

**NORTH HARRIS COUNTY REGIONAL WATER AUTHORITY  
REQUEST FOR QUALIFICATIONS (RFQ) FOR  
GOVERNMENTAL AFFAIRS TEXAS STATE LEVEL  
RFQ No. 2024-04**

**GENERAL INFORMATION**

The North Harris County Regional Water Authority (“Authority”) is requesting qualified and experienced firms to provide general state governmental affairs services, including both state and local legislative and agency affairs.

The Authority is responsible for securing a long-term supply of quality surface water and to facilitate the transition to surface water in compliance with the Harris-Galveston Subsidence District’s (the “HGSD”) requirements. The Authority is the single entity empowered to negotiate for a supply of surface water for the municipal utility districts, small municipalities, and other permitted well owners within its boundaries. The most critical task is developing and constructing the infrastructure to bring surface water to the participants within the boundaries of the Authority.

Copies of the RFQ may be obtained online from [www.civcastusa.com](http://www.civcastusa.com); search **NHCRWA RFQ For Governmental Affairs Texas State Level**. Qualified Firms must register on this website in order to view and/or download the RFQ document. There is NO charge to view or download documents.

**A. Point of Contact**

**CONTACT WITH PERSONNEL OF NORTH HARRIS COUNTY REGIONAL WATER AUTHORITY REGARDING THIS RFQ MAY BE GROUNDS FOR ELIMINATION FROM THE SELECTION PROCESS.**

Qualified Firms may submit questions online through CivcastUSA at [www.civcastusa.com](http://www.civcastusa.com). The deadline for questions and inquiries is November 27, 2024, at 02:00 PM local time. Qualified Firms must register on the CivcastUSA website in order to submit questions and/ or the Statement of Qualifications.

**B. Instructions**

No physical hardcopy Statements will be received at Owner’s offices. In addition, electronic signatures on statement documents are acceptable in lieu of original signatures.

Statement of Qualifications (SOQs), addressed to North Harris County Regional Water Authority, will only be received electronically using the “E-Bidding” function on the CivcastUSA website ([www.civcastusa.com](http://www.civcastusa.com)) until **2:00 p.m. local time, Tuesday, December 10, 2024**. Qualifications received after the closing time will be returned unopened.

Qualifications should be prepared simply and economically, providing a straight-forward, concise description of provider capabilities to satisfy the requirements of the request.

Special bindings, colored displays, promotional materials, etc. are not required or desired. Emphasis should be on completeness and clarity of content.

**C. Schedule**

Listed below are the important dates for this Request for Qualifications (RFQ).

<b>Milestone</b>	<b>Date</b>
RFQ Date of Issue	November 15, 2024
Questions from Proposers Due	November 27, 2024
SOQ Due from Proposers	December 10, 2024
Potential Interview Block (virtual)	December 17-18, 2024
Consideration by NHCRWA Board to award contract	January 6, 2025
Anticipated Contract Start Date	January 15, 2025

**SCOPE OF WORK**

**A. Purpose**

The objective of this Request for Qualifications is to select a firm to provide state governmental affairs services, including both state and local legislative and agency affairs.

**B. Basic Services**

The Basic Services to be performed under any Engagement Letter (EL) shall be set forth in such EL. Such Basic Services may include, but not necessarily be limited to the following tasks:

1. Provide general governmental affairs services to the Authority as a governmental entity in compliance with all applicable local, state, and federal laws.
2. Provide guidance on specific governmental affairs matters related to state and local affairs, both legislative and agency.
3. Conduct research, compile statistical data and reports, provide guidance, draft documents, and execute monthly reports as required for the purpose of providing the Authority with information which may assist them in making decisions.
4. Function as the Authority’s representative in establishing and maintaining key contacts in state government.
5. Monitor all legislative and agency meetings/hearings pertaining to the Authority’s ability to contract as a public entity.
6. Monitor all legislative and agency meetings/hearings pertaining to the Authority’s duties and responsibilities to operate as a water supplier.
7. Develop and engage in professional relationships on behalf of NHCRWA in the water field.

## **STATEMENT OF QUALIFICATIONS (SOQ) REQUIREMENTS**

### **A. Requirements of SOQ:**

1. General Requirements:

The purpose of the SOQ is to demonstrate the qualifications, competence and capacity of the firms seeking to perform governmental affairs services for the Authority in conformity with the requirements of this RFQ. As such, the substance of SOQ will carry more weight than their form or manner of presentation. The SOQ should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an approach that will meet the RFQ requirements.

2. Conflict of Interest:

The firm should provide a list and describe the firm's professional relationships with any mutual organizations, similar entities, regulatory agencies, or other organizations over the past five (5) years that may be perceived as a conflict of interest to performing work for the Authority, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the services described in this RFQ.

3. Firm Qualifications and Experience:

The Proposer should state the size of the firm, the size of the firm's staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis. The firm must have been in the business of providing governmental affair services for no less than five (5) years.

The firm shall also provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

Selected firm must perform all services for the Authority and may not assign or convey all or part of this contract for the duration of the contract period.

4. Partner, Supervisory and Staff Qualifications and Experience:

The firm should identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Principals must hold 4-year degree with an accredited higher education institution, masters and juris doctorate degrees are encouraged. Primary personnel must demonstrate ten (10) years of proven governmental affairs services and must have been registered with the State of Texas for lobbying services for that time period.

The firm should also provide as much information as possible regarding the number, qualifications, experience, and training, including relevant continuing

professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Staff proposed for this engagement should have knowledge of the principles and practices of public administration and governmental legal, budgeting, tax and accounting procedures and processes. Additionally, they should be able to establish and maintain effective working relationships with administrative officers, lobbyists, the public, and legislative representatives.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the Authority. However, in either case, the Authority retains the right to approve or reject replacements.

Other personnel may be changed at the discretion of the Proposer if replacements have substantially the same or better qualifications or experience.

5. **Similar Engagements with Other Government Entities:**  
The Proposer shall list the most significant engagements performed in the last three (3) years that are similar to the engagement described in this RFQ. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

### **B. Oral Presentations/Interviews**

All submitted SOQs will be evaluated by the Authority's Selection Committee. During the evaluation process, the Selection Committee may, at its discretion, request any or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the Selection Committee may have on a firm's SOQ. Not all firms may be asked to make such oral presentations.

The Authority reserves the right to conduct personal interviews of any or all firms prior to selection.

The Authority will not be liable for any cost incurred by the Proposer in connection with oral presentations or interviews (i.e., travel accommodation, etc.).

### **C. Final Selection**

The Selection Committee will select a firm and make the recommendation to the Authority's Board. Following notification of the firm selected, it is expected a contract will be executed between both parties immediately thereafter.

### **D. Right to Reject**

Submission of an SOQ indicates acceptance by the firm of the conditions contained in this RFQ unless clearly and specifically noted in the SOQ submitted and confirmed in the contract between the Authority and the firm selected. The Authority reserves the

right without prejudice to reject any or all SOQs. The Authority may also modify the RFQ process or timeline at its sole discretion.