



P. O. BOX 1749
1859 W. HWY 199
SPRINGTOWN, TX 76082

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Request for Qualifications for Hydrogeology Services

The Upper Trinity Groundwater Conservation District (“District”), a groundwater conservation district comprised of Montague, Wise, Parker, and Hood counties, is seeking hydrogeologists with the qualifications and experience to assist the District.

The objective of this Request for Qualifications (RFQ) is to solicit information from qualified professionals (Respondents) regarding their skills, abilities, experience, and credentials relevant to providing professional services related to groundwater management, hydrogeology, and software development. The District will consider the information provided to identify a preferred party to attempt to negotiate contract terms for providing the services required by the District.

Qualified professionals must have documented experience working with groundwater conservation districts in Texas, expertise in groundwater availability modeling – including developing groundwater availability models and software related to those models, working with Districts in the development and analysis of desired future conditions and their achievement, analysis of monitoring well data, water well spacing and well interference issues, and related hydrogeological issues. Experience working with the Northern Trinity and Woodbine Aquifers Groundwater Availability Modeling is particularly valued. Consideration will be given to those respondents with experience developing, or managing the development, of software or software interfaces related to groundwater modeling tools such as MODFLOW and TTIM.

If selected, Respondent will serve as a technical consultant and be responsible for assisting the District’s General Manager, staff, and Board of Directors (Board) with ongoing and potential studies and programs focused on the collection and analysis of scientific data regarding the groundwater resources in the District and the region. The Respondent may be tasked with providing scientific and technical reports and advice as requested by the General Manager and/or the Board. The Respondent should be available for consultation as needed. Presently, regular board meetings usually occur at 5:00 PM on the third Thursday of each month, although those meeting dates vary from time to time because of holidays and other considerations. The District is actively collecting groundwater data, investigating groundwater resources, and issuing permits. The District participates in joint planning and is a part of Groundwater Management Area 8 and Groundwater Management Area 6.

Interested and qualified professionals should submit a statement of qualifications as described below to the District. Submissions must include one (1) original and ten (10) copies submitted via mail or hand delivery, as well as one electronic copy, to be **RECEIVED BY the District no later than 5:00 PM on November 10, 2025**, at the addresses below, in order to be considered.

(817) 523-5200 PHONE

(817) 523-7687 FAX



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In-Person Delivery or Mail Delivery Only (no facsimiles will be accepted) to:

Doug Shaw, General Manager
Upper Trinity GCD
PO Box 1749
1859 W Hwy 199
Springtown, Texas 76082
Email: doug@uppertrinitygcd.com

Responses to the RFQ should include, without limitation: a title page; table of contents; a general statement of qualifications; key personnel proposed to be assigned to providing the services described herein; a statement of the qualifications of the team, including work experience and resumes; a history of the firm and principles, including years in business (if less than five years, previous experience of principals); evidence of financial capability and financial stability to correctly, timely, and reliably perform the requested services for the District; registrations, licenses, and certifications and other qualifications for key individuals assigned to the District; description of previous work similar to the services requested; if applicable, a listing of clients with water wells producing groundwater in the District; a description of experience involving the major and minor aquifers in the District; description of your professional liability insurance; and a statement certifying that the Respondent and/or his/her firm is not aware of any existing conflicts of interest with the District or its Board of Directors, including the filing of any statements required under Chapter 176, Local Government Code.

Please note that in accordance with Sections 36.057(c) of the Texas Water Code and 2254.004 of the Texas Government Code, submittals must NOT include any cost quotations at this stage in the selection process. Any submittals that include cost quotations will be rejected upon receipt.

Upon receipt by the District, each statement will be stamped with the date and time received and stored unopened in a secure place until **5:00 PM on November 10, 2025**, after which the statements will be opened by the District's General Manager. All statements become the property of the District, which will hold the contents of all statements confidential until an award is made. Statements received after the deadline set forth above will be declared late and not eligible for opening and consideration. The District is not responsible for mail, courier, or other delivery methods, in-transit time or non-delivery. Late deliveries will be held unopened. Potential firms will be advised by mail or email that their statement was late and not accepted and will be allowed to pick up their statement package.

Selection of a firm shall be in accordance with Section 36.057(c) of the Texas Water Code, and the Professional Services Procurement Act, Subchapter A, Chapter 2254, Texas Government Code. The District may require additional information after the review of the initial information

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received. Interviews may be conducted individually with one or more of the firms who submit responsive statements and who are determined reasonably qualified for award of the contract.

The District will determine, in its sole discretion, the Respondent or Respondents best qualified overall to perform the required services, based on, but not limited to a consideration of the following: the responsiveness to requirements of this RFQ; relevant experience, expertise, and qualifications as it relates to the aquifers of the District; hydrogeologic modeling and mapping, hydrogeologic investigations, research, and general knowledge of the aquifers in the District; relevant experience, expertise, and qualifications in developing and implementing Groundwater Conservation District (GCD) management plans and rules; experience relevant to the technical aspects of GCD rules relating to well spacing and production limits; relevant experience, expertise, and qualifications supporting GCD Board decisions based on technical hydrogeologic data; experience testifying on behalf of a GCD in a contested case; relevant experience, expertise, and qualifications working for other GCDs; relevant experience, expertise, and qualifications working on the joint planning process within Groundwater Management Areas (GMAs) and developing Desired Future Conditions (DFCs); and accessibility, responsiveness and access to client.

By submitting a Response to this RFQ, the Respondent: (a) acknowledges and accepts the evaluation process; and (b) understands that the determination of the most qualified Respondent will require the exercise of subjective judgment by the Board.

After the Respondent is selected by the District, the Parties will endeavor to enter into a contract for services in the manner provided by law, including Chapter 2254 of the Texas Government Code. That contract shall: (a) define and describe the scope of services, the agreed-upon and reasonable fees for such services, and reimbursable expenses prior to any services being performed under the contract; (b) be drafted in a form and scope which is acceptable to the District and the Respondent; and (c) recite a fair and reasonable price for the services to be provided, however, the professional fees under the contract may not exceed any maximum provided by law. Final selection of a firm will be made by the District's Board of Directors. Please direct any inquiries regarding this solicitation to Mr. Doug Shaw, General Manager of the District, by telephone at (817) 523-5200, or by email at doug@uppertrinitygcd.com

IN SUBMITTING A RESPONSE TO THIS RFQ, THE RESPONDENT AGREES THAT IT WAIVES ANY CLAIMS IT HAS OR MAY HAVE AGAINST THE DISTRICT, THE DISTRICT'S EMPLOYEES, OFFICERS, AGENTS, REPRESENTATIVES, AND THE MEMBERS OF THE DISTRICT'S GOVERNING BODY IN CONNECTION WITH OR ARISING OUT OF THIS RFQ, INCLUDING, THE ADMINISTRATION OF THE RFQ, THE BASIS FOR SELECTION, THE EVALUATIONS OF THE RESPONSES, THE METHOD USED FOR SELECTION AND ANY DISCLOSURE OF INFORMATION REGARDING THE RESPONSES OR EVALUATIONS. THE SUBMISSION OF A RESPONSE CONSTITUTES



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THE ACCEPTANCE BY THE RESPONDENT OF THE EVALUATION TECHNIQUE DESCRIBED IN THIS RFQ.

If acceptable statements of qualifications are not submitted, as determined in the sole discretion of the Board, the District retains the right to not award a contract in response to this RFQ.

Sincerely,



Doug Shaw
General Manager