



Request for Qualifications (RFQ) for Water Master Plan Development

Date: 12/29/2025

RFQ Number: 001-2025

Subject: Development of a Comprehensive Water Master Plan

1. Introduction

Maxwell Special Utility District (hereinafter referred to as "the District") is seeking qualified firms to submit their qualifications for the development of a comprehensive Water Master Plan. This plan will serve as a long-term strategic guide for the management and development of the District's water resources, ensuring sustainable and reliable water supply for its service area.

The District's service area encompasses both IH 35 and TX130 corridors in Eastern Hays and Western Caldwell Counties. The current water system faces challenges related to significant population growth, potential high volume commercial and industrial customers with requests of up to 3MGD, aging/undersized infrastructure, drought conditions, regulatory challenges. The Water Master Plan will address these challenges and outline a roadmap for future improvements.

2. Scope of Services

The selected firm will be responsible for developing a comprehensive Water Master Plan that includes, but is not limited to, the following:

- **Needs Assessment:**
 - Analysis of existing water system infrastructure, including source, treatment, storage, and distribution.
 - Evaluation of current and projected water demands based on population growth, land use projections, and economic development.
 - Assessment of existing water rights, permits, and regulatory requirements.

- Identification of potential vulnerabilities and risks related to water supply, including drought, climate change, and infrastructure failures.
- **Water Resource Evaluation:**
 - Assessment of available water resources, including surface water, groundwater, and alternative sources.
 - Evaluation of water quality and potential contamination risks.
 - Analysis of water conservation and demand management strategies.
- **Infrastructure Planning:**
 - Development of capital improvement plans for water system infrastructure, including treatment plants, pipelines, storage facilities, and pumping stations.
 - Evaluation of alternative infrastructure options and technologies.
 - Cost estimation and financial analysis of proposed projects.
 - Prioritization of projects based on need, cost-effectiveness, and sustainability.
- **Financial Planning:**
 - Development of a financial plan to support the implementation of the Water Master Plan, including rate analysis and funding strategies.
 - Evaluation of potential funding sources, including grants, loans, and bonds.
- **Regulatory Compliance:**
 - Assessment of applicable federal, state, and local regulations.
 - Development of strategies to ensure compliance with current and future regulations.
- **Public Engagement:**
 - Development and implementation of a public engagement plan to solicit input from stakeholders, including residents, businesses, and community organizations.
 - Facilitation of public meetings and workshops.
- **Plan Development and Documentation:**
 - Preparation of a comprehensive Water Master Plan document that includes findings, recommendations, and implementation strategies.
 - Development of GIS-based maps and data to support the plan.
 - Presentation of findings and recommendations to the District.

3. Submission Requirements

Interested firms are required to submit the following information:

- **Company Profile:**
 - Company name, address, and contact information.
 - Description of the firm's experience and expertise in developing Water Master Plans.
 - List of similar projects completed within the past five years, including District references.
- **Project Team:**
 - Identification of the proposed project team, including resumes and qualifications of key personnel.
 - Description of the team's experience with similar projects.
 - Organizational chart of the project team.

- **Technical Approach:**
 - Description of the firm's proposed approach to developing the Water Master Plan.
 - Outline of the proposed methodology, including data collection, analysis, and modeling techniques.
- **References:**
 - At least 3 references from previous related projects.

4. Evaluation Criteria

The District will evaluate the submitted qualifications based on the following criteria:

- Experience and expertise of the firm and project team.
- Technical approach and methodology.
- Past performance on similar projects.
- Quality of references.

5. Submission Deadline and Instructions

Submissions must be received by 1/19/2025 at 5:00pm Submissions should be sent via email or at District's office

Justin Ivicic (Justin@maxwellsud.com) or;

Maxwell SUD

9270 HWY 142

Maxwell, TX 78656

6. Questions and Clarifications

Questions regarding this RFQ should be submitted in writing to Justin@maxwellsud.com. Responses to questions will be provided to all firms submitting qualifications.

7. Disclaimer

The District reserves the right to reject any or all submissions, to waive any irregularities in the submissions, and to negotiate with any qualified firm. This RFQ does not constitute a commitment to award a contract.

Experience and Expertise of Firm and Project Team (e.g., Relevant past projects, team qualifications, years in industry)	<ul style="list-style-type: none"> - Firm's overall track record in similar projects - Key team members' expertise and certifications - Demonstrated success in comparable scopes 	[Enter Score]	40%	$[\text{Score}] \times 0.40$	
Technical Approach and Methodology (e.g., Innovation, feasibility, step-by-step plan)	<ul style="list-style-type: none"> - Clarity and logic of proposed methods - Use of tools, technologies, and Score best practices - Relevance of references to the current project 	[Enter Score]	30%	$[\text{Score}] \times 0.30$	
Quality of References (e.g., Relevance, credibility, and feedback from past clients)	<ul style="list-style-type: none"> - Positive outcomes and testimonials - Verifiability and depth of reference details 	[Enter Score]	30%	$[\text{Score}] \times 0.30$	
					- 100% Sum of Weighted Scores (Max: 100)