

REQUEST FOR QUALIFICATIONS FOR HYDROGEOLOGY SERVICES RELATED TO GROUNDWATER MANAGEMENT

RFQ# 02-2025

Pursuant to Chapter 2254 of the Texas Government Code, the purpose of this Request for Qualifications (“RFQ”) is to solicit information that will be the basis for the Panhandle Groundwater Conservation District’s (“District”) selection of qualified firms to provide professional hydrogeology services.

The District is a political subdivision formed to protect groundwater resources for the citizens of Carson, Donley, Gray, Roberts, and Wheeler Counties, along with portions of Armstrong, Hutchinson, and Potter Counties. The District, governed by its enabling act and Chapter 36 of the Texas Water Code, was created to serve a public use and benefit and is essential to accomplish the purposes of Section 59, Article XVI, Texas Constitution.

Qualified professionals must have documented experience successfully developing and implementing Management Plans under Chapter 36 of the Texas Water Code and expertise in Groundwater Availability Modeling. Experience working with the aquifers within Groundwater Management Area (GAM) 1, including the Ogallala, Seymour, Blaine, Dockum, and Rita Blanca aquifers. If selected, Respondent will serve as a technical consultant and be responsible for assisting the District's General Manager and Board of Directors (Board) with ongoing and potential studies and programs focused on the collection and analysis of scientific data regarding groundwater resources in the District and the region. In addition to programs and projects, the District will, from time to time, require the assistance of the Successful Respondent in executing its day-to-day tasks such as reviewing water well permit applications, assessing the impacts of proposed or existing water wells, and providing professional opinions regarding activities that may impact the groundwater resources in the District. The Successful Respondent may be tasked with providing scientific and technical reports and advice as requested by the General Manager and/or the Board. The Successful Respondent may be required to attend meetings with the General Manager and permittees; with the District's legal counsel; and regular and special meetings and hearings of the Board when requested and should be available for consultation as needed.

Schedule

Responses to this Request for Qualifications are due to the District by **November 3, 2025**, to the address listed no later than 5:00 p.m.

RFQ Approach

The District follows the State of Texas' Procurement Procedures for Professional Services and, therefore, cannot evaluate engineering services on the cost of services. Engineering services must be evaluated only on the quality and experience of the company and its employees. Therefore, do not submit any pricing information with this RFQ. Failure to follow these instructions will result in the disqualification of a firm’s statement of qualifications.

Responses to this RFQ will be collected and evaluated in accordance with the criteria specified. After final selection, staff will negotiate with the firms to define the cost schedules, terms, and conditions that will apply to the contract work. Once an agreement is reached, the contract will be

executed. Firms under contract will not be guaranteed any specific amount of work. Recommended contract amounts will be determined based on the anticipated amount of work for the particular hydrogeological disciplines.

Information Requested

In order to evaluate your qualifications please address the following information.

1. General description of company:
 - Firm Name, address, phone number, fax, number, branch, subsidiary, type of ownership, year firm established, firm principals (including names, titles, address, and phone no.)
 - Former company name(s) and address
 - Name of Parent Company, address
 - Type of Entity
2. Project descriptions performed demonstrating the experience and level of expertise proposed under this solicitation. Provide Project Name and location, project description, firms or subcontractor's role and services provided.
3. Contact information for references of clients for whom the company has provided professional services in the past five (5) years relative to the work scope provided herein, include contact name, job title, and telephone number. The District reserves the right to pursue other references it deems necessary to make a thorough evaluation.
4. Services proposed for this solicitation.
5. The District is prohibited from requesting, and you are prohibited from submitting a competitive bid for this engagement; however, we are requesting you include in your Statement for Qualifications a fee proposal specifically reflecting the method of determining charges for work performed; and include hourly rates associated with different staff levels.
6. Proposer shall complete, sign and date and include with its Statement of Qualifications the Certificate of Non-Discrimination attached to this RFQ attached as Exhibit A.

All costs related to the Proposer's Statement of Qualifications/Proposal submission are the sole responsibility of the Proposer. All Statements of Qualifications that are submitted are the property of the District.

All information contained in Statements of Qualifications submitted may be subject to the Texas Public Information Act and/or the Texas Open Meetings Act, and the use and disclosure of the information provided are governed by these Acts. Any information deemed confidential or proprietary should be clearly identified by the Proposer as such. Such information may then be protected and treated with confidentiality to the extent permitted by state law.

Selection

The following is a list of criteria that will be used in evaluating qualifications. Companies will be evaluated on their qualifications and not price. The District shall be the sole judge of the relative weight of the evaluation criteria. The order of this list in no way represents which criteria are more important;

1. *Responsiveness.* Responsiveness of the Statement of Qualifications in clearly stating the firm's practice areas and services, and in meeting the requirements of the RFQ for Financial Auditing services.
2. *Experience/Ability.* The extent of the firm's previous experience working with political subdivisions, and the firm's knowledge of political subdivision hydrogeological needs required by Chapter 36 of the Texas Water Code.
3. *Qualifications.* Qualifications of the firm to provide the District with prompt, responsive hydrogeology services, including appropriate support staffing as needed; firm research and other resources; and a demonstrated history of competence in the District's hydrogeology.
4. *References.* Information obtained by the District from the firm's provided references and other clients.
5. *Costs.* The firm's proposed fees for services provided.

Submittal of Qualifications

Statements of Qualifications may be delivered in one of the following methods:

Hand delivered, UPS, FedEx, or other common carrier must be received by 12 PM, November 2, 2025, to:	U.S. Postal Service	Electronically
Panhandle GCD Attn: Britney Britten 201 W. 3 rd , White Deer, TX 79097	Panhandle GCD Attn: Britney Britten PO Box 637 White Deer, TX 79097	To Britney Britten at britney@pgcd.us

Proposers will direct all questions or concerns regarding this RFQ to:

Britney Britten, General Manager
Panhandle GCD
806-883-2501 option 2
806-898-0128 (c)
britney@pgcd.us

STATEMENTS OF QUALIFICATIONS DELIVERED IN ANY MANNER OTHER THAN THE ABOVE-STATEMENT MANNER WILL BE REJECTED AND RETURNED TO THE PROPOSER UNOPENED. It is the Proposer's sole responsibility to ensure that his/her Statement of Qualification is delivered by the proper method to the proper address by the deadline. Postmarks will not validate Statements of Qualifications received after the scheduled closing time for receipt of Statements of Qualifications may be discarded without further consideration. Statements of Qualifications may be withdrawn by submitting a request to britney@pgcd.us prior to the scheduled closing time for receipt of Statements of Qualifications.

EXHIBIT A

**CERTIFICATION OF NON-DISCRIMINATION
TO BE EXECUTED BY PROPOSER AND SUBMITTED WITH STATEMENT OF
QUALIFICATIONS**

Proposer hereby certifies that in performing work or providing services for the District, there shall be no unlawful discrimination in its hiring or employment practices, and Proposer shall comply with applicable federal and Texas anti-discrimination laws.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this _____ day of _____, 2025.

PROPOSER:

(Type or print complete legal name of firm)

BY:

(Signature)

NAME:

(Type or print)

TITLE

(Type or print)

ADDRESS

(City)

(State)

(Zip)