

October 22, 2010

The Northern Trinity Groundwater Conservation District was created in 2007 by HB 4028 with a directive to conserve, protect and enhance the groundwater resources of Tarrant County, Texas.

Since that time, the District has moved forward in a prudent manner to assemble the necessary data on wells in the County from various data sources, as well as to collect data from the field on well locations, pumping amounts, and other data. The compilation of the available historical record is complete.

At this point, the District desires to employ a consultant to provide an overall master design for the management and acquisition of data by the District as well as access by the public to forms and applications on a web based application over the next 10 year planning horizon.

In order to accomplish the District's aims as stated above, the District proposed to contract with each qualified firm to provide an outline of a master plan for the District over the next five years. The scope of services for the work to be done is stated in the attached RFP.

Sincerely,

L. Russell Laughlin  
President  
NTGCD

**Northern Trinity Groundwater Conservation  
District**

**Request for Submission of Proposals to  
Develop and Implement Multi-Phased On-line Well Registration  
Database and Subsequent Water Well Geodatabase and Web-  
based Application**

The Northern Trinity Groundwater Conservation District (“NTGCD” or “District”), located in Tarrant County, Texas, requests the submission of two-tiered proposals by interested parties leading to the possible award of a contract for the design, development, implementation (including training) and maintenance of the following: (1) an on-line well registration database, and (2) an on-line mapping application and accompanying geodatabase that will function with web-based interface capabilities. The District’s primary focus of the well registration process is to establish and implement a system to collect and maintain well registrant information on-line. Subsequently, the District may choose to implement an on-line mapping application and accompanying geodatabase. Guidelines for proposals are included herein.

**Request for Multi-Phased Approach, and Staged Schedules and Budgets:**

The NTGCD is interested in evaluating and possibly pursuing a multi-phased approach to development of the well registration database and subsequent geodatabase and web application. The primary reason for pursuing a multi-phased approach is the budget constraints of the District during start-up operations. The NTGCD is prohibited by law from assessing taxes, but the District’s temporary rules, adopted March 11, 2010, allow the District to assess groundwater production fees of 3 cents per 1,000 gallons for non-exempt uses. This groundwater production fee is the District’s primary financing mechanism, which necessarily means that the District must use a measured, multi-staged approach in establishing well database systems. Because the District has already adopted temporary rules with requirements for registering wells, establishing production fees, and requiring installation of water meters and records of production, the District must implement an on-line well registration database without delay. The NTGCD has presently obtained moderate levels of financing through loans, but would like to minimize the amount of additional loans needed to finance the design and implementation of the on-line well registration database and subsequent geodatabase and web-based application until water use fee revenue can be realized.

Therefore, the NTGCD requests that all interested parties consider ways, if any, in which the design, construction, and implementation of: (1) the on-line well registration database, and (2) subsequent geodatabase and web-based application can be delivered in phases in light of the considerations set forth above, and include in their

responses detailed proposals, timelines, and budgets associated with each phase of development of the well registration database, and geodatabase and web-based application, as well as project completion dates. Based upon timelines established in NTGCD's temporary rules for water wells, it is reasonable to assume that NTGCD will have some revenue by the first quarter of 2011. However, NTGCD may not be able to fund the entire project in calendar year 2011, and accordingly, responders should also explore options, if any, to segment the project as described above into stages that would allow it to be completed by December 31, 2012. The NTGCD envisions that some of the components that may best be delayed for inclusion in 2012 under a staged approach include incorporation of datasets from state agencies and local political subdivisions, as well as mapping functions and general public availability of them.

The schedule and timeline shall be based on a start date of December 6, 2010. The NTGCD on-line well registration database must be operational and adequate training provided by the contractor to District staff by May 1, 2011. Proposals are not to exceed 6 pages in length, excluding qualifications and experience of project staff.

Six (6) PRINTED AND SIGNED SUBMITTALS ARE REQUIRED FOR CONSIDERATION.

Proposals must be submitted via mail or hand delivery to the following address and be RECEIVED BY 5:00 PM on November 18, 2010, in order to be considered:

Northern Trinity Groundwater Conservation District  
c/o Ms. Sheila Rushing  
1121 Mercedes Street  
Benbrook, Texas 76126

#### Northern Trinity GCD Geodatabase Capabilities

The following are minimum capabilities of the NTGCD Geodatabase and application; however, interested parties submitting proposals are encouraged to include additional/optional functionality that will enhance the efficiency and effectiveness of data management and utilization by the NTGCD. Proposals to develop the NTGCD Geodatabase shall recognize and address the following issues and capabilities.

It is the goal of the NTGCD that the majority of data necessary for the management of the District shall be collected via on-line forms. As part of the design and development of the NTGCD Geodatabase, the contractor selected will design and develop, with input from the NTGCD designated representative, on-line documentation, forms and procedures to support all permitting, monitoring, reporting, calendars, permit renewals, fee/billing and paying. On-line forms will ultimately be used by current and potential groundwater users in the district for a variety of required activities. For example, forms will be developed to allow for the on-line submission of applications for well registration, drilling permits, production permits, single well meter reports (monthly), multi-well meter

reports (monthly), transfer of well ownership, and pumping test data and results. Proposals should be specific in how users will identify proposed well locations. It is recognized that this could be a complex programming issue, and if multiple options are proposed, then those options should be clearly described with a discussion of pros and cons, both with respect to ease of use and costs. All data from these forms should be stored within the NTGCD Geodatabase. The choice of application language and development environment should take into account both ease of support and long term viability.

All on-line documents and forms should have paper (PDF) equivalents that can be downloaded from the NTGCD website, filled out and mailed in. These hard copies will then be transcribed into the NTGCD Geodatabase by the District staff. All information from these forms shall be directly input into the NTGCD Geodatabase.

Mapping functions on the Geodatabase should be user friendly and available for use by the general public, with common functions such as point and click, zoom, and panning capabilities. The general public should be able to use the Internet mapping service without prior training in GIS. All functions should be intuitive, user friendly, and graphically oriented. Proposals shall include a URL web link to a live example of current work for this requirement. At a minimum, the following GIS layers shall be included in the NTGCD Geodatabase and Web-based application;

- Water Wells
- Roads
- Streams
- Water Bodies
- Cities
- Counties
- Aerial Photography (Provide details (Date, resolution, etc., on the file format you will include)
- Aquifers – Base Elevations and Thicknesses (include source of information to utilized for this layer)
- Surface Elevations
- FEMA Floodplain
- Extraterritorial Jurisdictions
- Pipelines
- Soil and other geologic layers

There are multiple data sets containing historical information from water wells in the NTGCD that will be critical for the future operations of the district. For example, water well information including well location, historical water levels, water quality, and water use data is maintained and available from the Texas Water Development Board

Groundwater Database and Water Use Database. Additional water well information is available from the Texas Commission on Environmental Quality Public Water Supply Program. In addition, information regarding oil and gas well location and completion information is available from the Texas Railroad Commission. All relevant historical information for Tarrant County that is currently available in a database format shall be downloaded into the NTGCD Geodatabase.

This database should be extensible as current and future requirements demand. The selection of GIS and database software should take into account both ease of support and long term viability. In the near future, water well data will be collected and input into the NTGCD Geodatabase by District staff. Direct downloading of water well information by District staff in the field will be required.

The NTGCD Geodatabase shall be designed so as to allow routine submission of well information collected by the NTGCD to the Texas Water Development Board Groundwater Database in a compatible format on an annual basis. The NTGCD shall utilize an on-line user account system. Given a login and password, a user may access information related to their well, registration, permitting, account balances, etc.. A user may initiate or check the status of any ongoing permit process. Registration/creation of a user account will be required prior to accessing any of the on-line forms for application submission, data reporting, and bill paying. A water user with a valid account will need to be able to select to be notified by traditional mail and/or email of any account activity. A user may also request to be notified of new calendar events associated with the NTGCD.

District staff will have a separate login for limited access usage of the database, manipulation of internal data, overriding user accounts, and reviewing groundwater production or fee payment history. Staff should be able to easily link to uploaded or scanned copies of well registration applications, well completion reports and related information, and email, phone number, and related contact information for the well owner that may not be made available to the public.

The database should have a functional backup and redundant site for primary site failure. Please describe the process and length of time it will take to provide a redundant site in the event of a primary site failure.

All data in the NTGCD Geodatabase should be accessible from a browser interface. In addition to being able to download the data in traditional ".TXT" file formats there should be an interactive mapping component within the browser interface where GIS data can be viewed. This should be a layered interface that allows the user to view all well sites within the NTGCD. A user should be able to display information on individual and groups of selected wells. From within the above mentioned user accounts a user should be able to quickly look at well information related to their account.

Any GIS layers maintained by the appraisal districts in the four counties comprising the

NTGCD for their respective counties that delineate private and public property ownership, including systematic updates, should be integrated into the Northern Trinity Geodatabase so that:

- Well ownership can be easily distinguished,
- Compliance with spacing rules on future drilling permits may be established
- And to identify property owners that will need to be notified in the event of adjacent property owner well permit applications.

Interested parties shall include a detailed description and cost estimate of all recommended software and hardware necessary to launch and maintain the NTGCD Geodatabase along with options for hosting the service.

Monthly progress reports will be required to the NTGCD outlining progress of the project. Project invoices will not be processed without detailed descriptions of the progress made by contracted project tasks. Each of the project tasks must be described in detail consistent with the budget description. The District expects issues to be reported to the designated NTGCD representative for the contract as they appear.

Draft and final deliverables shall include:

- A fully operational NTGCD Geodatabase that contains all capabilities included in this Request for Proposals plus any additional capabilities included in the executed contract/scope of work.
- User manual and training for NTGCD staff on operation and maintenance of NTGCD Geodatabase, including QA/QC protocols.
- A final report on the project detailing approach, methods, issues, and recommendations for the future (hard copy and electronic versions in both Microsoft Word 2007 format and in Adobe Acrobat 8.0 PDF compatible format).

The proposal shall not be more than 6 pages in length, excluding qualifications and experience of project staff. The proposals shall include the following:

1. Legal name of applicant(s)
2. Legal name of each participant
3. Applicant's official representative, name, title, mailing address, phone number, fax number, if available, and e-mail address.
4. Project proposal/approach
5. A detailed scope of work describing tasks and a time schedule for each.
6. Task and expense budgets and total project costs – if multiple approaches are proposed for certain aspects of this request for proposals, then applicable cost breakdowns should also be included.
7. A description of suggested project-monitoring procedures.
8. Qualifications and experience of project staff that are ***directly related to this***

***project only.***

Final selection of a firm will be made by the District's Board of Directors. In the event that acceptable proposals are not submitted, the NTGCD retains the right to not award funds for a contract.

The District reserves the right to request additional information or to meet with representatives from proposing firms to discuss elements within a proposal, before and after submission. The District reserves the right to reject any or all proposals, to waive any non-material irregularities in any received submittal, and to accept or reject any item or combination of items within a submittal.

Final selection of a firm will be made by the District's Board of Directors.

Proposing contractors will be expected to comply with the District's purchasing requirements with regard to Default, Non-Discrimination, Conflict of Interest, Indemnification, Ethics in Public Contracting, Audit, Non-Appropriation, and other standard terms.