



**REQUEST FOR PROPOSALS (RFP)  
FOR INTERACTIVE WEB DEVELOPMENT PROJECT  
FOR SOUTH TEXAS FLARING ANALYSIS**

- PROJECT:** Rio Grande International Study Center (RGISC) issues this Request for Proposal (RFP) to solicit proposals from qualified firms interested in providing initial consultation and planning services for the development of an interactive map and dashboard. This tool will be used to educate, advocate, and provide oversight of venting and flaring activity in Webb, La Salle, McMullen, and Dimmit counties
- ISSUER:** Rio Grande International Study Center (RGISC)
- RFP NUMBER:** 24-002
- PROJECT CONTACT:** Martin Castro  
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Email: [martin@rgisc.org](mailto:martin@rgisc.org)
- RFP ISSUE DATE:** August 5<sup>th</sup>, 2024
- RESPONSES DUE:** August 26<sup>th</sup>, 2024. Responses must be received no later than 5:00 PM (CST) on Monday, August 26<sup>th</sup>, 2024.
- INTERVIEWS:** Interviews with those firms/teams determined to be the most qualified may be scheduled at a date and time to be determined by RGISC.

## **I. Background and Purpose**

RGISC is collaborating with partners on a project to understand venting and flaring activities from oil and gas development in Webb, La Salle, McMullen, and Dimmit counties. This project will use multiple lines of evidence, including public datasets from the Railroad Commission, satellite imagery, and field observations to produce a report and an interactive website. This will enable regulators to better oversee venting and flaring from oil and gas wells in Texas.

## **II. Scope of Work**

RGISC is soliciting responses from qualified firms to provide initial consultation and planning services for the South Texas Flaring Analysis project. The scope of work includes the following:

### **Interactive Website Development:**

- Develop an intuitive and user-friendly interface that allows users to easily navigate and access the data
- Create an interactive map that displays venting and flaring activities in Webb, La Salle, McMullen, and Dimmit counties. The map should include:
  - Geographic layers showing locations of oil and gas wells
  - Data overlays such as emission volumes and flaring permits
  - Tools for users to filter data by date, type of activity, and specific locations
- Integrate multiple data sources, including acquired datasets from the Railroad Commission, satellite imagery, and field observations
- Develop various data visualizations, such as charts, graphs, or heat maps, to help users understand and interpret the data
- Provide tools for users to generate custom reports based on selected parameters and export data in various formats (PDF, Excel, CSV)
- Include educational resources and tutorials to help users understand the significance of venting and flaring and how to use the website effectively
- Ensure the website is fully responsive and compatible with mobile devices to allow access from any device
- Incorporate a feedback mechanism for users to report issues, suggest improvements, and provide general feedback
- Evaluate various types of data visualizations
- Recommend the most effective visualization techniques for the project objectives
- Prepare a detailed report summarizing findings from the initial discovery phase
- Provide recommendations for the next steps in developing the interactive tool

## **III. Response Requirements**

Interested firms responding to this RFP should include the following information in their proposals:

- 1. Legal Name and Contact Information**
  - Firm's legal name and type of operation (individual, partnership, corporation)
  - Primary office address, phone number, and contact person
- 2. Firm's Qualifications and Experience**
  - Brief history and general description of the firm

- Experience in developing interactive maps and dashboards, particularly for environmental or regulatory purposes
- Examples of past projects and relevant visualizations
- Qualifications and experience of key personnel to be assigned to this project

### 3. Project Approach:

- Detailed description of the proposed approach to completing the scope of work
- Methodologies and tools to be used for data discovery, analysis, and visualization
- Timeline for completing the initial consultation and planning phase
- Propose a fixed fee covering initial meetings, requirements gathering, data discovery, and project planning
- Outline a payment structure with a portion due upon contract signing and the remainder upon completion of the planning phase
- Provide an hourly rate for the development phase
- Estimate the total hours required and outline a monthly invoicing schedule based on actual hours worked
- Include an hourly rate for training services and initial user support
- Propose an annual maintenance fee for regular updates, bug fixes, and user support
- Specify that this fee will be billed annually to ensure the platform remains up-to-date and functional

### 4. References:

- At least two (2) references from previous clients for whom similar work has been performed, including contact information

## V. Submittal Requirements and Instructions

For submittals, requested information shall be submitted through the submission form on the following website:

[www.rgisc.org/bids](http://www.rgisc.org/bids)

All required information and documents must be compiled into a single PDF file for upload. The proposal will be limited to a **maximum of 5 pages**, *not to exceed this length*. Use the naming convention “**RFQ\_Proposal\_FirmName\_24-002**” for your submission. Proposals must be uploaded and received by RGISC no later than **5:00PM (CST) on August 26<sup>th</sup>, 2024**. Incomplete or late proposals will not be considered.

## VI. Questions or Inquiries

All questions or inquiries (including all technical, contract, or administrative questions) regarding the services required or the procurement process should be submitted via email and addressed to Martin Castro at [martin@rgisc.org](mailto:martin@rgisc.org). Questions or inquiries made outside of these instructions (i.e. phone calls or in-person) will not be accepted. Proposers are responsible for monitoring RGISC’s website for periodic updates.