



RFQ NO. 11-004

Region H Water Planning Group

REQUEST FOR STATEMENT OF QUALIFICATIONS TO PREPARE REGIONAL WATER PLAN FOR REGION H WATER PLANNING GROUP AS DEFINED BY 31 TAC CHAPTERS 355, 357 & 358

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

BACKGROUND

Senate Bill 1 (SB 1), 75th 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 1, 2015. The TWDB will then assemble those regional water management plans into a State Water Plan to be submitted to the Texas Legislature.

Region H includes all or portions of Leon, Madison, Walker, Trinity, Polk, San Jacinto, Montgomery, Liberty, Austin, Waller, Harris, Chambers, Fort Bend, Galveston, and Brazoria counties.

Under the direction of the Region H Water Planning Group (Region H WPG), the consultant shall prepare a regional water plan. The consultant shall also assist the Region H WPG 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 the Region H WPG 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 10 pages in length, including cover letter and resumes of project team members. Responses should address the following:

1. A list of no more than 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 verify the information presented. All projects must have been completed within the past ten (10) years. It is preferred that project descriptions demonstrate the following types of recent work experience:
 - regional water planning for various size regions in Texas;
 - 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;
 - working with the TWDB in reviewing population forecasts and developing and gaining acceptance of alternative forecasts as necessary;
 - familiarity with data and information available from the TWDB and other sources;
 - familiarity with TWDB's 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.
2. Your firm's resources and capabilities: including location, size, staffing, and length of local office's existence in Texas;
3. Any planned subcontractor or joint venture arrangement for the project. Information requested in Items 1 and 2 may be submitted for joint venture partner(s);
4. The capability of your firm to commit necessary resources to the project in order to meet the project schedule;
5. Any additional information you would like the Region H WPG to be aware of or which you feel might have a direct bearing on your firm's qualification to perform on the project.

The selection of the successful firm(s) shall be accomplished by a vote of the Region H WPG. Based on the number of responses received and the preference of the members, the Region H WPG may request formal presentations from a short list of selected firms for the project.

SCHEDULE

October 6, 2010	Approve, advertise, and mail notices for Request for Statement of Qualifications.
November 19, 2010	Statement of Qualifications Due
December 2010	Scoping Committee review of SOQs and preparation of recommendation; Scoping Committee may recommend that short-listed firms make a presentation to the Region H WPG.
January 5, 2010	Fifteen-minute presentations by short-listed consultants if requested by Scoping Committee. Region H WPG selects consultant.

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 the Region H WPG;

Acknowledgment that, if selected, the key individuals of the proposed team will not be changed without the written approval of the Region H WPG; and

Acknowledgment that, if selected, you will conform to TWDB rules and requirements for grant funding and invoicing.

The deadline for responses to this request is 5:00 p.m. on Friday, November 19, 2010. One (1) electronic copy in PDF format and twenty-five (25) hardcopies of each submittal shall be delivered to Reed Eichelberger, Secretary of the Region H WPG, at the following address:

Reed Eichelberger, P.E.
San Jacinto River Authority
1577 Dam Site Rd
Conroe, Texas 77304
Phone 936-588-1111 Fax 936-588-3043