



# Request for Proposals

## Legislative Affairs Consultant

**RFP# 2025-001**

Responses Due:  
February 10, 2025

## Cover Sheet

The Canyon Regional Water Authority ("CRWA") seeks proposals from experienced individuals, joint ventures, governmental relations and/or public affairs firms to provide state legislative affairs services to include, but which shall not be limited to, government relations, lobbying, strategic messaging, policy development, representation, professional consulting services, performing research, establishing legislative contacts, developing and pursuing specific legislation and providing associated strategy implementation, regulatory and communication services.

RFP Number:	2025-001
Title:	Legislative Affairs Consultant
Process:	Competitive Sealed Proposal Process
Date Issued:	January 10, 2025
Deadline for Submission of Inquires	January 27, @ 4:00 PM, CST
Deadline for Submission of Responses:	February 3, 2025 @ 4:00 PM, CST
Deliver Responses as described below to:	Kerry Averyt, P.E. General Manager Canyon Regional Water Authority 850 Lakeside Pass New Braunfels, TX 78130 Phone: (830) 358-6276
Direct RFP Inquiries* to:	Hanna Diaz Administrative Assistant Canyon Regional Water Authority 850 Lakeside Pass New Braunfels, TX 78130 <a href="mailto:hdiaz@crwa.com">hdiaz@crwa.com</a>

\*All inquires must be sent by e-mail, with the RFP number and title in the Subject Line of the e-mail. Telephone inquiries are not permitted.

## **SCHEDULE FOR THIS RFP**

CRWA intends to adhere to the following schedule with respect to this RFP:

<b>MILESTONE</b>	<b>DEADLINE (all times are C.S.T.)</b>
Issuance of RFP	January 10 2025
Submission of RFP Inquiries	January 27, 2025
Submission of Responses	February 3, 2025
Responses Opened	February 10, 2025

### **Part 1. About CRWA**

#### **1.1 Nature and Purpose of CRWA**

Canyon Regional Water Authority (“CRWA”) is a political subdivision of the State of Texas, and a conservation and reclamation district, created by the Texas Legislature in 1989 and operating pursuant to Article XVI, Section 59 of the Texas Constitution and the laws of the State of Texas (the “State”), particularly Chapter 670, Acts of the 71st Legislature, Regular Session, 1989, as amended (the “CRWA Act”).

CRWA is responsible for acquiring, treating, and transporting a wholesale supply of potable water to communities from San Antonio to San Marcos in south-central Texas. CRWA is mandated to develop, treat, and deliver wholesale potable water to its Members (as defined below) while encouraging water conservation. CRWA’s operations include surface-water diversions, groundwater production, surface water and groundwater treatment, water storage, and water transmission. CRWA is a member of the Alliance Regional Water Authority (ARWA), Texas Rural Water Association (TRWA) and American Water Works Association (AWWA).

CRWA is comprised of eleven (11) Members that are water supply corporations, cities, and districts that provide retail water service within their respective certificated areas. CRWA’s Members are Green Valley Special Utility District, East Central Special Utility District, the City of Marion, the City of Cibolo, the City of Converse, the City of La Vernia, Springs Hill Special Utility District, Martindale Water Supply Corporation, Crystal Clear Special Utility District, County Line Special Utility District, and Maxwell Special Utility District. Additionally, CRWA has three Associate Members (S.S. Water Supply Corporation, Guadalupe Valley Electric Cooperative, and Canyon Lake Water Supply) and contracts to deliver water to the City of San Marcos and the San Antonio Water System.

CRWA’s current operations include surface water diversions from the Guadalupe River at Lake Dunlap in Guadalupe County and from the San Marcos River near the City, as well as

groundwater production from the Carrizo and Wilcox aquifers in Guadalupe and Gonzales counties.

## **1.2 Board of Trustees**

CRWA is governed by a Board of Trustees comprised of twenty-two (22) trustees, each of whom are appointed by the Members, with each Member entitled to appoint two (2) trustees.

## **1.3 General Manager**

CRWA's day-to-day operations are managed by its General Manager, Kerry Averyt, P.E.

# **Part 2. Scope of Services**

## **2.1 Scope of Services**

CRWA seeks a Legislative Affairs Consultant with extensive experience in representing water providers and/or governmental entities before and in connection with legislative and executive branches of local, state, and federal government, including but not limited to the Texas State Legislature, individual State Legislators, the Texas Governor, and other local, state and federal agencies.

Services of the Legislative Affairs Consultant will include (but are not limited to) the following:

### **A. Formulation of CRWA's Legislative Priorities and Objectives**

- Actively participate in development of CRWA's legislative agenda and policy positions for each Texas Legislative session (whether regular or special);
- Annually develop a strategic political engagement plan that contains specific tactics and strategies for achieving CRWA's legislative objectives;
- Identify key contacts for CRWA among legislative, executive and agency officials;
- Facilitate relationships between CRWA and key legislators, regulatory agencies, state agencies, local governments and community organizations, consistent with the annual strategic political engagement plan;
- Assist CRWA in developing connections with other Texas political subdivisions and state membership organizations to support identifiable mutual goals;
- Develop a plan for interim activities that further CRWA's legislative agenda and policy positions.

## **B. Track and Report on Bills and Other Proposals Relevant to CRWA and its Interests**

- Identify, track and regularly report to CRWA staff on local, state, federal legislation, agency action, and/or proposals that may implicate CRWA's operations and interests, including without limitation all matters related to groundwater and surface water in Texas;
- Timely report to CRWA's General Manager on the status and expected activity of legislative bills, proposals and other initiatives (including agency actions or rulemaking) that may implicate CRWA's operations and interests as they arise, but no less frequently than weekly during the Texas Legislative Session and monthly during interim periods.
- Report to CRWA's Board of Trustees on the status and expected activity of legislative bills, proposals and other initiatives (including agency actions or rulemaking) that may implicate CRWA's operations and interests as they arise, but no less frequently than monthly during the Texas Legislative Session (reports may be delivered in writing, in person or by video conference as directed by CRWA's General Manager).
- Deliver a final written report and in-person presentation to CRWA's Board of Trustees at the end of each regular and special session of the Texas Legislature.
  - Maintain a roster of delegates, officials, staff and other contacts which the Consultant has interacted on behalf of CRWA.
- Track priorities and meetings of the Members, and aligned organizations including ARWA;
- Perform all legally mandated registration, compliance and reporting functions arising from the services performed by Consultant.

## **C. Advocate for CRWA and its Interests**

- Work to achieve CRWA's objectives in connection with pending or proposed legislation, issues or rules by conducting meetings and information sessions with members of the Texas Legislature, legislative staff, and other government officials and staff;
- Represent CRWA by and through a consistent presence in the Capitol, and serve as a point of contact for legislators, government officials, staff, and lobbyists on behalf of CRWA;
- Secure sponsorship of legislation and monitor and advocate the enactment of legislation as identified in CRWA's legislative agenda or strategic political engagement plan
- Oppose and/or advocate for the defeat of legislation identified by CRWA as detrimental to the interests of CRWA;
- Monitor legislation regarding its impact on the duties and responsibilities of wholesale water providers and producers/exporters of groundwater and surface water in Texas;
- Track and attend committee and rulemaking hearings, coordinate and assist in the preparation of testimony, submissions, and in-person testimony by CRWA representatives and persons with aligned interests;
- Attend and participate in interim hearings and meetings regarding matters that implicate CRWA, its operations or interests.
- Assist in influencing governmental policymaking and administrative action regarding matters that implicate CRWA, its operations or interests by petitioning government officials

and legislators through direct communication with members of the Texas state legislative or executive branch.

- Testify and lobby before Texas state legislative committees and at Texas agency administrative hearings on behalf of CRWA as requested by the General Manager.

## **Part 3. Qualifications**

**3.1 Qualifications.** Respondents must demonstrate that the individuals assigned by Respondent to perform the services have the experience to perform and/or have successfully performed the services described in the Scope of Services set-forth in Part 2 of this RFQ and have been in the business of providing governmental affairs services to governmental entities in Texas for at least six (6) years.

## **Part 4. Responses**

**4.1 Contents of Response.** Respondents shall submit a written response to this RFP consisting of all the following information.

**A. Executive Summary.** Provide an introductory letter that summarizes the Response and confirms that Respondent will comply with the requirements, provisions, terms, and conditions specified in this RFP. The introductory letter should be in the form of a standard business letter on official business letterhead and signed by an authorized representative of Respondent. Include the complete name and address of the firm (if any), telephone number, and email address of the person CRWA should contact regarding the response.

**B. Authorized Negotiator:** Include name, address, email, and telephone number of a person in the Respondent organization authorized to negotiate Contract terms and render binding decisions on Contract matters.

**C. Description of Government Relations Expertise** (15 points). Please provide a written description establishing each of the following:

- (i) Experience in performing investigative research for legislative use;
- (ii) Experience and expertise in navigating legislative processes at the Texas state level.
- (iii) Knowledge of relevant legislative bodies, committees, and decision-making processes.
- (iv) Knowledge of relevant state agencies and executive branch officials;
- (v) Track record of successfully influencing legislation and policy

outcomes.

**D. Issue Understanding and Analysis** (15 points). Please provide a written description establishing each of the following:

- (i) Demonstrated understanding of CRWA's business operations and relevant statutes and rules.
- (ii) Ability to conduct thorough research and analysis on legislative issues and potential impacts on CRWA.
- (iii) Strategic insight into emerging legislative trends and opportunities for advocacy to benefit CRWA or its interests.

**E. Strategic Planning and Advocacy** (10 points). Please provide a written description establishing Respondent's ability to formulate and effectively communicate each of the following:

- (i) Comprehensive lobbying strategy tailored to CRWA's legislative goals and business objectives.
- (ii) Clear objectives, tactics, and milestones for legislative advocacy campaigns.
- (iii) Innovative approaches to building support, mobilizing stakeholders, and influencing decision-makers.

**F. Experience.** (30 points). Respondent shall provide a description of qualifications to perform the Scope of Services including a list of key accomplishments, and a statement of the number of years Respondent has provided lobbying services in the State of Texas. Please also provide a written description of each of the following:

(i) **Professional History of Respondent and Respondent's Participation in Texas State Governmental Affairs.** Include any specialties, affiliations, or expertise in specific areas that would demonstrate that Respondent is suited to represent CRWA.

(ii) **Relevant Experience of team members who will perform the services.** Provide resumes for all professional personnel who will be assigned to perform the services.

(iii) **Identify at least three (3) References who have used Respondent's services for at least three (3) years.** References shall be governmental entities and the submitted reference material should include the

following:

- (a) testimonials or references from current or previous clients attesting to the Respondent's ability to perform relevant services;
- (b) case studies or success stories demonstrating tangible legislative outcomes achieved through lobbying/legislative affairs efforts;

**G. Price Proposal** (30 points). Include an itemization of all proposed charges and categories of charges. Where applicable, include hourly or daily rates or proposed flat fees for the services. Also include all expense items for which respondent intends to seek reimbursement from CRWA.

**H. Litigation and Termination Disclosure.** Identify any performance related litigation that Respondent may be, or has been, involved in over the last five (5) years. State whether Respondent has had any contracts for terminated due to non-performance over the last five (5) years.

**I. Disclosure of Conflicts of Interest.** Include a signed and sworn statement that the Respondent has performed a check for possible conflicts of interest involving other past or current clients of the Respondent and certifying that there are no such conflicts.

#### **4.2 Preparation and Submission of Responses; Delivery Instructions**

**A. Number of Hard Copies; Electronic Copy.** Respondents are to submit five (5) hard/paper copies of the Response to CRWA at 850 Lakeside Pass, New Braunfels, TX 78130 no later than **February 10, at 4:00 pm (CST)**. Respondents are also required to contemporaneously submit a searchable .pdf copy of the Response. The .pdf copy shall be delivered on a portable/flash drive enclosed in the same envelope with the hard copy of the Response.

**B. Time is of the Essence.** It is the responsibility of each Respondent to ensure that the Response is received by the date and the time specified. CRWA will not be responsible for any delays in transmission or filtering programs that may cause electronic submissions to be delayed or to not actually be received. Responses submitted past the Due Date and Time will not be accepted.

**C. Sealed Package Required.** All Responses must be submitted in a sealed package. No other form of submission will be accepted. Response packages/envelopes must be labeled on the outside as follows:



**Response to CRWA RFP No. 2025-001: Legislative Affairs Consultant**

From: \_\_\_\_\_  
Name of Respondent

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip Code

**D. Withdrawing Responses.** Responses submitted in response to this RFP may be withdrawn, revised, and resubmitted any time prior to the Due Date and Time. Withdrawn Responses may be resubmitted, with or without modifications, up to the RFP’s Due Date and Time.

**4.3 Required Forms**

Each Response must comply with and contain all of the following information:

- a. Conflict of Interest Disclosure:
  - Chapter 176 of the Texas Local Government Code requires that a vendor considering doing business with CRWA submit a disclosure form regarding possible conflicts of interest.
  - By law, a Respondent that submits a response to this RFP must file the form with CRWA not later than the 7th business day after submitting the response. CRWA recommends that Respondent submit this completed form with Respondent’s response to this RFP. For more information or to obtain the form (Questionnaire CIQ), please visit the Texas Ethics Commission web page at: [www.ethics.state.tx.us/forms/CIQ.pdf](http://www.ethics.state.tx.us/forms/CIQ.pdf).
- b. Certificate of Interested Parties:
  - Section 2252.908 of the Texas Government Code provides that CRWA may not enter into a contract with a business entity that requires approval of the CRWA Board unless the entity submits a disclosure of interested parties to CRWA. CRWA will require the Respondent selected for purposes of contract negotiations to submit this certificate promptly upon notice of selection.

- For more information or to obtain the form (Form 1295), please visit the Texas Ethics Commission web page at: <https://www.ethics.state.tx.us/tec/1295-Info.htm>.

**4.4 Incomplete and Non-Compliant responses.** CRWA reserves the right to reject any Response that is incomplete, or which fails to include all required signatures, disclosures, forms and certifications, or which do not adhere to the submission procedure described in this RFP.

## **Part 5. Evaluation of Responses**

**5.1 Evaluation Criteria.** Responses will be evaluated using the criteria described in Section 4.1, which shall be weighted as follows:

<b>Evaluation Factors</b>	<b>Maximum Possible Points</b>
Government Relations Expertise	15
Issue Understanding and Analysis	15
Strategic Planning and Advocacy	10
Experience	30
Price Proposal	30
<b>Total Possible Points</b>	<b>Up to 100</b>

**5.2 Interviews and/or presentations, Optional.** CRWA will score Responses on the basis of the criteria listed above. CRWA reserves the right to select a “short list” of Respondents based on scores. “Short-listed” Respondents may be invited for presentations, demonstrations, or discussions with CRWA or a committee or representatives thereof. CRWA reserves the right to re-score “short-listed” Responses as a result, and to make award recommendations on that basis.

**5.3** CRWA also reserves the right to contact Respondents or require submission of supplemental material intended to substantiate or clarify information previously submitted or to facilitate better understanding of the contents of a Response, as written. Responses to clarification questions, whether done verbally or submitted in writing, do not change the contents of a Response.

**5.4** CRWA reserves the right to require additional information, have discussions with Respondents regarding all elements which comprise a Response; to accept all or part of any Response; to reject any or all Responses; and to resolicit for Responses.

## **Part 6. Contract Award**

**6.1 Opening of Responses.** All timely received sealed Responses that comply with this RFP will be opened but not read publicly at 4:00 p.m. on February 10, 2025 at CRWA's offices. The Responses will be opened in a manner to avoid disclosure of contents to competing Respondents.

**6.2 Award Determination.** CRWA's staff and/or a selection committee responsible for evaluating Responses made in response to this RFP will recommend Contract award to the Respondent submitting the highest rated Response based on the Evaluation Factors set forth in this solicitation. The Award determination will be published and notice of CRWA's decision will be sent to all Respondents.

**6.3 Multiple Awards.** If the CRWA determines that multiple contracts are needed, CRWA will award one or more additional contracts to the Respondent(s) submitting the next highest rated Response(s).

**6.4 Contract Execution.** Contracts will be executed following their authorization by CRWA's Board of Trustees at an open meeting.

**6.5 Anticipated Contract Term.** CRWA desires to receive proposals for an initial one-year term, and upon mutual agreement, the contract may be renewed for one-year terms, thereafter. CRWA will require that the agreement contains provision providing for termination upon thirty (30) days' written notice.

## **Part 7. General Provisions**

**7.1 Collusion.** By submitting a response, Respondent certifies that has not colluded with any other prospective Respondent in preparing a response to this RFP, nor has the Respondent knowingly disclosed any portion of its response to any other Respondent prior to submission to CRWA.

**7.2 Addenda.** Any changes to this RFP, whether resulting from the inquiries submitted by a Respondent or otherwise, including any extension to the RFP due date, will be provided to Respondent in the form of an addendum to this RFP.

**7.3 Communications Prohibited.** Respondents should not communicate with CRWA Trustees directly or indirectly regarding this RFP, any response hereto or the award of an agreement. Respondents should also refrain from contacting CRWA officials or staff regarding this RFP, any response hereto or the award of an agreement, unless in response to an inquiry

from a CRWA staff member or official or to seek clarification about the contents of this RFP, in which event communications shall only be addressed as set-forth in the COVER SHEET and prior to the deadline for RFP Inquires set-forth above. *A violation of this requirement will result in the immediate disqualification of Respondent from the selection process.*

**7.4 Disclaimer.** CRWA reserves the right to reject any and all responses, and the right to waive any irregularities in any Response if CRWA deems this to be in its best interest. CRWA makes no commitment to any Respondent beyond consideration of timely and complete Responses. CRWA will not reimburse any Respondent for costs incurred in connection with submitting a Response to this RFP.

**7.5 Information in Responses.** Responses will be received and maintained to avoid disclosure of contents to Respondents during the evaluation processes. However, all Responses received and opened by CRWA may be subject to disclosure under Chapter 552 of the Texas Government Code. Accordingly, Respondents should avoid including trade secrets, proprietary information, or other confidential information. CRWA may request a review and determination from the Texas Attorney General of any contents contained in a Response that are marked "Proprietary."

**7.6 Changes to RFP.** Any changes in the Scope of Services or other terms of this RFP will be posted on CRWA's website ([www.crwa.com](http://www.crwa.com)) as an addendum. It shall be the responsibility of all respondents to check the website prior to the bid opening date to verify whether any addenda have been posted.

**7.7 Single Response.** No Respondent may submit more than one (1) Response. Further, no Respondent may propose the provision of services to CRWA by any individual who whose services are also contemplated or proposed to be performed by another Respondent.