and 31 TAC Chapter 358, State Water Planning Guideline Rules). These rules contain procedures governing applications for financial assistance related to the development or revision of regional water management plans, and guidelines for the development of the state water plan. Particularly, the rules contain specific time frames and requirements for making application for state financial assistance for the development of the scope of work and budget for the development of the regional water plan, as well as deadlines for the submittal of the scope of work and regional water plan. The schedule for completion and delivery of work products for Region M, TWDB shall reflect these publication deadlines.

## ADDITIONAL INFORMATION

The purpose of this request for statements of qualifications is to permit the evaluation of the relative professional and technical qualifications of respondents.

The statement of qualifications should be no more than 20 pages in length, excluding cover letter and resumes of project team members. Responses should address the following:

1. Describe your firm's approach to executing the work associated with this project.
2. Describe your firm's experience and involvement in State and Regional Water Planning.
3. Provide the location, size and description of your firm and services offered and the location, size and description of any sub-consultants that may be employed as part of the project team.
4. Identify the person proposed by the Firm to serve as the point of contact for the scope of services development and negotiations.
5. A list of at least five (5) projects similar to the scope of work discussed herein, with descriptions of the projects, members of the project teams, time schedule, and contact persons who are able to certify the information presented. All projects must have been completed within the past ten (10) years. Demonstrate the following types of recent work experience:
  - Regional and state water planning for various size regions and states;
  - Interactions with diverse interest groups and stakeholders participating in regional water planning;
  - Facilitating consensus-building and conflict resolution among stakeholders with diverse and potentially-conflicting interests;
  - Reviewing population forecasts and developing and gaining acceptance of alternative forecasts as necessary;
  - Ability to collect and manage data and information available from relevant sources;
  - familiarity with water planning grant administration and invoicing requirements;
  - Knowledge of statutory and regulatory policies affecting water supply, water quality, water conservation, and drought management issues for both surface and groundwater; and
  - Experience with environmental issues and analyses related to water supply development.
6. Identify the project manager and team members with their professional licenses and qualifications to perform the proposed professional services. The Project Manager must be licensed in the State of Texas. Include an organizational chart identifying the specific individuals (by name) and their role(s) within this project.
7. Your firm's resources and capabilities: including location, size staffing, and length of local office's existence in Texas;
8. The capability of your firm to commit necessary resources to the project in order to meet the project schedule;
9. A description of the Firm's ability to complete projects without significant cost escalations or overrun.
10. Resumes for team members associated with the project (Submitted as an appendix; not counted towards page limit).

Any additional information you would like Region M, TWDB to be aware of or which you feel might have a direct bearing on your firm's qualifications to perform on the project.

### COMMUNICATION DURING THE BIDDING PROCESS

**It is not appropriate for you or your team members to have direct communication with any members of the Rio Grande Regional Water Planning Group (Region M, TWDB) and/or LRGVDC staff outside of the formal in-session communications arranged by the Procurement Director.**

**Any attempt by one of the respondents to have direct or indirect communication with the Rio Grande Regional Water Planning Group (Region M, TWDB) and/or LRGVDC staff outside of a committee session must be avoided and reported immediately to the Procurement Director.**

### SCHEDULE

February 2, 2011	Approve to advertise and mail notices for Request for Statement of Qualifications
March 06, 2011	Advertisement/and release of mail notices
May 13, 2011	Statement of Qualifications Due
May 2011	Region M, TWDB review of SOQs and preparation of recommendation; Region M, TWDB may recommend that short-listed firms make a presentation
June 1, 2011	Forty-five (45) minute presentations including Q&A sessions by short-listed consultants.

**The schedule is subject to change**

### ACKNOWLEDGEMENTS

The submittal either as part of the Statement of Qualifications or the cover letter shall provide the following acknowledgments:

- Acknowledgment that, if requested, you will prepare and make a presentation to Regional Planning Group (Region M, TWDB).
- Acknowledgment that, if selected, the key individuals of the proposed team will not be changed without the written approval of Regional Planning Group (Region M, TWDB); and
- Acknowledgment that, if selected, you **must** be thoroughly familiar with TWDB Rules and requirements for grant funding and invoicing.

**Any revisions to the RFQ will be posted on the following web sites: [lrgvdc.org](http://lrgvdc.org) and [riograndewaterplan.org](http://riograndewaterplan.org), is the responsibility of the respondent to check periodically these sites.** The deadline for responses to this request is 5:00 p.m. on Friday, May 13, 2011. One (1) electronic copy in Word format and twenty-five (25) hard copies of each submittal shall be delivered to Victor Morales, LRGVDC's Director of Procurement, at the following address:

Lower Rio Grande Valley Development Council  
Procurement Department  
Attn: Victor Morales  
311 North 15<sup>th</sup> Street  
McAllen, TX 78501  
Phone: 956-682-3481  
Fax: 956-682-3295