

# GLASSCOCK GROUNDWATER CONSERVATION DISTRICT

GALEN SCHWARTZ, PRESIDENT  
ALLAN FUCHS, V-PRESIDENT  
LANE HALFMANN, MEMBER  
RUSSELL HALFMANN, MEMBER  
BART BELEW, MEMBER  
RHETTA HECTOR, GENERAL MANAGER  
ROCIO DE LUNA, ADMIN. ASSISTANT

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P.O. BOX 208 132 N. MAIN GARDEN CITY, TEXAS 79739 PHONE (432) 354-2430 FAX (432) 354-2322  
E-MAIL [glasscockgroundwater@yahoo.com](mailto:glasscockgroundwater@yahoo.com)

## Requests for Qualifications for General Counsel & Related Legal Services

The Glasscock Groundwater Conservation District requests statements of interest and qualifications from qualified firms to provide general counsel and related legal support services. The selected firm shall employ members that are licensed to practice law with the State Bar of Texas.

### Process and Timeframe (subject to change):

Release of RFQ	September 9, 2024
Statement of Interest and Qualifications Due	October 18, 2024
Respondent Interviews by District	To Be Determined
Notice of Selection	November 19, 2024

### Scope of Legal Services

- General Counsel
- Rulemaking to include: compliance with Texas Open Meetings Act, Public Information Act requests, contracting, elections, and taxation
- Permitting to include: administrative and judicial hearings, mediation
- Legislative to include: legal analysis, practical response to policy

### Statement of Interest and Qualifications

1. Overview of Firm:
  - a. Identification of firm and list of principals
  - b. Identification of person being proposed as general counsel including contract information
2. Qualifications:
  - a. Brief history of firm in regard to groundwater in Texas
  - b. Experience for similar types of engagements
  - c. Resume of curriculum vitae of person proposed to provide general counsel
  - d. Statement certifying the proposing firm is not aware of any existing conflicts of interest with the Board of Directors

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3. Rate & Fee Schedule
  - a. Description of method of determining charges for work performed and include hourly rates associated with different staff levels
  - b. Description of other necessary costs and expenses including but not limited to:
    - i. Hourly rate for telephone consultations
    - ii. Hourly rate for travel time
    - iii. Hourly rate for litigation and administrative proceedings
  - c. Description of how fees are calculated (quarter hour increments, fixed fee, etc.)
4. References:
  - a. A minimum of three (3) references shall be provided and may include current or former clients being able to fully comment on the proposing firms related experience.
5. Verification Required by Texas Government Code:
  - a. The proposing firm selected by the District must provide certification under Texas Government Code that the firm does not boycott energy companies nor boycott Israel.

## Submittal

Questions regarding this RFQ shall be addressed to Rhetta Hector, General Manager, at [glasscockgroundwater@yahoo.com](mailto:glasscockgroundwater@yahoo.com) or (432) 354-2430.

Interested parties are asked to submit their RFQ responses to the District no later than 4:00 pm on Friday October 18, 2024. Submittal of RFQ responses may be hand delivered to the following address:

Glasscock Groundwater Conservation District  
132 N. Main St.  
Garden City, TX 79739

or mailed via United States Postal Service to:

Glasscock Groundwater Conservation District  
PO Box 208  
Garden City, TX 79739

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If mailed, RFQ responses must be received no later than 4:00 pm on Friday October 18, 2024.

Submittals may also be made via email to: [glasscockgroundwater@yahoo.com](mailto:glasscockgroundwater@yahoo.com)

Any RFQ responses received after that time set as the due date will be declared late and not eligible for opening and consideration of selection. The District is not responsible for mail, courier or other delivery methods, including electronic mail, in-transit time, or non-deliveries.