

Harris-Galveston Subsidence District

REQUEST FOR PROPOSALS

1999 REGULATORY PLAN UPDATE

GENERAL INFORMATION

The Greater Houston area is under-laid by the Gulf Coast Aquifer system and relies on this groundwater supply for a major portion of its domestic, industrial and agricultural supply. Historic over pumping of the aquifer has resulted in significant land subsidence in Harris County and Galveston County. The Harris-Galveston Subsidence District (HGSD) was created in 1975 by the 64th Legislature to limit the amount of land subsidence in Harris and Galveston counties associated with the withdrawal of groundwater. One of the tools the Subsidence District uses to accomplish its objectives is a regulatory program that limits the amount of groundwater permittees may use as a percentage of their overall water usage. These regulations have proven effective and land subsidence has slowed or stopped in Galveston County and the southeastern portion of Harris County. The initial Regulatory Plan was issued in 1976, with modifications to this original plan occurring in 1985, 1992, and 1999 in response to changing demographics, geopolitical boundaries and trends in water consumption.

The 1999 Regulatory Plan divides the District into three Regulatory Areas (see Exhibit A). Groundwater permittees in Area 1, which includes the majority of Galveston County and a portion of southeastern Harris County, are currently required to limit groundwater withdrawals to no more than 10% of the permittees' total water demand. Groundwater permittees in Area 2, comprising the central and southeastern portions of Harris County and the far northwestern portion of Galveston County, are currently required to limit groundwater withdrawals to no more than 20% of the permittees' total water demand. Groundwater permittees in Area 3, comprising north and northwest Harris County, will be required to limit groundwater withdrawals to 70%, 30%, and 20% of the permittees total water demand by 2010, 2020, and 2030 respectively.

The requirements contained within the 1999 Regulatory Plan are based on data and studies performed by HGSD. These past studies include projections of population and water demand, aquifer modeling studies, subsidence modeling studies, and other studies and analysis required to develop the 1999 Regulatory Plan.

Since the adoption of the 1999 Regulatory Plan significant changes in water policy, water management agencies, population and growth trends and water consumption trends have occurred both within and surrounding the regulated area. These changes have the potential to impact the effectiveness of the 1999 Regulatory Plan as future phases of regulation take place. As a result, The Subsidence District desires to update the underlying investigations used to establish the 1999 Regulatory Plan and verify or modify the regulation as appropriate based on these current events.

The HGSD is currently requesting Proposals from qualified consultants to perform the following general scope of services:

1. Develop a detailed scope of work and a timeline for completion of the project
2. Formulate the technical approach and criteria including model selection and analysis, planning horizon selection, stakeholder collaboration, and technical workshop organization for all or part of the following counties in order to perform an update to the 1999 Regulatory Plan:
 - a. Waller
 - b. Montgomery
 - c. Liberty
 - d. Hardin
 - e. Jefferson
 - f. Fort Bend
 - g. Harris
 - h. Chambers
 - i. Wharton
 - j. Matagorda
 - k. Brazoria
 - l. Galveston
2. Data collection, analysis, and management including census data, aerial photography, well pumpage, surface water usage, geologic, aquifer characteristics, and any other data necessary to update the 1999 Regulatory Plan.
3. Geographic Information System (GIS) database development and programming.
4. Development of estimates of existing population for the geographic area provided above on a one-square mile grid cell basis.
5. Development of population forecasts for the desired planning horizon and geographic area provided above on a one-square mile grid cell basis.
6. Development of estimates of existing water usage, type, and source for the geographic area provided above on a one-square mile grid basis.
7. Development of water usage forecasts by type and source for the geographic area provided above on a one-square mile cell basis.
8. Utilization, modification, calibration, and execution of the United States Geological Service (USGS) Groundwater Availability Model (GAM) for the Northern Gulf Coast (NGC-GAM).
9. Utilization, modification, calibration, and execution of subsidence analytical models.
10. Collection, analysis, and validation of subsidence data.
11. Design, installation, and data collection of well data.
12. Development and evaluation of regulatory scenarios.
13. Update and evaluation of District's Regulatory Plan Disincentive Fee.
14. Assessment of permitting and exemption related provisions of the Regulatory Plan and rules
15. Preparation of technical reports and work products and presentation to HGSD Board of Directors as well as stakeholders throughout the project duration.

The following general technical qualifications, expertise, and prior experience are required by the Respondent Firm and their sub-consultants, if any:

1. Complex groundwater analysis and computer modeling, specifically expertise in utilizing, modifying, calibrating, and executing the NGC-GAM.
2. State of Texas, Texas Water Development Board (TWDB) Regional Water Planning.
3. Population forecasting analytical methods, models, and data for large geographic areas.
4. Water demand forecasting including the various types and sources for large geographic areas.
5. Large scale and complex GIS database development, programming, and analysis.
6. Subsidence analytical modeling techniques and subsidence data collection and analysis.
7. Monitoring well design and installation and groundwater data collection and analysis.
8. Strategic planning and development of regulatory scenarios and evaluation of effects of regulatory scenarios as it relates to the District's Regulatory Plan Update.
9. Financial assessments and evaluations typical of the skills necessary to develop and recommend an update to the District's Regulatory Plan Disincentive Fee.
10. Public stakeholder collaboration and coordination.
11. Development and delivery of technical presentations to the general public.

INSTRUCTIONS TO PROPOSERS

1. Points of Contact
 - a. All respondents to this RFP are requested to direct all questions regarding this proposal to Mr. Ronald J. Neighbors at 281-956-2180 or rneighbors@subsidence.org.
2. Anticipated Request for Proposals (RFP) Timeline
 - b. RFP is issued on Thursday January 28th, 2010.
 - c. A Pre-Submittal meeting is scheduled for Tuesday, February 16th, 2010 at 10:00 AM at the Harris-Galveston Subsidence District Main Office located at 1660 W. Bay Area Blvd., Friendswood, Texas 77546.
 - d. Submit 12 bound copies of Proposal to Mr. Ronald J. Neighbors, General Manager, Harris-Galveston Subsidence District, 1660 W. Bay Area Blvd., Friendswood, Texas 77546 no later than 4:00 PM on Tuesday, March 9th, 2010. Submittals received after this date and time will be returned unopened.

- e. A selection committee will review the Proposals and may invite selected (short-listed) respondents for interviews and formal presentations.
- f. Selected (short-listed) respondents will be notified of the schedule for any potential interviews and/or presentations at a later date to be established by the HGSD.
- g. The HGSD Board of Directors may consider action regarding final selection of the successful respondent at a public Board Meeting to be established by the HGSD at a later date.

3. Proposal Requirements

- h. Proposals shall not exceed 16 pages including transmittal letter and attachments and excluding covers and plain section dividers. Proposals shall be printed on single-sided 8 ½” by 11” paper with not less than 1” margins. Proposals will be in Arial 11 point font.
- i. Provide a transmittal letter signed by an officer of the Respondent Firm who has the authority to commit the firm to the Project.
- j. General Information of the Respondent Firm
 - i. Firm name
 - ii. Corporate address
 - iii. Address, phone number, and fax number of the Texas office supporting this project.
 - iv. Primary contact name, phone number, and e-mail address
 - v. Website address
 - vi. Federal tax identification number
 - vii. Texas Board of Professional Engineers Registration Number (if applicable)
 - viii. Number of years firm in business
 - ix. Type of organization(s) (individual, partnership, corporation)
 - x. Date of organization (month and year)
 - xi. Location(s) of business
 - xii. Name(s) and dates(s) of predecessor organization(s)
 - xiii. Total number of professional employees located in Texas available to support this project
 - xiv. Type and limits of insurance coverage

k. Respondent's Personnel

- i. Provide the experience of the respondent firm's project manager, including experience with projects of a similar nature
- ii. Provide a team organization chart and clearly define the roles and responsibilities for each respondent firm's key team member and sub consultants (if any).

l. Experience of Respondent Firm

- i. Provide respondent firm's history and success as a prime firm with programs and projects of a similar nature, scope, complexity, and size as the project described associated with this solicitation. List no more than 3 projects meeting these criteria using the following format:

1. Project name and location
2. Project client contact name, current phone number, and e-mail address
3. Project description
4. Respondent Firm Project Manager
5. Other key team members
6. Period of service

m. Experience of Sub-consultants (if any)

- i. Provide experience of any sub-consultants to respondent firm with programs and projects of a similar nature, scope, complexity, and size as the project described associated with this solicitation. List no more than 2 projects meeting these criteria using the following format:

1. Project name and location
2. Project client contact name, current phone number, and e-mail address
3. Project description
4. Sub-consultant Project Manager
5. Other key team members
6. Period of service

n. Approach

- i. Provide a detailed written approach to the planning, development, execution, and management of this project including the identification of specific project work tasks, critical milestones, overall project

schedule, technical analysis and modeling requirements, stakeholder collaboration needs, and internal and external project communication.

- o. Provide other information pertinent to the project regarding the Respondent Firm and/or its sub-consultants and support resources.
- p. Potential Conflicts of Interest
 - i. Firms seeking to do business with HGSD are responsible for maintaining compliance with the applicable provisions of Chapter 176, Local Government Code, related to disclosure of conflicts of interest. The Conflict of Interest Questionnaire is available for downloading on the Texas Ethics Commission's website at <http://www.ethics.state.tx.us/forms/CIQ.pdf> and should be submitted to the HGSD under separate cover. The completed Conflict of Interest Questionnaire will be posted on HGSD's website as required by Chapter 176.
- q. Equal Employment Opportunity Requirements
 - i. HGSD highly encourages applicants to implement Affirmative Action practices in their employment programs. This means applicants should not discriminate against any employee or applicant for employment because of race, color, national origin, religion, sex, age, handicap, or political belief or affiliation.

GENERAL

1. This RFP does not commit HGSD to enter into a contract, nor does it obligate it to pay any costs incurred in the preparation and submission of Proposals or in anticipation of a contract.
2. HGSD reserves the right to:
 - a. reject any and all Proposals received;
 - b. cancel the entire RFP;
 - c. remedy technical errors in the RFP process;
 - d. negotiate with any, all, or none of the respondents to the RFP;
 - e. waive informalities and irregularities; and
 - f. modify the selection process.
3. HGSD retains the right to contract directly with other specialty firms including engineering consultants, demographic consultants, groundwater specialists, geotechnical firms, water well or other data collection and drilling companies, and any other specialty firm during the course of this project.

4. HGSD retains the right to select, approve, or disapprove all sub-consultants.
5. Respondent Firm will be required to meet the Insurance Specifications as described in Exhibit B of this RFP as a minimum.