

4.0 WORK STATEMENT AND TECHNICAL SPECIFICATIONS

DEVELOPMENT OF A REGIONAL WATER QUALITY PROTECTION PLAN FOR THE BARTON SPRINGS SEGMENT OF THE EDWARDS AQUIFER AND ITS CONTRIBUTING ZONE

The Cities of Dripping Springs, Austin, Bee Cave, Buda, Kyle, Rollingwood, and Sunset Valley, Hays County, Travis County, Barton Springs/Edwards Aquifer Conservation District, and Hays Trinity Groundwater Conservation District find there is a need to develop a regional approach to water quality protection within the Barton Springs Segment of the Edwards Aquifer and its Contributing Zone (the PROJECT). This regional approach includes the participation of local governmental jurisdictions within the watershed in both Hays and Travis Counties, persons or entities with a substantial interest or concern in the future of the area, and citizens who could be substantially affected by the outcomes of the PROJECT. A regional approach is more efficient both at identifying the shared concepts and issues of the various governmental entities and stakeholders and at building consensus around solutions.

The EXECUTIVE COMMITTEE, comprised of the Cities of Austin and Dripping Springs, Hays and Travis Counties, and the Barton Springs/Edwards Aquifer Conservation District, and Hays Trinity Groundwater Conservation District - with the City of Dripping Springs acting as PROJECT ADMINISTRATOR (PURCHASER) - is sponsoring an open Request for Proposals (RFP). The RFP is to select a consulting firm, organization and/or individual(s) with the expertise to develop and execute a scope of work. The scope of work will lead to the development of model water quality ordinances or rules to be considered by various governmental agencies in the area, including the aforementioned agencies, as well as plans for voluntary, cooperative best management practices and measures to protect water quality.

The consultant should be:

- Proficient in surface and ground water quality and hydrogeology assessment, monitoring, analysis, modeling, mapping, planning, and management;
- Knowledgeable of karst surface and subsurface terrain tendencies and endangered species policy and regulations that affect land planning and development;
- Familiar with the Texas Water Code, state and local planning and development laws, land planning; and
- Experienced in developing and implementing complex stakeholder processes. The planning efforts will involve stakeholders, including groups or individuals who desire to participate and have input through individual work activities, public meetings, and other forums yet to be decided.

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Firms and individuals responding to this Request for Proposals (RFP) must be competent and prepared to perform the services described. The types of services to be performed are further outlined below. The PURCHASER may contract with one or more service providers as deemed necessary for the PROJECT to fully meet its needs and the work requirements.

In furtherance of the evaluation and selection of an appropriate consultant, any firm or individual submitting materials for evaluation must be prepared to conduct discussions with PROJECT representatives, and may be required to make a public presentation regarding your proposal, ability to furnish the required services, approach to the provision of services, and other factors determined applicable to the PROJECT. The precise scope of work, phasing, fee, and timetable will be negotiated with the CONTRACTOR(S) selected through the RFP process.

4.1 General Description of the Regional Planning Process

The EXECUTIVE COMMITTEE of the Regional Planning Process has begun a planning effort designed to develop implementable ordinances or rules for the protection of water quality within the Barton Springs Segment of the Edwards Aquifer and Its Contributing Zone. *Water quality being defined for this project as: "The condition of water, as affected by chemical, physical, biological and habitat factors, and its hydrological regime, for use as public and private drinking water supplies, for protection and propagation of the Barton Springs Salamander, and for aesthetic and recreational use within the contributing area and aquifer boundary for the Barton Springs segment of the Edwards Aquifer."*

This process will be a continuation of the discussions begun at the Regional Summit convened by Hays County Judge Jim Powers and Austin City Council Member Daryl Slusher on December 6, 2002. The participants have agreed to the following goals for this endeavor:

- A regional approach involving entities from both Hays and Travis counties must be used, with wide involvement of stakeholders and the public;
- The process must have a reasonable probability of leading to implementable ordinances or rules to be adopted by entities having jurisdiction within the study area;
- The entities that could enact those ordinances or rules must be involved, the goal would be to reach consensus on water quality protection measures;
- There must be a reasonable likelihood that at the end of the process US Fish and Wildlife Service, and other regulatory agencies if appropriate, would sign off on any such enacted ordinances or rules as providing sufficient protection for endangered species in the study area, including particularly the Barton Springs salamander; and,

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- The effort should also focus on voluntary, cooperative regional approaches that will lead to water quality and water quantity protection.

The EXECUTIVE COMMITTEE has established a CORE COMMITTEE comprised of the various entities that have regulatory authority to enact ordinances or rules governing activities within the regional area. This will include Hays County, Travis County, the Cities of Dripping Springs, Austin, Buda, Rollingwood, Sunset Valley, Bee Cave, and Kyle, the Barton Springs/Edwards Aquifer Conservation District, and the Hays Trinity Groundwater District, among others. This planning effort will be focused on the communities and governing entities within the Barton Springs segment of the Edwards Aquifer and its contributing zone, and will not include the entirety of Hays and Travis counties.

All other non-governmental entities or individual members of the public with a substantial interest or concern in the future of the area and/or citizens who will be substantially affected by the actions of the PROJECT, will have the opportunity to participate through public involvement processes or as members of one or more STAKEHOLDER COMMITTEES which will serve in an advisory role. Broad public participation will be encouraged and is considered essential to a successful plan.

4.2 SCOPE OF WORK WILL INCLUDE THE FOLLOWING:

- 4.2.1 Definition of the Planning Region. This area is linked together by physical, environmental, social, economic and infrastructure elements.**
- 4.2.2 Development and implementation of a Stakeholder Process that will include strategies to educate, inform and involve the stakeholders through a facilitated process in the development of a Water Quality Protection Plan.**
- 4.2.3 Development and implementation of a communication strategy for the planning effort, including modern means of communication to the general public.**
- 4.2.4 Compilation and assessment of existing surface and ground water quality studies helpful to understanding water quality within the Planning Region. Findings and conclusions from local or other interpretative reports or models concerning the water quality of runoff and nonpoint source pollution within the Planning Region. Compilation of available water quality monitoring and data collection information from within the Planning Region.**
- 4.2.5 Summarize existing and predicted surface and ground water quality issues and problems in the Planning Region based on studies**

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identified in 4.2.4. Identify and recommend any additional water quality studies and/or assessments needed to address information limitations from existing studies and reports.

- 4.2.6 Identification of the entities that can implement water quality protection measures within the Planning Region; delineation of their jurisdictional boundaries; and, descriptions and limitations of their authority at the state and local level to implement such measures.
- 4.2.7 Identification of water quality protection strategies and regional planning tools, in combinations, which may be appropriate for the protection of surface and groundwater quality in the Planning Region.
- 4.2.8 Development of a consensus-based Water Quality Protection Plan for the Planning Region, including draft ordinances or regulations, best management practices for voluntary compliance, and model statements of agreement.
- 4.2.9 Development of a process to facilitate the dissemination and implementation of the Water Quality Protection Plan to the Regional Planning Committee and to their member organizations, other interested public entities, and the public.

It is assumed that any firm or individual qualified to meet the scope of services will be familiar and experienced with the development of GIS-based information systems. The PURCHASER anticipates that participating agencies will provide in-kind services for GIS-based mapping needs and requests. IT IS FURTHER ASSUMED THAT THE BULK OF ACTIVITY FOR THIS RFP WILL FOCUS ON TASKS 4.2.2, 4.2.6, 4.2.7, 4.2.8 AND 4.2.9.

Only those firms and individuals qualified to meet the scope of services will be considered for rendering the services contemplated, regardless of past contact or relations with the entities involved, and/or any other agencies, departments, divisions, or staff personnel. Submittals that do not comply with the instructions set forth herein may be disqualified at the PROJECT's option.

The PURCHASER anticipates making a single award from the qualified OFFERORS; however, it reserves the right to make multiple awards should it deem in the best interest of the PROJECT. Such an award, if any, is projected to be accomplished within sixty (60) days from the proposal opening and OFFERORS will be notified within 10 days of selection.

4.3 SUBMITTALS MUST INCLUDE THE FOLLOWING INFORMATION

Any interested firm or individual may submit a response. We are expecting an aggressive schedule and anticipate completion of the project by Summer 2004 or shortly thereafter. Submittals must be indexed and tabbed as indicated below, should not exceed the number of pages delineated per tab, and include the following information:

TAB #1: Location of office where majority of work will be performed and identification of the business owner and consultant's project manager contact person, including telephone number and email address. **THIS TAB SECTION SHOULD NOT EXCEED ONE (1) PAGE.**

TAB #2: A firm profile, credentials, including resumes or curriculum vitae and employment history, of only those key staff members who would be assigned to or perform the specified services for the PROJECT together with a statement regarding the provider's ability and commitment to maintain assignment of the same personnel through-out performance of any contract awarded. **THIS TAB SECTION SHOULD NOT EXCEED FIFTEEN (15) PAGES.**

TAB #3: Documentation/summary of experience with state and local planning and water quality planning in general and specifically in Texas, with reference contact names and telephone numbers. Specific evidence of familiarity with development laws. Specific evidence of familiarity with city/county planning and other relevant consulting work in Texas cities and counties and water utilities.

Evidence of knowledge and experience with water quality and quantity assessment and planning, hydrogeology, nonpoint source pollution, and surface and ground water interaction. Specific evidence of familiarity with endangered species policy and regulations that affect land planning and development. Evidence of knowledge and experience with evaluating future land use, water supply management, and water quality considerations in future land use. **THIS TAB SECTION SHOULD NOT EXCEED FIFTEEN (15) PAGES.**

TAB #4: A summary of stakeholder processes and similar planning activities employed by the consultant that have been implemented. Key contacts in the communities where the processes took place should

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be provided. **THIS TAB SECTION SHOULD NOT EXCEED FIVE (5) PAGES.**

TAB #5: A list of all relevant work performed for public entities for the past three (3) years including contact names and telephone numbers.

Other performance data, materials and information you deem appropriate to provide an indication of why we should select your firm to complete the PROJECT. **THIS TAB SECTION SHOULD NOT EXCEED FOUR (4) PAGES.**

TAB #6: A preliminary discussion and timeline of how you intend to approach the PROJECT. **THIS TAB SECTION SHOULD NOT EXCEED TEN (10) PAGES.**