

# Rio Grande Council of Governments



**Request for Qualifications for  
Professional Engineering Services for  
Region E Water Planning Group**

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## 1. Background and General Information

Senate Bill 1 (SB 1), passed by the 75th Texas Legislature, mandated the Texas Water Development Board (TWDB) to implement a statewide water planning program to ensure that the water needs of all Texans are met looking forward 50 years. In response to this legislation, TWDB adopted state and regional water planning rules, delineated the state into sixteen regional areas, and selected the initial members for the Regional Water Planning Group serving in each area.

The Far West Texas Water Planning Group (FWTWPG) has been designated Region E and consists of all or parts of the following seven (7) Texas counties: Brewster, Culberson, El Paso, Hudspeth, Jeff Davis, Presidio, and Terrell.

The FWTWPG is responsible for preparing and adopting a regional water plan for its area and hires a consultant to assist the Group with developing the engineering, hydrological, environmental, legal, and institutional components of the plan. The planning process begins with the collection and analyses of many types of information related to regional water supplies and the demands placed on them by area users. The Group decides how future water needs may be met and includes in their water plan information about water supplies and demand, water quality problems affecting the water supply, and the social and economic characteristics of the region.

The plan will also identify water supply threats to agriculture and natural resources. Information concerning current preparations for drought and the status of other water plans in the region will also be reviewed during plan development. In addition, the plan addresses the prioritization of water management strategies, based on factors related to strategy cost, year of need, amount of water the strategy provides, and so on.

Before the plan can be finalized, FWTWPG must provide for public input in the planning process, hold public meetings, and furnish a draft report of the plan for public review and comment. The water plan must address the needs of all water users and suppliers in their region (except certain political subdivisions that decide not to participate.) Once this process has been completed, the final adopted plan will be forwarded to TWDB for approval and incorporation into a comprehensive state water plan.

The Rio Grande Council of Governments (RIOCOG) serves as the administrative entity and public involvement coordinator for the FWTWPG. The RIOCOG's role in the regional water planning process has three broad aspects:

- Provides administrative support for the FWTWPG
- Provides fiscal management of TWDB funds that have been passed through to technical consultants to the Planning Group; and
- Develops and implements a comprehensive public involvement strategy to maximize local input and buy-in to the planning process.
- The RIOCOG therefore acts as the fiscal agent and project manager for the regional planning effort.

The RIOCOG, is a political subdivision of the state codified pursuant to the Texas Local Government Code, Chapter 391, is the regional organization through which local governments consider issues and cooperate in solving area wide problems. Through RIOCOG, local governments also initiate efforts in anticipating and preventing problems, thus saving public funds. In order to address the needs of citizens and businesses, local governments are providing leadership to guide regional development wisely and manage change constructively.

## 2. SOLICITATION

The RIOCOG, on behalf of the Region E FWTWPG, is soliciting Statements of Qualifications (SOQ) from engineering/planning firms qualified to provide professional consulting services related to Regional Water Planning activities. The RIOCOG is the administrative entity for the FWTWPG, and as such will be the contracting party on behalf of the Group. The SOQ should be submitted in accordance with the instructions listed in Item 4.B. below.

## 3. SCOPE OF WORK

The required Scope of Work for the sixth cycle of the 2026 Regional Water Plans can be found here, [TWDB-Scope of Work - 2026 Regional Water Plans](#). The Scope of work is to be amended to incorporate remaining planning tasks that are necessary to complete the 2026 Regional Water Plans at a later date. Respondents may contact the following individual regarding clarification of the Request for Qualification: Annette Gutierrez, Executive Director, RIOCOG, at [annetteg@riocog.org](mailto:annetteg@riocog.org).

## 4. SUBMISSION OF STATEMENT OF QUALIFICATIONS

Respondents shall carefully read the information in the following evaluation criteria and submit a complete Statement of Qualifications to all questions in this RFQ.

- A. All proposals shall be submitted to and all correspondence shall be directed to Annette Gutierrez at [annetteg@riocog.org](mailto:annetteg@riocog.org).
- B. All proposals must be received electronically no later than 2:00 pm, MST, on Friday, February 9 to [annetteg@riocog.org](mailto:annetteg@riocog.org). The subject line of the email should be "Region E FWTWPG Engineering RFQ". No verbal or fax submittals will be accepted or considered valid.
- C. Each proposal shall be signed by the principals of the firm.
- D. All RFQs become the property of the RIOCOG upon return and will not be returned to the submitted.
- E. Any cost or expense incurred by the Firm that is associated with the preparation or selection process of the RFQ shall be borne solely by the Firm.
- F. Inquiries and Interpretations: Responses to inquiries which directly affect an interpretation or change to this RFQ will be issued in writing by the RIOCOG as an addendum and faxed or emailed to all parties recorded by the RIOCOG as having received a copy of the RFQ. All such addenda issued by the RIOCOG prior to the time that proposals are received shall be considered part of the RFQ, and the Respondent shall be required to consider and acknowledge receipt of each addendum in its Qualifications. Only those inquiries the RIOCOG replies to by addenda shall be binding. Oral and other interpretations or clarifications will be without legal effect.
- G. Respondents shall restrict all contact and questions regarding this RFQ to Annette Gutierrez at [annetteg@riocog.org](mailto:annetteg@riocog.org). Respondents or their agents are prohibited from lobbying members of the RIOCOG and its staff. Failure to comply with this clause shall be grounds for rejection of their RFQ as non-responsive.

- H. Firms are prohibited from contacting any RIOCOG employee, FWTWPG or RIOCOG Board of Directors for the purpose of lobbying to secure this agreement. All requests for information shall be made to the Executive Director, Annette Gutierrez at [annetteg@riocog.org](mailto:annetteg@riocog.org).

## 5. STATEMENT OF QUALIFICATIONS REQUIREMENTS

The firm should have extensive experience in working in environmental issues and analyses related to flood planning and management. The qualifications and commitment of the key personnel assigned to this project is critically important in the selection of a firm. Please provide the following in your proposal.

### A. Qualifications (40 points)

- I. Cover letter and introduction including legal name of firm, phone number and email address of the person(s) authorized to represent the company regarding all matters related to the proposal.
- II. A description of the firm, including brief history, date of formation, number of employees, philosophy regarding client and customer service, location, years in business, biographies of principals, biography of the individual who will be assigned as the primary representative to the RIOCOG.
- III. Provide statement detailing the firm and its staff are qualified to complete tasks related to the Scope of Services.
- IV. Provide a statement on whether the firm is currently or in the past been involved in disciplinary action by any licensing organization.

### B. Staffing (35 points)

- I. Provide statement on the availability and commitment of the firm, its principal(s) and assigned professionals to undertake the project and reporting,
- II. Provide names and roles of key personnel proposed to work on this project, their educational backgrounds, licenses and certificates earned.
- III. Provide office locations for all key personnel proposed to work on this project.

### C. Experience with similar projects (25 points)

- I. Five references (past or current). Firms shall provide contact information for five clients for whom the firm has provided similar services and including entity name, address, service, provided, contact person, and telephone number.
- II. Firm shall describe any contracts for services awarded to your firm that have been cancelled or terminated for unsatisfactory performance.
- III. Provide a statement on whether the firm is currently or has in the past been involved in litigation with a client.

## 6. EVALUATION AND SELECTION

This RFQ provides information necessary to prepare and submit qualifications for consideration and ranking by the RIOCOG. The FWTWPG Executive Committee will rank the firms in order of the most qualified, based on demonstrated competence and qualification to perform the services, subject to negotiation of fair and reasonable compensation. The Executive Committee will then recommend the finalist to the FWTWP group for approval. RGOCC will then negotiate a contract with the finalist. If a satisfactory contract cannot be negotiated with the most highly qualified firm, the RIOCOG will formally end negotiations with that firm and select the next most highly qualified firm and negotiate a contract at a fair and reasonable price.

7. Conflict of Interest Questionnaire Chapter 176 of the Local Government Code requires vendors and qualified firms contracting or seeking to do business with RIOCOG to file a conflict of interest questionnaire (CIQ). The required questionnaire is located at the Texas Ethics Commission Website Form CIQ. The list of RIOCOG officers, subject to HB 914 disclosure requirements, can be found on the RIOCOG's website, <http://www.riocog.org>. The CIQ must be completed and filed with the proposal response. Vendors and qualified firms that do not include the form with the response, and fail to timely provide it, may be disqualified from consideration by RIOCOG.
8. Reservation of Rights and Contract Requirements
  - A. The RIOCOG reserves the right to select one or no firm in response to this RFQ.
  - B. The firm, if selected, will be the firm whose RFQ is deemed most advantageous to the RIOCOG, as determined by the RIOCOG.
  - C. This RFQ does not commit the RIOCOG to enter into a Contract, award any services related to this RFQ.