



## **REQUEST FOR PROPOSALS RFP # 2026-001**

### **SUBSIDENCE ASSESSMENT IN HARRIS, GALVESTON, AND SURROUNDING COUNTIES**

#### **GENERAL INFORMATION**

The Harris-Galveston Subsidence District (HGSD) is seeking Proposals from accredited colleges, universities, and other qualified academic or research institutions to conduct applied research related to land subsidence monitoring, impacts, and mitigation.

Contracts anticipated to be awarded pursuant to this Request for Proposals (RFP) shall be funded by the Science and Research Fund. HGSD is authorized to use the competitive proposal method of procurement for this research opportunity. HGSD reserves the right to negotiate with any and all individuals or entities that submit a proposal. There will be no pre-submittal conference scheduled for this RFP.

The proposed schedule for this Request for Proposals is as follows:

|                                       |                                 |
|---------------------------------------|---------------------------------|
| Release RFP:                          | September 8, 2026               |
| Deadline for questions and inquiries: | September 25, 2026              |
| Proposal submissions due:             | October 27, 2026 at 5:00 pm CDT |

#### **INTRODUCTION**

The Harris-Galveston Subsidence District (HGSD) was created in 1975 to prevent subsidence within Harris and Galveston Counties by providing groundwater regulation. HGSD's [Regulatory Plan](#) describes the policies enacted with an overall goal to reduce groundwater withdrawal to a level that no longer contributes to subsidence. HGSD's [Science and Research Plan](#) outlines the main research objectives through 2027 in order to maintain the best-available research that supports the regulatory framework set forth in HGSD's Regulatory Plan and upholds HGSD's mission to prevent further subsidence.

This RFP is intended to establish a research partnership with an academic institution or research team possessing expertise in one or more of the following areas:

- Hydrology and/or hydrogeology
- Land subsidence
- Remote Sensing
- Geotechnical Engineering
- Economics
- Geographic information systems (GIS) and spatial analysis
- Water policy

## SCOPE OF WORK

The primary objective is to conduct a scientifically rigorous evaluation of subsidence. The research should consider the technical, hydrogeologic, regulatory, and economic factors associated with historical, current and potential future subsidence. The Respondent shall develop a detailed research approach to address the primary objective in the context of one or both of the following topics. The Respondent may choose to **select one or more of the following topics** to address the primary objective. The Respondent should note that some tasks include requests to address specific elements in the Project Understanding and Approach section of the proposal.

### **Topic 1. Conduct an economic evaluation of subsidence impacts in the greater Houston region.**

The Respondent will develop a methodology to assess subsidence impacts and quantify the cost of associated impacts to infrastructure within the jurisdiction of HGSD and adjacent counties including Chambers, Liberty, Montgomery, Waller, Fort Bend and Brazoria. The assessment should consider the successful mitigation of land subsidence within fully converted regulatory areas within HGSD and projections of future land subsidence throughout the study area (i.e., HGSD and surrounding counties).

*In the Project Understanding and Approach, describe how subsidence impacts will be determined and what tools/software will be used to quantify potential damages due to subsidence within the study area. Provide examples and references as appropriate to support the proposed methodology.*

### **Topic 2. Evaluate HGSD's subsidence monitoring network and explore other methods for measuring deformation of land surface.**

The Respondent will review HGSD's subsidence monitoring network including historical and current datasets from spirit leveling surveys to global navigation satellite system (GNSS) stations, to interferometric synthetic aperture radar (InSAR). The review should assess the current monitoring program and recommend enhancements to monitoring efforts as applicable. The Respondent should specifically address the uncertainty and monitoring limitations of current and potential future monitoring methods.

*In the Project Understanding and Approach, discuss remote sensing technologies to monitor land surface deformation from a local to regional scale including how areas of high subsidence, faulting, and anomalies will be investigated. Describe the accuracy, uncertainty, and limitations of monitoring methods with references and equations as appropriate.*

## **Documentation and Deliverables**

A comprehensive technical report will be provided for the proposed topic(s). The report must include an executive summary written for a non-technical audience. Draft documentation, including the executive summary, will be presented to the HGSD for review prior to the submission of the final report.

## **Data Management Requirements**

All data developed as part of the project shall be delivered to the HGSD in an appropriate database. Geographic information systems (GIS) data should be provided in an ArcGIS File Geodatabase and/or ArcPro project based on a standard schema developed in coordination with the HGSD. Additionally, a SharePoint site shall be used by the Respondent as the document repository for all documentation associated with the project. This SharePoint site can be provided by HGSD and will be used as the primary data exchange between the Respondent and HGSD staff.

The files delivered to HGSD should include, at a minimum, the following, as appropriate:

- All original spatial and tabular data referenced and/or source data;
- All spatial and tabular datasets created and/or manipulated for the purpose of analyses;

- Relevant metadata documenting the authoritative source and date of the original data according to the HGSD Geospatial Data Management Plan (2019); and

## **PROPOSAL EVALUATION AND SELECTION PROCESS**

It shall be each prospective Respondent's responsibility to identify qualified professionals as needed to provide resource and discipline/area services within the HGSD's required schedule and budget.

The HGSD has attempted to provide a comprehensive statement of requirements through this solicitation for the work contemplated. Written proposals must present the Respondent's qualifications and understanding of the work to be performed. Respondents are asked to address each evaluation criteria and to be specific in presenting their qualifications. Proposals must be as clear, thorough and detailed as possible so that HGSD may properly evaluate capabilities to provide the requested services.

By submission of a proposal, the prospective Respondent acknowledges acceptance of the evaluation process, the evaluation criteria, scope of work, approach and methodology, and all other terms and conditions set forth in this RFP. Further, the prospective Respondent acknowledges that subjective judgements must be made by the HGSD during this process.

- A. 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 and subsequent discussions, interviews, and/or presentations in anticipation of a contract.
- B. HGSD reserves the right to:
  - a) Reject any and all Proposals received.
  - b) Cancel or terminate the entire RFP process.
  - c) Remedy technical errors in the RFP process.
  - d) Negotiate with any, all, or none of the respondents to the RFP.
  - e) Waive or decline to waive any informalities and irregularities in any statement of qualifications or responses received.
  - f) Modify the selection process.
  - g) Negotiate or modify the project scope or services to be provided.
- C. **Selection Criteria:** Proposals will be evaluated and ranked based upon the responses provided relative to the content requirements of this RFP as provided in this section and as further detailed in the following section titled INSTRUCTIONS TO RESPONDING INSTITUTIONS.

The evaluation criteria and the corresponding maximum point score associated with each evaluation criteria are shown below in **Table 1**.

**Table 1.** Selection Criteria

| <b>Criteria</b>                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Points</b> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| <i>Project Team and Institutional Resources.</i> Considerations for this evaluation criterion include the teams' overall suitability for this project, effectiveness of the proposed organizational structure, and efficiency of proposed analytical tools to satisfy the objective.                                                                                                                                                             | 15            |
| <i>Qualifications and Relevant Experience.</i> Considerations for this evaluation criterion include the Principal Investigator's individual experience and demonstrated capability to lead projects having similar scope of services, the lead technical professionals' experience and demonstrated technical expertise to lead development of similar research projects including relevant publications.                                        | 25            |
| <i>Technical Approach and Methodology.</i> Considerations for this evaluation criterion include the project team's overall understanding of the project scope and issues as well as the clarity, thoroughness and creativity of the project approach, identification of key issues associated with the scope of services and the Respondent's approach to addressing those issues, as well as the project team's approach to quality management. | 40            |
| <i>Project Budget and Schedule.</i> Considerations for this evaluation criterion include the cost effectiveness of the proposed budget, availability of key staff during project duration, the proposed project schedule, and approach to managing deadlines.                                                                                                                                                                                    | 10            |
| Interview (optional)                                                                                                                                                                                                                                                                                                                                                                                                                             | 10            |
| <i>Total</i>                                                                                                                                                                                                                                                                                                                                                                                                                                     | <i>100</i>    |

**D. Interview**

The HGSD reserves the right to select directly from received proposals and not perform interviews. In the event interviews are not performed, the interview point score will be added in full to each Respondent's point score.

## INSTRUCTIONS TO RESPONDING INSTITUTIONS

### A. Points of Contact

1. Direct all questions regarding this Request for Proposals (RFP) to:

Harris-Galveston Subsidence District  
[contracts@subsidence.org](mailto:contracts@subsidence.org)

Questions received and answers provided will be posted to the RFP site at  
<https://hgsubsidence.org/about/working-with-hgsd/>

Any other contact by the offeror/institution with HGSD staff, consultants, or advisors regarding this contract may eliminate that institution from contract award consideration.

2. Unless otherwise stated in the proposal, answers to all questions, inquiries, and requests for additional information will be issued in the form of Addenda on the HGSD website. If addenda are issued, receipt of each Addenda shall be acknowledged and included in the Proposal.
3. The Proposals will be reviewed and selected respondents may be identified for further discussions, interviews, and/or formal presentations to be conducted at a later date.

### B. Proposal Requirements

1. Proposals shall not exceed ten (10) pages including attachments; and excluding transmittal letter, covers, addenda pages and section dividers.
2. Proposals shall be prepared with single side 8 ½” by 11” pages with not less than 1-inch margins, not less than 1.25 line spacing and not less than 11-point font.
3. Proposals shall be submitted electronically via email to [contracts@subsidence.org](mailto:contracts@subsidence.org) with subject line labeled “Attn: Proposal Submission RFP 2026-001.” **Reponses received after the submission deadline will not be considered.**
4. **Transmittal letter** – Provide a transmittal letter signed by an officer of the respondent institution who has the authority to commit the institution to the Project.
5. **Project Team and Institutional Resources (up to 15 points)**  
Briefly introduce your team, providing a summary of the administration, organization, and staffing of your team. Provide an organizational chart indicating the positions and names of the core team which will undertake this engagement. Include location(s) of principal investigator and lead technical professional(s). Provide institutional capacity to support project completion, including but not limited to accessibility to equipment, software, and data as well as field and analytical capabilities as appropriate to satisfy the requirements set forth in the primary objective. Provide the type and limits of insurance coverage.
6. **Qualifications and Relevant Experience (up to 25 points)**  
Provide information relevant to the Principal Investigator’s technical expertise based on projects that are similar to the described scope of services. List no more than five (5) recent projects that have been completed within the last five years. Include the following:
  - a. Assignment name and location

- b. Names of project manager and lead technical professional who worked on the project(s)
- c. Brief description of services performed and any relevant publications
- d. Completion date of project and/or key deliverables
- e. Project Budget

Include the following to demonstrate the experience and technical competency of the Principal Investigator and each lead technical professional:

- a. Proposed role/responsibility for this Project
- b. Institution and location during execution of the possible project(s) resulting from this RFP.
- c. Educational background
- d. Years of experience related to the solicitation scope of services
- e. Applicable license and/or registration
- f. Availability and time commitments to the project over the next 12 to 24 months.

7. **Technical Approach and Methodology (up to 40 points)**

Provide thorough discussion on the understanding and approach for the project, including the proposed work plan for the project, approach to project management and approach to quality management. Provide relevant discussion on any potential challenges that the Respondent has identified with regard to the scope of work and proposed solutions.

8. **Project Budget and Schedule (up to 10 points)**

Provide a proposed budget including the appropriate level of effort for all proposed tasks in the scope of work and if institutional resources will be leveraged or other funding will be used for this project. Provide an approximate schedule and approach to managing the schedule and meeting project deadlines.

9. **Other Information**

If desired, Respondents can provide other information pertinent to the Project regarding respondent firm and support resources **within the 10-page limit.**

10. **Addenda**

Unless otherwise stated in the proposal, answers to all questions, inquiries, and requests for additional information will be issued in the form of Addenda. If Addenda are issued, receipt of each Addendum shall be acknowledged by the Respondent. **These pages are NOT included in the 10-page limit.**

11. **Potential Conflicts of Interest**

Institutions 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 with the submittal. The completed Conflict of Interest Questionnaire will be posted on HGSD's website as required by Chapter 176. Additionally, the selected firm will be required to complete Texas Ethics Form 1295 online prior to execution of any contract. **This page is NOT included in the 10-page limit.**

12. **Interviews (optional; up to 10 points)**

The HGSD reserves the right to select directly from received Proposals and not perform interviews. In the event interviews are not performed, the interview point score will be added in full to each Respondent's point score.

C. Equal Employment Opportunity Requirements

The HGSD highly encourages applicants to maintain non-discriminatory 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, or disability.

## **CONTRACT AND INSURANCE REQUIREMENTS**

HGSD has previously entered into Sponsored Research Agreements (SRA) with local and state universities. HGSD may choose to enter into the SRA of the Respondent's institution and reserves the right to review the SRA prior to authorization. A redacted copy of an example SRA can be provided by HGSD upon request.

The following items **must be included** with the proposal submission. **These pages are NOT included in the 10-page limit.**

1. A complete draft SRA under which the respondent proposed to complete the proposed project provided in a Microsoft Word (.docx format is preferred) or searchable PDF.
2. Any schedules, exhibits, statements of work, service descriptions, data-processing addenda, security exhibits, pricing annexes, or other attachments that form part of the proposed agreement.
3. A cover note (maximum two pages) identifying: (a) the proposed agreement type; (b) governing law in Texas and venue in Harris County, Texas; (c) any terms the respondent treats as non-negotiable; and (d) any material exceptions to the commercial or legal requirements in the RFP.
4. The draft must be internally consistent with the quotation (pricing, term, scope, and payment schedule must match).
5. Leave signature blocks blank. Do not treat submission of a draft as execution or as an offer that HGSD can accept by signature alone unless the respondent expressly states that intention.