William A. 'Bert' Miller, III Mayor Bernie Gessner Councilmember Josh M. FultzCouncilmember



James Harris Councilmember Pattie Pederson Councilmember

NOTICE OF MEETING OF THE GOVERNING BODY OF THE CITY OF NAVASOTA, TEXAS MAY 22, 2023

Notice is hereby given that a Regular Meeting of the governing body of the City of Navasota will be held on the 22nd of May, 2023 at 6:00 PM at the City Hall in the City Council Chambers, Room No. 161, located at 200 E. McAlpine Street, Navasota, Texas 77868, at which time the following subjects will be considered, to wit:

To watch the City Council meeting live please visit the City of Navasota's Youtube here: https://www.youtube.com/channel/UCltnx7BQt0TCIYJRiZ14g5w

- 1. Call to Order.
- 2. Invocation Pledge of Allegiance
- 3. Remarks of visitors: Any citizen may address the City Council on any matter. Registration forms are available on the podium and/or table in the back of the city council chambers. This form should be completed and delivered to the City Secretary by 5:45 p.m. Please limit remarks to three minutes. The City Council will receive the information, ask staff to look into the matter, or place the issue on a future agenda. Topics of operational concerns shall be directed to the City Manager.

4. Staff Report:

- (a) Present certificates of completion to the 2023 Navasota Citizens University graduates. [Mayor Bert Miller]
- (b) Proclamation for VFW 'Buddy' Poppy Day. [Mayor Bert Miller]
- (c) Recognition of Quarterly Employee Awards: Above and Beyond Award, Tiffany Byers and Customer Hero Award, Rodrigo Hernandez. [Peggy Johnson, HR Director]
- (d) Introduction of new employee: Hector Olguin, Jr., Police Officer. [Peggy Johnson, HR Director]
- (e) Update on CIP Projects. [Jennifer Reyna, Director of Public Works]
- (f) Update on NRA Grant. [Michael Mize, Chief of Police]
- (g) Board and Commission update. [City Council]
- (h) Reports from City Staff or City Officials regarding items of community interests, including expressions of thanks, congratulations or condolence; information regarding holiday schedules; honorary or salutary recognition of public officials, public employees, or other citizens; reminders about upcoming events organized or sponsored by the City; information regarding social, ceremonial, or community events organized or sponsored by a non-City entity that is scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public health and safety of people in the City that has arisen after the posting of the agenda. [Jason Weeks, City Manager]
- 5. Consideration and possible action on election of a Council member to serve as Mayor for the City of Navasota. [City Council]
- 6. Consideration and possible action on election of a Council member to serve as Mayor Pro-Tem for the City of Navasota. [City Council]
- 7. The City Council will conduct a public hearing for the purpose of receiving public comment and testimony regarding a voluntary annexation petition submitted by Stanley Kettler & Jeannette Welch for a 1.909- acre tract of land located in the Jesse B. McNealy Survey, A-44, in Grimes County, TX 77868; followed by discussion and possible action on the first reading of Ordinance No. 1023-23, approving a voluntary annexation petition for a 1.909-acre tract of land located in the Jesse B, McNealy Survey, A-44, in Grimes County, TX 77868. [Lupe Diosdado, Development Services Director]
- 8. The City Council will conduct a public hearing for the purpose of receiving public comment and testimony regarding a voluntary annexation petition submitted by Jinx M. Lee for a 0.336-acre tract of land located in the Jesse B. McNealy Survey, A-44, in Grimes County, TX 77868; followed by discussion and possible action on the first reading of Ordinance No. 1024-23, approving a voluntary annexation petition for a 0.336-acre tract of land located in the Jesse B, McNealy Survey, A-44, in Grimes County, TX 77868. [Lupe Diosdado, Development Services Director]

- 9. The City Council will conduct a public hearing for the purpose of receiving public comment and testimony regarding a voluntary annexation petition submitted by Grimes Altamira, LLC, for a 96.618 acre tract of land located in the Jesse B. McNealy Survey, A-44, in Grimes County, TX 77868; followed by discussion and possible action on the first reading of Ordinance No. 1025-23, approving a voluntary annexation petition for a 96.618 acre tract of land located in the Jesse B, McNealy Survey, A-44, in Grimes County, TX 77868. [Lupe Diosdado, Development Services Director]
- 10. Consideration and possible action on Resolution No. 740-23 authorizing the selection of professional services for the City of Navasota Natural Gas Distribution Safety and Modernization Grant Program. [Evette Fannin, Grants Coordinator]
- 11. Consideration and possible action on Resolution No. 741-23 authorizing the selection of engineering/architectural/surveying service provider to complete implementation for the City of Navasota Natural Gas Distribution Safety and Modernization Grant Program. [Evette Fannin, Grants Coordinator]
- 12. Consideration and possible action on Resolution No. 742-23, supporting the City of Navasota's application to the Texas Department of Transportation's 2023 Transportation Alternatives Set-Aside (TA) call for projects, specifically Blackshear/Piedmont (FM 3090) from SH 6 frontage to Union Pacific Railroad. [Evette Fannin, Grants Coordinator]
- 13. Consideration and possible action on Resolution No. 743-23, supporting the City of Navasota's application to the Texas Department of Transportation's 2023 Transportation Alternatives Set-Aside (TA) call for projects, specifically Fifth Street/BNSF Railroad South along FM 379 to FM 379. [Evette Fannin, Grants Coordinator]
- 14. Consideration and possible action on Resolution No. 744-23, supporting the City of Navasota's application to the Texas Department of Transportation's 2023

 Transportation Alternatives Set-Aside (TA) call for projects, specifically LaSalle (SH Business 6 South) from Spur 516 to Boulder St. [Evette Fannin, Grants Coordinator]
- 15. Consideration and possible action on appointments to Boards and Commissions. [Susie Homeyer, City Secretary]

16. Consent Agenda: The following items may be acted upon with one motion and vote. No separate discussion or action is necessary unless requested by the Mayor or City Councilmember, in which event the item will be removed from the Consent Agenda for separate discussion and/or action by the City Council as part of the regular agenda.

Consent Items are:

- A. Approve the second reading of Ordinance No.1020-23 to abandon a twenty foot (20') public alleyway located in Block 66 of the H&TC RR Additions, in Navasota, Texas.
- B. Approve the second reading of Ordinance No. 1021-23, amending the Code of Ordinances, Appendix A Fee Schedule, Article A4.000 Parks and Recreation, Section A4.009 adopting the revised Parks and Recreation Municipal Pool Fees, for the City of Navasota, Texas, with an effective date of May 15, 2023; amending Code of Ordinances, Appendix A with the addition of Article A6.000 Miscellaneous Fees, Section A6.001(f) Credit Card Processing Fees, to cover cost of credit card processing fees with an effective date of May 15, 2023.
- C. Approve the second reading of reading of Ordinance No. 1022-23, authorizing the settlement of the proposed rate increase of Entergy Texas, Inc.
- 17. Adjourn.

DATED THIS THE 18TH OF MAY, 20	12	0	1	1	1	1	١	1	١	Ì	۱	۱	Ì	į	•		•	•	•	2	•	•	•	•												1		1											ĺ.	į	١	١	١	١	Ì	١	1		1	ĺ	ĺ	(2)	į	Ž	2	1							7	1	۲	١	ľ	۱	4	ı	1	l.	1	1	١	١	ı			i	:	Ξ	F	ı)))	C	ĺ	(1		l	ł	H	ŀ	ı	•	ſ	Ī	1	•	3	3	E	1		L	1	1					I	ı	ı	I		ŀ	ı	ı	•	•	ľ	Ī	1	٦	•		,	i	š
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/	JW/	
	CTTV MANAGED	

BY: JASON WEEKS, CITY MANAGER

I, the undersigned authority, do hereby certify that the above notice of meeting of the governing body of the CITY OF NAVASOTA, is a true and correct copy of said notice and that I posted a true and correct copy of said notice in the glass bulletin board, in the foyer, on the south side of the Municipal Building as well as in the bulletin board on the north side of the Municipal Building of the City of Navasota, Texas, a place convenient and readily accessible to the general public at all times, and said notice was posted on the 18th of May, 2023 at 01:56 PM and will remain posted continuously for at least 72 hours preceding the scheduled time of said meeting. Agendas may be viewed at www.navasotatx.gov.

The City Council reserves the right to convene in Executive Session at any time deemed necessary for the consideration of confidential matters under the Texas Government Code, Sections 551.071-551.089.

DATED THIS THE 18TH OF MAY, 2023

/SMH/

BY: SUSIE M. HOMEYER, CITY SECRETARY

THIS FACILITY IS WHEELCHAIR ACCESSIBLE AND ACCESSIBLE PARKING SPACES ARE AVAILABLE. REQUESTS FOR ACCOMMODATIONS OR INTERPRETIVE SERVICES MUST BE MADE 48 HOURS PRIOR TO THIS MEETING. PLEASE CONTACT THE CITY SECRETARY'S OFFICE AT(936) 825.6475 OR (936) 825.6408 OR BY FAX AT (936) 825.2403.



Agenda Date Requested: May 22, 2023	Ар	propriation
Requested By: Jason Weeks, City Manager	Source of Funds:	N/A
Department: Administration	Account Number:	N/A
	Amount Budgeted:	N/A
	Amount Requested:	N/A
Exhibits : Quarterly Award Winners, NRA Report & Proclamation	Budgeted Item:	C Yes • No

AGENDA ITEM #4

Staff Report:

- (a) Present certificates of completion to the 2023 Navasota Citizens University graduates. [Mayor Bert Miller]
- (b) Proclamation for VFW "Buddy" Poppy Day [Mayor Bert Miller]
- (c) Recognition of Quarterly Employee Awards: Above and Beyond Award, Tiffany Byers and Customer Hero Award, Rodrigo Hernandez [Peggy Johnson, HR Director]
- (d) Introduction of new employee: Hector Olguin, Jr., Police Officer [Peggy Johnson, HR Director]
- (e) Update on CIP Projects [Jennifer Reyna, Public Works Director]
- (f) Update on NRA Grant [Michael Mize, Chief of Police]
- (g) Board and Commission update [City Council]
- (h) Reports from City Staff or City Officials regarding items of community interests, including expressions of thanks, congratulations or condolence; information regarding holiday schedules; honorary or salutary recognition of public officials, public employees, or other citizens; reminders about upcoming events organized or sponsored by the City; information regarding social, ceremonial, or community events organized or sponsored by a non-City entity that is scheduled to be attended by City officials or employees; and announcements involving imminent threats to the public

health and safety of people in the City that has arisen after the posting of the agenda. [Jason Weeks, City Manager]

SUMMARY & RECOMMENDATION

- (a) Mayor Bert Miller will present the certificates of completion to the 2023 Navasota Citizens University graduates.
- (b) Mayor Bert Miller will proclaim May 27, 2023, as VFW "Buddy" Poppy Day.
- (c) Peggy Johnson, HR Director, will recognize Tiffany Byers as the Above and Beyond recipient and Rodrigo Hernandez as the Customer Hero Award recipient for the new quarterly employee awards.
- (d) Peggy Johnson, HR Director, will introduce the Hector Olguin, Jr. as the new Police Officer.
- (e) Jennifer Reyna, Public Works Director, will give an update on all CIP projects.
- (f) Mike Mize, Chief of Police, will give an update on the NRA grant and how the funds were spent.
- (g) If applicable, the City Council will provide Board and Commission updates.
- (h) Staff and City Council will give updates on other events coming up.

ACTION REQUIRED BY CITY COUNCIL None Approved for the City Council meeting agenda. Solution 15/17/23 Jason B. Weeks, City Manager Date



Agenda Date Requested: May 22, 2023	Appropriation
Requested By: Susie Homeyer, City Secretary	Source of Funds: N/A
Department: Administration	Account Number: N/A
	Amount Budgeted: N/A
	Amount Requested: N/A
Exhibits: Diplomas	Budgeted Item: • Yes • No

AGENDA ITEM #4A

Present certificates of completion to the 2023 Navasota Citizens University graduates.

SUMMARY & RECOMMENDATION

The Navasota Citizens University (NCU) for 2023 began on April 4, 2023. There were eight (8) classes held that highlighted individual departments. The City of Navasota originally had 24 participants register for NCU but ended up with 21 participants when the sessions began. This past Tuesday, May 16, 2023, was the last session. To receive a certificate of completion, a participant cannot miss more than two sessions. Unfortunately, there were six (6) participants that missed three or more meetings. Therefore, tonight the City Council will acknowledge and present certificates of completion to the following 16 Navasota Citizens University graduates:

Greg Andersen	Sharon Hudson	Michael Medeiros	Jennifer Ramirez
Megan Barcak	Sabrina Killingsworth	Ed Murphy	Michelle Steinhauser
Tonya Britton	Ernest McCraw	Alan Phllips	Monica Thompson
James Harris	Scotty McDonald	David Ramirez	Louis Vidotto

Staff has received numerous compliments on how well the program was ran and the abundance of information that was provided to each of them. An evaluation form was provided to the participants and staff will provide feedback later once all the evaluations are tabulated. A big "Thank You" to our Executive Administrative Assistant Michelle Savensky for doing such a great job on her first year with Navasota Citizens University. Staff knew this has been a goal of City Council to bring this program back and we believe it was successful. Mrs. Savensky is looking forward to planning the 2024 NCU.

Present certificates to the participants.	graduating	2023	Navasota	Citizens	University
Approved for the City Council me	eting agenda.				
Jason Weeks			5/1	7/23	
Jason B. Weeks, City Manager			Dat	:e	

THIS CERTIFIES THAT

ALAN PHILLIPS

approved by the City of Navasota, and is therefore awarded this has successfully completed the required course of study

DIPLOMA

Dated this 22nd day of May, 2023

Mayor

5

THIS CERTIFIES THAT

DAVID RAMIREZ

approved by the City of Navasota, and is therefore awarded this has successfully completed the required course of study

DIPLOMA

Dated this 22nd day of May, 2023

Mayor

THIS CERTIFIES THAT

ED MURPHY

approved by the City of Navasota, and is therefore awarded this has successfully completed the required course of study

DIPLOMA

Dated this 22nd day of May, 2023

Mayor

THIS CERTIFIES THAT

ERNEST MCCRAW

approved by the City of Navasota, and is therefore awarded this has successfully completed the required course of study

DIPLOMA

Dated this 22nd day of May, 2023

Mayor

THIS CERTIFIES THAT

GREG ANDERSEN

approved by the City of Navasota, and is therefore awarded this has successfully completed the required course of study

DIPLOMA

Dated this 22nd day of May, 2023

City Manager

Mayor

THIS CERTIFIES THAT

IRAIS CASTELLON

approved by the City of Navasota, and is therefore awarded this has successfully completed the required course of study

DIPLOMA

Dated this 22nd day of May, 2023

Mayor

THIS CERTIFIES THAT

JAMES HARRIS

approved by the City of Navasota, and is therefore awarded this has successfully completed the required course of study

DIPLOMA

Dated this 22nd day of May, 2023

Mayor

THIS CERTIFIES THAT

JENNIFER RAMIREZ

approved by the City of Navasota, and is therefore awarded this has successfully completed the required course of study

DIPLOMA

Dated this 22nd day of May, 2023

City Manager

Mayor

THIS CERTIFIES THAT

LOUIS VIDOTTO

approved by the City of Navasota, and is therefore awarded this has successfully completed the required course of study

DIPLOMA

Dated this 22nd day of May, 2023

Mayor

THIS CERTIFIES THAT

MEGAN BARCAK

approved by the City of Navasota, and is therefore awarded this has successfully completed the required course of study

DIPLOMA

Dated this 22nd day of May, 2023

Mayor

THIS CERTIFIES THAT

MICHAEL MEDEIROS

approved by the City of Navasota, and is therefore awarded this has successfully completed the required course of study

DIPLOMA

Dated this 22nd day of May, 2023

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Mayor

THIS CERTIFIES THAT

MICHELE STEINHAUSER

approved by the City of Navasota, and is therefore awarded this has successfully completed the required course of study

DIPLOMA

Dated this 22nd day of May, 2023

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Mayor

THIS CERTIFIES THAT

MONICA THOMPSON

approved by the City of Navasota, and is therefore awarded this has successfully completed the required course of study

DIPLOMA

Dated this 22nd day of May, 2023

× :

Mayor

THIS CERTIFIES THAT

SABRINA KILLINGSWORTH

approved by the City of Navasota, and is therefore awarded this has successfully completed the required course of study

DIPLOMA

Dated this 22nd day of May, 2023

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THIS CERTIFIES THAT

SCOTTY MCDONALD

approved by the City of Navasota, and is therefore awarded this has successfully completed the required course of study

DIPLOMA

Dated this 22nd day of May, 2023

Mayor

THIS CERTIFIES THAT

SHARON HUDSON

approved by the City of Navasota, and is therefore awarded this has successfully completed the required course of study

DIPLOMA

Dated this 22nd day of May, 2023

Mayor

THIS CERTIFIES THAT

TONYA BRITTON

approved by the City of Navasota, and is therefore awarded this has successfully completed the required course of study

DIPLOMA

Dated this 22nd day of May, 2023

Mayor



PROCLAMATION VFW "BUDDY" POPPY

WHEREAS, The annual distribution of Buddy Poppies by the Veterans of Foreign Wars of the United States has been officially recognized and endorsed by governmental leaders since 1922; and

WHEREAS, VFW Buddy Poppies are assembled by disabled veterans and the proceeds of this worthy fundraising campaign are used exclusively for the benefit of disabled and needy veterans and the widows and orphans of deceased veterans; and

WHEREAS, The basic purpose of the annual distribution of Buddy Poppies by the Veterans of Foreign Wars is eloquently reflected in the desire to "Honor the Dead by Helping the Living,"; and

NOW, THEREFORE, BE IT PROCLAIMED, that the that I Bert Miller, Mayor of the **City of Navasota** do hereby urge the citizens of this community to recognize the merits of this cause on May 27, 2023 by contributing generously to its support through your donations for Buddy Poppies on the day set aside for the distribution of these symbols of appreciation for the sacrifices of our honored dead.

I also urge all patriotic citizens to wear a Buddy Poppy as mute evidence of our gratitude to the men and women of this country who have risked their lives in defense of the freedoms which we continue to enjoy as American citizens.

SIGNED THIS THE 22ND DAY OF MAY, 2023

BERT MILLER, MAYOR

In 2022 the Navasota Police Department applied for a grant through the Friends of NRA, which was awarded in March 2023. The grant amount was \$3,279.60 and to be used exclusively for training ammunition. The Navasota PD purchased 9mm pistol ammunition, 223 caliber rifle ammunition, and 12 gauge less lethal ammunition. This ammunition will be used by the entire department for training scenarios, low light training, and less lethal qualifications.



This is Navasota Police Departments fourth year to be awarded a Friends of NRA grant. A requirement of this grant is the presentation to the City Council as well as listing the information in the local media.

AGENDA PLANNING CALENDAR

MAY 22, 2023 — DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 05/08/2023

- 1. Called to order
- 2. Invocation/Pledge of Allegiance
- 3. Remarks of visitors
- 4. Staff Report: (a) Present certificates to Navasota Citizens University graduates of 2023; (b) Proclamation Buddy Poppy; (c) Recognition of Award Winners Above and Beyond and Customer Hero Award; (d) Introduction of new employee Hector Olguin, Jr. Police Officer; (e) Update of all CIP projects; (f) Update on NRA Grant; (g) Board and Commission update; and (h) Reports from staff and City Council
- 5. Elect a Mayor
- 6. Elect a Mayor Pro-Tem
- 7. Public hearing requested annexation on 1.909 acres and 1st reading of Ordinance No. 1023-23, extending the boundaries, 1.909 acres (Stanley Kettler and Jeannette Welch)
- 8. Public hearing requested annexation on .336 acres and 1^{st} reading of Ordinance No. 1024-23, extending the boundaries, .336 acres (Jinx Lee)
- 9.Public hearing requested annexation on 96.618 acres and 1st reading of Ordinance No. 1025-23, extending the boundaries, 96.618 acres (Grimes Altamira)
- 10.Resolution No. 740-23, selection of professional services Natural gas distribution safety and modernization grant
- 11.Resolution No. 741-23, selection of engineering provider Natural gas distribution safety and modernization grant
- 12.Resolution No. 742-23, application to Tx Dept. of Transportation's 2023 Transportation Alternatives Set-Aside call for projects (FM 3090)
- 13.Resolution No. 743-23, application to the Tx Dept. of Transportation's 2023 Alternatives Set-Aside call for projects (FM379)
- 14.Resolution No. 744-23, application to the Tx Dept. of Transportation's 2023 Alternatives Set-Aside call for projects (SH6 S)
- 15. Board and Commission appointments
- 16.Consent agenda: (a) 2nd reading of Ordinance No. 1020-23, right-of-way closure (8th street); (b) 2nd reading of Ordinance No. 1021-23, amending pool fees; and (c) 2nd reading of Ordinance No. 1022-23, Entergy settlement approval;
- 17.Adjourn

MAY 23, 2023 - 6:00 p.m.

- 1. Called to order
- 2. Invocation/Pledge of Allegiance
- 3. Remarks of visitors
- 4. 2nd reading of Ordinance No. 1023-23, extending the boundaries, 1.909 acres (Stanley Kettler and Jeannette Welch)
- 5.2nd reading of Ordinance No. 1024-23, extending the boundaries, .336 acres (Jinx Lee)
- 6. 2nd reading of Ordinance No. 1025-23, extending the boundaries, 96.618 acres (Grimes Altamira)
- 7. Adjourn

June 12, 2023

June 26, 2023

July 10, 2023 – Proclamation – Parks & Recreation Month; Allen White year update

July 24, 2023

August 14, 2023 – Budget Presentation

August 21, 2023

September 11, 2023

September 25, 2023

October 9, 2023 – Proclamation – Support your local Chamber Day

October 23, 2023

November 13, 2023

November 27, 2023

December 11, 2023



Agenda Date Requested: May 22, 2023	Appropriation
Requested By: Susie Homeyer, City Secretary	Source of Funds: N/A
Department: Administration	Account Number: N/A
	Amount Budgeted: N/A
	Amount Requested: N/A
Exhibits: None	Budgeted Item:
	Budgeted Item. 103 103
AGENDA I Consideration and possible action on ele	
Mayor for the City of Navasota.	
SUMMARY & RECO	OMMENDATION
The City Charter, Article IV, Section 13 for the	e City of Navasota reads as follows:
"The Councilmembers shall elect one of their meeting following their election. He/She shall officer of the City Council. He/She shall vote coming before the body, sign all bonds, warr official lead of the City; and exercise all power	be called Mayor and shall be the presiding as a member of the Council on all matters ants, and other official documents; be the
Therefore, the City Council is being requested the Mayor for the City of Navasota.	d to elect a member of the City Council as
ACTION REQUIRED E	BY CITY COUNCIL
Elect a Councilmember as Mayor.	
Approved for the City Council meeting agenda	l.
Qason Weeks	
Jason B. Weeks, City Manager	5/16/23
Jasun B. Weeks, City Wallayer	Date



Agenda Date Requested: May 22, 2023	Ар	propriation
Requested By: Susie Homeyer, City Secretary	Source of Funds:	N/A
Department: Administration	Account Number:	N/A
	Amount Budgeted:	N/A
	Amount Requested:	N/A
Exhibits: None	Budgeted Item:	Yes
AGENDA I Consideration and possible action on ele Mayor Pro-Tem for the City of Navasota.	-	ilmember to serve as
SUMMARY & RECO		eads as follows:
"The Mayor Pro-Tem shall be selected from as shall perform all the duties of the Mayor in his	mong the members	of the City Council, and
Therefore, the City Council is being requeste the Mayor Pro-Tem for the City of Navasota.	d to elect a membe	er of the City Council as
ACTION REQUIRED	BY CITY COUNCIL	
Elect a Councilmember as Mayor Pro-Tem		
Approved for the City Council meeting agenda	1.	
Jason Weeks	5	5/16/23
Jason B. Weeks, City Manager	Dat	te



Agenda Date Requested: May 22, 2023	Appropriation
Requested By: Lupe Diosdado, Director	Source of Funds: N/A
Department: Development Services	Account Number: N/A
	Amount Budgeted: N/A
	Amount Requested: N/A
Exhibits: Ordinance No. 1023-23	Budgeted Item: Yes No

AGENDA ITEM #7

The City Council will conduct a public hearing for the purpose of receiving public comment and testimony regarding a voluntary annexation petition submitted by Stanley Kettler & Jeannette Welch for a 1.909- acre tract of land located in the Jesse B. McNealy Survey, A-44, in Grimes County, TX 77868; followed by discussion and possible action on the first reading of Ordinance No. 1023-23, approving a voluntary annexation petition for a 1.909-acre tract of land located in the Jesse B, McNealy Survey, A-44, in Grimes County, TX 77868.

SUMMARY & RECOMMENDATION

The City of Navasota received a voluntary petition for annexation by property owner Stanley Kettler & Jeannette Welch, for a 1.909-acre tract located out of the Jesse B. McNealy Survey, A-44. The area proposed for annexation is adjacent to the eastern boundary of the Navasota City Limits along the Dove Crossing Subdivision.

Since early 2022 staff have been working closely with developer Chandler Arden on a plan to provide municipal services to his proposed 96.618-acre, 400 lot single-family residential development. Also, the plan includes the construction of a City of Navasota water tower and other water facilities within the property boundaries. Staff has coordinated with contiguous property owners Jinx M. Lee, Stanley Kettler & Jeannette Welch to allow for an annexation strip connecting the proposed project area to city limits.

On May 8th the City Council approved a resolution setting May 22nd at 6:00 pm as the date and time for the public hearing related to this voluntary annexation petition and approval of the service plan for the affected area.



City staff asks that City Council conduct a public hearing.

Public hearing opened at	p.m
Public hearing closed at	p.m.

At the conclusion of the public hearing, City staff recommends the City Council approve Ordinance No. 1023-23, annexing a 1.909-acre tract of land located in the Jesse B. McNealy Survey, A-44, in Grimes County, TX 77868.

ACTION REQUIRED BY CITY COUNCIL

Conduct a public hearing for the purpose of receiving public comment and testimony regarding a voluntary annexation petition submitted by Stanley Kettler & Jeannette Welch for a 1.909-acre tract of land located in the Jesse B. McNealy Survey, A-44, in Grimes County, TX 77868.

Approve or deny the first reading of Ordinance No. 1023-23, annexing a 1.909-acre tract of land located in the Jesse B, McNealy Survey, A-44, in Grimes County, TX 77868.

Jason B. Weeks, City Manager	
Jason Weeks	5/17/23

ORDINANCE NO. 1023-23

AN ORDINANCE OF THE CITY OF NAVASOTA, TEXAS FOR THE PURPOSE OF EXTENDING THE BOUNDARY LIMITS OF THE CITY OF NAVASOTA, TEXAS; PROVIDING FOR THE ANNEXATION OF APPROXIMATELY 1.909 ACRES OF LAND, HEREINAFTER MORE SPECIFICALLY DESCRIBED, TO THE CITY OF NAVASOTA, TEXAS FOR ALL **MUNICIPAL PURPOSES; FINDING THAT ALL NECESSARY AND REQUIRED** LEGAL CONDITIONS HAVE BEEN SATISFIED; PROVIDING THAT SUCH AREA SHALL BECOME A PART OF THE CITY AND THAT THE INHABITANTS THEREOF, IF ANY, SHALL BE ENTITLED TO THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BE BOUND BY THE ACTS AND ORDINANCES NOW IN EFFECT AND TO BE HEREINAFTER ADOPTED; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING AN **EFFECTIVE DATE.**

WHEREAS, the City of Navasota, Texas is a Texas home-rule municipality as defined by the Texas Local Government Code; and

WHEREAS, the City Charter and Chapter 43 of the Texas Local Government Code, authorize the City of Navasota to annex territory in accordance with the procedures provided for therein; and

WHEREAS, the City of Navasota received a written request from the property owner requesting the annexation of the hereinafter described area; and

WHEREAS, the City desires to annex the area described hereinafter; and

WHEREAS, the hereinafter described area lies within the extraterritorial jurisdiction of the City of Navasota; and

WHEREAS, the area hereinafter described lies adjacent and contiguous to the present boundary limits of the City of Navasota; and

WHEREAS, notice of the appropriate public hearing was published in a newspaper having general circulation in the City of Navasota, Texas and on the City's website and the public hearing was conducted and held in accordance with applicable law; and

WHEREAS, the City of Navasota, Texas and the property owner negotiated and executed a Service Plan Agreement for the extension of municipal services into the area to be annexed; and

WHEREAS, all notices, publication and hearings have been duly given and held as required by law; and

WHEREAS, institution of annexation proceedings occurred within the period of time as prescribed by law;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NAVASOTA, TEXAS:

Section 1. That the hereinafter described area of land is within the extraterritorial jurisdiction of, and is adjacent to and is contiguous to the present corporate limits of the City of Navasota, Texas, and the same is hereby, annexed to the City of Navasota, Texas for all municipal purposes and the corporate lines and limits of the City of Navasota, Texas are hereby extended to embrace the said area of land, which is described as follows:

All that certain 1.909 acres tract of land in Jesse B. McNealy Survey, A-44, Grimes County, Texas, being more particularly described in Exhibit "A" attached hereto

and incorporated herein for all purposes.

Section 2. That the inhabitants, if any, of the property hereby annexed to the City of Navasota, Texas shall be entitled to all the rights and privileges of said citizens of the City of Navasota, Texas, and shall be bound by the acts, ordinances, codes, resolutions and regulations of the City of Navasota, Texas.

Section 3. That the Service Plan Agreement which is attached hereto as Exhibit "B" is hereby incorporated herein as part of this Ordinance for all purposes.

Section 4. That the official map and boundaries of the City of Navasota, Texas, heretofore adopted and amended be and is hereby amended so as to include the aforementioned area as part of the City of Navasota, Texas.

Section 5. That the City Secretary is hereby directed and authorized to perform or cause to be performed all acts necessary to amend the official map of the City of Navasota, Texas to add the territory hereby annexed as required by law.

Section 6. That this Ordinance shall become effective after its passage.

Section 7. That the Mayor is hereby directed and authorized to file a certified copy of this Ordinance in the Office of the County Clerk, and to perform all other acts necessary to notify the appropriate entities of the City's annexation of territory by this Ordinance.

Section 8. If any section, subsection, sentence, phrase, word, paragraph or provision of this Ordinance be found to be illegal, invalid or unconstitutional or

if any portion of said property is incapable of being annexed by the City of Navasota, Texas, for any reason whatsoever, the adjudication shall not affect any other section, subsection, sentence, phrase, word, paragraph or provision of this Ordinance or the application of any other section, subsection, sentence, phrase, word, paragraph or provision of any other Ordinance of the City. The City Council declares that it would have adopted the valid portions and applications of this Ordinance and would have annexed the valid property without the invalid part, and as to this end the provisions of this Ordinance are declared to be severable.

Section 9. That the meetings at which this Ordinance was considered and enacted were open to the public as required by the Texas Open Meetings Act, and that notice of the time, place, and subject matter of the meetings was given as required by the Texas Open Meetings Act.

PASSED ON FIRST READING THIS THE 22ND DAY OF MAY, 2023.

	HON. BERT MILLER, MAYOR
ATTEST:	
SUSIE M. HOMEYER, CITY SECRETAR	

PASSED ON SECOND AND FINAL READING THIS THE 23RD DAY OF MAY, 2023.

	HON. BERT MILLER, MAYOR
ATTEST:	
SUSIE M. HOMEYER, CITY SECRETAL	RY



METES AND BOUNDS DESCRIPTION of a 1.909 Acre Easement – 20 ft. wide Jesse B. McNealy, A-44, Grimes County, Texas April 24, 2023

All that certain tract or parcel of land lying and being situated in Grimes County, Texas, out of the Jesse B. McNealy Survey, Abstract No. 44, being a part of an undivided % interest in a called 275.13 acre tract as described in a Distribution Special Warranty Deed from Stanley Kettler, Trustee to Jeannette Welch, dated October 31, 2016, of record in Volume 1626, Page 647 of the Real Property Records of Grimes County, Texas, being a part of an undivided % interest in the same called 275.13 acre tract as described in a Distribution Special Warranty Deed from Stanley Kettler, Trustee to Stanley Kettler, dated October 31, 2016, of record in Volume 1626, Page 644 of the Real Property Records of Grimes County, Texas, being a part of Second Tract, called 30 acres, as described in a Deed from Edwin H. Kettler, et ux to The Edwin H. Kettler & Leona Kettler Revocable Living Trust, dated October 1, 1997, of record in Volume 871, Page 137 of the Real Property Records of Grimes County, Texas, being a part of a called 189.48 acre tract as described in a Deed from Edwin H. Kettler, et ux to The Edwin H. Kettler & Leona Kettler Revocable Living Trust, dated October 1, 1997, of record in Volume 871/147) of the Real Property Records of Grimes County, Texas and more fully described by metes and bounds as follows:

BEGINNING at a found 5/8 inch iron rod, at the Northerly base of an 8 inch cedar fence corner post, for the Northeast corner of Lot 11, Block 7, Replat of Dove Crossing (Plat – 907-386), for the Northwest corner of the called 30 acre tract mentioned above (871-137 – 2nd Tract), a Northwest corner of the called 189.48 acre tract mentioned above (871/147), for a Southerly angle point of a called 5.624 acre tract as described in a Deed to Richard Krolcxyk, et uc (1186/279) and same being the Westerly Northwest corner of the tract of land herein described;

THENCE N 66°32′17″ E, 69.46 ft., along a portion of a generally fenced and Northwest line of the called 30 and 189.48 acre tracts mentioned above and a South line of said 5.624 acre Krolcxyk tract to a found ½ inch iron rod, 1.7 ft. North of a 6 inch cedar fence post with gate, for the Southeast corner thereof and same being in an apparent Southwest corner of the residue of a called 300 acre tract as described in a Deed to Fritz Thane [193/595];

THENCE N 66°20'43" E, 785.90 ft., along a portion of a generally fenced and Northwest line of the called 189.48 acre tract mentioned above, a portion of the Southeast line of said 300 acre Thane tract (193/595) and the Southeast line of a called 40.79 acre tract as described in a Deed to Marius Thane, et ux (299/288) to a found ½ inch iron rod, at the Southerly base of a x-tie fence corner post, for the Southeast corner thereof and the Southwest corner of a called 4.36 acre tract as described in a Deed to Farron Elizabeth Prescott (1534/610);

THENCE N 66°31'35" E, 120.92 ft., along a portion of the generally fenced and Northwest line of the called 189.48 acre tract mentioned above and the Southeast line of said 4.36 acre Prescott tract (1534/610) to a found 1 inch iron pipe, projecting 24 inches and at the Southerly base of a fence corner post, for the Southeast corner thereof and the Southwest corner of a called 4.36 acre tract as described in a Deed to Danny Joe Meekins (1091/80);

THENCE N 66°31′35″ E, 811.49 ft., along a portion of a generally fenced and Northwest line of the called 189.48 acre tract mentioned above, the South line of said 4.36 acre Meekins tract (1091/80) and the South line of a called 4.36 acre tract as described in a Deed to Loy C. Coffey, et ux (1592/81) to a found ½ inch iron rod, 1.6 ft. West of a 3 inch iron pipe fence corner post in concrete, for the Southeast corner of said Coffey tract and an interior corner of said 189.48 acre tract:

THENCE N 23°29'14" W, along a generally fenced and Southwest line of the called 189.48 acre tract mentioned above, the Northeast line of said 4.36 acre Coffey tract and PASSING at 433.58 ft. a found ½ inch iron rod 1.68 ft. right of line (appears to have been disturbed) and along the Northeast line of a called 4.355 acre tract, more or less, as described in a Deed to Dennis Underwood, et ux (1309/47) for a TOTAL DISTANCE of 1,101.76 ft. to a found 3/8 inch iron rod, at the Northerly base of a 6 inch bois'd arc fence corner post, for the Northeast corner thereof, the Northerly Northwest corner of said 189.48 acre tract and same being in the generally fenced and South line of the residue of a called 75 acre tract as described in a Deed to Jinx M. Lee (610/824, 585/445, 557/66, 554/488, 526/29 & 495/795), from which a found ½ inch iron rod, at the Easterly base of an 8 inch cedar fence corner post, for the Southwest corner of said Lee residue tract brs. S 64°37′41" W, 373.79 ft.;

THENCE N 64°52′58″ E, 1,267.58 ft., along a portion of the generally fenced and Southeast line of said Lee residue tract (610/824) and a Northwest line of the called 189.48 acre tract mentioned above to a found 3/8 inch iron rod, at the Northerly base of an 8 inch bois'd arc fence corner post, for the Northeast corner thereof and same being a Northwest corner of a called 1,239.10 acre tract as described in a Deed to Pecan Hill Acquisition, LLC (2021-320767);

THENCE S 23°52'47" E, 20.00 ft., along a portion of the generally fenced and Northeast line of the called 189.48 acre tract mentioned above and a portion of a Southwest line of said 1,239.10 acre Pecan Hill Acquisition, LLC tract (2021-320767) to a set 5/8 inch iron rod for the Southeast corner of the herein described easement, from which a found 5/8 inch iron rod at the base of a disturbed 3/8 inch iron rod for the Southeast corner of said 189.48 acre tract and a Southwest corner of said 1,239.10 acre Pecan Hill Acquisition, LLC tract brs. S 23°52'47" E, 3,790.64 ft.;

THENCE along the Southerly and Easterly lines of the herein described easement as follows:

- 1.) S 64°52'58" W, 1,247.71 ft., to a set 5/8 inch iron rod,
- 2.) S 23*29'14" E, 1,102.33 ft., to a set 5/8 inch iron rod,
- 3.) S 66°31'35" W, 952.38 ft., to a set 5/8 Inch Iron rod,
- 4.) 5 66°20'43" W, 785.90 ft., to a set 5/8 inch iron rod and
- 5.) S 66°32′17″ W, 69.43 ft., to a set 5/8 inch iron rod for the Southwest corner of the herein described easement, being in the Southwest line of the called 30 and 189.48 acre tracts mentioned above and same being in the generally fenced and Northeast line of Lot 11, Block 7, Dove Crossing, from which a found ½ Inch iron rod for the Southeast corner of Dove Crossing and the Southwest corner of said 30 acre tract brs. S 23°38′27″ E, 1,697.43 ft.;

THENCE N 23°38′27″ W, 20.00 ft., along a portion of the generally fenced and Southwest line of the called 30 acre and 189.48 acre tracts mentioned above and a portion of the Northeast line of Lot 11, Block 7, Dove Crossing to the PLACE OF BEGINNING and containing 1.909 acres of land.

BASIS OF BEARINGS & DISTANCES:

Grid North, State Plane Coordinate System of 1983, Central Zone, Leica RTK Network. All distances and areas are grid and can be converted to surface by dividing by a combined scale factor of 0.999 933 503 43.

Steven M. Wisnosk! April 24, 2023 Registered Professional Land Surveyor

State of Texas No. 6006 Job #: 2023-04-06-01 STEVEN M WISNOSKI

0,888104

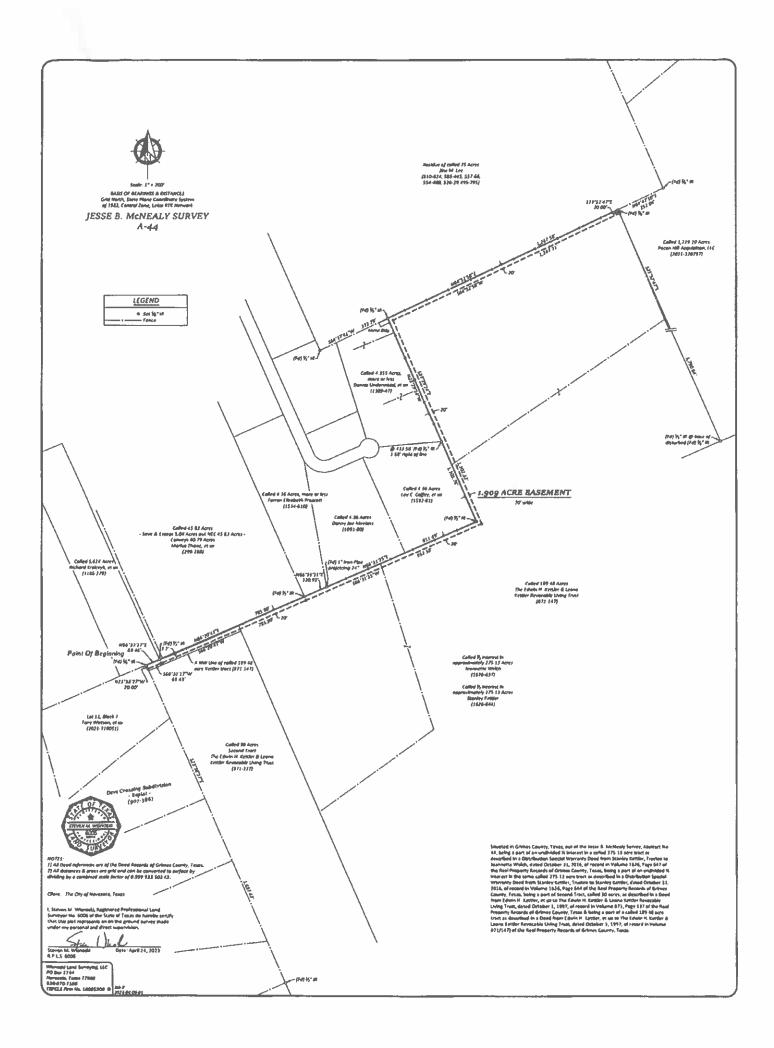


Exhibit B

CITY OF NAVASOTA, TEXAS

ANNEXATION SERVICE PLAN AGREEMENT

Introduction:

Pursuant to the Local Government Code, Chapter 43, Section 43.0672, the City of Navasota has prepared this service plan agreement for the delivery of municipal services to the territory being proposed for annexation to the City. The area proposed for annexation consists of one tract of land containing a total of 1.909 acres. The area proposed for annexation is located on and along the Eastern city limits line. The annexation of this property is requested by Stanley Kettler & Jeannette Welch, by a petition dated April 2023. The property boundaries are contiguous with the existing city limits and are entirely within the City's extraterritorial jurisdiction (ETJ). There are no industrial businesses in this area. The land is Agricultural Open Space (AO) in all areas.

FOR SERVICES ON THE EFFECTIVE DATE OF ANNEXATION:

1. POLICE PROTECTION

The City of Navasota, Texas, and its Police Department will provide police protection to the newly annexed area at the same or similar level of service now being provided to other areas of the City of Navasota, Texas, with similar topography, land use and population density within the newly annexed area.

2. FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES

The City of Navasota, Texas, is presently serviced by the Navasota Fire Department, which will provide fire protection and emergency medical services to the newly annexed tract at the same or similar level of service now being provided to other areas of the City of Navasota, Texas, with similar topography, land use and population density within the City.

3. SOLID WASTE COLLECTION

At the present time the City of Navasota, Texas, is using a franchised contractor for collection of solid waste and refuse within the city limits of the City of Navasota, Texas. Upon payment of any required deposits and the agreement to pay lawful service fees and charges, solid waste collection will be provided to citizens in the newly annexed area to the extent that the City's contractor has access to the area to be serviced.

4. MAINTENANCE OF WATER AND WASTE WATER FACILITIES

Any and all water and wastewater facilities owned or maintained by the City of Navasota, Texas, and situated in the area at the time of the proposed annexation shall continue to be maintained by the City of Navasota, Texas. Any and all water facilities which may be acquired subsequent to the annexation of the proposed area shall be maintained by the City of Navasota, Texas, to the extent of its ownership. The now existing water and wastewater mains at their existing locations, or as may be extended, shall be available for point of use

extension based upon the current City's standard water and wastewater extension policies now existing or as may be amended.

5. MAINTENANCE OF ROADS AND STREETS

The City Council of the City of Navasota, Texas, is not aware of the existence of any roads or streets now located in the area proposed for annexation. In the event any such roads or streets do exist and are public facilities owned by or dedicated to the City of Navasota, Texas, the City will maintain such areas to the same extent and degree that it maintains roads and streets and other similar facilities of the City of Navasota, Texas. Any and all roads or streets which have been dedicated to and accepted by the City of Navasota, Texas, or which are owned by the City of Navasota, Texas, shall be maintained to the same degree and extent that other roads and streets are maintained in areas with similar topography, land use and population density. Any and all lighting of road and streets which may be positioned in a right-of-way, roadway or utility company casement shall be maintained by the applicable utility company servicing the City of Navasota, Texas, pursuant to the rules, regulations and fees of such utility.

6. MAINTENANCE OF PARKS, PLAYGROUNDS AND SWIMMING POOLS

The City Council of the City of Navasota, Texas, is not aware of the existence of any parks, playgrounds or public swimming pools now located in the area proposed for annexation. In the event any such parks, playgrounds or swimming pools do exist and are public facilities, the City of Navasota, Texas, will maintain such areas to the same extent and degree that it maintains parks, playgrounds and swimming pools and other similar areas of the City now incorporated in the City of Navasota, Texas.

7. MAINTENANCE OF ANY PUBLICLY OWNED FACILITY, BUILDING OR MUNICIPAL SERVICE

The City Council of the City of Navasota, Texas, is not aware of the existence of any publicly owned facility, building or other municipal service now located in the area proposed for annexation. In the event any such publicly owned facility, building or municipal service does exist and are public facilities, the City of Navasota, Texas, will maintain such areas to the same extent and degree that it maintains publicly owned facilities, buildings or municipal services of the City now incorporated in the City of Navasota, Texas.

CONSTRUCTION OF ANY CAPITAL IMPROVEMENTS TO BEGIN WITHIN 2-1/2 YEARS:

1. POLICE PROTECTION, FIRE PROTECTION & SOLID WASTE COLLECTION

The City Council of the City of Navasota, Texas, finds and determines it to be unnecessary to acquire or construct any capital improvement within 2-1/2 years of the effective date of the annexation of the particular annexed area for the purposes of providing police protection, fire protection or solid waste collection. The City Council finds and determines

that it has at the present time adequate facilities to provide the same type, kind and level of protection and service which is presently being administered to other areas already incorporated in the City of Navasota, Texas, with the same or similar topography, land use and population density.

2. WATER AND WASTEWATER FACILITIES

For the next 2-1/2 years the City Council of the City of Navasota, Texas, believes that City water and wastewater mains exist, or may be extended, for points of connection for serviceable extensions to provide water and wastewater service within the area to be annexed pursuant to the City's standard water extension policies now in existence or as may be amended by the City Council.

3. ROADS AND STREETS

Maintenance of properly dedicated roads and streets will be consistent with the maintenance provided by the City to other roads and streets in areas of similar topography, land use and population density.

4. MAINTENANCE OF PARKS, PLAYGROUNDS, AND SWIMMING POOLS, AND THE MAINTENANCE OF ANY OTHER PUBLICLY OWNED FACILITY, BUILDING OR SERVICE

To the extent that it becomes necessary because of development demands, population growth, and a bona fide need, the City Council of the City of Navasota, Texas, will undertake to provide any such facility which it deems necessary to adequately provide for the health and safety of the citizens of the newly incorporated area based upon the standard considerations of topography, land use and population density.

SPECIFIC FINDINGS

The City Council of the City of Navasota, Texas, finds and determines that this proposed Service Plan will not provide any fewer services, and it will not provide a lower level of service in the area proposed to be annexed than were in existence in the proposed area at the time immediately preceding the annexation process.

Furthermore, the City Council of the City of Navasota, Texas, finds and determines the nature of the area is characteristically different from other developed areas within the corporate limits of the City of Navasota, Texas. Consequently, because of the differing characteristics of topography, land use and population density, the service levels which may ultimately be provided in the newly annexed area may differ somewhat from services provided to other areas of the City of Navasota, Texas. These differences are specifically dictated because of differing characteristics of the property and the City of Navasota, Texas, will undertake to perform consistent with this service plan so as to provide this newly annexed area with the same type, kind and quality of service presently enjoyed by the citizens of the City of Navasota, Texas, who reside in areas of similar topography, land use and population density.

APPROVED on this the 8th day of May 2023.

CITY OF NAVASOTA, TEXAS

HON. BERT MILLER, Mayor

ATTEST?

SUSTE HOMEYER, City Secretary

LAND OWNERS

Stanley Kettler STANLEY KETTLER Jannette Welch

JEANNETTE WELCH



REQUEST FOR CITY COUNCIL AGENDA ITEM #8

Agenda Date Requested: May 22, 2023	Appropriation	
Requested By: _Lupe Diosdado, Director	Source of Funds: N/A	
Department: Development Services	Account Number: N/A	
○ Report ○ Resolution ● Ordinance	Amount Budgeted: N/A	
·	Amount Requested: N/A	
Exhibits: Ordinance No. 1024-23	Budgeted Item:	

AGENDA ITEM #8

The City Council will conduct a public hearing for the purpose of receiving public comment and testimony regarding a voluntary annexation petition submitted by Jinx M. Lee for a 0.336-acre tract of land located in the Jesse B. McNealy Survey, A-44, in Grimes County, TX 77868; followed by discussion and possible action on the first reading of Ordinance No. 1024-23, approving a voluntary annexation petition for a 0.336-acre tract of land located in the Jesse B, McNealy Survey, A-44, in Grimes County, TX 77868.

SUMMARY & RECOMMENDATION

The City of Navasota received a voluntary petition for annexation by property owner Jinx M. Lee, for a 0.336-acre tract located out of the Jesse B. McNealy Survey, A-44. The area proposed for annexation is adjacent to the eastern boundary of the Navasota City Limits along the Dove Crossing Subdivision.

Since early 2022 staff have been working closely with developer Chandler Arden on a plan to provide municipal services to his proposed 96.618 acre, 400 lot single-family residential development. Also, the plan includes the construction of a City of Navasota water tower and other water facilities within the property boundaries. Staff has coordinated with contiguous property owners Jinx M. Lee, Stanley Kettler & Jeannette Welch to allow for an annexation strip connecting the proposed project area to city limits.

On May 8th the City Council approved a resolution setting May 22nd at 6:00 pm as the date and time for the public hearing related to this voluntary annexation petition and approval of the service plan for the affected area.



City staff asks that City Council conduct a public hearing.

Public hearing opened at	p.m
--------------------------	-----

Public hearing closed at _____ p.m.

At the conclusion of the public hearing, City staff recommends the City Council approve Ordinance No. 1024-23, annexing a 0.336-acre tract of land located in the Jesse B. McNealy Survey, A-44, in Grimes County, TX 77868.

ACTION REQUIRED BY CITY COUNCIL

Conduct a public hearing for the purpose of receiving public comment and testimony regarding a voluntary annexation petition submitted by Jinx M. Lee for a 0.336-acre tract of land located in the Jesse B. McNealy Survey, A-44, in Grimes County, TX 77868.

Approve or deny the first reading of Ordinance No. 1024.23, annexing a 0.336-acre tract of land located in the Jesse B, McNealy Survey, A-44, in Grimes County, TX 77868.

Approved for the City Council meeting agenda.

Jason B. Weeks, City Manager	Date	
Jason Weeks	5/17/23	

ORDINANCE NO. 1024-23

AN ORDINANCE OF THE CITY OF NAVASOTA, TEXAS FOR THE PURPOSE OF EXTENDING THE BOUNDARY LIMITS OF THE CITY OF NAVASOTA, TEXAS; PROVIDING FOR THE ANNEXATION OF APPROXIMATELY .336 ACRES OF LAND, HEREINAFTER MORE SPECIFICALLY DESCRIBED, TO THE CITY OF NAVASOTA, TEXAS FOR ALL **MUNICIPAL PURPOSES; FINDING THAT ALL NECESSARY AND REQUIRED** LEGAL CONDITIONS HAVE BEEN SATISFIED; PROVIDING THAT SUCH AREA SHALL BECOME A PART OF THE CITY AND THAT THE INHABITANTS THEREOF, IF ANY, SHALL BE ENTITLED TO THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BE BOUND BY THE ACTS AND ORDINANCES NOW IN EFFECT AND TO BE HEREINAFTER ADOPTED; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING AN **EFFECTIVE DATE.**

WHEREAS, the City of Navasota, Texas is a Texas home-rule municipality as defined by the Texas Local Government Code; and

WHEREAS, the City Charter and Chapter 43 of the Texas Local Government Code, authorize the City of Navasota to annex territory in accordance with the procedures provided for therein; and

WHEREAS, the City of Navasota received a written request from the property owner requesting the annexation of the hereinafter described area; and

WHEREAS, the City desires to annex the area described hereinafter; and

WHEREAS, the hereinafter described area lies within the extraterritorial jurisdiction of the City of Navasota; and

WHEREAS, the area hereinafter described lies adjacent and contiguous to the present boundary limits of the City of Navasota; and

WHEREAS, notice of the appropriate public hearing was published in a newspaper having general circulation in the City of Navasota, Texas and on the City's website and the public hearing was conducted and held in accordance with applicable law; and

WHEREAS, the City of Navasota, Texas and the property owner negotiated and executed a Service Plan Agreement for the extension of municipal services into the area to be annexed; and

WHEREAS, all notices, publication and hearings have been duly given and held as required by law; and

WHEREAS, institution of annexation proceedings occurred within the period of time as prescribed by law;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NAVASOTA, TEXAS:

Section 1. That the hereinafter described area of land is within the extraterritorial jurisdiction of, and is adjacent to and is contiguous to the present corporate limits of the City of Navasota, Texas, and the same is hereby, annexed to the City of Navasota, Texas for all municipal purposes and the corporate lines and limits of the City of Navasota, Texas are hereby extended to embrace the said area of land, which is described as follows:

All that certain .336 acres tract of land in Jesse B. McNealy Survey, A-44, Grimes County, Texas, being more particularly described in Exhibit "A" attached hereto

and incorporated herein for all purposes.

Section 2. That the inhabitants, if any, of the property hereby annexed to the City of Navasota, Texas shall be entitled to all the rights and privileges of said citizens of the City of Navasota, Texas, and shall be bound by the acts, ordinances, codes, resolutions and regulations of the City of Navasota, Texas.

Section 3. That the Service Plan Agreement which is attached hereto as Exhibit "B" is hereby incorporated herein as part of this Ordinance for all purposes.

Section 4. That the official map and boundaries of the City of Navasota, Texas, heretofore adopted and amended be and is hereby amended so as to include the aforementioned area as part of the City of Navasota, Texas.

Section 5. That the City Secretary is hereby directed and authorized to perform or cause to be performed all acts necessary to amend the official map of the City of Navasota, Texas to add the territory hereby annexed as required by law.

Section 6. That this Ordinance shall become effective after its passage.

Section 7. That the Mayor is hereby directed and authorized to file a certified copy of this Ordinance in the Office of the County Clerk, and to perform all other acts necessary to notify the appropriate entities of the City's annexation of territory by this Ordinance.

Section 8. If any section, subsection, sentence, phrase, word, paragraph or provision of this Ordinance be found to be illegal, invalid or unconstitutional or

if any portion of said property is incapable of being annexed by the City of Navasota, Texas, for any reason whatsoever, the adjudication shall not affect any other section, subsection, sentence, phrase, word, paragraph or provision of this Ordinance or the application of any other section, subsection, sentence, phrase, word, paragraph or provision of any other Ordinance of the City. The City Council declares that it would have adopted the valid portions and applications of this Ordinance and would have annexed the valid property without the invalid part, and as to this end the provisions of this Ordinance are declared to be severable.

Section 9. That the meetings at which this Ordinance was considered and enacted were open to the public as required by the Texas Open Meetings Act, and that notice of the time, place, and subject matter of the meetings was given as required by the Texas Open Meetings Act.

PASSED ON FIRST READING THIS THE 22ND DAY OF MAY, 2023.

	HON. BERT MILLER, MAYOR
ATTEST:	
SUSIE M. HOMEYER, CITY SECRETAR	

PASSED ON SECOND AND FINAL READING THIS THE 23RD DAY OF MAY, 2023.

	HON. BERT MILLER, MAYOR
ATTEST:	
SUSIE M. HOMEYER, CITY SECRETAL	RY

Page 1 of 2

Exhibit "A"

METES AND BOUNDS DESCRIPTION of a 0.336 Acre Easement – 20 ft. wide Jesse B. McNealy, A-44, Grimes County, Texas April 24, 2023

All that certain tract or parcel of land lying and being situated in Grimes County, Texas, out of the Jesse B. McNealy Survey, Abstract No. 44, being a part of the residue of First Tract, called 75 acres, as described in a Deed from Adeline T. Boehm to Jinx M. Lee, dated February 2, 1988, of record in Volume 610, Page 824 of the Real Property Records of Grimes County, Texas and more fully described by metes and bounds as follows:

BEGINNING at a found 3/8 inch Iron rod, at the Southeast base of a 12 inch bois'd arc fence corner post, for the Southeast corner of the residue of the called 75 acre tract mentioned above, an interior corner of a called 1,239.10 acre tract as described in a Deed to Pecan Hill Acquisition, LLC (2021-320767) and the Southeast corner of the herein described easement:

THENCE S 64°47′10″ W, 252.04 ft., along a portion of the generally fenced and Southeast line of the called 75 acre residue tract mentioned above and a Northwest line of said 1,239.10 acre Pecan Hill Acquisition, LLC tract (2021-320767) to a found 3/8 inch iron rod, at the Northerly side of an 8 inch bois'd arc fence corner post, for a Northwest corner thereof and same being the Northeast corner of a called 189.48 acre tract as described in a Deed to The Edwin H. Kettler & Leona Kettler Revocable Living Trust tract (871/147, 1626/637, 1626/644);

THENCE S 64°52′58″ W, 20.00 ft., along a portion of the generally fenced and Southeast line of the called 75 acre residue tract mentioned above and a portion of a Northwest line of said 189.48 acre Kettler Revocable Living Trust tract (871/147) to a set 5/8 inch iron rod for the Southwest corner of the tract of land herein described, from which a found 3/8 inch iron rod for the Northwest corner of said 189.48 acre Kettler tract and the Northeast corner of a called 4.355 acre tract, more or less, as described in a Deed to Dennis Underwood, et ux (1309/47) brs. S 64°52′58″ W, 1,247.58 ft.;

THENCE crossing into the 75 acre residue tract mentioned above and along the Westerly and Northerly lines of the herein described easement as follows:

- 1.) N 23°52'43" W, 20.00 ft., to a set 5/8 inch iron rod,
- 2.) N 64°47'10" E, 252.09 ft., to a set 5/8 inch iron rod.
- 3.) N 23*39'27" W, 438.99 ft., to a set 5/8 inch iron rod,
- 4.) N 24°03'18" W, 20.00 ft., to a set 5/8 inch iron rod and
- 5.) N 66°08'38" E, 20.00 ft., to a set 5/8 inch iron rod for the Northeast corner of the herein described easement in the Northeast line of said 75 acre residue tract and same being in a Southwest line of a called 96.618 acre tract as described in a Deed to Grimes Altamira, LLC (2022-322555), from which a found 3/8 inch iron rod for a Northwest corner of said 96.618 acre Grimes Altamira, LLC tract brs. N 24°03'13" W, 775.26 ft.;

THENCE S 24°03'13" E, 20.00 ft., along a portion of the generally fenced and Northeast line of the called 75 acre residue tract mentioned above and along a portion of a Southwest line of said 96.618 acre Grimes Altamira, LLC tract (2022-322555) to a found 3/8 inch iron rod, at the Easterly base of a 6 inch treated fence corner post, for the Southwest corner thereof and a Northwest corner of said 1,239.10 acre Pecan Hill Acquisition, LLC tract (2021-320767);

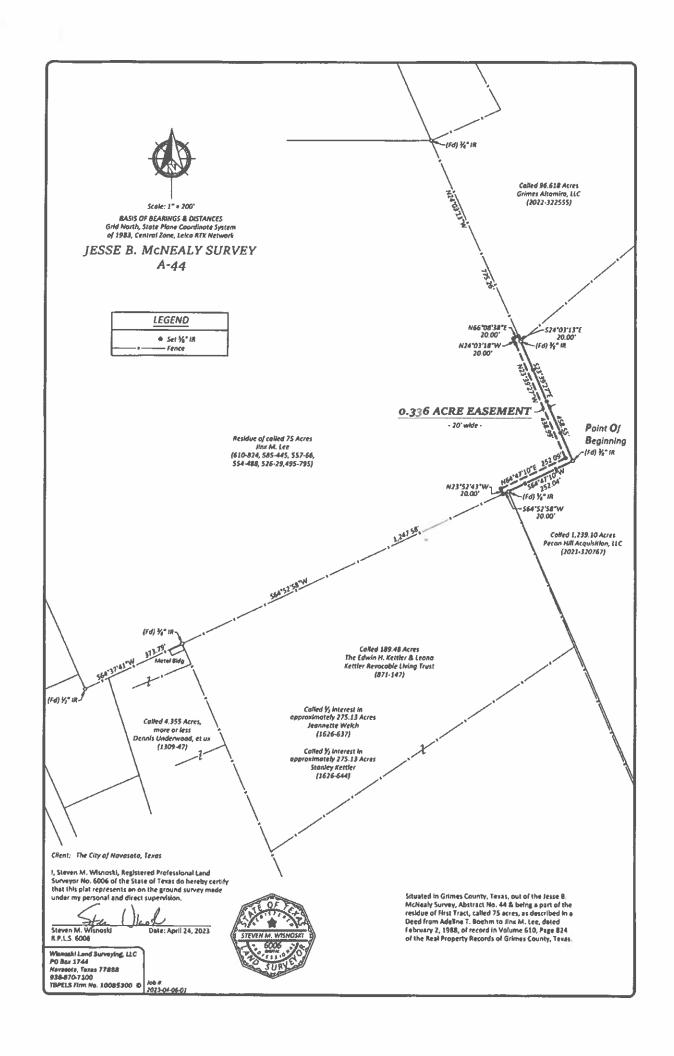
THENCE S 23°39'27" E, 458.55 ft., along a portion of the generally fenced and Northeast line of the called 75 acre residue tract mentioned above and a Southwest line of said 1,239.10 acre Pecan Hill Acquisition, LLC tract to the **PLACE OF BEGINNING** and containing 0.336 acre of land.

BASIS OF BEARINGS & DISTANCES:

Grld North, State Plane Coordinate System of 1983, Central Zone, Leica RTK Network. All distances and areas are grid and can be converted to surface by dividing by a combined scale factor of 0.999 933 503 43.

Steven M. Wisnoski April 24, 2023 Registered Professional Land Surveyor

State of Texas No. 6006 Job #: 2023-04-06-01 STEVEN M. WISNOSKI



CITY OF NAVASOTA, TEXAS

ANNEXATION SERVICE PLAN AGREEMENT

Introduction:

Pursuant to the Local Government Code, Chapter 43, Section 43.0672, the City of Navasota has prepared this service plan agreement for the delivery of municipal services to the territory being proposed for annexation to the City. The area proposed for annexation consists of one tract of land containing a total of 0.336 acres. The area proposed for annexation is located on and along the Eastern city limits line. The annexation of this property is requested by Jinx Lee, by a petition dated May $\underline{U^{th}}$, 2023. The property boundaries are contiguous with the existing city limits and are entirely within the City's extraterritorial jurisdiction (ETJ). There are no industrial businesses in this area. The land is Agricultural Open Space (AO) in all areas.

FOR SERVICES ON THE EFFECTIVE DATE OF ANNEXATION:

1. POLICE PROTECTION

The City of Navasota, Texas, and its Police Department will provide police protection to the newly annexed area at the same or similar level of service now being provided to other areas of the City of Navasota, Texas, with similar topography, land use and population density within the newly annexed area.

2. FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES

The City of Navasota, Texas, is presently serviced by the Navasota Fire Department, which will provide fire protection and emergency medical services to the newly annexed tract at the same or similar level of service now being provided to other areas of the City of Navasota, Texas, with similar topography, land use and population density within the City.

3. SOLID WASTE COLLECTION

At the present time the City of Navasota, Texas, is using a franchised contractor for collection of solid waste and refuse within the city limits of the City of Navasota, Texas. Upon payment of any required deposits and the agreement to pay lawful service fees and charges, solid waste collection will be provided to citizens in the newly annexed area to the extent that the City's contractor has access to the area to be serviced.

4. MAINTENANCE OF WATER AND WASTE WATER FACILITIES

Any and all water and wastewater facilities owned or maintained by the City of Navasota, Texas, and situated in the area at the time of the proposed annexation shall continue to be maintained by the City of Navasota, Texas. Any and all water facilities which may be acquired subsequent to the annexation of the proposed area shall be maintained by the City of Navasota, Texas, to the extent of its ownership. The now existing water and wastewater mains at their existing locations, or as may be extended, shall be available for point of use

extension based upon the current City's standard water and wastewater extension policies now existing or as may be amended.

5. MAINTENANCE OF ROADS AND STREETS

The City Council of the City of Navasota, Texas, is not aware of the existence of any roads or streets now located in the area proposed for annexation. In the event any such roads or streets do exist and are public facilities owned by or dedicated to the City of Navasota, Texas, the City will maintain such areas to the same extent and degree that it maintains roads and streets and other similar facilities of the City of Navasota, Texas. Any and all roads or streets which have been dedicated to and accepted by the City of Navasota, Texas, or which are owned by the City of Navasota, Texas, shall be maintained to the same degree and extent that other roads and streets are maintained in areas with similar topography, land use and population density. Any and all lighting of road and streets which may be positioned in a right-of-way, roadway or utility company easement shall be maintained by the applicable utility company servicing the City of Navasota, Texas, pursuant to the rules, regulations and fees of such utility.

6. MAINTENANCE OF PARKS, PLAYGROUNDS AND SWIMMING POOLS

The City Council of the City of Navasota, Texas, is not aware of the existence of any parks, playgrounds or public swimming pools now located in the area proposed for annexation. In the event any such parks, playgrounds or swimming pools do exist and are public facilities, the City of Navasota, Texas, will maintain such areas to the same extent and degree that it maintains parks, playgrounds and swimming pools and other similar areas of the City now incorporated in the City of Navasota, Texas.

7. MAINTENANCE OF ANY PUBLICLY OWNED FACILITY, BUILDING OR MUNICIPAL SERVICE

The City Council of the City of Navasota, Texas, is not aware of the existence of any publicly owned facility, building or other municipal service now located in the area proposed for annexation. In the event any such publicly owned facility, building or municipal service does exist and are public facilities, the City of Navasota, Texas, will maintain such areas to the same extent and degree that it maintains publicly owned facilities, buildings or municipal services of the City now incorporated in the City of Navasota, Texas.

CONSTRUCTION OF ANY CAPITAL IMPROVEMENTS TO BEGIN WITHIN 2-1/2 YEARS:

1. POLICE PROTECTION, FIRE PROTECTION & SOLID WASTE COLLECTION

The City Council of the City of Navasota, Texas, finds and determines it to be unnecessary to acquire or construct any capital improvement within 2-1/2 years of the effective date of the annexation of the particular annexed area for the purposes of providing police protection, fire protection or solid waste collection. The City Council finds and determines

that it has at the present time adequate facilities to provide the same type, kind and level of protection and service which is presently being administered to other areas already incorporated in the City of Navasota, Texas, with the same or similar topography, land use and population density.

2. WATER AND WASTEWATER FACILITIES

For the next 2-1/2 years the City Council of the City of Navasota, Texas, believes that City water and wastewater mains exist, or may be extended, for points of connection for serviceable extensions to provide water and wastewater service within the area to be annexed pursuant to the City's standard water extension policies now in existence or as may be amended by the City Council.

3. ROADS AND STREETS

Maintenance of properly dedicated roads and streets will be consistent with the maintenance provided by the City to other roads and streets in areas of similar topography, land use and population density.

4. MAINTENANCE OF PARKS, PLAYGROUNDS, AND SWIMMING POOLS, AND THE MAINTENANCE OF ANY OTHER PUBLICLY OWNED FACILITY, BUILDING OR SERVICE

To the extent that it becomes necessary because of development demands, population growth, and a bona fide need, the City Council of the City of Navasota, Texas, will undertake to provide any such facility which it deems necessary to adequately provide for the health and safety of the citizens of the newly incorporated area based upon the standard considerations of topography, land use and population density.

SPECIFIC FINDINGS

The City Council of the City of Navasota, Texas, finds and determines that this proposed Service Plan will not provide any fewer services, and it will not provide a lower level of service in the area proposed to be annexed than were in existence in the proposed area at the time immediately preceding the annexation process.

Furthermore, the City Council of the City of Navasota, Texas, finds and determines the nature of the area is characteristically different from other developed areas within the corporate limits of the City of Navasota, Texas. Consequently, because of the differing characteristics of topography, land use and population density, the service levels which may ultimately be provided in the newly annexed area may differ somewhat from services provided to other areas of the City of Navasota, Texas. These differences are specifically dictated because of differing characteristics of the property and the City of Navasota, Texas, will undertake to perform consistent with this service plan so as to provide this newly annexed area with the same type, kind and quality of service presently enjoyed by the citizens of the City of Navasota, Texas, who reside in areas of similar topography, land use and population density.

APPROVED on this the 8th day of May 2023.

CITY OF NAVASOTA, TEXAS

HON BERT MILLER, Mayor

ATTEST:/

SUSTE HOMEYER, City Secretary

LAND OWNER

JINX LEE



REQUEST FOR CITY COUNCIL AGENDA ITEM #9

Agenda Date Requested: May 22, 2023	Appropriation
Requested By: Lupe Diosdado, Director	Source of Funds: N/A
Department: Development Services	Account Number: N/A
	Amount Budgeted: N/A
·	Amount Requested: N/A
Exhibits: Ordinance No. 1025-23	Budgeted Item: Yes No

AGENDA ITEM #9

The City Council will conduct a public hearing for the purpose of receiving public comment and testimony regarding a voluntary annexation petition submitted by Grimes Altamira, LLC, for a 96.618 acre tract of land located in the Jesse B. McNealy Survey, A-44, in Grimes County, TX 77868; followed by discussion and possible action on the first reading of Ordinance No. 1025-23, approving a voluntary annexation petition for a 96.618 acre tract of land located in the Jesse B, McNealy Survey, A-44, in Grimes County, TX 77868.

SUMMARY & RECOMMENDATION

The City of Navasota received a voluntary petition for annexation by property owner Grimes Altamira, LLC, (Chandler Arden) for a 96.618-acre tract located out of the Jesse B. McNealy Survey, A-44. The area proposed for annexation is adjacent to the eastern boundary of the Navasota City Limits along the Dove Crossing Subdivision.

Since early 2022 staff have been working closely with developer Chandler Arden on a plan to provide municipal services to his proposed 96.618 acre, 400 lot single-family residential development. Also, the plan includes the construction of a City of Navasota water tower and other water facilities within the property boundaries. Staff has coordinated with contiguous property owners Jinx M. Lee, Stanley Kettler & Jeannette Welch to allow for an annexation strip connecting the proposed project area to city limits.

On May 8th the City Council approved a resolution setting May 22nd at 6:00 pm as the date and time for the public hearing related to this voluntary annexation petition and approval of the service plan for the affected area.



City staff asks that City Council conduct a public hearing.

Public	hearing	opened a	at	p.m.
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Public hearing closed at _____ p.m.

At the conclusion of the public hearing, City staff recommends the City Council approve Ordinance No. 1025-23, annexing a 96.618-acre tract of land located in the Jesse B. McNealy Survey, A-44, in Grimes County, TX 77868.

ACTION REQUIRED BY CITY COUNCIL

Conduct a public hearing for the purpose of receiving public comment and testimony regarding a voluntary annexation petition submitted by Grimes Altamira, LLC, for a 96.618-acre tract of land located in the Jesse B. McNealy Survey, A-44, in Grimes County, TX 77868

Approve or deny the first reading of Ordinance No. 1025-23, annexing a 96.618-acre tract of land located in the Jesse B, McNealy Survey, A-44, in Grimes County, TX 77868.

Approved for the City Council meeting agenda.

Jason B. Weeks, City Manager	Date	
Jason Weeks	5/17/23	

ORDINANCE NO. 1025-23

AN ORDINANCE OF THE CITY OF NAVASOTA, TEXAS FOR THE PURPOSE OF EXTENDING THE BOUNDARY LIMITS OF THE CITY OF NAVASOTA, TEXAS; PROVIDING FOR THE ANNEXATION OF APPROXIMATELY 96.618 ACRES OF LAND, HEREINAFTER MORE SPECIFICALLY DESCRIBED, TO THE CITY OF NAVASOTA, TEXAS FOR ALL **MUNICIPAL** PURPOSES; FINDING THAT ALL NECESSARY AND REQUIRED LEGAL CONDITIONS HAVE BEEN SATISFIED; PROVIDING THAT SUCH AREA SHALL BECOME A PART OF THE CITY AND THAT THE INHABITANTS THEREOF, IF ANY, SHALL BE ENTITLED TO THE RIGHTS AND PRIVILEGES OF OTHER CITIZENS AND BE BOUND BY THE ACTS AND ORDINANCES NOW IN EFFECT AND TO BE HEREINAFTER ADOPTED; PROVIDING FOR A SEVERABILITY CLAUSE; PROVIDING AN **EFFECTIVE DATE.**

WHEREAS, the City of Navasota, Texas is a Texas home-rule municipality as defined by the Texas Local Government Code; and

WHEREAS, the City Charter and Chapter 43 of the Texas Local Government Code, authorize the City of Navasota to annex territory in accordance with the procedures provided for therein; and

WHEREAS, the City of Navasota received a written request from the property owner requesting the annexation of the hereinafter described area; and

WHEREAS, the City desires to annex the area described hereinafter; and

WHEREAS, the hereinafter described area lies within the extraterritorial jurisdiction of the City of Navasota; and

WHEREAS, the area hereinafter described lies adjacent and contiguous to the present boundary limits of the City of Navasota; and

WHEREAS, notice of the appropriate public hearing was published in a newspaper having general circulation in the City of Navasota, Texas and on the City's website and the public hearing was conducted and held in accordance with applicable law; and

WHEREAS, the City of Navasota, Texas and the property owner negotiated and executed a Service Plan Agreement for the extension of municipal services into the area to be annexed; and

WHEREAS, all notices, publication and hearings have been duly given and held as required by law; and

WHEREAS, institution of annexation proceedings occurred within the period of time as prescribed by law;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NAVASOTA, TEXAS:

Section 1. That the hereinafter described area of land is within the extraterritorial jurisdiction of, and is adjacent to and is contiguous to the present corporate limits of the City of Navasota, Texas, and the same is hereby, annexed to the City of Navasota, Texas for all municipal purposes and the corporate lines and limits of the City of Navasota, Texas are hereby extended to embrace the said area of land, which is described as follows:

All that certain 96.618 acres tract of land in Jesse B. McNealy Survey, A-44, Grimes County, Texas, being more particularly described in Exhibit "A" attached hereto

and incorporated herein for all purposes.

Section 2. That the inhabitants, if any, of the property hereby annexed to the City of Navasota, Texas shall be entitled to all the rights and privileges of said citizens of the City of Navasota, Texas, and shall be bound by the acts, ordinances, codes, resolutions and regulations of the City of Navasota, Texas.

Section 3. That the Service Plan Agreement which is attached hereto as Exhibit "B" is hereby incorporated herein as part of this Ordinance for all purposes.

Section 4. That the official map and boundaries of the City of Navasota, Texas, heretofore adopted and amended be and is hereby amended so as to include the aforementioned area as part of the City of Navasota, Texas.

Section 5. That the City Secretary is hereby directed and authorized to perform or cause to be performed all acts necessary to amend the official map of the City of Navasota, Texas to add the territory hereby annexed as required by law.

Section 6. That this Ordinance shall become effective after its passage.

Section 7. That the Mayor is hereby directed and authorized to file a certified copy of this Ordinance in the Office of the County Clerk, and to perform all other acts necessary to notify the appropriate entities of the City's annexation of territory by this Ordinance.

Section 8. If any section, subsection, sentence, phrase, word, paragraph or provision of this Ordinance be found to be illegal, invalid or unconstitutional or

if any portion of said property is incapable of being annexed by the City of Navasota, Texas, for any reason whatsoever, the adjudication shall not affect any other section, subsection, sentence, phrase, word, paragraph or provision of this Ordinance or the application of any other section, subsection, sentence, phrase, word, paragraph or provision of any other Ordinance of the City. The City Council declares that it would have adopted the valid portions and applications of this Ordinance and would have annexed the valid property without the invalid part, and as to this end the provisions of this Ordinance are declared to be severable.

Section 9. That the meetings at which this Ordinance was considered and enacted were open to the public as required by the Texas Open Meetings Act, and that notice of the time, place, and subject matter of the meetings was given as required by the Texas Open Meetings Act.

PASSED ON FIRST READING THIS THE 22ND DAY OF MAY, 2023.

	HON. BERT MILLER, MAYOR
ATTEST:	
SUSIE M. HOMEYER, CITY SECRET	

PASSED ON SECOND AND FINAL READING THIS THE 23RD DAY OF MAY, 2023.

	HON. BERT MILLER, MAYOR
ATTEST:	
SUSIE M. HOMEYER, CITY SECRETAL	RY

Exhibit A

FIELD NOTES 96 618 ACRES

Being all that certain tract or parcel of land lying and being situated in the JESSE B. McNEALY SURVEY, Abstract No. 44, Grimes County, Texas and being comprised of all of the called 50.00 acre tract described in the deed from Kenneth Robert Skillern, Independent Executor of the Estate of Patricia Wier Skillern to Kenneth Robert Skillern recorded in Volume 1746, Page 24 of the Real Property Records of Grimes County, Texas (R.P.R.G.C.) and part of called 50 66 acre tract described in the deed from Kenneth Robert Skillern, Independent Executor of the Estate of Patricia Wier Skillern to Jess Henry H. Beal recorded in Volume 1746, Page 29 (R.P.R.G.C.) and being more particularly described by metes and bounds as follows:

BEGINNING; at a 3/8-inch iron rod marking the most easterly corner of this herein described tract, said iron rod also marking the south corner of the called 28 63 acre Frederick Buchanan Sullivan tract recorded in Volume 1445, Page 478 (R P.R.G.C.) and being in the northwesterly line of the called 461.68 Gerard W. Trione tract recorded in Volume 1002, Page 484 (R P.R.G.C.), bearing system shown herein are NAD83 (Texas State Plane Central Zone Grid North) and as established by gps observation. Distances shown herein are grid distances to determine surface distances multiply by a combined scale factor of 1.0000787723;

THENCE: along the fenced common lines of this tract, the called 50.66 acre Beal tract, the called 50.00 acre Skillern tract and the called 461.68 acre Trione tract for the following four (4) calls:

- S 66°37'18" W (DEED CALL S 69°22'13" W) for a distance of 911 45 feet to a found 3/8-inch iron rod for angle,
- \$ 37°39'26" W (DEED CALL \$ 40°24'21" W) for a distance of 292 51 feet to a found 1/2-inch iron
 rod for corner,
- \$ 20°02'59" E (DEED CALL \$ 17°18'04" E) for a distance of 10 32 feet to a found 3/8-inch iron rod for corner, and
- 4) S 50°06'55" W (DEED CALL: S 52°51'50" W) for a distance of 1,199.39 feet to a found 3/8-inch iron rod marking the most southerly corner of this tract, said iron rod also marking the west corner of the called 461.068 acre Trione tract, the north corner of the called 38.947 acre Jinx M. Lee tract recorded in Volume 610, Page 824 (R P.R.G.C.) and being in the fenced east line of the called 75 acre Jinx M. Lee tract recorded in Volume 380. Page 617 of the Grimes County Deed Records (G.C.D.R.);

THENCE: N 24°01'49" W (DEED CALL: S 21°16'54" W) along the common line of this tract, the called 50.00 acre Skillern tract abd the called 75 acre Lee tract (380/617) for a distance of 775.04 feet to a found 3/8-inch fron rod marking the lower most westerly corner of this tract, said fron rod also marking the northeast corner of the called 75 acre Lee tract (380/617), the southeast corner of the called 4.99 acre James Bailey, et ux tract recorded in Volume 836, Page 14 (R.P.R.G.C.) and the southwest corner of the called 4.79 acre MNL Properties, LLC tract recorded in Volume 1754, Page 605 (R.P.R.G.C.);

THENCE: along the fenced common lines of the this tract, the called 50 00 acre Skillern tract and the called 4.79 acre MNL Properties, LLC tract for the following two (2) calls:

- N 65°57'01" E (DEED CALL: N 68°41'56" E) for a distance of 267.69 feet to a found 3/8-inch iron rod for corner, and
- 2) N 28°07'48" W (DEED CALL: N 25°22'53" W) for a distance of 924.94 feet to a found 1/2-inch iron rod marking the upper westerly corner of this herein described tract, said iron rod also marking the north corner of the called 4.79 acre MNL Properties, LLC tract and being in the southeast margin of State Highway No. 90;

THENCE: along the southeast margin of said State Highway No. 90 for the following ten (10) calls:

- N 41°14'53" E (DEED CALL: N 43°59'48" E) for a distance of 199,83 feet to a 1/2-inch iron rod set for angle,
- N 37°11'05" E (DEED CALL: N 39°56'00" E) for a distance of 139.06 feet to a 1/2-inch iron rod set for angle,
- N 35°15'05" E (DEED CALL: N 38°00'00" E) for a distance of 138 17 feet to a 1/2-inch iron rod set for angle,
- N 32°08'05" E (DEED CALL: N 34°53'00" E) for a distance of 176.81 feet to a 1/2-inch iron rod set for angle,
- N 28°33'05" E (DEED CALL; N 31°18'00" E) for a distance of 137.58 feet to a 1/2-inch iron rod set for angle,
- N 27°02'05" E (DEED CALL: N 29°47'00" E) for a distance of 277.78 feet to a 1/2-inch iron rod set for angle,
- N 26°09'05" E (DEED CALL; N 28°54'00" E) for a distance of 238.11 feet to a 1/2-inch iron rod set for angle,
- 8) N 24°59'05" E (DEED CALL: N 27°44'00" E) for a distance of 138.03 feet to a 1/2-inch iron rod

set for angle.

9) N 23°53'05" E (DEED CALL: N 26°38'00" E) for a distance of 138 42 feet to a 1/2-inch iron rod set for angle, and

10) N 23°04'05" E (DEED CALL: N 25°49'00" E) for a distance of 30.98 feet to a 1/2-inch iron rod set for the northwest corner of this tract, from whence a found 1-inch iron bar marking the north corner of the called 50.66 acre Beal tract and the west corner of the called 5 2 acre Fredrick Buchanan Sullivan and Tammie Jones Sullivan tract recorded in Volume 1421, Page 832 (R P.R.G.C.) bears N 21°43'18" E at a distance of 417.09 feet for reference;

THENCE: into and through the called 50.66 acre Beal tract and along an existing fence for the following two (2) calls:

- 1) S 65°35'05" E for a distance of 400.89 feet to a 4-inch round fence post for corner and
- N 23*43'10" E for a distance of 451.86 feet to a 1/2-inch iron rod set for corner, said iron rod also being in the fenced southwest line of the called 5.2 acre Sullivan tract (1421/832).

THENCE: S 70°25'55" E (DEED CALL: S 67°41'00" E) along the fenced common line of this tract, the called 50.66 acre Beal tract and the called 5.2 acre Sullivan tract (1421/832) for a distance of 314.98 feet to a found 3/8-inch iron rod marking an angle point in the tract, said iron rod also marking an angle point in the 50.66 acre Beal tract, the south corner of the called 5.2 acre Sullivan tract (1421/832) and being in the southwest line of the called 28.63 acre Sullivan tract (1445/478);

THENCE: S 23°37'55" E (DEED CALL: S 20°53'00" E) along the fenced common line of this tract, the called 50.66 acre Beal tract, the called 28.63 acre Sullivan tract (1445/478) for a d stance of 1,952 63 feet to the POINT OF BEGINNING and containing 96.618 acres of land (calculated surface).

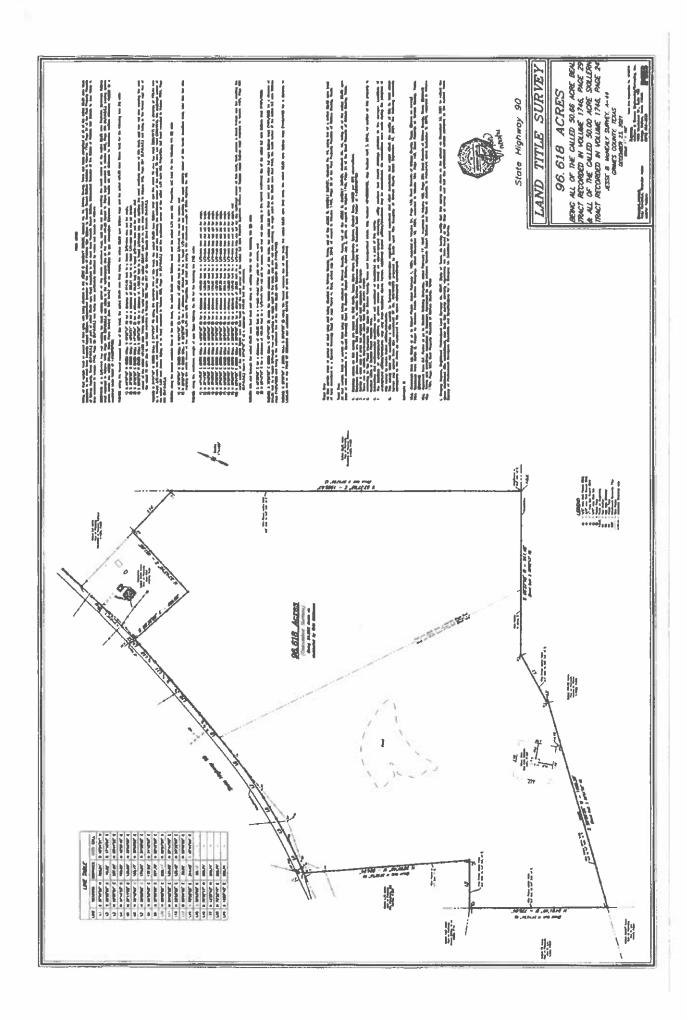


Exhibit "B"

CITY OF NAVASOTA, TEXAS

ANNEXATION SERVICE PLAN AGREEMENT

Introduction:

Pursuant to the Local Government Code, Chapter 43, Section 43.0672, the City of Navasota has prepared this service plan agreement for the delivery of municipal services to the territory being proposed for annexation to the City. The area proposed for annexation consists of one tract of land containing a total of 96.618 acres. The area proposed for annexation is located on and along the Eastern city limits line. The annexation of this property is requested by Chandler Arden, with Grimes Altamira, LLC, by a petition dated April (2013). The property boundaries are contiguous with the existing city limits and are entirely within the City's extraterritorial jurisdiction (ETJ). There are no industrial businesses in this area. The land is Agricultural Open Space (AO) in all areas.

FOR SERVICES ON THE EFFECTIVE DATE OF ANNEXATION:

1. POLICE PROTECTION

The City of Navasota, Texas, and its Police Department will provide police protection to the newly annexed area at the same or similar level of service now being provided to other areas of the City of Navasota, Texas, with similar topography, land use and population density within the newly annexed area.

2. FIRE PROTECTION AND EMERGENCY MEDICAL SERVICES

The City of Navasota, Texas, is presently serviced by the Navasota Fire Department, which will provide fire protection and emergency medical services to the newly annexed tract at the same or similar level of service now being provided to other areas of the City of Navasota, Texas, with similar topography, land use and population density within the City.

3. SOLID WASTE COLLECTION

At the present time the City of Navasota, Texas, is using a franchised contractor for collection of solid waste and refuse within the city limits of the City of Navasota, Texas. Upon payment of any required deposits and the agreement to pay lawful service fees and charges, solid waste collection will be provided to citizens in the newly annexed area to the extent that the City's contractor has access to the area to be serviced.

4. MAINTENANCE OF WATER AND WASTE WATER FACILITIES

Any and all water and wastewater facilities owned or maintained by the City of Navasota, Texas, and situated in the area at the time of the proposed annexation shall continue to be maintained by the City of Navasota, Texas. Any and all water facilities which may be acquired subsequent to the annexation of the proposed area shall be maintained by the City of Navasota, Texas, to the extent of its ownership. The now existing water and wastewater

mains at their existing locations, or as may be extended, shall be available for point of use extension based upon the current City's standard water and wastewater extension policies now existing or as may be amended.

5. MAINTENANCE OF ROADS AND STREETS

The City Council of the City of Navasota, Texas, is not aware of the existence of any roads or streets now located in the area proposed for annexation. In the event any such roads or streets do exist and are public facilities owned by or dedicated to the City of Navasota, Texas, the City will maintain such areas to the same extent and degree that it maintains roads and streets and other similar facilities of the City of Navasota, Texas. Any and all roads or streets which have been dedicated to and accepted by the City of Navasota, Texas, or which are owned by the City of Navasota, Texas, shall be maintained to the same degree and extent that other roads and streets are maintained in areas with similar topography, land use and population density. Any and all lighting of road and streets which may be positioned in a right-of-way, roadway or utility company easement shall be maintained by the applicable utility company servicing the City of Navasota, Texas, pursuant to the rules, regulations and fees of such utility.

6. MAINTENANCE OF PARKS, PLAYGROUNDS AND SWIMMING POOLS

The City Council of the City of Navasota, Texas, is not aware of the existence of any parks, playgrounds or public swimming pools now located in the area proposed for annexation. In the event any such parks, playgrounds or swimming pools do exist and are public facilities, the City of Navasota, Texas, will maintain such areas to the same extent and degree that it maintains parks, playgrounds and swimming pools and other similar areas of the City now incorporated in the City of Navasota, Texas.

7. MAINTENANCE OF ANY PUBLICLY OWNED FACILITY, BUILDING OR MUNICIPAL SERVICE

The City Council of the City of Navasota, Texas, is not aware of the existence of any publicly owned facility, building or other municipal service now located in the area proposed for annexation. In the event any such publicly owned facility, building or municipal service does exist and are public facilities, the City of Navasota, Texas, will maintain such areas to the same extent and degree that it maintains publicly owned facilities, buildings or municipal services of the City now incorporated in the City of Navasota, Texas.

CONSTRUCTION OF ANY CAPITAL IMPROVEMENTS TO BEGIN WITHIN 2-1/2 YEARS:

1. POLICE PROTECTION, FIRE PROTECTION & SOLID WASTE COLLECTION

The City Council of the City of Navasota, Texas, finds and determines it to be unnecessary to acquire or construct any capital improvement within 2-1/2 years of the effective date of the annexation of the particular annexed area for the purposes of providing police

protection, fire protection or solid waste collection. The City Council finds and determines that it has at the present time adequate facilities to provide the same type, kind and level of protection and service which is presently being administered to other areas already incorporated in the City of Navasota, Texas, with the same or similar topography, land use and population density.

2. WATER AND WASTEWATER FACILITIES

For the next 2-½ years the City Council of the City of Navasota, Texas, believes that City water and wastewater mains exist, or may be extended, for points of connection for serviceable extensions to provide water and wastewater service within the area to be annexed pursuant to the City's standard water extension policies now in existence or as may be amended by the City Council.

3. ROADS AND STREETS

Maintenance of properly dedicated roads and streets will be consistent with the maintenance provided by the City to other roads and streets in areas of similar topography, land use and population density.

4. MAINTENANCE OF PARKS, PLAYGROUNDS, AND SWIMMING POOLS, AND THE MAINTENANCE OF ANY OTHER PUBLICLY OWNED FACILITY, BUILDING OR SERVICE

To the extent that it becomes necessary because of development demands, population growth, and a bona fide need, the City Council of the City of Navasota, Texas, will undertake to provide any such facility which it deems necessary to adequately provide for the health and safety of the citizens of the newly incorporated area based upon the standard considerations of topography, land use and population density.

SPECIFIC FINDINGS

The City Council of the City of Navasota, Texas, finds and determines that this proposed Service Plan will not provide any fewer services, and it will not provide a lower level of service in the area proposed to be annexed than were in existence in the proposed area at the time immediately preceding the annexation process.

Furthermore, the City Council of the City of Navasota, Texas, finds and determines the nature of the area is characteristically different from other developed areas within the corporate limits of the City of Navasota, Texas. Consequently, because of the differing characteristics of topography, land use and population density, the service levels which may ultimately be provided in the newly annexed area may differ somewhat from services provided to other areas of the City of Navasota, Texas. These differences are specifically dictated because of differing characteristics of the property and the City of Navasota, Texas, will undertake to perform consistent with this service plan so as to provide this newly annexed area with the same type, kind and quality of service presently enjoyed by the citizens of the City of Navasota, Texas, who reside in areas of similar topography, land use and population density.

APPROVED on this the 8th day of May 2023.

CITY OF NAVASOTA, TEXAS

HON. BERT MILLER, Mayor

ATTEST:

SUSIE HOMEYER, City Secretary

OK NAVASO NAV

LAND OWNER

CHANDLER ARDEN - GRIMES ALTAMIRA, LLC



REQUEST FOR CITY COUNCIL AGENDA ITEM #10

Agenda Date Requested: May 22, 2023	Appropriation
Requested By: Evette Fannin, Grant Coord.	Source of Funds: N/A
Department: Finance	Account Number: N/A
○ Report	Amount Budgeted: N/A
	Amount Requested: N/A
Exhibits: Resolution No. 740-23	Budgeted Item:

AGENDA ITEM #10

Consideration and possible action on Resolution No. 740-23, authorizing the selection of professional services for the City of Navasota Natural Gas Distribution Safety and Modernization Grant Program.

SUMMARY & RECOMMENDATION

Though the Natural Gas Distribution Safety and Modernization grant funding is new, the City of Navasota has potential to rank high in the selection process and has an exceptionally good chance to receive funding. Below are the highlights of the city's efforts and the needs for the Natural Gas Distribution Safety and Modernization Grant Program.

The City of Navasota has 12 natural gas regulator stations throughout the city. For this fiscal year, the City Council approved the replacement of the Hollister Regulator Station, which was just awarded for nearly \$200,000. The city has 11 other natural gas regulator stations that need to be replaced. Replacing regulator stations are approved projects for this grant. Additionally, the grant may provide funding for natural gas extension costs too. This would aid in several growth areas by extending our natural gas lines for future growth.

Request for Proposal Process

- RFP (Request for Proposals) for grant administration services were sent out April 26, 2023, with a deadline of May 10, 2023, at 2:00 p.m.
- Newspaper Ad ran in The Examiner on April 26, 2023
- Staff received one proposal: GrantWorks

Staff recommend hiring GrantWorks as our Grant Administrator because they are the

most knowledgeable in this specific federal grant. Staff have worked closely with GrantWorks in the past. Additionally, GrantWorks assisted staff in completing the required solicitation documents and is very knowledgeable about this specific grant.

ACTION REQUIRED BY CITY COUNCIL

Approve or deny Resolution No. 740-23, authorizing the hiring of GrantWorks for grant administration services related to the Natural Gas Distribution Safety and Modernization Grant Program.

Approved for the City Council meeting agenda.		
Jason Weeks	5/17/23	
Jason B. Weeks, City Manager	Date	

RESOLUTION NO. 740-23

A RESOLUTION OF CITY OF NAVASOTA, TEXAS, AUTHORIZING PROFESSIONAL SERVICE PROVIDER(S) SELECTION FOR NATURAL GAS DISTRIBUTION INFRASTRUCTURE SAFETY AND MODERNIZATION (NGDISM) GRANT PROGRAM THROUGH THE U.S. DEPARTMENT OF TRANSPORTATION'S PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION (DOT PHMSA) PROGRAM(S).

WHEREAS, participation in Natural Gas Distribution Infrastructure Safety and Modernization (NGDISM) Grant Program program(s) requires implementation by professionals experienced in the administration of federally-funded projects;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Proposals (RFP) process for project delivery services has been completed in accordance with the federal requirements;

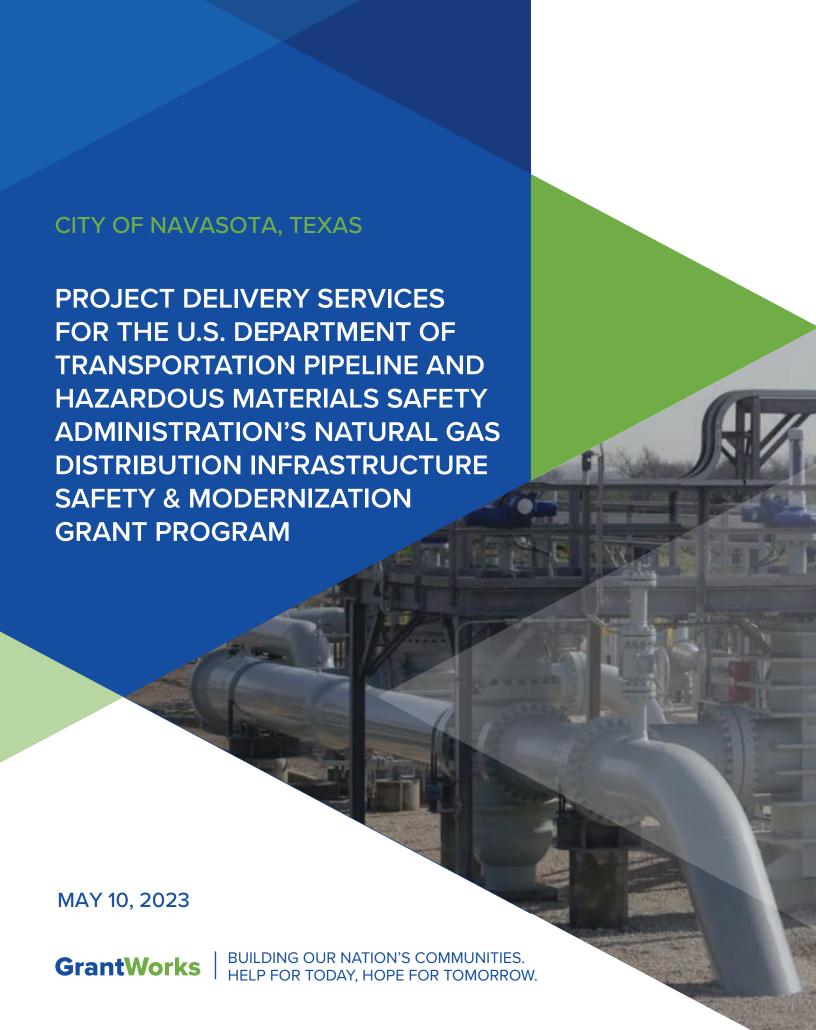
WHEREAS, the proposals received by the due date have been reviewed to determine the most qualified and responsive providers for each professional service giving consideration to the ability to perform successfully under the terms and conditions of the proposed procurement, integrity, compliance with public policy, record of past performance, and financial and technical resources

NOW, THEREFORE, BE IT RESOLVED:

Section 1.	That is selected to provide project-related application and project delivery services for NGDISM program(s).
Section 2.	That any and all project-related services contracts or commitments made with the above- named service provider(s) are dependent on the successful negotiation of a contract with the service provider(s).

PASSED AND APPROVED THIS THE 22ND DAY OF MAY, 2023.

-	BERT MILLER, MAYOR
ATTEST:	
SUSIE M. HOMEYER, CITY SECRETARY	



CITY OF NAVASOTA, TEXAS

PROJECT DELIVERY SERVICES FOR THE U.S. DEPARTMENT OF TRANSPORTATION PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION'S NATURAL GAS DISTRIBUTION INFRASTRUCTURE SAFETY & MODERNIZATION GRANT PROGRAM

MAY 10, 2023



Proposal Disclaimer: The information in this proposal contains certain trade secrets and proprietary information that GrantWorks owns. Such information is confidential as a matter of law, pursuant to Chapter 552, Texas Government Code. In the event that you receive a public information request for this proposal or any of its content, we ask that you immediately contact us so that we may submit a briefing to the Office of the Attorney General's Open Records Division to protect our information and prevent its release.

GrantWorks

Bruce J. Spitzengel President Cell: 713-252-5872

Email: bruce@grantworks.net

May 10, 2023

Evette Fannin Grant Manager City of Navasota P.O. Box 910 Navasota, Texas 77868-0910

Subject: City of Navasota, Texas Request for Proposal: Project Delivery Services for the U.S.

Department of Transportation Pipeline and Hazardous Materials Safety Administration's (DOT PHMSA) Natural Gas Distribution Infrastructure Safety and Modernization (NGDISM)

Grant Program

Dear Ms. Fannin:

GrantWorks, Inc. (GrantWorks) is pleased to submit this proposal in response to your Request for Proposals (RFP). Since 2009, GrantWorks' project managers, environmental scientists, construction managers, labor standards specialists, and policy experts have developed and implemented over \$8 billion in assistance for hundreds of localities through thousands of grant contracts. We have the resources and expertise to complete your projects following federal and state requirements and the City's NGDISM project schedule.

Grant Works' 400+ employees have experience covering all federal and state grant management aspects. Our team has extensive experience in related programs, working for and with the Texas Department of Transportation (TxDOT), Texas Department of Agriculture (TDA), Texas Department of Housing and Community Affairs (TDHCA), Texas General Land Office (GLO), and local governments in both public and private sector roles. The Infrastructure Investment and Jobs Act (IIJA) funds the NGDISM Grant Program. GrantWorks understands that NGDISM funds are available to municipality- or community-owned utilities to repair, rehabilitate, or replace their natural gas distribution pipeline system or portions or acquire the equipment needed to reduce incidents and fatalities and avoid economic losses. The goals of this program are to:

- Improve the safe delivery of energy to often underserved communities, reducing incidents and fatalities, as well as methane leaks.
- Avoid economic losses caused by pipeline failures.
- Protect the environment and reduce climate impacts by remediating aged and failing pipelines and pipes prone to leakage.
- Create good-paying jobs.

We handle every aspect of NGDISM implementation, including project development, environmental review, compliance with state and federal regulations, procurement, and close-out. Our goal is to ease the City's burden while providing your staff with the information they need to make timely decisions. The GrantWorks Team offers the following benefits to the City of Navasota:

Expertise in NGDISM and Similar Programs: GrantWorks has expertise working on multiple grant programs. We understand the complexities of these grants, and our knowledge extends beyond just federal and state requirements. We know how to navigate the internal municipal and external state/federal processes required to manage state funds. Our references will confirm that this knowledge helps us seamlessly administer funded projects and creates the least amount of work for our clients.

Proven Grant Administration Experience: GrantWorks' core business includes providing general grant administration services, including but not limited to documenting compliance, monitoring preparation, draw

processing, and labor standards tracking for NGDISM and other programs. Our staff includes 400+ full-time professionals with extensive grant project delivery experience. Teams of specialists in labor standards compliance, environmental review, construction management, site inspections, and equal employment opportunity support our project managers.

Established Working Relationships with Federal, State, and Local Governments. and Other Entities: The GrantWorks Team is fortunate to have excellent working relationships with federal, state, and local governments and other entities across Texas. These relationships make us well-positioned to serve the City of Navasota and the other stakeholders who will play a role in implementing DOT PHMSA's NGDISM projects.

Comprehensive Environmental Services: The GrantWorks Team has performed environmental reviews for thousands of federally funded projects in Texas. Our experience includes evaluating environmental impacts on biological resources, air, water quality, wetlands, and socioeconomic resources. These evaluations have supported work for Categorical Exclusions (CEs), Environmental Assessments (EAs), Environmental Impact Statements (EISs), and tiered NEPA documents. We also use state and federal resources data to produce all maps and information needed to fully understand relevant impacts and clearance needs.

As a Texas-based business dedicated to managing housing, community development, and planning grant programs, GrantWorks can handle every issue arising during your projects' implementation. We appreciate your consideration of our firm.

Sincerely,

GRANTWORKS, INC.

Bruce J. Spitzengel

President

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SECTION 1 – EXPERIENCE

1.1 Firm History

Since our founding in La Porte in 1979, GrantWorks has successfully assisted local governments with multiple state and federally-funded programs. We are the foremost provider of community development, housing, planning, disaster recovery, economic development, transportation, and coastal grant program management for local governments in Texas, securing and administering more than \$8 billion in assistance for hundreds of localities through thousands of grant funding contracts.

The GrantWorks Team is experienced in administering state and federal grant programs and has 400+ experienced full-time employees, half of whom work in our numerous field locations. In addition, we have over 100 project managers, 15 Professional Project Managers (PMPs), 3 Certified Public Accountants (CPAs), and 12 American Institute of Certified Planners (AICP) skilled at implementing a wide variety of grant development projects.

Our services include:

- Application Development
- Program/Project Management
- Grant Administration and Management
- Marketing and Outreach
- Intake (for Program Participants)
- Project Eligibility Reviews
- Home Elevation Scopes
- Beneficiary Eligibility Determinations
- Feasibility Reviews
- Cost Estimates
- Reviews for Duplication of Benefits (DOB)
- Records and Data Management
- Federal and State Procurement
- On-Site Davis-Bacon Labor Standards
- Uniform Act Compliance (Acquisition)
- Environmental Review and Clearance
- Mapping/GIS
- Construction and Project Management
- Federal, State, and Local Compliance
- Reporting, Audit, and Monitoring Support



GW_104_V

GrantWorks administers grants from a wide variety of state and federal funding resources that are very similar to DOT PHMSA projects and works directly with many agencies, including:

- U.S. Department of the Treasury (U.S. Treasury)
- U.S. Department of Commerce, Economic Development Administration (EDA)
- ▶ U.S. Department of Housing and Urban Development (HUD)
- Federal Emergency Management Agency (FEMA)
- Texas General Land Office (GLO)
- Texas Department of Housing and Community Affairs (TDHCA)
- Texas Parks and Wildlife Department (TPWD)
- Texas Department of Transportation (TxDOT)
- Texas Water Development Board (TWDB)
- Texas Department of Emergency Management (TDEM)

We provide the full breadth of grant management services for a wide variety of program types, including:

- ARPA Administration and Management
- Buyout/Acquisition
- CARES Act COVID-19 Response
- Community Development
- Disaster Recovery
- Emergency Rent Relief
- Emergency Vehicles and Rescue Equipment
- ▶ Economic Development, including Public Works and Economic Adjustment Assistance
- Housing Rehabilitation and Reconstruction
- Infrastructure Projects
- Natural Gas Distribution
- Transportation
- Homebuyers Assistance
- Demolition/Clearance Activities
- Flood Mitigation
- Elevations
- Resiliency
- Mitigation
- Generators
- Retrofits for Public Buildings
- Accessibility
- Wildfire Mitigation
- Community Safe Rooms

We provide the best service and meet the highest standards in all that we do. Our long-standing client relationships, dedication to staff training and certification, and involvement at every step of your program's process reflect our performance quality. Our firm is financially stable, adequately capitalized, and will perform all the services required by this RFP.

1.1.1 Form of Business

GrantWorks, Inc. is a Texas C corporation based in Austin.

1.1.2 Single Point of Contact

GrantWorks' single point of contact is as follows:

Bruce J. Spitzengel
President
GrantWorks, Inc.
2201 Northland Drive
Austin, Texas 78756
Telephone: 512-420-0303, Ext. 309

Cell: 713-252-5872

Fax: 512-420-0302 bruce@grantworks.net

1.1.3 List of Criminal Charges, Civil Lawsuits, or Dispute Resolutions in the Past Five Years and the Nature of the Issue

GrantWorks has never been a part of any criminal charges, civil lawsuits, or dispute resolution.

1.2 Related Recent Experience in Securing and Managing NGDISM or Federally Funded Local Projects, Both Construction and Non-Construction Projects

GrantWorks provides grant administration, application, and project management services for various state and federal grant programs. We have extensive expertise and success with federally funded local infrastructure construction and service programs and projects. One of our many strengths is our ability to work well with various local, state, and federal stakeholders within state and federally funded programs' regulatory requirements. GrantWorks has managed projects funded by over a dozen state and federal agencies. **Figure 1** demonstrates GrantWorks' experience with related state and federal grants.

Figure 1: GrantWorks Experience with Texas-Related Federal and State Grants

	PROGRAM EXPERIENCE							
REQUIREMENTS	HUD CDBG	HUD CDBG- DR	HUD CDBG- MIT	FEMA PA	FEMA IA	USDT RESTORE	USDT ARPA	EDA EAA
Grant Management and Administration	•	•	•	•	•	•	•	•
Procurement and Compliance with 2 CFR 200	•	•	•	•	•	•	•	•
Shareholder Engagement, Project Identification, Community Assessment, and/or Eligibility Determinations	•	•	•	•		•	•	•
Project/Program Design and Development	•	•	•	•		•	•	•
Case/Contract/Project Management	•	•	•	•	•	•	•	•

Figure 1: GrantWorks Experience with Texas-Related Federal and State Grants

	PROGRAM EXPERIENCE							
REQUIREMENTS	HUD CDBG	HUD CDBG- DR	HUD CDBG- MIT	FEMA PA	FEMA IA	USDT RESTORE	USDT ARPA	EDA EAA
Duplication of Benefits Review	•	•	•	•	•	•	•	•
Financial Assistance	•	•	•	•	•	•	•	•
Labor/Wage Compliance	•	•	•		•	•	•	•
Construction Oversight	•	•	•	•	•	•	•	•
Uniform Administration Requirements, Cost Principles, and Audit Compliance	•	•	•	•	•	•	•	•
Complete or Assist with Environmental Review Records	•	•	•	•	•	•	•	•
Uniform Relocation Act (URA), Fair Housing, Section 504 of the Rehabilitation Act of 1973	•	•	•	•	•	•	•	•
Reporting	•	•	•	•	•	•	•	•
Monitoring and Audit Readiness	•	•	•	•	•	•	•	•
Recordkeeping and Document Storage/ Retention	•	•	•	•	•	•	•	•
Close-Out	•	•	•	•	•	•	•	•

1.2.1 State and Federal Grant Programs

Texas Commission on Environmental Quality

RESTORE Act Program:

▶ 4 projects funded, \$20.8 million.

Texas Department of Agriculture

Texas Community Development Block Grant, Infrastructure and Non-Rental Housing Program:

- More than 2,000 local government projects funded and managed.
 - Community Development Fund: 940+ projects funded, \$283+ million.
 - Texas Capital Fund (Economic Development): 90+ projects, \$50+ million.
 - Texas Main Street/Downtown Revitalization Program: 83+ projects, \$32.3+ million.
 - Colonia Construction Fund: 115+ projects administered, \$54+ million.
 - Colonia Planning Fund: 50+ projects completed, \$3+ million.
 - Disaster Relief Fund: 75+ projects funded, \$24+ million.

- Planning Grants: 220+ projects funded, completed, or underway, \$8+ million.
- Fire, Ambulance, and Services Truck (FAST) Program: 11+ projects, \$5.2+ million.

Texas Department of Housing and Community Affairs

Texas CDBG-CV Community Resiliency Program:

4 local government projects funded, \$13+ million.

Texas HOME Non-Rental Housing Program:

- ▶ Homeowner Rehabilitation Assistance (HRA) Program/Owner-Occupied Assistance.
- ▶ 600+ contracts awarded to cities, counties, and non-profits for \$220+ million.
- ▶ 3,300+ substandard houses rehabilitated or reconstructed.
- Complete administrative and project delivery services:
 - Application development, beneficiary income verification, and project eligibility assessment.
 - > Procurement, acquisition, and environmental review.
 - > Financial management, draw, change order, pay estimates, amendments.
 - > Compliance, duplication of benefit analysis, audit, and monitoring support.

Texas General Land Office

CDBG-DR 2018 Floods and 2019 Tropical Storm Imelda Program:

State-level Housing Assistance and Reimbursement Programs in South Texas counties, \$68+ million.

CDBG-MIT Coastal Resiliency Program:

6 local government projects funded, \$18 million.

CDBG-MIT 2015 Floods, 2016 Floods, and Hurricane Harvey Round 1 Infrastructure Program:

▶ 50+ local government projects funded, \$454+ million.

CDBG-DR Hurricane Harvey Round 1 Housing and Infrastructure Program:

- ▶ 65+ local government projects funded, \$183+ million.
- ▶ Buyouts and Acquisitions 16 local government projects funded, \$59 + million with no match required.
- State-level oversight of major sub-recipients in implementing Homeowner Reimbursement, Affordable Rental, and Economic Revitalization Program Funds, \$3.3+ billion.
- State-level Housing Assistance Program in Coastal Bend Council of Governments Region, Golden Crescent Regional Planning Commission Region, and multiple central Texas counties, \$743+ million.

CDBG-DR 2016 Floods Program:

▶ 12+ local government projects funded, including multi-family and single-family housing, \$43 million.

CDBG-DR 2015 Floods Program:

24+ local government projects funded, including multi-family and single-family housing, \$180+ million.

CDBG-DR Hurricane Ike/Dolly Rounds 1, 2.1, and 2.2 Infrastructure and Rental Housing Program:

- ▶ 90+ local government projects funded, \$436 million.
- ▶ Projects include the \$100 million City of Galveston infrastructure, \$65 million Galveston Housing Authority Multifamily Rebuild, \$26 million City of Houston infrastructure, and \$26 million Galveston Rental Housing Replacement Programs.
- Complete grant administration and project delivery services.

Coastal Management/Coastal Erosion Planning and Response Act Program:

38 projects administered, \$2.4+ million.

Coastal Impact Assistance Program:

▶ 13 projects completed, \$8.5+ million.

Texas Department of Transportation

County Transportation and Infrastructure Fund Program:

▶ 400+ individual projects managed for 72 local government clients, \$153.7 million.

Border Colonia Access Program:

▶ \$1.3 million.

Safe Routes to School Program:

20+ projects funded and managed, \$10+ million.

Surface Transportation Environment and Planning Program:

▶ 1 project funded and managed, \$1 million.

Transportation Enhancement Act for the 21st Century Program:

5 projects funded, \$3.7 million.

Texas Division of Emergency Management

- Hazard Mitigation Construction Projects: Homeowner Elevations and Reconstructions: 4 projects,
 \$65+ million.
- ▶ Hazard Mitigation Plans: 36+ projects, \$3.2+ million.
- Critical Facility Generators: 31+ projects, \$12.1+ million.
- Warning Sirens: 8 contracts, \$428,489.
- ▶ Drainage Infrastructure and Community Safe Rooms: 4 projects, \$6.8+ million.

Texas Parks and Wildlife Department

Outdoor/Indoor Recreation and Small Community Parks Program: 70+ projects funded, \$42+ million.

Texas Water Development Board

Flood Infrastructure Fund Program:

▶ 7 projects funded, \$4.87+ million.

Clean Water State Revolving Fund and Economically Distressed Area Fund Programs:

2 projects funded, \$61.4+ million.

Federal Emergency Management Agency

Public Assistance Program:

▶ 8 Hurricane Harvey contracts, \$80+ million.

U.S. Department of Commerce, Economic Development Administration

Economic Adjustment Assistance and Public Works Programs:

> 7 projects funded and managed, \$21.4 million.

U.S. Department of the Treasury/Texas Division of Emergency Management

American Rescue Plan of 2021 Program:

▶ 180+ contracts awarded by cities and counties, 800+ projects managed, \$900 million.

1.2.2 Relevant Infrastructure Project Experience

Our staff works directly with cities and counties to identify and implement infrastructure improvements, including wastewater treatment plant rehabilitation, water production, treatment, distribution and storage facilities, water and sewer line installation, flood, drainage, road, and sidewalk improvements. We are dedicated to community development through public works construction and believe these improvements are essential to strengthening Texas communities. **Figure 2** shows a sample of recent project experience within the City of Navasota and the Brazos Valley Council of Governments (BVCOG) Region.

Figure 2: Our Relevant BVCOG Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
Anderson	2021	ARPA	Administrative Services	\$59,964
	2017	CDBG-DR	Flood & Drainage Improvements	\$167,101.39
	2015	CD	Sewer Improvements	\$275,000
Bedias	2019	PCB	Planning Studies	\$21,855
	2017	CDBG-DR	Flood & Drainage Improvements	\$167,101
	2017	CDBG-MIT	Street & Drainage Improvements	\$3,965,736
	2015	CD	Street Improvements	\$275,000
	2005	CD	First-Time Sewer Collection System & Treatment Plan	\$250,000
Brazos County	2013	DRP	Infrastructure Improvements	\$750,000
	2003	CD	First-Time Sewer Service	\$250,000
Bremond	2021	ARPA	Administrative Services	\$239,361
	2020	DRP	Sidewalk Improvements	\$500,000
	2020	CD	Water Improvements	\$275,000
	2019	FAST	Equipment Procurement	\$500,000
	2016	CEF	Multipurpose Center Improvements	\$250,000
	2015	PCB	Planning Studies	\$30,255
	2013	DRP	Downtown Revitalization Improvements	\$150,000
	2012	CD	Water System Improvements	\$275,000
	2009	CD	Water Distribution Improvements	\$250,000
	2009	CD	Water Distribution Improvements	\$250,000
	2002	CD	Wastewater Treatment Plant	\$250,000
Buffalo	2020	DRP	Water Improvements	\$350,000
	2020	CD	Water & Wastewater Improvements	\$275,000
	2019	CD	Sewer Improvements	\$275,000
	2019	DRP	Sidewalk Improvements	\$350,000
	2019	FAST	Equipment Purchas	\$500,000

Figure 2: Our Relevant BVCOG Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2016	CD	Sewer Improvements	\$275,000
	2011	CD	Sewer/Wastewater Improvements	\$275,000
	2007	CD	Sewer Collection System	\$250,000
	2000	CD	Sewer Collection System	\$250,000
Burleson County	2020	CTIF	Road Improvements	\$2,004,765
	2020	CD	Water Improvements	\$275,000
	2012	CD	Water System Improvements	\$275,000
	2008	CD	Water System Improvements	\$250,000
	2003	CD	First-Time Water Service	\$250,000
Burton	2015	CD	Water Improvements	\$275,000
	2011	CD	Urgent Need Water System Improvements	\$250,000
	2005	CD	Water Distribution Improvements	\$250,000
Caldwell	2018	CD	Sewer Improvements	\$275,000
	2017	CDBG-MIT	Street, Sewer, & Drainage Improvements	\$5,094,852
	2011	CD	Emergency Generator/Sewer & Wastewater Improvements	\$275,000
	2009	CD	Wastewater Treatment Plant	\$275,000
	2008	DRP	Infrastructure Improvements	\$250,000
	2003	CD	Sewer Improvements	\$250,000
Calvert	2020	DRP	Sidewalk Improvements	\$500,000
	2016	CD	Water Improvements	\$275,000
	2014	CD	Sewer Improvements	\$275,000
	2011	DRP	Sidewalk Improvements	\$150,000
	2008	CD	Sewer Collection Improvements	\$250,000
	2005	CD	Sewer Collection & Plant Improvements	\$250,000
	2001	CD	Sewer Collection Improvements	\$250,000
Centerville	2021	ARPA	Administrative Services	\$224,742
	2021	CD	Water & Sewer Improvements	\$350,000
	2014	DRP	Sidewalk Improvements	\$150,000
	2013	CD	Sewer Improvements	\$275,000
	2012	CDBG-DR	Sidewalk Improvements	\$150,000
	2010	CD	Sewer Improvements	\$250,000
	2005	CD	Sewer Collection Improvements	\$250,000

Figure 2: Our Relevant BVCOG Region Project Experience

	YEAR	GRANT		GRANT
CLIENT	STARTED	TYPE	PROJECT DESCRIPTIONS	AMOUNT
	2000	CD	Water Treatment Plant	\$250,000
Franklin	2020	CD	Sewer Improvements	\$275,000
	2018	CD	Water Improvements	\$275,000
	2011	CD	Elevated Storage Tank Rehabilitation	\$275,000
	2011	CD	Elevated Storage Tank Rehabilitation	\$275,000
	2010	CD	Elevated Storage Tank	\$250,000
Grimes County	2021	ARPA	Administrative Services	\$5,609,601
	2020	CDBG-DR	Buyout	\$1,512,129
	2017	CDBG-DR	Flood & Drainage Improvements	\$334,202
	2016	CDBG-DR	Drainage Improvements	\$2,000,000
	2015	CD	Water Improvements	\$275,000
	2015	CDBG-DR	Street Improvements	\$866,467
	2008	CD	Water System Improvements	\$250,000
	2004	CD	Water System Improvements	\$250,000
Hearne	2021	ARPA	Administrative Services	\$1,078,860
	2016	CEF	Neighborhood Facilities	\$350,000
	2016	CD	Water Improvements	\$275,000
	2016	DRP	Infrastructure Improvements	\$750,000
	2013	DRP	Infrastructure Improvements	\$325,000
	2012	DRP	Infrastructure Improvements	\$150,000
	2010	CD	Water System Improvements	\$250,000
	2009	PCB	Planning Studies	\$50,000
	2008	CD	Lift Station/Collection Line Improvements	\$250,000
	2005	CD	Sewer Collection Upgrade	\$250,000
	2004	PA	Street, Sewer, & Drainage Repairs	\$350,000
	2002	CD	Sewer Collection Upgrade	\$250,000
	2000	CD	Sewer Collection Upgrade	\$250,000
Iola	2017	CDBG-DR	Flood & Drainage Improvements	\$167,101
	2017	CDBG-MIT	Sewer Improvements	\$10,934,297
	2015	CD	Water Improvements	\$275,000
Jewett	2021	ARPA	Administrative Services	\$302,299
	2016	CD	Sewer Improvements	\$275,000
	2015	CD	Sewer Facilities	\$581,284
		1	1	

Figure 2: Our Relevant BVCOG Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2014	CD	Water Improvements	\$275,000
	2007	CD	Water System Improvements	\$250,000
	2005	CD	First-Time Sewer Collection System	¢250,000
	2005	CD	Improvements	\$250,000
	2004	CD	Wastewater Treatment Plant Improvements	\$250,000
	2002	CD	Water Storage & Distribution Improvements	\$250,000
Leon County	2021	ARPA	Administrative Services	\$3,380,523
	2020	CTIF	Roadway Improvements	\$349,996
	2016	CD	Water Improvements	\$275,000
	2010	CD	Water System Improvements	\$250,000
	2007	CD	Water System Improvements	\$250,000
	2002	CD	Elevated Water Storage Tank	\$250,000
Leona	2021	ARPA	Administrative Services	\$24,600
	2013	CD	Water Improvements	\$275,000
	2008	PA	Water System Improvements	\$124,470
Madison County	2017	CD	Water Improvements	\$275,000
	2016	CD	Drainage Improvements	\$2,000,000
	2010	CD	Water Improvements	\$250,000
Madisonville	2021	ARPA	Administrative Services	\$1,160,877
	2020	CD	Infrastructure Improvements	\$275,000
	2021	CDBG-MIT	Sewer Improvements	\$6,525,000
	2017	CD	Sewer Improvements	\$275,000
	2017	CD	Sewer Improvements	\$275,000
	2016	CD	Housing Improvements	\$2,000,000
	2013	PCB	Planning Studies	\$54,720
Marquez	2022	CD	Water & Sewer Improvements	\$350,000
	2021	ARPA	Administrative Services	\$67,893
	2017	CD	Water Improvements	\$275,000
Navasota	2018	DRP	Sidewalk Improvements	\$250,000
	2018	CD	Sewer System Improvements	\$275,000
	2016	CDBG-DR	Flood & Drainage Facilities	\$2,000,000
	2013	CD	Water Improvements	\$275,000
	2009	CD	Wastewater Treatment Plant	\$250,000

Figure 2: Our Relevant BVCOG Region Project Experience

	YEAR	GRANT		GRANT		
CLIENT	STARTED	TYPE	PROJECT DESCRIPTIONS	AMOUNT		
	2006	CD	Sewer Collection & Water Distribution Improvements	\$250,000		
	2004	CD	Sewer Collection Improvements	\$250,000		
	2002	CD	Housing Infrastructure Program	\$400,000		
	2002	CD	Sewer Collection Improvements	\$250,000		
	2000	CD	Sewer Collection Improvements	\$250,000		
Normangee	2021	ARPA	Administrative Services	\$174,936		
	2018	CD	Sewer System Improvements	\$275,000		
	2015	PCB	Planning Studies	\$30,780		
	2015	CDBG-DR	Flood & Drainage Facilities	\$255,573		
	2012	CD	Sewer System Improvements	\$273,638		
	2009	CD	Citywide Wastewater Treatment Plant	\$250,000		
Oakwood	2021	CD	Water Improvements	\$350,000		
	2014	CD	Water Improvements	\$275,000		
	2008	CD	Water & Sewer System Improvements	\$250,000		
	2006	CD	Water & Sewer Improvements	\$250,000		
	2001	CD	Sewer & Water System Improvements	\$250,000		
Plantersville	2021	ARPA	Administrative Services	\$50,325		
	2021	CD	Infrastructure Improvements	\$350,000		
Robertson	2021	ARPA	Administrative Services	\$3,316,424		
County	2020	CTIF	Road Improvements	\$427,593		
	2017	CD	Water Improvements	\$275,000		
	2010	CD	Water System improvements	\$250,000		
	2004	PA	Reconstruct Roads & Bridges	\$350,000		
Snook	2020	CD	Water Improvements	\$275,000		
	2017	CDBG-MIT	Sewer Improvements	\$4,150,000		
	2015	CEF	Neighborhood Facilities	\$350,000		
	2012	CD	Lift Station Rehabilitation	\$275,000		
	2006	CD	Sewer System Improvements	\$111,820		
	2003	CD	New Water Well	\$250,000		
Somerville	2022	CD	Flood & Drainage Improvements	\$350,000		
	2020	CD	Water Improvements	\$275,000		
	2017	CD	Flood & Drainage Improvements	\$167,101		

Figure 2: Our Relevant BVCOG Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT	
	2015	CDBG-DR	Streets Improvements	\$580,000	
	2014	CD	Water Improvements	\$275,000	
	2007	CD	Sewer Collection Line Improvements	\$250,000	
	2006	CD	Sewer Collection Improvements	\$250,000	
	2003	CD	New Water Well	\$250,000	
	2001	CD	Sewer Collection Improvements	\$250,000	
Todd Mission	2021	PCB	Planning Studies	\$35,000	
	2021	CD	Street Improvements	\$350,000	
	2017	CD	Flood & Drainage/Street Improvements	\$167,101	
Washington	2021	CD	Street Improvements	\$350,000	
County	2021	ARPA	Administrative Services	\$6,969,658	
	2008	CD	Building Renovations	\$235,500	

1.3 Work Performance and Experience in Similar Construction and Service Projects

GrantWorks' local presence means that we can act quickly and complete activities promptly and efficiently. Our Texas roots enable us to support local governments and state agencies by effectively and efficiently implementing programs within the federal and Texas statutory framework. Many of our staff have experience in nearby communities, giving us unique insights into local culture and people. **Our team is here to help the City of Navasota succeed.** GrantWorks has assisted local governments with applications for a wide range of businesses and infrastructure needs and provided project delivery services for projects similar in size and scope, including the following (**Figure 3**).

Figure 3: GrantWorks EDA, ARPA, FEMA PA, CDBG-DR, CDBG-MIT, and RESTORE Act-Related Project Experience

	MANAGED PROGRAMS									
REQUIREMENTS	Workforce Development & Entrepreneurial Center, Rockport, TX	Rockport Center of the Arts, Rockport, Aransas County, TX	San Angelo Industrial Park, San Angelo, TX	2021 American Rescue Plan Act Program, More Than 100 Cities & Counties, TX	Coronavirus Recovery Program, Brownsville, TX	Texas Coronavirus Relief Bill Emergency Rental Assistance Program	Hurricane Ike CDBG-DR Infrastructure improvement Program, Galveston, TX	Texas Community Development Block Grant-Mitigation Program	Lower San Bernard River Ecosystem Restoration Project, Brazoria County, TX	Hurricane Ike CDBG-DR Infrastructure Improvement, Houston, TX
Grant Management	•	•	•	•	•	•	•	•	•	•
Stakeholder Engagement, Marketing, Outreach, and/or Community Involvement	•	•	•	•	•	•	•	•	•	•
Project Identification, Community Needs, and/or Eligibility Determinations	•	•	•	•	•	•	•	•	•	•
Project/Program Design and Development	•	•	•	•	•		•	•	•	•
Contract/Project Management	•	•	•	•	•	•	•	•	•	•
Duplication of Benefits Review	•	•	•	•	•	•	•	•		•
Financial Assistance		•	•	•	•	•	•	•	•	•
Labor/Wage Compliance	•	•	•	•	•		•	•	•	•
Construction Oversight		•	•	•	•		•	•	•	•
Procurement, Uniform Administration Requirements, Cost Principles, and/or Audit Compliance (i.e., 2 CFR 200)	•	•	•	•	•		•	•	•	•
Environmental Review		•	•	•	•		•	•	•	•
Related Federal, State, & Local Experience & Other Cross-Cutting Regulatory Requirements & Compliance	•	•	•	•	•		•	•	•	•

Figure 3: GrantWorks EDA, ARPA, FEMA PA, CDBG-DR, CDBG-MIT, and RESTORE Act-Related Project Experience

		MANAGED PROGRAMS									
REQUIREMENTS	Workforce Development & Entrepreneurial Center, Rockport, TX	Rockport Center of the Arts, Rockport, Aransas County, TX	San Angelo Industrial Park, San Angelo, TX	2021 American Rescue Plan Act Program, More Than 100 Cities & Counties, TX	Coronavirus Recovery Program, Brownsville, TX	Texas Coronavirus Relief Bill Emergency Rental Assistance Program	Hurricane Ike CDBG-DR Infrastructure improvement Program, Galveston, TX	Texas Community Development Block Grant-Mitigation Program	Lower San Bernard River Ecosystem Restoration Project, Brazoria County, TX	Hurricane Ike CDBG-DR Infrastructure Improvement, Houston, TX	
Reporting	•	•	•	•	•	•	•	•	•	•	
Monitoring and Audit Readiness		•	•	•	•	•	•	•	•	•	
Recordkeeping and Document Storage/ Retention		•	•	•	•	•	•	•	•	•	
Close-Out	•	•	•	•	•	•	•	•	•	•	



TEXAS

WORKFORCE DEVELOPMENT AND ENTREPRENEURIAL CENTER, ARANSAS COUNTY, TEXAS

THE CHALLENGE

The U.S. Department of Commerce, Economic Development Administration (EDA) awarded Aransas County a \$1.7 million grant to create a workforce development and entrepreneurship center at Del Mar College to support skilled job creation and regional economic diversification. The award will assist Aransas County in acquiring and renovating an existing building that will house the center. The new center will provide the high-skill training businesses in the region need to grow and thrive. The project's location near a Tax Cuts and Jobs Act Opportunity Zone will help drive private investment into the region. The center will have 16,000-square-feet of classrooms, laboratories, and additional space.

THE SOLUTION

For this project, GrantWorks provides acquisition and grant assistance. After purchasing the building, GrantWorks is coordinating a team of architects and engineers to renovate the old school building. Along with this team, GrantWorks will provide construction oversight, ensuring the project stays on schedule and complies with the grant. GrantWorks will also oversee all hiring processes and review all costs associated with the project.

THE RESULT

Timeliness: GrantWorks compiles and processes Requests for Payments as soon as they are received, always in less than a week. GrantWorks also follows up with EDA to ensure a timely review of the documents submitted and keep EDA's reimbursement processing within a 30-day window.

Cost Control: GrantWorks reviews all contracts, purchases, and construction pay apps to ensure all costs are grant compliant.

Quality: The renovation of Little Bay Elementary is only one piece of Aransas County's Long-Term Recovery Plan. GrantWorks is working closely with the

16,000

SQUARE FOOT CENTER

CLIENT:

Aransas County, Texas

CONTRACT NUMBER:

08-01-5487

GRANT PROGRAM:

Economic Development Administration, Economic Adjustment Assistance Program administered by EDA

GRANT AMOUNT:

\$1,700,000

PROJECT DATES:

February 2021 – February 2026

SERVICES PROVIDED:

- ☑ Grant Administration
- ☑ Project Management
- □ Construction Management
- □ Acquisition Assistance

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County to ensure that this project fits the bigger picture of County recovery. This working relationship includes coordinating with other disaster-recovery grants and purchase timelines.

Business Relationships: The County works closely with the Del Mar Community College, the City of Rockport, and the Aransas County Partnership EDC. This grant includes donations and in-kind services from many community members, including local foundations, school districts, residents, construction companies, and professional services firms.



TEXAS

ROCKPORT CENTER OF THE ARTS, CITY OF ROCKPORT, TEXAS

Coastal Living Magazine has called the City of Rockport, Texas, a "Top Ten Coastal Art Colony." A cooperative of local artists established the nonprofit Rockport Art Association in 1969. The organization has been a vital part of the Rockport community for over 50 years.

THE CHALLENGE

In 2017, Hurricane Harvey made landfall in the City. The storm's 130-mile-per-hour winds destroyed homes, businesses, and integral community resources, including the county courthouse, local high school, and Rockport Center for the Arts (RCA). The hurricane decimated much of downtown Rockport. With a local economy dependent on tourism, restoring the infrastructure to support and attract visitors was critical.

City leaders recognized that the community's connection to art could be key to their long-term recovery plan. A new cultural center building had been planned before the hurricane but was viewed as an opportunity to anchor downtown economic revitalization after the storm.

The project was funded partly by a \$5 million grant from the U.S. Department of Commerce, Economic Development Administration (EDA), with a \$3.7 million non-federal match. The Rockport Art Association's capital campaign raised the balance.

The new RCA was designed to help the City retain its existing workforce of artists and entrepreneurs and bolster tourism. Strategically located within blocks of an Opportunity Zone designated under the 2017 Tax Cuts and Jobs Act, the RCA adds value to existing incentives for private investment in the downtown area.

The new \$8.7 million RCA is home to hallmark programs in the 13,000-square-foot visual arts and art education complex, an 8,000-square-foot performing arts facility, and a convention center featuring a culinary arts

22,000

SQUARE-FOOT ART CENTER

CLIENTS:

City of Rockport and Rockport Center for the Arts

CONTRACT NUMBER:

08-79-05259

GRANT PROGRAM:

Economic Development Administration, Economic Adjustment Assistance Program administered by EDA

GRANT AMOUNT:

\$5,000,000

PROJECT DATES:

March 2019 - March 2024

SERVICES PROVIDED:

- □ Grant Administration
- ☑ Project Management
- □ Construction Management
- ☑ Acquisition & URA Assistance
- □ DBRA/Labor Standards
 Compliance Monitoring

education kitchen and multiple break-out rooms for meeting space. In addition, there is a 16,000-square-foot outdoor sculpture garden housing works from the permanent collection of sculptural works by nationally and internationally recognized artists.

THE SOLUTION

GrantWorks supported the RCA with acquisition, grant administration, and project management services, including, but not limited to, reporting and recordkeeping, Davis-Bacon labor standards compliance monitoring, procurement review, and financial/draw assistance. These services included successfully coordinating with relevant parties to complete the land acquisition and site certificate, relocation of the historic Kline Building, and bidding for multiple subcontract opportunities. GrantWorks conducts weekly payroll reviews for all contractors on-site and monthly on-site interviews and monthly reviews of pay applications, and submission of draw requests to EDA. GrantWorks was also involved in discussions, reviews, and submissions for all change orders that have arisen throughout the course of the construction.

THE RESULTS

Project Delivery: With construction completed in November 2022, the facility's final inspection was performed the following month. Closeout procedures and reporting are in progress, and the project management team anticipates 100% delivery in early 2023—*a full year ahead of schedule*.

Kline Café Building Relocation: The project included the complicated relocation of the community landmark Kline Café building across four downtown blocks over two days. GrantWorks managed the 200 CFR 200 procurement of the moving company and served as a stakeholder liaison with the City, moving contractor, building owner, Aransas County Historical Society, RCA, and others.

Labor Compliance: GrantWorks used high-quality document control and in-house Davis-Bacon expertise to help resolve a labor dispute. A pipefitters' union accused the Construction Manager at Risk (CMAR) of federal wage standard violations. GrantWorks' Labor Standards Department thoroughly reviewed all project documentation related to the complaint. Through in-house Labor Compliance specialists and our meticulous recordkeeping protocols, GrantWorks demonstrated no pay-rate violations, and the work was conducted in compliance with Davis-Bacon standards.

Cost Control: GrantWorks proactively coordinated with the EDA, RCA, and construction contractor to maximize the use of funds for eligible grant activities. The GrantWorks project team helped manage 2 CRF 200 bidding processes and reviewed the Guaranteed Maximum Price (GMP) amendment with the CMAR before contract execution.



SAN ANGELO INDUSTRIAL PARK, SAN ANGELO, TEXAS

THE CHALLENGE

The U.S. Department of Commerce, Economic Development Administration (EDA) awarded a \$1.25 million grant to the City of San Angelo to complete the necessary infrastructure improvements to support the development of additional industrial lots in the San Angelo Business and Industrial Park. The EDA-funded project extended water and road infrastructure to double the acreage available for commercial development.

This project has promoted economic growth by providing adequate utility service to the Industrial Park, making it more attractive to potential businesses and generating utility and ad valorem revenue. Construction bids came in under budget on this project, which is ahead of schedule, and the project is slated to be completed in 2023.

THE SOLUTION

Full-Service Grant Application: The City of San Angelo retained GrantWorks to assist in preparing an application for an EDA Eco-nomic Adjustment Assistance Grant. GrantWorks assisted in organizing application requirements, including identifying the economic development needs assessment, investment impact, and how the proposed project will satisfy EDA's Investment Policy Guidelines.

The application team responded to agency requests for clarification and supplemental application information requests and reviewed the project grant-eligibility determination to increase the probability of funding about program guidelines and local needs.

Program Implementation: The team managed program start-up procedures, including establishing financial management processes,

CLIENT:

City of San Angelo Development Corporation (COSADC)

GRANT PROGRAM:

Economic Development Administration, Economic Adjustment Assistance Program Administered by EDA

GRANT AMOUNT:

\$1,250,000

PROJECT DATES:

April 2019 – April 2023

- □ Application Development
- □ Grant Administration
- ☑ Project Management

- ☑ 2 CFR 200 Compliance
- ☑ Procurement
- ☑ Data Tracking & Reporting
- □ Construction Management
- □ Labor Standards/Davis-Bacon Monitoring

2 CRF 200 compliance measures, document retention and recordkeeping protocols, and production, design, and distribution conventions for project reporting.

Grant Administration: The GrantWorks Team prepared all project-related forms, notices, and agenda items and coordinated communication with the COSADC Economic Development Project Manager, project engineer, EDA staff, and other parties to ensure the successful completion of the project.

The Project Team provided timely and compliant administration services, including submitting project amendments, EDA-required reporting, environmental clearances, monitoring labor standards, and project contract closeout documentation and submission. GrantWorks staff attended site visits, monitoring reviews, and public meetings as necessary.

THE RESULTS

Economic Development Needs Assessment and Investment Impact: Our team successfully assist-ed the client with identifying the economic development needs assessment and investment impact for the project. The City expects the project to create more than 30 jobs, spur \$19 million in private investment, and contribute to City and Regional social and economic resilience.

Compliance with EDA Investment Policy Guidelines: Te GrantWorks Team provides technical assistance and guidance to the client on how the proposed project would satisfy the Economic Development Administration's Investment Policy Guidelines.

Successful Grant Application: GrantWorks guided the client with reviewing project eligibility determinations to increase the probability of funding about program guidelines and local needs – ultimately resulting in an economic development application approved by the EDA.

EDA Technical Assistance As-Needed and When-Needed: GrantWorks grant application team provided timely responses to EDA requests for clarification and supplemental application information requests helping the client accelerate timelines and secure their EDA grant.



AMERICAN RESCUE PLAN ACT OF 2021 PROGRAM, 180+ CITIES AND COUNTIES,

THE CHALLENGE

TEXAS

GrantWorks began offering administration and advisory services to municipalities awarded funds through pandemic relief programs as soon as the first major economic stimulus bill, the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020—was signed into law on March 27, 202TO. In anticipation of a broader federal response, GrantWorks' leadership began studying federal Corona-virus recovery planning and legislative activity.

When Congress passed the American Rescue Plan Act (ARPA) of 2021—a \$1.9 trillion stimulus package that included \$350 billion in State and Local Fiscal Recovery Funds (SLFRF)—GrantWorks was positioned and prepared to support our state and local government clients immediately.

THE SOLUTION

Recognizing the administrative complexity required in the administration of ARPA funds, GrantWorks created a new internal organization 100% dedicated to helping communities manage ARPA grants. We assembled a cross-functional team of 40 seasoned, multi-disciplinary professionals, guided by four executive-level subject matter experts—supported by the broad expertise of GrantWorks' resource pool of technical specialists focused on 2 CFR 200 compliance, labor standards, environmental compliance, GIS mapping, broadband services, grant writing, financial management, stakeholder engagement, data management, and reporting.

THE RESULT

GrantWorks Team built a framework of ARPA-specific project management tools and best practices and a comprehensive library of template documents, forms, contracts, and tools designed to address

CLIENTS:

180+ Cities and Counties, Texas

CONTRACT NUMBERS:

N/A

GRANT PROGRAM:

American Rescue Plan Act of 2021 Grant Program Administered by the U.S. Department of Treasury

GRANT AMOUNT:

\$800+ million

PROJECT DATES:

June 2021 - December 2026

- ☑ Grant Administration
- ☑ Project Management
- ☑ Planning
- ☑ Project Eligibility
- ☑ Project Selection
- oxtimes Stakeholder Coordination
- □ 2 CFR 200 Compliance
- ☑ Procurement
- □ Financial Management
- ☑ GIS Mapping
- □ Labor Standards/Davis-Bacon Monitoring
- □ Construction Management
- ☑ Data Management & Reporting

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ARPA's unique opportunities and challenges. Clients receive comprehensive grant administration support, guidance on project selection and eligibility, 2 CFR 200 procurement assistance, environmental review services, construction management, labor standards monitoring, and a full range of reporting and financial process support for construction projects. GrantWorks also assists clients in analyzing and identifying loss revenue for ARPA eligibility, sub-recipient management, and developing policies/procedures for and implementing non-construction projects.



CORONAVIRUS RECOVERY PROGRAM, BROWNSVILLE, TEXAS

THE CHALLENGE

The City of Brownsville received \$65.2 million in ARPA funding to combat the adverse impacts of Coronavirus and strengthen community resources in the South Texas city. GrantWorks is assisting the City by providing comprehensive professional grant administration, project selection, and project implementation services related to this transformational federal investment in the City.

With 67% of Brownsville households lacking access to cable, DSL, or fiber broadband, the City of Brownsville has been ranked the "least connected city in the U.S." by the National Digital Inclusion Alliance (NDIA) since 2016. The City uses \$19.5 million—the largest share of their State and Local Fiscal Recovery Funds (SLFRF) —to install a 95-mile underground "middle-mile" fiber infrastructure connecting 100% of Brownsville's population of 189,000 to accessible and affordable broadband service. The overarching goal is to substantially increase social and economic resilience in this historically underserved community.

In addition to the broadband initiative, the City has approved major projects that range from government services and public health response to addressing water and sewer infrastructure needs throughout the community. Most of these projects are in the engineering and design phase, including:

- 95 miles of Underground Middle-Mile Fiber Broadband Infrastructure,
 \$19.5 million
- Downtown Water & Wastewater Improvements, \$14.5 million
- Los Tomates Regional Detention Facility & Nature Preserve, \$11.5
 million
- Gladys Porter Zoo Water & Wastewater Improvements, \$5.5 million
- Cultural & Tourism Beneficiary Grants, \$2.62 million
- COVID-19 Public Health Response, \$650,000

CLIENT:

City of Brownsville, Texas

CONTRACT NUMBER:

N/A

GRANT PROGRAM:

American Rescue Plan Act of 2021 Grant Program Administered by the U.S. Department of Treasury

GRANT AMOUNT:

\$65.2 million

PROJECT DATES:

September 2021 – December 2026

- □ Grant Administration
- ☑ Project Management
- ☑ Planning
- ☑ Project Eligibility
- ☑ Project Selection

- $oxed{\boxtimes}$ Financial Management

- □ Labor Standards/Davis-Bacon Monitoring
- □ Construction Management
- □ Data Management & Reporting

THE SOLUTION

Grant Administration & Technical Advisory: GrantWorks provided key technical guidance to help the City and stakeholders (including subrecipients and beneficiaries) understand the complicated ARPA legislation and eligible use of funds. Our team assisted in project selection and design and

identified existing municipal priorities that qualified for funding under ARPA.

2 CFR 200 Procurement: The project management team has reviewed and amended the City's procurement policies and bid documents to ensure 2 CFR 200 compliance and continues to provide procurement assistance as new projects are launched.

Management Reports: With an expansive group of decision-makers, stakeholders, sub-recipients, and beneficiaries to keep informed, GrantWorks publishes a bi-weekly management report that updates project progress, high-level reporting of grant expenditures, and award allocation announcements. This report enables interested parties to operate from a common data set and facilitates transparency and clarity in the administration process. GrantWorks uses its ARPA grant and project management software solution, GW 20/20, to produce reports for the City. Our team uses GW 20/20 for tracking and managing all projects end-to-end in real-time.

Financial Management: Working closely with the City's accounting department, GrantWorks reviews expenditures and supporting documentation. The project management team updates project and Expenditure Reports in the U.S. Treasury portal every quarter.

THE RESULT

Cultural & Tourism Grant Program: Working closely with the City of Brownsville, the GrantWorks Team designed and implemented all aspects of an application-based beneficiary program to channel \$2.6 million in ARPA funds to cultural and tourism-related nonprofits impacted by the pandemic. GrantWorks managed two rounds of funding and continues to provide comprehensive beneficiary administration and monitoring. Services included:

- Development of Program Guidelines
- Population of a microsite linked to the City of Brownsville website with an Online Grant Application and supporting documentation, including grant requirements, application instructions, grant program FAQs
- Planned and hosted Information Sessions (both in person and virtual) for potential applicants
- Application review and scoring with award recommendations
- Technical advice on how to communicate funding decisions, including providing drafting award letters, and phrasing to avoid appeals
- Financial management of awarded funds
- Development and administration of Beneficiary Agreements and ongoing beneficiary (sub-awardee) administration and monitoring



Cultural & Tourism Grant Information



TEXAS CORONAVIRUS RELIEF BILL EMERGENCY RENTAL ASSISTANCE PROGRAM

THE CHALLENGE

The Texas Department of Housing & Community Affairs (TDHCA) received \$1.3 billion in Emergency Rental Assistance funds from the Coronavirus Relief Bill. This program provided up to 15 months of rent for past and future payments for tenants who felt the impact of the COVID-19 pandemic. The use of funds included rent, rental arrears, utilities, utility arrears, and other housing-related expenses. Assistance was only available to households with less than 80% of the area's median income, which varied by county and the number of members in a household. Both landlords and tenants could apply. Approximately 80,000 households benefited from the rental assistance program.

THE SOLUTION

GrantWorks provided staff to perform eligibility analyses, quality control, and payment processing as a subcontractor. GrantWorks staffed 16 positions on this program with 13 Eligibility Analysts and 3 Quality Assurance Specialists. Our staff processed applications, reviewed income, and determined eligibility for program benefits. They verified rent, utility, and other household expenses by analyzing documentation provided by tenants and landlords. GrantWorks staff also:

- Collected, analyzed, and summarized data for financial control information
- Created updates and reports to communicate the progress of the program effectively
- ▶ Gathered and verified information provided by tenants and landlords
- Developed and maintained professional relationships with the case management team, homeowners, landlords, tenants, and other external groups to provide effective and timely customer service, information, and problem resolution

CLIENT:

Texas Department of Housing & Community Affairs (Subcontractor to Prime)

WORK ORDER NUMBER:

21-064-001-C84

GRANT PROGRAM:

Coronavirus Relief Bill Funds Administered by the Texas Department of Housing & Community Affairs

GRANT AMOUNT:

\$800+ million

PROJECT DATES:

February 2021 – December 2022

- $oxed{oxed}$ Eligibility Analyses
- ☑ QA/QC
- oxtimes Case Management

- ☑ Data Management & Reporting
- □ Documentation Management

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- ► Established and maintained an extensive electronic and hard copy filing system for homeowners, landlords, and tenants
- Reviewed completed applications and approved funding

THE RESULTS

GrantWorks provided a team of well-trained professionals who performed efficient and accurate program eligibility and award analyses. Our team communicated with tenants and landlords to gather information and documentation and promptly entered data into the electronic data system. Both applicants and landlords commented on our assistance, responsiveness, and communication quality.



HURRICANE IKE INFRASTRUCTURE IMPROVEMENT PROGRAM, GALVESTON, TEXAS

THE CHALLENGE

Hurricane Ike, which came ashore with Category 2 winds and a storm surge as high as 17 feet in some locations, devastated the City's housing, businesses, and infrastructure. City leadership initially prioritized restoring and hardening critical water and sewer facility projects. They also saw an opportunity for strategic investment in neighborhoods and public facilities to encourage a broader economic recovery.

This complex \$212 million multi-agency-funded program encompassed major infrastructure and non-housing projects ranging from infrastructure improvements to economic development programming and planning over a performance period of seven years.

The City of Galveston hired GrantWorks to provide professional grant management services in 2014 after a previous firm failed to deliver the level of support and technical expertise required by the City. HUD CDBG-DR and FEMA funds administered by the Texas General Land Office (GLO) were directed to the City over three cycles: Round 1 for \$107 million, Round 2.1 for \$24 million, and Round 2.2 for \$81 million. GrantWorks served as the City's Grant Administrator for all three funding rounds.

The **SOLUTION**

The City of Galveston received funding for over 35 projects through the three rounds. With each round, projects grew in complexity and challenges. The City retained GrantWorks after another consultant stepped down and found the program in disarray. The GrantWorks Team immediately implemented corrective measures to get the programs back on track.

GrantWorks provided consistent team guidance by hosting regularly scheduled meetings with all project participants, including engineers, architects, project managers, and environmental specialists, to manage timelines and expenditures. GrantWorks also worked with the City and

CLIENT:

City of Galveston, Texas

CONTRACT NUMBER: DR-4332-330

GRANT PROGRAM:

CDBG-DR and FEMA Hazard Mitigation Grant Programs

GRANT AMOUNT:

CDBG-DR: \$212 million FEMA: \$10 million

PROJECT DATES:

October 2014 - October 2021

- ☑ Application Development
- ☑ Grant Administration
- ☑ Project Management
- ☑ 2 CFR 200 Compliance
- □ Financial Management
- □ Document Management
- □ Construction Management
- □ Labor Standards Monitoring
- ☑ Data Tracking & Reporting

GLO on implementing grant timeline extensions resulting from previous mismanagement. The regular status update and planning meetings implemented by GrantWorks played an essential role in maintaining stakeholder alignment, schedules, and successful completion of projects under the program.

GrantWorks scaled our staff to meet needs as projects progressed through the grant and project lifecycle. This required creating an agile technical team of subject matter experts the program managers could call upon to ensure proper management and compliance with all the projects. Our team of fit-for-purpose technical SMEs for grant administration support includes experts in environmental review, labor standards, 2 CFR 200 procurement, acquisition/URA, planning, and construction management.

THE RESULT

As this program demonstrates, GrantWorks has an extensive history of providing grant administrative services to the City of Galveston. During the Hurricane Ike Infrastructure Improvement Program, GrantWorks has successfully worked on over 35 major infrastructure and non-housing projects.



TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT-MITIGATION (CDBG-MIT) INFRASTRUCTURE IMPROVEMENT PROGRAM

THE CHALLENGE

The Texas Community Development Block Grant-Mitigation (CDBG-MIT) infrastructure improvements program aims to increase disaster resilience and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship, lessening the impact of future disasters. Congress appropriated \$12 billion in CDBG funds in February 2018, specifically for mitigation activities for qualifying disasters in 2015, 2016, and 2017. HUD allocated an additional \$3.9 billion, bringing the amount available for mitigation to nearly \$16 billion. Texas received \$4.2 billion, with an additional allocation of \$4.6 million for a total of \$4.3 billion.

THE SOLUTION

GrantWorks provided comprehensive grant management services for this large-scale Infrastructure Improvement Program spanning 50+ counties and cities across Texas. During the pre-award phase, our staff worked closely with participating cities and counties to identify and develop grant-eligible infrastructure projects to support community mitigation objectives. Our grant writers and application department subsequently developed and submitted 65+ applications for grants totaling over \$609 million in requests and approximately \$6 million in leveraged amounts for CDBG-MIT infrastructure improvement projects. Now in the post-award phase, we continue to work with city and county grantees to implement strategic and high-impact infrastructure projects that help mitigate disaster risks and reduce future losses.

For this large-scale federal and state-funded program, GrantWorks is administering, managing, and completing infrastructure projects that include improvements to drainage structures (roadside ditches, culverts, flood gates, retention ponds, etc.), street systems, wastewater infrastructure (collection and treatment systems), water infrastructure (distribution, treatment, and

CLIENTS:

Multiple Cities and Counties, Texas

CONTRACT NUMBERS:

50+ Contracts with Multiple Cities and Counties, Texas

GRANT PROGRAM:

Texas Community Development Block Grant-Mitigation Program Administered by the Texas General Land Office

GRANT AMOUNT:

\$609 million

PROJECT DATES:

2021 - Present

- ☑ Grant Writing
- ☑ Project Identification
- ☑ Project Selection
- ☑ Application Development
- $oxed{\boxtimes}$ Grant Administration
- ☑ Project Management
- ☑ 2 CFR 200 Compliance
- ☑ Procurement
- □ Financial Management
- □ Document Management
- ☑ Construction Management
- □ Davis-Bacon Labor Standards Monitoring
- ☑ Data Tracking & Reporting

storage systems), and other mitigation enhancements. These projects serve various beneficiary areas, from target areas within cities and counties to broader jurisdiction-wide efforts.

THE RESULT

Timeliness: We use established project checklists and workflows to keep things on track. We also build checkpoints and oversight into the delivery process, so potential issues can be discovered at the earliest point in the process and addressed before they create a problem. We have received numerous compliments from client cities and counties expressing appreciation for GrantWorks' timely responses.

Cost: GrantWorks works proactively with all stakeholders to 1) avoid issues that may result in questioned costs or audit concerns and 2) resolve identified problems as quickly as possible. For each municipality, we assist with establishing and maintaining compliant financial records and processes by providing a grant ledger to track expenses for grant dollars and local leverage contributions, reporting for all grant activities, and recordkeeping requirements that fully comply with federal and state requirements and local regulations. Our recordkeeping methods consistently receive high marks from state and federal monitors. We focus on maintaining electronic and hard copy documentation so that the jurisdiction is always audit-ready and ensures eligibility and benchmark conformance. Other cost control services include preparing and submitting all required reports, monitoring CDBG-MIT program compliance, implementing fraud prevention and abuse practices, submitting and reviewing all program invoices, and preparing and submitting closeout documents.

Service Delivery: GrantWorks establishes objectives and efforts that align with each entity's need to address mitigation efforts. We create a cohesive work environment coordinating federal, state, and local requirements to complete services on time. We completed our work and services ahead of time in many areas of this program, such as environmental reviews, mitigation planning, application development, and risk assessments.

Quality: GrantWorks achieves performance excellence and high-quality services through outreach and engagement of key stakeholders, project assessments, application assistance, scope and project planning, and implementing effective processes and communication with federal, state, and local officials. These mitigation projects aim to reduce the risk to public infrastructure and services that benefit human health, safety, and/or economic security from being severely affected by natural disasters. The quality of our services and the completion of the mitigation projects transform the communities we serve into safer places.

Client Satisfaction: GrantWorks assigns project managers to each jurisdiction to provide the best customer service possible and provides additional support from our other internal departments. We do it right the first time, and our key to success is communication and processes that keep the client included, informed, and respected throughout the project. We encourage recipients to maximize the impact of funds by leveraging dollars, creating private/public partnerships wherever possible, and coordinating with other federal funding sources if applicable. We support data-informed investments, focusing on the repetitive loss of property and critical infrastructure. We build capacity through ongoing training and adopting policies that reflect local and regional priorities that will have long-lasting effects on reducing a community's disaster risk and decreasing future disaster costs.



LOWER SAN BERNARD RIVER ECOSYSTEM RESTORATION PROJECT, BRAZORIA COUNTY, TEXAS

THE CHALLENGE

Under the RESTORE Act Program, Brazoria County received the Lower San Bernard River Ecosystem Restoration Project funding through the Texas Commission on Quality (TCEQ). This project will restore the San Bernard River's historical flow to the Gulf of Mexico and open the river's mouth via dredging the silt in the channel and river outlet to the Gulf to reestablish normal river flow. Silt has shut the mouth of the San Bernard, which affects the lower San Bernard River's ecosystem by impeding normal drainage flow, water quality, sediment transfer rate, and aquatic ecosystem. The closure also degrades the region's fresh and saltwater marsh system, including areas within the USFWS San Bernard National Wildlife Refuge and the Texas Parks and Wildlife Department's Justin Hurst Wildlife Management Area.

The river's opening provides economic benefits to the state and the nation. During high water events with the river mouth closed, the river water backs up the river into the Gulf Intracoastal Waterway (GIWW), creating a flooding hazard for the citizens who live along the river and an unnatural current along the GIWW. The current impedes the ability of barges to navigate this portion of the GIWW safely. This current also causes more sediment to move along the GIWW, which results in increased siltation near the US Army Corps of Engineers (USACE) Brazos River Flood Gates Project and the deep draft channel at Port Freeport. This increased sediment costs the federal government, the port, and private industry millions of dollars annually in unnecessary dredging costs. Restoring the flow to the San Bernard River will benefit threatened and endangered species and essential fish habitats and improve the Texas coastal estuary system's overall environmental and economic health.

CLIENT:

Brazoria County, Texas

CONTRACT NUMBER: 582-19-97171

GRANT PROGRAM:

RESTORE Act Program Administered by the Texas Commission on Environmental Quality

GRANT AMOUNT:

\$10.8 million

PROJECT DATES:

August 2019 – October 2023

- □ Grant Administration
- ☑ Project Management
- ☑ 2 CFR 200 Compliance
- $oxed{\boxtimes}$ Financial Management
- ☑ Environmental Services
- □ Document Management
- □ Construction Management
- □ Davis-Bacon Labor Standards Monitoring
- ☑ Data Tracking & Reporting
- $oxed{\boxtimes}$ Closeout

THE SOLUTION

GrantWorks provides grant administration services during this project's pre-construction and construction phases for Brazoria County. We developed the TCEQ-approved work plan detailing the project tasks, including timeline estimates, milestones, and deliverables. We monitor contractors and subcontractors to ensure compliance with all requirements. GrantWorks also assisted the County with reporting, required sub-grant activities, and reimbursement requests following applicable federal and state laws and regulations. USACE issued Permit SWG-015-00603, and the project has been designed and is now entering the construction phase.

THE RESULT

Quality: Brazoria County procured GrantWorks after the beginning of the state contract, and GrantWorks has contributed in several ways to the project's success. The RESTORE program is new to the Texas Commission for Environmental Quality (TCEQ). Only a few grants have been awarded, with many in the pipeline to be awarded in the future. GrantWorks has taken responsibility for the project's monthly and quarterly reporting requirements, including coordination with the County and the engineers on the project's progress. Additionally, GrantWorks reviewed the engineering procurement for compliance with federal requirements and assisted with construction procurement. GrantWorks will ensure continued coordination between the design engineer, construction oversight engineer, and environmental monitors to accomplish the project's objectives as the project moves into construction. GrantWorks has adapted quickly to the requirements of the RESTORE program, applying best practices from our extensive federal and state agency experience.

Client Satisfaction: Frequent and open communication has been essential to meet the RESTORE program's specific requirements. GrantWorks jumped in quickly to meet the Work Plan deadline for TCEQ review and approval and has made several updates at the County's request. Our prompt response rate has been helpful to the County. We have also ensured that communication remains open around monthly reporting, assisting the County in understanding the guidelines for this recently funded initiative.



HURRICANE IKE CDBG-DR INFRASTRUCTURE IMPROVEMENT PROGRAM, HOUSTON, TEXAS

THE CHALLENGE

After Hurricane Ike landed on September 13, 2008, the City of Houston sustained flooding, causing critical street and drainage infrastructure to fail. Floodwaters submerged the City's roadways, and the existing storm sewer/drainage system infrastructure could not handle the water generated during the storm. The flooding and resultant infrastructure failures threatened residents' public health, safety, and welfare and impeded emergency vehicle access.

To repair the infrastructure and reduce the possibility of failure in future storms, the City of Houston used \$22 million in CDBG-DR funds to improve drainage in four lower-income central city neighborhoods. Activities included constructing storm sewers, drainage ditches, culverts, and other flood and drainage improvements serving the Near Northside. GrantWorks also restored the function of the road for primary access and emergency vehicle use and reconstructed an open ditch storm drainage system in the Greater Fifth Ward, Near Northside, and Old Spanish Trail/South Union neighborhoods.

THE SOLUTION

As the Grant Administrator for these activities, GrantWorks provided grant administration and project delivery services to the City.

THE RESULT

Cost: GrantWorks staff worked with local stakeholders and project engineers to ensure all project elements were within budget. The infrastructure improvements included four separate construction projects, each bid and under construction at different times. We maintained a grant ledger and tracked project costs closely with the project engineer for cost control to account for each project's costs.

CLIENT

City of Houston, Texas

CONTRACT NUMBER: 14-236-000-8329

GRANT PROGRAM:

Community Development Block Grant-Disaster Recovery (CDBG-DR) Administered by Texas General Land Office

GRANT AMOUNT:

\$22 million

PROJECT DATES:

October 2014 – March 2010

- □ Application Preparation
- ☑ Grant Administration
- ☑ Project Management
- □ 2 CFR 200 Compliance
- ☑ Procurement

- ☑ Environmental Services
- ☑ Document Management
- □ Construction Management
- ☑ Davis-Bacon Labor Standards Monitoring
- ☑ Data Tracking & Reporting

Service Delivery: GrantWorks provided and delivered all services on time with no findings.

Quality: GrantWorks worked with the City of Houston Housing and Community Development Department staff, Near Northside TIRZ Board, Houston Public Works, Mayor's Recovery Office, General Land Office, Jones & Carter, and RPS Engineering to ensure that the projects conformed to performance statements and schedules. We conducted monthly meetings and held weekly meetings at critical junctures as needed. These meetings helped ensure that all stakeholders were well-informed and ready to move to the project's next step. Effective stakeholder communication and coordination were essential for this large-scale five-year project.

Customer Satisfaction: GrantWorks coordinated with several City Departments to facilitate project implementation. One of the open ditch locations was adjacent to an identified hazard facility, triggering additional environmental clearance requirements. Rather than delay construction for all locations, GrantWorks proposed splitting the construction contracts to allow open ditch work to start in other locations. GrantWorks expedited the construction to restore the drainage's function outside several neighborhoods impacted by Hurricane lke by allowing the open ditch work to start in other locations. Once GrantWorks environmentally cleared the last site, we expedited the bidding and construction process.

1.4 References from Current/Past Clients

We take pride in our performance, helping implement projects on time, within budget, and in compliance with state and federal requirements. Speaking to our clients is the best way to evaluate our work performance. We have provided references for projects from past/present clients in **Figure 4**.

Figure 4: GrantWorks References from Past/Present Clients



CITY OF BREMOND

Ricky Swick
City Mayor
City of Bremond
201 S. Dallis
Bremond, Texas 76629

Telephone: 979-776-9700 rickyg224@gmail.com



CITY OF CENTERVILLE

Noal Ray Goosby City Mayo City of Centerville 325 E. St. Mary

Centerville, TX 75833 Telephone: 903-536-2515 ngoolsby@centervilletx.gov



CITY OF NORMANGEE

Sunny Wobig
City Secretary
City of Normangee
107 Main Street
Normangee, Texas 77871
Telephone: 936-396-3691
cityofnormangee@hotmail.com



CITY OF OAKWOOD

Sherry Smith
City Secretary
City of Oakwood
135 E. Broad Street
Oakwood, Texas 75855
Telephone: 903-545-2131
cityofoakwood@windstream.net



CITY OF SOMERVILLE

Danny Segundo
City Administrator
City of Somerville
606 Memory Lane
Somerville, Texas 77879
Telephone: 979-596-1122
managercos@somervilletx.gov



LEON COUNTY

Judge Byron Ryder County Judge Leon County 103 E. St. Mary

Centerville, Texas 75833 Telephone: 903-536-2331 byron.ryder@co.leon.tx.us

CITY OF NAVASOTA, TEXAS I PROJECT DELIVERY SERVICES FOR THE U.S. DEPARTMENT OF TRANSPORTATION'S PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION'S NATURAL GAS DISTRIBUTION INFRASTRUCTURE SAFETY AND MODERNIZATION GRANT PROGRAM



SECTION 2 – WORK PERFORMANCE

2.1 Submits Requests to the City/DOT PHMSA in a Timely Manner

GrantWorks' effective communication and management strategies help us promptly submit requests to the City and DOT PHMSA. We employ tracking systems, weekly and biweekly portfolio reviews, and email management systems. We also allocate adequate staff and resources to implement each project successfully. As proactive grant managers, communicating with clients and funding agencies distinguishes GrantWorks in the marketplace. Being a proactive grant manager means we like to plan, do, check, and act ahead in anticipation of meeting the City's needs and DOT PHMSA's requirements.

These tools and strategies help us respond quickly to requests and help staff identify potential project risks and anticipate future project needs. GrantWorks assigns project manager workloads to allow capacity for meeting project implementation and client needs. Our project managers maintain project calendars containing information on key dates for submittals of project documentation and milestone targets. We plan these dates to ensure that all steps needed to complete tasks or respond to requests are included and completed in a timely fashion.

GrantWorks' project managers work closely with our clients and DOT PHMSA. Every project manager participates in no less than two monthly project portfolio management reviews, during which every aspect of performance is discussed, including anticipated requests from clients and funding agencies. We have developed project checklists to plan and send requests for information well in advance of any potential critical deadline. Additionally, every project manager receives ongoing training and weekly updates on agency requirements and submission deadlines, anticipating future requests. These measures mean no box is left unchecked, and no request is unanswered.

2.2 Responds to the City/DOT PHMSA Requests in a Timely Manner

GrantWorks will respond to the City and DOT PHMSA requests promptly. We feel that it is essential to respond to the City and DOT PHMSA requests in a timely manner. We understand that the City and DOT PHMSA expect us to address and handle your concerns professionally, effectively, and swiftly to keep clients satisfied.

With decades of experience, our team has a solid working knowledge of DOT PHMSA requirements. We have used that experience to develop successful management strategies to respond to client requests quickly and accurately. Our broad knowledge base helps us effectively and efficiently support our clients, successfully implement all projects, and meet federal and state requirements. Effective stakeholder communication and coordination allow us to respond quickly to requests without sacrificing quality. Project managers are assigned workloads that provide them with the necessary capacity to focus on project implementation and client needs. The GrantWorks management team oversees staff workloads and ensures that the project team implements effective time management and communication strategies.

As part of GrantWorks project management training, we teach our employees about performing our services by providing excellent customer service. Our employees also learn how GrantWorks responds to clients in terms of time management, prioritizing client issues, and, in rare circumstances, dealing with upset clients. Our project management training helps employees understand why responding to requests is essential from a client's perspective.

2.3 Past Client/DOT PHMSA Projects Completed on Schedule

Using our extensive experience, we can predict and mitigate delays early in the project, charting critical paths to timely completion and sticking to the path (**Figure 5**).

- At the start of each project, our project managers meet with clients, vendors, and stakeholders to discuss potential alternative project activities.
- We also quickly confirm and obtain all necessary documentation and avoid delays caused by unforeseen circumstances.
- At each project step, we work with stakeholders to meet the scheduled milestones and ensure procedures meet all federal and state requirements.
- Working closely with local governments, vendors, and other parties ensures that projects conform to project performance statements and schedules.

GrantWorks project managers implement program-eligible and environmentally cleared programs by communicating regularly with vendors and clients. Staff also work with clients to prepare and submit proposed contract amendments on time. GrantWorks benefits from a large team of specialized staff to quickly complete any necessary environmental reviews, beneficiary surveys, and amendment requests. When a project revision is needed, we work closely with the state, vendors, and clients to evaluate options, amend contracts to comply with programmatic requirements, and meet milestones in the grant agreement.

Figure 5: GrantWorks Strategies for Keeping Projects on Track.

Our project management approach uses several powerful strategies to keep projects on track. Some of the most impactful strategies are:				
Experienced Program/Project Managers:	Keeping projects on schedule starts at the top. Leaders can make or break success. Thus, selecting the best project manager for your specific project is the key to success for any project. Our experienced project managers can also simplify the tasks required to deliver projects on schedule, making it easier for our project teams to understand and execute them.			
Understand the Project Plan:	Our project managers take the time needed to develop robust project plans. They also coordinate with all relevant parties (i.e., City/County staff, vendors, state agencies), incorporate input, ask questions, and consider potential issues.			
Communication:	Communication is an essential attribute for keeping projects on track. The project will likely stay on track if all team members, supporters, sponsors, and clients are aligned. Typically, most projects will have scheduled check-in meetings (daily, weekly, bi-weekly) to keep all stakeholders informed and updated on project progress. Minutes will be taken of all meetings and added to the project record.			
Focus on the Critical Path:	GrantWorks understands that the secrets to success relate to focusing on the critical path. We focus on tasks most likely to keep the project from progressing at the right pace and those likely to impact results.			
Follow up with Task Owners:	We follow up with task owners to ensure success. Our project managers check in with task owners to remind them of upcoming tasks, especially critical path tasks. They do a quick check-in to ensure the owner is prepared to start on time			

Figure 5: GrantWorks Strategies for Keeping Projects on Track.

Our project management approach uses several powerful strategies to keep projects on track. Some of the most impactful strategies are:				
	and has the resources to complete the task successfully. They also ask if the task owner has any concerns and address them before starting.			
Embrace Project Supporters:	Project supporters are integral to project success. We identify project supporters and keep them in the loop, ensuring they understand how to contribute to the project's success. Providing this information makes it easy for them to support the project.			
Celebrate Successes:	An essential part of any project is celebrating small wins along the way. GrantWorks does not wait until we complete a project to celebrate success. We look at key performance indicators to see if the project is moving in the right direction; we recognize the project's progress and celebrate the team's contributions.			
Monitor Metrics:	GrantWorks does not wait until the end to evaluate project success. We identify milestones, keep an eye on critical path milestones, and monitor progress toward these milestones. For critical milestones, we develop interim checkpoints to monitor progress along the way and adjust the schedule as needed.			

2.4 Work Products Consistently of High Quality with a Low Level of Errors

GrantWorks maintains technical accuracy and quality on projects by following these three critical steps:

- **Step 1:** Thoroughly assess and understand the City's requirements and needs.
- **Step 2:** Plan and perform work in a manner that meets those needs.
- **Step 3:** Continuously enhance the effectiveness and efficiency of our systems and processes.

GrantWorks focuses on mapping out operational processes and performing quality checks to maintain audit-ready project files.

- Our standard operating procedures (SOPs) provide the framework for this consistent approach throughout the firm while allowing the flexibility to address specific needs and requirements.
- Our system aims to achieve customer satisfaction by preventing nonconformity at all stages.

We take a proactive approach to quality and performance management on each project, starting with initiation. GrantWorks' technical knowledge and industry experience allow us to detail the deliverables in the work scope and incorporate the appropriate level of monitoring and control to document compliance. We have used and enhanced this proven quality management program based on our performance on thousands of city and county projects in the last four decades.

GrantWorks Quality Program.

- This tool helps establish adequate measures and controls over projects and financial performance and is a monitoring guide.
- Our quality program provides protocols for managing corrective actions and relevant process improvements to ensure performance and compliance deficiencies are corrected and not repeated.

- We continually track and monitor project trends, issues, and corrective actions—ensuring items are updated across related documentation and training programs to provide compliance and maximum efficiencies with updated and clarified project requirements.
- Following our quality program means our work products are consistent with low error.

GrantWorks offers detailed and ongoing internal training to its staff. We educate employees on the latest state and federal regulations via weekly meetings and department and company-wide emails. Senior management puts extra time and effort into contextualizing regulatory changes and program requirements so that all staff understands the implications of any programmatic change and can apply that knowledge effectively. Our project team develops and implements project-specific internal and external checklists, and employees meet with management regularly. Our staff also benefits from informal peer-to-peer learning and coaching opportunities.

GrantWorks staff also track and monitor sub-recipient performance for each project and grant program, including tracking deliverables and compliance testing. We periodically evaluate client compliance with applicable state and federal rules, regulations, policies, and statutes. This information helps project managers anticipate and address past problems before becoming an issue for future projects.

GRANTWORKS QUALITY PROGRAM

Our Quality Program includes:

- ▶ Mapping out QA/QC requirements for all project processes and performance.
- Providing detailed checklists with continual training and regular updates to staff and other affiliated personnel.
- ► Conducting timely QA/QC tests where possible.
- Reviewing and following up on reports, noting anomalies, and ensuring that terminology and statuses are consistent across the project and areas of work.
- ▶ Checking for accuracy and validity of program data and documentation.
- Adhering to contracts or agreements, guidelines, applicable federal/state laws, and program policies and procedures.

2.5 Past Client/DOT PHMSA Projects with a Low Level of Monitoring Findings/Concerns

The GrantWorks Team has followed thousands of grants from obligation through closeout and developed a keen understanding of what constitutes entirely supported grant records. Our seasoned veterans will assist the City with fiscal monitoring by following established policies, procedures, and system controls to ensure documentation complies with relevant local, state, and federal regulatory terms. We have done this for past clients on DOT PHMSA projects resulting in low levels of monitoring findings or concerns.

Our broad knowledge of federal and state program requirements ensures that our technical assistance is well-researched and accurate, resulting in few monitoring findings and concerns. GrantWorks' overall approach identifies and addresses problems long before the state funding agency audits the project.

When a project is monitored, we provide high-touch assistance to our clients regarding potential findings. We have helped DOT PHMSA recipients avoid and resolve findings by assisting them in drafting and implementing best practices. We also help our clients draft monitoring-related correspondence, helping them resolve findings quickly and efficiently.

GrantWorks staff establish, implement, and retain quality control measures to meet client and state deliverables and timelines, reducing the likelihood of findings during the grant monitoring process. Weekly departmental and one-on-one meetings keep GrantWorks staff updated on the latest state and federal regulations and provide a forum for identifying and discussing programmatic challenges and solutions. We co-locate project and junior staff to easily access and learn from their more senior colleagues. We also continuously evaluate our processes for quality assurance with frequent checkpoints throughout a grant's lifecycle, ensuring a high level of compliance with the project requirements.

We have identified some common compliance problems when working with recipients of federal funds. These issues include procurement, contracting, labor standards, citizen participation, environmental compliance, ineligible or unreasonable cost, and recordkeeping. Our team will use this experience in implementing and monitoring any project developed with the City. We will work with the City to develop a risk-based monitoring and compliance strategy that is collaborative and consistent with state and federal frameworks. Our references provide the best evidence of our long-demonstrated history of complex grant management and compliance expertise.

2.6 Managing Projects with Budgetary Constraints

During the application and project planning phase, GrantWorks staff work closely with clients to ensure the budget reflects anticipated costs. Then during project implementation, project managers coordinate with local stakeholders and vendors to develop a bid schedule that allows for the flexibility needed to make a contract award that falls within budget. We do this by identifying additive and deductive alternates and updating cost estimates. This process helps ensure that each client can use every dollar of the budget without exceeding the available budget.

GrantWorks staff work with stakeholders to verify that all project elements are program eligible and within budget. Our staff uses company-developed systems and processes to track project costs against budgetary constraints. Our project managers work directly with local officials and vendors to prepare project-specific budgets, track implementation, and draw requests against those budgets. We create and maintain a grant ledger for each project and review the client's local financial policies and procedures. Our recordkeeping methods consistently receive high marks from state and federal monitors.

As shown in **Figure 6**, projects often run into three interrelated constraints:

- Budget
- Scope
- Schedule

GrantWorks' project managers proactively address areas where a project could face challenges at any point in the process and present them to clients and the project team. By setting realistic project goals and sharpening each project's scope, our project managers can prevent or successfully manage significant constraints later during implementation. Our project managers do this by:

Using a Proven Project Management System: We train our project managers to use GrantWorks' project management system to schedule regular checkpoints. We understand that the best way to fix a problem is to identify it quickly.

Revisiting the Project Planning Phase: GrantWorks' project managers identify aspects of the project that could be reassigned to staff members rather than contracting them out to subcontractors or vendors. We communicate budget constraints to our subcontractors and vendors to determine their flexibility. We often find that GrantWorks has positive and long-standing relationships with our vendors, and we can work with them to overcome any challenge.

Reevaluating the Workflow: Our project managers understand that resolving inefficiencies in our basic grant management workflow can help alleviate time and cost. We ensure communication lines remain open, that a system of checks and balances is in place, and that our project managers track progress for future reference to optimize the workflow quickly.

Analyzing Root Causes: When our project managers identify a problem contributing to budgetary constraints, they meet with staff, identify the root cause that led to the problem, and implement corrective actions.

Being Creative: Our project managers and project teams think outside the box to overcome challenges that individual projects may experience. Thinking outside the box is especially important for projects with budgetary constraints. If the project team cannot solve a budget constraint, we will explain the situation and develop a mutually beneficial solution together.

Documenting Lesson Learned: Once GrantWorks completes the project, we set aside time for our project managers and project teams to reflect on what went well

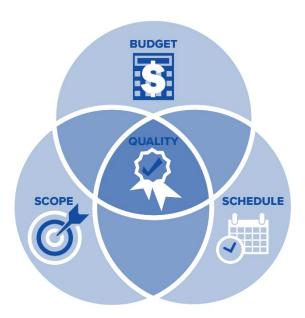


Figure 6: Project Management Constraints. The quality of a project is constrained by the project's budget, schedule, and scope. Our Project Managers know how to adjust the schedule and scope when faced with budget constraints to keep quality high.

and where there is room for improvement. We debrief and evaluate problem areas of the project, discuss how we can avoid such problems on future projects, and how we could better handle the situation moving forward.



SECTION 3 – CAPACITY TO PERFORM

3.1 Qualifications of Professional Administrators/Experience of Staff

GrantWorks has the staff and capacity to complete multiple simultaneous large- and small-scale projects and scopes of work.

Figure 7: Why the City of Navasota Should Select GrantWorks

GRANTWORKS KEY STRENGTHS AND BENEFITS – WHY SHOULD THE CITY OF NAVASOTA SELE US?	СТ
Our dedicated Client Services Department will support you after the projects are complete.	✓
With 400+ full-time employees, we are the largest Texas-based firm dedicated to project management for local governments.	✓
We can carry out the work in-house.	✓
We have vast experience delivering grant programs in Texas.	✓
We also have extensive experience with water, sewer, drainage, pipeline, and street projects.	✓
We are knowledgeable of DOT PHMSA systems and processes.	✓
We are familiar with local codes and ordinances (zoning, floodplain, permitting, building code)	✓
We understand federal and Texas statutes and regulations (Stafford Act, 2 CFR 200, Local Gov't Code)	✓

Our capacity extends to the number and the quality of staff we bring to the table. Our team has administered state and federal programs for more than 40 years. The breadth of our experience and the lengthy tenure of our senior staff means that this team has a thorough working knowledge of program-specific requirements and cross-cutting federal regulations, including 2 CFR 200, Stafford Act, and Supplemental Appropriations Bills.

GrantWorks employs 400+ staff members. Our highly skilled staff can quickly and effectively begin to implement the services described in this RFP. With our strong connections in Texas communities, we are confident that we can add the capacity needed to execute these services quickly.

GrantWorks hires and retains skilled and experienced employees—over 50% of our employees hold a master's degree in law, city planning, engineering, business administration, construction management, public administration, or fields relevant to implementing federal grant projects. With our strong connections in Texas communities, we have the capacity and expertise needed to execute these services immediately. Look no further; our staff believes in working on projects through teamwork, where teamwork is the ability to work together toward a shared vision—**your vision**.

3.1.1 Organization Chart

We have provided an organization chart for the GrantWorks Team in **Figure 8**. GrantWorks has provided resumes for key personnel in **Attachment 1**.

Upon contract award, our Vice President of Application Services Mirenda Harris, will work with our Directors of Application Services, Shawna McElfish, and Charles Edwards, to assign an Application Services Team to work on your DOT PHMSA NGDISM and other grant applications. Upon the DOT PHMSA grant award, your assigned Project Manager will work closely with Vice President of Community Development Tyler Smith, Associate Vice Presidents of Community Development Maureen Mahoney and Ross Woods, and Directors of Community Development Cristal Funderburk, Jeff Carrillo, and Regan Lenehan to assign a project team to work with the City. GrantWorks has summarized the qualifications and experience of our leadership, application services, and project management below.

Our DOT PHMSA Team leadership will identify the specific staffing needs of each project. As determined by the project's needs, we will designate fully trained support staff to assist the assigned Senior Project Manager with expert/specialty services such as procurement, construction management, planning, environmental, labor standards, and GIS/mapping support. The organizational chart and the short bios below describe only a few of our available staff who can provide support services to ensure that all projects comply with DOT PHMSA requirements.

3.1.2 Leadership and Project Management Services

Bruce Spitzengel, Principal-in-Charge

Bruce Spitzengel has worked with grants since 1975, first as the planning director for Texas City, then as CDBG Manager for Pasadena, Texas. In 1979 he founded a Houston, Texas-based firm that eventually became GrantWorks. Now headquartered in Austin, the firm has grown to include 400 employees in 8 primary offices and 77 field locations. GrantWorks is Texas's most successful local government grant services provider due to Bruce's expertise in ARPA, HUD CDBG, HOME, planning, infrastructure development, affordable and fair housing, and application preparation.

Under Bruce's leadership, GrantWorks has become a full-service project management firm. The firm specializes in grant administration, application preparation, technical assistance, beneficiary documentation, planning studies, land and infrastructure development, affordable housing development, and state and federal compliance. GrantWorks has secured and managed over \$8 billion in grant funding for 450+ local government clients. In addition to business development, Bruce plays a direct role in creating federally funded projects, including CDBG infrastructure, CDBG-DR, and affordable multi-family housing. Bruce has helped countless communities develop complicated CDBG projects; his significant knowledge base was gained from over 40 years of grant and CDBG experience.

Mirenda Harris, Vice President of Application Services

Mirenda Harris has 18 years of application development experience. She is adept at navigating complex application requirements, developing checklists to guide the application process, developing template policy documents, and communicating daily with elected officials, key staff, and engineers to guide the application process. She has been instrumental in developing the processes and procedures the GrantWorks applications team uses. Mirenda began her career with Kerbow & Associates Consulting in 2003, managing Disaster Recovery, HOME, Community Development, Texas Capital Fund, and the State Energy Conservation Office projects. Mirenda joined GrantWorks in 2013, and she writes applications and manages contracts from her office in Palestine, Texas. Mirenda has a BS in Sociology from the University of Texas at Tyler.

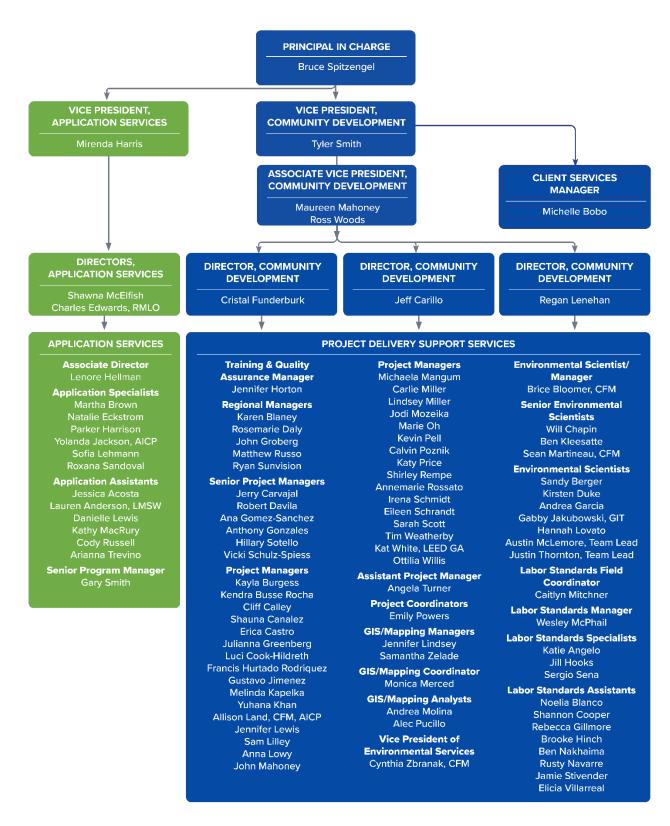


Figure 8: The GrantWorks Team's Detailed Organization Chart for the DOT PHMSA NGDISM Program.

Shawna McElfish, Director of Application Services

Shawna McElfish is a TxCDBG Certified Administrator. She joined GrantWorks in October 2019 as an Application Specialist and has quickly moved up the ranks. As Director of Application Services, Shawna is responsible for monitoring the progress of deadlines and overseeing the preparation of application materials. She continues to write grants for community and economic development projects. She coordinates with municipalities, chambers of commerce, local businesses, economic development corporations, and other local entities to develop DRP application projects.

Charles Edwards, RMLO, Director of Application Services

Charles has 15 years of grant application and administration experience and an additional six years in residential construction project management. Charles joined GrantWorks as a Director of Application Services after owning and operating a community development consulting firm where he applied for and managed state and federal funding for municipal and county governments. Charles has successfully received funding for hundreds of applications through multiple federal and state agencies. He is a TxCDBG Certified Administrator with a BS from Texas A&M University, Commerce.

Tyler Smith, Vice President of Community Development

As Vice President of Community Development, Tyler Smith oversees the daily operations of the Community Development Team. As an integral member of the GrantWorks leadership team, Tyler developed the firm's internal procedures for implementing agency regulations, and he assists in training new project management employees. Tyler is a government solution professional with over ten years of experience serving communities devastated by coastal and river flooding. Tyler began working in disaster recovery in 2010 in Cedar Rapids, managing a rental rehabilitation program following the Great Iowa Flood of 2008. In 2013, he moved to New York to launch the State's Hurricane Sandy recovery buyout program, which eventually purchased more than 1,300 homes in Staten Island, Queens, Brooklyn, Rockland County, Long Island, and upstate New York. In early 2018, Tyler moved to Houston to support the Texas General Land Office's Partial Repair and Essential Power for Sheltering (PREPS) Program, primarily working as a Data and Reporting Manager. He is currently GrantWorks' Vice President of Community Development. Tyler has experience working as a HUD Technical Assistance Provider, a URA compliance consultant, and a licensed real estate professional.

Maureen Mahoney, Associate Vice President of Community Development

Maureen Mahoney has over 40 years of grant management experience and joined GrantWorks in January 2021 after 14 years of working for the State of Texas. Maureen works with local governments to develop projects and grant applications focused on infrastructure improvement and bolstering rural economic development. She has deep knowledge of a wide range of funding entities and programs, including Texas CDBG Community Development, Colonia, Capital, Disaster Relief, and the U.S. Department of Commerce, Economic Development Administration's infrastructure programs. Maureen holds a BS in Business Administration and Management from Williams Woods College.

Ross Woods, Associate Vice President of Community Development

With nine years of program management experience, Ross Woods is an experienced manager capable of directing multiple work streams concurrently. He has expertise in implementing and leading project teams of various sizes to achieve measurable results. Ross is passionate about crafting and devising people-centered solutions that drive equal opportunity access. He has an MBA in Economic Development from Eastern University and a BBA in Real Estate.

Cristal Funderburk, Director of Community Development

Cristal Funderburk focuses on internal process improvement, quality control, labor standards, and mentorship of the Community Development team. She has managed over 50 Federal and State projects totaling more than \$30 million for Texas communities. She manages public infrastructure construction, disaster recovery, housing rehabilitation, and coastal projects. Since joining GrantWorks in 2011, Cristal has mastered the complexities of CDBG contracts and serves as a liaison to local governments and state agencies on Community Development topics. Cristal shares her expertise with new employees as part of the project management training team.

Jeff Carrillo, Director of Community Development

Jeff Carrillo assists communities with project implementation and provides internal support for the GrantWorks Community Development project management team. His responsibilities include managing numerous CDBG-funded grants, including Community Development, Colonia, and Downtown Revitalization Programs through the Texas Department of Agriculture and Disaster Recovery grants funded through the General Land Office. He has also managed Texas Department of Transportation Texas Infrastructure Fund grants. Jeff is a TxCDBG Certified Administrator and has successfully shepherded a number of federally funded grants through the entire grant administration cycle, from contract execution to state monitoring and closeout. Projects managed include public infrastructure, private property rehabilitation, and disaster recovery. Jeff's project management efforts focus on ensuring that the quality of service to internal and external stakeholders meets the highest standards.

Regan Lenehan, Director of Community Development

Regan Lenehan has been a valued member of the GrantWorks Community Development Department since 2004. She began her career as a Project Manager, focusing on public infrastructure and economic development projects. Currently, she trains and oversees a team of Community Development Project Managers, providing technical assistance on CDBG grants funded by the Texas Department of Agriculture and the Texas General Land Office. Regan specializes in Community Development, Colonia Construction, Main Street, Downtown Revitalization, and Disaster Recovery/Mitigation contracts. She is a TxCDBG-certified administrator and has successfully managed over 75 federally funded projects. Her experience includes public infrastructure, private property rehabilitation, economic development, downtown revitalization, and disaster recovery. She has also managed the Texas Infrastructure Fund and Safe Routes to School grants funded by the Texas Department of Transportation.

Michelle Bobo, Client Services Manager

As a Client Services Manager, Michelle Bobo establishes and maintains client relationships. She assists communities in developing eligible projects, attending meetings with local elected officials, completing employee interviews, and completing site visits. Michelle regularly reviews state regulations, action plans, new legislation, application guides, manuals, and federal registers to keep abreast of grant funding opportunities and program changes. She also identifies and reviews local government needs and priorities that may be addressed through various funding opportunities, coordinates project development meetings, and attends applicable stakeholder meetings.

3.2.3 Application Services

Lenore Hellman, Director of Application Services

Lenore Hellman is an exemplary writer, planner, and accountant, adept at prioritizing and delegating project tasks. She is highly organized and detail-focused. Lenore has written grants for two years and is a TxCDBG Certified Administrator. Before GrantWorks, she worked in both nonprofit and business environments. Lenore earned an MA in Social Anthropology from the University of St. Andrews and a BS in

Deaf Studies from Gallaudet University. She is interested in human behavior and performance, speaks multiple languages, and enjoys communicating on social media.

Martha Brown, Application Specialist

Martha Brown is a Community Development Block Grant (CDBG) expert and works directly with local governments to assess needs that could be addressed with federal grants funded through TxCDBG programs. Since joining GrantWorks in 2018, Martha has focused on assisting communities in identifying grant opportunities and writing and coordinating applications through funding.

Natalie Eckstrom, Application Specialist

Natalie Eckstrom has a background in local government operations, with eight years of experience working with federal and state grants covering a variety of disciplines such as emergency management, disaster recovery and mitigation, social services, veterans' services, parks and recreation, and criminal justice. She began her career in grants administration in Nueces County in 2014 and was promoted to Grants Writer/Coordinator in 2019. She was responsible for federal and state grant programs that demanded consistent attention to detail, diligent time management, and excellent interpersonal skills. Her daily duties required constant contact with federal and state grantors such as FEMA, GLO, TDEM, and other local, state, and federal entities. Natalie has a BBA in Business Administration from Texas A&M Corpus Christi.

Parker Harrison, Application Specialist

Parker Harrison is an experienced community development administrator with a demonstrated history of working in government administration. He has been with GrantWorks as an application specialist since July 2020 and manages tasks such as gathering data, monitoring the progress of deadlines, and preparing application materials. He is skilled in ArcGIS, analysis, coaching, team building, budgeting, and administration of projects and activities. Parker holds a BS in Kinesiology and Exercise Science from Schreiner University and is a TxCDBG Certified Administrator.

Yolanda Jackson, AICP, Application Specialist

Yolanda Jackson is a results-driven urban planning professional with 18 years of working in various aspects of community affairs and real estate. Her background offers a unique blend of public- and private-sector experience. Yolanda's strengths include an ability to learn quickly, a passion for collaboration, and an analytical and detail-oriented approach to her work. Yolanda is focused, personable, and innovative. She has a BS in Urban Studies/Affairs from Michigan State University and is a Certified Planner with the American Institute of Certified Planners.

Sofia Lehmann, Application Specialist

Sofia Lehmann relies on over ten years of writing and editing experience in her day-to-day duties as an Application Assistant. She brings valuable utility industry insight and a solid financial background from her experience as a utility analyst. Sofia is skilled in managing audits, monitoring operating budgets, developing financial analyses, and ensuring compliance. She holds a BA in Economics and Asian Studies from Furman University.

Roxana Sandoval, Application Specialist

Roxana Sandoval has 17 years of professional grant writing and project management experience. She has managed well over 100 projects. Roxanne has written applications for and managed community development, economic development, disaster recovery, housing, and planning grants through various TxCDBG programs. She holds an MS in Health and Kinesiology from Texas A&M University.

Jessica Acosta, Application Assistant

Jessica Acosta is an Application Assistant at GrantWorks. With an MA and BA in Communication from the University of Texas at San Antonio, Jessica applies her skills to establish and maintain effective communication and working relationships with staff, state and federal agencies, and private organizations. Jessica provides client support throughout the grant application lifecycle, from inquiry to application, reporting, and archiving files after submission. Jessica guides clients through the application process and serves as a liaison with grant subject matter experts (SMEs). She facilitates integrated stakeholder communications and performs document quality reviews to ensure grant applications comply with formatting and content requirements.

Lauren Anderson, LMSW, Application Assistant

As an Application Assistant, Lauren Anderson guides clients through grant and funding stream application processes and serves as a liaison with Subject Matter Experts (SMEs). She facilitates integrated stakeholder communications and performs document quality reviews to ensure grant applications comply with formatting and content requirements. Lauren holds an MS and a BS in Social Work from Abilene Christian University and is a Licensed Master Social Worker (LMSW).

Danielle Lewis, Application Assistant

Danielle Lewis has four years of assistant experience and one year of grant writing experience. She was a grant writer at the Concho Valley Council of Governments, writing foundation grants for capital projects and program funding. She also has experience working in municipal government at the City of San Angelo, where she researched municipal policy for the City Attorney. Danielle assists with application preparation and submission according to grant program requirements as an Application Assistant. She has an MPA in Public Administration and a BA in Political Science from Angelo State University.

Kathy MacRury, Application Assistant

Before joining GrantWorks, Kathy MacRury was Assistant County Treasurer for Wood County. Her background in county government administration and knowledge of accounting and financial processes helps her provide expert technical guidance to clients. She ensures all grant application submittals are complete, compliant, and timely.

Cody Russell, Application Assistant

Cody Russell is a Certified Grant Writer and program specialist with six years of leadership experience and a community parks and recreation background. He is a knowledgeable resource regarding sports programming, camp administration, and natural resource management. Cody has an MS in Parks, Recreation, and Tourism Management from Clemson University and a BA in Criminology and Criminal Justice from the University of Texas at Arlington.

Arianna Trevino, Application Assistant

As an Application Assistant, Arianna Trevino coordinates the application process, including contributing to project development efforts and supporting the client services and project implementation teams. She tracks application milestones, ensures grant-specific deadlines are met, and helps coordinate public meetings and workshops, facilitating communication among local officials, businesses, and community stakeholders. Anna has a BA in Sociology from the University of Texas at Austin.

Gary Smith, Application Specialist and Senior Program Manager

Gary Smith is an Application Specialist and Senior Program Manager. He holds a Master of Public Administration and a Bachelor of Arts in Political Science from Texas Tech University. Gary has more than 40 years of professional experience in both the public and private sectors, including 20 years of writing

grant applications and administering programs funded through the Texas Department of Agriculture (TDA), Texas Department of Transportation (TxDOT), Texas General Land Office (GLO), and Texas Parks and Wildlife Department (TPWD).

3.2.4 Project Support Services

Jennifer Horton, Training & Quality Assurance Manager

Jennifer Horton began her career at GrantWorks as a Community Development Project Manager in 2018. She was promoted to Senior Project Manager in 2020, and in October 2021, Jenny was named Manager of Training & Quality Assurance for the Community Development department. Before joining GrantWorks, she held the lead analyst position at Accenture, managing a quality and risk analyst team. Jenny has many years of management and administration experience in the public, private, and nonprofit sectors. She holds an MS in Social Work focused on Community Administrated Leadership from the University of Texas in Austin and a Nonprofit Governance portfolio from the Lyndon B. Johnson School of Public Affairs. Jenny is also a TxCDBG Certified Administrator.

Regional Management

Karen Blaney, Regional Manager

Karen Blaney has over 18 years of experience working in a university, nonprofit, and consulting organizations in sustainability, mitigation, and disaster recovery. Her technical expertise enables her to manage and coordinate multiple program areas. She has experience with FEMA's Public Assistance and Hazard Mitigation Grants, the Texas CDBG and CDBG-DR programs, and RESTORE Act grants--which fund coastal restoration activities in response to the Deepwater Horizon oil spill. Before joining GrantWorks, Karen worked on various sustainability and infrastructure projects with the University of Texas at Austin, SPEER, and the City of Austin Watershed Protection Department. Born in San Antonio, Karen holds an MA from Pennsylvania State University and a BA from Austin College in Sherman, Texas. She is a TxCDBG Certified Administrator.

Rosemarie Daly, Regional Manager

With 13 years of grant administration experience, Rosemarie (Rosie) Daly is a proactive, results-oriented professional with extensive compliance, monitoring, and data management, serving communities in need. She is resourceful, efficient, honest, and ethical, with a strong work history. Rosie is a quick problem solver when dealing with new concepts, systems, and procedures, and qualified, professional, and articulate in client and community interactions at every level. Her strong interpersonal skills and a high tolerance for ambiguity help Rosie develop cooperative, trusting, and productive relationships with individuals from diverse cultural, social, and ethnic backgrounds. Before joining GrantWorks, Rosie worked as a Program Administrator for Goodwill Central Texas. She earned her BA from Hope College in Holland, Michigan.

John Groberg, Regional Manager

John Groberg is a Community Development Regional Manager and a TxCDBG Certified Administrator. Before joining GrantWorks, John accrued ten years of project management experience in geophysical exploration, working on projects throughout the Continental US, Alaska, South America, and Asia. He also spent several years as a Project Manager in commercial construction.

Matthew Russo, Regional Manager

Matthew Russo is an experienced Senior Community Development Regional Manager with a project management background. Before joining GrantWorks, Matthew was a Program Administrator for Goodwill

Central Texas. He earned his MA in Public Administration from Wright State University and a BA in History from Ohio State University.

Ryan Sunvison, Regional Manager

Ryan Sunvision is a Regional Manager and a TxCDBG Certified Administrator. Before joining GrantWorks, Ryan was an Environmental Investigator for the Texas Commission on Environmental Quality (TCEQ). He earned his BS in Environmental Studies from Texas A&M University.

Senior Project Management

Jerry Carvajal, Senior Project Manager

Jerry Carvajal has been a Senior Project Manager and Project Manager for GrantWorks since 1997. In addition to serving as a Project Manager, Jerry is the Director of West Texas Services. Before GrantWorks, he served as the Community Development Director and City Manager for the City of Alpine. He has completed more than 50 CDBG projects. Jerry is fluent in Spanish and holds an MS in Public Administration and a BS in History from Sul Ross State University.

Robert Davila, Senior Project Manager

Robert Davila is a Community Development Project Manager and a TxCDBG Certified Administrator. Robert joined GrantWorks after working at the Texas A&M Transportation Institute, where he focused on pedestrian and bike crash analyses in Central Texas. He attended the University of Texas at Austin for undergrad and graduate school, earning his MS in Community and Regional Planning and a BA in Urban Studies.

Ana Gomez-Sanchez, Senior Project Manager

Before joining GrantWorks, Ana Gomez-Sanchez worked as a Disaster Response and Recovery Consultant at CohnReznick, focusing on FEMA Hazard Mitigation Projects. Before that, she worked for the United Nations World Food Program (UN WFP) as a Vulnerability Assessment Officer at the Latin American and the Caribbean Regional Bureau in Panama. While with WFP, she oversaw the implementation of field assessments for response and recovery operations in 11 countries in the region. Ana holds an MS in Community and Regional Planning from the University of Texas at Austin and a BA in Political Science from Florida State University in Tallahassee.

Anthony Gonzales, Senior Project Manager

As Senior Project Manager, Anthony Gonzalez manages community development projects at GrantWorks. Anthony has a background with the Health and Human Services Commission and the Capital Area Metropolitan Planning Organization. He earned his BS in Geography from Texas State University and is a TxCDBG Certified Administrator. Before his professional career, Anthony served as a US Army Infantryman in Operation Iraqi Freedom and Operation Enduring Freedom.

Hillary Sotello, Senior Housing Project Manager

Senior Housing Project Manager Hillary Sotello oversees a multi-million-dollar portfolio of housing and infrastructure CDBG-DR-funded projects, typically benefiting low-to-moderate income communities and households impacted by major natural disasters. She works between the Texas General Land Office (GLO) and sub-recipients to implement Hurricane Harvey and other disaster-related housing and infrastructure recovery programs. Projects range from single-family home rehabilitation and reconstruction to multi-family public housing developments. They can include CDBG-DR infrastructure projects such as street and drainage improvements and road reconstruction recovery projects. She manages a dedicated team of project and case managers who oversee the single-family rehabilitation/reconstruction approval process.

Hillary earned an MS in Urban, Community, and Regional Planning and a BA in Geography and Urban Studies from the University of Texas at Austin.

Vicki Schulz-Spiess, Senior Project Manager

Vicki Schulz-Spiess began her career with Kerbow & Associates Consulting in 1991, where she managed over 200 Community Development, Disaster Recovery, Texas Capital Fund, and Urgent Need project grants. Vicki has been with GrantWorks since 2013 and continues to manage contracts from her New Ulm office. Vicki is TxCDBG Certified Administrator and holds a BA from Sam Houston State University.

Project Management

Kayla Burgess, Project Manager

Kayla Burgess has a solid operational background in customer service, property management, and community development. She joined GrantWorks as a Community Development Project Manager with eight years of management experience. She produces accurate, timely results, allowing projects to meet all regulatory requirements. Kayla works directly with clients to create a solution-based action plan that helps clients to stay informed. She holds a BS in Chemistry from the University of Texas at San Antonio.

Kendra Busse Rocha, Project Manager

Kendra Busse Rocha has over four years of grant administration and project management experience. She joined GrantWorks as a Community Development Project Manager and administers public infrastructure construction projects funded primarily by the Community Development Block Grant Program (CDBG). Kendra coordinates with City/County staff, engineers, architects, construction contractors, and other local entities to coordinate projects for many types of infrastructure projects at various stages of implementation. She earned an MBA in Business Administration and BS in Bioenvironmental Sciences from Texas A&M University.

Cliff Calley, Project Manager

Cliff Calley has nine years of contract and project management experience. He has a background in public sector procurement, project management, and contract management. Cliff is an adept negotiator with strong data and contract analysis skills, policy writing, contract writing, and contract management. He has a BS in Public Administration from Texas State University in San Marcos and is a TxCDBG Certified Administrator.

Shauna Canalez, Project Manager

Shauna Canalez has over 20 years of management experience. She joined GrantWorks in 2021 as a Quality Analyst in the Applications Services department. Within months, she led an Application Review Team and worked with the Florida Department of Children and Families to support the state's ERAP program. Following another promotion, Shauna is now a Project Manager, overseeing the implementation and administration of grant-funded community development projects. Shauna graduated from Texas A&M University - Kingsville with a BBA in Business Administration. She is a licensed real estate broker in Texas and a TxCDBG Certified Administrator.

Erica Castro, Project Manager

Erica Castro has eight years of project management experience. She coordinates and expedites community development projects while working directly with the local government contact, third-party engineer, and the assigned state grant manager. Her responsibilities include reviewing and assisting during the application, state contract creation, environmental review, URA/acquisition process, and design, including the bidding process. Her role is not limited to the review of labor standards during construction, finalizing project completion, and providing documentation during the state monitoring process. Erica

specializes in managing financials, including creating and submitting draw requests to ensure the release of grant funds. She has a BS in Environmental Engineering Technology from Texas State University.

Julianna Greenberg, Project Manager

Julianna joined the Community Development Team as a Project Manager in April 2021. She has managed projects totaling over \$30 million, funded through various agencies, including the Texas General Land Office, Texas Department of Agriculture, Texas Division of Emergency Management, Texas Commission on Environmental Quality, and Federal Emergency Management Agency (FEMA). Julianna strongly focuses on building relationships with her clients and works to ensure their total satisfaction. She uses her experience coordinating teams and balancing multiple objectives to manage the technical and financial aspects of projects. This includes tracking and balancing budgets and invoices, reviewing engineering designs, assisting efficiently and effectively in developing bid packages, and ensuring overall grant compliance with state and federal regulations. She has a BS in Biological Sciences from the University of Maryland.

Luci Cook-Hildreth, CTCM, Project Manager

Luci Cook-Hildreth has ten years of experience in aquatic biology, conservation, and ecosystem management. She is an expert in exotic species management, environmental site assessment, grant management, and environmental regulations. Luci has held environmental positions in Texas agencies such as the Texas Commission on Environmental Quality (TCEQ), Texas Parks and Wildlife Department (TPWD), and Texas Water Development Board (TWDB). She has also collaborated on projects with federal agencies such as the U.S. Fish and Wildlife Services (USFWS) and the U.S. Geological Survey (USGS). She has extensive Community Development contract management experience, with experience working with the Texas Department of Agriculture (TDA) on the Community Development Block Grant (CDBG) program. She completed the HUD Environmental Records Review Training in 2019 and is a Certified Texas Contract Manager (CTCM). Luci has an MS in Aquatic Biology from Texas State University and a BS in biology from the University of Texas.

Francis Hurtado Rodriguez, Project Manager

Francis Hurtado Rodriguez has three years of grant management experience in disaster recovery, operations, administration, and economic development. She has a BA in International Economics from Trinity University.

Gustavo Jimenez, Project Manager

Throughout his 15-year career in the Texas public workforce system, Gustavo Jimenez engaged in program and contract administration, performance management and data analysis, federal, state, and local government policy interpretation and implementation, process improvement efforts, budget tracking and analysis, quality assurance and monitoring, and leading community partnerships. Gustavo holds a BBA in Entrepreneurship from Baylor University. He is also fluent in Spanish and English.

Melinda Kapelka, Project Manager

Melinda Kapelka provides grant management services for community and economic development, infrastructure, hazard mitigation, downtown revitalization, emergency response vehicle support, and special service projects in rural communities. She also works on programs promoting community development for low- to moderate-income beneficiaries. Her responsibilities require her to maintain over 100 grant contract files, including contract change orders, modifications and amendments, drawdown logs and payment disbursement, survey evaluations, and specialized beneficiary documentation. She has also provided written and verbal technical assistance to elected officials, stakeholders, and administrators. Melinda has a BA and MS in Communications from Texas State University and is a TxCDBG Certified Administrator.

Yuhana Khan, Project Manager

Yuhana Khan oversees all aspects of grant-funded project implementation to ensure efficiency, economy, and compliance. She monitors project finances and is responsible for reviewing contractor pay estimates and professional services invoices. She facilitates communication among regional leaders, business service providers, and state and federal agencies. She tracks milestones and deadlines and provides updates to project stakeholders. Yuhana has an MS in Community and Regional Planning from the University of Texas at Austin and a BA in Urban Studies and Planning from the University of Illinois. She is a TxCDBG Certified Administrator.

Allison Land, CFM, AICP, Project Manager

Allison Land has over a decade of experience working with local governments, state agencies, and private companies. Her expertise includes coordinating planning projects, hazard mitigation planning, managing geospatial projects, and improving processes to implement laws and regulations. Her passion is helping communities develop responsibly, considering environmental, social, and infrastructure impacts. As a new Project Manager for GrantWorks, Allison administers public infrastructure construction projects funded by the Texas Community Development Block Grant Program (CDBG). She also coordinates and manages multiple projects at various stages of implementation. Allison manages the financial aspects of projects, reviews project documents, hosts public meetings, and tracks project progress to ensure they meet performance milestones and deadline events. She holds a BS in Urban and Regional Science with graduate studies in Park Administration, Planning, and Design from Texas A&M University.

Jennifer Lewis, Project Manager

Jennifer Lewis has an extensive background in administrative/support, recruiting, healthcare, customer service, and business/account management. She is highly flexible and motivated, with over 20 years of diverse experience across various industries. As a respected leader of creative teams, she is recognized for her people skills and can effectively communicate and interface with peers and executive-level management. Jennifer has excellent organizational skills, can set priorities, and is responsive to customer requests; she can also execute results against strategy and meet critical deadlines. She is proficient in analytical, conceptual, and business development of project management. Overall, Jennifer enjoys learning new roles and is very comfortable with the challenges presented by new methods and applications. She has an MBA in Project Management from DeVry University and a BA in Business Administration from Huston Tillotson University.

Sam Lilley, Project Manager

Sam Lilley is a Project Manager with 13 years of experience, specializing in environmental compliance, preliminary site assessment, and disaster recovery. As a Project Manager, he focuses on regulatory compliance for public and private sector projects, natural resource management and protection, environmental disaster recovery, construction oversight, project permitting, and water, soil, and air remediation activities. Sam holds a BS in Environmental Science with a Geology concentration from the University of Texas of the Permian Basin.

Anna Lowy, Project Manager

While at the Texas Department of Agriculture, Anna Lowy built strong relationships with many grant administrators, community officials, and government staff. As she learned the complex internal process of TxCDBG grants, Anna developed an appreciation for the knowledge and expertise grant administrators need to guide community officials through successful project completion. Anna joined the TDA in 2020 as an Administrative Assistant, and during her two-year tenure, she was promoted twice—first to Program Specialist and later to Grant Specialist. Her achievements at TDA include creating and implementing a digital routing system to process grant awards, modifications, amendments, draws, and closeouts that

allowed TxCDBG staff to telework during lockdowns. Her many accomplishments show that she is innovative, flexible, and multitasks easily. Anna believes this skill set, along with the wide range of program knowledge acquired at TDA, has facilitated a smooth transition to her Community Development Project Manager role at GrantWorks. She holds a BA in English from Boston University.

Jordan Mahoney, Project Manager

Jordan Mahoney oversees all aspects of grant-funded project implementation to ensure efficiency, economy, and compliance. She monitors project finances and is responsible for reviewing contractor pay estimates and professional services invoices. She facilitates communication among regional leaders, business service providers, state and federal agencies, and project stakeholders. She tracks milestones and deadlines and provides project updates to local political organizations. Jordan has a BA in Urban Planning from Eastern Washington University and an MA in Public Administration from Lamar University. She is a TxCDBG Certified Administrator and a credentialed paralegal.

Michaela Mangum, Project Manager

As a Community Development Project Manager, Michaela Mangum provides grant management services for local governments for community and economic development, infrastructure, and main street/downtown revitalization programs. She holds a BS in Political Science and Government from Appalachian State University and an MS in Crisis/Emergency/Disaster Management from the University of Delaware.

Carlie Miller, Project Manager

Carlie Miller is a diligent, detail-oriented professional with more than ten years of progressively responsible customer service experience. She is an experienced project and contract manager who leads process enhancement initiatives and drives improvements to achieve strategic objectives. Carlie is a highly motivated learner with the flexibility to adapt to a rapidly changing environment and the demonstrated ability to manage competing priorities. She earned an MS in Management and Leadership and a BS in Business Management from Western Governors University.

Lindsey Miller, Project Manager

Lindsey Miller is a creative and resourceful professional, motivated to empower disenfranchised communities through shared learning, advocacy, and community capacity building. She has a record of proven leadership, communication, and program development skills, with a passion for serving and learning in everything she does. As a student, Lindsey focused on understanding sustainable food systems and innovative social justice practices. She has over six years of experience in local and federal government, consulting, and non-profit organizations. Before joining GrantWorks, she was a municipal and transportation planner and worked to improve community services and connectivity. Lindsey has worked to reimagine the bus transportation system in Waco and has identified opportunities to improve mobility in Brownsville. Lindsey holds an MS in Urban Planning and BA in Urban Studies.

Jodi Mozeika, Project Manager

Jodi Mozekia is a community-involved professional with many years of experience serving the public through building partnerships and maintaining relationships. She is driven and determined and has collaborated on many projects with City of Austin Council Members and organizations to improve working conditions and drive business to the local economy. As a business-minded specialist with a strong focus on customer service, Jodi has successfully worked to improve KPIs for the cooperative community while implementing systems that benefit both the employer and the employee. She enjoys working with dynamic, values-driven, and growth-focused people to broaden her skillset and further her business management and community engagement dexterity. Jodi has ten years of management experience.

Marie Oh, Project Manager

Marie Oh is a Community Development Project Manager at GrantWorks. She coordinates and manages multiple moderately complex projects at various stages of implementation in coordination with company management and client services/business development staff. Marie interacts effectively with local officials (mayor, council, city manager, county judge, commissioners, utility director, etc.), engineers, and staff members of various state and federal agencies, mainly through written memos, e-mails, formal letters, and telephone conversations. Marie pays attention to detail regarding financial and technical aspects of project management, including review of contractor pay estimates and engineering invoices, creation of quarterly reports and contract amendments, etc. She also comfortably hosts public meetings and speaks before local elected bodies (councils, commissioners courts) regarding project status as necessary. Marie has 13 years of project coordination and management experience and holds a BA in English from Louisiana State University.

Kevin Pell, Project Manager

During his four years as a Project Manager in the GrantWorks Community Development Department, Kevin Pell has gained meaningful experience facilitating multiple jobs from beginning to end, managing project timelines, and maintaining constant, effective communication with clients. Kevin has a BA in Sociology from Texas A&M University and is a TxCDBG Certified Administrator.

Calvin Poznik, Project Manager

Calvin Poznik has processed and disbursed more than \$16.3 million in federal grant funds and facilitated the closeout of 295 state and local subgrants across ten major disasters. He is a skilled mitigation specialist with extensive FEMA experience and problem-solving, leadership, and communication skills that produce quality results. In addition to being a TxCDBG Certified Administrator, Calvin has a BS in Emergency Management and Homeland Security from the University of Akron and a Certificate in Geographic and Land Information Systems (GIS/LIS).

Katy Price, Project Manager

Katy Price is a solutions-driven civic service management professional with 12 years of experience building community relationships, securing grant funding, managing large-scale events, and implementing city-wide initiatives. As a Project Manager with the GrantWorks Community Development team, Katy manages multiple Texas Department of Agriculture and Texas General Land Office-funded Community Development Block Grant and Disaster Relief projects throughout Texas. Katy communicates with local officials, professional service providers, and various state and federal agencies through written memos, e-mails, formal letters, and telephone conversations. She manages the financial details of projects, including review of contractor pay estimates and professional service invoices, budget tracking, billing projections, and payment thresholds. Katy also tracks and meets performance milestones and numerous deadline events, including reports, contract amendments, newspaper advertisements, and grant-specific requirements. She holds an MLA and a BLA in Political Science from the University of St. Thomas.

Shirley Rempe, Project Manager

Shirley Rempe has six years of project management experience in California and Texas. She manages a wide range of capital improvement and infrastructure projects, including flood and drainage infrastructure, pedestrian and bicycle improvements, tree planting and urban greening, solar installation and energy efficiency retrofits, public art, and park development. Shirley has worked with localities, public agencies, and community-based groups, providing direct technical assistance in navigating various federal and state grant programs. Her expertise spans a variety of grant programs and project types, including administrative process planning, coordinating community outreach and engagement, and grant compliance review, with special attention to confirming guiding regulations and setting up systems within new and first-year grants.

She holds an MS in Urban Planning from the University of Michigan, a BS in Urban Studies from New York University, and a TxCDBG Certified Administrator.

Annemarie Rossato, Project Manager

Annemarie Rossato is a detail-oriented, driven Community Development Project Manager with a background in creative arts and communication skills. She is a naturally strategic thinker that can adapt smoothly to different environments with a positive attitude and mindset, all while offering ideas that help the project team. Annemarie manages multiple Texas Department of Agriculture and Texas General Land Office-funded Community Development Block Grant and Disaster Relief projects throughout Texas at different stages of implementation. She earned a BA in Theatre Performance from West Texas A&M University.

Irena Schmidt, Project Manager

Irena Schmidt is a highly-skilled, multilingual, and results-oriented professional with excellent communication and analytical skills. As Project Manager, she helps to optimize the grant administration process to deliver projects on time, within budget, and compliant with all governing rules and regulations, and ensure compliance with various grant regulations. She has an MS in International Public Service/MPS and a BA in Spanish/International Political Science from DePaul University. Irena speaks Spanish, Greek, Albanian, Portuguese, French, and Italian.

Eileen Schrandt, Housing Project Manager

Housing Project Manager Eileen Schrandt focuses on multi- and single-family housing projects. With ten years of housing authority experience, Eileen is well-versed in the requirements and regulations specific housing programs funding. Eileen has developed and managed supportive service programs for low-income residents. She has worked macro-level with constituents, communities, and local government entities to champion housing revitalization projects. Eileen brings extensive experience in grant writing and management, having secured more than \$15 million in federal, state, local, and foundation grants supporting housing, families, workforce development, and health and early intervention programs before her tenure with GrantWorks. Eileen has an MS in Social Work from the University of California at Berkeley and a BS in Psychology from Penn State University.

Sarah Scott, Project Manager

Sarah Scott is a professional with 10+ years of experience providing intensive project management, program support, customer service, and research assistance in fast-paced office environments. She has experience leading and supervising teams, overseeing short- and long-term projects, freelance writing, and public speaking. Sarah has a BA in International Studies and Political Science from Trinity University.

Tim Weatherby, Project Manager

Timothy Weatherby has worked successfully in many fields. From starting as a staff assistant right out of college to a promotion as assistant to the chairman a few months later, from Financial Analyst to Director of Marketing in two years, winning his first election at age 30, managing and planning budgets of \$22 million and \$54 million and one over \$1 billion, and managing up to 1,100 employees. Timothy's overall work experience has been successful. He knows that determination, technical abilities, and communication skills have assisted his success. Still, his strongest assets are his ability to get the most out of his team members, adapt quickly, and learn from his mistakes. These skills and abilities have helped him succeed in very diverse enterprises. He has 38 years of management experience and holds an MBA in Business Management from Angelo State University and a BBA in Finance and Real Estate.

Kat White, LEED GA, Project Manager

As a Project Manager with three years of experience, Kat White manages Texas Department of Agriculture and Texas General Land Office-funded Community Development Block Grant and Disaster Relief projects throughout the State. She has a background in environmental science, communication, and public affairs. Kat is also a LEED Green Associate and a Certified Erosion, Sedimentation, and Stormwater Inspector, with an MS in Public Affairs from the University of Texas and a BS in Environmental Science from Baylor University.

Ottilia Willis, Project Manager

As a Community Development Project Manager, Ottilia Willis manages and coordinates community development projects by working closely with local government contacts, Texas CDBG staff, third-party project engineers, and other stakeholders. Her job responsibilities include establishing and maintaining a filing system, financial management, preparing and submitting draw requests, acquisition activities and reporting, submitting all required Texas General Land Office and Texas Department of Agriculture reports, stakeholder coordination, preparing modification or amendment requests, reviewing documents for CDBG compliance, attending pre-construction conferences and providing instruction to contractors, coordinating employee interviews, preparing final project completion reports, and guiding clients through monitoring reviews. Ottilia earned an MS in Community and Regional Planning from the University of Texas and a BS in Urban Studies from Trinity University.

GIS/Mapping

Jennifer Lindsey, GIS Co-Manager

Jennifer Lindsay manages the GIS team in partnership with Samantha Zelade. She came to GrantWorks as a GIS Intern responsible for editing parcel data, creating annotations, collecting aerial imagery, and creating template maps for active comprehensive plans. She was promoted to a full-time GIS position in May 2017 and has since collected, purchased, organized, and created geodatabases for GIS data of all new comprehensive plans. She assists the GIS Analysts with Hazard Mitigation Plan maps.

Samantha Zelade, GIS Co-Manager

Samantha Zelade manages the GIS team in partnership with Jennifer Lindsey. Her responsibilities include creating databases and mapping products for comprehensive plans. She previously worked for the City of Austin Watershed Protection Department and the Texas General Land Office. Samantha earned a BA in Anthropology and Latin American Studies from the University of Texas at Austin and holds a Level I Certification in GIS from Austin Community College.

Monica Merced, GIS/Mapping Coordinator

Monica Merced has three years of experience as a GIS/Mapping Coordinator at GrantWorks. Her areas of expertise include map production, data conversion, creating and editing metadata, data entry and maintenance, and GIS analysis. In addition to managing spatial data, Monica collects population, housing, land use, and drainage data from Texas's rural communities for comprehensive plans. She is skilled in ArcGIS, ArcFM, and ArcPro. Before GrantWorks, she worked as a GIS Technician with One Gas, digitizing gas system facilities and performing data entry in Maximo. She holds a BS in Psychology from Texas State University and a GIS Level I Certificate from Austin Community College.

Andrea Molina, GIS/Mapping Analyst

As a GIS/Mapping Analyst with GrantWorks, Andrea Molina manages geospatial data and maps for multiple and diverse client accounts. In addition to geodatabase management, Andrea collects Census, FEMA, TxDOT, and TNRIS data, adheres to cartographic design principles, and implements effective

communication and time management skills. Andrea provides mapping services to all GrantWorks Departments, including Planning, Community Development, Hazard Mitigation, Buyout, Texas HOME, and Client Services.

Alec Pucillo, GIS/Mapping Analyst

As a GIS/Mapping Analyst, Alec Pucillo manages geospatial data and maps for multiple and diverse client accounts. In addition to geodatabase management, Alec collects Census, FEMA, TxDOT, and TNRIS data, adheres to cartographic design principles, and implements effective communication and time management skills. He provides mapping services to all GrantWorks Departments, including Planning, Community Development, Hazard Mitigation, Buyout, Texas HOME, and Client Services.

Environmental

Cynthia Vallejo-Zbranak, CFM, Vice President of Environmental Services

Cynthia Vallejo-Zbranak joined GrantWorks in 2019 after retiring from the State of Texas. She has nearly 30 years of experience providing environmental guidance for federally funded programs. She ensures environmental compliance for various HUD-funded and State of Texas CDBG programs. Cynthia brings indepth knowledge of the federal regulations and environmental compliance policies required for project implementation under CDBG programs. Cynthia holds a BBA in Business Administration from Texas State University and is a Certified Floodplain Manager.

Brice Bloomer, CFM, Environmental Services Manager

Brice Boomer joined GrantWorks in 2019 to work on housing environmental reviews in the HOME and Community Development Departments. Brice began his career at an environmental consulting firm in Austin, conducting NEPA reviews and environmental compliance assessments. He earned his BS from Texas A&M University with a major in Environmental Studies and a minor in Parks and Natural Resource Management. Brice is also a TxCDBG Certified Administrator and a Certified Floodplain Manager.

Will Chapin, Senior Environmental Scientist

Will Chapin has worked in the environmental consulting and services industry since 2018. He implements NEPA environmental compliance for HUD-funded Texas Community Development Block Grant (TxCDBG) projects. Since joining GrantWorks, Will has used his skills to perform NEPA reviews following HUD 24 CFR Part 58 for communities. Project types include Community Development, Colonia Construction, Community Enhancement, Disaster Recovery, and Disaster Relief Funds. Will also has experience conducting historical and environmental reviews requiring the FCC as a federal nexus, including NEPA reviews of varying levels (Categorical Exclusions, Environmental Assessments, and Environmental Impact Statements), NHPA Section 106 reviews, and Formal/Informal Biological Assessments (Federal ESA Section 7). He evaluates and performs Phase I Environmental Site Assessments for raw land and commercial facilities following ASTM-E 1527-13. He also has extensive experience delineating wetlands, performing jurisdictional determinations based on the U.S. Army Corps of Engineers Wetland Delineation Manual, and identifying threatened and endangered species and their habitat. He graduated from Texas A&M University with a BS in Environmental Science.

Ben Kleesattel, Senior Environmental Scientist

Ben Kleesattel joined GrantWorks from the University of Texas, where he worked as a Grants and Contracts Specialist. He was responsible for coordinating grant application budgets, administering grant fund expenditures, and ensuring grant sponsors' compliance with regulations. Ben's duties required regular interaction with researchers and professors to determine the actions needed to meet grant requirements and help them prepare budgets and reports. He also used his written and verbal skills to

succinctly convey and summarize complex issues related to grant management and help researchers and professors anticipate potential obstacles in pursuing their projects. Ben holds a BS in Environmental Studies and a Certificate in Technical Writing from the University of Cincinnati.

Sean Martineau, CFM, Senior Environmental Scientist

Sean Martineau implements NEPA environmental compliance for HUD-funded TxCDBG projects. Project types include Community Development, Colonia Construction, Community Enhancement, Disaster Recovery, and Disaster Relief Funds. He has experience conducting historical and environmental reviews requiring the FCC as a federal nexus, including NEPA reviews of varying levels (Categorical Exclusions, Environmental Assessments, and Environmental Impact Statements), NHPA Section 106 reviews, and Formal/Informal Biological Assessments (Federal ESA Section 7). Sean has a BBA in Finance from Texas A&M University and an MS in Bioresource Engineering and Integrated Water Resource Management from McGill University.

Sandy Berger, Environmental Scientist

Sandy Berger is a motivated, organized, and collaborative Environmental Scientist with a broad background as a Public Health Community Ambassador during the COVID-19 pandemic, a quality assurance supervisor, and a staff biologist at a hydroponic farm. Following college, Sandy served in the Peace Corps in Malawi as an Environmental Educator and Food Security Officer. She taught the local community about environmentally sustainable farming and helped track youth outreach and HIV prevention metrics. Sandy has a BS in Environmental Science from the University of Houston.

Kirsten Duke, Environmental Scientist

Kirsten Duke has 30 years of diverse experience with geographic information systems (GIS), community development, waste management permitting, law enforcement, personnel management, general business practices, and environmental, health, and safety compliance. At GrantWorks, she creates, analyzes, and implements operational programs, emphasizing team and group relationships and training. She earned a BS in Applied Geography from Illinois State University.

Andrea Garcia, Environmental Scientist

Andrea Garcia joined GrantWorks in June 2021 as an Environmental Scientist. She implements NEPA Environmental Compliance for HUD-funded Texas Community Development Block Grant (TxCDBG) projects. Project types include Community Development, Colonia Construction Fund, Community Enhancement, Disaster Recover, and Disaster Relief Funds. Andrea has experience in geological and biological sciences with economics, political science, and law. Her scientific background includes chemistry, geology, geophysics, hydrogeology, and environmental management. Her field work experience includes monitoring, mapping landscapes, collecting and testing samples, and determining important data from the test results. Andrea holds a BS in Ocean and Coastal Resources from Texas A&M University and a BS in Business Administration from the University of Houston.

Gabby Jakubowski, GIT, Environmental Scientist

Gabby Jakubowski is an experienced environmental professional with technical report writing skills, project management, and data management with GrantWorks. Her expertise includes the pre-research of field assets, project coordination, historical data migration to a central database, compilation and review of statistical analysis reports, site investigations, geospatial analysis, and other related projects and reports as assigned. Gabby holds a BS in Environmental Science from the University of Houston.

Hannah Lovato, Environmental Scientist

Hannah Lovato is an Environmental Scientist with experience performing Phase I Environmental Site Assessments and technical report writing and mapping. Hannah interacts directly with clients, property owners, cities, and counties and retrieves and analyzes various data from numerous federal, state, and local government resources. She holds a BS in Environmental Geoscience from Texas A&M University.

Austin McLemore, Environmental Scientist and Team Lead

Austin McLemore joined GrantWorks in March 2020 as an Environmental Scientist. He implements NEPA environmental compliance for HUD-funded TxCDBG projects under a variety of programs, including the Community Development Fund, Colonia Construction Fund, Community Enhancement Fund, Disaster Recovery Fund, and Disaster Relief Fund. Austin holds a BS in Wildlife and Fisheries Sciences from South Dakota State University.

Justin Thornton, Senior Environmental Scientist and Team Lead

Justin Thornton is a Senior Environmental Specialist and Team Lead supporting the GrantWorks Community Development Department. Before joining GrantWorks, Justin worked for Trileaf Corporation as an Environmental Scientist. He holds a BS in Geology with an emphasis in Geophysics from Louisiana State University. Justin has been with the firm since 2019.

Labor Compliance

Wesley McPhail, Labor Standards Manager

Wesley McPhail is a Labor Standards Specialist with 11 years of experience working on Davis-Bacon Labor Standards. Wesley ensures that the project contractors provide payroll data and related paperwork in a timely manner and often guides and assists contractors in submitting required documentation and understanding applicable labor standards requirements. Wesley is a TxCDBG Certified Administrator.

Kate Angelo, Labor Standards Specialist

Kate Angelo works with Project Managers to verify construction payrolls for compliance with federal wage standards, as Davis-Bacon and Related Acts (DBRA) requires. She ensures that the project contractors provide payroll-related paperwork in a timely manner, assists them with submitting required documentation, and provides technical guidance on labor standards requirements. Kate has a BS in Elementary Education from Stephen F. Austin University and an undergraduate medical billing and coding certificate from DeVry University.

Jill Hooks, Labor Standards Specialist

Jill Hooks is a Labor Standards Team Lead with 13 years of experience working on Davis-Bacon Labor Standards. Jill ensures that builders provide payrolls and related paperwork in a timely manner. Her role often requires her to provide hands-on technical assistance to contractors unfamiliar with federal reporting and labor standards requirements. She also works with project managers to ensure that agency reports and other program documents are accurate and submitted on time. Before GrantWorks, Jill worked as a Project Manager and Labor Standards Officer in Tyler, Texas. She is a Certified TxCDBG Administrator.

Sergio Sena, Labor Standards Specialist

Sergio Sena is a Labor Standards Specialist at GrantWorks. His job is to ensure that the project contractors provide payrolls and related paperwork in a timely manner and guide and assist contractors with submitting required documentation and understanding all applicable labor standards requirements. As a former law enforcement officer, Sergio has strong communication skills. He is comfortable handling high-stress levels in a fast-paced environment while maintaining a professional demeanor and attention to

detail. Sergio has a BA in Government from the University of Texas at Austin. He is fluent in English and Spanish.

3.2 Resumes of Key Personnel

GrantWorks has provided resumes for its key personnel assigned to this project in **Attachment 1 – Resumes of Key Personnel**. Our resumes describe the experience, expertise, and knowledge each person brings to the team.

3.3 Demonstrated Understanding of the Project Scope of Work

The Infrastructure Investment and Jobs Act (IIJA) funds the NGDISM Grant Program. GrantWorks understands that the City intends to apply for NGDISM funds. These funds are available to municipality- or community-owned utilities to repair, rehabilitate, or replace their natural gas distribution pipeline system or portions or acquire the equipment needed to reduce incidents and fatalities and avoid economic losses. The goals of this program are to:

- Improve the safe delivery of energy to often underserved communities, reducing incidents and fatalities, and methane leaks.
- Avoid economic losses caused by pipeline failures.
- Protect the environment and reduce climate impacts by remediating aged and failing pipelines and pipes prone to leakage.
- Create good-paying jobs.

Methane emissions significantly contribute to climate change, and the focus is to reduce it to the greatest extent possible. Repair, rehabilitation, and/or replacement of pipes prone to leakage (e.g., cast iron, wrought iron, bare steel, and certain vintage plastic materials) will reduce the inventory of methane leaks, support the administration's goal of addressing climate change, and reduce the safety risks associated with potential exposure to gas from leaking pipes. Many of these assets serve disadvantaged rural and urban areas with a high proportion of underserved and low socio-economic populations.

As Grant Administrator, GrantWorks is primarily responsible for coordinating and expediting all grant activities. We strive to remain a cooperative, informed, and active member of your project implementation team. As such, we help keep projects on track and on time. Our core tasks include the following:

- Maintain regular contact with the project engineer, the local contact person(s), City Council, vendors, and the funding agency.
- Provide all startup-related documentation, including a file maintenance system.
- Provide vendors with instructions and a forms packet, so they know up-front what information is required by DOT PHMSA.
- Assist in processing all invoices, contracts, and change orders received from the vendors for recordkeeping and financial management.
- Assist in reviewing workable solutions to resolve unexpected cost overruns or other issues that affect your project's eligibility and standing with the DOT PHMSA.
- Work with the City and DOT PHMSA from start-up to close out to resolve any issues with your grant application or funded project.

GrantWorks will work with the City of Navasota and provide the project delivery services needed to assist the City with its application and overall management of a DOT PHMSA NGDISM project.

3.3.1 Pre-Award Services

Application Development and Submission

GrantWorks prepares application documents and qualifies target areas using Census data. Our expertise in Geographic Information Systems (GIS) mapping, project scoping, and beneficiary documentation will help the City of Navasota quickly identify and prioritize its NGDISM-eligible project.

Our application development services include the following:

- Develop detailed, thorough, and complete NGDISM applications that meet or exceed DOT PHMSA's requirements.
- Coordinate with equipment provider if needed.
- Submit the completed application for DOT PHMSA by the deadline through www.grants.gov.
- Satisfy all DOT PHMSA requests for information.

3.3.2 Post-Award Services

GrantWorks will administer and complete the grant project components approved for funding. We will follow all requirements of the DOT PHMSA program.

Project Management

GrantWorks bases its strong project management methodology upon industry-standard best practices focused on proven processes, meticulous controls, and frequent and timely communications. Our project management team includes experts in procurement and bidding, vendor coordination, financial management, and other grant management requirements. We use detailed document tracking systems and collaborate daily to ensure your projects are on track. GrantWorks will guide and assist with financial management, recordkeeping, scope changes, reporting, environmental clearance, acquisition, contract closeout, and other aspects of program implementation. We prepare all forms, notices, and agenda items and provide them to you in advance.

Our team will help you create a well-run, efficient, and successful community development program that complies with all state and federal reporting requirements. The GrantWorks Team understands that communication is vital for any successful project. We can provide the City's elected officials, staff, and the public with regular updates as needed. Consistent communication and transparency help stakeholders understand the program's status, helping them feel more confident about the overall process.

As part of our project management services, we will:

- Maintain regular contact with the local contact person, vendor, and other parties.
- Provide advice and technical assistance to the City on project implementation and regulations.
- Establish and maintain a recordkeeping and filing system consistent with program guidelines.
- Prepare start-up grant documents, forms, notices, and agenda items for review or action.
- Prepare and submit the DOT PHMSA documentation necessary to amend or modify the NGDISM contract.
- Prepare and submit quarterly reports and other required updates.
- Prepare Financial Information Report for the City.
- Establish procedures to document expenditures associated with the local administration of the project.
- Assist with procurement and requirements such as those found in 2 CFR 200.
- Track inquiries regarding grant completion dates.
- Attend site visits and public meetings as needed.
- Serve as a liaison for the City during any monitoring visits by DOT PHMSA staff.

Grant Administration

GrantWorks thoroughly understands the anticipated project, the scope of services, and the tasks necessary to complete requests according to state and federal requirements. The issued RFP included a bulleted list of general administration, project selection, implementation, and financial services. Below is a list of additional services and tasks that GrantWorks offers.

- Comprehensive management and administrative services.
- Assist in establishing and maintaining financial processes.
- Obtain and maintain copies of the most current program agreement, if such exists, including all related change requests, revisions, and attachments.
- Program formulation, project development, assessments, research and data management, defining scope/size, cost estimating, and applicable submittals.
- Establish, assist, and maintain recordkeeping and complete quarterly reports (as required by the funding agency).
- Coordinating and managing deliverables.
- Project tracking.
- Marketing, attending meetings, and responding to requests for information.
- Environmental and permit requirements (if required)
- Proactively identify opportunities to maximize public assistance.
- Provide ongoing guidance to maximize funding.
- Generate time extension requests when necessary so that eligibility is not forfeited.
- Assist by getting the necessary legal documents for proper filing.
- Advise on document retention strategies.
- Coordinate with your staff to obtain backup documentation required to receive funds.
- Serve as your monitoring liaison between other agencies, including resolving findings.
- Assist in responding to requests for information from DOT PHMSA and/or other agencies.
- Advise with the submission of appeals.
- Provide detailed and periodic management reports on the status, including developments, revisions, submissions/approvals, open issues, financial overview, etc.
- Provide cash management reports showing the projected schedule for expenditures.
- Prepare public procurement documentation and provide additional procurement assistance, including but not limited to preparing and writing requests for qualifications/proposals.
- ▶ Develop program guidelines, policies, procedures, and implementation plans or other documents.
- Develop and prepare grant-required documentation for compliance.
- Advise on managing the closeout process to monitor compliance with DOT PHMSA's requirements.

Procurement

The GrantWorks Team has a wealth of institutional knowledge and well-established procurement and contracting procedures compliant with 2 CFR 200. GrantWorks has experience in all aspects of the procurement process. Our procurement specialists can guide City staff in developing procurement packages that meet program specifications and comply with local, state, and federal requirements. Working backward from the targeted package Notice to Proceed (NTP) dates, we coordinate with all parties to set the targeted dates for contract award, bid opening, pre-bid meeting, bid advertisement, and the issuance of advance bid notices. These milestone dates are captured in our master schedule and are updated to reflect progress.

Our staff has developed compliant procurement documents to assist clients in securing vendors, engineers, environmental firms, specialized environmental services, multiple construction contractors, IT specialists, and other services needed to complete grant management requirements successfully.

The master schedule includes sufficient time to:

- Assemble the bid packages.
- Issue notice of pending advertisement.
- Advertise the bid.
- Prepare and schedule a pre-bid conference.
- Prepare the bids.
- Capture/record procurement correspondence and answer Q&As.
- Evaluate the bids and make recommendations.
- Conduct pre-award conferences.
- Support the City in executing the contract agreement with the vendor(s).

Financial Management

We ensure local government recipients establish and maintain financial processes that comply with state and federal regulations. As part of that, we create and maintain a grant ledger and help the City establish and maintain a reporting and recordkeeping system so that you can keep physical and digital copies of all documents locally. Our recordkeeping methods consistently receive high marks from state and federal monitors.

We initially review invoices and supporting documentation for program eligibility and benchmark conformance, determine whether contract budget revisions are needed, and confirm that quantities match contracts. We work proactively with all stakeholders to avoid issues resulting in questioned costs or audit concerns and resolve any identified problems quickly.

Our financial management services include the following:

- Help the City to manage its grant funds, including submitting required forms and letters to DOT PHMSA.
- Assist with financial management, including reviewing and processing all invoices and contracts received from the vendor.
- Assist in reviewing workable solutions to resolve unexpected cost overruns or other issues that affect your project's eligibility and standing with DOT PHMSA.
- Prepare all fund drawdowns on behalf of the City to ensure orderly and timely payments to vendors within the allocated time periods.
- Track invoice submittal and payment processing.
- Ensure that the City can meet non-federal match requirements, if applicable.

Environmental Clearance and Review

Before an award, GrantWorks will complete the Environmental Questionnaire that details actions to comply with state and federal environmental laws, environmental justice, and historic preservation requirements and describes mitigation actions to reduce the project's environmental impacts of the project(s). We will also provide performance measures and expected outcomes, including milestones for project completion.

GrantWorks team members have performed environmental clearances and reviews for hundreds of federally funded projects. Our experience includes evaluating environmental impacts on biological resources, air, water quality, wetlands, socioeconomic resources, and archaeological and cultural resources. These evaluations have supported our work for Categorical Exclusions (CEs), Environmental

Assessments (EAs), Environmental Impact Statements (EISs), and tiered NEPA documents. We have expertise in environmental impact studies, wetland delineations, and permit applications. We also use state and federal resources data to produce all necessary maps and data to fully understand relevant impacts and clearance needs.

Construction Management Oversight

GrantWorks has a long history of providing our clients with contract development assistance. We will use this expertise to review construction contracts to comply with state and federal requirements and contain the required contract provisions.

Our team will collect and review contractor information and verify eligibility. We create, use, and update checklists to document and ensure all contractors meet compliance requirements. Debarment checks and SAM registry checks will be performed precontract, while other checklists will be completed before a notice to proceed and subsequent tasks. The steps for vetting all contractors are outlined in GrantWorks' standard operating procedures to ensure we use a transparent and standardized approach throughout the project.

GrantWorks will provide construction monitoring for compliance with equal opportunity and labor standards. We will accomplish construction monitoring through visits to work sites, interviewing on-site staff, and filing reports. In addition to unscheduled site visits, the team will complete on-site progress inspections for quality assurance and compliance, certify partial payment requests, and review, recommend, and process any change orders as needed.

Construction management oversight services include:

- ▶ Help document compliance with all federal and state requirements related to equal employment opportunity, minimum wage, and overtime pay requirements.
- Provide labor standards assistance, including requesting wage rates.
- Provide project engineers with instructions and forms packet, so they know up-front what information is required.
- Assist the project team in establishing and maintaining financial budgetary goals.
- Conduct pre-construction conferences and prepare minutes.
- Review plans, bid documents, and change orders for compliance with regulations and conformance with the state contract.
- Compile and review construction contract documents.
- Review weekly payrolls, including compliance follow-ups and performing employee interviews.
- Oversee grant activities to ensure the project adheres to the established budget, scope, and schedule.

Labor Standards

GrantWorks has in-house labor standards specialists who will work closely with your designated Labor Standards Officer (LSO) to review employee payrolls. Staff will schedule regular meetings with construction contractors to provide, as needed, hands-on technical assistance and ensure Davis-Bacon Related Acts (DBRA) compliance. Our specialized labor standards staff members are experts in Davis-Bacon compliance, develop pre-construction agendas, monitor weekly payrolls, and coordinate and review on-site employee interviews. GrantWorks successfully performed labor standards/DBRA duties for two of the largest CDBG-DR projects under Hurricane lke, with no audit or monitoring findings, and hundreds of infrastructure projects across the state.

The City may desire to self-perform administration, engineering, and/or construction using their employees. Force Account occurs when the locality uses its employees and equipment to perform grant-related

activities. GrantWorks is highly competent in assuring compliance with requirements for Force Account projects. For example, our staff has completed hundreds of Force Account projects for the Texas Department of Agriculture and the Texas Department of Transportation. We have developed a data management system that easily tracks multiple projects' labor, equipment, and materials expenses.

GrantWorks provides construction contractors with all required forms up-front before issuing a notice to proceed. We have a dedicated labor standards specialist tasked with reviewing weekly payroll reports. Our specialist works closely with the contractors and provides technical assistance to ensure their compliance with wage, overtime, and other labor-related requirements. We conduct on-site employee interviews and submit additional classification requests as necessary. Davis-Bacon Labor Standards and Force Account Compliance services include:

- Provide labor standards compliance for all contracted work conformance with Texas Government Code Title 10, Chapter 2258, including on-site employee interviews, review of all contractor payrolls, wage determination, calculation of wage restitution, etc.
- Assist with documenting any project-related force account (crew and equipment) hours and costs, including documenting material costs.

Acquisition

Our experienced staff can perform acquisition duties (as required and/or necessary). Our staff includes experts on the Uniform Relocation Act (URA). Acquisition duties include voluntary or involuntary acquisition requirements.

Audit, Closeout, and Archiving Files

The GrantWorks Team adopts the audit and closeout philosophy that projects should 'begin with the end in mind.' This simple statement means we create policies and procedures that support a compliant operation and a continuous closeout process throughout the life cycle, making final closeout steps routine and predictable. The City will benefit from our approach by building an audit-ready program from the beginning, structured for closeout, including critical checkpoint checklists and transparent reporting.

GrantWorks will assist in reconciling financial data in all applicable systems, prepare the City for state and federal audits, and be available to participate in future audits as necessary. We excel in maintaining project files and proper documentation of all grant requirements.

As part of our audit and closeout services, we will:

- Perform internal reconciliation of project files and records.
- Work with the City to resolve any issues or concerns that may arise.
- Prepare and submit final closeout documents.
- Provide auditors with NGDISM audit guidelines.
- Assist in working with DOT PHMSA to resolve monitoring, audit findings, and third-party claims.
- Attend any scheduled state or federal audit visits.
- Archive hardcopy and electronic files.

3.4 Current and Projected Workloads

GrantWorks understands, has the resources, and can carry out the scope of work requested in a timely manner. We are committed to helping cities, counties, and water supply corporations like the City apply for and manage grants for over 40 years. Over the years, we built a reputation as a trusted partner with a long history of working with many Texas communities. Our deep and mutually respectful relationship with our clients is the key to our success.

- We understand each client's internal capacity and the impact that each project will have on their community.
- We work closely with key stakeholders and understand how each task impacts the project team's ability to complete it on schedule.

We help our project managers provide the highest service quality by balancing workloads through ongoing management and team support (**Figure 9**).

- We achieve this by assigning each project a "weight" based on the project's anticipated scope and complexity. The GrantWorks Management Team assigns project weights using years of experience and lessons learned to inform the process.
- We also consider each project manager's tenure and capacity.
- GrantWorks holds weekly staff meetings to confirm that all employees are current on the latest state and federal regulations.
- Staff also regularly meet with management to evaluate project progress. Our management team reviews all project manager portfolios to ensure we have allocated appropriate resources for each project.
- Our management team ensures that we identify and avoid potential project risks early and give attention to each project in a manager's portfolio.

Figure 9: GrantWorks Actively Manages Workload During Project Execution by Following a Simple Five-Step Workload Management Process. We continuously review and revise the present and projected workload as projects move forward and change.

1	Review our team's present workload.	
2	Identify over-allocated staff.	
3	Identify under-allocated staff.	
4	Account for skills and absences.	
5	Adjust assignments as needed.	

A weekly team meeting also provides a forum for discussing and evaluating project management-related challenges and solutions. All project managers also receive biweekly portfolio reviews to ensure that all aspects of a project move forward and meet critical milestones. Our leadership team is actively engaged in every project GrantWorks undertakes. This team implements staffing and capacity adjustments necessary to ensure successful project completion immediately and without delay.

3.4 Statement of Substantiating the Resources and Ability to Carry Out the Scope of Work Requested within the Proposed Timeline

GrantWorks understands and can meet all requirements identified in the RFP. GrantWorks has 400+ employees, with 320 in Texas and 80 in other states. Our Texas-based employees work in 8 primary offices and in 77 field locations strategically situated throughout the state (**Figure 10**). Field locations include Abilene, Alice, Alpine, Amarillo, Aubrey, Barker, Bastrop, Bedford, Belton, Bryan, Buda, Buffalo, Clute, College Station, Conroe, Corpus Christi, Crawford, Cypress, Dallas, Denton, Dripping Springs, Edinburg, El Paso, Elgin, Floresville, Fort Worth, Friendswood, Frisco, Georgetown, Gilmer, Hallettsville, Harlingen, Hebbronville, Houston, Humble, Hutto, Jarrell, Katy, Kirbyville, Kyle, Lago Vista, Leander,

Longview, Lubbock, Lufkin, Marble Falls, McAllen, McGregor, McKinney, New Braunfels, New Caney, New Ulm, Newton, Odessa, Palacios, Pearland, Pearsall, Pflugerville, Pharr, Plano, Quitman, Richmond, Rosenberg, Round Rock, San Angelo, San Antonio, San Marcos, Seabrook, Sinton, Spring, Temple, Tyler, Victoria, Waco, Whitehouse, Wichita Falls, and Wimberley.



Figure 10: GrantWorks Primary Offices and Field Locations.

CITY OF NAVASOTA, TEXAS PROJECT DELIVERY SERVICES FOR THE U.S. DEPARTMENT OF TRANSPORTATION'S PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION'S NATURAL GAS DISTRIBUTION INFRASTRUCTURE SAFETY AND MODERNIZATION GRANT PROGRAM



SECTION 4 – PROPOSED COST OF SERVICES

4.1 Scope of Services

GrantWorks will prepare the application for the City's DOT PHMSA NGDISM Grant Program. We will also administer the grant contract if DOT PHMSA awards funds to the City under the NGDISM Grant Program. Our services include:

Application Preparation Services: GrantWorks will assist the City in preparing an application for submission to the DOT PHMSA NGDISM grant program; assist in project eligibility determination to increase the probability of funding by following program guidelines and local needs; assist in organizing and completing application requirements including the citizen participation, documentation of beneficiaries, documentation of local matching funds, and resolution; and assist in responding to any requests by DOT PHMSA for clarification or supplemental application information. The City will be responsible for costs associated with the publication of required application notices.

Administrative Services: GrantWorks will guide and assist with financial management, recordkeeping, amendments, reporting, environmental questionnaire, contract closeout, and other aspects of program implementation. We will prepare all forms, notices, and agenda items and provide them to you in advance. We will communicate with the vendors, state staff, and other parties to ensure your project's successful completion. Also, we will attend the site visit, monitoring review, and public meetings as necessary.

4.2 Cost of Services

We have provided GrantWorks' proposed Administrative Fee for this contract in **Figure 11**. GrantWorks pricing includes all costs, expenses, and materials needed to perform the services following this RFP. USDOT PHMSA will determine the pricing for funded projects with the awarded vendor once projects are identified.

Figure 11: GrantWorks Proposed Administrative Fee

SERVICES	COST
Application Preparation/Support/Submission	\$0.00
Administrative Support and Project Delivery Services	6.5% of the total grant award
Acquisition: if required	\$3,000.00 per acquisition
Expenses	Included

This fee is payable for Administrative Support and Project Delivery Services only if DOT PHMSA makes an award to the City. GrantWorks will not charge the City a fee for Application Preparation Services whether the DOT PHMSA makes a grant award to the City or not.

GrantWorks has broken down this fee into the following payment milestones for the Scope of Services (**Figure 12**).

Figure 12: GrantWorks Payment Milestones

PAYMENT MILESTONES		PERCENT OF TOTAL GRANT AMOUNT	
1.	Environmental review	Included in contract management	
2.	Assistance in the procurement process	Included in contract management	

Figure 12: GrantWorks Payment Milestones

PA	YMENT MILESTONES	PERCENT OF TOTAL GRANT AMOUNT
3.	Preparation and submittal of drawdown requests	Included in contract management
4.	Recordkeeping	Included in contract management
5.	Preparation and submittal of reports as required	Included in contract management
6.	Contract management	90%
7.	Preparation and submittal of close-out documents	10%
	Contract Amount	100%

The federally approved proposal format the City of Navasota used allows us to clearly provide our value and expertise in grant management services with multiple agencies and programs. The criteria provided in your RFP with scoring considerations include the following:

- Experience (30 points)
- Prior Work Performance (30 points)
- Capacity to Perform (20 points)
- Proposed Cost (20 points)
- Total (100 points)

As with all proposals, the cost is one factor to be considered. Our fee contains the level of staffing needed to deliver the services required in the contract. The final cost of our agreement can be subject to negotiation based on request. However, since there is no match percentage required, there is no reason for the City to consider price when scoring and awarding this RFP.

The above fee includes all ancillary services that may be necessary to satisfactorily complete the above-listed scope of work categories, including ongoing document preparation, ongoing financial management of grant and local match funds, technical assistance, and advice, coordination and liaison services, assistance with project modifications and real property acquisition report assistance and advice.

We may bill extraordinary and unexpected services at a \$95.00 per hour rate as approved by the client. These services include but are not limited to amendment processing, environmental review, force account documentation, and extensive real property acquisition (initiating URA requirements, coordinating appraisals and surveys, filing documents, etc.).

GrantWorks pays for advertising related to civil rights/fair housing, final public hearing, and initial environmental review. We will pay the advertising for construction bids using a local match or engineering funds.

As part of the procurement process, DOT PHMSA requires administrators to disclose and certify the percentage of profit for professional administrative service costs over \$50,000. GrantWorks' expected profit is 6.1% of the above-referenced fee based on the company's 2019 gross revenue and net profit.

4.3 Affirmative Action

GrantWorks performs all services on behalf of local governments without regard to race, national origin, religion, color, sex, age, familial status, or disability.

4.4 Equal Employment Opportunity

GrantWorks does not discriminate in employment opportunities and complies with all federal, state, and local laws.



ATTACHMENT 1 – RESUMES OF KEY PERSONNEL

GrantWorks has provided full resumes for the following key personnel.

- Bruce Spitzengel, President
- Mirenda Harris, Vice President of Application Services
- Shawna McElfish, Director of Application Services
- Charles Edwards, RMLO, Director of Application Services
- Tyler Smith, Vice President of Community Development
- Maureen Mahoney, Associate Vice President of Community Development
- Ross Woods, Associate Vice President of Community Development
- Cristal Funderburk, Director of Community Development
- ▶ Jeff Carrillo, Director of Community Development
- Regan Lenehan, Director of Community Development
- Michelle Bobo, Client Services Manager

CITY OF NAVASOTA, TEXAS PROJECT DELIVERY SERVICES FOR THE U.S. DEPARTMENT OF MATERIALS SAFETY ADMINISTRATION'S NATURAL GAS DISTRIBUTION INFRASTRUCTURE S.	

BRUCE SPITZENGEL

PRINCIPAL-IN-CHARGE

PROFESSIONAL QUALIFICATIONS

Bruce Spitzengel has worked with grants since 1975, first as the planning director for Texas City, then as assistant planning director for Pasadena, Texas. In 1979, he founded a Houston, Texas-based firm that eventually became GrantWorks. The firm has grown to include 400+ employees in 8 primary offices and 77 field locations, with headquarters in Austin, Texas. GrantWorks is the most successful provider of local government grant services in Texas due to Bruce's expertise in HUD CDBG, CDBG-DR, HOME, planning, infrastructure development, affordable and fair housing, and application preparation.

Under Bruce's leadership, GrantWorks has become a full-service project management firm. The firm specializes in contract administration, application preparation, technical assistance, beneficiary documentation, planning studies, land and infrastructure development, affordable housing development, and state and federal compliance. GrantWorks has secured and managed over \$8 billion in grant funding for 400+ local government clients.

In addition to business development, Bruce plays a direct role in creating federally funded projects, including CDBG infrastructure, CDBG-DR, and multi-family affordable housing. Bruce has helped countless communities develop complicated CDBG projects. He gained his significant knowledge base from over 45 years of grant and CDBG experience.

Bruce is incredibly proud that in 2014 GrantWorks was designated by HUD as a Technical Assistance Provider resource for Texas.

EMPLOYMENT HISTORY

 President and Principal-in-Charge, GrantWorks, Inc., Austin, Texas, September 1979 – Present



45+ YEARS GRANT MANAGEMENT

EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Arts, Geography, Kansas State University, Manhattan, Kansas, 1975

Bachelor of Arts, Liberal Arts, Kansas State College, Manhattan, Kansas, 1973

HIGHLIGHTS

Over 45 years of experience with HUD and CDBG grants

Expert in CDBG project development, needs identification, and infrastructure projects

CITY OF NAVASOTA, TEXAS I PROJECT DELIVERY SERVICES FOR THE U.S. DEPARTMENT OF TRANSPORTATION'S PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION'S NATURAL GAS DISTRIBUTION INFRASTRUCTURE SAFETY AND MODERNIZATION GRANT PROGRAM

MIRENDA HARRIS VICE PRESIDENT OF APPLICATION SERVICES

PROFESSIONAL QUALIFICATIONS

As Vice President, Mirenda manages GrantWorks' Application and Procurement Services Team and has been instrumental in developing application and procurement processes and procedures. The Application Services Team focuses on helping local governments apply for and manage the Texas Department of Agriculture (TDA), Texas General Land Office (GLO), Texas Department of Housing and Community Affairs (TDHCA), and US Economic Development Administration (EDA) program funds. These programs include but are not limited to TDA Colonia Construction, Community Development Block Grant (CDBG), Texas Capital Fund, Downtown Revitalization/ Main Street (DRP/MS), Fire Ambulance and Service Truck (FAST) as well as GLO Community Development Block Grant-Disaster Recovery (CDBG-DR) and CDBG Mitigation (CDBG-MIT).

RELEVANT EXPERIENCE

VICE PRESIDENT OF APPLICATION SERVICES/ASSOCIATE VICE PRESIDENT OF APPLICATION SERVICES, GRANTWORKS, INC., PALESTINE, TEXAS, JULY 2020 – PRESENT

As the Application Services Team Lead, Mirenda navigates complex application and procurement requirements, develops checklists to guide the application and procurement process, prepares template policy documents, and communicates daily with elected officials, key staff, and vendors to provide guidance on the application and procurement process. She recently managed a team of 19 application writers and support staff who submitted over 65 applications for \$600 million in CDBG-MIT funds in Texas.

DIRECTOR OF APPLICATION SERVICES, GRANTWORKS, INC., PALESTINE, TEXAS, APRIL 2019 – AUGUST 2020

As the Director of Application Services, Mirenda wrote applications while supporting the Application Team in submitting 67 Hurricane Harvey CDBG-DR, CDBG, FAST, DRP/MS, and Colonia Construction Fund applications.

GRANT CONSULTANT, GRANTWORKS, INC., PALESTINE, TEXAS, MARCH 2013 – MARCH 2019

Mirenda was responsible for application preparation, project management, technical assistance, and liaison with elected officials, staff, engineers, vendors, and state agencies. She wrote, managed, and closed out projects for TDHCA HOME, TDA CDBG, GLO CDBG-



18 YEARS GRANT WRITING AND MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Sociology, University of Texas at Tyler, Texas, 1994

HIGHLIGHTS

Prepared over 166 applications
Accomplished acquiring over \$42
million in grant funds

Lead Application Services and Writers Team to successful application submission

Expertise in federal grant programs, including CDBG and CDBG-DR

2 CFR 200.318-200.327 knowledgeable; Appendix I Part 200

CERTIFICATIONS/ REGISTRATIONS

TxCDBG Certified Administrator, Texas Department of Agriculture, 2022-2023

Non-Profit Management Certification, 2019

TRAINING

Basic Economic Development Course, Texas A&M Engineering Extension Service, February 2022 DR, and other program grants. She also completed environmental reviews and tax abatement programs.

GRANT CONSULTANT, KERBOW & ASSOCIATES CONSULTING, PALESTINE, TEXAS, JANUARY 2003 – APRIL 2013

Mirenda began her career as a Grant Consultant with Kerbow & Associates Consulting in 2003. In this position, she wrote, managed, and closed out projects for TDA CDBG, TDA Texas Capital Fund, GLO CDBG-DR, TDHCA HOME, US Economic Development Administration (EDA), and other grant programs. Mirenda was responsible for application preparation, project management, technical assistance, and liaison with elected officials, staff, engineers, vendors, and state agencies. She also completed environmental reviews and tax abatement programs.

EMPLOYMENT HISTORY

- ▶ Vice President of Application Services, GrantWorks, Inc., Palestine, Texas, January 2022 Present
- Associate Vice President of Application Services, GrantWorks, Inc., Palestine, Texas, August 2020 January 2022
- Director of Application Services, GrantWorks, Inc., Palestine, Texas, April 2019 August 2020
- Grant Consultant, GrantWorks, Inc., Palestine, Texas, March 2013 March 2019
- Grant Consultant, Kerbow & Associates Consulting, Palestine, Texas, January 2003 April 2013

SHAWNA MCELFISH DIRECTOR OF APPLICATION SERVICES

PROFESSIONAL QUALIFICATIONS

Shawna McElfish has over six years of grant administration and project management experience. She joined GrantWorks in October 2019 as an Application Specialist, where she wrote grants for community and economic development projects. Shawna coordinated with municipalities, chambers of commerce, local businesses, economic development corporations, and other local entities to develop projects for many types of grant applications. Key tasks included gathering data, monitoring the progress of deadlines, and preparing application materials. She was promoted to Director of Application Services in August 2021 and helps manage the daily operations of the Application Services Team.

RELEVANT EXPERIENCE

DIRECTOR OF APPLICATION SERVICES, GRANTWORKS, INC., WHITEHOUSE, TEXAS, AUGUST 2021 – PRESENT

Shawna is the Director of Application Services and provides day-today operational support for the Application Specialists.

APPLICATION SPECIALIST, GRANTWORKS, INC., WHITEHOUSE, TEXAS, OCTOBER 2019 – AUGUST 2021

As an Application Specialist at GrantWorks, Shawna's responsibilities include working with cities and counties to prepare applications according to all program requirements. She provides general advice and technical assistance to the entity that selects the best fundable project. She also completes and submits applications on or before the deadline to the proper funding program. Shawna specializes in the following funding sources: the Texas Department of Agriculture, the Texas Department of Transportation, the Texas General Land Office, and the US Economic Development Administration.

HARDWARE SPECIALIST, GRAND OPENINGS, TYLER, TEXAS, JULY 2016 – SEPTEMBER 2019

As a Hardware Specialist, Shawna was responsible for marketing, sales, and customer service of all decorative hardware. She provided estimates, processed orders, and scheduled deliveries of hardware sales. She was accountable for processing purchase order requests, delivery tickets, vendor invoices, and data entry in MAS for the Tyler branch sales staff. Other duties included weekly processing billing, check deposits, liens, and credit applications. She also prepared weekly sales reports and handled requests for information.



6+ YEARS GRANT APPLICATION AND MANAGEMENT EXPERIENCE

COMPANYGrantWorks, Inc.

EDUCATION

Coursework, Southwestern Adventist University, Keene, Texas, 1996 – 1997

HIGHLIGHTS

Detail orientated

Organized

Strong communication skills

CERTIFICATIONS/ REGISTRATIONS

TxCDBG Certified Administrator, Texas Department of Agriculture, 2022-2023

TRAINING

Basic Economic Development Course, Texas A&M Engineering Extension Service, February 2022

PROJECT MANAGER, TRAYLOR & ASSOCIATES, TYLER, TEXAS, JULY 2012 – JULY 2016

Shawna maintained close interaction and communication with City/County staff, engineers, architects, and construction contractors. She also communicated with state agencies, including the Texas Department of Agriculture (TDA), Texas Department of Transportation (TxDOT), Texas General Land Office (GLO), US Department of Agriculture (USDA), and Texas Parks and Wildlife Department (TPWD). Shawna ensured compliance with state and federal laws concerning all aspects of grants. She held public hearings and attended Council meetings. Other responsibilities included writing grant applications for cities and counties, preparing Environmental Review records, and managing all grants, including financial management. Shawna was also responsible for monthly billing on over 40 grants, data entry, and labor standards compliance.

OFFICE MANAGER & FLOORCOVERING SALES, FLOORMAX OF TYLER, TYLER, TEXAS, AUGUST 2005 – OCTOBER 2011

In this role, Shawna was responsible for customer service and customer sales. She processed and delivered customer estimates and orders. Other duties included vendor relations and bookkeeping, including but not limited to A/R, A/P, payroll, and processing taxes. Shawna maintained all office files, supplies, and contacts.

NURSERY COORDINATOR, LANES CHAPEL UMC, TYLER, TEXAS, NOVEMBER 2004 – AUGUST 2005

Shawna was accountable for four nursery workers. She maintained proper order in the nursery and coordinated nursery workers' schedules. She also ensured the safety of children and implemented all policies and procedures. Other responsibilities included hiring, training, and troubleshooting.

MEDIA ACCOUNTANT, MOROCH & ASSOCIATES, DALLAS, TEXAS, JUNE 2000 - JUNE 2001

Shawna was responsible for approving invoices, coordinating and maintaining vendor/client relations, creating discrepancy reports and resolving billing issues, generating billing adjustments, and coordinating the release of monthly payables with the company comptroller.

EMPLOYMENT HISTORY

- Director of Application Services, GrantWorks, Inc., Whitehouse, Texas, August 2021 Present
- Application Specialist, GrantWorks, Inc., Whitehouse, Texas, October 2019 August 2021
- Hardware Specialist, Grand Openings, Tyler, Texas, July 2016 September 2019
- Project Manager, Traylor & Associates, Tyler, Texas, July 2012 July 2016
- Office Manager & Floor Covering Sales, FloorMax of Tyler, Tyler, Texas, August 2005 October 2011
- Nursery Coordinator, Lanes Chapel UMC, Tyler, Texas, November 2004 August 2005
- Media Accountant, Moroch & Associates, Dallas, Texas, June 2000 June 2001

CHARLES EDWARDS, RMLO DIRECTOR OF APPLICATION SERVICES

PROFESSIONAL QUALIFICATIONS

Charles Edwards has over 15 years of grant application and administration experience. He has an additional six years in residential construction project management. Charles joined GrantWorks as a Director of Application Services after owning and operating a community development consulting firm where he applied for and managed state and federal funding for municipal and county governments. Charles has successfully received funding for hundreds of applications through multiple Federal and State agencies.

RELEVANT EXPERIENCE

DIRECTOR OF APPLICATION SERVICES, GRANTWORKS, INC, PARIS, TEXAS, MARCH 2022 – PRESENT

Charles is the Director of Application Services and provides day-today operational support for the Application Specialists. Charles is responsible for gathering data, monitoring the progress of deadlines, and overseeing the preparation of application materials. He continues writing grants for community and economic development projects and coordinates with municipalities, chambers of commerce, local businesses, economic development corporations, and other entities to develop application projects.

OWNER/CONSULTANT, RESOURCE MANAGEMENT & CONSULTING CO., PARIS, TEXAS, AUGUST 2007 – MARCH 2022

Charles owned and operated Resource Management & Consulting Co., a community development consulting firm, managing multiple grant programs for 30+ cities and counties in the Northeast Texas region. His experience includes the successful writing and administration of programs offered by the Texas Department of Agriculture (TDA), Texas Department of Housing and Community Affairs (TDHCA), Texas Department of Emergency Management (TDEM), Texas Parks and Wildlife (TPWD), Bureau of Justice Assistance (BJA), Federal Emergency Management Agency (FEMA), Department of Treasury, and many others. Program management included preparing environmental assessments, labor standards monitoring, financial management, civil rights, fair housing, and Section 3 compliance.



15 YEARS APPLICATION AND GRANT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Bachelor of Science, Texas A&M University, Commerce, Texas, 1999

HIGHLIGHTS

Knowledgeable of Federal and State program guidelines
Excellent communication skills
Understanding of all aspects of a project, from concept to development to management and completion

REGISTRATIONS/ CERTIFICATIONS

Residential Mortgage Loan Originator, NMLS License No. 630161

TxCDBG Certified Administrator, Texas Department of Agriculture, 2022-2023

WARRANTY MANAGER, CONSTRUCTION MANAGER, SENIOR CONSTRUCTION MANAGER-DFW SOUTH, KIMBALL HILL HOMES, DALLAS, TEXAS, 2001 – AUGUST 2007

Charles began his career with Kimball Hill Homes as a warranty manager, attending to warranty requests submitted by homeowners. He coordinated with the homeowners and subcontractors to quickly and professionally complete repairs. He was promoted to construction manager in 2002, where he managed the construction of dozens of homes, working closely with sales consultants and homebuyers to ensure homes were built above standards to a timely completion under budget. In 2005, Charles was promoted to Senior Construction Manager of DFW South, overseeing five subdivisions containing over 1,000 lots and 12 construction managers.

EMPLOYMENT HISTORY

- Director of Application Services, GrantWorks, Inc., Paris, Texas, March 2022 Present
- Owner/Consultant, Resource Management & Consulting Co., Paris, Texas, August 2007 March 2022
- Senior Construction Manager, Kimball Hill Homes, Dallas, Texas, 2005 2007
- Construction Manager, Kimball Hill Homes, Dallas, Texas, 2002 2005
- Warranty Manager, Kimball Hill Homes, Dallas, Texas 2001 2003

TYLER SMITH VICE PRESIDENT OF COMMUNITY DEVELOPMENT

PROFESSIONAL QUALIFICATIONS

Tyler Smith is a government solution professional with over ten years of experience serving communities devastated by coastal and river flooding. Tyler began working in disaster recovery in 2010 in Cedar Rapids, managing a rental rehabilitation program following the Great lowa Flood of 2008. In 2013, he moved to New York to launch the State's Hurricane Sandy recovery buyout program, which eventually purchased more than 1,300 homes in Staten Island, Queens, Brooklyn, Rockland County, Long Island, and upstate New York. In early 2018, Tyler moved to Houston to support the Texas General Land Office's Partial Repair and Essential Power for Sheltering (PREPS) Program, primarily working as a Data and Reporting Manager. Tyler has experience working as a HUD Technical Assistance Provider, a URA compliance consultant, and a licensed real estate professional.

RELEVANT EXPERIENCE

VICE PRESIDENT OF COMMUNITY DEVELOPMENT, GRANTWORKS, INC., AUSTIN, TEXAS, MARCH 2023 - PRESENT

Tyler helps communities with project implementation. He internally manages a team of 65+ and provides daily support for the Community Development Department. His team includes directors, regional managers, senior project managers, project managers, assistant project managers, coordinators, and labor standards specialists and assistants.

VICE PRESIDENT, BUYOUT & ACQUISITION, GRANTWORKS, INC., AUSTIN, TEXAS, JANUARY 2022 – MARCH 2023

Tyler joined GrantWorks in February 2019 as Associate Vice President of Buyout & Acquisition. GrantWorks promoted Tyler to Vice President of Buyout and Acquisition in January 2022. We describe key projects below.

Program Manager, Buyout and Acquisition, CDBG-DR Hurricane Harvey Buyout and Acquisition Programs, Multiple Clients, Texas, February 2019 – Present

Tyler joined the GrantWorks Team in February 2019 after several existing GrantWorks clients received CDBG-DR Hurricane Harvey-recovery buyout allocations. Tyler developed process maps and attended meetings, helping local officials understand the guidelines and restrictions that come with CDBG-DR buyout & acquisition funds. He managed the project planning and design process for 16 sub-recipients and authored their GLO buyout applications and



10+ YEARS

DISASTER RECOVERY EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Associate of Arts, Liberal Arts – History, Middlesex County College, Edison, New Jersey, 2019

HIGHLIGHTS

Experienced managing large disaster recovery programs

Over 10 years of HUD CDBG-DR, URA, FEMA HMGP experience

Buyout, acquisition, and URA (Relocation) Subject matter expertise

Managed over \$700 million in CDBG-DR funds under the New York State Governor's Office following Superstorm Sandy (2013-2018)

Consulted as a HUD Technical Assistance Provider, specializing in buyout/ acquisition

Real estate professional with prior licensing in New York State

guidelines. Clients include Austin County, Liberty County, Wharton County, Polk County, Fayette County, Jasper County, Victoria County, City of Victoria, San Jacinto County, Texas City, Grimes County, Milam County, City of Ingleside, City of Jasper, and Waller County.

SENIOR CONTRACT PROJECT MANAGER, INDEPENDENT DISASTER RECOVERY CONSULTANT, HOUSTON, TEXAS AND STATEN ISLAND, NEW YORK, JULY 2016 – FEBRUARY 2019

Reports Manager, FEMA Funded Partial Repair and Essential Power for Sheltering (PREPS) Program, Texas General Land Office, Houston, Texas, January 2018 – October 2018

Tyler worked with the GLO, FEMA, H_2Bravo , and a coalition of subcontractors to deliver Texas' PREPS Program, which provided minor/temporary repairs to homes impacted by Hurricane Harvey. Tyler was responsible for generating and distributing daily and weekly reports, ad hoc reporting requests, data security, presentation materials, program marketing, process mapping, and database reconciliation in this role. The PREPS program completed over 15,500 home repairs and contacted over 85,000 applicants in seven months.

Relocation Manager, CDBG-DR Buyout Program, Pennsylvania Department of Community & Economic Development, Dauphin, Wyoming, and Luzerne Counties, Pennsylvania, September 2018 – April 2019 Tyler was the Relocation Manager for the Pennsylvania Department of Community and Economic Development (DCED) CDBG-DR Buyout Programs in Dauphin, Wyoming, and Luzerne Counties. He completed URA forms as required by HUD and calculated payments for tenant rental assistance. He also assisted in relocating 26 tenant households to replacement dwellings outside the floodplain in eight months so DCED could purchase the homes free of occupants.

HUD Technical Assistance Consultant/URA Specialist, CDBG-DR Advisory Services, Georgia Department of Community Affairs, Atlanta, Georgia, October 2018 – March 2019

Tyler provided CDBG-DR advisory services to the State of Georgia's Department of Community Affairs. He assisted state leadership with crafting their recovery implementation plan, formal action plan, and program guidelines for buyout programs related to flooding events. Tyler developed visual process maps and workflows, showing the required steps for CDBG-DR buyout program implementation and execution. Tyler provided subject matter expertise to ensure a successful rollout of the state's grantee-sub-recipient project approach.

- Vice President of Community Development, GrantWorks, Inc., Auston, Texas, March 2023 Present
- Vice President of Buyout & Acquisition, GrantWorks, Inc., Austin, Texas, January 2022 March 2023
- Associate Vice President of Buyout & Acquisition, GrantWorks, Inc., Austin, Texas, February 2019 -January 2022
- Senior Contract Project Manager, Independent Disaster Recovery Consultant, Houston, Texas and Staten Island, New York, July 2016 - February 2019
- Senior Contract/Senior Project Manager, Panorama Government Solutions, New York, New York, September 2014 - July 2016
- Senior Case Manager, Prosource Technologies, LLC, New York, New York, July 2010 September 2014

MAUREEN MAHONEY

ASSOCIATE VICE PRESIDENT OF COMMUNITY DEVELOPMENT

PROFESSIONAL QUALIFICATIONS

Maureen Mahoney has more than 42 years of grant management experience. She joined GrantWorks in January 2021 as an Application Specialist after 14 years with the State of Texas. GrantWorks promoted Maureen to Associate Vice President in February 2022 because of her experience. Maureen works with local governments to develop projects and grant applications that address needed water, wastewater, street, housing, and drainage system improvements and bolster rural economic development for various programs. These programs include Community Development, Colonia, Capital, Disaster Relief, and the U.S. Department of Commerce, Economic Development Administration's infrastructure programs.

RELEVANT EXPERIENCE

ASSOCIATE VICE PRESIDENT OF COMMUNITY DEVELOPMENT, GRANTWORKS, INC., DRIPPING SPRINGS, TEXAS, JANUARY 2022 – PRESENT

Maureen assists communities with project development and implementation and internally provides day-to-day support for the Community Development Project Managers.

APPLICATION SPECIALIST, GRANTWORKS, INC., DRIPPING SPRINGS, TEXAS, JANUARY 2021 – JANUARY 2022

As an Application Specialist at GrantWorks, Maureen worked with local governments to develop projects and write grant applications that addressed needed water, wastewater, street, and drainage system improvements and bolstered rural economic development for various programs. These programs include Community Development, Colonia, Capital, Disaster Relief, and the U.S. Economic Development Administration's infrastructure programs.

DIRECTOR OF REGULATORY OVERSIGHT, DISASTER RECOVERY, TEXAS GENERAL LAND OFFICE, AUSTIN, TEXAS, JANUARY 2019 – DECEMBER 2019

Maureen was responsible for all teams of Environmental Services, Labor Standards, Affirmatively Furthering Fair Housing, Buyouts & Acquisitions, Business Management, Community Oversight (Field Staff), Multi-Family Development, Economic Development, and Special Projects as assigned by Deputy Director. Duties included:

 Oversight of the management and operations of the Galveston Public Housing program



42 YEARS GRANT MANAGEMENT EXPERIENCE

COMPANYGrantWorks, Inc.

EDUCATION

Bachelor of Science, Business Administration and Management, William Woods College, Fulton, Missouri, 1982

HIGHLIGHTS

Innovative problem solver

Leading teams to promote innovative strategies to stimulate and encourage good business practices

Excellent communication skills

A strong advocate in community relations, outreach, and customer service

- Worked with GLO Legal and Housing Advocates to achieve obligations of the Conciliation Agreement
- Developed organizational plans and solutions to issues and/or concerns.
- Presented management plans, strategies, and implementation plans
- Conducted training to staff on modified solutions
- Responsible for all program areas of the City of Galveston (housing & infrastructure) disaster recovery projects, the City of Houston (housing, multi-family, and infrastructure), and Harris County (housing, multi-family, and infrastructure)
- Program resource for management and staff with a working knowledge of all CDBG-DR
- Assisted upper management in all areas in the Disaster Recovery Division, policy and program development, training, hiring, presentations to local communities, and community outreach

MANAGER ANALYST VI, DISASTER RECOVERY, TEXAS GENERAL LAND OFFICE, AUSTIN, TEXAS, JULY 2016 – JANUARY 2019

Maureen was a program resource for management and staff with a working knowledge of all CDBG-DR and program development. She oversaw the management and operations of the Galveston Public Housing Program. Maureen worked with GLO legal and housing advocates to achieve the Conciliation Agreement's obligations in this program. Maureen was also responsible for all programs area of the City of Galveston (housing and infrastructure) disaster recovery projects. She provided public speaking and community outreach.

GRANT MANAGER, DISASTER RECOVERY, TEXAS GENERAL LAND OFFICE, AUSTIN, TEXAS, SEPTEMBER 2012 – JULY 2016

As a Grant Manager, Maureen was responsible for all Disaster Program Projects in the Houston-Galveston area. She served as the Labor Standards Officer for the Texas GLO and was a program resource for management with a working knowledge of all areas of CDBG. Maureen was also responsible for community outreach and training and performed special projects as assigned.

- Associate Vice President of Community Development, GrantWorks, Inc., Dripping Springs, Texas,
 January 2022 President
- Application Specialist, GrantWorks, Inc., Dripping Springs, Texas, January 2021 January 2022
- Director of Regulatory Oversight, Disaster Recovery, Texas General Land Office, Austin, Texas, January 2019 – December 2019
- Manager Analyst VI, Disaster Recovery, Texas General Land Office, Austin, Texas, July 2016 January 2019
- Grant Manager, Disaster Recovery, Texas General Land Office, Austin, Texas, September 2012 July 2016
- Manager, Disaster Recovery, Texas Department Of Housing and Community Affairs, Austin, Texas,
 February 2012 September 2012
- Grant Manager, Texas Department of Agriculture, Austin, Texas, June 2006 February 2012
- Grant Manager, City Of Corpus Christi, Corpus Christi, Texas, October 1979 June 2006

ROSS WOODS

ASSOCIATE VICE PRESIDENT OF COMMUNITY DEVELOPMENT

PROFESSIONAL QUALIFICATIONS

Ross Woods is an experienced manager capable of directing multiple work streams concurrently. He has expertise in implementing and leading project teams of various sizes to achieve measurable results. Ross is passionate about crafting and devising people-centered solutions that drive equal opportunity access.

RELEVANT EXPERIENCE

ASSOCIATE VICE PRESIDENT OF COMMUNITY DEVELOPMENT, GRANTWORKS, INC., NEW YORK, NEW YORK, JANUARY 2023 – PRESENT

Ross is an Associate Vice President of Community Development at GrantWorks. Ross assists communities with project development and implementation and internally provides day-to-day support for the Community Development Project Managers.

SENIOR PROGRAM MANAGER CONSULTANT, NEW YORK CITY OFFICE OF TECHNOLOGY AND INNOVATION, NEW YORK, NEW YORK, FEBRUARY 2021 – JANUARY 2023

As a Senior Program Manager, Ross was responsible for COVID-19 technology initiatives, program management, and quality assurance. Responsibilities include:

- Oversaw a team of 25 providing program management and quality assurance for the VAX application on behalf of the New York City Office of Technology & Innovation
- Scaled VAX platform through 19 major releases to support over 50 public and private providers, which administered 4.2 million COVID vaccines across 2,500 sites in under two years
- Led end-to-end provider management and support, including onboarding, training, operations management, support, reporting, and analytics
- Coordinated across multiple city agencies, including City Hall, to execute evolving end emergent public health imperatives, including retooling the application to support the Monkeypox vaccine
- Led agency support and user acceptance testing for the New York City Emergency Housing Voucher Case Tracker, which integrated client referrals across 13 city agencies for tracking and reporting through voucher issuance



9 YEARS PROGRAM MANAGEMENT

COMPANY

GrantWorks, Inc.

EXPERIENCE

EDUCATION

Master of Business Administration, Economic Development, Eastern University, St. David's, Pennsylvania, 2014

Bachelor of Business Administration, Real Estate, University of Georgia, Athens, Georgia, 2006

HIGHLIGHTS

Federal Grant Management and Compliance

Partner and Client Management Strategic Solutions for Program Design

Operations Logistics

Data Management and Analytics
Application Implementation

User Acceptance Testing

Advanced Proficiency in Microsoft Office Suite, Salesforce, SaaS, Power BI, Vision, Microsoft Dynamics, Google Analytics, and Smartsheet

ASSOCIATE DIRECTOR, DISASTER RECOVERY BENEFITS, NEW YORK CITY MAYOR'S OFFICE OF HOUSING RECOVERY OPERATIONS, NEW YORK, NEW YORK, FEBRUARY 2019 – FEBRUARY 2021

- Ensured compliance with federal, state, and local regulations in the administration of the \$2.2B CDBG-DR funded Build it Back (BIB) Housing Recovery Program
- Oversaw organization-wide data management, analysis, and reporting
- Managed special projects, including the City's acquisition or buyout of storm-damaged properties, complex Duplication of Benefits coordination, and closeout of the CDBG-DR grant

CONSULTANT, CAPITAL ACCESS, INC., NEW YORK, NEW YORK, AUGUST 2014 - FEBRUARY 2019

- Oversaw a portfolio of housing and economic development-related projects assisting clients in developing and implementing strategic solutions
- Decreased total applicant processing timeframe from six months down to three months for the \$80 million New York State Acquisition for Redevelopment Program

NATIONAL FIELD DIRECTOR, HOPE WORLDWIDE, NEW YORK, NEW YORK, JANUARY 2009 – OCTOBER 2013

- Oversaw a federally funded AmeriCorps program that engaged 150+ AmeriCorps members to serve
 1,100 at-risk youth annually
- Created and facilitated the National Youth Advisory Council to encourage year-round local service with HOPE worldwide, generating interest in AmeriCorps and resulting in a 150% increase in program applications

- Associate Vice President of Community Development, GrantWorks, Inc., New York, New York, January 2023 - Present
- Senior Program Manager Consultant, New York City Office of Technology & Innovation, New York,
 New York, February 2021 January 2023
- Associate Director, Disaster Recovery Benefits, New York City Mayor's Office of Housing Recovery Operations, New York, New York, February 2019 February 2021
- Consultant, Capital Access, Inc., New York, New York, August 2014 February 2019
- National Field Director, HOPE Worldwide, New York, New York, January 2009 October 2013

CRISTAL FUNDERBURK DIRECTOR OF COMMUNITY DEVELOPMENT

PROFESSIONAL QUALIFICATIONS

Since 2018, Cristal Funderburk has served as a Director and Assistant Director of Community Development at GrantWorks. She assists with internal process improvement, quality control, labor standards, and mentorship.

From 2013 to 2017, Cristal was a Senior Project Manager/Project Manager. During this time, she managed over 40 federal and state projects totaling \$30+ million for Texas communities. Her experience includes managing public infrastructure construction, disaster recovery, parks, housing rehabilitation, and coastal projects. She managed financial and technical project requirements to meet strict thresholds, including a request for proposals/qualifications, construction procurement, review of contractor pay estimates and engineering invoices, contract awards, quarterly status reports, financial status reports, contract amendments, environmental studies, fair housing requirements, labor standards, and project completion reports for grants funded by the HUD and various state programs.

Because of her training from experienced staff, Cristal quickly developed the skillset to manage CDBG contracts' complexities and effectively coordinate with local government and state agency contacts. She has also trained new employees in all aspects of project management responsibilities.

Cristal joined GrantWorks in 2011 as a labor standards specialist. She learned how to coordinate with contractors and subcontractors regarding federal and state labor standards compliance and review certified payroll documentation in this role. She also assisted low-to-moderate-income homeowners and guided them through the application process to qualify them for grant assistance.

RELEVANT EXPERIENCE

DIRECTOR OF COMMUNITY DEVELOPMENT, GRANTWORKS, INC., AUSTIN, TEXAS, JULY 2020 – PRESENT

Cristal assists communities with project implementation and internally provides day-to-day support for the Community Development Project Managers.



9+ YEARS GRANT MANAGEMENT EXPERIENCE

COMPANYGrantWorks, Inc.

EDUCATION

Bachelor of Arts, Geography, University of Texas, Austin, Texas, 2010

HIGHLIGHTS

Develops departmental processes to improve project management Expertise in HUD CDBG-DR regulations and financial management

CERTIFICATIONS/ REGISTRATIONS

TxCDBG Certified Administrator, Texas Department of Agriculture, 2022-2023

Grant Administrator, Hurricane Ike CDBG-DR Round 1 and 2.2, Brazoria County, Texas, August 2015 – August 2017, Grant Amount: \$16.8 million

Brazoria County received CDBG-DR funds for non-housing activities benefitting multiple cities, districts, and county projects to improve infrastructure needs directly impacted by Hurricane Ike. Cristal was the lead project manager for the first round of Brazoria County's CDBG-DR funding in 2015. Cristal facilitated monthly conference calls to coordinate with the County and GLO staff members. She also helped to strategize the next steps for the projects.

Grant Administrator, Hurricane Ike/Dolly CDBG-DR Round 2.1 and 2.2, City of Freeport, Freeport, Texas, December 2013 – Present, Grant Amount: \$1.5 million

The Texas General Land Office awarded Freeport the funds for several CDBG-DR projects. These projects included installing SCADA equipment and generators for backup power for the water and sewer facilities. The City also used the funds to rehabilitate a failed lift station during Hurricane Ike. Cristal assisted with the implementation of the projects as they moved through construction.

Additional CDBG-DR Experience

Cristal has managed an additional \$1.4 million of CDBG-DR funding, including projects for Calhoun County and the cities of Escobares and Waller, Texas.

- Director of Community Development, GrantWorks, Inc., Austin, Texas, July 2020 Present
- Assistant Director of Community Development, GrantWorks, Inc., Austin, Texas, January 2018 July 2020
- Senior Project Manager/Project Manager, GrantWorks, Inc., Austin, Texas, February 2013 December 2017
- Labor Standards Specialist, GrantWorks, Inc., Austin, Texas, June 2011 February 2013

JEFF CARRILLO DIRECTOR OF COMMUNITY DEVELOPMENT

PROFESSIONAL QUALIFICATIONS

Jeff Carrillo assists communities with project implementation and internally provides day-to-day support for the Community Development Project Managers. Jeff manages numerous CDBG-funded grants, including Community Development, Colonia, and Downtown Revitalization Programs through the Texas Department of Agriculture and disaster recovery through the Texas General Land Office. He has also managed Texas Infrastructure Fund grants through the Texas Department of Transportation.

Jeff is a TxCDBG Certified Administrator and has successfully managed over 50 federally funded projects, shepherding them through the entire grant administration cycle, from contract execution to State monitoring and closeout. Projects managed include public infrastructure, private property rehabilitation, and disaster recovery. Jeff's project management efforts focus on ensuring that the quality of service to internal and external stakeholders meets the highest standards.

RELEVANT EXPERIENCE

DIRECTOR/ASSOCIATE DIRECTOR OF COMMUNITY DEVELOPMENT, GRANTWORKS, INC., AUSTIN, TEXAS, SEPTEMBER 2020 – PRESENT

Jeff assists communities with project implementation and internally provides day-to-day support for the Community Development Project Managers.

Grant Administrator, Texas CDBG-DR 2015-DR Flood, Drainage and Pump Station Improvements, Willacy County, Texas, April 2019 – Present, Grant Amount: \$995,500

Willacy County received funding to improve drainage and pump stations in an emergency following the 2015 Flood. Jeff provides grant administration services, including reviewing and processing reimbursement requests and providing Davis-Bacon, Section 3, and programmatic technical assistance and guidance. Jeff facilitates communication between state and local stakeholders, engineers, and contractors to ensure successful project completion.

Grant Administrator, Texas CDBG-DR Hurricane Ike/Dolly Round 2.2, Water and Sewer System Upgrades, City of Clute, Texas, August 2012 – December 2018, Grant Amount: \$1,664,451

The City of Clute received Disaster Recovery funds to upgrade its existing water and sewer systems. Jeff provided project management



6 YEARS GRANT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Community & Regional Planning, University of Texas, Austin, Texas, 2014

Bachelor of Arts, University of Missouri, Columbia, Missouri, 2001

HIGHLIGHTS

Managed and successfully closed over 50 grants, including CDBG, Disaster Recovery, TxDOT TIF, and Safe Routes to School

Excellent written and verbal communication skills

REGISTRATIONS/ CERTIFICATIONS

TxCDBG Certified Administrator, Texas Department of Agriculture, 2022-2023 services to help shepherd the project to completion, and this project finished at the end of 2018 on time and under budget.

Grant Administrator, Texas CDBG-DR Hurricane Ike/Dolly Round 2.2, Flood and Drainage Facilities Upgrades, Kleberg County, Texas, January 2013 – December 2018, Grant Amount: \$1,000,000 Kleberg County received Disaster Recovery funds to upgrade its existing flood and drainage facilities. Jeff provides project management services to help shepherd the project to completion, and this project is expected to finish by the end of 2018 on time and under budget.

Grant Administrator, Texas Hurricane Ike/Dolly CDBG-DR Round 1, Water Well, Emergency Generator, and Fire Protection Facilities Construction, Village of Tiki Island, Texas, January 2010 – August 2015, Grant Amount: \$1,732,394

The Village of Tiki Island received funding to construct a water well to ensure adequate water supply in an emergency following Hurricanes Ike and Dolly and the construction of an emergency generator and new fire protection facilities. Jeff provided grant administration services that included reviewing and processing requests for reimbursement and providing Davis-Bacon, Section 3, and programmatic technical assistance and guidance. Jeff facilitates communication between state and local stakeholders, engineers, and contractors to ensure successful project completion.

Grant Administrator, Transportation Infrastructure Fund (TIF), Texas Department of Transportation, Upton County, Texas, April 2014 – August 2019, Grant Amount: \$7,049,063

TxDOT awarded Upton County a Transportation Infrastructure Fund to help mitigate road damages affected by oil and gas exploration and production-related activities. Jeff coordinated with the Texas Department of Transportation, project engineers, and county representatives to procure several road materials and a force account documentation. GrantWorks completed the project on time and within budget.

Grant Administrator, Transportation Infrastructure Fund, Texas Department of Transportation, Kleberg County, Texas, April 2014 – August 2019, Grant Amount: \$740,433

TxDOT awarded Kleberg County a Transportation Infrastructure Fund to help mitigate road damages affected by oil and gas exploration and production-related activities. Jeff coordinated with the Texas Department of Transportation, project engineers, and county representatives to procure several road materials and a force account documentation. The project was completed on time and within budget.

- Director of Community Development, GrantWorks, Inc. Austin, Texas, October 2021 Present
- Associate Director of Community Development, GrantWorks, Inc. Austin, Texas, September 2020 October 2021
- Assistant Director of Community Development, GrantWorks, Inc. Austin, Texas, September 2018 September 2020
- Senior Project Manager, GrantWorks, Inc., Austin, Texas, April September 2018
- Project Manager, GrantWorks, Inc., Austin, Texas, August 2014 April 2018
- Austin History Center, Austin, Texas, October 2011 August 2014

REGAN LENEHAN DIRECTOR OF COMMUNITY DEVELOPMENT

PROFESSIONAL QUALIFICATIONS

Regan Lenehan has been a valued member of the GrantWorks Community Development Department since 2004. She began her career as a Project Manager, focusing on public infrastructure and economic development projects. Regan currently trains and oversees a team of Community Development Project Managers, providing technical assistance on CDBG grants funded by the Texas Department of Agriculture and the Texas General Land Office. She specializes in Community Development, Colonia Construction, Main Street, Downtown Revitalization, and Disaster Recovery/Mitigation contracts.

Regan is a TxCDBG Certified Administrator and has successfully managed over 75 federally funded projects from contract execution to closeout. Her experience includes public infrastructure, private property rehabilitation, economic development, main street, and disaster recovery. She has also managed the Texas Infrastructure Fund and Safe Routes to School grants through the Texas Department of Transportation. Regan works hard to ensure that GrantWorks clients receive high-quality technical assistance and customer service.

RELEVANT EXPERIENCE

DIRECTOR OF COMMUNITY DEVELOPMENT, GRANTWORKS, INC., AUSTIN, TEXAS, OCTOBER 2021 – PRESENT

Regan oversees a team of Community Development Project Managers who assist communities and collectively manage over \$100 million in CDBG grant contracts.

SENIOR CONSULTANT, COMMUNITY DEVELOPMENT, GRANTWORKS, INC., AUSTIN, TEXAS, APRIL 2018 – OCTOBER 2021

Regan provided internal quality control for procurement reviews, labor standards activities, and technical support and training for GrantWorks staff.

SENIOR PROJECT MANAGER, GRANTWORKS, INC., AUSTIN, TEXAS, JANUARY 2004 – JANUARY 2015

As a Senior Project Manager, Regan worked directly with multiple stakeholders to successfully implement CDBG projects. Her administration activities included financial management, requests for proposals, requests for qualifications, sealed bid procurement reviews, quarterly status reports, fair housing, civil rights, labor



15 YEARS PROJECT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Science, Community and Regional Planning, University of Texas, Austin, Texas, 2004

Bachelor of Arts, Latin American Studies, Vassar College, Poughkeepsie, New York, 1997

HIGHLIGHTS

Develops departmental policy and procedure

Leads a team of project managers Conversational Spanish

REGISTRATIONS/ CERTIFICATIONS

TxCDBG Certified Administrator, Texas Department of Agriculture, 2022-2023 standards compliance activities, and project completion/state-agency monitoring reviews. She specialized in the Texas Capital Fund economic development program.

- Director of Community Development, GrantWorks, Austin, Texas, October 2021 Present
- ▶ Senior Consultant, GrantWorks, Austin, Texas, April 2018 October 2021
- Senior Project Manager, GrantWorks, Austin, Texas, January 2004 January 2015
- Junior Financial Analyst, Symmetry Partners, LLC, New York, New York, January 1998 January 2002

MICHELLE BOBO CLIENT SERVICES MANAGER

PROFESSIONAL QUALIFICATION

Michelle Bobo has over twelve years of experience working with rural communities for community and economic development. She has worked with agricultural organizations, producers, and small businesses to assist in marketing and promoting their Texas-made products. Michelle has served on numerous rural economic development committees/boards and has extensive experience working with city and county leadership on rural affairs. Michelle is comfortable presenting to large and small groups and is proficient in adapting to various situations, opportunities, and audiences. Overall, Michelle is a professional who takes great pride in her work and thrives on continuous learning and growing in relationship and team building.

RELEVANT EXPERIENCE

CLIENT SERVICES MANAGER, GRANTWORKS INC., AUSTIN, TEXAS, FEBRUARY 2023 – PRESENT

As a Client Services Manager, Michelle is the liaison between GrantWorks and its local government clients. Principal duties include developing new client relationships through marketing and outreach and working with existing clients to ensure their satisfaction.

FIELD REPRESENTATIVE, REGION 10-CENTRAL EAST TEXAS, TEXAS DEPARTMENT OF AGRICULTURE, BEDIAS, TEXAS, JULY 2010 – FEBRUARY 2023

- Promoted TDA programs and services within a 19-county region of Central East Texas
- Worked with agricultural producers, commodity organizations, farmers' markets, small business owners, and civic leaders on TDA programs available to them
- Promoted the Community Development Block Grant to rural communities
- Served on several state boards, committees, and economic development organizations
- Served as a resource to stakeholders, communities, businesses, and local, state, and federal entities
- Promoted agency programs
- Recruited GO, TEXAN partners

ASSOCIATE ATTORNEY, PFLISTER, BORSERINE & ASSOCIATES, FRISCO, TEXAS, DECEMBER 2008 – JULY 2010

Represented clients in all aspects of family law matter



23 YEARS

CLIENT RELATIONS EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Juris Doctorate, Law, Washburn University, Topeka, Kansas, 2000

Bachelor of Science, Interdisciplinary Studies, Texas A&M, College Station, Texas, 1996

HIGHLIGHTS

Critical and Analytical Thinking

Extensive Texas Product Knowledge

Effective Time Management

REGISTRATIONS/ CERTIFICATIONS

Licensed to Practice Law in Texas, State Bar of Texas, 2000 - Present

TRAINING

Basic Economic Development Course (BEDC), International Economic Development Council (IEDC), Texas Economic Development Council, San Antonio, Texas, 2018

PROFESSIONAL AFFILIATIONS

VP and Board Member, Grimes County Chamber of Commerce, 2017-2023

Member, Texas Rural Funders, 2022

Member, Regional Economic Development Organization, 2013-2023

ASSOCIATE ATTORNEY, LAW FIRM OF EASLEY & MARQUIS, PLANO, TEXAS, OCTOBER 2004 – JULY 2008

Represented clients in all aspects of family law matters

BUSINESS DEVELOPMENT, LARRY R. COOK & ASSOCIATES, HOUSTON, TEXAS, FEBRUARY 2004 – OCTOBER 2004

- Engaged in tasks and processes to develop and implement growth opportunities within and between company and industry professional organizations
- Created internal process organization and assisted with the technical writing for an industry publication
- Engaged in creating long-term value for a business valuation firm utilizing data from clients, markets, and industry relations

ATTORNEY, UNITED EDUCATORS' ASSOCIATION, FORT WORTH, TEXAS, 2000 - 2003

▶ Represented Association members in all aspects of employment law matters

- Client Services Manager, GrantWorks, Inc., Austin, Texas, February 2023 Present
- Field Representative, Region 10-Central East Texas, Texas Department of Agriculture, Bedias, Texas,
 July 2010 February 2023
- Associate Attorney, Pfister, Borserine & Associates, Frisco, Texas, December 2008 July 2010
- Associate Attorney, Law Firm of Easley & Marquis, Plano, Texas, October 2004 July 2008
- Business Development, Larry R. Cook & Associates, Houston, Texas, February 2004 October 2004

ATTACHMENT 2 – CERTIFICATE OF INSURANCE

GrantWorks has provided a copy of our Professional Liability Certificate of Insurance on the following page.

ITY OF NAVASOTA, TEXAS I PROJECT DELIVERY SERVICES FOR THE U.S. DEPARTMENT OF TRANSPORTATION'S PIPELINE AND HAZARDOUS INTERIALS SAFETY ADMINISTRATION'S NATURAL GAS DISTRIBUTION INFRASTRUCTURE SAFETY AND MODERNIZATION GRANT PROGRAM	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 7/13/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to

	e terms and conditions of the policy rtificate holder in lieu of such endor		-		ndorser	ment. A state	ement on th	is certificate does not co	onfer ri	ights to the
	DUCER				CONTACT NAME: Kathy Kennedy					
Vai	n Dyke Rankin & Company, Inc. S Austin St				PHONE (A/C, No, Ext): 979-836-5636 FAX (A/C, No): 979-836-5059			6-5059		
	nham TX 77833					ss: kathy@va				
							•	DING COVERAGE		NAIC#
					·			20702		
INSU	RED			GRANINC-01	INSURE					
	intWorks, Inc.									
	celia Johnson 11 Northland Drive				INSURER C: INSURER D:					
	stin TX 78756				INSURER E :					
					INSURER F:					
CO	/ERAGES CER	TIFIC	CATE	NUMBER: 1810891567	INCORE			REVISION NUMBER:		
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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER		POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT	s	
	COMMERCIAL GENERAL LIABILITY							EACH OCCURRENCE	\$	
	CLAIMS-MADE OCCUR							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	
								MED EXP (Any one person)	\$	
								PERSONAL & ADV INJURY	\$	
	GEN'L AGGREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE	\$	
	POLICY PRO- LOC							PRODUCTS - COMP/OP AGG	\$	
	OTHER:								\$	
	AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT (Ea accident)	\$	
	ANY AUTO							BODILY INJURY (Per person)	\$	
	ALL OWNED SCHEDULED AUTOS							` /	\$	
	HIRED AUTOS NON-OWNED AUTOS							PROPERTY DAMAGE (Per accident)	\$	
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	DED RETENTION \$								\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY							PER OTH- STATUTE ER		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N/A						E.L. EACH ACCIDENT	\$	
	(Mandatory in NH)							E.L. DISEASE - EA EMPLOYEE	\$	
	If yes, describe under DESCRIPTION OF OPERATIONS below							E.L. DISEASE - POLICY LIMIT	\$	
А	Professional Liability	Y		G28235768 006		7/30/2022	7/30/2023	Each Claim Aggregate Retention	\$5,000 \$5,000 \$25,00	,000.
	RIPTION OF OPERATIONS / LOCATIONS / VEHIC tificate Holder is shown as Additional In				le, may b	e attached if more	e space is requir	ed)		
CFF	RTIFICATE HOLDER				CANO	ELLATION				
- 	Informational Purposes for GrantWorks, Inc. 2201 Northland Dr Austin TX 78756				SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFOR THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE					
Austill 17 10130			Jan Van Dy Ke							

CITY OF NAVASOTA, TEXAS I PROJECT DELIVERY SERVICES FOR THE U.S. DEPARTMENT OF TRANSPORTATION'S PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION'S NATURAL GAS DISTRIBUTION INFRASTRUCTURE SAFETY AND MODERNIZATION GRANT PROGRAM

ATTACHMENT 3 – STATEMENT OF CONFLICTS OF INTEREST

GrantWorks has identified no potential and/or conflicts regarding the company or with key employees.				
Buce Loitinge	May 10, 2023			
Authorized Signature	Date			
Bruce J. Spitzengel, President				
Print Name & Title				

CITY OF NAVASOTA, TEXAS PROJECT DELIVERY SERVICES FOR THE U.S. DEPARTMENT OF TRANSPORTATION'S PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION'S NATURAL GAS DISTRIBUTION INFRASTRUCTURE SAFETY AND MODERNIZATION GRANT PROGRAM	

ATTACHMENT 4 – SYSTEM OF AWARD MANAGEMENT VERIFICATION

GrantWorks is not debarred from doing business in the State of Texas, as shown by the attached proof of non-debarment from the Texas Comptroller. GrantWorks is also not debarred or suspended from the Excluded Parties List System (EPLS) in the System for Award Management (SAM). We have included verification that GrantWorks and the company's principal are not listed through SAM through a printout of the search results with the record date on the following pages.

11/15/22, 3:00 PM Debarred Vendor List



Glenn Hegar Texas Comptroller of Public Accounts



Debarred Vendor List

The following vendors shown below are debarred from doing business with the State of Texas, effective from the date of debarment for the length of time indicated. Whether they are listed below or not, the debarred vendors include the vendors' successors in interest as defined in Rule §20.102(b) (4).

Last updated: 11/18/21

Vendor ID Number	Vendor Name/Address	Date of Debarment	Length of Debarment
23075463	BRI Supply Inc 9332 N. 95th Way, STE B1 09 Scottsdale, AZ 85258	April 1, 2021	5 Years

Download Debarred Vendor List [comptroller.texas.gov/purchasing/docs/debarred-vendor-list.pdf].

Federal Exclusion

Agencies and Texas Smartbuy members may wish to check the list of vendors excluded from doing business on the federal level. The System for Award Management, or SAM, can be used as a resource for purchasing entities.

According to Statewide Procurement Division rules, other debarment activities from other entities may be considered as possible indicators of vendor responsibility.

Debarment Statute and Rules

Texas Government Code §2155.077

Texas Administrative Code: 34.TAC.20 Subchapter G



Entity Information Search Results 1 Total Results

Filter by:

Keyword (ALL) Status "GrantWorks Inc" Active

GRANTWORKS INC • Active Registration

Unique Entity ID: UZ9NMVF8SGD8

CAGE/NCAGE: 5JH22

Physical Address:

2201 NORTHLAND DR

AUSTIN, TX 78756 USA

Expiration Date:

Oct 04, 2023

Purpose of Registration:

All Awards

Entity

Apr 26, 2023 03:38:56 PM GMT



Entity Information Search Results 1 Total Results

Filter by:

Keyword (ALL) Status "bruce spitzengel" Active

GRANTWORKS INC • Active Registration

Unique Entity ID: UZ9NMVF8SGD8

CAGE/NCAGE: 5JH22

Physical Address:

2201 NORTHLAND DR

AUSTIN, TX 78756 USA

Expiration Date:

Oct 04, 2023

Purpose of Registration:

Entity

All Awards

Apr 26, 2023 03:39:45 PM GMT



GRANTWORKS, INC.

Unique Entity ID CAGE / NCAGE Purpose of Registration

UZ9NMVF8SGD8 5JH22 All Awards

Registration Status Expiration Date

Active Registration Sep 2, 2022

Physical Address Mailing Address

2201 Northland DR 2201 Northland Drive

Austin, Texas 78756-1117 Austin, Texas 78756-1117

United States United States

Business Information

Doing Business as Division Name Division Number

 (blank)
 Grantworks
 (blank)

 Congressional District
 State / Country of Incorporation
 URL

Texas 10 Texas / United States http://www.grantworks.net

Registration Dates

Activation Date Submission Date Initial Registration Date

Aug 4, 2021 Aug 3, 2021 Jun 16, 2009

Entity Dates

Entity Start Date Fiscal Year End Close Date

Sep 16, 1979 Dec 31

Immediate Owner

CAGE Legal Business Name

(blank) (blank)

Highest Level Owner

CAGE Legal Business Name

(blank) (blank)

Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

Proceedings Questions

Registrants in the System for Award Management (SAM) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2.C.F.R. 200 Appendix XII. Their responses are not displayed in SAM. They are sent to FAPIIS.gov for display as applicable. Maintaining an active registration in SAM demonstrates the registrant responded to the proceedings questions.

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure Entity Type Organization Factors

Corporate Entity (Not Tax Exempt) Business or Organization (blank)

Profit Structure

For Profit Organization

Socio-Economic Types

Self Certified Small Disadvantaged Business

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information	
Accepts Credit Card Payments No	Debt Subject To Offset No
EFT Indicator 0000	CAGE Code 5JH22

Points of Contact

Electronic Business

Pruce Spitzengel, President

Bruce Spitzengel, President

Austin, Texas 78756

United States

ERIC HARTZELL, Executive VP

2201 Northland Drive
Austin, Texas 78756

Government Business

2201 Northland Drive
 Bruce Spitzengel, President
 Austin, Texas 78756
 United States
 ERIC HARTZELL, Executive VP
 2201 Northland Drive
 Austin, Texas 78756

Service Classifications

NAICS Codes

Primary NAICS Codes NAICS Title

United States

United States

Yes 541611 Administrative Management And General Management Consulting Services

Disaster Response

Yes, this entity appears in the disaster response registry.

Bonding Levels	Dollars
(blank)	(blank)

States Counties Metropolitan Statistical Areas (blank) (blank)

ATTACHMENT 5 – CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ)

GrantWorks has provided a signed Conflict-of-Interest Questionnaire (Form CIQ) on the following page.

CITY OF NAVASOTA, TEXAS PROJECT DELIVERY SERVICES FOR THE U.S. DEPARTMENT OF TRANSPORTATION'S PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION'S NATURAL GAS DISTRIBUTION INFRASTRUCTURE SAFETY AND MODERNIZATION GRANT PROGRAM

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.	OFFICE USE ONLY
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).	Date Received
By law this questionnaire must be filed with the records administrator of the local governmental entity not late than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.	
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. Ar offense under this section is a misdemeanor.	
Name of vendor who has a business relationship with local governmental entity.	
N/A	
Check this box if you are filing an update to a previously filed questionnaire. (The law completed questionnaire with the appropriate filing authority not later than the 7th busin you became aware that the originally filed questionnaire was incomplete or inaccurate	ess day after the date on which
Name of local government officer about whom the information is being disclosed.	
N/A	
Name of Officer	
Describe each employment or other business relationship with the local government of officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government of the complete subparts A and B for each employment or business relationship described. Attacking a necessary. A. Is the local government officer or a family member of the officer receiving of other than investment income, from the vendor? Yes No B. Is the vendor receiving or likely to receive taxable income, other than investment of the local government officer or a family member of the officer AND the taxable local governmental entity? Yes No Describe each employment or business relationship that the vendor named in Section 1	with the local government officer. ach additional pages to this Form I likely to receive taxable income, ant income, from or at the direction be income is not received from the
Describe each employment or business relationship that the vendor named in Section 1 other business entity with respect to which the local government officer serves as an ownership interest of one percent or more.	
Check this box if the vendor has given the local government officer or a family member as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a)(a)(b)(B)(B)(B)(B)(B)(B)(B)(B)(B)(B)(B)(B)(B)	
Signature of vendor doing business with the governmental entity May 10) <u>, 2023</u> Date

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm. For easy reference, below are some of the sections cited on this form.

<u>Local Government Code § 176.001(1-a)</u>: "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:
 - (2) the vendor:
 - (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that
 - (i) a contract between the local governmental entity and vendor has been executed; or
 - (ii) the local governmental entity is considering entering into a contract with the vendor;
 - (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:
 - (i) a contract between the local governmental entity and vendor has been executed; or
 - (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:
 - (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
 - (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
 - (3) has a family relationship with a local government officer of that local governmental entity.
- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:
 - (1) the date that the vendor:
 - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
 - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
 - (2) the date the vendor becomes aware:
 - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
 - (B) that the vendor has given one or more gifts described by Subsection (a); or
 - (C) of a family relationship with a local government officer.

ATTACHMENT 6 – CERTIFICATION REGARDING LOBBYING

GrantWorks has provided a copy of our Certification Regarding Lobbying on the following page.

CITY OF NAVASOTA, TEXAS PRO MATERIALS SAFETY ADMINISTRAT		

Certification Regarding Lobbying

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Contractor, <u>GrantWorks, Inc.</u>, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Bruce J. Spitzengel, President
Printed Name and Title of Contractor's Authorized Official

May 10, 2023

Date

CITY OF NAVASOTA, TEXAS PROJECT DELIVERY SERVICES FOR THE U.S. DEPARTMENT OF TRANSPORTATION'S PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION'S NATURAL GAS DISTRIBUTION INFRASTRUCTURE SAFETY AND MODERNIZATION GRANT PROGRAM

ATTACHMENT 7 – DISCLOSURE OF LOBBYING ACTIVITIES

GrantWorks has provided a copy of our Disclosure of Lobbying Activities on the following page.

CITY OF NAVASOTA, TEXAS PROJECT DELIVERY SERVICES FOR TH MATERIALS SAFETY ADMINISTRATION'S NATURAL GAS DISTRIBUTION	

Approved by OMB 0348-0046

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure)

Type of Federal Action: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	Status of Federal Action: a. bid/offer/application b. initial award c. post-award		Report Type: a. initial filing b. material change		
Name and Address of Reporting Entity: Prime Subawardee Tier, if Known:		If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:			
Congressional District, if known	wn:		onal District, if known:		
Federal Department/Agency:		7. Federal Program Name/Description: CFDA Number, if applicable:			
Federal Action Number, if known:		9. Award Amount, if known:			
		\$			
10. a. Name and Address of Lobby (if individual, last name, first name					
11. Information requested through thi authorized by title 31 U.S.C. section 13 disclosure of lobbying activities is a n representation of fact upon which reliaby the tier above when this transaction entered into. This disclosure is require U.S.C. 1352. This information will be recongress semi-annually and will be an inspection. Any person who fails to fill disclosure shall be subject to a civil p than \$10,000 and not more than \$100,00 failure.	352. This naterial ance was placed n was made or ed pursuant to 31 eported to the vailable for public e the required enalty of not less	Signature: Much Bringe Print Name: Bruce J. Spitzengel Title: President Telephone No.: (512) 420-0303 Date: 05/10/2023			
Federal Use Only			rized for Local Reproduction dard Form - LLL (Rev. 7-97)		

INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

- 1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
- 2. Identify the status of the covered Federal action.
- 3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
- 4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
- 5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
- 6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
- 7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
- 8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
- 9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
- 10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
- (b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
- 11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503

ATTACHMENT 8 – CERTIFICATE OF INTERESTED PARTIES (FORM 1295)

GrantWorks has provided a copy of our Certificate of Interested Parties - Form 1295 on the following page.

CITY OF NAVASOTA, TEXAS PROJECT DELIVERY SERVICES FOR THE U.S. DEPARTMENT OF TRANSPORTATION'S PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION'S NATURAL GAS DISTRIBUTION INFRASTRUCTURE SAFETY AND MODERNIZATION GRANT PROGRAM	

_						
	CERTIFICATE OF INTE	RESTED PAR	TIES		ı	FORM 1295
	Complete Nos. 1 - 4 and 6 if th Complete Nos. 1, 2, 3, 5, and 6					CEUSEONLY
Name of business entity filing form, and the city, state and country of the business entity's place of business.						Jskile
2	Name of governmental entity or state which the form is being filed.	te agency that is a party	to the contract	for	, +x	72,
	Provide the identification number us and provide a description of the ser					ntify the contract, act.
4	Name of Interested Party	City, State, C		Natur	e of Interest	(check applicable)
	The state of the s	(place of bus	-	Cor	ntrolling	Intermediary
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Г		X				
		.0				
Г	2::	Ö				
5	Check only if there is No interes	ited Party.	[
6	UNSWORN DECLEARATION My name is		, and my dat	e of birth is _		
	My address (street)		(city)	(sta	te) (zip cod	e) (country)
	I decaye under penalty of perjury that the fo	regoing is true and correct.				
	Executed in County,	State of , o	on the day			 vear)
				(inc	,	,
		Sig	gnature of authorize	d agent of co (Declarant)		ness entity
Г	ADI	D ADDITIONAL PA	GES AS NEC	ESSARY	,	

CITY OF NAVASOTA, TEXAS I PROJECT DELIVERY SERVICES FOR THE U.S. DEPARTMENT OF TRANSPORTATION'S PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION'S NATURAL GAS DISTRIBUTION INFRASTRUCTURE SAFETY AND MODERNIZATION GRANT PROGRAM

ATTACHMENT 9 – CHILD SUPPORT STATEMENT FOR NEGOTIATED CONTRACTS AND GRANTS

GrantWorks has completed and signed the Child Support Statement for Negotiated Contracts and Grants Form

CITY OF NAVASOTA, TEXAS PROJECT DELIVERY SERVICES FOR THE U.S. DEPARTMENT OF TRANSPORTATION'S PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION'S NATURAL GAS DISTRIBUTION INFRASTRUCTURE SAFETY AND MODERNIZATION GRANT PROGRAM

CHILD SUPPORT STATEMENT FOR NEGOTIATED CONTRACTS AND GRANTS

Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is eligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.

List below the name and social security number of the individual or sole proprietor and each partner, shareholder, or owner with an ownership interest of at least 25% of the business entity submitting the bid or application.

NAME	SOCIAL SECURITY NUMBER
Bruce J. Spitzengel	515-50-4286

Section 231.006, Family Code, specifies that a child support obligor who is more than 30 days delinquent in paying child support and a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25% is not eligible to receive payments from state funds under a contract to provide property, materials, or services; or receive a state-funded grant or loan.

A child support obligor or business entity ineligible to receive payments described above remains ineligible until all arrearage have been paid or the obligor is in compliance with a written repayment agreement or court order as to any existing delinquency.

Except as provided by Section 231.302(d), Family Code, a social security number is confidential and may be disclosed only for the purposes of responding to a request for information from an agency operating under the provision of Parts A and D of Title IV of the federal Social Security Act (42 USC Section 601417 and 651-669).

GrantWorks, Inc.
Signature Company Official Printed/Type Firm Name

Bruce J. Spitzengel, President Printed/Typed Name and Title Date

CITY OF NAVASOTA, TEXAS PROJECT DELIVERY SERVICES FOR THE U.S. DEPARTMENT OF TRANSPORTATION'S PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION'S NATURAL GAS DISTRIBUTION INFRASTRUCTURE SAFETY AND MODERNIZATION GRANT PROGRAM

ATTACHMENT 10 – REQUIRED CONTRACT PROVISIONS

GrantWorks acknowledges and will comply with the required contract provisions.

CITY OF NAVASOTA, TEXAS PROJECT DELIVERY SERVICES FOR THE U.S. DEPARTMENT OF TRANSPORTATION'S PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION'S NATURAL GAS DISTRIBUTION INFRASTRUCTURE SAFETY AND MODERNIZATION GRANT PROGRAM

GrantWorks, Inc.

2201 Northland Drive Austin, Texas 78756 Telephone: 512-420-0303 Fax: 512-420-0302

www.grantworks.net

	cipient (14) OF MAVA: Respondent Prount W		SM Grant Progra of Rating WYLU		_	
Evaluato	r's Name					
Experienc	e Rate the Respondent	of the Request for Proposa	I (RFP) by award	ing points up t	o the maximum listed for e	ach
		ssess the Respondent on th		be gathered e	ither from past experience	with
the Respo	ondent and/or by contacti	ing past/current clients of tl	he Respondent.			
Experien	uro.					
LAPETICI	<u>Factors</u>			Max.Pts.	<u>Score</u>	
1.		ground with federally funde	ed projects	10	10	
2.		ground with specific project		5		
	•	acquisition of property, coor	2.22			
	regulatory agency, etc.)	. , , ,			5	
4.	Administrator of federal	ly-funded programs		5	-6	
5.	References from current	/past clients		10	10	
		Subtotal, Experience	_	30	20	
Work Pe	rform <u>ance</u>	• •	-			
	<u>Factors</u>			Max.Pts.	<u>Score</u>	
1.	Submits requests to clier	nt in a timely manner		5	6	
2.	Responds to client reque	ests in a timely manner		5	5	
3.	Past client projects comp			5		
4.	Work product is consiste	ently of high quality with low	v level of	5		
	errors					
5.	Past client projects have	low level of monitoring		5		
	findings/concerns					
6.	Manages projects within	budgetary constraints	_	5		
		Subtotal, Performance	-	30	30	
Capacity	to Perform					
	<u>Factors</u>			Max.Pts.	<u>Score</u>	
1.	Qualifications of Profess	ional Administrators/Experi	ence of Staff	5		
2.	Present and Projected W	Vorkloads		5	5	
3.	Quality of Proposal/Wor	k Plan		5	5	
4.	Demonstrated understa	nding of scope of the Project	t	5	<u>S</u>	
		Subtotal, Capacity to Per	form	20	20	
Propose	d Cost					
	<u>Factors</u>			Max.Pts.	<u>Score</u>	
	A = Lowest Proposal	\$ 6.500				
	B = Bidder's Proposal	\$ 6.5015	_	<u> </u>	20	
		A ÷ B X 20 equals Respo	ondent's Score	20		
TOTAL S	CORE					
	<u>Factors</u>			Max.Pts.	Score	
	Experience			30	30	
	Work Performance			30	30	
	Capacity to Perform			20		

Total Score

☐ Proposed Cost

Name of Respondent Grant Works	NGDISM Grant Program
Name of Respondent Crywntworks	Date of Rating May 15, 2023
Evaluator's Name	Disease I Like you was a serious a

<u>Experience</u> -- Rate the Respondent of the Request for Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Expe	<u>erien</u>	<u>ce</u>			
		<u>Factors</u>		Max.Pts.	<u>Score</u>
	1.	•	ground with federally funded projects	10	10
	2.	•	ground with specific project type	5	
		•	acquisition of property, coordination with		
		regulatory agency, etc.)			5
		Administrator of federal	• -	5	<u></u>
	5.	References from current	/past clients	10	
			Subtotal, Experience	30	30
Wor	k Pe	rformance			
		<u>Factors</u>		Max.Pts.	<u>Score</u>
	1.	Submits requests to clien	nt in a timely manner	5	
	2.	Responds to client reque	ests in a timely manner	5	5
	3.	Past client projects comp	oleted on schedule	5	5
	4.	Work product is consiste	ntly of high quality with low level of	5	
		errors			5
	5.	Past client projects have	low level of monitoring	5	
		findings/concerns			5
	6.	Manages projects within	budgetary constraints	5	
			Subtotal, Performance	30	30
Capa	acity	to Perform			
		Factors		Max.Pts.	Score
	1.	Qualifications of Profess	ional Administrators/Experience of Staff	5	5
	2.	Present and Projected W	orkloads /	5	5
	3.	Quality of Proposal/Wor	k Plan	5	5
	4.	Demonstrated understar	nding of scope of the Project	5	5
			Subtotal, Capacity to Perform	20	30
Prop	oseo	l Cost		-	U.S
_		Factors		Max.Pts.	Score
		A = Lowest Proposal	<u>رده که هاه</u>		
		B = Bidder's Proposal	\$ 6.5 °K	20	20
			A ÷ B X 20 equals Respondent's Score	20	
TOT	AL S	ORE	, , , , , , , , , , , , , , , , , , , ,		
		Factors		Max.Pts.	Score
				30	30
		•		30	30
		Capacity to Perform		20	20
		Proposed Cost		20	20
		,	Total Score	100	10
					10

Nam	e of	Respondent Caranta Control Con		
Exper factor	ienc r. In	e Rate the Respondent of the Request for Proposal (RFP) by awar formation necessary to assess the Respondent on these criteria ma	y be gathered eith	
the Re	espo	ndent and/or by contacting past/current clients of the Respondent	•	
Expe	rien	<u>ce</u>		
		<u>Factors</u>	Max.Pts.	<u>Score</u>
	1.	Related Experience/Background with federally funded projects	10	
	2.	Related Experience/Background with specific project type	5	
		(housing rehabilitation, acquisition of property, coordination with		_
		regulatory agency, etc.)		5
	4.	Administrator of federally-funded programs	5	5
	5.	References from current/past clients	10	
		Subtotal, Experience	30	30
Worl	k Pe	rformance		
		<u>Factors</u>	Max.Pts.	<u>Score</u>
	1.	Submits requests to client in a timely manner	5	
	2.	Responds to client requests in a timely manner	5	6
	3.	Past client projects completed on schedule	5	_ 5
	4.	Work product is consistently of high quality with low level of	5	
		errors		5
	5.	Past client projects have low level of monitoring findings/concerns	5	
	6.	Manages projects within budgetary constraints	5	5
		Subtotal, Performance	30	30
Capa	city	to Perform		
		Factors	Max.Pts.	<u>Score</u>
	1.	Qualifications of Professional Administrators/Experience of Staff	5	_5
	2.	Present and Projected Workloads	5	<u></u>
	3.	Quality of Proposal/Work Plan	5	<u> </u>
	4.	Demonstrated understanding of scope of the Project	5	5
		Subtotal, Capacity to Perform	20	20
Prop	ose	d Cost		-

<u>Factors</u> Max.Pts. <u>Score</u> \$ 6.500 A = Lowest Proposal

A ÷ B X 20 equals Respondent's Score

Total Score

B = Bidder's Proposal

TOTAL SCORE

Factors

☐ Work Performance

☐ Capacity to Perform

□ Proposed Cost

□ Experience

20

20

Max.Pts.

30

30

20

20

100

20

20

100

Score

Name of Respondent (2) WAYASOT WAYES	NGDISM Grant Program
	Date of Rating May 5. 2023
Evaluator's Name Jon Mackay	

Experience -- Rate the Respondent of the Request for Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

the R	espo	ndent and/or by contact	ing past/current clients of the Respondent	•	
Exp	erien	ce			
		<u>Factors</u>		Max.Pts.	<u>Score</u>
	1.		ground with federally funded projects	10	10
	2.	(housing rehabilitation,	kground with specific project type acquisition of property, coordination with	5	
		regulatory agency, etc.)			5
	4.	Administrator of federal	ly-funded programs	5	5
	5.	References from current	:/past clients	10	10
			Subtotal, Experience	30	30
Wor	rk Pe	rformance			
		<u>Factors</u>		Max.Pts.	<u>Score</u>
	1.	Submits requests to clie	nt in a timely manner	5	5
	2.	Responds to client requi	ests in a timely manner	5	5
	3.	Past client projects com	pleted on schedule	5	5
	4.	Work product is consiste errors	ently of high quality with low level of	5	
	5.	Past client projects have findings/concerns	low level of monitoring	5	
	-	-	hudestan constraints	c	<u> </u>
	6.	Manages projects withir	·	5	20
			Subtotal, Performance	30	30
Cap	<u>acity</u>	to Perform			
		<u>Factors</u>		Max.Pts.	Score
	1.		ional Administrators/Experience of Staff	5	
	2.	Present and Projected W		5	
	3.	Quality of Proposal/Wor		5	5
	4.	Demonstrated understa	nding of scope of the Project	5	
			Subtotal, Capacity to Perform	20	20
Pro	pose	d Cost			
		<u>Factors</u>		Max.Pts.	<u>Score</u>
		A = Lowest Proposal	\$ 6.500	0 -	
		B = Bidder's Proposal	\$ 6.500	<u> 20 </u>	20
			A ÷ B X 20 equals Respondent's Score	20	
TOT	AL S	CORE			
		<u>Factors</u>		Max.Pts.	<u>Score</u>
		Experience		30	30
		Work Performance		30	30
		Capacity to Perform		20	<u> </u>
		Proposed Cost		20	20
			Total Score	100	100

Name of Respondent WANT TO THE Evaluator's Name	NGDISM Grant Program
Name of Respondent (YWAYWOY K	Date of Rating May 6,2033
Evaluator's Name Will Talheira	

Experience — Rate the Respondent of the Request for Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent.

Experier	<u>nce</u>			
	<u>Factors</u>		Max.Pts.	<u>Score</u>
1.	Related Experience/Back	ground with federally funded projects	10	10
2.	Related Experience/Back	ground with specific project type	5	-
	(housing rehabilitation, a	acquisition of property, coordination with		
	regulatory agency, etc.)			5
4.	Administrator of federal	ly-funded programs	5	5
5.	References from current	/past clients	10	10
		Subtotal, Experience	30	30
Work Pe	erformance			
	Factors		Max.Pts.	Score
1.	Submits requests to clier	nt in a timely manner	5	5
2.		-	5	\$
3.		-	5	
4.		ently of high quality with low level of	5	
	errors	, , ,		<
5.	Past client projects have	low level of monitoring	5	
	findings/concerns			S
6.	Manages projects within	budgetary constraints	5	30
		Subtotal, Performance	30	-
Capacity	to Perform			
	Factors		Max.Pts.	Score
1.	Qualifications of Profess	ional Administrators/Experience of Staff	5	\$
2.	Present and Projected W	/orkloads	5	5
3.	Quality of Proposal/Wor	k Plan	5	<u> </u>
4.	Demonstrated understar	nding of scope of the Project	5	
		Subtotal, Capacity to Perform	20	20
Propose	d Cost			
	<u>Factors</u>		Max.Pts.	<u>Score</u>
	A = Lowest Proposal	\$ 6.50/0	_	_
	B = Bidder's Proposal	\$ 10.50/0	<u>20</u>	20
		A ÷ B X 20 equals Respondent's Score	20	
TOTAL S	CORE			
	<u>Factors</u>		Max.Pts.	<u>Score</u>
	Experience		30	30
	Work Performance		30	30
	Capacity to Perform		20	20
	Proposed Cost		20	<u>20</u>
		Total Score	100	100



REQUEST FOR CITY COUNCIL AGENDA ITEM #11

Agenda Date Requested: May 22, 2023	Appropriation
Requested By: Evette Fannin, Grant Coord.	Source of Funds: N/A
Department: Finance	Account Number: N/A
○ Report	Amount Budgeted: N/A
	Amount Requested: N/A
Exhibits: Resolution No. 741-23	Budgeted Item: Yes No

AGENDA ITEM #11

Consideration and possible action on Resolution No. 741-23, authorizing the selection of engineering/architectural/surveying service provider to complete implementation for the City of Navasota Natural Gas Distribution Safety and Modernization Grant Program.

SUMMARY & RECOMMENDATION

Though the Natural Gas Distribution Safety & Modernization grant funding is new, the City of Navasota has potential to rank high in the selection process and has an exceptionally good chance to receive funding. Below are the highlights of the city's efforts and the needs for the Natural Gas Distribution Safety and Modernization Grant Program.

The City of Navasota has 12 natural gas regulator stations throughout the city. For this fiscal year, the City Council approved the replacement of the Hollister Regulator Station, which was just awarded for nearly \$200,000. The city has 11 other natural gas regulator stations that need to be replaced. Replacing regulator stations are approved projects for this grant. Additionally, the grant may provide funding for natural gas extension costs too. This would aid in several growth areas by extending our natural gas lines for future growth.

Request for Qualifications Process

- RFQ (Request for Qualifications) for engineering services were sent out April 26, 2023, with a deadline of May 10, 2023, at 2:00 p.m.
- Newspaper Ad ran in The Examiner on April 26, 2023
- Staff received two (2) proposals: Strand & Associates and TSG Industries

Staff recommend hiring Strand and Associates as our engineering, architectural, and surveying firm because they are the most knowledgeable in this specific area and are currently working on our existing natural gas projects.

ACTION REQUIRED BY CITY COUNCIL

Approve or deny Resolution No. 741-23, authorizing the hiring of Strand and Associates for engineering services related to the Natural Gas Distribution Safety and Modernization Grant Program.

Safety and Modernization Grant Program.	•
Approved for the City Council meeting agenda	a.
Jason Weeks	5/17/23
Jason B. Weeks, City Manager	Date

RESOLUTION NO. 741-23

A RESOLUTION OF CITY OF NAVASOTA, TEXAS, AUTHORIZING PROFESSIONAL SERVICE PROVIDER(S) SELECTION FOR NATURAL GAS DISTRIBUTION INFRASTRUCTURE SAFETY AND MODERNIZATION (NGDISM) GRANT PROGRAM THROUGH THE U.S. DEPARTMENT OF TRANSPORTATION'S PIPELINE AND HAZARDOUS MATERIALS SAFETY ADMINISTRATION (DOT PHMSA) PROGRAM(S).

WHEREAS, participation in Natural Gas Distribution Infrastructure Safety and Modernization (NGDISM) Grant Program program(s) requires implementation by professionals experienced in the administration of federally-funded projects;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Qualifications (RFQ) process for engineering/environmental services has been completed in accordance with the federal requirements;

WHEREAS, the SOQs received by the due date have been reviewed to determine the most qualified and responsive providers for each professional service giving consideration to the ability to perform successfully under the terms and conditions of the proposed procurement, integrity, compliance with public policy, record of past performance, and financial and technical resources.

NOW, THEREFORE, BE IT RESOLVED:

Section 1.	That is selected to provide project-related engineering/ environmental services for NGDISM program(s).
Section 2.	That any and all project-related services contracts or commitments made with the above- named service provider(s) are dependent on the successful negotiation of a contract with the service provider(s).

PASSED AND APPROVED THIS THE 22ND DAY OF MAY, 2023.

	BERT MILLER, MAYOR
ATTEST:	
SUSIE M. HOMEYER, CITY SECRETARY	



TSG INDUSTRIES LLC

Capability

Theodore "Ted" Sims, LEED AP

Email: tsims@tsg-industries.com

Address: 12230 Robin Blvd., Houston, Texas 77045

Phone: (888) 586-2703

Web: www.tsg-industries.com

D&B #: 11-781-3468 **EIN**: 81-1730502







OVERVIEW

TSG Industries LLC is a local based established in 2016 prefabricated modular building system design-build firm that specializes in the effective delivery of private, municipal, federal, K-12, colleges and university resilient and sustainable projects.

CORE CAPABILITIES NICHE

Our people have an average of 30 years' experience in statewide green design strategies, sustainable structures, and engineering of public buildings, including:

- Temporary Logistics Buildings
- Modular Office Buildings (Lease/Own)
- Prefabricated Building Structures
- Control House Structures

COMPANY INFO

NAICS	CODE DESCRIPTION	PSC	INSURANCE
236220	C&I BUILDINGS	5410	\$2,000,000 AGG
332311	PREFAB METAL BUILDINGS	Y100	\$1,000,000 WC
221112	NATURAL GAS POWER GENERA	ATION	\$1,000,000 GL
237130	POWER & COMM BLDGS		\$500,000 Auto
423390	OTHER CONSTRUCTION WHOLE	SALERS	
237110	WATER STRUCTURES		
624310	VOCATIONAL SERVICES		
8129104/2	ANIMAL SHELTER & RESEARCH		

PAST PERFORMANCE (NON-XTO/EM SUPPLIER)

- City of Prairie View
- Texas Southern University
- Bastrop County Animal Hospital
- The Lawson Academy
- Texas Historical Commission
- New Braunfels Utilities

CONTRACT VEHICLES



18-19 9B000 Modular Building Systems



18-7307 Modular Buildings & Related Services



MB11-18 New/Leased Modular Buildings



21-05 Modular Buildings Systems



200902 Permanent Modular Buildings



TX-GC-GC-021920

CERTIFICATIONS

- Occupational Safety Health Administration (OSHA)
- Plan-Act-Check-Excel (PACE) (Quality)
- Texas Department of Licensing and Regulation (TDLR)
- Special Inspections, Structural (ASTM)
- Leadership in Energy and Environmental Design (LEED)

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Web: www.tsg-industries.com

Lead Time Report

To estimate an order lead time, please cross reference the **product type with its respective lead time shown at right**.

Last Updated 02/16/23

BRIGGS & STRATTON Standby Generators

	ESTIMATED LEAD TIME IN
PRODUCT TYPE	WEEKS
PP10	Stock
PP12	Stock
PP17	Stock
PP20	Stock
PP26	Stock
25kW	Stock
30, 35, 60kW (Single Phase)	22
48kW (Single Phase)	30
35, 48, 60kW (Three Phase)	Unavailable until further notice
80-200kW	Stock to 14
TRCM Transfer Switches 071210, 071250, 071270	Stock
Symphony Transfer Switches & Modules	Stock
Dual 200 TS	Stock
Direct Power TS	Stock
ASCO Non SE Transfer Switches	7-29 (Call for estimate)
ASCO SE Transfer Switches	12-47 (Call for estimate)
Concrete Pads	Stock

Lead times are an estimate and are subject to change based on various factors related to supply chain, production and market conditions.

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1

Lead Time Report

Energy Storage Systems

PRODUCT TYPE	ESTIMATED LEAD TIME IN WEEKS
NEW SimpliPhi Inverter	4-8
NEW SimpliPhi 4.98kWH Battery	4-8
AccESS	4
PHI Batteries	2-4
Boss	4
Sol-Ark Inverters	2-4

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BUSINESS STANDBY



20kW-RD02025

MODEL #RD02025
Contact us for pricing



30kW-RD03022

MODEL #RD03022 Contact us for pricing

View Details



48kW-RD04834



22kW-RG022-QS

MODEL #RG022 Contact us for pricing

View Details



25kW-RG025

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27kW-RG027-QS

MODEL #RG027 Contact us for pricing

View Details



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32kW-RG032-QS

MODEL #RG032 Contact us for pricing

View Details



MODEL #RG036 Contact us for pricing

View Details



38kW-RG038-QS

MODEL #RG038
Contact us for pricing

View Details



MODEL #RG045 Contact us for pricing

View Details



60kW-RG060

MODEL #RG060 Contact us for pricing

View Details

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Gran Vame	of Respondent TSC Trocustrics	IGDISM Grant Pi	rogram	
		ate of Rating <u>\lambda</u>	1/4 15, 2023	<u> </u>
the R	spondent of the Request For Qualifications (RFQ) by awarding points up to the espondent on these criteria may be gathered either from past experience with lent. Respondents proposing to offer specific services (buyout only) will be so	h the Respondent	and/or by contacting	nformation no
rienc	e Rate the respondent for experience in the following areas:		Comn	<u>nents</u>
	Factor	Max.Pts.	Score	
1.	Has previously designed type of projects	20	ı	
2.	Has worked on federally funded construction projects	15	2	
3.	Has worked on projects that were located in this general region. Note: Location for (Engineer/Environmental) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.321(b)(3)	10	1	
4.	Extent of experience in project construction management	15	1	
	Subtotal, Experience	60	5	
	formance Factor	Max.Pts.	Score	
1.	Past projects completed on schedule	5	5	
2.	Manages projects within budgetary constraints		2	
3.	Work product is of high quality	10	1	
	Subtotal, Performance	25	8	
acity (o Perform Factor	Max.Pts.	Score	
1.	Staff Level / Experience of Staff	5	2	
2.	Adequacy of Resources	5	2	
3.	Professional liability insurance is in force	5	2	
	Subtotal, Capacity to Perform	15	6	

TOTAL SCORE

	Factor	Max.Pts.	Score
Ū,	Experience	60	5
	Work Performance	25	8
	Capacity to Perform	15	6
	Total Score	100	19

me	of Respondent TSCS Tradustries	GDISM Grant Pro	
		ate of Rating 🖊	lay 15,2023
e R	spondent of the Request For Qualifications (RFQ) by awarding points up to the spondent on these criteria may be gathered either from past experience with lent. Respondents proposing to offer specific services (buyout only) will be sco	h the Respondent :	and/or by contacting past/curre
enc	e Rate the respondent for experience in the following areas:		Comments
	<u>Factor</u>	Max.Pts.	<u>Score</u>
1.	Has previously designed type of projects	20	1
2.	Has worked on federally funded construction projects	15	2
3.	Has worked on projects that were located in this general region.	10	
	Note: Location for (Engineer/Environmental) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.321(b)(3)		
4.	Extent of experience in project construction management	15	
	Subtotal, Experience	60	5
l. 2. 3.	Past projects completed on schedule Manages projects within budgetary constraints Work product is of high quality	10 5 10	2
_		1	1 66
		25	6
	Subtotal, Performance	25	8
ty t	o Perf <u>orm</u>		Score
	o Perform Factor	25 <u>Max.Pts.</u> 5	Score Score
1.	Factor Staff Level / Experience of Staff	Max.Pts.	8
1.	Factor Staff Level / Experience of Staff Adequacy of Resources	Max.Pts.	Score 3
1.	Factor Staff Level / Experience of Staff	<u>Max.Pts.</u> 5	Score Score
1.	Factor Staff Level / Experience of Staff Adequacy of Resources	<u>Max.Pts.</u> 5	Score 3
11.	Factor Staff Level / Experience of Staff Adequacy of Resources Professional liability insurance is in force Subtotal, Capacity to Perform	<u>Max.Pts.</u> 5 5 5	Score 2 2
1.	Factor Staff Level / Experience of Staff Adequacy of Resources Professional liability insurance is in force Subtotal, Capacity to Perform ORE	Max.Pts. 5 5 5 15	Score B C C C C C C C C C C C C
11.	Factor Staff Level / Experience of Staff Adequacy of Resources Professional liability insurance is in force Subtotal, Capacity to Perform ORE Factor	Max.Pts. 5 5 5 15 15 Max.Pts.	Score Score Score
1. 2. 3.	Factor Staff Level / Experience of Staff Adequacy of Resources Professional liability insurance is in force Subtotal, Capacity to Perform ORE Factor Experience	Max.Pts. 5 5 5 15 Max.Pts. 60	Score Score Score Score Score
1. 2. 3.	Factor Staff Level / Experience of Staff Adequacy of Resources Professional liability insurance is in force Subtotal, Capacity to Perform ORE Factor	Max.Pts. 5 5 5 15 15 Max.Pts.	Score Score Score

100

Total Score

		•	- -		
	Grant	t Recipient (YTY OF NOVUSOTA N	IGDISM Grant F	Program Program	
1	Name	of Respondent TSC Tyndusmics			
			ate of Rating	Vay 15, 202	3
	Evalu	lator s Name	ate of nating 1	- 100	
ate t	he Res	spondent of the Request For Qualifications (RFQ) by awarding points up to t	he maximum list	ted for each factor.	Information necessary to
sess	the Re	espondent on these criteria may be gathered either from past experience wit	h the Responder	nt and/or by contacti	ng past/current clients of
e Re	spond	lent. Respondents proposing to offer specific services (buyout only) will be so	ored only on tho	se services.	
_	•	Data the ground and for augustioner in the following propri		Com	ments
Expe	rienc	e Rate the respondent for experience in the following areas:	Max.Pts.	Score	nend
		<u>Factor</u>	20	3000	
	1.	Has previously designed type of projects	1		
	2.	Has worked on federally funded construction projects	15	2	
	3.	Has worked on projects that were located in this general region.	10		
		Note: Location for (Engineer/Environmental) may be a selection criterion provided its application leaves an appropriate number of			
		qualified firms, given the nature and size of the project, to compete		1 ' 1	
		for the contract. 2 CFR 200.321(b)(3)			
	4.	Extent of experience in project construction management	15		
		Subtotal, Experience	60	5	
Wor	k <u>Per</u> l	formance			
		<u>Factor</u>	Max.Pts.	Score	
	1.	Past projects completed on schedule	10	5	
	2.	Manages projects within budgetary constraints	5	2	
	3.	Work product is of high quality	10		
	-				
		Subtotal, Performance	25	8	
					•
Capa	acity t	to Perform			
	-	<u>Factor</u>	Max.Pts.	<u>Score</u>	
	1.	Staff Level / Experience of Staff	5	2	
	2.	Adequacy of Resources	5	2	
	3.	Professional liability insurance is in force	5	d	
		Subtotal, Capacity to Perform	15	le	
					•
тот	AL SC	ORE			
		Factor	Max.Pts.	Score	
		Experience	60	5	
	_	Work Performance	25	8	
_		Capacity to Perform	15	6	1
			<u> </u>		

Total Score

100

19

Grant Recipient City of Mayarota	NGDISM Grant Program
Name of Respondent 1512 Tradustrics	
Evaluator's Name Jon MacKay	Date of Rating May 15, 2083

Rate the Respondent of the Request For Qualifications (RFQ) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent. Respondents proposing to offer specific services (buyout only) will be scored only on those services.

Experience -- Rate the respondent for experience in the following areas:

Comments

-	Factor	Max.Pts.	<u>Score</u>
1.	Has previously designed type of projects	20	1
2.	Has worked on federally funded construction projects	15	2
3.	Has worked on projects that were located in this general region.	10	
	Note: Location for (Engineer/Environmental) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.321(b)(3)	1	1
4.	Extent of experience in project construction management	15	11.1
	Subtotal, Experience	60	5

Work Performance

	<u>Factor</u>	Max.Pts.	<u>Score</u>
1.	Past projects completed on schedule	10	5
2.	Manages projects within budgetary constraints	5	2
3.	Work product is of high quality	10	1
	Subtotal, Performance	25	8

Capacity to Perform

	Factor	Max.Pts.	Score
1.	Staff Level / Experience of Staff	5	2
2.	Adequacy of Resources	5	2
3.	Professional liability insurance is in force	5	ð
	Subtotal, Capacity to Perform	15	6

TOTAL SCORE

	Factor	Max.Pts.	Score
(1)	Experience	60	5
	Work Performance	25	8
	Capacity to Perform	15	6
	Total Score	100	19

Name of Respondent 150 CONSTICS	NGDISM Grant Program
Name of Respondent TSG INAUTRICS	
Evaluator's Name Laynd 1010h lira	Date of Rating May 15, 2022

Rate the Respondent of the Request For Qualifications (RFQ) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent. Respondents proposing to offer specific services (buyout only) will be scored only on those services.

Experience -- Rate the respondent for experience in the following areas:

	Factor	Max.Pts.	<u>Score</u>
1.	Has previously designed type of projects	20	
2.	Has worked on federally funded construction projects	15	2
3.	Has worked on projects that were located in this general region. Note: Location for (Engineer/Environmental) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.321(b)(3)	10	=2
4.	Extent of experience in project construction management	15	
	Subtotal, Experience	60	5

Work Performance

	<u>Factor</u>	Max.Pts.	<u>Score</u>
1.	Past projects completed on schedule	10	5
2.	Manages projects within budgetary constraints	5	2
3.	Work product is of high quality	10	1
	Subtotal, Performance	25	B

Capacity to Perform

_	<u>Factor</u>	Max.Pts.	<u>Score</u>
1.	Staff Level / Experience of Staff	5	2
2.	Adequacy of Resources	5	3
3.	Professional liability insurance is in force	5	2
	Subtotal, Capacity to Perform	15	10

TOTAL SCORE

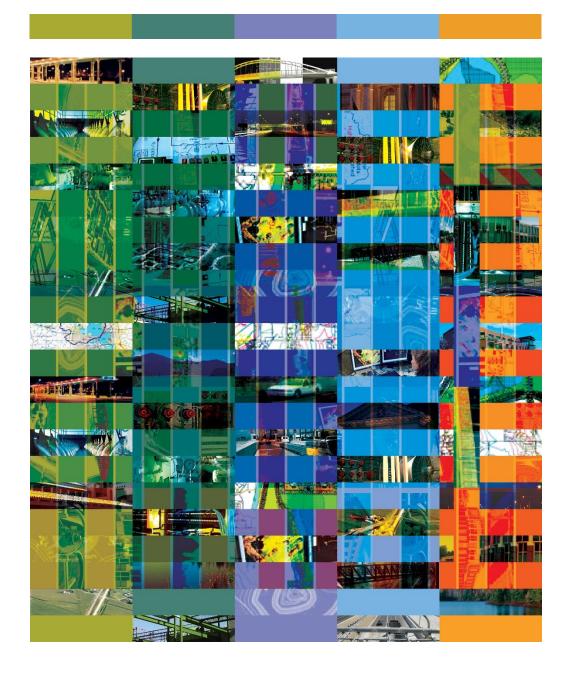
Factor	Max.Pts.	Score
Experience	60	 5
Work Performance	25	8
Capacity to Perform	15	10
Total Score	100	19

Professional

Engineering

Services

Natural Gas
Distribution
Infrastructure
Safety and
Modernization
Grant Program



Statement of Qualifications

City of Navasota, TX May 10, 2023



Strand Associates, Inc.®



1906 Niebuhr Street Brenham, TX 77833 (P) 979.836.7937 www.strand.com

May 10, 2023

Ms. Evette Fannin Grants Coordinator City of Navasota 200 E. McAlpine Street Navasota, TX 77868

Re: Request for Qualifications (RFQ) – Natural Gas Distribution Infrastructure Safety and Modernization (NGDISM) Grant Program – U.S. Department of Transportation Pipeline and Hazardous Materials Safety Administration (DOT PHMSA) Program

Dear Ms. Fannin:

Thank you for the opportunity to submit our Statement of Qualifications (SOQ) to assist the City of Navasota with services associated with budget requests, scopes of work, and draft specifications for the preparation of a NGDISM Grant Program grant application. We understand the City will use these funds for improvements to its natural gas distribution system, including replacement of aging steel distribution lines and gas regulator stations. Once the City is awarded grant funding, we will provide engineering design and bid- and construction-related services to see any projects through to completion.

This SOQ demonstrates our ability to provide unsurpassed engineering and surveying services for these types of projects. Our *client first* philosophy means that the interests of our clients are a priority. Toward this end, we are excited to offer a highly qualified and responsive team to assist the City in completing these projects.

With our selection, the City will realize sound solutions that are effective for its budget and schedule, while achieving the goals of each project. The following unique features of our team will result in successful service to the City:

- First-hand knowledge of Navasota area site conditions providing essential value to these projects.
- Record of proven performance with application, plan development, design, and construction-phase services for similar projects – resulting in technically sound solutions.
- Extensive relevant application, design, and contract administration experience on many federally funded projects resulting in smooth project financing.
- Available and committed staff through a local office and a national resource base yielding responsive service to the City.

Our firm meets the appropriate state licensing requirements to perform engineering services in the state of Texas (Registration Number F-8405). We do not have a record of substandard work, nor have we engaged in unethical practices within the last 5 years, or at any time.

If there are any questions concerning our SOQ, please do not hesitate to contact us. We value the opportunity to help the City meet its engineering needs.

Sincerely,

STRAND ASSOCIATES, INC.®

Most Knolofsh

Mark A. Rudolph, P.E. Project Manager

P230.443/MAR:bsp

William J. Huebner, P.E. Quality Control Engineer

TBPE No. F-8405 TBPLS No. 10030000



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Project Approach

Approach Delivers Solutions That Enhance the Value of City Infrastructure

Our philosophy for quality-of-life infrastructure initiatives begins with the end goal in mind. By thoroughly understanding the motivations and desired outcomes of our project partners, we can help chart the proper approach to achieving project objectives. The manner in which we communicate with the City will set the stage for a successful project.

Interaction with City Staff

We will start this assignment by holding a kickoff meeting with City staff and the grant consultant to understand their goals and objectives for the project. We will outline a communication structure that clearly identifies points of contact, project schedules, and a communication schedule. We find that weekly or biweekly status updates by phone, with e-mail summaries of decisions and issues discussed, and face-to-face meetings with the client (as desired) keep things moving. This communication structure and reporting will be important throughout any service we provide.

By thoroughly understanding the motivations and desired outcomes of our project partners, we can help chart the proper approach to achieving project objectives.

Project Approach

Our typical approach to the engineering functions of a project is divided into four phases: *application, preliminary design, final design*, and *bid and construction*. Our team is fully committed to providing excellence in engineering throughout each of these phases.

When the City needs a single task or project performed – such as a survey or an environmental study – we will apply the same work ethic to that singular task or project. Through discussions with City staff, we will develop a thorough understanding of the scope of the project and then employ the following overall approach.

Application Phase

Our initial task will be to assist with the grant application process. We will meet with City staff and the grant consultant to determine the nature and scope of the City's infrastructure improvement projects. Once the scope of a project has been well-defined, we will prepare the budget tables and necessary maps required for the application and provide them to the grant consultant and City.

It is our intent to fully utilize available funding opportunities. Our proven project approach delivers cost-effective improvements that result in significant benefits. We have been highly successful optimizing grant funding for many projects and will do so for the City of Navasota, as well.

Preliminary Design Phase

During the preliminary design phase, two tasks will receive initial emphasis. First, we will hold a preliminary design conference with the City to review the scope of the project and establish or confirm expectations, project objectives, and priorities.

We understand the City will use funds for improvements to its natural gas distribution system, including replacement of aging steel distribution lines and gas regulator stations.

Next, we will collect the information required for design of the proposed improvements. Collected information will include any field surveys required to develop background drawings for the proposed improvements and geotechnical and utility information required for design.



Our holistic approach is centered on maximizing the City's return on investment.

We begin developing construction costs during the planning phase of a project when budgets are first established.



Following the predesign conference and data collection, we will begin work on preliminary designs and assist the grant consultant with the environmental documents. Preliminary cost opinions and other appropriate deliverables will then also be prepared.

• Final Design Phase

Following preliminary design of improvements, we will meet with the City and other stakeholders to review the preliminary information. We will also coordinate with owners of utilities that may be impacted. After City approval of the preliminary engineering documents, we will proceed with final design, including preparing contract documents, final drawings, specifications, and bid schedules.

Final designs will comply with local codes and design standards. Our goal is to produce clear, concise plans that are easy for owners and contractors to read and understand, while including the information required by various regulatory agencies and Utilities. Following the final design document approval by City staff, final cost opinions will be prepared.

Bid and Construction Phase

The bid phase will begin with authorization to advertise for construction bids for the project. We will prepare the bid advertisement, distribute plans and specifications, answer questions from bidders, assist with the bid opening, analyze bids, and provide information to assist with awarding contracts. We will also assist with preparation and execution of construction contracts. Following these steps, a preconstruction conference will be held.

During construction, we will provide construction-phase tasks, including contract administration, preparation and certification of monthly payment applications, issuance of additional instructions to the contractor, continued coordination with Utilities – as warranted – and periodic visits to the site.

Our engineers have extensive experience dealing with issues raised by contractors. Our approach is to resolve each issue without the need for change orders, an approach that has proven highly successful. The same individuals responsible for project design will remain involved throughout project construction.

Once construction is complete, we will make a final inspection, develop lists of necessary items to be corrected or completed, and, ultimately, 'certify' completion of the project.

We have always prioritized quality control and compliance with local codes and design standards.



Project Management

Our overall project management approach includes developing a communication plan, tracking schedules and costs, preparing project reports, and providing quality control reviews. Our project delivery will instill confidence that the completed project will meet desired outcomes, schedules, and budgets.

Project management approach instills confidence.

Proactive Management Approach



Conclusion

We are excited for the opportunity to continue serving the City of Navasota and are committed to providing a high level of engineering service in an efficient manner. The City will receive excellent and responsive service with our straightforward approach to engineering.



Firm Profile

Seventy-Seven Years of Service Signifies Organizational Strength and Commitment to Quality

We have been providing exceptional civil and environmental engineering service to clients since 1946. We attribute our organizational strength to our talented engineers, effective management, and, most of all, commitment to nurturing long-term client relationships. Our Corporate Mission states that we are "dedicated to helping clients succeed through excellence in engineering." In accordance with this mission, we are continually expanding our staff and service offerings to broaden our base of experience and knowledge so that we can provide more creative and comprehensive solutions to meet the continually evolving needs of each client.

In an ongoing commitment to serve our Texas clientele effectively and efficiently, our Brenham staff has now grown to 24 and we anticipate continuing to add to this talented group to provide an even broader array of expertise and greater depth of experience for clients. Additionally, the nature of our projects continues to evolve in harmony with the increasingly complex needs of clients.

Through trust, reliance, and professional relationships, clients have enabled us to achieve 77 years of excellence in engineering.



Brenham office.

Wide Range of Services Meet All Project Needs

Our areas of specialization include the following:

- Civil and municipal engineering
- Transportation engineering
- Wastewater treatment and conveyance engineering
- Water supply engineering
- Stormwater management
- Electrical and heating, ventilation, and air conditioning (HVAC) engineering
- Building/facility engineering, architecture, and sustainable design
- Aviation
- Natural gas distribution
- Wetland delineation, mitigation, and restoration
- Ecosystem study and restoration
- Geographic information systems (GIS) and mapping
- Surveying and right of way acquisition
- Land development
- Construction-related services
- Financial assistance

Our services are tailored to the needs of clients.



Strategic Office Locations Conveniently Serve Clients Throughout the Region

To serve our national client base efficiently, we have multiple offices throughout the U.S.



Civil and environmental engineering and science services are provided from multiple offices throughout the U.S.

Reliable Consulting Service Has Cultivated Long-Standing Client Relationships

Clients rely on us as a partner in addressing their engineering and science needs. We have developed and continue to maintain long-standing affiliations, many extending into several decades of service. Our service is flexible and tailored to the unique needs of each client. For some, we serve as appointed engineers and are active committee members; for others, we serve as specialty consultants to their in-house staff on an as-needed basis.

We understand the value clients place on *consistency* of personnel, *continuity* in project development, and *responsiveness* to questions or concerns. Accordingly, we expend every effort to make sure that the team initially chosen is involved with a project from beginning to end.

Effective Management Practices Provide a Stable Foundation

To serve clients effectively, we employ a *horizontal project management structure*. For each project, a principal engineer is assigned to provide technical and office resource support. Other day-to-day decisions, however, are made at the project level by the engineers most familiar and involved with the work.

Clients find reassurance in the fact that each of our engineers is supported by the expertise of a multidisciplined engineering firm. This approach enables use of all the resources of our firm while maintaining the personal involvement associated with a single point of contact – a person who has been trained to assist through plan development, design, and implementation.

Only with solid management practices could a company thrive in this industry for 77 years.

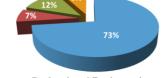
Our commitment to long-term client relationships is a major factor in our success.

With our organizational structure, critical decisions are made by those most familiar with the day-to-day work on the project.



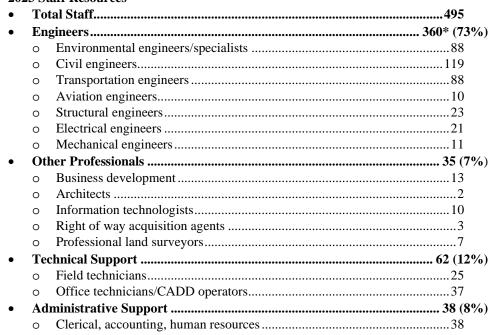
High Level of Service Made Possible Because of Dedicated, Results-Oriented Staff

Our expert staff of 495 embodies the academic backgrounds and experience of all disciplines normally necessary to complete a project successfully. More than 60 colleges and universities are represented on our staff. Our engineers average more than 11 years of experience and the majority are licensed or have advanced degrees. We are managed by our active engineering staff.



- Professional Engineers/ Specialists
- Other Professionals
- Technical Support
- Administrative Support

2023 Staff Resources



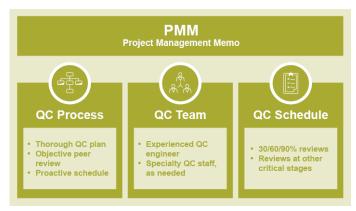
^{*} Twelve (12) of these are LEED® accredited or ISI envision professionals.

Innovative Project Management Techniques Produce Quality, On-Time, Cost-Effective Projects

Our internal Quality Control (QC) program focuses on applying quality peer review at each stage in the design process. As each project is scoped, the Project Manager issues a Project Management Memorandum (PMM) describing the individual QC plan for the project and identifying a key Quality Control Engineer – an individual responsible for critiquing the design for technical accuracy, constructability, and conformance to project objectives at critical stages throughout project development.

Our approach to managing projects effectively involves ongoing quality control reviews.

We have a corporatewide scheduling program that can give us up-to-date status reports on the schedule of every staff member at each of our offices. Because we know the 2-year workload of every employee, we can make a commitment to a client's schedule.



Quality review program defines commitment to excellence.



State-of-the-Art Facilities and Technology Enable Us to Maximize the Level of Effort Applied to a Project While Minimizing Cost

To serve clients better, we continually upgrade the technology at each of our offices and train our staff on the effective use of the latest tools available. Our offices are comparably equipped with videoconferencing equipment, enabling face-to-face communications between our clients and our experts around the nation. Our Vidyo system is linked to our offices via real-time voice and high-definition video. The videoconferencing computers are integrated with our Local Area Network (LAN) and Wide Area Network (WAN), permitting direct digital sharing of Computer-Aided Design (CAD) and other drawings across the videoconferencing network.

The system also includes data-sharing via remote-operated video cameras, television monitors, high-definition computer monitors, and high-speed computers. Our system enables teams in different offices to interact seamlessly. With ready access, we can bring our experts together without the added expenses of time and travel.



Videoconferencing enables us to meet efficiently with team members across all our offices.

Awards and Recognition Demonstrate Leadership in Evolution and Application of Innovative Technology

Our designs have gained local and national acclaim and our firm has consistently been included in *Engineering News-Record's (ENR)* lists of top design firms. These rankings are based on annual engineering fees generated through our Brenham office as well as across our entire firm. Our 2022 rankings were: Texas and Louisiana Top Design Firms – 93; national Top 500 Design Firms – 173. As there are hundreds of engineering firms in Texas and thousands across the country, these rankings indicate the relative depth of services we provide each year – a direct result of the high value we place on long-term client relationships.

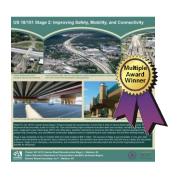
We have received distinctions and client praise for our ability to coordinate and facilitate challenging projects that solve problems and create opportunities for multiple stakeholders.

Below is a partial list of awards we have recently received.

- 2023 WisDOT Excellence in Highway Design Award Best Local Program Project
 West Jackson Street Wisconsin Rapids, WI
- 2023 WisDOT Excellence in Highway Design Award Best Urban Project Washington Avenue (STH 20) Reconstruction – Racine, WI
- 2023 ACEC OH Engineering Excellence Honor Award CSO Nos. 2 and 3 Mitigation Project – Fostoria, OH

Our equipment enables the resources of each office to be shared with all other offices.



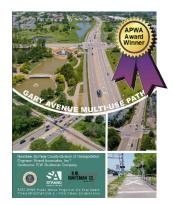




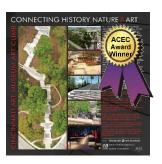
- 2022 ACEC Wisconsin Engineering Excellence Best of State Award USH 18/151 (Verona Road) Reconstruction Stage 2 – Madison, WI
- 2022 ACEC Wisconsin Engineering Excellence State Finalist Award Marquette Interchange Green Infrastructure Project – Milwaukee, WI
- 2022 ACEC Wisconsin Engineering Excellence State Finalist Award Janesville Town Square – Janesville, WI
- 2022 ACEC National Recognition Award USH 18/151 (Verona Road)
 Reconstruction Stage 2 Madison, WI
- 2022 ACPA Indiana Chapter Excellence in Concrete Pavement Award INDOT R41066 Concrete Pavement Restoration, State Road 19
- 2022 ACEC Ohio Engineering Excellence Outstanding Achievement Award Lick Run Valley Conveyance System and Greenway Cincinnati, OH
- 2022 ACEC Indiana Engineering Excellence QBS Award Hope Town Square Hope, IN
- 2022 APWA Illinois Chicago Metro Chapter-Southwest Branch Public Works
 Project of the Year Environment: \$5-\$25 million Channahon's Strategic Master
 Planning Facilitated Cost-Effective Phased Improvements Channahon, IL
- 2022 APWA Illinois Chicago Metro Chapter-Suburban Branch Public Works Project
 of the Year Transportation: Less than \$5 million Gary Avenue Multi-Use Path –
 DuPage County, IL
- ASHE Triko Valley Section Donald C. Schramm Transportation Improvement Award – US 22 (Montgomery Road) & SR 26 (Ronald Reagan Highway) Roundabout – Montgomery, OH
- 2022 APWA WI Small Cities/Rural Communities Public Works Project of the Year Award – Structures – East Town Square – Janesville, WI
- 2022 APWA WI Public Works Project of the Year Award Environment: Less than
 \$5 million Ecological Restoration in UW-Madison Arboretum Madison, WI
- 2021 ACEC Illinois Engineering Excellence Honor Award Joliet CSO Tunnel and Wet-Weather Treatment Facility – Joliet, IL
- 2021 ACEC Illinois Engineering Judge's Choice Award Joliet CSO Tunnel and Wet-Weather Treatment Facility – Joliet, IL
- 2021 ACEC National Recognition Award Joliet's Collaborative Approach to CSOs – Joliet, IL
- 2021 ACEC Indiana Engineering Excellence Honor Award Bargersville Wastewater Treatment Plant Improvements – Bargersville, IN
- 2021 ACEC National Recognition Award Bargersville Wastewater Treatment Plant Improvements Bargersville, IN
- 2021 ACEC Kentucky Engineering Excellence Grand Award Completing the Legacy: Fourth Street Corridor & Legacy Trail Phase 3 – Lexington, KY
- 2021 ACEC National Recognition Award Completing the Legacy: Fourth Street Corridor & Legacy Trail Phase 3 – Lexington, KY
- 2021 ACEC Wisconsin Engineering Excellence State Finalist Award East Johnson Street Reconstruction – Madison, WI
- 2021 APWA Illinois Chicago Metro Chapter-Southwest Branch Project of the Year Award – Joliet's Collaborative Approach to CSOs – Joliet, IL
- 2021 APWA Illinois Chicago Metro Chapter Project of the Year Award Joliet's Collaborative Approach to CSOs – Joliet, IL
- 2021 ACEC National Recognition Award Joliet's Collaborative Approach to CSOs – Joliet, IL
- 2021 APWA National Public Works Project of the Year Environment \$25 million to \$75 million —Joliet's Collaborative Approach to CSOs Joliet, IL
- 2021 IRWA Region 5 Project of the Year Award Bridging Kentucky Louisville, KY













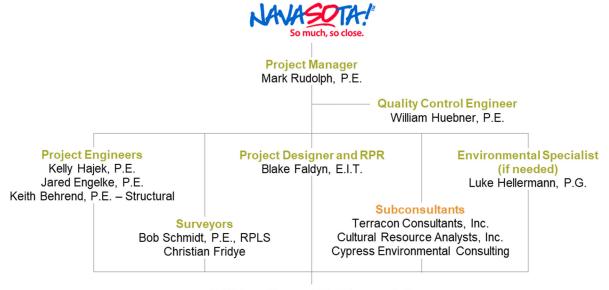
Project Team

Team's Record of Proven Performance Results in Technically Sound Solutions

This section provides information on the key personnel who comprise our project team. These individuals will be responsive to the City's needs, provide smooth and effective communications, and capitalize on the talents of both in-house and client-team members. Mark Rudolph, P.E.; William Huebner, P.E.; Kelly Hajek, P.E.; Jared Engelke, P.E.; Keith Behrend, P.E.; and Bob Schmidt, P.E., RPLS, are licensed Professional Engineers registered to practice in the state of Texas and, per the Texas Engineering Practice Act, are in good standing.

Below is an organizational chart of our team followed by a brief description of each team member and their role. Resumes are included in the *Appendix*.

Our team will be responsive to the City's needs, provide smooth communication, and capitalize on the talents of both in-house and client-team members.



Additional Support Staff (as needed)
Drafters, Technicians, Administration

Project Manager

Mark A. Rudolph, P.E., will serve as our Project Manager and will be responsible for communication with the City, staff coordination, and project administration. Mark joined our firm in 2018 and has been involved in the design, bidding, and construction management phases of various natural gas, water, and wastewater projects.

Mark's experience with natural gas distribution projects includes the City of Navasota 10th Street Gas Line Replacement, Gas System Model Development, and Hollister Street Regulator Station Replacement; City of Rockport Walmart Gas Generator Evaluation and Gas System Model Development; City of Sealy New Gas Gate Station and Gas System Model Development; City of Hempstead ARPA Regulator Station and Gas Line Bore; and the City of Splendora Gas Main Extension.

Mark also has extensive experience with federally funded projects, including the City of Brazoria GLO Wastewater Treatment Plant (WWTP) and Trunk Sewer Rehabilitation, CDBG Sewer Replacements, ARPA Water Plant Improvements, and CDBG Force Main Extension; City of Caldwell GLO CDBG-MIT Hurricane Harvey Street, Drainage, Sanitary Sewer, and Lift Station Improvements; City of Sealy TxCDBG Sewer



Mark has played an active role on all our natural gas system projects since joining our firm.



Replacement; City of Rosenberg ARPA Water Line Improvements; and the TWDB Water Plant, New Standpipe, and New Water Well for the Central Washington County Water Supply Corporation.

Quality Control Engineer

William J. Huebner, P.E., has 19 years of experience, including natural gas transmission and distribution systems, drainage improvements, wastewater and water facilities, generators, WWTPs, lift stations, street reconstruction, and municipal park and sports facilities. William's experience also includes serving as a member of the field crew on both engineering and boundary surveys, preparing engineering designs, and performing project and construction management and construction inspection services.

William has designed several new and replacement natural gas gate stations. Some of his notable projects include the City of Rockport Highway 35 North Gas Line Relocation; City of Sealy City Gate Station No. 3, Sika FM 3538 Gas Main, and New Gas Gate Station; and the City of Brazoria SH 332 Gas Line Relocation. William also has experience with natural gas system evaluation and distribution line design.

William has 19 years of experience with natural gas distribution system design and construction.

Project Engineers

Kelly M. Hajek, P.E., has 19 years of experience and serves as the Sales Coordinator and a Senior Project Manager for the Brenham office. Kelly has provided application preparation assistance, project management, engineering design, preparation of estimates, construction inspection, and construction contract administration for numerous projects. Kelly is also a TxCDBG-certified Administrator.

Kelly has completed project management and engineering design for many federally funded projects. In addition, she has performed engineering design for natural gas distribution system projects, generators, water distribution projects, sanitary sewer systems, drainage systems, sidewalks, and commercial and educational land development. Kelly has experience working with many governmental agencies, including cities, counties, the Texas Department of Transportation (TxDOT), the Texas General Land Office (GLO), and the Texas Commission on Environmental Quality (TCEQ).



Kelly has 19 years of experience and has successfully assisted with many federally funded projects.

Some of Kelly's gas distribution system projects include the City of Splendora US Highway 59 South Water, Sewer, and Gas, and US Highway 59 Utility Relocations Gas Contract 1 (North); City of Caldwell TCDP Paving and Gas for Zodiac; City of Sealy TCF Utility Extensions and New Sidewalk; and the City of Tomball East Huffsmith Road Water and Gas Lines.

Jared D. Engelke, P.E., has nearly 16 years of planning, design, and construction staging management and administration experience. Jared's current project experience includes the City of Hempstead ARPA Regulator Station and Gas Line Bore and GLO CDBG-MIT City-wide Drainage Improvements; Austin County MIT MOD Roadway and Drainage Improvements; Washington County MIT MOD Road and Bridge Replacement; Lee County CR 226 Bridge Replacement; City of Brenham 2016 GLO CDBG-MIT Drainage Improvements; City of Brenham GLO CDBG-MIT MOD City Street and Drainage Improvements; City of Richwood GLO CDBG-MIT MOD Street, Drainage, and Water Main Improvements; City of Richwood 2021 Stormwater Master Plan Drainage Improvements – Phases 1 and 2; Washington County Old Plantation Road Reconstruction, City of Brenham Chappell Hill Road and Martin Luther King Jr. Parkway Reconstruction, and City of Eagle Lake Pavement Asset Assessment.



Jared has nearly 16 years of municipal engineering experience.



Keith R. Behrend, P.E., has 18 years of experience in structural design and is a licensed Professional Engineer in Texas. Keith provides extensive experience with Load and Resistance Factor Design (LRFD), including site layout and design of highway structures, such as box culverts, single- and multi-span concrete slab and prestressed girder structures, pedestrian bridges, retaining walls, and sign structures. Keith has prepared preliminary and final plans, including structure survey reports, design study reports, special provisions, quantity calculations, and cost estimates.

Keith's experience includes the North Water Plant and South Yaupon Sidewalk and Pedestrian Bridge in Richwood; Ralston Creek Lift Station, Munz Lift Station, and Baker Katz Sanitary Sewer Improvements in Brenham; Front Street Drainage Improvements in Sealy; and the WWTP Expansion and Unity Park Drainage Improvements in Magnolia, among others.



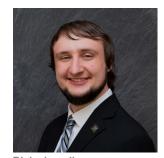
Keith has played a role in every phase of structure design at our firm.

Project Designer and Resident Project Representative (RPR)

Blake E. Faldyn, E.I.T., received his B.S. in Civil and Environmental Engineering from Texas A&M University and joined our firm in 2021. Blake has diverse municipal experience, including natural gas main design, gas modeling, and gas line pressure testing.

Blake has worked with the City of Navasota on the 2021 Gas System Model Development, Hollister Street Gas Regulator Station Replacement, and Pecan Lakes Gas Line Extension. Blake's additional recent experience includes the Gas System Model Development in Sealy; Gas Model Development in Rockport; and Steel Gas Main Pressure Testing in Brenham.

Blake has also performed RPR services on many projects, including utility projects for the City of Sealy. As RPR, he is responsible for observing construction work for compliance with the plans and specifications, serving as liaison between the engineer and contractor, reviewing monthly pay requests, and observing various tests as required by the contract documents.



Blake has diverse design, construction administration, and RPR experience.

Environmental Specialist (if needed)

Luke T. Hellermann, P.G., is a Professional Geologist with 32 years of experience in environmental investigation, documentation, and permit preparation. Luke has completed National Environmental Policy Act (NEPA) documentation for projects of all types ranging from Categorical Exclusions (CE) to Environmental Impact Statements (EIS). Luke is very comfortable navigating the NEPA process and coordinating with necessary federal and state agencies to obtain permits. He has completed impact analyses related to effects on historic properties (Section 106 process), primary environmental effects, noise and air impacts, and hazardous materials impacts, as well as effects on the natural environment.

We understand the grant consultant may perform the necessary environmental services for the City's project. Luke will be available as an additional resource, if needed.



Luke has 32 years of experience preparing environmental documents.

Lead Surveyor

Robert C. Schmidt, P.E., RPLS, has 44 years of experience and is a registered Professional Engineer and Professional Land Surveyor in Texas. Bob's expertise includes plan development, design, and construction supervision of emergency generators, drainage improvements, large diameter storm sewers, paving, pumping stations, water storage facilities, water transmission lines, water wells, water supply and distribution mains, sanitary sewer collection systems, lift stations, force mains, sewage treatment plants, and gas distribution facilities.

As Lead Surveyor, Bob will work with Christian Fridye to provide comprehensive surveys and, if easements are needed, make sure those are accurate and complete.



Bob has 44 years of surveying experience.



Bob's experience also includes preparing environmental information documents/assessments, presentations at public meetings, and coordination with public and private agencies, such as City and County governments, Texas Railroad Commission, Texas Department of Licensing and Regulation, Flood Control Districts, TxDOT, U.S. Army Corps of Engineers (USACOE), U.S. Environmental Protection (USEPA), Texas Water Development Board (TWDB), TCEQ, Texas Historical Commission, Texas Parks and Wildlife, and the Federal Emergency Management Agency (FEMA).

Survey Crew Chief

Christian J. Fridye has 13 years of survey experience. He specializes in field surveys, civil surveys, sewer evaluations and inspections, and construction observation services. Christian has provided boundary survey services, courthouse deed research, field surveys, ALTA surveys, oil field unit development, and lease surveys. His topographic survey experience includes sonar and depth sounding of fracking ponds for Laredo Energy, as well as topographic surveys for clients located in Brazoria, Brenham, Cleveland, Dallas, Dayton, Richwood, Schulenburg, Sealy, Splendora, Weimar, and Woodbranch Village, Texas.

Christian also has knowledge of and experience with TxDOT permits, roads and streets, ROW and easement acquisitions, pipeline surveys, drainage improvements, parks, trails, and construction staking.

Christian has 13 years of surveying experience.

Successful Relationship with Potential Subconsultants Supports Ability to Meet City's Project Schedule

Though our firm provides a wide variety of services, we do work with specialty subconsultants, as needed. For the City's projects, we would be open to working with subconsultants selected by the City. We anticipate that the City will hire specialty subconsultants directly for these projects, should the need arise. If the City prefers having all specialty consultants working through us, we propose utilizing the following firms. We have successfully completed many projects with each of these firms.

Geotechnical Investigations

Terracon Consultants, Inc. (Terracon) is a multidisciplinary firm with expertise in geotechnical, construction inspection, materials testing and engineering, mining, and geologic and hydrogeologic engineering. Terracon's success as a responsive, resourceful, and reliable firm led it to achieve a ranking of 21 in *Engineering News Record*'s (*ENR*'s) 2022 listing of the Top 500 Design Firms. Terracon is a nationwide firm with multiple offices located in Texas. Terracon will assist us with any needed geotechnical services.



Archaeological Studies

Cultural Resource Analysts, Inc. (CRA) is recognized as one of the most respected full-service cultural resource consulting firms in the United States. Headquartered in Lexington, Kentucky, CRA has offices located throughout the country. A Certified Small Business, CRA's mission is to meet client needs in delivering appropriate, high-quality, cost-effective consulting services in the study of archaeology and the historic-built environment.



Wetland Delineation

Cypress Environmental Consulting (Cypress) is a privately owned professional services company located in Texas. Cypress's mission is to provide quality environmental consulting services to public and private clients across the southwestern U.S. Cypress has the knowledge and technical expertise to provide a variety of environmental services, including regulatory compliance and permitting of drainage projects, conducting environmental evaluations, performing state and federal regulatory requirements reviews, providing due diligence support, and conducting impacts evaluations.





Integrated, Corporate-Wide Scheduling Program Proves Availability of Staff

We understand the City desires a consultant whose team has ample availability to complete its project efficiently and effectively. Our customized, integrated staff scheduling program for all our employees proves the availability of our team to complete the City's project on schedule.

Statement of Availability

The personnel on the proposed project team have time in their schedules to assist the City. If awarded the contract and once a project is fully defined, we will input project hours into our scheduling program to dedicate the time necessary to the schedules of each project team member. Once assigned, the personnel on the project will not change.

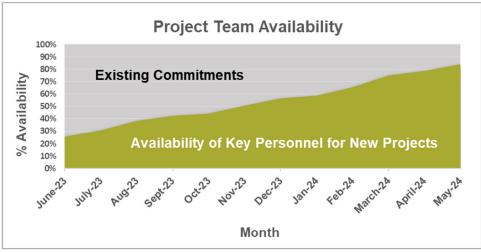
About Our Scheduling Program

Our customized staff scheduling program helps determine staff availability relative to project deadlines. The program contains all currently scheduled hours for all employees up to 2 years from the present date. Project Managers can run reports to determine how many total hours are scheduled and for which project(s) a staff member is assigned. This program also integrates with our accounting system to facilitate billing.

At the start of every project, the Project Manager enters the associated hours assigned for each staff member each month. All projects in the scheduling program are updated monthly and staff availability is reviewed at that time to distribute workload appropriately among employees. We can then confirm that ample time is available for staff to meet project deadlines.

By utilizing our integrated scheduling program to project current staff workload and upcoming project deadlines, we can determine if completing tasks or meeting deadlines for any specific project may become an issue. We can then reallocate internal resources, as necessary, before an issue develops.

We are confident the availability of our team is more than sufficient to meet the City's project schedule, as substantiated by the graph below.



Team's percentage of availability leads to responsive service.

Our customized, integrated staff scheduling program gives us up-to-date status reports on the schedule of every staff member.



Project Experience

Expertise and Experience with Relevant Local and National Projects Instills Confidence in Successful Projects for the City of Navasota

Our team has worked together to complete many similar projects, several of which are described below. Following these project descriptions, we have included tables that demonstrate our experience with federally funded and natural gas distribution system projects. These tables include our most recent projects. We can provide additional project examples upon request.

In addition to the projects featured in this section, as a result of working with the City for more than 40 years, we are also very familiar with local site conditions in the Navasota area. Furthermore, we currently serve the nearby cities of Brenham, Caldwell, Hempstead, Huntsville, Somerville, and Todd Mission.

Expertise and experience with relevant local and national projects instills confidence in successful projects for the City of Navasota.

NATURAL GAS DISTRIBUTION SYSTEM PROJECTS

2020 Gas Line Replacement - Navasota, TX

We provided design-, bid-, and construction-phase services for replacing approximately 300 linear feet of steel gas main with new polyethylene gas line, including abandonment of an old line mounted to a bridge and construction of a bore under a creek. The project was constructed to replace an aging steel gas main with a new polyethylene line.

2021 Gas System Model Development - Navasota, TX

We provided services related to creation of a full-scale, system-wide software model of the City's natural gas distribution system. We currently maintain and update the model to simulate impacts of development on the City's system.

2021 Hollister Street Regulator Station Replacement - Navasota, TX

We are currently providing services related to replacing an existing natural gas regulator station on the south side of town. The project is currently in the construction phase and will be completed in summer 2023.

2021 Walmart Gas Generator Evaluation – Rockport, TX

We provided services related to a capacity study to evaluate the impact of newly installed emergency backup generators on the City's natural gas distribution system.

City of Rockport, Highway 35 North Gas Line Relocation – Rockport, TX

We provided design-phase services for the construction of 7,350 feet of 4-inch steel gas line, including anodes, well pointing, and tie-ins. This project is currently awaiting construction funding.

Hailiang Gas Gate Station - Sealy, TX

We provided design-, bid-, and construction-phase services for a new natural gas gate station to serve a new business park and tie into the City's existing distribution system. The new regulator station cuts gas pressures from the medium to high pressure gas line from Energy Transfer down to utilization pressure for the distribution system.

Silliman Street Gas Regulator Station Metering Modifications – Sealy, TX

We prepared plans and specifications for modifications to a natural gas district regulator station. Natural Gas Regulator Station No. 3 was a 3-inch, dual run, odorizer system. We also designed and provided construction services for 6-inch poly extension to SH 36 and FM 2187. Design services were also provided for upgrading the Silliman Street Gas Regulator Station District.

Reference: Jennifer Reyna Public Works Director 936-825-6450 (for all three Navasota projects)

Reference: Gene Camargo Assistant Public Works Director 361-790-1160 (for both Rockport projects)

Reference: Kimbra Hill City Manager 979-885-3511 (for both Sealy projects)



2020 New Gas Gate Station - Sealy, TX

We provided design-, bid-, and construction-phase services for installing a new gas regulator station and meter assembly. The regulator station was constructed for a new industrial user who moved to the outskirts of town.



Newly constructed natural gas regulator station and site piping.

Reference: Kimbra Hill City Manager 979-885-3511 (for both Sealy projects)

Sika F.M. 3538 Gas Main Extension – Sealy, TX

A new industrial company approached the City of Sealy about building a new facility, which would require a significant natural gas supply. We worked with the City to determine the feasibility of a new gas regulator station to provide the new facility with gas, but during design, we discovered a better solution that would provide more use for the City and reduce costs. A 15,000-foot, 6-inch polyethylene gas line was designed to provide adequate supply to the new industry and position the area for additional industrial development.

The project included many challenges, such as the tight deadline of supplying gas for the new facility so they can meet their own construction schedule. Additionally, Hurricane Harvey significantly interrupted the supply of pipe material.

We successfully worked with the contractor and suppliers, whom we work with on a regular basis, to locate enough pipe to complete the project. This project also included our coordination with TxDOT, existing pipeline companies, the new industrial facility contractors, and owner's personnel, as well as City staff and the City's Economic Development Corporation. The project was completed on time.



FM 3538 gas main extension - Sealy, Texas.



Natural Gas Gate Station No. 3 - Sealy, TX

We completed surveying, design-, and construction-phase services for a new natural gas gate station for the City's gas distribution system. This gate station is located near the intersection of Peschel Lane and the I-10 Frontage Road. The City needed an additional gas gate station to provide another source of natural gas for the system, as well as expand its capabilities to serve new areas earmarked for industrial development.

Reference: Kimbra Hill City Manager 979-885-3511

The new gate station consisted of 3-inch, dual run, monitoring regulators that reduce gas pressure from the pipeline supplier down to pressures suitable for distribution. This project also included an odorizer system since the gas from the pipeline supplier was raw, unodorized gas. The project required coordination with the pipeline gas supplier as well as the Texas Railroad Commission.



New natural gas gate station with pipeline supplier regulator station in the background.

2021 Gas Main Extension - Splendora, TX

We provided design-phase services for installing approximately 3,000 linear feet of polyethylene gas line for extending service to a new industrial customer.

US Highway 59 South Water, Sewer, and Gas - Splendora, TX

We provided design- and construction-phase services for installing 1,210 feet of 4-inch ASTM D-2513 SDR 11.5 polyethylene gas line, with trace wire, by open cut and bore; 145 feet of the gas line was in 8-inch welded steel casing; two 4-inch polyethylene valves and valve boxes; and a 4-inch hot connection to existing gas line. The existing gas line was purged and the new line tied into existing service lines. The overall project included installing water and sewer lines.

2008 US Highway 59 Utility Relocations Gas Contract 1 (North) – Splendora, TX

We provided design- and construction-phase services for installing 5,044 feet of 2-inch ASTM D-2513 SDR 11 polyethylene gas line, with trace wire, by bore and open cut; polyethylene valves and valve boxes; and a 2-inch hot connection to an existing gas line. The existing gas line was purged and abandoned and the existing service lines tied into the new gas line.

Reference:
Danna Welter
City Administrator
281-689-3197 (for all
three Splendora
projects)



Gas Line Relocation at Highway 332 - Brazoria, TX

We provided design- and construction-phase services for installing 4,036 feet of 6-inch ASTM 2513 SDR-9 polyethylene gas pipeline with trace wire by open-cut and by bore; 2,736 feet of 6-inch ASTM 2513 SDR-9 polyethylene gas pipeline with trace wire by open-cut and bore; and 87 feet of 2-inch ASTM 2513 SDR-9 polyethylene gas line with trace wire by bore. An existing 3-inch gas line was purged and abandoned. Valves and valve boxes, three-way tees, transition and tapping fittings, a 32-pound anode, casing vent pipe, and a natural gas flow meter were installed. Installing a dual run regulator station, including pressure relief valve and chain link fencing, was also included in this project.

Reference: Sheila Williams City Manager 979-798-2489

TCDP Paving and Gas for Zodiac – Caldwell, TX

We provided design- and construction-phase services for installing 2,100 feet of 4-foot IP Polyethylene gas line by bore and open cut - 110 feet of the gas line was in 6-inch steel casing. The new gas line was connected to the existing gas main, existing gas service lines were connected to the new main line, and 31 new service lines were connected to the new main line. These improvements were designed in accordance with ATMOS Energy's criteria, and the line was dedicated to ATMOS upon completion.

Reference: Camden White City Administrator 979-567-3271

2011 TCF Utility Relocation for Rattlers – Giddings, TX

We provided design- and construction-phase services for relocation of approximately 250 linear feet of electrical duct bank, telephone, fiber optic, and natural gas utility lines to make way for a new service station and restaurant. This project included coordinating with five different Utility companies to manage all relocations.

Reference: Spencer Schneider City Manager 979-540-2710

East Huffsmith Road Water and Gas Lines - Tomball, TX

We provided design- and construction-phase services for installing 2,924 feet of ASTM D-2513 SDR 11.5 polyethylene gas line, including trace wire and fittings; 11, 4-inch polyethylene valves, valve boxes, and valve markers; 325 feet of 2-inch ASTM D-2513 SDR 11.5 polyethylene gas line with trace wire and fittings; and two, 2-inch polyethylene valves, valve boxes, and valve markers. This project also included installing water lines and other miscellaneous work items.

Federally Funded Project Experience*								
Project Name	Services Provided	Construction Cost	Completed	Contact				
GLO CDBG-MIT MOD Roadway and Drainage Improvements – Austin County, Texas	Design-, bid-, and construction-phase services for roadway and drainage improvements to four sections of roadway, including a bridge replacement, and the rehabilitation of approximately 1.5 miles of an existing drainage channel. The projects are located throughout the county and are currently in the application phase. Design is anticipated to begin this fall and construction is anticipated to begin in 2024.	Estimated: \$5.4M	Anticipated 2025	Leroy Cerny Precinct 3 Commissioner 979-865-5441				
GLO CDBG-MIT MOD Road and Bridge Replacement – Washington County, Texas	Design-, bid-, and construction-phase services for the realignment of Meyersville Road, including the replacement of an existing bridge. The newly constructed roadway and bridge will be elevated to be above the 100-year storm event. The project is currently in the application phase. Design is anticipated to begin this fall and construction is anticipated to begin in 2024.	Estimated: \$1.7M	Anticipated 2025	Wesley Stolz County Engineer 979-277-6275				
ARPA WWTP Rehabilitation – Brenham, Texas	Design-, bid-, and construction-related services for the rehabilitation of the old treatment plant unit to bring the unit back online and increase the total plant capacity. In addition, the project includes the rehabilitation and/or replacement of the aeration blowers to increase efficiencies. The project also includes replacements of the City's existing chlorine gas and sulfur dioxide de-chlorination systems with an ultraviolet disinfection system.	Estimated: \$2.5M	Anticipated 2025	Dane Rau Public Works Director 979-337-7407				
GLO CDBG-MIT MOD Street Reconstruction and Water Main Improvements – Richwood, Texas	Design-, bid-, and construction-phase services for reconstruction of three city streets and replacement and addition of water main. Reconstruction of the existing concrete streets will include drainage enhancements. The project is currently in the application phase. Design is anticipated to begin this summer and construction is anticipated to begin in fall 2023.	Estimated: \$2.0M	Anticipated 2024	Clif Custer Public Works Director 979-265-2082				
GLO CDBG-MIT MOD Street Reconstruction and Drainage Improvements – Brenham, Texas	Design-, bid-, and construction-phase services for reconstruction of two city streets. Reconstruction of the existing asphalt streets will include drainage enhancements. The project is currently in the application phase. Design is anticipated to begin this fall and construction is anticipated to begin in 2024.	Estimated: \$800,000	Anticipated 2024	Dane Rau Public Works Director 979-337-7407				
GLO and FEMA Mitigation CR 226 Bridge Replacement – Lee County, Texas	We assisted the County in identifying projects and submitting applications for grant funds with multiple agencies. We are providing engineering services for design and construction of a new bridge on CR 226. This will include an H&H study of the drainage area to determine a new higher elevation for the bridge. New roadway approaches will also be constructed to a high elevation to avoid road closure during heavy rain events. Design has begun and construction is anticipated to begin in late 2023 or early 2024.	Estimated: \$1.6M	Anticipated 2024	Mark Matthijetz Precinct 1 Commissioner 979-542-6896				
GLO CDBG-MIT Wastewater Treatment Plant Rehabilitation – Brazoria, Texas	Topographic survey, design-, bid-, and construction-related services for the GLO CDBG-MIT Wastewater Treatment Plant Rehabilitation. The project consists of removal of solids from the oxidation ditch, replacement of the aerators in the oxidation ditch, replacement of the existing influent screen with a mechanical screen, replacement of the clarifier mechanisms, replacement of the return activated sludge wet well and pumps, rehabilitation of the sludge boxes and valves, rehabilitation of the sludge drying beds, replacement of the influent pumps, and rehabilitation of the control building. This project is currently in the initial design phase and is anticipated to bid in 2023.	Estimated: \$2.6M	Anticipated 2024	Sheila Williams City Manager 979-798-2489				

^{*} We included our past CDBG projects in our listing of federally funded projects because the TxCDBG, TCF, and TCDP funds originate from the federal government and have generally the same regulatory requirements as other federal programs.

Federally Funded Project Experience*								
Project Name	Services Provided	Construction Cost	Completed	Contact				
GLO CDBG-MIT City-wide Drainage Improvements – Hempstead, Texas	Design- and construction-phase services for city-wide drainage improvements. This project includes reshaping the existing ditches, appropriately sizing culvert pipes, and hydrologically enhancing an existing drainage channel. The project is currently in design, with construction anticipated to start in the second half of 2023.	Estimated: \$7.7M	Anticipated 2024	Kollye Kilpatrick Interim Public Works Director 979-826-2486				
GLO CDBG-MIT Hurricane Harvey Drainage Project – Brenham, Texas	Design-, bid-, and construction-phase services for drainage improvements at 11 sites throughout Brenham. The improvements include underground storm sewers, culverts, and streambank stabilization measures. This project is currently in the final design stage and is anticipated to start construction in summer 2023.	Estimated: \$4.1M	Anticipated 2024	Dane Rau Public Works Director 979-337-7407				
GLO CDBG-MIT Hurricane Harvey Drainage Project – Brazoria, Texas	Design-, bid-, and construction-phase services for city-wide drainage improvements. This project includes reshaping existing ditches and sizing culverts. This project is currently in the final design stage and is anticipated to start construction in summer 2023.	Estimated: \$3.5M	Anticipated 2024	Sheila Williams City Manager 979-798-2489				
GLO CDBG-MIT Hurricane Harvey Sanitary Sewer and Drainage Improvements – Daisetta, Texas	Design-, bid-, and construction-phase services for city-wide drainage improvements and two locations of sanitary sewer replacement. The drainage improvements portion includes reshaping existing ditches and replacing culverts. The sanitary sewer portion consists of 6-, 8-, 10-, 12-, and 15-inch replacement with all related appurtenances along Bobcat Lane and West Oak Street. This project is currently in the construction phase.	g Estimated: \$2.7M		Joan Caruthers City Secretary 936-536-6761				
GLO CDBG-MIT Hurricane Harvey Street, Drainage, Sanitary Sewer, and Lift Station Improvements – Caldwell, Texas	Design-, bid-, and construction-phase services for street reconstruction, installation of box culverts and other drainage improvements, installation of approximately 4,800 feet of sanitary sewer main replacements, and installation of a new sanitary sewer lift station. This project is currently in design, with construction anticipated to start in 2023.	Estimated: \$4.1M	Anticipated 2024	Camden White City Administrator 979-567-3271				
ARPA Lift Station Improvements – Sealy, Texas	Design for replacement of station piping, installation of a new generator, and installation of a third submersible pump.	Estimated: \$614,000	Anticipated 2024	Kimbra Hill City Manager 979-885-3511				
GLO CDBG-MIT Ham Branch Watershed Drainage Improvements - Rockdale, Texas	Design-, bid-, and construction-phase services for drainage improvements across Rockdale. The improvements include new underground storm sewers, streambank stabilization, culvert replacement and upsizing, and establishing dedicated drainage channels. This project is currently in design, with construction anticipated to start in 2023.	Estimated: \$3.9M	Anticipated 2024	Barbara Holly City Manager 512-446-2511				
2016 GLO CDBG-MIT Drainage Improvements - Brenham, Texas	Design-, bid-, and construction phase services for approximately 5,800 linear feet of streambank restoration/stabilization on Hogg Branch. This project is currently in the preliminary design phase and anticipated to bid in 2023.	Estimated: \$2.8M	Anticipated 2024	Dane Rau Public Works Director 979-337-7407				
ARPA Atlow Generator Improvements – Brenham, Texas	Design of an emergency generator located at a booster pump station. This project is being performed in response to Texas Senate Bill 3. The project is anticipated to start construction in summer 2023.	Estimated: \$265,400	Anticipated 2024	Dane Rau Public Works Director 979-337-7407				

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Federally Funded Project Experience*									
Project Name	Services Provided	Construction Cost	Completed	Contact					
GLO CDBG-MIT Sanitary Sewer Improvements – Sweeny, Texas	Design-, bid-, and construction-phase services for sanitary sewer improvements throughout the city. These improvements include replacement of the city trunk sewer line, installation of lift station generators, and flood protection for the City's wastewater treatment plant. This project is currently in design stage and is anticipated to start construction in 2023.	Estimated: \$4.4M	Anticipated 2024	Lindsay Koskiniemi City Manager 979-548-3321					
ARPA Generator Improvements – Madisonville, Texas	Design-, bid-, and construction-phase services for the installation of three emergency back-up generators. Two of the generators are to be located at well sites and one at the Police Station.	Estimated: \$380,369	Anticipated 2024	Kevin Story Public Works Director 936-348-2748					
EDA Hwy 290 Water and Parking Improvements – Giddings, Texas	Design-, bid-, and construction-phase services for the installation of approximately 10,500 feet of new 12-inch water line along the Highway 290 corridor. A new parking lot consisting of approximately 2,200 square yards of new hot mix asphalt pavement surface, regrading, drainage improvements, and accessible vehicle parking will also be part of the project. Construction is anticipated to begin in summer 2023.	Estimated: \$2.1M	Anticipated 2023	Spencer Schneider City Manager 979-540-2710					
ARPA Sanitary Sewer Improvements – Sealy, Texas	Design for installation of 6-inch force main and 6-, 8-, 10-, and 12-inch gravity sewer.	Estimated: \$488,147	Anticipated 2023	Kimbra Hill City Manager 979-885-3511					
ARPA Raw Water Main Air Valves – Brenham, Texas	Design-, bid-, and construction-related services for the replacement of combination air release valves on the City's 24-inch raw water line. The raw water line is the City's only water supply from Lake Somerville to the City's surface water treatment plant.	Estimated: \$454,000	Anticipated: 2023	Dane Rau Public Works Director 979-337-7407					
2021 ARPA CLFRF New Elevated Storage Tank – Cleveland, Texas	Design- and construction-phase services for a new 500,000-gallon, steel, multilegged elevated storage tank to be constructed to provide water supply to a new elementary and middle school on the northwest side of the city. A water model was done to verify adequate supply and distribution consumptions during fire flow and peak demand situations. This tank will assist the rest of the city with pressure issues and production. This project includes new 12-inch water piping, an altitude valve system, a mixing system to prevent stagnant water, site grading, and an asphalt driveway.	Estimated: \$1.9M Actual: \$2.0M	2022	Robert Meadows Utilities Superintendent 281-592-2667					
2020 GLO CDBG-DR Front Street and Alleyway Drainage Improvements – Sealy, Texas	Prepared design and performed construction-phase services for the rehabilitation of the existing drainage channel located within a 24-foot easement between properties. The project consists of concrete lining approximately 3,000 LF of the existing alley channel and regrading approximately 1,500 LF of the earthen channel along Front Street. Also, a hydrologic and hydraulic analysis was completed using a 2-D modeling software.	Estimated: \$1.7M Actual: \$1.4M	2022	Kimbra Hill City Manager 979-885-3511					
GLO Generator at Well No. 7 – Sealy, Texas	Design-, bid-, and construction-phase services for the installation of a 250kW natural gas engine-driven emergency standby generator. The generator was installed at the City Well No. 7/Silliman Street Water Plant.	Estimated: \$292,558 Actual: \$204,855	2022	Kimbra Hill City Manager 979-885-3511					

^{*} We included our past CDBG projects in our listing of federally funded projects because the TxCDBG, TCF, and TCDP funds originate from the federal government and have generally the same regulatory requirements as other federal programs.

Natural Gas Distribution System Project Experience								
Project Name	Services Provided Construction Cost		Completed	Contact				
Highway 35 North Gas Line Relocation – Rockport, Texas	Design-phase services for the construction of 7,350 feet of 4-inch steel gas line, including anodes, well pointing, and tie-ins. Construction is on hold.	Estimated: \$296,850	Awaiting Construction Funding	Gene Camargo Assistant Public Works Director 361-790-1160				
2021 Hollister Street Regulator Station Replacement – Navasota, Texas	Currently providing services related to replacement of an existing natural gas regulator station. The project is currently in the construction phase and will be completed in summer 2023.	Estimated: \$173,815	Anticipated Summer 2023	Jennifer Reyna Public Works Director 936-825-6475				
2021 Gas Main Extension – Splendora, Texas	Design services related to installation of approximately 3,000 LF of polyethylene gas line for extension of service to a new industrial customer.	Estimated: \$150,800 Actual: \$136,358	2022	Danna Welter City Administrator 281-689-3197				
2021 Gas System Model Development – Navasota, Texas	Provided services related to creation of a full-scale, system wide software model of the City's natural gas distribution system.	N/A	2022	Jennifer Reyna Public Works Director 936-825-6475				
2021 Walmart Gas Generator Evaluation – Rockport, Texas	Provided services related to a capacity study which evaluated the impact of newly installed emergency backup generators on the City's natural gas distribution system.	N/A	2021	Gene Camargo Assistant Public Works Director 361-790-1160				
2020 New Gas Gate Station – Sealy, Texas	Design-, bid-, and construction-phase services for the installation of a new gas regulator station and meter assembly. The regulator station was constructed for a new industrial user who moved to the outskirts of town.	Estimated: \$190,000 Actual: \$179,721	2021	Kimbra Hill City Manager 979-885-3511				
2020 Gas Line Replacement – Navasota, Texas	Design-, bid-, and construction-phase services for replacing approximately 300 LF of steel gas main with new polyethylene gas line, including a bore under a creek. The project was constructed to replace an aging steel gas main located on a bridge with a new polyethylene line.	Estimated: \$17,800 Actual: \$32,000	2021	Jennifer Reyna Public Works Director 936-825-6475				
Hailiang Gas Gate Station – Sealy, Texas	Design-, bid-, and construction-related services for a new natural gas gate station to serve a new business park and tie into the City's existing distribution system. The new regulator station cut gas pressures from the medium to high pressure gas line from Energy Transfer down to utilization pressure for the distribution system.	Estimated: \$170,000 Actual: \$179,721	2021	Kimbra Hill City Manager 979-885-3511				
Sika Gas Gate Station Planning – Sealy, Texas	Preliminary design and cost estimates for a new, double cut, regulator station to provide gas service for new industry as well as potential future development. Preliminary layout, regulator, and valve selection were made, but the City decided on a pipeline project instead of a new regulator station.	N/A	2017	Kimbra Hill City Manager 979-885-3511				

Natural Gas Distribution System Project Experience								
Project Name	Services Provided	Construction Cost	Completed	Contact				
FM 3538 Gas Main Extension – Sealy, Texas	Plan development, design- and construction-phase services for the installation of approximately 15,000 feet of 6-inch gas main to serve a new commercial development. Project included tie-in to existing gas main, valves, boring, and appurtenances.	approximately 15,000 feet of 6-inch gas main to serve a new velopment. Project included tie-in to existing gas main, Estimated: \$800,000 Actual: \$481,998						
Gas System Evaluation for New Industrial Customer – Woodville, Texas	The City had an existing industrial customer that was proposing a major expansion, which would result in a significant increase in demand for natural gas. Strand visited the site with City staff and prepared calculations and cost estimates for the necessary system upgrades needed to provide the new demand. Also looked at existing regulator stations and offered recommendations for improvements. Prepared a final report for the City.	which would result in a significant increase in demand for natural visited the site with City staff and prepared calculations and cost the necessary system upgrades needed to provide the new to looked at existing regulator stations and offered						
Evaluation of Gas Service to Grant Prideco – Navasota, Texas	Grant-Prideco is a major industrial customer for the City of Navasota and has proposed several plant expansions over the years. Each time, we needed to evaluate the City's existing system and calculate pressure loss in the existing piping to determine if the new demands from Grant-Prideco could be served by the existing system. Cost estimates for line upgrades were also provided.	N/A	2012	Jennifer Reyna Public Works Director 936-825-6475				
Gas Gate Station and Gas Line – Navasota, Texas	Design-phase services for a new gas gate station.	Estimated: \$210,000	2012	Jennifer Reyna Public Works Director 936-825-6475				
Gas Gate Station No. 3 – Sealy, Texas	Design-, bid-, and construction-phase services for a new natural gas gate station to serve a new business park and tie into the City's existing distribution system. The new regulator station cut gas pressures from the medium to high pressure gas line from Energy Transfer down to utilization pressure for the distribution system. The project also included additional security fencing and a new automatic odorizer.	Estimated: \$143,000 Actual: \$113,735	2012	Kimbra Hill City Manager 979-885-3511				
Industrial Park Gas Pressure Evaluation – Navasota, Texas	Evaluated current and potential pressure and flow of the existing system at the Industrial Park and proposed necessary upgrades.	N/A	2011	Jennifer Reyna Public Works Director 936-825-6475				
Gate Station and Gas Line Planning – Navasota, Texas	Evaluated a new gate station and gas line to serve an industrial customer. Calculated pressure loss based on proposed demands from customer and preliminary design of new gate station.	N/A	2011	Jennifer Reyna Public Works Director 936-825-6475				
2008 US Highway 59 South Water, Sewer, and Gas – Splendora, Texas	Design- and construction-phase services for the installation of 1,210 feet of 4-inch ASTM D-2513 SDR 11.5 polyethylene gas line, with trace wire, by open cut and bore, 145 feet of the gas line was in 8-inch welded steel casing, two 4-inch polyethylene valves and valve boxes, and a 4-inch hot connection to existing gas line. The existing gas line was purged, and the new line was tied into existing service lines. Overall project included the installation of water and sewer lines.	Estimated: \$265,000 Actual: \$309,430	2010	Danna Welter City Administrator 281-689-3197				



References

References Attest to Success of Similar Projects

Our Corporate Mission states that we are "dedicated to helping clients succeed through excellence in engineering." In accordance with this mission, we are continually expanding our staff and service offerings to broaden our base of experience and knowledge so that we can provide more creative and comprehensive solutions for our clients.

Long-standing relationships demonstrate quality of engineering services.

We have developed and continue to maintain long-standing affiliations, many extending into several decades of service. For some clients, we serve as appointed engineers and are active committee members; for others, we serve as specialty consultants to their in-house staff on an as-needed basis. Our service is flexible and tailored to the unique needs of each client.

We encourage the City to contact our references, as we are confident that they will attest to the value we provided them through our services. We have also provided letters of recommendation on the pages that follow.

References						
Kimbra Hill	Clif Custer					
City Manager	Public Works Director					
City of Sealy	City of Richwood					
979-885-3511	979-265-2082					
Jerry Lewis	Frank Menefee					
Director of Utilities	Assistant City Manager					
City of El Campo	City of La Grange					
979-541-5000	979-968-5805					
Dane Rau	Kollye Kilpatrick					
Public Works Director	Interim Public Works Director					
City of Brenham	City of Hempstead					
979-337-7407	979-826-2486					



118 E. RICHMOND STREET, GIDDINGS, TX 78942

979 540-2710 FAX 979 542-0950

March 7, 2022

Re: Recommendation for Strand Associates

To Whom It May Concern:

This letter is to inform you that Strand Associates, Inc. has been the City of Giddings' engineering firm since the 1980s. They have performed all of the City of Giddings' engineering work which has included an expansion of our wastewater treatment facilities, new water production facilities, and many utility replacement projects. They have also completed thorough reviews on many developments within the City. We have been very satisfied with their work and highly recommend their services.

Sincerely,

Spencer Schneider

City Manager

City of Schulenburg

May 13, 2021

Re:

Recommendation for Strand Associates, Inc.

Municipal Engineering Services

To Whom It May Concern:

I am the City Administrator for the City of Schulenburg and I am pleased to provide a recommendation for Strand Associates. Since the early 1980's, Strand has been the City Engineer and has provided the vast majority of the engineering services needed by the City of Schulenburg.

Strand's services have included topographic surveying, design, construction administration and infrastructure planning. They also review all plats and design plans for development in Schulenburg.

In closing, based on my experience working with Strand Associates, I highly recommend them for municipal engineering services in your community.

Sincerely

Tami Walker

City Administrator/City Secretary

City of Schulenburg

535 N. Main St. P.O. Box 8 Schulenburg, Texas 78956 979.743.4126 979.743.4760 Fax



June 24, 2020

Re: Reference for Strand Associates, Inc

To Whom It May Concern:

The City of Brenham has utilized Strand Associates, Inc for over 50 years on many of our infrastructure projects ranging from small sanitary sewer extensions to large facility/infrastructure projects. Over this time, the City of Brenham has come to know Strand to be a reliable firm that provides and expects quality engineering work. Strand is also focused on customer relationships and goes above and beyond to provide assistance when called upon.

Strand's ability to customize their services to the specific needs of each project is a testament to the quality, reliability, and responsiveness that they rightfully take pride in. Strand delivers upon all of the city's expectations and services as a professional and courteous extension of our city's staff. I personally have 20 years of experience working with Strand Associates, Inc. I am confident in Strand's expertise and abilities and do not hesitate to call upon Strand staff for advice on projects and to discuss ongoing and future projects. Based on my experience, I would recommend Strand's services to other municipalities for their project needs.

Sincerely

Dane Rau

Director of Public Works



Insurance and Conflicts of Interest

Excellent Insurance Coverage Attests to Strong Business Practices

We carry comprehensive insurance coverage, including general liability, automobile liability, employer's liability, worker's compensation, umbrella coverage, and professional liability. In addition, we have had uninterrupted professional liability insurance coverage since 1969. As our carrier will attest, our annual coverage for and record of claims involving professional liability is superior with respect to other firms.

Attached is our Certificate of Liability Insurance that indicates the insurance coverage that may be applicable to this work. We believe in protecting our investments and our clients by maintaining more than adequate coverage in all areas.

We believe in protecting our investment and our clients by maintaining more than adequate coverage.

No Known Conflicts of Interest

A key element of our business plan is to avoid conflicts of interest. We do this by working with municipal clients almost exclusively and, typically, not with private developers. This enables us to represent the City without the fear of a perceived or real conflict of interest. Once a client relationship is established, we avoid future assignments within that community where the interests of one client could be at odds with those of another. Simply stated, it is our policy not to become involved in a situation that may lead to a conflict of interest. This is one of the first questions we ask when deciding whether to pursue a potential client. In this manner, we can provide our best efforts for the benefit of our clients.

A key element of our business plan is to avoid conflicts of interest.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 1/3/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

CE	ertificate holder in lieu of such endors	seme	nt(s).								
PRODUCER CONTA					CONTACT NAME: Claire Pfeiffer						
Ansay & Associates, LLC				PHONE (A/C, No, Ext): 262-376-3242 FAX (A/C, No): 262-377-3784							
2901 W Beltline Hwy, Suite 202 Madison WI 53713				E-MAIL ADDRESS: claire.pfeiffer@ansay.com							
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### **Verification Not Debarred**

#### Confirmation from www.SAM.gov

Attached is a printout of Strand Associates, Inc.'s ® status with the System for Award Management (www.SAM.gov) confirming that neither the firm nor any principal of the firm has been excluded from participating in federally funded projects.



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**Entity Registration** 

**Exclusions** 

**Active Exclusions** 

**Inactive Exclusions** 

Responsibility / Qualification

**Entity Reporting** 

#### STRAND ASSOCIATES INC

Unique Entity ID

**RXYLDYEKKHS3** 

CAGE/NCAGE

3PLA7

Registration Status

Expiration Date

Active Registration

May 23, 2023

Purpose of Registration

All Awards

Physical Address

910 W Wingra DR Madison, Wisconsin 53715-1943, United States

Mailing Address

910 W Wingra DR Madison, Wisconsin 53715-1943, United States

#### Version

Current Record

There may be instances when an individual or firm has the same or similar name as your search criteria, but is actually a different party. Therefore, it is important that you verify a potential match with the excluding agency identified in the exclusion's details. To confirm or obtain additional information, contact the federal agency that took the action against the listed party. Agency points of contact, including name and telephone number, may be found by navigating to the Agency Exclusion POCs page within Help.

#### **ACTIVE EXCLUSIONS**

There are no active exclusion records associated to this entity by its Unique Entity ID.

#### **INACTIVE EXCLUSIONS**

There are no inactive exclusion records associated to this entity by its Unique Entity ID.

### CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.  OFFICE USE ONLY							
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).							
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.							
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.							
Name of vendor who has a business relationship with local governmental entity.							
Strand Associates, Inc.®							
Check this box if you are filing an update to a previously filed questionnaire. (The law recompleted questionnaire with the appropriate filing authority not later than the 7th business you became aware that the originally filed questionnaire was incomplete or inaccurate.)							
Name of local government officer about whom the information is being disclosed.							
Name of Officer							
Describe each employment or other business relationship with the local government offic officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with Complete subparts A and B for each employment or business relationship described. Attacl CIQ as necessary.  A. Is the local government officer or a family member of the officer receiving or like other than investment income, from the vendor?  Yes  X  No  B. Is the vendor receiving or likely to receive taxable income, other than investment of the local government officer or a family member of the officer AND the taxable income governmental entity?	the local government officer. In additional pages to this Form  ely to receive taxable income,  income, from or at the direction						
Yes X No							
Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.							
Provide professional engineering services.							
Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).							
Signature of vendor doing business with the governmental entity  ### ### ### ### #### ###############	2 <u>8</u> /2 <u>3</u>						

#### Certification Regarding Lobbying

(To be submitted with each bid or offer exceeding \$100,000)

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Contractor, Strand Associates, Inc. certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Joseph M. Bunker, Corporate Secretary

Printed Name and Title of Contractor's Authorized Official

Date



### **Resumes**

#### **Project Manager**

Mark A. Rudolph, P.E.

#### **Quality Control Engineer**

William J. Huebner, P.E.

#### **Project Engineers**

Kelly M. Hajek, P.E. Jared D. Engelke, P.E. Keith R. Behrend, P.E., S.E.

#### **Project Designer and Resident Project Representative (RPR)**

Blake E. Faldyn, E.I.T.

#### **Environmental Specialist (if needed)**

Luke T. Hellermann, P.G.

#### **Lead Surveyor**

Robert C. Schmidt, P.E., RPLS

#### **Survey Crew Chief**

Christian J. Fridye

# Mark A. Rudolph, P.E.

#### AREAS OF EXPERTISE

- Wastewater Collection and Treatment
- Water Storage and Distribution
- Wastewater Permitting
  - Geographic Information Systems (GIS)

Natural Gas Distribution

#### PROFESSIONAL EXPERIENCE

Mark joined our firm in July 2018, with a Masters' degree from Texas A&M University. His primary focuses are water, wastewater, and natural gas distribution. Mark has experience with all phases of a project's lifespan, including design services, bid-related services, and construction management.

#### Natural Gas experience:

- Gas Line Replacement, City of Navasota, Texas Performed design, bidding, and construction phase services related to replacement of approximately 300 linear feet of steel gas main with new polyethylene gas line, including a bore under a creek.
- Gas System Model Development, City of Navasota, Texas Currently performing services relating to creation of a full scale, system wide software model of the City's natural gas distribution system.
- Hollister Street Regulator Station Replacement, City of Navasota, Texas

   Currently performing services relating to replacement of an existing natural gas regulator station.
- ARPA Gas Regulator Station
   Improvements and Gas Line Bore,
   City of Hempstead, Texas Currently performing services for rehabilitation of two pressure regulator facilities and replacement of a gas line creek crossing.
- Walmart Gas Generator Evaluation, City of Rockport, Texas Performed services related to a capacity study which evaluated the impact of newly installed generators on the City's natural gas distribution system.
- New Gas Gate Station, City of Sealy, Texas – Performed design, bidding, and construction phase services related to installation of a new gas regulator station and meter assembly.
- Gas Main Extension, City of Splendora, Texas – Currently performing design, bidding, and construction phase services

related to installation of approximately 3,000 linear feet of polyethylene gas line.

- Gas System Model Development, City
  of Sealy, Texas Currently performing
  services relating to creation of a full scale,
  system wide software model of the City's
  natural gas distribution system as part of a
  master planning study.
- Gas System Model Development, City of Rockport, Texas Currently performing services relating to creation of a full scale, system wide software model of the City's natural gas distribution system.

#### Federally Funded experience:

- GLO Wastewater Treatment Plant (WWTP) and Trunk Sewer Rehabilitation, City of Brazoria, Texas Currently performing design services for this project, which consists of rehabilitation measures at the City's WWTP and replacement of the sanitary sewer collection system trunk line. This project is anticipated to bid in 2023.
- GLO CDBG-MIT Hurricane Harvey Street, Drainage, Sanitary Sewer, and Lift Station Improvements, City of Caldwell, Texas Design, bidding, and construction phase services for street reconstruction, installation of box culverts and other drainage improvements, installation of approximately 4,800 linear feet of sanitary sewer main replacements, and installation of a new sanitary sewer lift station. This project is currently in the design phase and is anticipated to start construction in 2023.
- CDBG Force Main Extension, City of Brazoria, Texas – Currently performing design, bidding, and construction phase services related to installation of approximately 3,000 linear feet of 8-inch sanitary sewer force main by open cut.

# YEARS OF EXPERIENCE

5

#### YEARS WITH FIRM

5

#### **EDUCATION**

M.E. Civil Engineering – Texas A&M University, 2018

B.S. Petroleum Engineering – Texas A&M University, 2016

#### **REGISTRATION**

Professional Engineer in Texas



# Mark A. Rudolph, P.E.

- TxCDBG Sewer Replacement, City of Sealy, Texas Performed design, bidding, and construction phase services related to installation of approximately 3,500 linear feet of sanitary sewer main by open cut.
- CDBG Sewer Replacements, City of Brazoria, Texas Performed design, bidding, and construction phase services related to installation of approximately 3,700 linear feet of 6- to 8-inch PVC gravity sewer main.
- Texas Water Development Board (TWDB) Water Plant, New Standpipe, and New Water Well, Central Washington County Water Supply Corporation, Texas – Performed construction phase services for installation of a new water well, expansion of an existing water plant, and installation of a new standpipe. Coordinated with the TWDB to comply with grant program requirements.
- Rosenberg ARPA Water Line Improvements, City of Rosenberg, Texas – Currently performing design, bidding, and construction phase services for the installation of approximately 8,000 linear feet of PVC water main.
- Brazoria ARPA Water Plant
   Improvements, City of Brazoria, Texas
   Currently performing design, bidding, and construction phase services for the installation of a prefabricated pump and controls building at the City's water plant.

#### **GIS** experience:

Web Based GIS Water System Map
Development, Central Washington
County Water Supply Corporation,
Texas – Performed services relating to
preparation and troubleshooting of a
web-based GIS map of the WSC's water
system. Services included training WSC
personnel on day to day use of the webbased application.



## William J. Huebner, P.E.

#### **AREAS OF EXPERTISE**

- Engineering Design
- Utility Engineering

- Project and Construction Management
- Sanitary Sewer Rehabilitation
- Natural Gas Distribution
- Federally Funded Projects

#### PROFESSIONAL EXPERIENCE

William has 19 years of experience serving clients in Texas. His current duties consist of engineering design, project and construction management, and construction inspection. Prior work experience has included sports field renovations, municipal park design, sports facilities design, drainage improvements, water and wastewater design, wastewater plant design, natural gas transmission, and distribution system design and surveying.

#### Natural Gas experience:

- Highway 35 North Gas Line Relocation, City of Rockport, Texas Prepared plans and specifications for relocating an existing 4-inch steel gas transmission line as a result of a TxDOT highway widening project. The design included new piping, valves, tie-ins to existing pipelines in operation, and cathodic protection, designed for an MAOP of 160 psi.
- City Gate Station No. 3, City of Sealy, Texas Prepared plans and specifications for the installation of a new 3-inch natural gas gate station to expand the City's gas system and replace an existing gate station. Project included a dual run monitoring regulator system and automated odorizer system, valves, piping, and fencing.
- SH 332 Gas Line Relocation, City of Brazoria, Texas Prepared plans and specifications for relocating an existing 4-inch steel gas transmission line to avoid damage by a new TxDOT highway expansion project. The design included upgrading the transmission line to 6-inch polyethylene pipe and adding a master meter station and dual run regulator station.
- Sika FM 3538 Gas Main, City of Sealy, Texas Designed a new, double-cut, regulator station to provide gas service for new industry as well as potential future development. Preliminary layout, regulator, and valve selection were made. Design-,

bidding-, and construction-related services for approximately 2.75 miles of new 6-inch poly gas line from the existing distribution system to a new industrial customer.

- New Gas Gate Station, City of Sealy, Texas – Performed design, bidding, and construction phase services related to installation of a new gas regulator station and meter assembly.
- TCF Application, City of Caldwell,
  Texas Assisted the City in an extremely
  time sensitive application to the TCF for
  the extension of water, sewer, gas,
  electrical and roadway for a new industrial
  customer. Provided detailed cost opinions,
  maps and narrative language for the
  application. Due to application deadlines,
  all of this had to be completed in less than 1
  week. The application was submitted on
  time, however the industrial customer has
  yet to move forward with their development.

#### Federally Funded experience:

- GLO CDBG-MIT Sanitary Sewer Improvements, City of Sweeny, Texas Design-, bid-, and construction-phase services for sanitary sewer improvements throughout the city. These improvements include replacement of the City's trunk sewer line, installation of lift station generators, and flood protection for the City's wastewater treatment plant. This project is currently in design and is anticipated to start construction in 2023.
- GLO CDBG-DR Sanitary Sewer Improvements, City of Liberty, Texas Planning, application, design- and construction-related services for the replacement of approximately 2000 feet of 12-inch sanitary sewer line, services, manholes and other appurtenances. During recent flood events, the City experienced severe I/I that overloaded its WWTP. The City identified a section of the collection

# YEARS OF EXPERIENCE

19

#### YEARS WITH FIRM

19

#### **EDUCATION**

B.S. Civil Engineering – Texas A&M University, 2004

#### REGISTRATION

Professional Engineer in Texas



## William J. Huebner, P.E.

- system that contributed significantly to the I/I and needed to replace it. The line route includes several conflicts with existing utilities and storm sewer, as well as a railroad crossing and TxDOT highway crossing.
- GLO, FEMA, and CDBG Drainage Improvements (Ongoing), Lee County, Texas Prepared grant applications for FEMA's Hazard Mitigation Program, Texas General Land Office Disaster Recovery Grant Program, and Texas Community Development Block Grant for road and bridge improvements to County Road 226 along with road and culvert improvements for Post Oak Drive. Provided cost estimates, cost benefit analysis, and preliminary engineering services for each.
- GLO CDBG-MIT Hurricane Harvey Street, Drainage, Sanitary Sewer, and Lift Station Improvements, City of Caldwell, Texas Design-, bid-, and construction-related services for street reconstruction, installation of box culverts and other drainage improvements, installation of approximately 4,800 linear feet of sanitary sewer main replacements, and installation of a new sanitary sewer lift station. This project is currently in the design phase and is anticipated to start construction in 2023.
- GLO CDBG-MIT Ham Branch
  Watershed Drainage Improvements, City
  of Rockdale, Texas Design-, bid-, and
  construction-related services for drainage
  improvements across Rockdale. The
  improvements include new underground
  storm sewers, streambank stabilization,
  culvert replacement and upsizing, and
  establishing dedicated drainage channels.
  The project is currently in the design phase
  with construction anticipated to start in
  2023.
- Storage Tank, City of Schulenburg, Texas

   Design- and construction-related services
  for a new 300,000-gallon ground storage
  tank, associated piping, and new aerator at
  the existing main water plant site.

**TxCDBG Wolters Avenue Ground** 

• TxCDBG Lift Station, City of Caldwell, Texas – Design- and construction-related services for the replacement of an existing lift station. The new 700 gpm lift station includes new submersible pumps, polymer

- concrete wet well, piping, valves, fencing, electrical and controls.
- 2017 TxCDBG Business Park Lift
  Station, City of Giddings, Texas Designand construction-phase services for the replacement of an existing lift station and 1000 LF trunkline to a new lift station site.

  The new 440 gpm polymer concrete lift station was installed using a caisson method, and included new submersible pumps, piping, valves, fencing, electricals, and controls. A new, permanent standby generator and automatic transfer switch was installed to provide emergency power. The project also include the decommission of the existing lift station and a 300-foot bore underneath TxDOT payement.
- FEMA HMGP Generator Cedar Street Lift Station, City of Sweeny, Texas Plan development, application, design, and construction-phase services for the construction of a new standby generator, automatic transfer switch, foundation, fencing, and related electrical equipment at the Cedar Street Lift Station. Project was funded by the FEMA Hazard Mitigation Grant Program, where we provided preliminary design, cost estimates, and other supporting documentation to assist the City in its application for grant funds.
- TWDB Water System Improvements, City of El Campo, Texas – Design- and construction-related services for approximately 28,000 feet of 6- through 12inch water distribution lines to replace old lines to complete loops for increased fire protection flow rates, including service lines, valves, and appurtenances; replacement of approximately 3,500 feet of 6-inch sanitary sewer line to maintain separation from water lines; SCADA system for the water system; and electrical upgrades at the Wilson Road water pumping station.

#### PROFESSIONAL AFFILIATIONS

• Chi Epsilon (Civil Engineering Honor Society)



# Kelly M. Hajek, P.E.

#### AREAS OF EXPERTISE

- Federally Funded Projects
- Water Storage Tanks
- Natural Gas Distribution
- Drainage Design

- Utility Relocation Coordination
- Construction Management

#### PROFESSIONAL EXPERIENCE

Kelly joined O'Malley Engineers (now Strand Associates, Inc.®) in October 2006. O'Malley Engineers was acquired by Strand Associates, Inc.® in 2015.

Kelly has performed deed research, construction inspection, drafting, estimating, and engineering design. Kelly works on projects throughout all phases of work, including bid, design, construction management, and project management. She has performed engineering design for water distribution, sanitary sewer collection, paving and drainage and commercial and educational land development projects.

Her current duties consist of engineering design and construction management and project management. Kelly has worked with many governmental agencies, including Cities, Counties, the Texas General Land Office (GLO), TxDOT, and the TCEQ.

#### Navasota experience:

- **Downtown Improvement Projects, City of** Navasota, Texas - Designed drainage and concrete street improvements in downtown Navasota, including three intersections with TxDOT highways and ADA accessible routes in the downtown area. The project included sidewalks along two TxDOT highways. Coordinated with architects, landscaping, and electrical engineers for streetscapes. These projects were broken up into several phases, including an initial phase to relocate/replace existing water mains and a short portion of gravity sanitary sewer. One phase of sidewalk improvements was funded by the Texas Department of Agriculture through the Texas Capital Fund. Performed design and construction phase services.
- 2012 Washington Avenue North
   Sidewalk Revitalization, City of
   Navasota, Texas Design of sidewalk and alleyway improvements along three blocks

located in TxDOT right of way. The improvements included 4-inch thick concrete sidewalks with a 4-foot-wide paver band, lighting, planter boxes, and irrigation. The electrical design was performed by an electrical engineer under Kelly's direction.

- 2011 Texas Capital Fund Downtown Sidewalk Revitalization, City of Navasota, Texas – Design- and construction-phase services for demolition/removal and reconstruction of existing sidewalks, curb and gutter, and a portion of alley along the south side of Washington Avenue (SH 105) between Railroad Street and LaSalle Street (BUS 6).
- 2009 Downtown Utility Replacement, City of Navasota, Texas – Designed water, sanitary sewer, electrical conduit, and fiber optic conduit relocations in the downtown area to reroute existing utilities for future improvements to the drainage and street facilities. This project also involved water line relocation work within the TxDOT right of way, including a water line bore across a TxDOT highway in downtown. Oversaw construction activities.

#### Gas Distribution experience:

US Highway 59 South Water, Sewer, and Gas, City of Splendora, Texas – Design- and construction-phase services for installing 1,210 feet of 4-inch ASTM D-2513 SDR 11.5 polyethylene gas line, with trace wire, by open cut and bore; 145 feet of the gas line was in 8-inch welded steel casing; two 4-inch polyethylene valves and valve boxes, and a 4-inch hot connection to existing gas line. The existing gas line was purged, and the new line was tied into existing service lines. The overall project included installing water and sewer lines.

# YEARS OF EXPERIENCE

19

#### YEARS WITH FIRM

16

#### **EDUCATION**

B.S. Civil Engineering – Texas A&M University, 2004

#### REGISTRATION

Professional Engineer in Texas

TxCDBG Certified Administrator



# Kelly M. Hajek, P.E.

- 2008 US Highway 59 Utility Relocations
  Gas Contract 1 (North), City of
  Splendora, Texas Design- and
  construction-phase services for installing
  5,044 feet of 2-inch ASTM D-2513 SDR
  11 polyethylene gas line, with trace wire,
  by bore and open cut; polyethylene valves
  and valve boxes; and a 2-inch hot
  connection to an existing gas line. The
  existing gas line was purged and
  abandoned and the existing service lines
  were tied into the new gas line.
- TCDP Paving and Gas for Zodiac, City of Caldwell, Texas Design- and construction-phase services for installing 2,100 feet of 4-foot IP Polyethylene gas line by bore and open cut; 110 feet of the gas line was in 6-inch steel casing. The new gas line was connected to the existing gas main, existing gas service lines were connected to the new main line, and 31 new service lines were connected to the new main line. These improvements were designed in accordance with ATMOS Energy's criteria, and the line was dedicated to ATMOS upon completion.
- East Huffsmith Road Water and Gas
  Lines, City of Tomball, Texas Designand construction-phase services for
  installing 2,924 feet of ASTM D-2513
  SDR 11.5 polyethylene gas line, including
  trace wire and fittings, 11, 4-inch
  polyethylene valves, valve boxes and valve
  markers, 325 feet of 2-inch ASTM D-2513
  SDR 11.5 polyethylene gas line with trace
  wire and fittings, and two, 2-inch
  polyethylene valves, valve boxes, and
  valve markers. This project also included
  installing water lines and other
  miscellaneous work items.
- TCF Utility Extensions and New Sidewalk, City of Sealy, Texas Project Manager for gas main, water main, and sanitary sewer main extensions and a 4-footwide concrete sidewalk for a new development near the intersection of FM3538 and the IH-10 Frontage Road in the City of Sealy. This project was funded with grant funds.
- Hughes Natural Gas/EPCOR
   Permitting, Montgomery County, Texas
   Project Manager for the design of several

gas line extensions and relocations within Montgomery County, Texas. These projects all included TxDOT and/or railroad permitting assistance. One of the projects was also performed to include Montgomery County permitting assistance.

#### Federally Funded experience:

- TxCDBG Church Street Elevated
  Storage Water Storage Tank
  Rehabilitation, City of Brenham, Texas –
  Project Manager for the removal and
  replacement of the existing interior and
  exterior coating systems on the 300,000gallon elevated water storage tank. The
  project included several miscellaneous
  structural repairs and is located within 500
  feet of public areas and residences,
  therefore, control of emissions from
  sandblasting was required.
- 2020 GLO Generator at Well No. 7, City of Sealy, Texas – Project Manager for the design and construction of a 250 kW natural gas engine driven standby generator at the City's Water Well No. 7 site.
- TxCDBG-R STP Clarifier Replacement, City of Caldwell, Texas – Design and construction phase services for rehabilitation of two existing final clarifiers at the sewage treatment plant. The project also included replacement of one 8-inch telescoping sludge valve and replacement of the wooden baffles in the chlorine contact basin.
- Hurricane Ike Disaster Recovery Round
   2.2 Generator at Water Pumping
   Station, City of Brazoria, Texas Design and construction management for a standby natural gas driven generator to power the water pump station. Project included weatherproof enclosure, automatic transfer switch, concrete slab, wiring, conduit, controls, chain link fence improvements, and all incidentals.

#### **PROFESSIONAL AFFILIATION**

- Texas Society of Professional Engineers
- Chi Epsilon (Civil Engineering Honor Society)
- Tau Beta Pi (Engineering Honor Society)
- Water Environment Association of Texas (WEAT)



# Jared D. Engelke, P.E.

#### AREAS OF EXPERTISE

- Federally Funded Projects
- Utility Design

- Drainage Design
- Construction Management
- Roadway Design
- Owner and Agency Coordination

#### PROFESSIONAL EXPERIENCE

Jared has been with our firm for almost 16 years. He has extensive municipal and transportation engineering experience on a wide variety and complexity of projects. His recent experience is listed below.

#### **Municipal/Transportation Experience:**

- ARPA Gas Regulator Station
   Improvements and Gas Line Bore, City of Hempstead, Texas Project Manager for the rehabilitation of two pressure regulator facilities and replacement of a gas line creek crossing.
- GLO and FEMA Mitigation CR 226 Bridge Replacement, Lee County, Texas Project Manager for the design and construction of a new bridge on CR 226. This will include an H&H study of the drainage area to determine a new higher elevation for the bridge. New roadway approaches will also be constructed to a high elevation to avoid road closure during heavy rain events. Design has begun and construction is anticipated to begin in late 2023 or early 2024.
- GLO CDBG-MIT MOD Roadway and Drainage Improvements, Austin County, Texas Project Manager for the design-, bid-, and construction-phase services for roadway and drainage improvements to four sections of roadway, including a bridge replacement, and the rehabilitation of approximately 1.5 miles of an existing drainage channel. The projects are located throughout the county and are currently in the application phase. Design is anticipated to begin this fall and construction is anticipated to begin in 2024.
- GLO CDBG-MIT MOD Road and Bridge Replacement, Washington County, Texas – Project Manager for the design-, bid-, and construction-phase services for the realignment of Meyersville Road, including the replacement of an existing bridge. The newly constructed roadway and bridge will be

elevated to be above the 100-year storm event. The project is currently in the application phase. Design is anticipated to begin this fall and construction is anticipated to begin in 2024.

- GLO CDBG-MIT MOD Street Reconstruction and Water Main Improvements, City of Richwood, Texas
  - Project Manager for the design and construction for reconstruction of three city streets and replacement and addition of water main. Reconstruction of the existing concrete streets will include drainage enhancements. The project is currently in the application phase. Design is anticipated to begin this summer and construction is anticipated to begin in fall 2023.
- GLO CDBG-MIT MOD Street
  Reconstruction and Drainage
  Improvements, City of Brenham, Texas –
  Project Manager for the design and
  construction for reconstruction of two city
  streets. Reconstruction of the existing
  asphalt streets will include drainage
  enhancements. The project is currently in
  the application phase. Design is anticipated to
  begin this fall and construction is anticipated
  to begin in 2024.
- Old Plantation Road Improvements, Washington County, Texas —
  Project Manager for the design and reconstruction of approximately 1.2 miles of Old Plantation Road near Chappell Hill, Texas. Improvements include rehabilitation of an existing bridge. The construction cost is anticipated by be approximately \$335,000 and the project is scheduled for completion by summer 2023.
- Old Mill Creek Road Improvements, Washington County, Texas – Project Manager for the design and reconstruction of approximately 1-mile of Old Mill Creek Road near Burton, Texas. The roadway was widened to better

# YEARS OF EXPERIENCE

16

#### YEARS WITH FIRM

16

#### **EDUCATION**

B.S. Civil/Environmental Engineering – University of Wisconsin-Madison, 2007

Technical Communication Certificate – University of Wisconsin-Madison, 2007

#### **REGISTRATION**

Professional Engineer in Texas and Wisconsin

Local Government Project Procedures Qualification – University of Texas-Arlington #80823, Expires October 2023



# Jared D. Engelke, P.E.

- accommodate large truck traffic. The construction cost was \$600,000 and the project was completed in 2021.
- 2016 GLO CDBG-MIT Drainage Improvements, City of Brenham, Texas Project Manager for the design and construction for approximately 5,800 linear feet of streambank restoration/stabilization on Hogg Branch. This project is currently in the preliminary design phase and anticipated to bid in 2023. Construction cost is anticipated to be approximately \$2.8 million.
- GLO CDBG-MIT City-wide Drainage Improvements, City of Hempstead, Texas Project Manager for the design and construction of citywide drainage improvements. This project includes reshaping of existing ditches, appropriately sizing culvert pipes, and hydrologically enhancing an existing drainage channel. The project is currently in the design phase and construction is anticipated to start in 2023. Construction cost is anticipated to be approximately \$7.7 million.
- 2021 TDA Street Improvement City of Todd Mission, Texas Project Manager for street reconstruction of three streets.

  Construction is anticipated to be approximately \$300,000 and the project is scheduled to be completed by the summer 2023.
- 2021 Stormwater Master Plan Drainage Improvements – Phases I and II, City of Richwood, Texas – Project Manager for the design and construction of citywide drainage improvements. The improvements primarily consist of expanding and concrete lining existing drainage ditches. This project is anticipated to be completed in 2022.
   Construction is estimated to be approximately \$1.3 million.
- Old Chappell Hill Road Improvements, City of Brenham, Texas Project Manager for the design and reconstruction of approximately 1,500 feet of Old Chappell Hill Road east of FM 577 and intersection improvements at FM 577. The roadway and intersection were widened and the pavement was upgraded from asphalt to concrete. The construction cost was approximately \$730,000 and the project was completed in early 2022.

- 2020 Richwood Street Improvements, City of Richwood, Texas – Project Manager for the plan development, design, and reconstruction of 10,000 feet of residential street repairs and the addition of 2,500 feet of new sidewalk. The construction cost was \$1.5 million and the project was completed in early 2022.
- Salem Road Improvements, City of Brenham, Texas Project Manager for the design and reconstruction of approximately 2,100 feet of Salem Road from Highway 36 westward to the BNSF Railroad tracks.

  The project was completed in 2021 and the pavement section was widened and upgraded from asphalt to concrete. The construction cost was \$1.3 million.
  - **TxCDBG 12th Street Sidewalk** Revitalization, City of Hempstead, Texas -Project Manager for this \$350,000 construction project that is part of the City's ongoing downtown improvements. This project is located along the east and west sides of 12th Street between Austin Street and Wilkins Street, and along the west side of 12th Street between Bremond Street and Austin Street, encompassing one and a half blocks. The project included demolition of existing concrete sidewalks and curb and gutter and the installation of new concrete sidewalks, ADA compliant ramps, decorative and enhancing lighting, and all related appurtenances. This project was completed in 2021.
- Aransas County Sidewalk Improvements, City of Rockport, Texas – Project Manager for design and P.S.&E. preparation for approximately 2 miles of sidewalk along several streets in downtown Rockport, Texas. The construction cost was approximately \$800,000. This project was completed in 2021.
- South Yaupon Sidewalk Project, City of Richwood, Texas Project Manager for the design of approximately 2,000 feet of sidewalk for the City of Richwood. The intent of the project is to provide a continuous pedestrian route from the eastern half of the city to Gladys Polk Elementary School. The project was designed to comply with Richwood City and ADA standards, as well as stay within the existing City right of way.

#### PROFESSIONAL AFFILIATIONS

• American Society of Civil Engineers



## Keith R. Behrend, P.E., S.E.

#### AREAS OF EXPERTISE

- Structural Engineering
- Bridge Design

- Project Management
- Bridge Inspection

- Industrial Facility Design
- Municipal Facility Design

#### PROFESSIONAL EXPERIENCE

Consulting experience in the field of structural engineering with emphasis on bridge design and inspection, project management, wastewater and water treatment plants, and industrial structures.

Bridge Design experience includes utilizing Load and Resistance Factor Design (LRFD) methodology to prepare preliminary and final structure plans for single and multispan new and rehabilitated structures. Substructure design experience includes designing cast-in-place concrete abutments and piers supported by shallow and deep foundation systems including cast-in-place pipe piles, steel H-piles, micropiles and augered helical anchors. Superstructure design experience includes concrete flat and haunch slab structures, prestressed concrete girder and box beam structures, hot-rolled steel girder structures, and built-up steel plate girder structures. Culvert design experience includes single and multicell cast-in-place box culverts and three-sided precast arch structures. Pedestrian bridge design experience includes steel truss, timber and concrete structures.

Bridge Load Rating experience includes performing Load Factor Ratings (LFR) and Load and Resistance Factor Ratings (LRFR) for single-and multispan structures, including concrete flat and haunch slab structures, prestressed concrete girder structures, hot-rolled steel girder structures, and built-up steel plate girder structures.

**Bridge Inspection** experience includes inspection of slab and prestressed girder highway bridges and cast-in-place box culverts, and preparation of assessment and rehabilitation recommendation reports.

Retaining Wall Design experience includes gravity modular block walls, cast-in-place concrete cantilever walls, steel sheet pile walls, mechanically stabilized earth modular block and panel walls, and soil nail walls. **Drainage Structure Design** experience includes above and below grade precast and cast-in-place box and arch culvert conveyance structures, cast-in-place detention pond inlet and outlet structures, and modifications to existing drainage infrastructure.

Project Management experience for numerous bridge, industrial, and municipal projects. Experience includes coordination of bridge and structural designs with various governmental agencies (Department of Transportation, Department of Natural Resources; Department of Commerce, State Historical Society), railroads, survey crews, and support design disciplines (HVAC, electrical, and drafting).

**Sign Structure Design** experience includes structural steel cantilevered and overhead steel sign bridges and cast-in-place concrete foundations for federal and state highways.

Industrial Facility Design experience includes structural design of single and multistory additions, secondary containment structures, mezzanines, catwalks, overhead cranes and piping supports.

Municipal Facility Design experience includes structural design of wastewater and water treatment facilities. Design experience includes projects ranging from small to \$50 million plus construction cost.

**Texas** experience includes:

- South Yaupon Sidewalk and Pedestrian Bridge City of Richwood, Texas
- North Water Plant City of Richwood, Texas
- Mason County Airport Drainage Improvements – Mason County, Texas
- La Grange Water Line Improvements Fayette County, Texas

# YEARS OF EXPERIENCE

18

#### YEARS WITH FIRM

14

#### **EDUCATION**

M.S. Civil and Environmental Engineering – University of Wisconsin-Madison, 2008

B.S. Civil Engineering – University of Wisconsin-Madison, 2004

B.S. Wildlife Ecology – University of Wisconsin-Stevens Point, 2000

#### REGISTRATION

Professional Engineer in Texas and Wisconsin

Structural Engineer in Arizona, Illinois, Nevada and Utah



## Keith R. Behrend, P.E., S.E.

- Water Improvements City of Snook, Texas
- Blinn College Box Culvert Extension City of Brenham, Texas
- Front Street Drainage Improvements City of Sealy, Texas
- Wastewater Treatment Plant Expansion City of Magnolia, Texas
- Unity Park Drainage Improvements City of Magnolia, Texas
- Gill Branch Drainage Channel Replacement – City of Bastrop, Texas
- Baker Katz Sanitary Sewer Improvements City of Brenham, Texas
- Munz Lift Station City of Brenham, Texas
- Ralston Creek Lift Station City of Brenham, Texas
- Wharton Regional Airport Hangar Improvements – City of Wharton, Texas
- Van Zandt County Regional Airport Hangar Improvements – City of Wills Point, Texas
- Liberty Municipal Airport T-Hangar Project City of Liberty, Texas
- Kraft-Heinz City of Garland, Texas

Keith served as Project Manager for the following Wisconsin bridge replacement or rehabilitation projects:

- CTH HHH, Shawano County, Wisconsin
- CTH H, Washington County, Wisconsin
- CTH A, Dane County, Wisconsin
- CTH F, Dane County, Wisconsin
- Duplainville Road Village of Pewaukee, Wisconsin
- Drammen Valley Road Town of Perry, Wisconsin
- Silver Creek Cascade Road Sheboygan County, Wisconsin
- Brookside Drive Brown County, Wisconsin
- Risseeuw Road Sheboygan County, Wisconsin
- Capital City Path Pedestrian Bridge City of Madison, Wisconsin
- Vilas Park Pedestrian Bridges City of Madison, Wisconsin
- Wingra Creek Pedestrian Bridge City of Madison, Wisconsin
- Marston Avenue Bridge Rehabilitation City of Madison, Wisconsin
- Sherman Avenue Bridge Rehabilitation City of Madison, Wisconsin
- Tenney Park Pedestrian Bridge City of Madison, Wisconsin



# Blake E. Faldyn, E.I.T.

#### AREAS OF EXPERTISE

- Natural Gas Distribution
- Geographic Information Systems (GIS)
- Water Storage and Distribution
- Wastewater Collection
- Water and Gas Hydraulics Modeling
- Topographic Survey

#### PROFESSIONAL EXPERIENCE

Blake joined our firm in December 2021, with a B.S. in Civil and Environmental Engineering from Texas A&M University. He has experience in survey, design, bidding, and construction-phase services in the municipal and water disciplines. His primary focuses are natural gas and water distribution.

#### Natural Gas experience:

- Gas System Model Development, City of Navasota, Texas Performed services relating to creation of a full scale, system wide software model of the City's natural gas distribution system.
- Hollister Street Gas Regulator Station Replacement, City of Navasota, Texas Currently performing services relating to replacement of an existing natural gas regulator station. This project is currently in the construction phase and is anticipated to be completed by July 2023.
- Pecan Lakes Gas Line Extension, City of Navasota, Texas Currently performing design phase services related to installation of approximately 15,300 linear feet of polyethylene gas line, replacement and upsizing of approximately 2,150 linear feet of polyethylene gas line, and installation of a new natural gas regulator station.
- Gas System Model Development, City of Sealy, Texas Currently performing services relating to creation of a full scale, system wide software model of the City's natural gas distribution system as part of a master planning study.
- Gas System Model Development, City of Rockport, Texas Currently performing services relating to creation of a full scale, system wide software model of the City's natural gas distribution system.
- Steel Gas Main Pressure Testing, City of Brenham, Texas – Currently performing

design, bidding, and construction-phase services related to pressure testing approximately 5,000 linear feet of existing 4-inch steel gas main using nitrogen gas along with the removal of six service taps and two valves. This project is currently in the design phase and construction is anticipated to be completed by September 2023.

#### Water experience:

- ARPA South Water Plant, City of Richwood, Texas Project Designer for the installation of a new booster pump station to improve water pressure in the southern part of the City's water distribution system. This project is currently in the bidding phase and is anticipated to be awarded by June 2023.
- Water System Model Development, City of Hempstead, Texas Currently performing services related to creation of a full scale, system wide software model of the City's water supply distribution system as part of an impact fee study.
- Water System Model Development, City of Brenham, Texas Performed services related to updating and calibrating a full scale, system wide software model of the City's water supply distribution system as part of a water system evaluation.
- Highway 90 Waterline Improvements, City of Liberty, Texas Currently performing design, bidding, and construction phase services related to installation of approximately 2,200 linear feet of 8-inch PVC water main. This project is currently in the bidding phase and is anticipated to be awarded in May 2023.

# YEARS OF EXPERIENCE

1.5

#### YEARS WITH FIRM

1.5

#### **EDUCATION**

B.S. Civil Engineering – Texas A&M University, 2021

#### REGISTRATION

Engineer-in-Training



# Blake E. Faldyn, E.I.T.

#### GIS experience:

- Utility Master Plans and Impact Fees, City of Sealy, Texas – Performed services relating to preparation of fact sheets to highlight approximately 40 potential Capital Improvement Plan projects for the City's water, sanitary sewer, and natural gas systems for the next 20 years.
- Water and Sanitary Sewer Evaluation, City of Hempstead, Texas – Currently performing services related to preparation of existing and proposed water and sanitary sewer maps for the next 10 years as part of an impact fee study.

#### Wastewater experience:

- ARPA Sanitary Sewer Improvements, City of Sealy, Texas – Currently performing construction-phase services relating to the construction of approximately 2,600 linear feet of 6-inch force main and 8inch PVC gravity sewer and seven manholes. This project is currently in the construction phase and is anticipated to be completed by August 2023.
- ARPA Lift Station Improvements, City of Sealy, Texas – Currently performing construction-phase services relating to the construction of lift station improvements. This project us currently in the construction phase and is anticipated to be completed by May 2024.



## Luke T. Hellermann, P.G.

#### AREAS OF EXPERTISE

- Environmental Documentation
- Site Redevelopment and Waste Management
- Contaminated Site Investigation
- Hydrogeologic Site Characterization
- Environmental Compliance and Permitting
- Groundwater Flow Modeling

#### PROFESSIONAL EXPERIENCE

**Environmental Documentation** experience includes environmental analysis, environmental impact studies, and public involvement for the preparation of NEPA- and WEPA-compliant environmental documents. For WisDOT transportation projects, environmental documentation has included pER, CEC-, ER-, EA-, and EIS-level documents. For nontransportation projects that have utilized federal funds, ER- and EA-level environmental documentation has been completed. Familiar with necessary federal and state agency coordination and impact analysis, including effects to archaeological and historical properties, noise and air quality impacts, contaminated sites, indirect and cumulative effects, environmental justice, as well as effects to the natural environment.

#### Site Redevelopment and Waste Management

experience includes preparing grant applications and reimbursement requests, site investigation, redevelopment planning, and remediation for redevelopments projects in Ohio, Illinois, Iowa, Whitewater, New Glarus, Lake Mills, Monona, Fond du Lac, Marshfield, and other communities in Wisconsin. Evaluated contaminated material reuse and treatment/disposal options for numerous construction projects and has written contract special provisions and Material Handling Plans for management and reuse of wastes. Construction projects requiring these services have included urban redevelopment areas, stormwater channels and ponds, new industry and utilities, and numerous transportation projects, including local roads and bridges to lengthy highway corridor reconstruction such as WIS 13, WIS 23, US 12, and US 51.

**Groundwater Flow Modeling** experience includes municipal well and remediation well zone of influence and capture zone delineation and well field siting, design, and analysis.

Modeling efforts have evaluated potential aquifer yields, well interference, and potential impacts to sensitive receptors such as springs and wetlands. Has completed assessments of regional aquifers and citywide wellhead protection areas. Has analyzed field data for aquifer characterization and remediation system design. Refined and modified large, countywide groundwater flow models for well field evaluations. Proficient in the use of the following groundwater modeling programs and supporting software – Groundwater Vistas, MODFLOW, MODPATH, and Aqtesolv.

#### **Contaminated Site Investigation and**

Remediation experience includes designing and implementing numerous contaminated site investigations to define the vertical and horizontal extent of contamination. Designed and implemented soil, sediment, air, and water sampling programs; aquifer slug tests, pump tests, and tracer tests; and completed hydraulic data collection and interpretation for hydrogeologic assessment reports, groundwater modeling, and remedial action plans.

#### **CONTINUING EDUCATION**

- University of Wisconsin-Extension
  - OSHA 40-hour Health and Safety Training, 1991
  - OSHA 8-hour Managers' Training,
  - OSHA Annual 8-hour Refresher Training, Current
- Microbial Processes in the Degradation of Groundwater Contaminants – City of Louisville, Kentucky, 1992
- Wright State University IRIS Program Modeling Groundwater Flow, 1994
- Improving the Performance and Analysis of Slug Tests City of Madison, Wisconsin, 1999
- WDNR Air Enforcement Seminar City of Milwaukee, Wisconsin, 2000

# YEARS OF EXPERIENCE

32

#### YEARS WITH FIRM

28

#### **EDUCATION**

B.S. Geology – University of Wisconsin-Madison, 1990

#### REGISTRATION

Professional Geologist in Wisconsin



### Luke T. Hellermann, P.G.

- Low-Cost Remediation Strategies for Contaminated Soil and Groundwater – City of Milwaukee, Wisconsin, 2001
- The MODFLOW Course, Using Visual Modflow – City of Orlando, Florida, 2001
- Brownfield Grant Application Writing Seminar – City of Madison, Wisconsin, 2004
- EPA's All Appropriate Inquiry Rule City of Chicago, Illinois, 2005
- NEPA and Transportation Decision-Making – City of Madison, Wisconsin, 2006
- NEPA Indirect and Cumulative Effects Training, WisDOT – City of Madison, Wisconsin, 2006
- Webinar-Efficient NEPA Environmental Reviews for Project Decision Making, FHWA – City of Madison, Wisconsin, 2007
- American Water Resources Association, Wisconsin Section Annual Meeting – City of Brookfield, Wisconsin, 2008 Wisconsin
- Groundwater Association, Annual Meeting – City of Brookfield, Wisconsin, 2008
- Midwest Groundwater Conference City of Dubuque, Iowa, 2008
- NEPA Environmental Justice Webinar City of Madison, Wisconsin, 2012
- Webinar, NEPA Section 106, Transportation Research Board (TRB), 2019
- PFAS: Life Cycle, Regulations and Solutions, 2019
- Section 106 Training, Webinar Hosted by WisDOT and SHPO, 2021

#### PRESENTATIONS/PUBLICATIONS

 53rd Annual Midwest Groundwater Conference, 2008 – Well Field Siting Using a Regional Groundwater Flow Model, Fond du Lac County, Wisconsin

#### PROFESSIONAL AFFILIATIONS

- National Groundwater Association
- Wisconsin Groundwater Association



## Robert C. Schmidt, P.E., RPLS

#### AREAS OF EXPERTISE

- Project Management
- Construction Management
- Planning
- Topographic and Boundary Surveying

Engineering Design

#### PROFESSIONAL EXPERIENCE

At Strand Associates, Inc.®, Bob has performed a wide range of engineering tasks, including developing plans and designs, and providing construction administration services for utilities, streets, and drainage in residential and commercial developments, water, sewer and gas utilities, drainage channels, parks and recreation facilities, and pumping stations.

#### Topographic Surveying experience:

- City of Caldwell and TxDOT, Bryan
   District, Texas Topographic survey and design of the roadway widening of Loop 83 from SH 21 to SH 26.
- Cities of Caldwell, Bellville, Brenham, Dayton, Eagle Lake, Schulenburg, and Sealy, Texas Topographic surveying and construction staking for numerous water and sewer line rehabilitation/replacement projects.
- City of Sealy and TxDOT, Yoakum District, Texas Topographic survey for PS&E development of the roadway widening project for FM 3013 for the addition of left-turn/right-turn, and acceleration lanes from 0.3-mile South of Brast Road to 0.9-mile North of Brast Road.
- City of Huntsville and TxDOT, Bryan District, Texas Topographic survey for PS&E development of the roadway widening project on FM 2821 from SH 19 to FM 247.
- City of Brenham and TxDOT, Bryan District, Texas – Topographic survey for PS&E development of intersection improvements on US 290 at FM 577 and BUS 290 intersections.
- City of Brenham, Texas Topographic surveying and construction staking of \$2 million new athletic facilities, including site grading, drainage, utilities, paving, four buildings, lighting and electrical.
- Brookwood Community at Brookshire, Texas – Topographic surveying and design

of more than \$1 million in site improvements relating to new Reynolds Building. Work included utilities, paving, drainage, and site lighting.

#### City of Brenham Higgins Branch, Texas –Topographic surveying and construction staking of drainage improvements, including hydraulic calculations, channel improvements and FEMA LOMR. Project included more than a mile of topographic surveys.

- City of College Station, Texas Topographic survey of 150-acre Veterans Park and Athletic Complex.
- **City of Brenham, Texas** Topographic survey and construction staking for approximately 13-mile-long, 24-inch raw water transmission.
- **City of Brenham, Texas** Topographic survey for Brenham Greenways project, including downtown pocket parks and approximately 1 mile of sidewalks.
- Cities of Brenham, Fredericksburg, La Grange, Wharton, Pleasanton and Carrizo Springs, and Angelina County (Lufkin), Texas – Topographic surveys for extension, rehabilitation or overlay of airport runways.
- City of Schulenburg, Texas Numerous subdivision plats, including Highland Meadows Sections 7, 8, and 9, Overlook Estates Sections 1 and 2, T&L Business Park and Schulenburg Corporate Park.

YEARS OF EXPERIENCE

YEARS WITH FIRM

40

#### **EDUCATION**

B.S. Civil Engineering – Texas A&M University, 1977

#### **REGISTRATION**

Professional Engineer in Texas

Registered Professional Land Surveyor in Texas



# **Christian J. Fridye**

#### AREAS OF EXPERTISE

- Civil Surveying
- Construction Observation
- Boundary Surveying

Sewer Evaluation/Inspection

#### PROFESSIONAL EXPERIENCE

Christian's duties consist of boundary surveys, civil surveys, sewer evaluations and inspections, and construction observation services.

#### Boundary Surveying includes:

- Courthouse deed research
- Field surveys
- Alta surveys
- Oil field unit development and lease surveying for CML Petroleum
- Platting
- Elevation Certificates

#### **Construction Observation** includes:

- Magnolia utility extension to box store
- Brenham surface water plant rehabilitation
- Prairie View A&M University water well and ground storage tank
- Brenham animal shelter concrete pour

# Sewer evaluation and inspection: smoke testing and physical inspection of sanitary sewer systems for:

- City of Caldwell, Texas
- City of Giddings, Texas
- City of La Grange, Texas
- City of Schulenburg, Texas
- City of Brenham, Texas
- City of Snook, Texas
- City of Huntsville, Texas
- City of Cuero, Texas

# Topographic surveying: sonar/depth sounding of Frac Ponds for Laredo Energy, plant survey:

- Kraft Foods Dallas, Texas
- Blue Bell Creameries Brenham, Texas
- Monogram Foods Schulenburg, Texas
- Global Tubing Dayton, Texas
- Mars Candy Waco, Texas

**Airport work** includes general surveying, PAPI surveys, scanning for penetrations, base verifications, and construction staking:

- Caldwell Airport, Texas
- Navasota Airport, Texas
- Brenham Airport, Texas
- Lago Vista, Texas
- Burnet Airport, Texas
- Olney Airport, Texas
- Pecos Airport, TexasSonora Airport, Texas
- Wilbarger County Airport, Texas
- Marshall Airport, Texas
- Van Zandt County Airport, Texas
- Harrison County Airport, Texas
- Lee County Airport, Texas
- Fayette Regional Air Center, Texas
- Cameron Airport, Texas
- Hillsboro Airport, Texas
- Aransas County Airport, Texas
- Wharton Airport, Texas
- Gillespie County Airport, Texas
- Graham Municipal Airport, Texas
- Quanah Airport, Texas
- Gainesville Airport, Texas

#### **Surveying for Various Projects:**

- Water lines
- Sewer lines
- Gas lines
- Sidewalks
- Parks
- Trails
- Baseball and football fields
- TxDOT Permits
- Roads and streets
- ROW and easement acquisition
- Pipeline surveying
- Drainage improvements
- Construction staking
- Level loops
- GPS, Robotic Total Station

# YEARS OF EXPERIENCE

13

#### YEARS WITH FIRM

13

#### **EDUCATION**

Surveying Coursework – Lone Star Community College, 2011-2012

B.S. Animal Science – Texas A&M University, 2007-2009

Blinn College, 2005-2007



Grant Recipient (14) OF (16) (16) (16) (16) (16) (16) (16) (16)	NGDISM Grant Program
Name of Respondent Strain and Associates  Evaluator's Name	Date of Rating MINA 15, 2023
e the Respondent of the Request For Qualifications (RFQ) by awarding p ess the Respondent on these criteria may be gathered either from past ex	oints up to the maximum listed for each factor. Informa perience with the Respondent and/or by contacting past/

tion necessary to Rate current clients of asse the Respondent. Respondents proposing to offer specific services (buyout only) will be scored only on those services.

#### Experience -- Rate the respondent for experience in the following areas:

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Co	-	m	-	-	*-

	<u>Factor</u>	Max.Pts.	<u>Score</u>
1.	Has previously designed type of projects	20	20
2.	Has worked on federally funded construction projects	15	15
3.	Has worked on projects that were located in this general region.	10	
	Note: Location for (Engineer/Environmental) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.321(b)(3)		10
4.	Extent of experience in project construction management	15	15
	Subtotal, Experience	60	600

#### **Work Performance**

	<u>Factor</u>	Max.Pts.	Score
1.	Past projects completed on schedule	10	8
2.	Manages projects within budgetary constraints	5	5
3.	Work product is of high quality	10	10
	Subtotal, Performance	25	24

#### **Capacity to Perform**

	<u>Factor</u>	Max.Pts.	<u>Score</u>
1.	Staff Level / Experience of Staff	5	\$
2.	Adequacy of Resources	5	5
3.	Professional liability insurance is in force	5	5
	Subtotal, Capacity to Perform	15	15

#### **TOTAL SCORE**

Total Score	100	99
Capacity to Perform	13	115
Work Performance	25	34
Experience	60	(00
<u>Factor</u>	Max.Pts.	Score

Gran		NGDI <u>SM Grant Pr</u>	<u>ogram</u>
lame	of Respondent Straw and Associates	<b>A</b> . (	1/7 7 -
Evalu	lator's Name	Date of Rating N	Wy 15, 2023
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ie Re	spondent of the Request For Qualifications (RFQ) by awarding points up to espondent on these criteria may be gathered either from past experience wi	the maximum liste	d for each factor. Inform
ine K spond	lent. Respondents proposing to offer specific services (buyout only) will be so	ored only on those	services.
rienc	e Rate the respondent for experience in the following areas:		Comments
	Factor	Max.Pts.	Score
1.	Has previously designed type of projects	20	20
2.	Has worked on federally funded construction projects	15	15
3.	Has worked on projects that were located in this general region.	10	
	Note: Location for (Engineer/Environmental) may be a selection		in
	criterion provided its application leaves an appropriate number of		10
	qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.321(b)(3)		
4.	Extent of experience in project construction management	15	15
	Subtotal, Experience	60	60
	Justician experience		
v Dor	formance		
K F CI	Factor	Max.Pts.	Score
1.	Past projects completed on schedule	10	8
2.	Manages projects within budgetary constraints	5	5
3.	Work product is of high quality	10	
<u> </u>	Work product is or night quanty	10	10
	Subtotal, Performance	25	74
	Subtotal, Performance	23	124
eitu 1	to Perform		
CILY	Factor	Max.Pts.	Score
1.	Staff Level / Experience of Staff	5	
2.	Adequacy of Resources	5	5
3.	Professional liability insurance is in force	5	5
٥.	Professional naminy distribute is in force		5
	Cultivated Connection to Conform	15	
	Subtotal, Capacity to Perform	12	15
	ODF.		
AL SC		May Dea	Seara
	Factor	Max.Pts.	Score
	Experience	60	60
	Work Performance	25	24
	Capacity to Perform	15	15
	Total Score	100	99

Grant	of Respondent Strand and Associates	IGDISM Grant Pr	<u>rogram</u>	
			In K Dogs	2
valu	ator's Name Thull Stat	ate of Rating <u>1</u>	lay 15,3023	2_
e Res	pondent of the Request For Qualifications (RFQ) by awarding points up to the	he maximum liste	d for each factor. Inf	ormation nec
he Re	espondent on these criteria may be gathered either from past experience with	h the Respondent	and/or by contacting	
pond	ent. Respondents proposing to offer specific services (buyout only) will be see	ored only on those	e services.	
	Data the appared out for our visions in the fallowing cases.		Comm	anto
ienc	e Rate the respondent for experience in the following areas:	Max.Pts.	Score	EIIIZ
1	Factor  Has previously designed type of projects	20		
1.			20	
2.	Has worked on federally funded construction projects	15	15	
3.	Has worked on projects that were located in this general region.	10		
	Note: Location for (Engineer/Environmental) may be a selection criterion provided its application leaves an appropriate number of		10	
	qualified firms, given the nature and size of the project, to compete		'	
	for the contract, 2 CFR 200.321(b)(3)			
4.	Extent of experience in project construction management	15	15	
	Subtotal, Experience	60	40	
Perl	Factor	Max.Pts.	Score	
1.	Past projects completed on schedule	10	8	
2.	Manages projects within budgetary constraints	S	5	
3.	Work product is of high quality	10	10	
	Subtotal, Performance	25	24	
		<u> </u>		
ity t	o Perform	1 44 51		
	Factor State of Confe	Max.Pts.	Score	
1.	Staff Level / Experience of Staff	5	S	
2.	Adequacy of Resources	5	S	
3.	Professional liability insurance is in force	5	S	
	Subtotal, Capacity to Perform	15	15	
			ر. ا	
	ORE			
L SC		Max.Pts.	<u>Score</u>	
L SC	<u>Factor</u>	Max.r ts.	<del>                                     </del>	
L SC	<u>Factor</u> Experience	60	60	

100

**Total Score** 

Grant Recipient (1-1)	P. NAVIOSOTA LINA AND ASSOCIOATES	NGDISM Grant Program
Name of Respondent STV 0	MA WIKE ACCOUNTES	
Evaluator's Name	lon MacKay	Date of Rating MAY 5,2023

Rate the Respondent of the Request For Qualifications (RFQ) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent. Respondents proposing to offer specific services (buyout only) will be scored only on those services.

#### **Experience** -- Rate the respondent for experience in the following areas:

**Comments** 

	<u>Factor</u>	Max.Pts.	<u>Score</u>
1.	Has previously designed type of projects	20	20
2.	Has worked on federally funded construction projects	15	15
3.	Has worked on projects that were located in this general region.	10	
	Note: Location for (Engineer/Environmental) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.321(b)(3)		10
4.	Extent of experience in project construction management	15	15
	Subtotal, Experience	60	60

#### **Work Performance**

	<u>Factor</u>	Max.Pts.	<u>Score</u>
1.	Past projects completed on schedule	10	8
2.	Manages projects within budgetary constraints	5	5
3.	Work product is of high quality	10	10
	Subtotal, Performance	25	24

#### **Capacity to Perform**

	<u>Factor</u>	Max.Pts.	Score
1.	Staff Level / Experience of Staff	5	5
2.	Adequacy of Resources	5	5
3.	Professional liability insurance is in force	5	S
		2.	
	Subtotal, Capacity to Perform	15	15

#### **TOTAL SCORE**

	Factor	Max.Pts.		<u>Score</u>
	Experience	60		60
	Work Performance	25		24
J	Capacity to Perform	15		IS
	Total Score	100		99

aran ame	of Respondent Strand and Associates	IGDISM Grant P	rogram
Evalu		Date of Rating <u>h</u>	May 15, 2023
the Re	spondent of the Request For Qualifications (RFQ) by awarding points up to t espondent on these criteria may be gathered either from past experience wit lent. Respondents proposing to offer specific services (buyout only) will be so	h the Respondent	and/or by contacting past/
rienc	e Rate the respondent for experience in the following areas:		Comments
	Factor	Max.Pts.	Score
1.	Has previously designed 16 type of projects	20	80
2.	Has worked on federally funded construction projects	15	15
3.	Has worked on projects that were located in this general region.	10	
	Note: Location for (Engineer/Environmental) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.321(b)(3)		10
4.	Extent of experience in project construction management	15	15
	Subtotal, Experience	60	(60)
k Peri	formance	Max,Pts.	Score
1.	Past projects completed on schedule	10	
2.	Manages projects within budgetary constraints	5	8
3.	Work product is of high quality	10	5
-	The state of the s		10
	Subtotal, Performance	25	24
		<u>'                                    </u>	
city t	o Perform		
	<u>Factor</u>	Max.Pts.	Score
1.	Staff Level / Experience of Staff	5	5
2.	Adequacy of Resources	5	5
3.	Professional liability insurance is in force	5	5
		1.5	15
	Subtotal, Capacity to Perform	15	1 15

#### **TOTAL SCORE**

 Factor	Max.Pts.	<u>Score</u>
Experience	60	60
Work Performance	25	24 Q4
Capacity to Perform	15	15
Total Score	100	99



#### **REQUEST FOR CITY COUNCIL AGENDA ITEM #12**

Agenda Date Requested: May 22, 2023	Appropriation
Requested By: Evette Fannin, Grants Coord.	Source of Funds: N/A
Department: Finance	Account Number: N/A
☐ Report	Amount Budgeted: N/A
	Amount Requested: N/A
Exhibits: Resolution No. 742-23; Map	Budgeted Item: Yes No

#### **AGENDA ITEM #12**

Consideration and possible action on Resolution No. 742-23, supporting the City of Navasota's application to the Texas Department of Transportation's 2023 Transportation Alternatives Set-Aside (TA) call for projects, specifically Blackshear/Piedmont (FM 3090) from SH 6 frontage to Union Pacific Railroad.

#### SUMMARY & RECOMMENDATION

In September 2022, the City of Navasota entered into a contract agreement with Goodwin Lasiter Strong (GLS) to complete the two-step application process for the 2023 TXDOT Transportation Alternative Grant funding cycle. There is an anticipated \$250 million of federal appropriations under the Infrastructure Investment and Jobs Act (IIJA), to fund pedestrian improvements. In our application we submitted pedestrian improvements of six-foot-wide sidewalks on both sides along the streets below.

Blackshear/Piedmont (FM3090) from SH6 frontage road to the UP railroad

Staff recommends City Council approve Resolution No. 742-23 authorizing TXDOT to move forward with this specific grant application.

#### **ACTION REQUIRED BY CITY COUNCIL**

Approve or deny Resolution No. 742-23, supporting the City of Navasota's application to the Texas Department of Transportation's 2023 Transportation Alternatives Set-Aside (TA) call for projects, specifically Blackshear/Piedmont (FM 3090) from SH 6 frontage to Union Pacific Railroad.

Jason B. Weeks, City Manager	Date
Jason Weeks	5/17/23

# RESOLUTION NO. <u>742-23</u> CITY OF NAVASOTA-FM3090 PEDESTRIAN IMPROVEMENTS

# A RESOLUTION SUPPORTING THE CITY OF NAVASOTA APPLICATION TO THE TEXAS DEPARTMENT OF TRANSPORTATION'S 2023 TRANSPORTATION ALTERNATIVES SET-ASIDE (TA) CALL FOR PROJECTS

**WHEREAS**, the Texas Department of Transportation issued a call for projects in December 2022 for communities to apply for funding assistance through the Transportation Alternatives Set-Aside (TA) Program; and

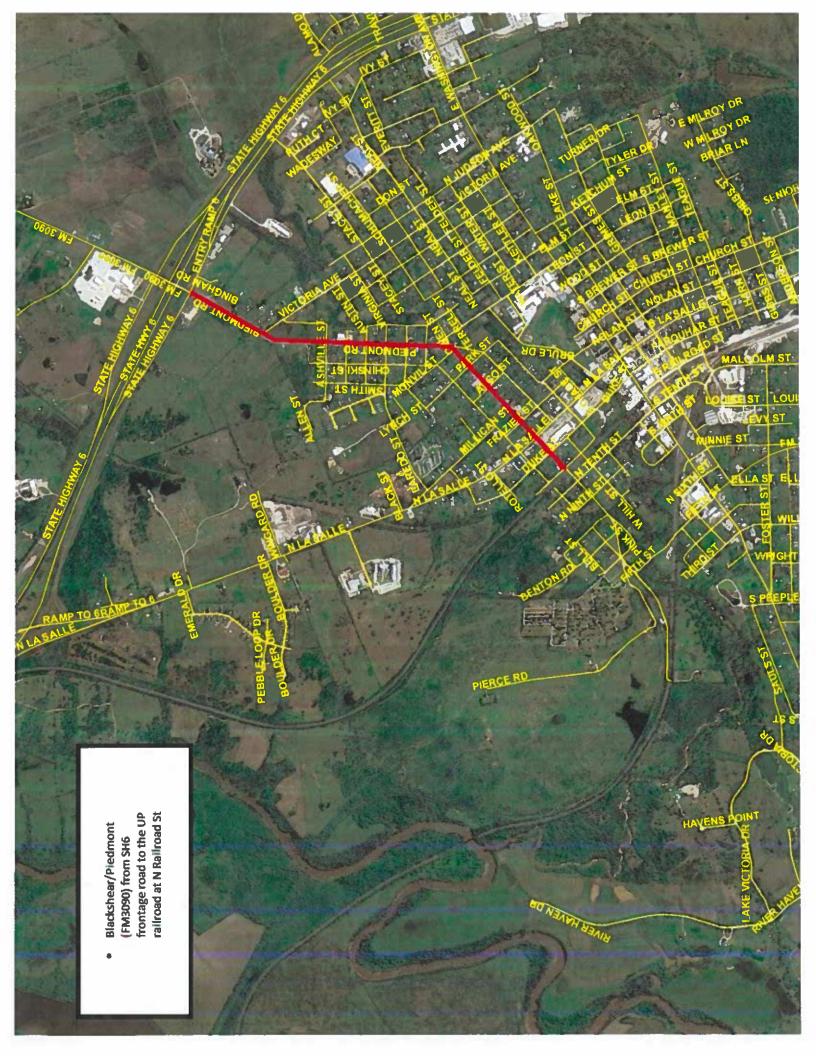
**WHEREAS**, the TA funds may be used for development of preliminary engineering (plans, specifications, and estimates and environmental documentation) and construction of pedestrian and/or bicycle infrastructure. The TA funds require a local match, comprised of cash or Transportation Development Credits (TDCs), if eligible. The City of Navasota would be responsible for all non-reimbursable costs and 100% of overruns, if any, for TA funds; and

# NOW, THEREFORE, BE IT RESOLVED BY THE City Council OF THE City of Navasota THAT:

The (Project Sponsor) supports funding this project(s) as described in the 2023 TA Detailed Application (including the preliminary engineering budget, if any, construction budget, the department's direct state cost for oversight, and the required local match, if any) and is willing to commit to the project's development, implementation, construction, maintenance, management, and financing. The City of Navasota is willing and able to enter into an agreement with the department by resolution or ordinance, should the project be selected for funding.

DULY PASSED BY MAJORITY VOTE OF ALL MEMBERS OF THE CITY COUNCIL OF THE CITY OF NAVASOTA ON THE 22 DAY OF MAY, 2023.

	BERT MILLER, MAYOR
ATTEST:	
ATTEST.	
SUSIE M. HOMEYER, CITY SECRETARY	,





#### **REQUEST FOR CITY COUNCIL AGENDA ITEM #13**

Agenda Date Requested: May 22, 2023	Appropriation
Requested By: Evette Fannin, Grants Coord.	Source of Funds: N/A
Department: Finance	Account Number: N/A
☐ Report	Amount Budgeted: N/A
	Amount Requested: N/A
Exhibits: Resolution No. 743-23; Map	Rudgeted Item: C Ves & No.

#### **AGENDA ITEM #13**

Consideration and possible action on Resolution No. 743-23, supporting the City of Navasota's application to the Texas Department of Transportation's 2023 Transportation Alternatives Set-Aside (TA) call for projects, specifically Fifth Street/BNSF Railroad South along FM 379 to FM 379.

#### **SUMMARY & RECOMMENDATION**

In September 2022, the City of Navasota entered into a contract agreement with Goodwin Lasiter Strong (GLS) to complete the two-step application process for the 2023 TXDOT Transportation Alternative Grant funding cycle. There is an anticipated \$250 million of federal appropriations under the Infrastructure Investment and Jobs Act (IIJA), to fund pedestrian improvements. In our application, the City of Navasota submitted pedestrian improvements with six-foot-wide sidewalks on both sides along the street below.

• Fifth Street/BNSF Railroad South along FM 379 to FM 379.

Staff recommends City Council approve Resolution No. 743-23 authorizing TXDOT to move forward with this specific application.

#### **ACTION REQUIRED BY CITY COUNCIL**

Approve or deny Resolution No. 743-23, supporting the City of Navasota's application to the Texas Department of Transportation's 2023 Transportation Alternatives Set-Aside (TA) call for projects, specifically Fifth Street/BNSF Railroad South along FM 379 to FM 379.

Jason Weeks	5/17/23	
Jason 8. Weeks, City Manager	Date	

# RESOLUTION NO. <u>743-23</u> CITY OF NAVASOTA-FM379 PEDESTRIAN IMPROVEMENTS

# A RESOLUTION SUPPORTING THE CITY OF NAVASOTA APPLICATION TO THE TEXAS DEPARTMENT OF TRANSPORTATION'S 2023 TRANSPORTATION ALTERNATIVES SET-ASIDE (TA) CALL FOR PROJECTS

**WHEREAS**, the Texas Department of Transportation issued a call for projects in December 2022 for communities to apply for funding assistance through the Transportation Alternatives Set-Aside (TA) Program; and

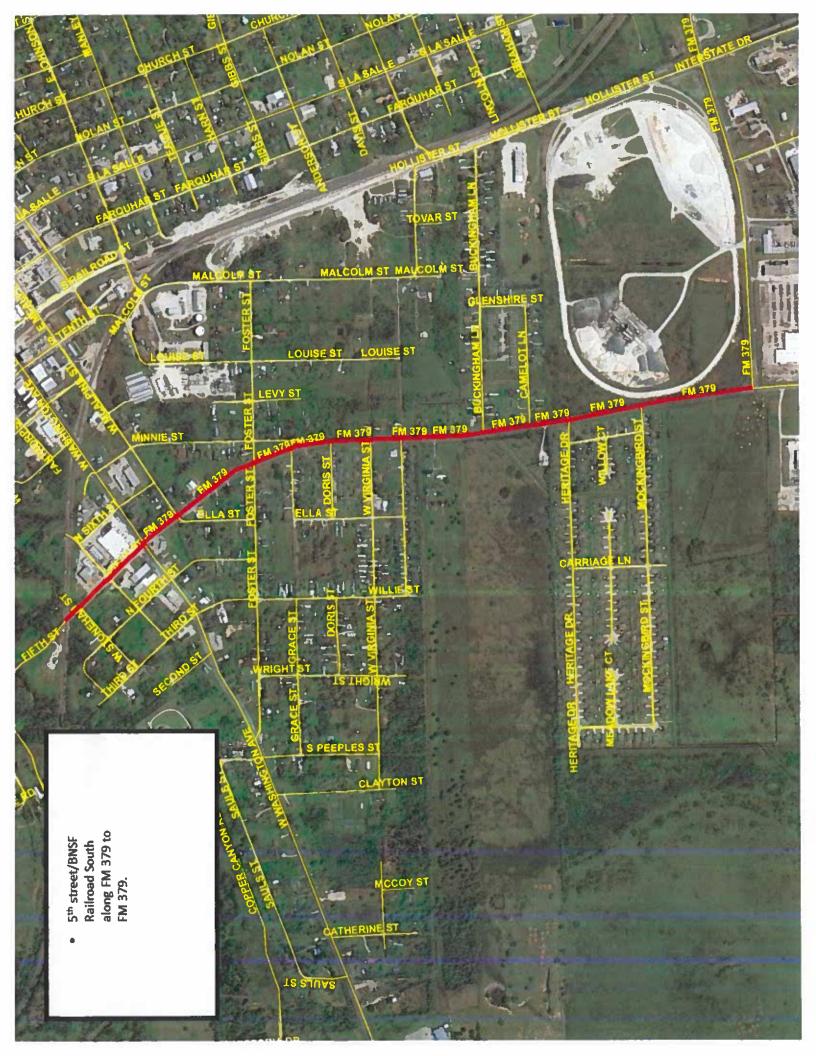
**WHEREAS**, the TA funds may be used for development of preliminary engineering (plans, specifications, and estimates and environmental documentation) and construction of pedestrian and/or bicycle infrastructure. The TA funds require a local match, comprised of cash or Transportation Development Credits (TDCs), if eligible. The City of Navasota would be responsible for all non-reimbursable costs and 100% of overruns, if any, for TA funds; and

# NOW, THEREFORE, BE IT RESOLVED BY THE City Council OF THE City of Navasota THAT:

The (Project Sponsor) supports funding this project(s) as described in the 2023 TA Detailed Application (including the preliminary engineering budget, if any, construction budget, the department's direct state cost for oversight, and the required local match, if any) and is willing to commit to the project's development, implementation, construction, maintenance, management, and financing. The City of Navasota is willing and able to enter into an agreement with the department by resolution or ordinance, should the project be selected for funding.

DULY PASSED BY MAJORITY VOTE OF ALL MEMBERS OF THE CITY COUNCIL OF THE CITY OF NAVASOTA ON THE 22 DAY OF MAY, 2023.

	BERT MILLER, MAYOR
ATTEST:	
SUSIE M. HOMEYER, CITY SECRETARY	





#### **REQUEST FOR CITY COUNCIL AGENDA ITEM #14**

Agenda Date Requested: May 22, 2023	Appropriation
Requested By: Evette Fannin, Grants Coord.	Source of Funds: N/A
Department: Finance	Account Number: N/A
○ Report	Amount Budgeted: N/A
	Amount Requested: N/A
Exhibits: Resolution No. 744-23; Map	Rudgeted Item: Ves & No.

#### **AGENDA ITEM #14**

Consideration and possible action on Resolution No. 744-23, supporting the City of Navasota's application to the Texas Department of Transportation's 2023 Transportation Alternatives Set-Aside (TA) call for projects, specifically LaSalle (SH Business 6 South) from Spur 516 to Boulder St.

#### **SUMMARY & RECOMMENDATION**

In September 2022, the City of Navasota entered into a contract agreement with Goodwin Lasiter Strong (GLS) to complete the two-step application process for the 2023 TXDOT Transportation Alternative Grant funding cycle. There is an anticipated \$250 million of federal appropriations under the Infrastructure Investment and Jobs Act (IIJA), to fund pedestrian improvements. In our application we submitted pedestrian improvements of six-foot-wide sidewalks on both sides along the street listed below.

LaSalle (SH6 Business S) from Spur 515 to Boulder

Staff recommends City Council approve Resolution No. 744-23 authorizing TXDOT to move forward with this specific application.

#### **ACTION REQUIRED BY CITY COUNCIL**

Approve Resolution No. 744-23, supporting the City of Navasota's application to the Texas Department of Transportation's 2023 Transportation Alternatives Set-Aside (TA) call for projects, specifically LaSalle (SH Business 6 South) from Spur 516 to Boulder St.

Jason B. Weeks, City Manager	Date
Jason Weeks	5/17/23

#### **RESOLUTION NO. 744-23**

#### CITY OF NAVASOTA-SH6 (LASALLE ST.) PEDESTRIAN IMPROVEMENTS

# A RESOLUTION SUPPORTING THE CITY OF NAVASOTA APPLICATION TO THE TEXAS DEPARTMENT OF TRANSPORTATION'S 2023 TRANSPORTATION ALTERNATIVES SET-ASIDE (TA) CALL FOR PROJECTS

**WHEREAS**, the Texas Department of Transportation issued a call for projects in December 2022 for communities to apply for funding assistance through the Transportation Alternatives Set-Aside (TA) Program; and

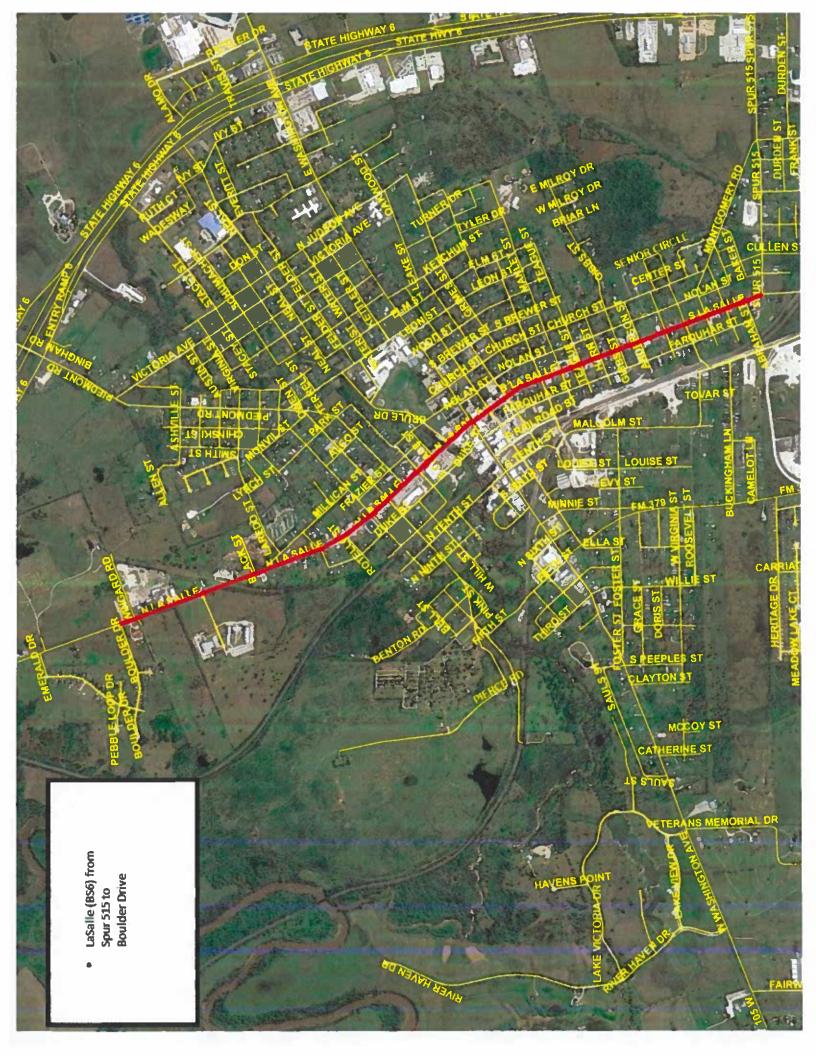
**WHEREAS**, the TA funds may be used for development of preliminary engineering (plans, specifications, and estimates and environmental documentation) and construction of pedestrian and/or bicycle infrastructure. The TA funds require a local match, comprised of cash or Transportation Development Credits (TDCs), if eligible. The City of Navasota would be responsible for all non-reimbursable costs and 100% of overruns, if any, for TA funds; and

# NOW, THEREFORE, BE IT RESOLVED BY THE City Council OF THE City of Navasota THAT:

The (Project Sponsor) supports funding this project(s) as described in the 2023 TA Detailed Application (including the preliminary engineering budget, if any, construction budget, the department's direct state cost for oversight, and the required local match, if any) and is willing to commit to the project's development, implementation, construction, maintenance, management, and financing. The City of Navasota is willing and able to enter into an agreement with the department by resolution or ordinance, should the project be selected for funding.

DULY PASSED BY MAJORITY VOTE OF ALL MEMBERS OF THE CITY COUNCIL OF THE CITY OF NAVASOTA ON THE 22ND DAY OF MAY, 2023.

BERT MILLER, MAYOR





#### **REQUEST FOR CITY COUNCIL AGENDA ITEM #15**

Agenda Date Requested: May 22, 2023	Ар	Appropriation		
Requested By: Susie Homeyer, City Secretary Department: Administration Report Resolution Ordinance  Exhibits: Board & Commission Applications	Source of Funds: Account Number: Amount Budgeted: Amount Requested: Budgeted Item:	N/A N/A N/A N/A  Ves O No		
AGENDA ITEM #15  Consideration and possible action on appointments to Boards and Commissions.				
SUMMARY & RECOMMENDATION				
The City of Navasota has an opening on the James Harris being elected to Position No. 5 or election. Staff has received three (4) application Max Brand, Jill Conlin and Cody Sechelski. Cur Board of Adjustments. If the City Council decide Zoning Commission, there will need to be disparcak will need to resign from the ZBOA Boar in June 2023 applicants for that position on ZB Also, the City of Navasota has an opening on to the death of Richard Grimes. Staff have received the control of the control o	n the City Council ons for this position, or rently, Ethan Barca des to appoint Mr. scussion with legal od. If so, then staff with OA Board.	during the May 6, 2023, one from Ethan Barcak, ak serves on the Zoning Barcak to the Planning counsel to clarify if Mr. will bring to City Council ng Authority Board due		
ACTION REQUIRED E	BY CITY COUNCIL			
Appoint one person to the Planning and Zo the Navasota Housing Authority.	ning Commission	and one person to		
Approved for the City Council meeting agenda.				

Jason B. Weeks, City Manager	Date	
Jason Weeks	5/18/23	

#### **Susie Homeyer**

From:

Navasota TX via Navasota TX <cmsmailer@civicplus.com>

Sent:

Tuesday, March 7, 2023 4:13 PM

To:

Susie Homeyer

Subject:

Form submission from: Volunteer on a City Board Webform

Submitted on Tuesday, March 7, 2023 - 4:13pm Submitted by anonymous user: 173.195.175.3

Submitted values are:

==Personal Information:==

Select the Board, Commission or Committee applying for: Planning

& Zoning Commission

Select the alternate Board, Commission or Committee applying for:

Planning & Zoning Commission

Full Name: Ethan Barcak

Maiden Name:

E-mail Address: <a href="mailto:ethan@barcak.com">ethan@barcak.com</a>
Phone Number: 281-923-1570

Gender: Male ==Address:==

Street: 903 Water St City: Navasota State: Texas Zipcode: 77868

Occupation: Business Owner

==Residency Information:==

Are you a resident of Navasota? Yes

Own property located in the City of Navasota: Yes

==Education & Hobbies:==

High School: Friendswood High School College: Art Institute of Houston

Trade or Business School:

Hobbies: Technology, Community Service

==Organization Membership Information:==

Are you currently serving on other Boards, Commissions or

Committees? Yes

If yes, which? BOA, Parks

Have you served on a Board, Commissions or Committee before? Yes If yes, which? Navasota Theatre Alliance, Navasota Grimes Chamber

of Commerce

Please list organization memberships and positions held: Chamber

**Ambassador** 

Please list areas of special interest or skills which you feel

may be helpful: Technology, Hospitality, Business Management, Community Service

==Signature:==

Signature (Typed): Ethan Barcak Today's Date: March 7, 2023

The results of this submission may be viewed at:

https://www.navasotatx.gov/node/613/submission/2316

CAUTION: This email originated from outside of the City of Navasota's organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

# CITY OF NAVASOTA VOLUNTEER APPLICATION PLANNING AND ZONING COMMISSION

Dear Navasota Citizen:

Below is an application for volunteer service(s) to the City of Navasota. Please let us know if you are interested in serving on one of these Advisory Boards/Commission by completing the bottom of this form. You will be contacted in order to verify your continued interest and availability. If you are currently serving on one of the Advisory Boards/Commission, we appreciate your hard work and dedication thus far. If you would like to continue serving on this Advisory Board/Commission, inform us by marking the appropriate box below. Please do not miss this great opportunity to play a vital role in shaping your community!

Sincerely. Bert Miller, Mayor of Navasota

PLANNING AND ZONING COMMISSION: P&Z acts on a wide variety of issues including zoning, platting of subdivisions, special use permits, long range planning and development, etc., and holds public hearings for citizen input. The Commission also develops and recommends planning and zoning ordinances to the City Council when appropriate. Appointments are normally for two years. Meetings are held on an "as required" basis. The members must be residents of Navasota and the must own real property within the city.

NAME: Max Brand

ADDRESS: 716 Church St, Navasota, TX 77868

PHONE: 936-668-1528 EMAIL: emaxbrand@gmail.com

PLEASE CHECK APPROPRIATE BOX: X I am a resident of Navasota
X I do own property located in Navasota

I CURRENTLY SERVE ON THE N\A

I DO I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD

OTHER COMMUNITY PROJECT INTEREST:

SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: Real Estate Broker

EDUCATION / EXPERIENCE / CURRENT OCCUPATION: BA, MDIV, DMIN = Real Estate Broker 17 years Served the Southern Baptist Convention as a Board Member of the Southern Baptist Commission on the

American Baptist Theological Seminary, 1993-1996

Navasota Education Foundation, Vice President 2010 to Present

SIGNATURE OF APPLICANT:

13 14 Date: 5/9/2023

# CITY OF NAVASOTA VOLUNTEER APPLICATION PLANNING AND ZONING COMMISSION

Dear Navasota Citizen:

Below is an application for volunteer service(s) to the City of Navasota. Please let us know if you are interested in serving on one of these Advisory Boards/Commission by completing the bottom of this form. You will be contacted in order to verify your continued interest and availability. If you are currently serving on one of the Advisory Boards/Commission, we appreciate your hard work and dedication thus far. If you would like to continue serving on this Advisory Board/Commission, inform us by marking the appropriate box below. Please do not miss this great opportunity to play a vital role in shaping your community!

Sincerely, Bert Miller, Mayor of Navasota

PLANNING AND ZONING COMMISSION: P&Z acts on a wide variety of issues including zoning, platting of subdivisions, special use permits, long range planning and development, etc., and holds public hearings for citizen input. The Commission also develops and recommends planning and zoning ordinances to the City Council when appropriate. Appointments are normally for two years. Meetings are held on an "as required" basis. The members must be residents of Navasota and the must own real property within the city.

NAME: Jill Conlin				
ADDRESS: 902 Victoria St. Navasota, TX				
PHONE: 832-360-0540 EMAIL: jill	conlin1@gmail.com			
PLEASE CHECK APPROPRIATE BOX	: Xlam □lam not Xldo □ldo not	a resident of Navasota own property located in Navasota		
I CURRENTLY SERVE ON THE				
DIDO X IDO NOT	WISH TO BE REAL	PPOINTED TO THIS ADVISORY BOARD		

OTHER COMMUNITY PROJECT INTEREST: Keep Navasota Beautiful

SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: I have a background in teaching engineering and architecture, so I understand the building industry and how it can impact a community. I currently work as a technical specialist focusing on training architects on design software, so I believe I have the communication skills to be part of this public committee. I have lived in Navasota for 7 years and in the Brazos valley for 10 years. My husband and I own a business here so I want to see success for the city. And I am a Navasota Grimes County Chamber of Commerce Ambassador.

**EDUCATION / EXPERIENCE / CURRENT OCCUPATION:** B.S. in Technology Education from University of Wisconsin Platteville, M.S. in Educational Leadership from Sam Houston State University; Occupation: Technical Specialist for U.S. CAD. I also worked as a secondary teacher in public schools for 10 years and as a Training Manager for a modular prefabricated cleanroom manufacturer for 2 years.

SIGNATURE OF APPLICANT: _	Al Dr Ven	Date: 5/15/2023
		_
Please return Appl	lications to: City Secretary, P.O. Box 910, Navasot	a, Texas 77868

## CITY OF NAVASOTA VOLUNTEER APPLICATION PLANNING AND ZONING COMMISSION

Dear Navasota Citizen:

Below is an application for volunteer service(s) to the City of Navasota. Please let us know if you are interested in serving on one of these Advisory Boards/Commission by completing the bottom of this form. You will be contacted in order to verify your continued interest and availability. If you are currently serving on one of the Advisory Boards/Commission, we appreciate your hard work and dedication thus far. If you would like to continue serving on this Advisory Boards/Commission, inform us by marking the appropriate box below. Please do not miss this great opportunity to play a vital role in shaping your community!

Sincerely,	
Bert Miller, Mayor of Navasota	
PLANNING AND ZONING COMMISSION: P&Z acts on a wide variety of issues including zoning, platting of subdivisions, special use permits, long range planning and development, etc., and holds public hearings for citizen input. The Commission also develops and recommends planning and zoning ordinances to the City Council when appropriate. Appointments are normally for two years. Meetings are held on an "as required" basis. The members must be residents of Navasota and the must own real property within the city.	
NAME : Cody Sechelski	
ADDRESS: 414 MCNAIL ST-	
PHONE: 936-777-5819 EMAIL: Cody@avecontractors.com	
PLEASE CHECK APPROPRIATE BOX:	
F CURRENTLY SERVE ON THE MAN TO THE TO THE ADVISORY BOARD	
□ I DO □ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD	
OTHER COMMUNITY PROJECT INTEREST: BUSINESS & Economic Development/bid recrea	1/0
SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: SAME US AGOVE	
EDUCATION / EXPERIENCE / CURRENT OCCUPATION: BUSINESS, MINISTY	
Patra C. M 5-18-23	

Please return Applications to: City Secretary, P.O. Box 910, Navasota, Texas 77868

# CITY OF NAVASOTA VOLUNTEER APPLICATION NAVASOTA HOUSING AUTHORITY BOARD

Dear Navasota Citizen:

Below is an application for volunteer service(s) to the City of Navasota. Please let us know if you are interested in serving on one of these Advisory Boards/Commission by completing the bottom of this form. You will be contacted in order to verify your continued interest and availability. If you are currently serving on one of the Advisory Boards/Commission, we appreciate your hard work and dedication thus far. If you would like to continue serving on this Advisory Board/Commission, inform us by marking the appropriate box below. Please do not miss this great opportunity to play a vital role in shaping your community!

Sincerely, Bert Miller, Mayor of Navasota

NAVASOTA HOUSING AUTHORITY BOARD: This board is an advisory body to the City Manager on all matters relating to the policies and procedure concerning the Housing Authority. The Housing Authority Board consists of five appointed members. Terms of appointments are for two years. Meetings are held quarterly.			
NAME:Robert W. (Bob) Goldstein			
ADDRESS:P. O. Box 532 Bedias, Texas 77831			
PHONE:(936) 395-0383 EMAIL: _rgold0072@gmail.com			
PLEASE CHECK APPROPRIATE BOX:			
I CURRENTLY SERVE ON THE _Grimes County Child Welfare Board and Grimes County Crime Stoppers			
☐ I DO ☐ I DO NOT WISH TO BE REAPPOINTED TO THIS ADVISORY BOARD			
OTHER COMMUNITY PROJECT INTEREST:n/a			
SPECIAL INTEREST/SKILLS YOU FEEL MAY BE HELPFUL: Understanding finance and grants			
EDUCATION / EXPERIENCE / CURRENT OCCUPATION:See attached			
SIGNATURE OF APPLICANT: The Deleter Date: 5-10-23			

Please return Applications to: City Secretary, P.O. Box 910, Navasota, Texas 77868

### Robert Goldstein Navasota Housing Authority Board Application Attachment

Education: Graduate of Tabor Academy - Marion, MA

Military Service: Veteran – United States Navy

Employment: Owner of 13 Pick-a-Pair Shoe Stores, Houston, TX

Lack's – Managed retail outlets Harris County Sheriff's Office Deputy Alief ISD - Receiving Supervisor

Volunteer Service: Eldridge Road MUD Board, Sugar Land, TX

Boy Scouts of America, District Commissioner for Handicapped Scouting & District

**Advancement Chair** 

Bedias Library & Museum, past president

Grimes County Historical Commission, past board member

BVCOG Criminal Justice Advisory Committee (approved grants), past board member

CASA Voices for Children, past board member

Grimes County Child Welfare Board, current board member

MYS Education, current board member

Grimes County Crime Stoppers, Inc., current board member



### **REQUEST FOR CITY COUNCIL AGENDA ITEM #16**

Agenda Date Requested: May 22, 2023	Appropriation	
Requested By: Susie Homeyer, City Secretary	Source of Funds: N/A	
Department: Administration	Account Number: N/A	
Report Resolution Ordinance	Amount Budgeted: N/A	
	Amount Requested: N/A	
<b>Exhibits</b> : Ordinance No. 1020-23, Ordinance No. 1021-23 and Ordinance No. 1022-23	Budgeted Item:   Yes  No	

### **AGENDA ITEM #16**

### Consent agenda items are:

1021-23 and Ordinance No. 1022-23

- A. Approve the second reading of Ordinance No.1020-23 to abandon a twenty foot (20') public alleyway located in Block 66 of the H&TC RR Additions, in Navasota, Texas.
- B. Approve the second reading of Ordinance No. 1021-23, amending the Code of Ordinances, Appendix A Fee Schedule, Article A4.000 Parks and Recreation, Section A4.009 adopting the revised Parks and Recreation Municipal Pool Fees, for the City of Navasota, Texas, with an effective date of May 22, 2023; amending Code of Ordinances, Appendix A with the addition of Article A6.000 Miscellaneous Fees, Section A6.001(f) Credit Card Processing Fees, to cover cost of credit card processing fees with an effective date of May 22, 2023.
- C. Approve the second reading of Ordinance No. 1022-23, authorizing the settlement of the proposed rate increase of Entergy Texas, Inc.

### **SUMMARY & RECOMMNDATION**

Consent agenda items may be acted upon with one motion and vote. No separate discussion or action is necessary unless requested by the Mayor or City Councilmember, in which event the item will be removed from the Consent Agenda for separate discussion and/or action by the City Council as part of the regular agenda.

A. The Development Services Director is requesting City Council approve the

second reading of Ordinance No.1020-23 to abandon a twenty foot (20') public alleyway located in Block 66 of the H&TC RR Additions, in Navasota, Texas.

- B. The Parks & Recreation Manager and the Economic Development Director is requesting City Council approve the second reading of Ordinance No. 1021-23, amending the Code of Ordinances, Appendix A Fee Schedule, Article A4.000 Parks and Recreation, Section A4.009 adopting the revised Parks and Recreation Municipal Pool Fees, for the City of Navasota, Texas, with an effective date of May 22, 2023; amending Code of Ordinances, Appendix A with the addition of Article A6.000 Miscellaneous Fees, Section A6.001(f) credit Card Processing Fees, to cover cost of credit card processing fees with an effective date of May 22, 2023.
- C. The City Manager is requesting City Council approve the second reading of Ordinance No. 1022-23, authorizing the settlement of the proposed rate increase of Entergy Texas, Inc.

### **ACTION REQUIRED BY CITY COUNCIL**

Approve Consent Agenda by approving the second reading of Ordinance No. 1020-23, the second reading of Ordinance No. 1021-23 and the second reading of Ordinance No. 1022-23.

Approved for the City Council meeting agenda.		
Jason Weeks	5/17/23	
Jason B. Weeks, City Manager	Date	

### **ORDINANCE NO. 1020-23**

## AN ORDINANCE PROVIDING FOR THE ABANDONMENT OF A TWENTY FOOT (20') PUBLIC ALLEYWAY; PROVIDING FOR THE TERMS AND CONDITIONS OF SUCH ABANDONMENT

**WHEREAS,** the City of Navasota, Texas ("City") owns a twenty-foot (20') wide alleyway as shown on Exhibit "A"; and

**WHEREAS,** the City desires to abandon, close, and vacate the alleyway shown on Exhibit "A"; and

**WHEREAS,** the abandonment and closing of the alleyway shown on Exhibit "A" will not create an undue burden on traffic; and

**WHEREAS,** the City has no need or use for the alleyway as a public thoroughfare; and

**WHEREAS,** the City Council of the City of Navasota desires to abandon, close, and vacate the alleyway as shown on Exhibit "A", said closure and abandonment being in the best interest of the citizens of Navasota;

## NOW, THEREFORE BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NAVASOTA, TEXAS:

- **PART 1**: That the following described portion of public rights-of-way, to wit: the twenty foot (20') wide alleyway, as shown and described in more detail on Exhibit "A", attached hereto and made a part of this ordinance for all purposes, be, and the same is hereby **ABANDONED**, **VACATED**, and **CLOSED** insofar as the right, title or easement of the public is concerned.
- **PART 2**: That said portion of alleyway is not needed for public purposes and it is in the public interest of the City of Navasota, Texas, to abandon said described portion of alleyway.
- **PART 3:** That the City hereby reserves all public utility easements located within that portion of the alleyway so abandoned.
- **PART 4**: That all right, title, and interest in the oil, gas, and other minerals in, on, under, and that may be produced from the public alleyway be reserved by and to the benefit of the City.

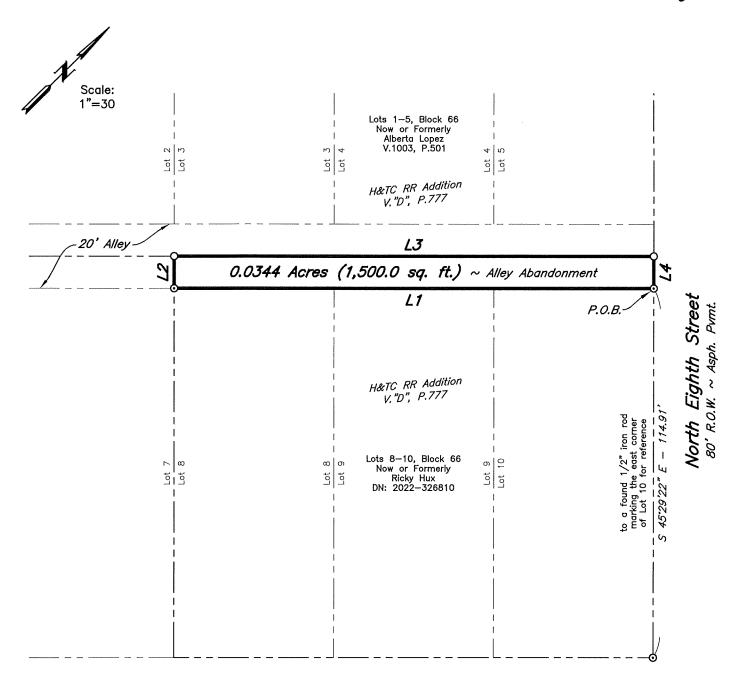
**PART 5:** That the abandonment provided for herein shall extend only to the public right, title and easement in and to the tracts of land described in Part 1 of this Ordinance, and shall be construed only to that interest the governing body of the City of Navasota may legally and lawfully abandon, and excepting therefrom the reservations in favor of the City noted herein.

**PART 6:** That the Mayor of the City of Navasota is hereby authorized to execute any documents necessary for the conveyance of the public alleyway as shown on Exhibit "A" to the adjoining property owners.

PASSED ON FIRST READING THIS THE 8th DAY OF MAY, 2023.

	BERT MILLER, MAYOR
ATTEST:	
SUSIE M. HOMEYER, CITY S	ECRETARY
PASSED ON SECOND READING	THIS THE 22 nd DAY OF MAY, 2023.
	BERT MILLER, MAYOR
ATTEST:	
SUSIE M. HOMEYER, CITY S	ECRETARY

Page 1 of 2



### **LEGEND**

O - 1/2" Iron Rod Found (CM)
O - 1/2" Iron Rod Set
P.O.B. - Point of Beginning
CM - Controlling Monument
DN - Document Number

LINE TABLE		
LINE	BEARING	DISTANCE
L1	S 44'31'21" W	150.00'
L2	N 45'29'22" W	10.00'
L3	N 44'31'21" E	150.00'
L4	S 45'29'22" E	10.00'

ORIGIN OF BEARINGS: The bearing system is Grid North, Texas State Plane Coordinate System, Central Zone, NAD83 per GPS observation.

See Page 2 of 2 for metes and bounds description prepared with this survey plat.

### FIELD NOTES 0.0344 Acres

Being all that certain tract or parcel of land lying and being situated in the DANIEL ARNOLD SURVEY, Abstract No. 2 in Navasota, Grimes County, Texas and being part of the called 20-foot wide Alley, Block 66, H&TC RR ADDITION as depicted on the Final Plat recorded in Volume "D", Page 777 of the Deed Records of Grimes County, Texas (D.R.G.C.) and being more particularly described by metes and bounds as follows:

BEGINNING: at a found 1/2-inch iron rod marking the common east corner of this herein described tract and the called 20-foot wide Alley, said iron rod also marking the north corner of Lot 10, Block 66 of said H&TC RR ADDITION and being in the southwest right-of-way line of North Eighth Street (based on an 80-foot width), from whence a found 1/2-inch iron rod marking the east corner of said Lot 10 bears S 45° 29' 22" E at a distance of 114.91 feet for reference;

THENCE: S 44° 31' 21" W along the common line of this tract and Lots 10, 9 and 8, Block 66 of said H&TC RR ADDITION for a distance of 150.00 feet to a found 1/2-inch iron rod marking the south corner of this tract, said iron rod also marking the west corner of said Lot 8 and the north corner of Lot 7, Block 66 of said H&TC RR ADDITION;

THENCE: N 45° 29' 22" W into the interior of the called 20-foot wide Alley for a distance of 10.00 feet to a 1/2-inch iron rod set for the west corner of this herein described tract, said iron rod being at or near the centerline of the called 20-foot wide Alley;

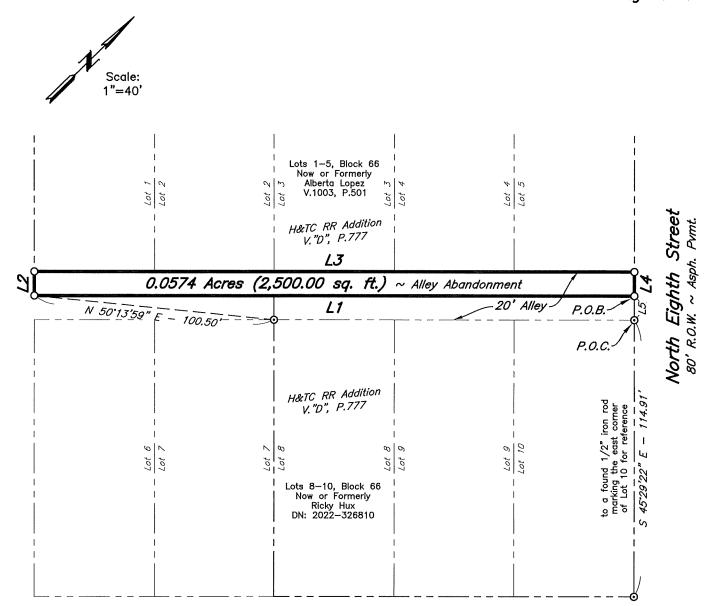
THENCE: N 44° 31' 21" E being at or near the centerline of the called 20-foot wide Alley for a distance of 150.00 feet to a 1/2-inch iron rod set for the north corner of this tract, said iron rod being in the southwest right-of-way line of said North Eighth Street;

THENCE: S 45° 29' 22" E along the southwest right-of-way line of said North Eighth Street for a distance of 10.00 feet to the POINT OF BEGINNING and containing 0.0344 acres of land (1,500.00 square feet).

I, Gregory Hopcus, Registered Professional Land Surveyor No. 6047, State of Texas, do hereby certify to the best of my knowledge, information and belief, and in my professional opinion, that this survey is true and correct and agrees with a survey made on the ground under my supervision on February 16, 2023.

See survey plat on Page 1 of 2 for additional information

11.173



### **LEGEND**

O - 1/2" Iron Rod Found (CM)
O - 1/2" Iron Rod Set
P.O.B. - Point of Beginning
P.O.C. - Point of Commencement
CM - Controlling Monument
DN - Document Number

LINE TABLE		
LINE	BEARING	DISTANCE
L1	S 44'31'21" W	250.00'
L2	N 45*29'22" W	10.00'
L3	N 44'31'21" E	250.00'
L4	S 45'29'22" E	10.00'
L5	N 45'29'22" W	10.00'

ORIGIN OF BEARINGS: The bearing system is Grid North, Texas State Plane Coordinate System, Central Zone, NAD83 per GPS observation.

See Page 2 of 2 for metes and bounds description prepared with this survey plat.

### FIELD NOTES 0.0574 Acres

Being all that certain tract or parcel of land lying and being situated in the DANIEL ARNOLD SURVEY, Abstract No. 2 in Navasota, Grimes County, Texas and being part of the called 20-foot wide Alley, Block 66, H&TC RR ADDITION as depicted on the Final Plat recorded in Volume "D", Page 777 of the Deed Records of Grimes County, Texas (D.R.G.C.) and being more particularly described by metes and bounds as follows:

COMMENCING: at a found 1/2-inch iron rod marking the east corner of the called 20-foot wide Alley, said iron rod also marking the north corner of Lot 10, Block 66 of said H&TC RR ADDITION and being in the southwest right-of-way line of North Eighth Street (based on an 80-foot width), from whence a found 1/2-inch iron rod marking the east corner of said Lot 10 bears S 45° 29' 22" E at a distance of 114.91 feet for reference;

THENCE: N 45° 29' 22" W along the southwest right-of-way line of said North Eighth Street for a distance of 10.00 feet to a 1/2-inch iron rod set for the east corner of this herein described tract, said iron rod also being at or near the centerline of the called 20-foot wide Alley and the POINT OF BEGINNING;

THENCE: S 44° 31' 21" W being at or near the centerline of the called 20-foot wide Alley for a distance of 250.00 feet to a 1/2-inch iron rod set for the south corner of this tract, from whence a found 1/2-inch iron rod marking the west corner of Lot 8, Block 66 of said H&TC RR ADDITION bears N 50° 13' 59" E at a distance of 100.50 feet for reference;

THENCE: N 45° 29' 22" W along the west line of the called 20-foot wide Alley for a distance of 10.00 feet to a 1/2-inch iron rod set for the common west corner of this herein described tract and the called 20-foot wide Alley, said iron rod also marking the south corner of Lot 1, Block 66 of said H&TC RR ADDITION;

THENCE: N 44° 31' 21" E along the common line of this tract and Lots 1, 2, 3, 4 and 5, Block 66 of said H&TC RR ADDITION for a distance of 250.00 feet to a 1/2-inch iron rod set for the common north corner of this tract and the called 20-foot wide Alley, said iron rod also being the east corner of said Lot 5 and being in the southwest right-of-way line of said North Eighth Street;

THENCE: S 45° 29' 22" E along the southwest right-of-way line of said North Eighth Street for a distance of 10.00 feet to the POINT OF BEGINNING and containing 0.0574 acres of land (2,500.00 square feet).

I, Gregory Hopcus, Registered Professional Land Surveyor No. 6047, State of Texas, do hereby certify to the best of my knowledge, information and belief, and in my professional opinion, that this survey is true and correct and agrees with a survey made on the ground under my supervision on February 16, 2023.

See survey plat on Page 1 of 2 for additional information

### **ORDINANCE NO. 1021-23**

AN ORDINANCE ADOPTING REVISED PARKS AND RECREATION MUNICIPAL POOL FEES FOR THE CITY OF NAVASOTA, TEXAS EFFECTIVE MAY 22, 2023; ADOPTING REVISED MISCELLANEOUS FEES FOR THE CITY OF NAVASOTA, TEXAS EFFECTIVE MAY 22, 2023; PROVDING FOR SEVERABILITY CLAUSE; PROVIDING FOR A REPEALER CLAUSE; PROVIDING FOR AN EFFECTIVE DATE; PROVIDING FOR NOTICE OF MEETING.

**WHEREAS,** the City Council of the City of Navasota, Texas, previously adopted the pool rates set forth in Appendix A Fee Schedule, Article A4.000 Parks and Recreation, Section A4.009 Municipal Swimming Pool, City of Navasota, Texas; and

**WHEREAS,** the City Council of the City of Navasota previously adopted certain provisions related to fee schedules; and

**WHEREAS,** the City Council desires to amend certain regulations applicable to Parks and Recreation fees; and

**WHEREAS,** the City Council of the City of Navasota, Texas, previously adopted miscellaneous rates set forth in Appendix A Fee Schedule, Article A6.000 Miscellaneous, Section A4.001 Miscellaneous, City of Navasota, Texas; and

**WHEREAS,** the City Council desires to amend certain regulations applicable to Miscellaneous fees; and

**WHEREAS,** the City Council finds and determines that it is in the best interest of the City to adopt the regulations as set forth herein below in order to protect the financial stability of the City;

## NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NAVASOTA, TEXAS:

### **SECTION 1. FINDINGS INCORPORATED**

The findings set forth above are incorporated into the body of this ordinance as if fully set forth herein.

### **SECTION 2.**

Appendix A Fee Schedule, Article A4.009 Municipal Swimming Pool of the Code of Ordinances, City of Navasota, Texas is hereby amended to read as follows:

### ARTICLE A4.009 MUNICIPAL SWIMMING POOL

(a) Pool Admission: \$5.00

(b) Children 2 and under admission: Free

(c) Individual Season Pass: \$125.00

(d) Family Season Pass (4 members): \$300.00

(e) Addition Family Member Season Pass: \$25.00

(f) Public Swim Lessons: \$40.00

(g) Party/Rental Non-Refundable Deposit: \$150.00

(h) Party/Rental Up to 100 People MAX: \$300.00

(i) Water Fitness Pass: \$50.00

*2 HOUR BLOCK MAXIMUM AND NO ALCOHOL

**Total Fee for Party/Rental: \$450.00

### **SECTION 3.**

Appendix A Fee Schedule, Article A6.001 Miscellaneous of the Code of Ordinances, City of Navasota, Texas is hereby amended to read as follows:

#### **ARTICLE A6.001 MISCELLANEOUS**

(a) Insufficient check charge: \$25.00

(b) Garage sale permit fee (no more than one every 6 months): \$5.00

(c) Culvert installation: \$400.00

(d) Abatement of public nuisance fee: \$250.00 plus contractors fees

(e) Sound permit: \$5.00

(f) Credit card payment processing fee: when payment for an amount owed to the City is made by credit card, the City shall charge a credit card processing fee in an amount sufficient to reimburse the City for all expenses incurred by the City in processing the

payment by credit card, not to exceed five percent (5%) of the fee, fine, court cost, or other charge being paid.

### **SECTION 4. SEVERABILITY CLAUSE**

It is hereby declared to be the intention of the City Council that the phrases, clauses, sentences, paragraphs and sections of this Ordinance are severable, and if any phrase, clause, sentence, paragraph or section of this Ordinance shall be declared unconstitutional or invalid by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Ordinance, since the same would have been enacted by the City Council without the incorporation of this Ordinance of any such unconstitutional or invalid phrase, clause, sentence, paragraph or section.

### **SECTION 5. REPEALER CLAUSE**

Any provision of any prior ordinance of the City whether codified or uncodified, which are in conflict with any provision of this Ordinance, are hereby repealed to the extent of the conflict, but all other provisions of the ordinances of the City whether codified or uncodified, which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

### **SECTION 6. EFFECTIVE DATE**

This Ordinance shall become effective from and after its passage, approval and adoption on second reading, and its publication as may be required by law, with the sanitation rates adopted by this Ordinance being effective on May 22nd, 2023.

### **SECTION 7. NOTICE OF MEETING**

Notice of the time and place, where and when said Ordinance would be considered by the City Council at a public meeting was given in accordance with applicable law, prior to the time designated for meeting.

PASSED ON FIRST READING THIS THE 8TH DAY OF MAY, 2023.

BERT MILLER, MAYOR

ATTEST:	
SUSIE M. HOMEYER, CITY SECRETA	RY
PASSED ON SECOND READING THIS	5 THE 22 ND DAY OF MAY, 2023.
ATTEST:	BERT MILLER, MAYOR
SUSIE M. HOMEYER, CITY SECRETA	<del></del>

### **ORDINANCE NO. 1022-23**

AN ORDINANCE BY THE CITY OF NAVASOTA, TEXAS ("CITY") AUTHORIZING THE SETTLEMENT OF THE PROPOSED RATE INCREASE OF ENTERGY TEXAS, INC.; FINDING THAT THE MEETING COMPLIES WITH THE OPEN MEETINGS ACT; MAKING OTHER FINDINGS AND PROVISIONS RELATED TO THE SUBJECT; AND DECLARING AN EFFECTIVE DATE

- **WHEREAS,** on or about July 1, 2022, Entergy Texas, Inc. ("ETI" or the "Company") filed a Statement of Intent and Application for Authority to Change Rates with the City of Navasota ("City") and concurrently with the Public Utility Commission of Texas (Commission") to increase electric rates in the Entergy Service Area by approximately \$131.4 million per year; and
- **WHEREAS,** the City denied the Company's rate request and the Company appealed the City's rate denial ordinance to the Commission; and
- **WHEREAS,** ETI, Commission Staff, and other intervening parties including the Steering Committee of Cities participated in settlement discussions to resolve the rate case issues without litigation; and
- **WHEREAS,** ETI has agreed to settle the rate request at a rate increase level of \$54 million per year; and
- **WHEREAS,** the Lawton Law Firm and Commission Staff have recommended approval of the Settlement terms as a reasonable alternative to resolve the rate case issues without litigation.

## NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF NAVASOTA, TEXAS, THAT:

- **Section 1.** That the statement and findings set out in the preamble to this Ordinance are hereby in all things approved and adopted.
- **Section 2.** The City of Navasota hereby authorizes the settlement of the ETI rate case proceedings at the rate increase level of \$54 million per year.

**Section 3.** The meeting at which this ordinance was approved was in all things conducted in strict compliance with the Texas Open Meetings Act, Texas Government Code, Chapter 551.

**Section 4.** This ordinance shall become effective from and after its passage.

PASSED AND APPROVED ON FIRS OF MAY, 2023	T READING THIS THE 8 TH DAY
	BERT MILLER, MAYOR
ATTEST:	
SUSIE M. HOMEYER, CITY SECRETARY	
PASSED AND APPROVED ON SECOND RI MAY, 2023	EADING THIS THE 15 TH DAY OF
	BERT MILLER, MAYOR
ATTEST:	
SUSIE M. HOMEYER, CITY SECRETARY	