

**STATE OF LOUISIANA  
Capital Area Ground Water Conservation Commission  
Baton Rouge, Louisiana**

**REQUEST FOR PROPOSALS**

**October 2, 2017**

The Capital Area Ground Water Conservation Commission (CAGWCC) will accept proposals to develop an on-line platform to enable quarterly on-line invoice generation and payment of CAGWCC well pumpage fees.

**ISSUING AGENT:** Capital Area Ground Water Conservation Commission  
3535 S. Sherwood Forest Blvd., Suite 137  
Baton Rouge, LA 70816  
Telephone: 225/293-7370

**OWNER REPRESENTATIVE:** Anthony Duplechin, Executive Director  
3535 S. Sherwood Forest Blvd., Suite 137  
Baton Rouge, LA 70816  
Telephone: 225/293-7370  
Email: [tony@cagwcc.com](mailto:tony@cagwcc.com)

**RELEASE DATE:** October 2, October 9, and October 16, 2017

**PROPOSALS DUE:** November 2, 2017 at 10:00 A.M., Central Time

**PROPOSAL OPENING  
LOCATION:** Capital Area Ground Water Conservation Commission  
3535 S. Sherwood Forest Blvd., Suite 137  
Baton Rouge, LA 70816  
Telephone: 225/293-7370

Proposals will be received by the Capital Area Ground Water Conservation Commission, Baton Rouge, Louisiana on or before November 2, 2017 at 10:00 A.M.

The Capital Area Ground Water Conservation Commission is accepting proposals to develop a website to enable quarterly on-line invoice generation and payment of CAGWCC well pumpage fees.

Details of project:

**Web page Functionality**

Definitions:

- Entity means a bill payer,
- Administrative User means a CAGWCC official

Develop an on-line platform that enables quarterly on-line invoice generation and payment of Capital Area Ground Water Conservation Commission Well Pumpage fees. Features of the platform shall include:

- Automated sending of a quarterly e-mail advising entity to login online (registration required), enter well pumpage information, and make calculated payment. The e-mail will be sent three times – one month before bill is due, one month after the bill is due, and one week before late fees will become due. The second two e-mails will be sent only to entities that have not yet paid. The first email will include the registration code so that entity can register and get password.
- Webpage for entity to register using e-mailed registration code, and web page to retrieve/change password if forgotten. An email to the Administrative User will be generated when a user registers and/or changes password.
- Webpage to add/edit/delete customer contact name and email address and webpage to add/edit/delete wells for Administrative User (Password protected account).
- Webpage for entity (once logged in) to send an electronic message to Administrative User advising that a well has gone in/out of service or that entity contact information has changed.
- Webpage for registered entities (with user name and password) to log in and enter usage (in 1000 gallon increments) per well for each month of the quarter for each active well generating an on-line bill for their entity only. Error checking will verify that numbers are within acceptable ranges and enable correction of invalid information. Late fees will be calculated, displayed, and included in total billed amount. Form will be user friendly with display of well name, quarter and year for each well and include digital signature. An e-mail to Administrative User will be sent displaying the pumpage information, and invoice information for the entity. Entity will receive an emailed receipt.
- Webpage to provide report generation capability for Administrative User to generate XR01-11, XR01-12, Recap, and Reconciliation Reports for selected year and quarter. Webpage to display entities who have or have not paid bill for current quarter.
- Webpage to provide entities the ability to display historical pumpage information entered for past 10 years by quarter, and invoices from time of system implementation forward for their entity only. Similar administrative webpage will provide access for same information for any selected entity.

**Technical details**

Class 5 data storage website with security patches applied on timely basis

Database backup capability from webpage to write out comma delimited text records for each database table to a local file

Daily backup of on-line database

Ownership of code by CAGWCC including username / password for system access

**List of Screens**

Registration screen for entities required before getting access to system Registration fail screen

Registration complete (email sent to Administrative User)

Login screen (entity and administrative) and Login Fail screen if credentials are invalid

Password retrieval screen

Options Screen after logging in to view entity's wells

View wells administrative (show wells of entity selected by Administrator) to show all wells

Send message to Administrative User about owner information change or well information change (sends email to Administrative User)

Administrative screen to update owner and well information including screen to select entity and display entity's current information

Calculated invoice screen based on entity's input – late fees added – payment processing, email sent to Administrative User and to entity with payment information. Late fees calculated using Rules for Delinquent fees for the CAGWCC.

Receipt generation screen – display receipt after payment processing

Retrieve information screen – retrieve pumpage records by quarter /year, retrieve invoices by quarter year since implementation of system

Retrieve information screen for Administrative use; select entity to display above information for Report Generation

Interface for Administrative use – choose report to generate and date range; Report Generation – Display X11, X12,

Recap, Reconciliation, other

Administrative Backup Interface – Retrieve a comma delimited file of records from all database tables Backup is complete screen with summary

Email generation screens – send email to prompt registration to all entities; send notification to verify owner and well information and enter pumpage info; generate invoice and pay bill 1 month before due date, 1 month after due date, just before late fee will be added

**Data Relationships**

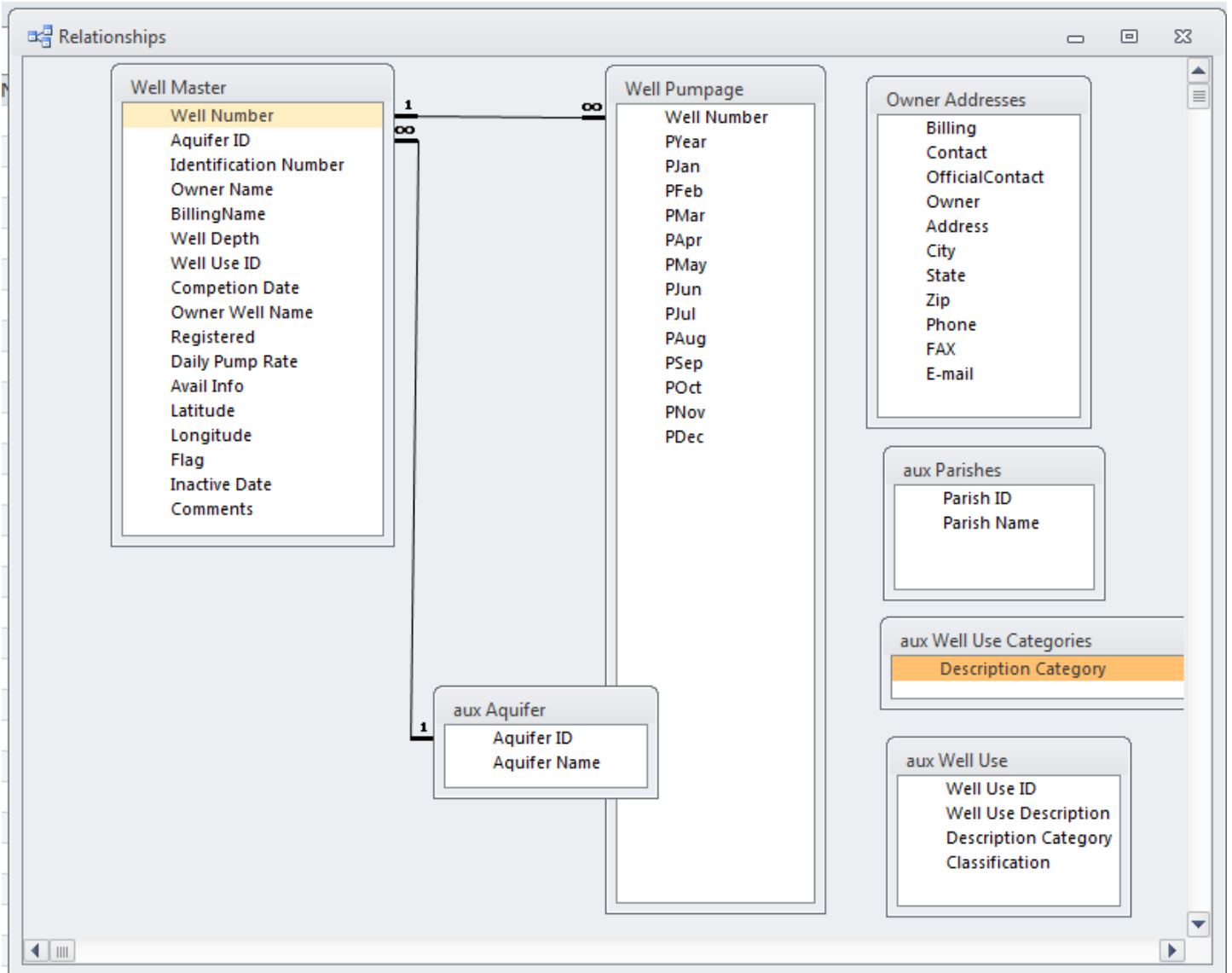
Database tables for original desktop payment recording system are provided below. Additional tables will include:

**Payments** table with entity name, date paid, total billed, late fee, grand total, year, quarter, receipt # information

**Pumpage** table with well number, year, quarter, pumpage amount

**Passwords** table with e-mail, registration code, password

**Administration Passwords** table with user names and passwords



Report Generation Capabilities

XR01-11		PUMPAGE FROM WATER WELLS IN EAST BATON ROUGE BY OWNER BY AQUIFER			
Printed 5/25/2017 10:38:18 PM		01/14 THRU 03/14		Page 1 of 11	
Well Number	Owner's Name	Aquifer	Pumpage		
			Total (Mill. Gal.)	Daily (MGD)	
1369	AIR PRODUCTS	1000-1200 FOOT SAND OF BATON ROUGE AREA	98.009	1.077	
	FOR AQUIFER -	1000-1200 FOOT SAND OF BATON ROUGE AREA	98.009	1.077	
1368	AIR PRODUCTS	1200-FOOT SAND OF BATON ROUGE AREA	0.000	0.000	
	FOR AQUIFER -	1200-FOOT SAND OF BATON ROUGE AREA	0.000	0.000	
	FOR OWNER -	AIR PRODUCTS	98.009	1.077	
1038	ALBEMARLE CORP	400-600 FOOT SAND OF BATON ROUGE AREA	0.000	0.000	
	FOR AQUIFER -	400-600 FOOT SAND OF BATON ROUGE AREA	0.000	0.000	
1269	ALBEMARLE CORP	600-FOOT SAND OF BATON ROUGE AREA	33.695	0.370	
	FOR AQUIFER -	600-FOOT SAND OF BATON ROUGE AREA	33.695	0.370	
	FOR OWNER -	ALBEMARLE CORP	33.695	0.370	
698	BAKER	2800-FOOT SAND OF BATON ROUGE AREA	35.557	0.391	
754	BAKER	2800-FOOT SAND OF BATON ROUGE AREA	106.135	1.166	
892 A	BAKER	2800-FOOT SAND OF BATON ROUGE AREA	6.436	0.071	
1419	BAKER	2800-FOOT SAND OF BATON ROUGE AREA	5.630	0.062	
	FOR AQUIFER -	2800-FOOT SAND OF BATON ROUGE AREA	153.758	1.690	
	FOR OWNER -	BAKER	153.758	1.690	
969	BASF	1500-FOOT SAND OF BATON ROUGE AREA	10.521	0.116	
970	BASF	1500-FOOT SAND OF BATON ROUGE AREA	0.000	0.000	
	FOR AQUIFER -	1500-FOOT SAND OF BATON ROUGE AREA	10.521	0.116	
	FOR OWNER -	BASF	10.521	0.116	
991 B	BATON ROUGE WW	400-FOOT SAND OF BATON ROUGE AREA	2.242	0.025	
1017 C	BATON ROUGE WW	400-FOOT SAND OF BATON ROUGE AREA	83.829	0.921	
	FOR AQUIFER -	400-FOOT SAND OF BATON ROUGE AREA	86.071	0.946	
1279	BATON ROUGE WW	800-FOOT SAND OF BATON ROUGE AREA	8.812	0.097	
1352	BATON ROUGE WW	800-FOOT SAND OF BATON ROUGE AREA	16.400	0.180	
1354	BATON ROUGE WW	800-FOOT SAND OF BATON ROUGE AREA	189.578	2.083	
	FOR AQUIFER -	800-FOOT SAND OF BATON ROUGE AREA	214.790	2.360	

XR01-12 PUMPAGE FROM WATER WELLS IN EAST BATON ROUGE BY AQUIFER BY USE  
01/16 THRU 03/16

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Well Number	Owner's Name	Aquifer	Use	Pumpage	
				Total (Mill. Gal.)	Daily (MGD)
947	GEORGIA PACIFIC	400-FOOT SAND OF BATON ROUGE AREA	INDUSTRIAL	68.540	0.762
	FOR USE - INDUSTRIAL			68.540	0.762
1246	PENNINGTON MED	400-FOOT SAND OF BATON ROUGE AREA	IRRIGATION	2.960	0.033
1259	BR COUNTRY CLUB	400-FOOT SAND OF BATON ROUGE AREA	IRRIGATION	2.715	0.030
1282	BR COUNTRY CLUB	400-FOOT SAND OF BATON ROUGE AREA	IRRIGATION	0.805	0.009
	FOR USE - IRRIGATION			6.480	0.072
991 B	BATON ROUGE WW	400-FOOT SAND OF BATON ROUGE AREA	PUBLIC	2.337	0.026
1017 C	BATON ROUGE WW	400-FOOT SAND OF BATON ROUGE AREA	PUBLIC	93.805	1.040
1132	PARISH WATER CO	400-FOOT SAND OF BATON ROUGE AREA	PUBLIC	0.000	0.000
1298	PARISH WATER CO	400-FOOT SAND OF BATON ROUGE AREA	PUBLIC	107.937	1.199
	FOR USE - PUBLIC			203.879	2.265
	FOR AQUIFER - 400-FOOT SAND OF BATON ROUGE AREA			278.899	3.099
958	FORMOSA PLASTIC	400-600 FOOT SAND OF BATON ROUGE AREA	INDUSTRIAL	0.000	0.000
973	GEORGIA PACIFIC	400-600 FOOT SAND OF BATON ROUGE AREA	INDUSTRIAL	89.301	0.992
1038	ALBEMARLE CORP	400-600 FOOT SAND OF BATON ROUGE AREA	INDUSTRIAL	0.000	0.000
1095	FORMOSA PLASTIC	400-600 FOOT SAND OF BATON ROUGE AREA	INDUSTRIAL	0.000	0.000
1231	GEORGIA PACIFIC	400-600 FOOT SAND OF BATON ROUGE AREA	INDUSTRIAL	155.942	1.733
1243	GEORGIA PACIFIC	400-600 FOOT SAND OF BATON ROUGE AREA	INDUSTRIAL	150.806	1.676
1256	GEORGIA PACIFIC	400-600 FOOT SAND OF BATON ROUGE AREA	INDUSTRIAL	192.439	2.138
1257	GEORGIA PACIFIC	400-600 FOOT SAND OF BATON ROUGE AREA	INDUSTRIAL	0.000	0.000
1425	GEORGIA PACIFIC	400-600 FOOT SAND OF BATON ROUGE AREA	INDUSTRIAL	110.934	1.233
1432	GEORGIA PACIFIC	400-600 FOOT SAND OF BATON ROUGE AREA	INDUSTRIAL	134.040	1.489
	FOR USE - INDUSTRIAL			833.462	9.261
1355	GEORGIA PACIFIC	400-600 FOOT SAND OF BATON ROUGE AREA	OTHER	10.451	0.116
	FOR USE - OTHER			10.451	0.116
	FOR AQUIFER - 400-600 FOOT SAND OF BATON ROUGE AREA			843.913	9.377
546	ECO SERVICES	600-FOOT SAND OF BATON ROUGE AREA	INDUSTRIAL	0.000	0.000
886	CLEAN HARBORS	600-FOOT SAND OF BATON ROUGE AREA	INDUSTRIAL	0.000	0.000
1171	EXXON CHM RESIN	600-FOOT SAND OF BATON ROUGE AREA	INDUSTRIAL	0.000	0.000
1269	ALBEMARLE CORP	600-FOOT SAND OF BATON ROUGE AREA	INDUSTRIAL	0.000	0.000
1373	COCA-COLA BTLNG	600-FOOT SAND OF BATON ROUGE AREA	INDUSTRIAL	18.955	0.211
	FOR USE - INDUSTRIAL			18.955	0.211
879	PARISH WATER CO	600-FOOT SAND OF BATON ROUGE AREA	PUBLIC	78.310	0.870
1018	PARISH WATER CO	600-FOOT SAND OF BATON ROUGE AREA	PUBLIC	9.663	0.107
1228	PARISH WATER CO	600-FOOT SAND OF BATON ROUGE AREA	PUBLIC	113.741	1.264

Reconciliation Report (Table 11)  
1st Quarter - 2015

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Total Pumpage	14,688.79
Exempt	609.25
Fee Base	14,079.54
Receipts Per Base (Base * MG Rate)	140,795.40
Actual Receipts	140,795.00
Difference	0.40

Exempt Pumpage	
BATON ROUGE WW	43.633
CLEAN HARBORS	0
COUN CLUB OF LA	0
ENERGY	0.16
GEORGIA PACIFIC	565.458
	<u>609.251</u>

**REPORT - Reconciliation XR01- (Rate per MG)**

Pumpage Recap

East Baton Rouge		East Feliciana		Pointe Coupee		West Baton Rouge		West Feliciana	
Industry	Public Supply	Industry	Public Supply	Industry	Public Supply	Industry	Public Supply	Industry	Public Supply
0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

	East Baton Rouge	East Feliciana	Pointe Coupee	West Baton Rouge	West Feliciana	Totals
Public Supply	0.000	0.000	0.000	0.000	0.000	0.000
Industry	0.000	0.000	0.000	0.000	0.000	0.000
Totals	0.000	0.000	0.000	0.000	0.000	0.000

**REPORT - Recap Report**

**Other Criteria**

Contractor must provide in-person technical support for one year.

No proposal may be withdrawn after the scheduled closing time for receipt of proposal for at least thirty (30) days.

The Capital Area Ground Water Conservation Commission reserves the right to reject any or all bids.

Evidence of authority to submit the proposal shall be required in accordance with R.S. 38:2212(A)(1)(C) and/or R.S. 39:1594(c)(4).

Capital Area Ground Water Conservation Commission  
3535 S. Sherwood Forest Blvd., Suite 137  
Baton Rouge, LA 70816

*Anthony J. Duplechin*  
*Executive Director*

TO BE RUN: October 2, October 9 and October 16, 2017  
PROPOSALS DUE : November 2, 2017 at 10:00 a.m., Central Time

**Evaluation Criteria**

The Capital Area Ground Water Conservation Commission will evaluate proposals on their ability to provide all of the features of the above-described on-line platform and related technical services. Special consideration will be given to price, user friendliness for Entities and Administrative User, ability to provide in-person technical assistance, and on-line security.



**PROPOSAL FORM**

CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

CHECK ONE: ( ) Sole Proprietor      ( ) Corporation      ( ) Partnership      ( ) Other

\_\_\_\_\_

STATE: If the Contractor is a corporation, identify the State of Incorporation or if Partnership, give full name of partners:

\_\_\_\_\_

CONTRACT WORK: Please attach your proposal for the development of an on-line platform to enable quarterly on-line invoice generation and payment of Capital Area Ground Water Conservation Commission well pumpage fees. If proposals include tiers of services that can be included, please indicate the additional cost for additional services.

**THE CONTRACTOR:**

Hereby declares and represents that he: a) has carefully examined the Request for Proposal Documents, b) has a clear understanding of the Request for Proposal documents, c) has not received, relied on, or based his proposal on any verbal instructions contrary to the Documents or addenda.

Requests for Proposals Documents are prepared by the Capital Area Ground Water Conservation Commission, Baton Rouge, Louisiana and dated October 2, 2017.

Contractor submits the following price for the attached proposal for Contract Work:

\_\_\_\_\_ dollars

(In Words)

\$ \_\_\_\_\_

(In Figures)

NAME OF CONTRACTOR: \_\_\_\_\_

AUTHORIZED OFFICER: \_\_\_\_\_

(Signature)

\_\_\_\_\_  
(Print or Type Name)

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

**THE CAPITAL AREA GROUND WATER CONSERVATION COMMISSION RESERVES THE RIGHT TO CANCEL THIS SOLICITATION OR REJECT ANY AND/OR ALL PROPOSALS.**

Applicable Law: All contract shall be construed in accordance with and governed by the laws of the State of Louisiana.