

June 23, 2006

SOUTH CENTRAL TEXAS REGIONAL WATER PLANNING GROUP

2006-2011

PUBLIC PARTICIPATION SERVICES

RE: REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL PUBLIC PARTICIPATION CONSULTANT FOR THE SOUTH CENTRAL TEXAS REGIONAL WATER PLANNING GROUP: 2006-2011

Dear Sir/Madam:

The San Antonio River Authority (hereinafter referred to as ADMINISTRATOR) acting for the South Central Texas Regional Water Planning Group desires to hire an individual consultant or team (hereinafter referred to as CONSULTANT) to plan and implement a process to incorporate input from community stakeholders and the general public for 2006-2011 South Central Texas Regional Water Planning Group (SCTRWPG). The ADMINISTRATOR will provide oversight for the coordination of the CONSULTANT activities with those of the SCTRWPG Chair and Planning Group Members.

The CONSULTANT must be experienced in conducting public participation programs and building consensus among varied interests groups and individuals and also have demonstrated success in increasing public awareness and support. The CONSULTANT's work will include, but not be limited to, the following: developing contact lists of stakeholders; planning, communication, facilitation, and documentation of public meetings and forums throughout the planning phase; oversight and management of public input into the planning process; communication of public participation activities with stakeholders, general public and the media; coordination of public participation activities with the SCTRWPG; Website maintenance and updates and ensuring that the feedback received from the public input process is effectively integrated into the planning process.

BACKGROUND:

Since 1957, the Texas Water Development Board (TWDB) has been charged with preparing a comprehensive and flexible long-term plan for the development, conservation, and management of the state's water resources. The current state water plan, *Water for Texas, January 2002*, was produced by the TWDB and based on approved regional water plans pursuant to requirements of Senate Bill 1 (SB1), enacted in 1997 by the 75th Legislature. As stated in SB1, the purpose of the regional water planning effort is to:

“Provide for the orderly development, management, and conservation of water resources and preparation for and response to drought conditions in order that sufficient water will be available

at a reasonable cost to ensure public health, safety, and welfare; further economic development; and protect the agricultural and natural resources of that particular region.”

SB1 also provides that future regulatory and financing decisions of the Texas Commission on Environmental Quality (TCEQ) and the TWDB be consistent with approved regional plans. The TWDB divided the state into 16 planning regions and appointed members to the regional planning groups. The South Central Texas Region (Region L) includes all of 20 counties as well as the portion of Hays County located in the Guadalupe River Basin. The South Central Texas Regional Water Planning Group (SCTRWPG) has a total of 21 voting members. The members represent 11 interests or stakeholders (Public, Counties, Municipalities, Industry, Agriculture, Environmental, Small Business, Electric Generating Utilities, River Authorities, Water Districts, and Water Utilities), serve without pay, and are responsible for the development of the South Central Texas Regional Water Plan.

The SCTRWPG adopted bylaws to govern its operations and, in accordance with its bylaws, selected the San Antonio River Authority (SARA) to serve as its administrative agency (Qualified Political Subdivision) to: 1) Develop scopes of work; 2) Apply for TWDB planning grants; 3) Contract with the TWDB for the grants; and 4) Manage the development of the Regional Water Plan, including supervision of technical and public participation consultants. Members of the SCTRWPG and key staff of several participants serve as an ad hoc Staff Workgroup to review and guide SARA and consultants’ work.

PARTICIPATION BY SMALL AND MINORITY BUSINESSES:

The ADMINISTRATOR encourages CONSULTANT to consider the use of small and minority businesses in compiling team members to meet the required professional services disciplines. The ADMINISTRATOR has prepared lists of firms including certified Small Minority, Women Owned Business Enterprise (SMWBE) firms and Disadvantaged Business Enterprise (DBE) firms as certified through the South Central Texas Regional Certification Center and Historically Under-Utilized Businesses (HUB) as certified through the State of Texas.

CONSULTANT is required to identify SMWBE, DBE and HUB firms included on the team and their role on the team. CONSULTANT selection is based solely upon qualifications; however, if all qualifications are equal between submitting CONSULTANT(s), then preference will be given to CONSULTANT teams with participation by qualified and certified SMWBE, DBE and HUB firms.

EVALUATION FACTORS AND REQUIREMENTS FOR QUALIFICATIONS SUBMITTAL:

Although there may be one consultant who has all of the skills required in-house to execute the Public Participation Services, it is anticipated that many respondents to this Request for Qualifications will be multiple consultants organized as a team with one individual or firm consultant as the lead. The lead consultant or individual will serve as the primary contact and use/manage the other resources, as needed.

Interested CONSULTANTS should submit a Qualifications Summary (8 copies) addressing the following items. These items will serve as the basis for the selection process for contract award:

1. Location of CONSULTANT's design offices and the extent to which each office will participate in the SCTRWPG.
2. List of CONSULTANT team members including principals to be assigned to this SCTRWPG, and identification of team members, and their role on the team, who are certified SMWBE, DBE and/or HUB businesses either through the South Central Texas Regional Certification Center or the State of Texas. Submittal must include proof of certification.
3. CONSULTANT's understanding of the SCTRWPG and a familiarity of similar Planning Regions and/or the local factors that influence SCTRWPG development including the CONSULTANT's approach to the public participation process.
4. CONSULTANT's experience in working with community groups and multiple government agencies, including local, state and federal entities.
5. The staffing/management approach the CONSULTANT would take considering SCTRWPG tasks and phases. Emphasis will be placed upon the Lead CONSULTANT's proven capabilities in the targeted services and management skills to achieve desired results.
6. Previous work experience related to similar work and quality and timeliness of service delivery. Experience may be based on prior work done for ADMINISTRATOR or other organizations. As applicable, other private and public organizations will be contacted for their assessment of a CONSULTANT's performance. All qualification submittals should include a list of similar work the CONSULTANT has completed along with the clients name, phone number and contact person.
7. Public participation capability from within CONSULTANT's office or team, personnel assigned to the SCTRWPG, familiarity with the SCTRWPG, and ability/availability to perform the services in the time allotted. Please outline CONSULTANT's staff organization and list the qualifications of key personnel who will be assigned to the SCTRWPG. If multiple consultants are combined into a Team, indicate the Lead Consultant making the final design decisions and the allocation of workload/tasks between the team members. Additional criteria will include specific knowledge and experience of the CONSULTANT's personnel working with the SCTRWPG applicable to the services desired by the ADMINISTRATOR, demonstration of creativity and innovation by the CONSULTANT's personnel working on the SCTRWPG.
8. Acceptance of ADMINISTRATOR required contract which includes indemnification, professional liability insurance and general liability insurance requirements.

The ADMINISTRATOR requests qualification submittals from firms interested in the above services in support of the SCTRWPG. Qualification submittals must be received in the general offices of the San Antonio River Authority located at 100 East Guenther Street, San Antonio, Texas, 78204, no later than 5:00 p.m., Monday, July 17, 2006.

Qualification submittals should not exceed 10 pages in length (not including resumes and general CONSULTANT literature).

At the ADMINISTRATOR's discretion, a short list of prospective firms may be interviewed by the ADMINISTRATOR staff and others on the CONSULTANT Selection Team, Wednesday, July 26, 2006. Selection of the CONSULTANT will be made no sooner than Thursday, August 3, 2006.

The ADMINISTRATOR, on behalf of the SCTRWPG, is also requesting qualification submittals for facilitation services. Interested firms or teams may submit a single qualifications submittal indicating their interest in performing both services. In that event, the qualifications submittal must comply with the requirements listed in both requests for qualifications. The ADMINISTRATOR and the SCTRWPG reserve the right to select separate consultants for each type of service regardless whether the interested firm or team submitted for both services in a single qualifications submittal. Single qualification submittals indicating interest in performing both services should not exceed 15 pages.

Thank you for your interest in submitting a qualification submittal. However, if you do not wish to submit a qualification submittal, it will not affect your being considered for future work, nor will it be construed as a lack of interest in performing any services for the ADMINISTRATOR.

If you should have any questions concerning this request for qualification submittal, please contact the ADMINISTRATOR's Project Manager, Robert "Bob" Perez, at (210) 302-3279 or rperez@sara-tx.org.