

**Request for Qualifications  
for Selection of a Vendor to Provide Consulting Services,  
Custom Programming and Integration Services  
Related to a Water Well Management System for the  
Trinity Glen Rose Groundwater Conservation District**

## Introduction

Pursuant to Chapter 2254 of the Texas Government Code, the purpose of this Request for Qualifications (“RFQ”) is to solicit information that will form the basis for the Trinity Glen Rose Groundwater Conservation District (“TGRGCD” or “District”) to select a qualified firm to provide professional services associated with custom programming and integration of services related to a water well management system.

## Background

The District was formed to protect the groundwater resources for the citizens of northern Bexar County and small portions of Comal and Kendall counties. Beyond its enabling legislation, the District is governed primarily by the provisions of Chapter 36 of the Texas Water Code and its Enabling Act. The District has the capability and authority to undertake various studies and promote conservation; to adopt and amend, as needed, a management plan; to adopt rules; to establish a program for the registration and permitting of water wells; and to implement structural facilities and non-structural programs to achieve its statutory mandates. The District has rule-making authority to implement its policies and procedures to manage the groundwater resources.

## Scope of Services

The District is soliciting qualifications in response to select a vendor to provide consulting services, software, custom programming and integration services related to a water well management system (the “System”). The services of the consultants in response to this RFQ shall include:

1. Review of current systems for the District to inventory current data fields, to offer possible suggestions for improvement, determine what data is currently available prior to development of the new system, and integrate all current data in development of the new system.
2. Create an aerial image basemap service using District-determined imagery.
3. Develop a water well management system for use by the district that is based on a basic GIS database structure. The development of the system will be guided, but not limited to, the data collection described below:
  - Database development of spatial layers in an enterprise geodatabase;
  - Addition of basemap and reference layers obtained from, in, and around each county; and
  - Database development for non-spatial layers
4. Develop a web map application using a base aerial imagery map that allows for public and district use.

5. Develop an integrated database management and reporting system that allows for user search through records, well data editing, creation of new well locations, searchable and editable well ownership information, data entry forms for information such as water level measurements and/or water quality information, ad-hoc query tools for generating reports, and overall database summaries like well types, production values, and notifications.
6. Create the ability to access and collect data using mobile devices.
7. Develop a role-based security module that allows the District to control access to all web based applications.
8. Hosting of web maps and GIS database, including the development of documented backup and disaster recovery procedures.

## RFQ Approach

The District, which is a political subdivisions of the State, follows the State of Texas' Procurement Procedures for Professional Services under Chapter 791 of the Texas Local Government Code. Responses to this RFQ will be collected and evaluated in accordance with the criteria specified. After final selection, the District's General Manager will negotiate with the firm to define the cost schedules, terms, and conditions that will apply to the contract work. Once an agreement is reached, the contract may be executed.

Once qualifications have been evaluated by the District, proposers may be asked to submit and/or present an example of their system functionality to determine system capabilities prior to vendor selection.

## Requested Information

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

Local Office Descriptions anticipated to actively support the project

- Location
- Services Offered
- Area of Expertise
- Title of staff anticipated to actively support GIS project

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. List of Groundwater Conservation District clients currently provided database services.
5. Services proposed for this solicitation.
6. Computer hardware, software and maintenance requirements to operate proposed system including mobile applications or any additional software requirements.

## Selection

The following is a list of criteria that will be used in evaluating qualifications. Each company will be evaluated on their qualifications. The District will review the applications and present a recommendation to the Board of Directors. The order of this list in no way represents which criteria are more important.

1. Relevant experience of the firm
2. Relevant experience of the project principal, proposed staff
3. Ability to respond
4. Work plan and project approach
5. Compatibility with current GIS systems and work practices

## Submittal Qualifications

Qualified and interested firms with proven and past GIS database experience should submit to contact person listed below, no later than **January 13, 2023**, no later than 5:00 p.m.

Submittals should include a minimum of one hard copy and one electronic copy of all requested information.

## Contact Person

All proposers will direct all questions or concerns regarding this RFQ to the following District contact:

Amanda Maloukis  
TGRGCD, Assistant General Manager  
**Trinity Glen Rose Groundwater Conservation District**  
14789 Old Bandera Rd. #105 (physical address)  
P.O. Box 1589 (mailing address)  
Helotes, Texas 78023  
Phone (210) 698-1155  
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