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



Grant E. Holt Mayor Pro-Tem Pattie Pederson Councilmember

NOTICE OF MEETING OF THE GOVERNING BODY OF THE CITY OF NAVASOTA, TEXAS NOVEMBER 28, 2022

Notice is hereby given that a Regular Meeting of the governing body of the City of Navasota will be held on the 28th of November, 2022 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) Canceling the December 26th City Council meeting. [Jason Weeks, City Manager]

- (b) Proclamation Tree of Angels. [Bert Miller, Mayor]
- (c) Board and Commission update. [City Council]

(d) 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]

- Consideration and possible action to reject all bids for FY 2020-2021 and 2021-2022 combined Street Maintenance Project and rebid project in January 2023. [Jose Coronilla, Director of Streets & Sanitation]
- Consideration and possible action to select grant administration/project delivery service provider to complete application and project implementation for the City of Navasota's 2023-2024 Texas Community Development Block Grant program funded and administered through the Texas Department of Agriculture. [Evette Fannin, Grant Coordinator]
- Consideration and possible action to select engineering/architectural/surveying service provider to complete project implementation for the City of Navasota's 2023-2024 Texas Community Development Block Grant funding administered by the Texas Department of Agriculture. [Evette Fannin, Grant Coordinator]
- Consideration and possible action on selecting grant administration/project delivery service provider to complete application and project implementation for the City of Navasota's CDBG-MIT Method of Distribution from the Brazos Valley Council of Governments (BVCOG) administered by the General Land Office. [Evette Fannin, Grant Coordinator]
- Consideration and possible action on authorization for the City of Navasota to solicit Request for Proposals (RFP) for administrative services for grant administration and planning services for the Resilient Communities Program administered through the General Land Office. [Evette Fannin, Grant Coordinator]
- 10. Consideration and possible action on authorization for the City of Navasota to solicit Request for Proposals (RFPs) for grant administrative services for the 2023 Downtown Revitalization Program administered through the Texas Department of Agriculture. [Evette Fannin, Grant Coordinator]
- 11. Consideration and possible action on ratifying Tower Site License Agreement between the City of Navasota and Broadband Towers, LLC. [Jason Katkoski, Fire Chief/EMC]
- 12. Consideration and possible action on awarding Alcohol Beverage Services for the 2023-2024 Texas Birthday Bash events. [Bobbie Ullrich, Marketing & Communications Director]

13. 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. Approval of second reading of Ordinance No. 1010-22, designating a geographic area within the City of Navasota and its extra-territorial jurisdiction as reinvestment zone number one, City of Navasota, Texas for increment financing purposes pursuant to Chapter 311 of the Texas Tax Code; creating a board of directors for such zone; establishing the tax increment fund; establishing the termination date of the zone; containing findings and provisions related to the foregoing subject; authorizing actions in furtherance of the zone; providing a severability clause; and providing proper notice of meeting;

B. Approve the second reading of Ordinance No. 1011-22, tax roll ordinance for tax year 2022, Grimes County portion;

C. Approve the second reading of Ordinance No. 1012-22, tax roll ordinance for the tax year 2022, Brazos County portion;

D. Approve Change Order No. 4 in the amount of \$9,280.00 for the new Public Works Warehouse that will be located at the Wastewater Treatment Plant at 108 S. Peeples Street; and

E. Approve the Property Tax Assessment and Collection agreement for the taxing year 2022 with the Grimes Central Appraisal District.

14. Adjourn.

DATED THIS THE 22ND OF NOVEMBER, 2022

/JW/

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 22nd of November, 2022 at 04:19 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 22ND OF NOVEMBER, 2022

/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.



REQUEST FOR CITY COUNCIL AGENDA ITEM #4

Agenda Date Requested: <u>November 28, 2022</u> Requested By: <u>Jason Weeks, City Manager</u> Department: Administration

Report Resolution Ordinance

Exhibits: Proclamation

Appropriation			
Source of Funds:	N/A		
Account Number:	N/A		
Amount Budgeted:	N/A		
Amount Requested:	N/A		
Budgeted Item:	🔿 Yes 🛛 💿 No		

AGENDA ITEM #4

Staff Report:

- (a) Canceling the December 26th City Council meeting [Jason Weeks, City Manager]
- (b) Proclamation Tree of Angels [Bert Miller, Mayor]
- (c) Board and Commission update [City Council]
- (d) 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) Jason Weeks, City Manager, will poll the City Council about canceling the December 26th City Council meeting since the City will be closed for the Christmas holiday. Should the need arise for a special meeting, the City Manager will schedule something for the week of January 5, 2023.
- (b) Bert Miller, Mayor will proclaim the month of December as "Tree of Angels."

(c) If applicable, City Council will provide Board and Commission updates.

(d) 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

ason Weeks

Jason B. Weeks, City Manager

11/22/22

Date

Proclamation The City of Navasota, Texas

"TREE OF ANGELS"

WHEREAS, when crimes occur, society must protect not only the rights of the accused, but also the rights of the victim and;

WHEREAS, recognizing that the holiday season is a difficult time for victims and their families, The Tree of Angels has become a memorable tradition observed in Grimes County to recognize that the holiday season is a difficult time for victims and their families. The event honors surviving victims of violent crime and victims' families by allowing loved ones to bring an angel to place on a special Christmas tree and;

WHEREAS, all of Grimes County recognizes the important work of all who commit themselves to assist crime victims and their loved ones. Traditions like the Tree of Angels reflect the kind and compassionate spirit of the holiday season and encourage us all to play a role in building a safer, more just community and;

NOW THEREFORE, I, Bert Miller, Mayor of the City of Navasota, do hereby proclaim the month of December 2022 as **"TREE OF ANGELS MONTH"** and urge citizens of Grimes County to participate by placing an angel ornament on the tree located in the lobby of the Navasota Municipal Building, or on the tree located in the lobby of the Grimes County Law Enforcement Center, to remember and pay tribute to those whose lives have been touched by violence.

DATED THIS THE 28TH DAY OF NOVEMBER, 2022.

AGENDA PLANNING CALENDAR

NOVEMBER 28, 2022 - WORKSHOP - 4:30 P.M.

- 1. Called to order
- 2. Workshop on compensation study
- 3. Remarks of visitors

NOVEMBER 28, 2022 - DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 11/14/2022

- 1. Called to order
- 2. Invocation/Pledge of Allegiance
- 3. Remarks of visitors
- 4. Staff Report: (a) Cancelling the December 26th Council meeting; (b) Board and Commission update; and (c) Reports from staff and City Council
- 5. Reject all bids for street project
- 6. Select administration/project delivery service provider for 2023-2024 TCDB Dept. Agriculture
- 7. Select administration/project delivery service provider for CDBG-MIT grant General Land Office
- 8. Solicit proposals for administrative services for grant administration & planning services for 2023 Downtown Revitalization Program Tx Dept. of Agriculture
- 9. Solicit proposals for administrative services for 2023 Downtown Revitalization Program TX Dept. of Agriculture
- 10.RFP's for alcohol sale for the Texas Birthday Bash
- 11.Tower site agreement
- 12.Consent agenda: (a) 2nd reading of Ordinance No. 1010-22, creating a TIRZ; (b) 2nd reading of Ordinance No. 1011-22, approval of 2022 tax roll Grimes County portion; (c) 2nd reading of Ordinance No. 1012-22, approval of 2022 tax roll Brazos County portion; (d) Change Order No. 4 PW Warehouse; and (e) Tax Assessor/Collector agreement
 13 Adjourn
- 13.Adjourn

DECEMBER 12, 2022 - DEADLINE FOR SUBMITTING ITEMS AND COVER SHEETS FOR THIS MEETING IS 11/28/2022

- 1. Called to order
- 2. Invocation/Pledge of Allegiance
- 3. Remarks of visitors
- Staff Report: (a) Annual Airport Report Michael Dearing; (b) CIP Update: AWOS, PW Warehouse, CIP Utilities; and Streetscape Project; (c) Board and Commission update; and (d) Reports from staff and City Council
- 5. Approval of compensation study
- 6. Consent agenda: (a) minutes for the month of November 2022; and (b) expenditures for the month of November 2022
- 7. Adjourn

January 9, 2023 – Annual evaluation of City Manager

January 23, 2023 – TDA Report

February 13, 2023

February 27, 2023

March 13, 2023

March 27, 2023

April 10, 2023 – Executive Session – Annual evaluation of Municipal Judge

April 24, 2023



Vísíon Statement:

Navasota 2027: What America Wants To Be "A beautiful, progressive, vibrant, service-oriented, close-knit community filled with historical charm and promise for people and business."

Mission Statement:

"To guide Navasota's growth in a way that maintains our heritage, culture, and uniqueness while maximizing our economic and social development."



THE CITY OF NAVASOTA COUNCIL LEADERSHIP POLICY

It is the desire of the Navasota City Council to demonstrate responsible leadership by:

- (a) Establishing a 2027 Strategic Growth Map for the City of Navasota.
- (b) Assuring stable and effective city operations.
- *(c) Developing and adopting policies that will guide the growth of the City of Navasota.*
- (d) Facilitating private/public sector partnerships at the local, regional, state and federal level that will invest in the future of Navasota.
- (e) Ensuring all Navasota boards, commissions and committees are aligned with the Council's growth policies.



Report

and

Strategic Plan

Adopted April 26, 2021

Prepared and Facilitated By Ron Cox Consulting



REPORT AND STRATEGIC PLAN COUNCIL/STAFF RETREAT

CITY OF NAVASOTA

February 12, 2021

Introduction

On February 12, 2021, the Mayor, City Council and staff of the City of Navasota met for a retreat planning session. The purpose of this meeting was twofold.

- Confirm and expand the governance philosophy for the City Council. Included in that is identifying key elements of the Council's vision for Navasota.
- Prepare a strategic plan for the city.

The Mayor, Council and staff freely worked together, and their work was exemplary in all respects. Ron Cox facilitated the process.

Governance

In their February 12, 2021 session the Council confirmed the governance policy they established in 2017 and expanded on it by further defining their governance philosophy. The Council participated in discussions about their role, together and their leadership responsibilities. The elements of a strong governance model are having and following clear vision and mission, establishing leadership and communications philosophies, and identifying the expectations of each other as City Council members, and the City staff, and of identifying and recognizing the expectations staff has of the City Council.

The key elements of the Governance Philosophy are leadership, communication and understanding and defining expectations. These define how the team will function together. Visioning and planning are the key elements that define what the strategies and goals are for the City of Navasota and what they will be to ensure the vision is ultimately attained.

Governance Model

The governance model first begins with leadership. Each member of the Council asked to provide input into how they will lead, communicate and a defining of expectations for themselves and staff.

The facilitator began the process by asking each of the members why they ran and serve on the City Council. They responded as follows:

The Mayor and Council reviewed and confirmed their Governance Policy and Rules of Engagement established in 2017. These are as follows.

Mayor and Council members ran for the office and serve ...

- Had already serviced on other boards and wanted to be active in the growth to come.
- To lead city in the right direction.
- Saw growth coming and saw weaknesses in various ordinances that needed strengthening now growth is really here.
- To bring a different insight as a native of Navasota.
- To encourage business growth and economic development.
- Am able to serve.
- Originally to change the direction of the city (and have done that).
- Exciting to be a part of big decisions for the community.

The facilitator then asked the members to describe the attributes they have that will contribute to the work of the Council.

Mayor and Council have the following attributes ...

- Able to think outside the box on issues.
- Business experience in the private sector.
- Provides a technical background.
- Brings a different point of view, being from a different generation than others on the Council.
- Historical memory as a native of Navasota.
- Love the community.
- Committed to the community.
- Service to the community.
- Have the time to serve.

- Have a special needs child bringing different perspective to decision making.
- Raised seven children and now grandchildren all in Navasota community and schools.
- Different stages of our lives, bring different viewpoints.

The Mayor and Council of the City of Navasota will lead by ...

- Providing the facts.
- Seeking and gaining understanding of the problems.
- Listening, asking, seeking information and deciding.
- Coming together for the greater good compromising and building consensus.
 - Toward a common goal betterment of Navasota.
 - Finding a win/win for all.
 - Building consensus.
- Picking your wins carefully.
- Not being afraid to admit you are wrong and changing your mind.
- Being patient.
- Being humble not prideful or egotistical.
- Being passionate about our city, but not dictatorial.
- Being brave for our city.
- Showing respect and being respectful of others.

The Mayor and Council of the City of Navasota will communicate ...

- Effectively with citizens, each other and staff...
 - Concisely.
 - Clearly.
 - Completely.
- Seek and allow responses.
- Seek to understand.
- Take the time to explain the issue and resolution to each other and to citizens.

The Mayor and Council of the City of Navasota expect the following of each other...

- Remember we all work for the citizens Council and staff alike.
- Set the table for the citizens on agenda items fill in the gaps of knowledge for them.
- Follow the process.
- Be willing to slow the process down.
- Respect each other and their opinions.
- Be honest.
- Be consistent.
- Do your homework.
- Be vulnerable admit you do not know everything.
- Be willing to learn.
- Don't take the issue personally

The Mayor and Council of the City of Navasota expect the following of the staff ...

- Set the table to explain agenda items for Council and citizens.
- Be clear and timely in the information flow to Council understanding and responding to individual council members in the way that communicates best to them.
- Don't take it personally.
- Provide the full picture the good, the bad, and the ugly.
- Have patience.
- Know your lane and stay in it.
- Understand the chain-of-command.

(It was noted that the City Council and staff should all have and respond to the same expectations.)

The staff expects the following of the Mayor and Council of the City of Navasota (as defined by the City Council) ...

- Don't play the "gotcha" game with staff.
- Have an understanding of staff, their role.
- Ask questions and don't assume.
- Have patience.
- Be fair.
- Listen to staff.
- Be respectful to staff.
- Seek information on what council can do to help the staff succeed.
- Seriously consider their recommendations.
- Attempt to solve the problems that are presented.
- Give them clear direction.
- Remember that staff is working for the citizens, as well as the Council.
- Don't put undue pressure on staff.
- Follow the chain-of-command.

Vision and Mission

On February 6, the Council and senior staff discussed the elements vision they have for Navasota. Currently, there are is Vision Statement and Mission Statement for the City. After a review, the Mayor and Council identified and confirmed the key elements of the vision and mission for the City.

Vision Statement

Navasota 2027: What America wants to Be: A beautiful, progressive, vibrant, service oriented, close-kinit community filled with historic charm and promise for people and business.

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Vision Elements

These elements were discussed and are presented in no particular order of priority. It was noted that in reviewing the Vision Statement from the Comprehensive Plan, these key vision elements are consistent with and embodied in the Vision Statement.

- Navasota is a role model for other cities.
- Clean.
- Safe.
- Friendly and inviting.
- Historic.
- Beautiful and manicured.
- Successful.
- Sustainable.
- Full of opportunity.
- Innovative.
- Charming.

Mission Statement

To guide Navasota's growth in a way that maintains our heritage, culture and uniqueness while maximizing our economic and social development.

Mission Elements

These key mission elements are presented in no particular order of priority.

- Committed.
- Stay focused on the mission.
- Dedication and desire.
- Proper planning.
- To communicate the Vision.
- Provide great/exceptional customer service.
- Clear, consistent, defined responsibilities.
- Flexible.
- Understanding of your role and responsibilities.

Strategic Planning

The facilitator led the participants in a SWOT analysis, identifying and discussing the strengths, weaknesses, opportunities and threats for the City of Navasota, both organizationally and in the community. The weaknesses then were divided into common themes – Areas of Emphasis or Vision Elements. Within each of the Areas of Emphasis, opportunities – strategies and goals – were identified to overcome the weaknesses.

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Finally, threats were identified that if not anticipated may get in the way of accomplishing the strategies and goals.

The participants were divided into three groups. Each group focused on strengths and weaknesses as follows.

Strengths

Group 1

- Qualified personnel.
- Close knit team/community.
- Has a can-do attitude.
- Pride in community and city organization.
- Friendly.
- Great leadership Council, City Manager and staff.
- Caring.
- Small town charm.
- Service oriented.
- Open minded and welcoming.
- Knowledgeable about work, etc.
- Dedication.
- Good foundation upon which to build.
- Resilient.
- Organization is accountable to the community.
- Have integrity and honesty.
- Everyone is team player.
- Willing to admit to issues and problems.
- Self-aware.
- Transparent.
- Have community support.
- Have a multi-faceted community makeup.
- Visionaries.
- Excellent location.
- Diversity in the community.

Group 2

- Great staff.
- Buy-in from the community.
- A community feeling.
- Progressive.
- Safe.
- Leadership.
- Proactive Council.
- Beginning infrastructure design improvements.
- City services.
- Facilities.

- Partnerships.
- Potential for growth.
- Location.
- History.
- Industry.

Group 3

- Experience of Council and staff.
- New councilmembers bringing energy and new ideas.
- Leadership.
- Collaboration.
- Creativity.
- Openness/inviting community.
- Honesty/trust.
- Stability.
- Teamwork.
- Loyalty and pride.
- Service minded.
- Relationships/friendly/user friendly.
- Fun.
- Commitment and dedication.

Weaknesses

Group 1

- Lack of social and health services.
- Minimal retail services.
- Lack of transportation services.
- Lack of after 5 p.m. activities.
- Aging infrastructure.
- Difficulty in communication from the city to the citizens.
- Lack of finances for unfunded mandates.
- Outside negative perception of the community.
- Finding and retaining good staff.
- Lack of seasoned/experienced staff at all levels.
- Lack of citizen input/involvement.
- Uninformed criticism from citizens.
- Limited connectivity to high quality internet.
- Technologically inhibited/fear of technology

Group 2

- Fear of change.
- More work than staff can accomplish.
- Lack of job career diversity.

- Perception of the school district.
- Lack of rental/multifamily in the city.
- Retail leakage.
- Lack of amenities for social and family time.
- Train traffic.
- Animal control/fire department facilities need replacing.
- Lack of internet connectivity.

Group 3

- Communication/understanding of the message.
- People making assumptions without all the information.
- Aging infrastructure.
- Sometimes resistant to change.
- Dislike of others.
- Financial resources are limited.
- Retention of employees.
- Outside perception of Navasota.
- People have long memories.
- Lack of participation by the citizens.
- Being required to respond to circumstances beyond our control.
- Limited technology in the community in the city.

Areas of Emphasis

Reviewing the weaknesses presented resulted in the identification of five areas of emphasis.

- Governance
- Economic Development
- Image/Communication
- Infrastructure

Weaknesses Rearranged

The weaknesses identified above, were then summarized and arranged to be within one of the areas of emphasis.

• Governance

- Resistance to change.
- Employee retention.
- Responding to circumstances beyond city's control.
- Unfunded mandates.
- Lack of participation.

• Economic Development

• Diversity in career jobs.

- Sufficient revenue for infrastructure redevelopment.
- Retail leakage
- Lack of social and family recreation.
- Need for diversity in housing.
- Social and health services.

• Image/Communication

- Negative perception of school district.
- Negative perception of city.
- Inability to provide information to all ages
 - Internally and externally.
 - Lack of understanding.
 - Criticism from the uninformed.
 - From city to citizens

• Infrastructure

- Train traffic.
- Again infrastructure
- Transportation.
- Facilities.
- Poor quality of internet and technology, city and citywide.

Opportunities – Strategies and Goals

The groups then brainstormed to identify opportunities to overcome the weaknesses. These opportunities are the basis for the strategies and goals prepared below.

Governance

- Establish a program to encourage more participation in Navasota government.
 - Establish and implement leadership academies.
 - Establish a citizens' academy.
 - Establish a citizens' police academy.
 - Establish a citizens' fire academy.
 - Improve communication and strategic alignment between Council and all committees.

• Establish an employee retention strategy.

- Identify and promote the work culture, benefits of the city.
- Promote the community and organizational culture.
- Explore housing incentives to live and work in Navasota and attract new employees.
- Cast a wider net for employees.
- Explore opportunities for providing employee benefits that incentivize employment and retention.
- Explore opportunity for a full-time grant writer.

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- Provide a clear sense of direction to all boards related to economic development.
 - Establish an Economic Development Strategy with the NEDC

(Note: there were some communications initiatives in Governance. These have been moved to Image/Communication to avoid repetition.)

Economic Development

- Establish a partnership with NISD, Blinn, TAMU and other institutions to enhance the economic development process.
- Seek out grant opportunities.
 - Pursue grants from EDA.
- Enhance the marketing of Navasota.
 - Marketing to fulfill housing needs.
 - Marketing of lower utility costs compared to other areas.
 - Marketing location and proximity to major metro areas in the state.
- Seek partners to improve local health and social service providers.
 - Explore health authority with county.
 - Explore partnership with St. Joseph's healthcare system.
 - Recruit health provider specialists (optometrists and medical providers)
- Enhance strategic retail recruitment.
 - Continue to partner with Retail Coach.
 - Attend recruitment conferences (industry, retail, restaurants, etc.)

(Note: there were some infrastructure initiatives in Economic Development. These have been moved to Infrastructure to avoid repetition.)

Image/Communication

- Improve the perception and image of Navasota.
 - Establish a positive campaign to promote Navasota.
 - Prepare both an in-person and digital message.
 - Identify target audiences.
 - Attend realtor conferences to tell the Navasota story.
 - Utilize citizens' academies (see Governance).
 - Explore use of Town Hall meetings in-person and virtual.
- Establish a program to educate ISD students about local government.
 Sponsor a job shadowing program for students in the city.
- Improve communication in general with the public. (Note: moved from Governance)
 - Be deliberate about creating buy-in from citizens.
 - Inform, educate and cast the vision.
 - Prepare and implement a communication protocol.

Infrastructure

• Prepare a plan for construction of an elevated grade crossing over the railroad tracks.

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- Identify location and right of way needs for the crossing.
- Establish costs to city to accommodate the crossing.
- Identify land for a substation for fire and animal control.
- Establish contact and conversation with the railroad.
- Prepare a capital improvements plan and program for needed city infrastructure.
 - Improve aging infrastructure.
 - Improve aging and inadequate facilities.
 - Expand parks, trails and bike paths.
 - Identify funding sources bonds, grants, etc.
- Create additional opportunity for social and family amenities.
 - Create additional sports facilities.
 - Make park improvements trails, bike paths, etc.
- Identify and plan for needed improvements to the community's internet system.
 - Identify and review the existing systems available to the City
 - BVCOG Fiber Loop
 - Midsouth Synergies
 - Other

Threats

Finally, Council and staff identified threats to accomplishing the goals and strategies that have been identified.

- Fear lack of understanding of the issues and the unknown.
- Money.
- Economic downturn.
- Federal and state unfunded mandates and restrictions to local government.
- Social media.
- Uncommitted leadership.
- Politization of local government.
- Suffering the unintended consequences of outside mandates.
- Encroaching crime.
- Another pandemic COVID.
- Adverse weather.
- No response to the failing infrastructure.
- The "cancel culture" just turning off or destroying what one disagrees with refusal to dialogue.
- Not adapting to the change in the ideology of the culture.

City Staff Implementation Sessions

April 5 and 14, 2021

On April 5, 2021 the facilitator met with the City Manager and staff to review the outcomes of the planning session and to determine next steps for the development of the implementation plan.

Implementation Plan Process. The staff reviewed a template to be used to develop the implementation portion of the planning process. During the discussions, a staff member was assigned as the team facilitator for the development of the implementation plan for each areas of emphasis. Further they began the process of developing action steps, with proposed timelines, and budget implications (if they were known at the time).

On April 14, 2021 staff again met with the facilitator to review and complete a draft implementation plan. The implementation plan is included in this document.

Reporting

Finally, staff established reporting protocols. These protocols serve the purpose of keeping the staff on schedule with the implementation of strategies, keeping the City Manager informed, and providing regular reports to the Mayor and City Council on the status of the implementation of the adopted strategies. This provides for long term accountability toward the implementation of the Strategic Plan.

Reporting Protocols

- Council
 - Receives updates at least monthly from staff at Council meetings regarding various projects related to the strategic plan.
 - Receives formal status reports, including a semi-annual and annual report from staff to the City Council.

• City Manager

• City Manager receives regular – both formal and informal - updates from staff at regular staff meetings on progress of assignments.

City Council Approval

April 26, 2021

On TBD, 2021, the City Council reviewed their work as well as the work of the staff since the planning session in January. After a thorough discussion the Report was approved as amended unanimously.

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Feb. 5&6, 2021	Strategic Planning Process

Conclusion

The Mayor, Council and staff of the City of Navasota worked through a governance and planning process that allowed the Council to create a governance model and identify and expand strategies for moving the city forward. The process brought the staff leadership and Council closer together as a team and developed an implementation process to ensure the strategies are addressed and accomplished over time.



Strategic Plan 2021

Council/Staff Planning Retreat February 12, 2021

> Adopted April 26, 2021

Prepared and Facilitated By Ron Cox Consulting

Report and Action Plan 2021 Strategic Planning Process Vision Statement (Adopted 2017)

Navasota 2027: What America wants to Be: A beautiful, progressive, vibrant, service oriented, close-kinit community filled with historic charm and promise for people and business.

Key Vision Elements 2021

- Navasota is a role model for other cities.
- Clean.
- Safe.
- Friendly and inviting.
- Historic.
- Beautiful and manicured.
- Successful.
- Sustainable.
- Full of opportunity.
- Innovative.
- Charming.

Mission Statement (Adopted 2017)

To guide Navasota's growth in a way that maintains our heritage, culture and uniqueness while maximizing our economic and social development.

Mission Elements

- Committed.
- Stay focused on the mission.
- Dedication and desire.
- Proper planning.
- To communicate the Vision.
- Provide great/exceptional customer service.
- Clear, consistent, defined responsibilities.
- Flexible.
- Understanding of your role and responsibilities.

City Council

Leadership Philosophy

The City Council of the City of Navasota will lead by...

- Providing the facts.
- Seeking and gaining understanding of the problems.
- Listening, asking, seeking information and deciding.
- Coming together for the greater good compromising and building consensus.
 - Toward a common goal betterment of Navasota.
 - Finding a win/win for all.
 - Building consensus.
- Picking your wins carefully.
- Not being afraid to admit you are wrong and changing your mind.
- Being patient.
- Being humble not prideful or egotistical.
- Being passionate about our city, but not dictatorial.
- Being brave for our city.
- Showing respect and being respectful of others.

City Council

Communication Philosophy

The City Council of the City of Navasota will communicate by...

- Effectively with citizens, each other and staff...
 - Concisely.
 - Clearly.
 - Completely.
- Seek and allow responses.
- Seek to understand.
- Take the time to explain the issue and resolution to each other and to citizens.

City Council and Staff

Expectations

Council expects the following of each other...

- Remember we all work for the citizens Council and staff alike.
- Set the table for the citizens on agenda items fill in the gaps of knowledge for them.
- Follow the process.
- Be willing to slow the process down.
- Respect each other and their opinions.
- Be honest.
- Be consistent.
- Do your homework.
- Be vulnerable admit you do not know everything.
- Be willing to learn.
- Don't take the issue personally

City Council and Staff

Expectations

Council expects the following of staff...

- Set the table to explain agenda items for Council and citizens.
- Be clear and timely in the information flow to Council understanding and responding to individual council members in the way that communicates best to them.
- Don't take it personally.
- Provide the full picture the good, the bad, and the ugly.
- Have patience.
- Know your lane and stay in it.
- Understand the chain-of-command.

(It was noted that the City Council and staff should all have and respond to the same expectations.)

Staff expects Council to (as defined by Council members themselves) ...

- Don't play the "gotcha" game with staff.
- Have an understanding of staff, their role.
- Ask questions and don't assume.
- Have patience.
- Be fair.
- Listen to staff.
- Be respectful to staff.
- Seek information on what council can do to help the staff succeed.
- Seriously consider their recommendations.
- Attempt to solve the problems that are presented.
- Give them clear direction.
- Remember that staff is working for the citizens, as well as the Council.
- Don't put undue pressure on staff.
- Follow the chain-of-command.

Strategic

Areas of Emphasis

• Governance

• **Guiding Principle:** The City of Navasota follows established rules of governance that promote civil discourse, consistent and predictable deliberation and exemplary action.

• Economic Development

• **Guiding Principle:** The City of Navasota will promote a strong and diverse economy that strengthens the local sales tax and property tax base while also contributing to a high quality of life.

• Image/Communication

• **Guiding Principle:** *The City of Navasota will proactively work to provide accurate, timely communications to the citizens and improve the image of the community.*

• Infrastructure

• **Guiding Principle:** The City of Navasota will provide excellent infrastructure and facilities that meets the needs of the citizens and businesses, and staff.

Area of Emphasis

Governance

Guiding Principle: The City of Navasota follows established rules of governance that promote civil discourse, consistent and predictable deliberation and exemplary action.

Initiatives:

- Establish a program to encourage more participation in Navasota government.
 - Establish and implement leadership academies.
 - Establish a citizens' academy.
 - Establish a citizens' police academy.
 - Establish a citizens' fire academy.
 - Improve communication and strategic alignment between Council and all committees.

• Establish an employee retention strategy.

- Identify and promote the work culture, benefits of the city.
- Promote the community and organizational culture.
- Explore housing incentives to live and work in Navasota and attract new employees.
- Cast a wider net for employees.
- Explore opportunities for providing employee benefits that incentivize employment and retention.
- Explore opportunity for a full-time grant writer.
- Provide a clear sense of direction to all boards related to economic development.
 - Establish an Economic Development Strategy with the NEDC

Area of Emphasis

Economic Development

Guiding Principle: The City of Navasota will promote a strong and diverse economy that strengthens the local sales tax and property tax base while also contributing to a high quality of life.

Initiatives

- Establish a partnership with NISD, Blinn, TAMU and other institutions to enhance the economic development process.
- Seek out grant opportunities.
 - Grants from EDA.

• Enhance the marketing of Navasota

- Marketing to fulfill housing needs.
- Marketing of lower utility costs compared to other areas.
- Marketing location and proximity to major metro areas in the state.
- Seek partners to improve local health and social service providers.
 - Explore health authority with county.
 - Explore partnership with St. Joseph's healthcare system.
 - Recruit health provider specialists (optometrists and medical providers)

• Enhance strategic retail recruitment

- Continue to partner with Retail Coach.
- Attend recruitment conferences (industry, retail, restaurants, etc.)

Area of Emphasis

Image/Communications

Guiding Principle: The City of Navasota will proactively work to provide accurate, timely communications to the citizens and improve the image of the community.

Initiatives

- Improve the perception and image of Navasota.
 - Establish a positive campaign to promote Navasota.
 - Prepare both an in-person and digital message.
 - Identify target audiences.
 - Attend realtor conferences to tell the Navasota story.
 - Utilize citizens' academies (see Governance).
 - Explore use of Town Hall meetings in-person and virtual.
- Establish a program to educate ISD students about local government.
 - Sponsor a job shadowing program for students in the city.
- Improve communication in general with the public (Note: moved from Governance)
 - Be deliberate about creating buy-in from citizens.
 - Inform, educate and cast the vision
 - Prepare and implement a communication protocol.

Area of Emphasis

Infrastructure

Guiding Principle: The City of Navasota will provide excellent infrastructure and facilities that meets the needs of the citizens and businesses, and staff.

Initiatives

- Prepare a plan for construction of an elevated grade crossing over the railroad tracks.
 - Identify location and right of way needs for the crossing.
 - Establish costs to city to accommodate the crossing.
 - Identify land for a substation for fire and animal control.
 - Establish contact and conversation with the railroad
- Prepare a capital improvements plan and program for needed city infrastructure.
 - Improve aging infrastructure.
 - Improve aging and inadequate facilities.
 - Expand parks, trails and bike paths.
 - Identify funding sources bonds, grants, etc.

• Create additional opportunity for social and family amenities.

- Create additional sports facilities.
- Make park improvements trails, bike paths, etc.

• Identify and plan for needed improvements to the community's internet system.

- Identify and review the existing systems available to the City
 - BVCOG Fiber Loop
 - Midsouth Synergies
 - Other

Navasota Feb. 5&6, 2021

Navasota Feb. 5&6, 2021 Report and Action Plan 2021 Strategic Planning Process

1

Vision Element #1 Governance

Guiding Principle: The City of Navasota follows established rules of governance that promote civil discourse, consistent and predictable deliberation and exemplary action.

Stra	ntegic Initiatives		Goals	Action Steps	FY22	FY23	FY24	Lead
1.1	Establish a program to encourage more	1.1.1	Establish and implement leadership academies.	 Re-implement a citizens' academy. Establish a citizens' police academy. Establish a citizens' fire academy 		X X X		Brad Stafford
	participation in Navasota government.			 Hold town hall meetings with citizens in neighborhoods and restaurants to discuss City operations and governance. Present organizational environment to the community 		X X		
				 Grilling Stafford Monday of City Council meetings: partner with Willy 98.7 and Navasota Examiner to go over upcoming City Council Agenda. (also Facebook Live) 	Ongoing Ongoing			
		1.1.2	Provide a clear sense of director to all boards	Organize a volunteer luncheon for Boards & Commissions volunteers	Х			
				 Joint meeting with all boards/commissions for direction/legal training and Roberts rules. 	Х			
				• Bring strategic planning and comprehensive planning	Х			
				documents to NEDC for approvalRecruit members who align with City Council	Х			
				• Improve communication and strategic alignment between Council and all committees.	Х			
				• Inform all communication & comp plan updates to all boards	Х			
				• Staff to facilitate strategic plan for economic				

Stra	ategic Initiatives		Goals	Action Steps	FY22	FY23	FY24	Lead
				development corporation	Х			
		1.1.3	Establish a volunteer appreciation program	 Organize a short ceremony for volunteers around the city (ex: Blue Santa, Trash Off) 	Х			Rayna
1.2	Explore opportunity for a full-time grant writer.	1.2.1	Continued professional development	 Explore grant writing training opportunities Continue partnership with BVCOG Research other cities how grants are handled 		X X X		Rayna Willenbrink

Economic Development

Guiding Principle: The City of Navasota will promote a strong and diverse economy that strengthens the local sales tax and property tax base while also contributing to a high quality of life.

Stra	ategic Initiatives		Goals	Action Steps	FY22	FY23	FY24	Lead
2.1	Establish a partnership with NISD, Blinn, TAMU and other institutions to enhance the economic development process.	2.1.1	Pursue grants from EDA. Develop workforce programs	 Continue partnership with BVCOG for information on EDA grants Continue relationship with Grantworks Continue TEDC membership for resources on EDA grants Explore new partnerships Explore partnerships with NISD Continue partnership Chamber & CETA Explore opportunities with the SBDC Continue partnership with Bush School/TAMU Reach out to BVCOG for funding opportunities Research Texas Workforce Commission 	Ongoing Ongoing Ongoing Ongoing X	X X X X X		Rayna
2.2	Enhance the marketing of Navasota.	2.2.1 2.2.2 2.2.3	Marketing to fulfill housing needs. Marketing of lower utility costs compared to other areas. Marketing location and proximity to major metro areas in the state.	 opportunities Show housing growth to demonstrate demand. Establish a permit/fee waiver program Utilize NEDC website to highlight utility costs and location Navasota Economic Development corporation Featured on the Navasota.gov home page 	Ongoing Ongoing Ongoing	X		Madison
2.3	Seek partners to improve local health and social	2.3.1	Explore health authority with county.	 Improve relationship with county and cities within the county Continue to meet with the county this past year about this partnership but their level of interest currently 	X		Х	Rayna

Str	ategic Initiatives		Goals	Action Steps	FY22	FY23	FY24	Lead
	service providers.			 not very high. Continue to explore other avenues to recruit and establish a local public health authority and possibly a heath inspections office. Possible partnering with other cities in the county 	X X			
		2.3.2	Establish Health Inspector	Establish PolicyAppoint and train inspector			X X	
		2.3.3	Explore partnership with St. Joseph's healthcare system.	• Add health care recruitment to the regional (retail) recruitment project			X	
		2.3.4	Recruit health provider specialists (optometrists and medical providers)					
2.4	Enhance strategic retail	2.4.1	Continue to partner with Retail Coach.	• Conduct community surveys to see what citizens wish lists are		Х		
	recruitment.	2.4.2	Attend recruitment conferences (industry, retail, restaurants, etc.)	Regional retail recruitment project	Ongoing			Rayna
		2.4.3	Downtown Assessment	Reach out to Texas Downtown Association for a downtown assessment	X			
				Explore marketing strategiesPartnership with SBDC	X X			

Vision Element # 3

Image/Communication

Guiding Principle: The City of Navasota will proactively work to provide accurate, timely communications to the citizens and improve the image of the community.

Stra	ategic Initiatives		Goals	Action Steps	FY22	FY23	FY24	Lead
3.1	Improve the perception and image of Navasota.	3.1.1	Establish a positive campaign to promote Navasota.	 Prepare both an in-person and digital message. Positive short videos about ongoing projects Create a new branding campaign Expand partnership with NISD 		X X X X		Madison
		3.1.2	Identify target audiences to effectively recruit new citizens while improving community pride.	 Attend realtor conferences to tell the Navasota story. Utilize citizens' academies (see Governance). Explore use of Town Hall meetings – in-person and virtual. Utilize all methods of communication with the public; i.e. Grilling Stafford, trails town hall meetings, agenda briefings with local media, Navigate Navasota app 	Ongoing	X X X		
3.2	Establish a program to educate ISD students about local government.	3.2.1	Re-establish an internship/sponsor a job shadowing program for students in the city.	 Co-op student to assist with administrative services for all departments with 15-20 hours beginning with a minimum wage of \$7.25. Speak with the co-op class Both high school and college 		X X X		Peggy & Shawn
3.3	Improve communication in general with the public.	3.3.1	Be deliberate about creating buy-in from citizens.	 Inform, educate and cast the vision. Advertise City Council meetings in the paper (\$1,872/year), on the radio, yard signs, banners 	X X			Madison
		3.3.2	Prepare and implement a communication protocol.	 Explore new advertising techniques, i.e. Navigate Navasota app, CTY advertisement, Facebook events for all meetings Explore communication methods for Boards & Commissions, i.e. post all agendas on Facebook event 		X X		

Strategic Initiatives	Goals	Action Steps	FY22	FY23	FY24	Lead
		All boards give regular updates at City Council meetings		Х		

Vision Element # 4

Infrastructure

Guiding Principle: The City of Navasota will provide excellent infrastructure and facilities that meets the needs of the citizens and businesses, and staff.

Stra	ategic Initiatives		Goals	Action Steps	FY22	FY23	FY24	Lead
4.1	Prepare a plan for construction	4.1.1	Identify location and right of way needs for the crossing.	• Thorough fare plan completion and implementation		X		Jose
	of an elevated grade crossing over the railroad tracks.	4.1.2	Establish costs to city to accommodate the crossing.	 Compile land acquisition costs per thorough fare plan design Obtain estimate cost proposals for engineering and construction 			X X	& Lupe
4.2	Prepare a capital improvements plan and program for needed city infrastructure.	4.2.1	Improve aging infrastructure. Phase one: FY22 Phase two: FY24	 CIP Bring in a consultant to help formalize the plan Update water modeling Consultant to model Gas system and Wastewater system Present CIP to Finance Dept. to plan for funding options. Streets and Storm water evaluations and priorities Replace/repair gas regulator stations Complete phase 1 of CIP Begin phase 2 of CIP Fire hydrant repair/replacement 	X X X X		X	Jeff & Jose
		4.2.2	Improve aging and inadequate facilities.	 Create a facilities master plan Hire Consultant Replace or improve animal shelter and vehicle services Sell existing warehouse and build a new one Replace the current primary fire station and EOC at the South LaSalle location. Explore the possibility of a second fire station/public safety facility at Hwy 			X X X X X X	

Strategic Initiatives	Goals	Action Steps	FY22	FY23	FY24	Lead
		 105/Fairway Dr. because of the continued growth and expansion of the city and the delayed responses due to train traffic Valve and other mechanical equipment replacement at wastewater plant Look at alternative disinfectant treatment methods 			X X	
	4.2.4 Identify funding sources – bonds, grants, etc.	 We currently are working with 2020 Capital Improvement Bond. We are working towards doing a bond every 2 years for CIP USDA loan Add gas capital improvement fee to monthly billing. Funding from American Rescue Plan 	X X X X X X			
4.3 Create additional opportunity for social and family amenities.	4.3.1 Create additional sports facilities.	 Identify most desired facilities Identify possible locations Land acquisition Identify funding mechanism Design facilities Obtain bids/pricing on new facilities 			X X X X X X X	Colton
	4.3.3 Make park improvements – trails, bike paths, etc.	 Adjust city ordinance on parkland dedication to allow developers to contribute directly to ongoing projects Develop community programs that improve parks Identify areas of greatest need Obtain bids/pricing on improvements 	Ongoing Ongoing Ongoing Ongoing Ongoing			

Stra	ntegic Initiatives		Goals	Action Steps	FY22	FY23	FY24	Lead
				• Navasota Sidewalk and Trails plan.				
4.4	Identify and plan for needed improvements to the community's internet system.	4.4.1	Identify and review the existing systems available and options to the City	 Facilitate BVCOG partnerships with local ISP suppliers to improve speeds in underserved areas. Encourage/ Incentivize Midsouth Synergy expansion into town via City ROW/Easements Research other ISP options available. 			X X X X	Lupe

Vision Element # 5

Organizational Excellence

Stra	ategic Initiatives		Goals	Action Steps	FY22	FY23	FY24	Leader
5.1	Establish an employee retention strategy.	5.1.1	Identify and promote the work culture, benefits of the city.	 Promote teamwork aspect of our culture, there are no islands everyone works together in some form or fashion. Hiring Process: Streamline our online HR system Job search & application process Dependable Human Resource Information System software Update both Incode and Internet system Use of Social media to find candidates (i.e. Linkedin, Indeed) Job boards at colleges and career fairs Create a Referral Program with employee incentives Create city parameter for job searches Continued use of onboard process Create formal policy hiring practices 	Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing Ongoing	y y y y y y		Peggy Johnson
				 Offer competitive salary and benefits: Contact other Cities (population of 5-10K) and surrounding industries/business (Trinity, etc.) to make sure City is within similar pay range Find strong benefit package (medical, dental, vision, life) Other Incentives: Continue to make employee feel valued and appreciated 	Ongoing	X X		

	 Continue to offer career advancement opportunity (invest in employee-greater future with City) Pay for course for training (all departments) 	Ongoing Ongoing		
	College tuition reimbursement		Х	
	• Safety bonuses (no accidents, etc.) Safety pins (providing a day off), Bonus day- annually	X		
	• Hazardous duty pays (ex: working big storms, etc.)	X		
	• Team outings/lunches (Spring/Fall) and Christmas Party- employee does not have to organize or work the event	Х		
	 Monetary (bonuses and raises) Continue to Recognize: years of service with Plaque and bag of goodies. At the end of the year employee shall receive gift card (money, dinner, coffee, spa) (5 year increments) 	Ongoing	Х	
	• Hand written note ("thank you" "job well done", etc.)	X		
	• Brag board: located front lobby with employee picture and award (ex: Rookie of the year, Employee of the month, etc.)	Х		
	Discount on rental facilities for city employeesCity owned workout facility to promote health	X	Х	x
	 Utility incentives to promote employees to live in Navasota Reconsider 20-year retirement package/insurance to 		Х	X
	 the age of social security Evaluate additional employees to complete project assignments Evaluate incentives for succession planning in career 	х	X	
	development			

5.1.2	Promote the community and organizational environment	 Video montage of all city events and city participation of employees Clear and transparent communication Create Cultural Diversity Awareness by reaching out to different segments of the City Career Fair days 	Ongoing X X X	
5.1.3	Explore housing incentives to live and work in Navasota and attract new employees.	 Partner with local realtors or Chamber to put together informational housing options package Pay a portion of moving expenses into Navasota within the city limits 	X X	



REQUEST FOR CITY COUNCIL AGENDA ITEM #5

Agenda Date Requested: November 28, 2022							
Requested By: <u>Jose Coronilla, Streets Director</u>							
Department: Public Works							
Report	C Resolution C Ordinance						

Ар	Appropriation								
Source of Funds:	100 - General								
Account Number:	100-560-304.00								
Amount Budgeted:	~\$450,000								
Amount Requested:	N/A								
Budgeted Item:	• Yes C No								

Exhibits: Bid Recommendation

AGENDA ITEM #5

Consideration and possible action to reject all bids for FY 2020-2021 and 2021-2022 combined Street Maintenance Project and rebid project in January 2023.

SUMMARY & RECOMMENDATION

On November 1, 2022, the City of Navasota received sealed bids for the FY 2020-2021 and 2021-2022 Street Maintenance project. A total of three (3) bids were received with the lowest completed bid from Texcon General Contractors of Kurten with a base bid of \$1,644,451.45. Due to errors in the in the bid/plans calling for two-course seal coat vs. the City's wish to only have a single course along with failure to break-out the mobilization and traffic control between base bid combined with alternates, the base bid doubled. Unfortunately, the timeframe to re-bid the project at this time is limited by the expected weather/temperature during the winter months; therefore, the recommendation from Gessner Engineering and staff is to reject all bids and re-bid the project in February 2023 with a targeted project award date in early March. Gessner Engineering has waived additional fees to re-bid this project due to errors on their part during the bidding process.

ACTION REQUIRED BY CITY COUNCIL

Reject all bids for the FY 2020-21 and 2021-22 combined Street Maintenance Project.

Approved for the City Council meeting agenda

Jason Weeks Jason B. Weeks, City Manager

11/22/22

Date



November 17, 2022

City of Navasota Jason Weeks, City Manager 200 E. McAlpine Navasota, Texas 77868

Re: Street Maintenance Project – Bid Recommendation

Mr. Weeks:

Accompanying this letter is a bid tabulation of the bids received November 1st, 2022 for the Street Maintenance Project. Three bids were received, with the lowest complete bid coming from Texcon General Contractors of Kurten. Their Base Bid of \$1,644,451.45 is proposed for the sealcoating of over 130,000sy of streets throughout the city along with the Cemetery Rd. addition and Pierce Road reconstruction.

The lowest complete bid came in over double the engineer's estimate/available budget due to errors in the bid/plans calling for a two-course seal coat vs. the City's wish to only have a single course, the failure to break out mobilization and traffic control between base bid and alternates, and quantity concerns.

With the Base Bid exceeding the available funding, it is my recommendation that all bids be rejected and the project be re-bid. Unfortunately, the timeframe to re-bid the project at this time is limited by the expected weather/temperature during the winter months. To ensure a successful outcome, the project should be placed on hold during the winter months and the re-bidding process should kick-off again in February with a targeted project award date in early March.

To facilitate more competitive bids and a realistic engineer's estimate meeting Navasota's budget requirements, Gessner will work with the City's Director of Streets along with area contractors to come up with a bid package to meets the City's needs within their budget. We have already determined the issues leading to the high bids and have had discussions with the Director of Streets to see where additional cost savings could be found. Gessner is committed to working with the City to complete this project.

Please contact me with any questions you may have related to this project.



BID FORM Navasota Street Maintenance Project 2022							G								
Pavement, Demolition, and Earthwork Gessner Engineering, LLC October 28, 2022							SSNER								
	GE Job #: 21-0931-01													~.	
Item #	General Items (Base Bid) Item	Quantity	Units	Ur	Te hit Cost	xCo	n Total		Knif Unit Cost	e Ri	ver Total	Unit Cos		BPI	Total
100	Mobilization	Quantity 1	LS		5,874.00	\$	65,874.00		212,500.00	\$	212,500.00	\$ 92,720.		\$	92,720.00
101	Install and MaintainTraffic Control (all Base Bid locations) including all necessary signage and personnel to execute traffic control procedures	1	LS	\$ 2	6,000.00	\$	26,000.00	\$	71,500.00	\$	71,500.00	\$ 31,500	00	\$	31,500.00
102	Install and maintain SWPPP, NOI/NOT filing, silt fencing and relocation of controls as nbecessary at each project location	1	LS	\$	5,000.00	\$	5,000.00	\$	1,600.00	\$	1,600.00	\$ 9,800	00	\$	9,800.00
103	Site preparation and Final Clean (all Base Bid locations) including, but not limited to, spoils haul-off, street sweeping, and removal of excess and/or demolished materials	1	LS	\$6	2,000.00	\$	62,000.00	\$	22,100.00	\$	22,100.00	\$ 59,870.	00	\$	59,870.00
	Sub Total - General Items (Base Bid)					\$	158,874.00			\$ 307,700.00				\$ 193,890.00	
Item #	Pavement (Base Bid) Item	Quantity	Units	Ur	nit Cost		Total		Unit Cost	1	Total	Unit Cos	<i>t</i>		Total
200	Furnish and install Select Fill (including compaction), complete	125	CY	\$	36.00	\$	4,500.00	\$	150.00	\$	18,750.00			\$	7,400.00
	and in place Furnish and install 1/2" Chip Seal Surface Course, complete		-				,	-		-	,	-			,
201	and in place	134,578	SY	\$	9.50	\$	1,278,491.00	\$	9.60	\$	1,291,948.80	\$ 14.	30	\$ 1	,924,465.40
202	Furnish and install 2" Depth - Type D HMAC, including Prime Coat, Tack Coat, and compaction, complete in place	1,410	SY	\$	55.53	\$	78,297.30	\$	87.00	\$	122,670.00	\$ 33.	05	\$	46,600.50
203	Neatly Sawcut Cement Stabilization of Materials in Place, 8" depth with 4% Portland Cement Fully Incorporated, including incorporation of 4% Cement (ASTM C150 Type 1, dry), Grading,& Compaction. To include all required materials, labor, and equpmnet to complete the work. Complete in Place. <u>OR</u> Neatly Sawcut, Demolish, and Dispose of Existing Pavement, Base Failure Repair, 12" depth. To include all required materials, labor, and equipment to complete the work.	1,410	SY	\$	48.00	\$	67,680.00	\$	25.65	\$	36,166.50	\$ 20.	55	\$	28,975.50
	Complete and in place. Sub Total - Pavement (Base Bid)					\$	1,428,968.30			\$	1,469,535.30			\$ 2	,007,441.40
	Cemetery Road Addition & Pierce Road Reconstru		,												· ·
Item #		Quantity	Units	Ur	nit Cost		Total		Unit Cost		Total	Unit Cos	t		Total
300	Cement Stabilization of Materials in Place, 6" depth with 4% Portland Cement Fully Incorporated, including incorporation of 4% Cement (ASTM C150 Type 1, dry), Grading,& Compaction. To include all required materials, labor, and equpmnet to complete the work. Complete in Place. (Pierce Road)	1,457	SY	\$	7.35	\$	10,708.95	\$	10.70	\$	15,589.90	\$ 13.	35	\$	19,450.95
301	Furnish and install 2" Depth - Type D HMAC, including Prime Coat, Tack Coat, and compaction, complete in place (Cemetery Road & Peirce Road)	1,833	SY	\$	17.00	\$	31,161.00	\$	19.40	\$	35,560.20	\$ 20.	50	\$	37,576.50
302	Furnish and Install 6" depth Crushed Limestone Base (TxDOT 247, Type A, Grade 1), complete in Place (Cemetery Road)	376	SY	\$	18.00	\$	6,768.00	\$	19.00	\$	7,144.00	\$ 28.	40	\$	10,678.40
303	Cement Stabilization of Materials in Place, 6" depth with 4% Portland Cement Fully Incorporated, including incorporation of 4% Cement (ASTM C150 Type 1, dry), Grading,& Compaction. To include all required materials, labor, and equpmnet to complete the work. Complete in Place. (Cemetery Road)	376	SY	\$	21.20	\$	7,971.20	\$	14.00	\$	5,264.00	\$ 35.	00	\$	13,160.00
	Sub Total - Cemetary Addition (Base Bid)					\$	56,609.15			\$	63,558.10		_	\$	80,865.85
Item #	Veterans Memorial Parking Lot (Alt 1)	Quantity	Units	Ur	nit Cost		Total		Unit Cost	I	Total	Unit Cos	t		Total
400	Furnish and install 2" Depth - Type D HMAC, including Prime			\$		\$				\$				\$	
400	Coat, Tack Coat, and compaction, complete in place Cement Stabilization of Materials in Place, 6" depth with 4% Portland Cement Fully Incorporated, including incorporation of 4% Cement (ASTM C150 Type 1, dry), Grading,& Compaction.	2,131	SY SY	» \$	4.98	ъ \$	36,227.00	\$	18.60	э \$	39,636.60	\$ 20. \$ 16.		ъ \$	43,685.50
401	To include all required materials, labor, and equpmnet to complete the work. Complete in Place.	2,131	37	φ	4.90	φ \$	46,839.38	φ	13.00	\$	71,601.60	φ 10.		\$	78,740.45
	Sub Total - Veterans Memorial Parking Lot (Alt 1) Recycling Plant (Alt 2)					φ	40,039.30			φ	71,001.00			φ	70,740.45
ltem #	Item	Quantity	Units	Ur	nit Cost		Total		Unit Cost		Total	Unit Cos	t		Total
500	Furnish and install 2" Depth - Type D HMAC, including Prime Coat, Tack Coat, and compaction, complete in place	1,459	SY	\$	17.00	\$	24,803.00	\$	20.80	\$	30,347.20	\$ 24.	40	\$	35,599.60
501	Cement Stabilization of Materials in Place, 6" depth with 4% Portland Cement Fully Incorporated, including incorporation of 4% Cement (ASTM C150 Type 1, dry), Grading,& Compaction. To include all required materials, labor, and equpmnet to complete the work. Complete in Place.	1,459	SY	\$	6.46	\$	9,425.14	\$	17.30	\$	25,240.70	\$ 16.	50	\$	24,073.50
	Sub Total - Recycling Plant (Alt 2)					\$	34,228.14			\$	55,587.90			\$	59,673.10
H	Additional Pavement Maintenance (Alt 3)	0	11.2		# 0 st		T-1:1				T= ()				Tet
Item # 600	Item Furnish and install 1/2" Chip Seal Surface Course, complete	Quantity	Units		nit Cost	¢	Total		Unit Cost	¢	Total	Unit Cos		¢	Total
600	and in place Install and MaintainTraffic Control (all Alternate 3 locations) including all necessary signage and personnel to execute traffic	47,843 1	SY LS	\$ \$1	9.50 3,125.00	\$ \$	454,508.50	\$ \$	9.79	\$ \$	468,382.97	\$ 14. \$ 7,750.		\$ \$	684,154.90 7,750.00
602	control procedures Site preparation and Final Clean (all Alternate 3 locations) including, but not limited to, spoils haul-off, street sweeping,	1	LS		3,500.00		53,500.00		22,100.00	\$	22,100.00	\$ 16,120.		\$	16,120.00
603	and removal of excess and/or demolished materials Furnish and install 2" Depth - Type D HMAC, including Prime	1.000	SY	\$	17.00	\$	17,000.00	\$	42.80	\$	42,800.00	\$ 24	40	\$	24,400.00
604	Coat, Tack Coat, and compaction, complete in place Neatly Sawcut Cement Stabilization of Materials in Place, 8" depth with 4% Portland Cement Fully Incorporated, including incorporation of 4% Cement (ASTM C150 Type 1, dry), Grading,& Compaction. To include all required materials, labor, and equpmnet to complete the work. Complete in Place. <u>OR</u> Neatly Sawcut, Demolish, and Dispose of Existing Pavement, Base Failure Repair, 12" depth. To include all required materials, labor, and equipment to complete the work. Complete and in place.	1,000	SY	\$	50.00	\$	50,000.00	\$	29.20	\$	29,200.00			\$	20,600.00
	Sub Total - Additional Pavement Maintenance (Alt	3)	1	1		\$	588,133.50			\$	585,382.97			\$	753,024.90
	Additional Pavement Maintenance (Alt 4)		I	1						1	·				
Item #	Item	Quantity	Units	Ur	nit Cost		Total		Unit Cost	1	Total	Unit Cos	t		Total

Item #	Item	Quantity	Units	s Unit Cost			Total	l	Unit Cost	Total	ι	Jnit Cost	Total
700	Furnish and install 1/2" Chip Seal Surface Course, complete and in place	20,230	SY	\$	9.50	\$	192,185.00	\$	9.79	\$ 198,051.70	\$	14.30	\$ 289,289.00
701	Install and MaintainTraffic Control (all Alternate 4 locations) including all necessary signage and personnel to execute traffic control procedures	1	LS	\$	5,250.00	\$	5,250.00	\$	8,500.00	\$ 8,500.00	\$	7,750.00	\$ 7,750.00
702	Site preparation and Final Clean (all Alternate 4 locations) including, but not limited to, spoils haul-off, street sweeping, and removal of excess and/or demolished materials	1	LS	\$	53,500.00	\$	53,500.00	\$	8,800.00	\$ 8,800.00	\$	8,060.00	\$ 8,060.00
703	Furnish and install 2" Depth - Type D HMAC, including Prime Coat, Tack Coat, and compaction, complete in place	60	SY	\$	108.82	\$	6,529.20	\$	370.00	\$ 22,200.00	\$	37.30	\$ 2,238.00
704	Neatly Sawcut Cement Stabilization of Materials in Place, 8" depth with 4% Portland Cement Fully Incorporated, including incorporation of 4% Cement (ASTM C150 Type 1, dry), Grading,& Compaction. To include all required materials, labor, and equpmnet to complete the work. Complete in Place. <u>OR</u> Neatly Sawcut, Demolish, and Dispose of Existing Pavement, Base Failure Repair, 12" depth. To include all required materials, labor, and equipment to complete the work. Complete and in place.	60	SY	\$	107.86	\$	6,471.60	\$	134.00	\$ 8,040.00	\$	26.50	\$ 1,590.00
	Sub Total - Additional Pavement Maintenance (Alt	: 4)				\$	263,935.80			\$ 245,591.70			\$ 308,927.00
	Construction Cost (Base Bid)												
	TOTAL BASE BID CONSTRUCTION COST						1,644,451.45			\$ 1,840,793.40			\$ 2,282,197.25
TOTAL CONSTRUCTION COST (ALT 1)						\$	46,839.38			\$ 71,601.60			\$ 78,740.45
TOTAL CONSTRUCTION COST (ALT 2)						\$	34,228.14 588,133.50			\$ 55,587.90			\$ 59,673.10
	TOTAL CONSTRUCTION COST (ALT 3)									\$ 585,382.97			\$ 753,024.90
	TOTAL CONSTRUCTION COST (ALT 4) TOTAL CONSTRUCTION COST (BASE BID AND ALTS)									\$ 245,591.70			\$ 308,927.00
	\$	2,577,588.27			\$ 2,798,957.57			\$ 3,482,562.70					



REQUEST FOR CITY COUNCIL AGENDA ITEM #6

Agenda Date Requested: November 28, 2022							
Requested By: Evette Fannin, Grant Coord.							
Department: Finance							
·							

Ordinance

Exhibits: <u>RFP Cover Letter</u>, <u>RFP submittals</u>, <u>Scoring Card</u>

Resolution

C Report

Appropriation						
Source of Funds:	N/A					
Account Number:	N/A					
Amount Budgeted:	N/A					
Amount Requested:	N/A					
Budgeted Item:	🔿 Yes 💽 No					

AGENDA ITEM #6

Consideration and possible action to select grant administration/project delivery service provider to complete application and project implementation for the City of Navasota's 2023-2024 Texas Community Development Block Grant program funded and administered through the Texas Department of Agriculture.

SUMMARY & RECOMMENDATION

Though it has been several years, the City of Navasota has been fortunate to receive Community Development Block Grants (CDBG) throughout the years. The city has potential to rank high in the selection process and has an exceptionally good chance to receive CDBG funding for 2023-24.

Fiscal Year 2023-24 CDBG Funding provided by Texas Department of Agriculture (TDA):

- Grant Maximum \$500,000, Grant Minimum \$50,000
- Grant is competitive within our region
- Match amount for the City of Navasota is estimated at 10% to receive maximum points
- Eligible activities include water, wastewater, drainage, streets, roads, bridges, etc. to receive maximum points
- Project must benefit 51% Low to Moderate Income (LMI) area to receive maximum points
- A current (2021) fiscal audit is required
- Current SAM registration is required
- Application deadline is Spring of 2023

Federal Grants require an extensive amount of paperwork throughout the process. To

meet all the documentation requirements on federal grants, cities find it beneficial to hire firms that have experience and knowledge to help the Grant Coordinator and to help ensure funding. Therefore, staff recommended City Council approve a proposal to seek grant administration assistance for the CDBG process.

Request for Proposal process

- Requests for Proposals sent out October 26, 2022, with a deadline of November 8, 2022.
- Newspaper Ad ran in The Examiner on October 26, 2022
- We received three (3) proposals: GrantWorks, Public Management, and Traylor and Associates.
- Staff recommends City Council authorize the hiring of Public Management as our Grant Administrator because they seem to be the most knowledgeable in these specific federal grants and with that, staff feels Navasota will be more likely to be awarded.

ACTION REQUIRED BY CITY COUNCIL

Approve authorization to hire Public Management for administrative services for the 2023-2024 Texas Community Development Block Grant Program administered by the Texas Department of Agriculture.

Approved for the City Council meeting agenda

ason Weeks

Jason B. Weeks, City Manager

11/22/22

Date

Dear Administrative Service Provider:

Attached is a copy of the City of Navasota's Request for Proposals for application and project implementation for administrative services. These services are being solicited to assist the City in its application and administration of a contract, if awarded, from 23-24 Texas Community Development Block Grant Program funded and administered by the Texas Department of Agriculture.

Please submit a proposal of services and a statement of qualifications to:

Email a digital copy to: <u>efannin@navasotatx.gov</u>_____

The deadline for submission of proposals is <u>November 8, 2022 at 3:30 p.m</u>. email the proposal in .pdf format to the email address above. Your submission content may be the TDA A507 response form, or a tailored proposal, the choice is up to you. The Entity reserves the right to negotiate with any and all persons or firms submitting proposals, per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards.

Along with your proposal, you must also include verification that your company as well as the company's principal or principals are not listed (is not debarred) through the federal government's System for Award Management (<u>www.SAM.gov</u>). Please include a printout of the search results.

The Navasota is an Affirmative Action/Equal Opportunity Employer.

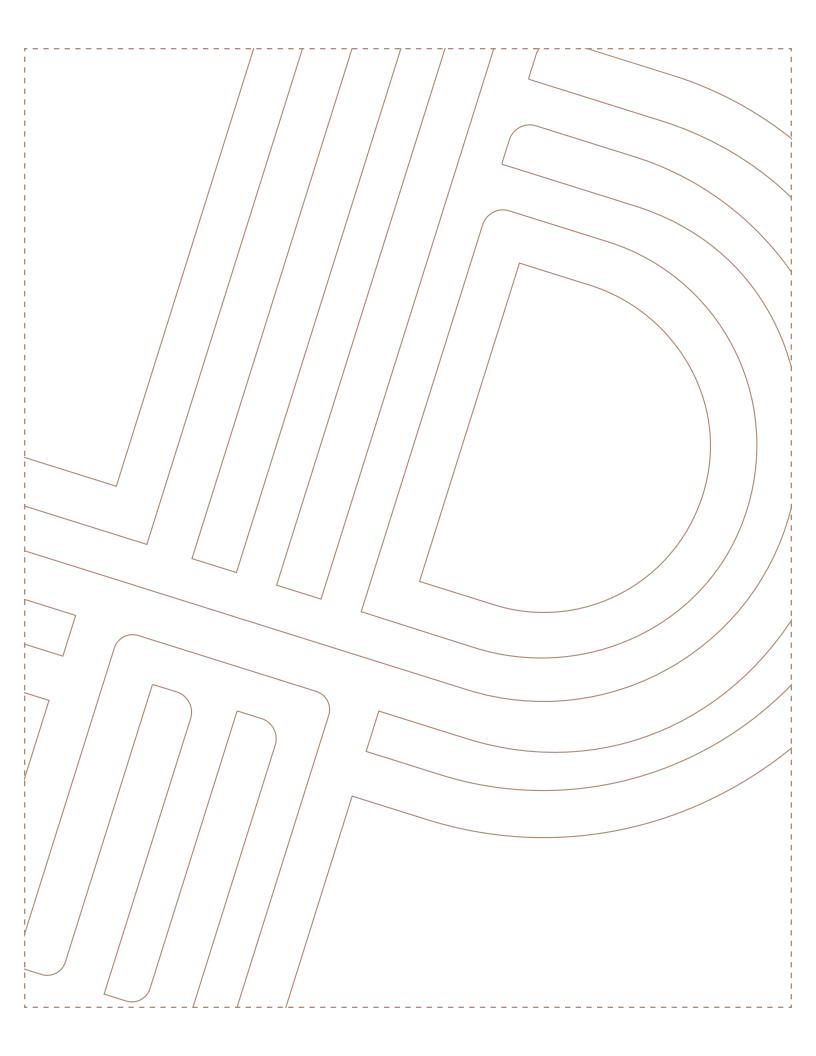
Please confirm receipt of this email.

<u>Evette Fannin, Grants Coordinator</u> Entity Contact Person



WORKING TO BUILD VIBRANT AND SUSTAINABLE COMMUNITIES. COMMITTED TO IMPACTFUL SOLUTIONS. DRIVEN TO MAKE A DIFFERENCE.











November 1, 2022

Evette Fannin Grants Coordinator City of Navasota 200 E. McAlpine St. Navasota, Texas 77868

RE: City of Navasota Professional Grant Administration Services for Texas Community Development Block Grant (TxCDBG) 2023 / 2024 Community Development Fund

Dear Ms. Fannin:

We are excited for the opportunity to submit this proposal to the City of Navasota for Grant Administration Services. We have assembled a highly qualified team that will be dedicated to identifying, pursuing, and implementing funding opportunities to address your community development goals and needs.

To date, Public Management, Inc. has guided its clients to **over \$850** million in various funding initiatives which span multiple state and federal sources. Of this amount **over \$142 million** is associated to community development projects. All projects previously administered by Public Management, Inc. were successfully closed-out on time and within budget.

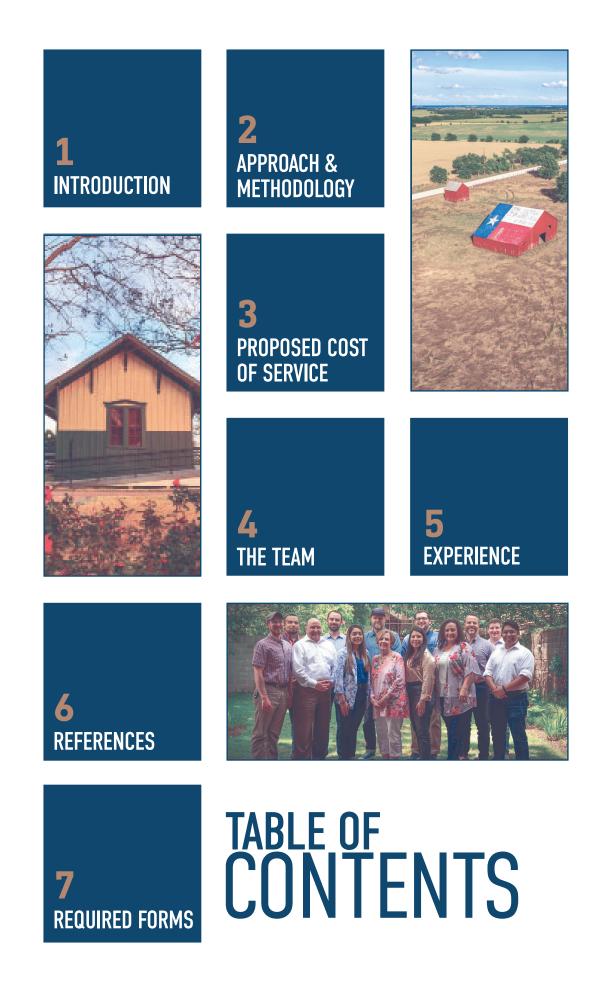
For forty years our Team has been dedicated to the mission of **Building Vibrant and Sustainable Communities**. Our performance and longevity are examples of our ability to deliver the needs of our clients and achieve our mission. Additionally, our extensive knowledge of the regulations and procedures of federal programs makes us well-equipped to assist the City with both day-to-day program management as well as high level policy issues. The Public Management, Inc. team has implemented state and federal programs throughout the Region for decades. Strategically located Houston, Texas, our Team will be able to effectively and efficiently assist all coordination related to this funding.

As President and CEO for Public Management, Inc., I have full authorization to commit the necessary staff resources to ensure that these services meet the City's standards. Additionally, I will certify our proposed costs of services as, detailed in Section V & VI of the included Administrative Services contract (See Proposed Cost of Services tab), for a period of ninety (90) days and will acknowledge the terms and conditions resulting in an awarded contract. We look forward to working on this much needed project!

Respectfully,

Patrick K. Wiltshire President and CEO

HOUSTON 15355 Vantage Pkwy W. Ste 360 Houston, TX 77032 publicmgt.com info@publicmgt.com (281) 592-0439



"Public Management, Inc. has been an excellent partner for Chambers County for more than a decade. Their team offers a wealth of knowledge and does an excellent job of guiding our County through the grant application, administration, and auditing process. They are always accessible and answer every question that we have. We are looking forward to continuing to work with Public Management, Inc. in the future."

- Chambers County

ABOUT US

Public Management, Inc. was founded to help Texas communities navigate the challenges faced when pursuing prosperity for their cities and towns. We empower our clients to grow and improve the quality of life for their residents through sounds planning, financing, and management initiatives. We believe in the potential of every Texas city and town and exist to Build Vibrant and Sustainable Communities. Public Management, Inc. is more than a consultant. We do more than grant management and offer much more than typical planning services. We help communities, big and small, in the pursuit of prosperity.

THE PUBLIC MANAGEMENT, INC. TEAM



Public Management, Inc. will commit the Team consisting of Patrick K. Wiltshire, Thomas Quintero, Michael Migaud, and Aron Miller. Each member of the Team is located and works in the Houston, Texas, office and will be readily accessible for the City's projects. As a group, this Team has secured and delivered impactful community development projects for various cities and counties within the region.

Public Management, Inc. is uniquely positioned to deliver superior Grant Administration Services for the City for the following reasons: 1) Location – Houston, Texas – easily accessible to City offices; 2) Experience securing and managing TDA TxCDBG contracts – over \$140 million managed by the company; 3) Project and Location Familiarity – Public Management, Inc. Has worked in the region for decades and understands the needs of the communities within the area.

PROPOSAL STRUCTURE

This proposal is organized in a way that should be clear and concise to the reviewers. The Approach & Methodology section details our specific project approach and methodology for this Proposal, as well as provides a description of the services that will be conducted. The Proposed Cost of Services section will detail Public Management, Inc.'s fee structure and hourly rate. The Team included to get to know our staff. The Experience section will provide the overall impact that Public Management, Inc. has had on its clients. Within the References the reviewer will find client details and contact information. The Required Forms section includes all pertinent documents to this proposal and the Additional Information Section provides the total experience of the company.

DECADES OF EXPERIENCE

Public Management, Inc. has been committed to aiding Texans since 1982. Our team collectively has decades of experience managing over 1,000 projects for more than 225 cities and towns across the state. With client funding ranging from \$10,000 to \$100 million, our people are equipped with the right tools and knowledge to ensure the successful implementation of federally funded projects.





COMMUNITY DEVELOPMENT

Nearly two-thirds of all contracts secured and managed by Public Management, Inc. are for community development initiatives. Our company has been part of the Community Development Block Grant (CDBG) program since 1982. Over that time we have secured over \$140 million for our clients ranging from water and sewer improvements, to streets and drainage activities, as well as first time service assistance.



SUCCESSFUL IMPLEMENTATION

The Public Management, Inc. Team has successfully secured and managed Community Development Block Grant (CDBG) programs for four decades. All projects administered by our company have been closed on time, within budget, and with no financial penalties. Our experience with CDBG, and our familiarity with the Program administered by the Texas Department of Agriculture (TDA), make us well equipped to serve the City.

D PERFORMANCE IN PERSPECTIVE

Public Management, Inc. is currently managing over 200 contracts totaling more than \$400 million across the State of Texas. Our Granbury, Texas office leads all Community Development and Planning efforts for the company. Our proximity to Central, North, and West Texas allows for swift deployment of personnel to assist with all aspects of program implementation. The detail below covers Public Management, Inc.'s performance during the historic program as well as highlights the services that are currently being provided.

APPLICATION PREPARATION

Our Team has developed and submitted 500 CD Fund applications since 2007. These applications aimed to benefit more than 1 million people across 250 jurisdictions.



CONTRACT AWARDS

Of the 500 applications submitted over this time span, nearly 75% were awarded a contract from TDA. Our award ratio far exceeds the average within the State of Texas. This further proves the ability of our Team to understand these programs and deliver the needs of our clients.



CONTRACT INITIATION

All previously awarded contracts have been initiated with Kick-off meetings held. Our Team has submitted all preliminary administrative start-up documents and the engineers are fully contracted and actively working through the project design.



ENVIRONMENTAL REVIEW

All environmental services are being preformed in-house with Public Management, Inc. staff. All active TxCDBG contracts are currently working through the environmental process and some have already received environmental clearance and are pending construction procurement.



FINANCIAL MANAGEMENT

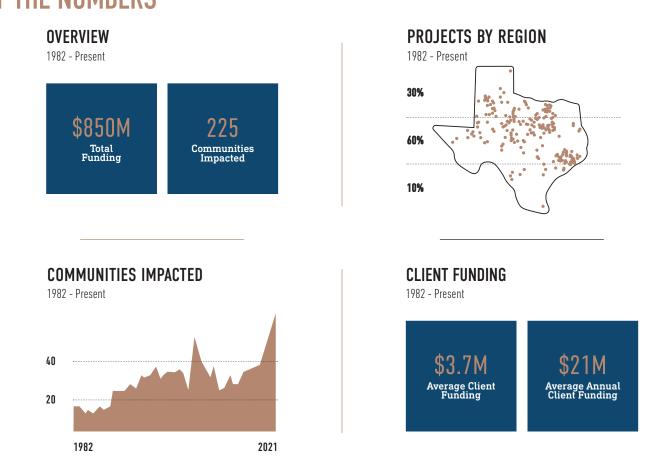
Due to our experience with TDA TxCDBG programs, as well as our familiarity with their System Management (TDA-GO), we have requested and received millions of dollars to cover project costs (administration, engineering, environmental, and construction). We are able to effectively track the invoices and document the payments for the TDA to reimburse to our clients.

PROGRAM COMPLIANCE

All Active TxCDBG contracts are in compliance with TDA program requirements. Contract timelines remain unphased and we anticipate having many contracts under construction or contracts closed in the next 9 months.

A COMPANY FOR THE FUTURE

Public Management, Inc. has been committed to Texas for Decades. With our Team of energetic and purpose driven individuals, we are positioned to provided unparalleled service. Our passion runs deep and our commitment is guaranteed. We are excited for the next forty years.



BY THE NUMBERS

Government Codes

Employer Identification Number: 76-0361938 Cage Code: 6QDN5 Duns Number: 945630507 NAICS: 541611

Litigation History

Financial Solvency

Public Management, Inc. has been in continuous operation for nearly 40 years. The corporation maintains stringent fiscal policy with prudent budget operations. Public Management, Inc. has a healthy financial outlook with little to no debt.

Conflicts

None

None

APPROACH & METHODOLOGY

"The City of Baytown has successfully worked with Public Management, Inc. over 10 years. Public Management has assisted with obtaining new funding sources, managing the complicated grant funding for infrastructure projects, and monitoring all disaster funding for Baytown. Their team is composed of consummate professionals and deliver excellent, knowledgeable customer service. They have been a great liaison with the county and state officials as they speak their language and have a crystal-clear understanding of the convoluted regulations."

- City of Baytown

WE HELP COMMUNITIES IN PURSUIT OF PROSPERITY.

In addition to securing funds to help meet their goals, communities count on our team to plan, research, navigate and manage the entire process.

METHODOLOGY

The Team will immediately begin conducting application assessment and project development meetings to familiarize all parties with the schedule of the proposed funding source, necessary documents, and procedural compliance. These will set the stage for comprehensive understanding of the program and allow the City to secure funding in a timely manner.

The Team will maintain constant communication to ensure all parties are aware of the project status for successful application submittal. Once an application is submitted, the Team will monitor the review process and report the status back to the City. If an application is scheduled for award, the Team will notify the City of the results and discuss next steps and important procedures to undertake in order to be prepared for contract initiation.

Upon successful contract development, the Team will work with the funding agency to ensure that all review and approval requirements are met so that awards will be made. The Team will utilize a project management system to track projects from application development to contract closeout. This system will ensure accountability and efficiency for the City.



APPLICATION PREPARATION

Securing funding is critical to recovery. Our Team has a proven process to identify project needs and develop award wining applications.



CONTRACT Management

The Team will ensure the contract remains in full compliance with all applicable state and federal regulations as well as meet the timeline & budget requirements.



PROJECT Management

Our Team has decades of experience guiding our clients through the road to recovery. We have secured over \$850 million in project initiatives.



Let's start at the beginning, when your project is little more than a "What if?" Working together, we will help the City define what's important and look ahead to what's next.

Application Preparation

The Team will prepare the application as directed by the City to apply for the available funding adherent to the state and federal agencies guidelines. The Team will coordinate all activities and other service providers with regard to the preparation of the application.

__ SCHEDULE DEVELOPMENT

1.

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5.

Evaluate funding requirements and develop an application timeline. Focus will be given to major development milestones with required deliverables.

PROGRAM REVIEW

Present program details and application requirements. Cover submission requirements and critical document development.

_ MEETING COORDINATION

Facilitate meetings (stakeholders, engineer, staff, etc.) to ensure application and schedule compliance.

_ CITIZEN PARTICIPATION

Coordinate public meetings and outreach efforts that are defined in local Citizen Participation Plan. In some cases, this may include the development of appropriate citizen participation plans.

PROJECT DEVELOPMENT

Work with the engineer and staff to identify and prioritize needs. Develop an action plan to address these needs and implement the community needs assessment strategy.

6. BEI

_ BENEFICIARY REVIEW

Assess project impact area to determine appropriate beneficiary methodology. Review census data to determine applicability and advise on the necessity of project area income survey.

7. P

9.

PRELIMINARY ENVIRONMENTAL REVIEW

Conduct environmental impact analysis to determine project effects in flood prone regions, wetlands, as well as endangered species.

8. MAPPING

Generate quality maps which depict the project and benefit area. Maps will be used to detail project location as well as environmental impact.

_ APPLICATION COMPLETION & SUBMISSION

Compile finalized application material, including approved budget and project impact detail, and prepare for submission. Complete electronic records will be maintained for reference.



A little help and guidance can go a long way on the road to recovery. Whether it's for three months or 30 years, we'll show up, step up, and go to work as an extension of your team.

5.

6.

7.

ADMINISTRATIVE DUTIES

1.

2.

3.

4.

The Team will coordinate all program elements to effectuate successful project development. This includes stakeholder meeting to determine goals/objectives, reporting and project progress dissemination, as well as the overall contract maintenance. The development of clear communication between the City and any other appropriate service providers will allow the Team to act as the liaison in all matters concerning the project.

_ RECORD KEEPING

The Team will assist the with developing and maintaining all records generated by the program. This includes all records required by the funding agency and the District (i.e. program management records) in both physical and digital formats.

FINANCIAL MANAGEMENT

The Team will assist with the development and maintenance of the contract ledger, general journal, cash receipts and all other necessary financial documents. Additionally, the Team will develop and submit payment requests in line with contract milestones, as well as monitor the City's financial system.

CONSTRUCTION MANAGEMENT

The Team will coordinate and supervise the project to ensure designated activities are realizing the intended outcomes as stated in contract documents and application. This includes on-site visitations, document control and scope realignment, and project meetings.

_ REAL PROPERTY ACQUISITION (AS APPLICABLE):

The Team will assist with preliminary acquisition assessment as well as the development and/or coordination of acquisition of real property. This includes following appropriate federal regulations and detailed by the Uniform Act (i.e. administrative coordination of parcel selection, value determination, outreach/correspondence, offer/settlement).

_ ENVIRONMENTAL SERVICES

The Team will prepare all documents and correspondence for environmental review and clearance as well as maintain close coordination with local officials, project engineer and other members of the project team to assure appropriate level of environmental review is performed. This project element will abide by the National Environmental Policy Act (NEPA) or any other Federal, State or local regulation as applicable. On-site visits and appropriate consultation will be conducted to ensure environmental clearance.

___ CIVIL RIGHTS REQUIREMENTS

The Team will structure the program so that all procurement procedures, contracts, and polices will be in accordance with state and federal regulations associated thereto. This includes processes that ensure the District and its contractors make affirmative efforts to employ Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and Women Business Enterprises.

8. PROCUREMENT/BIDDING/CONTRACTING:

The Team will advise on the implementation of appropriate procurement procedures to obtain professional and construction services necessary to complete the project(s). This includes ensuring compliance with Local Government Code Chapter 252 as well as 2 CFR 200.320.

__ LABOR STANDARDS MONITORING:

9.

The Team will ensure that all labor standards laws and regulations are observed during the course of the project. The program will be structured so that all procurement procedures and contracts will meet equal opportunity requirements. This includes compliance with the Davis-Bacon Act, Fair Labor Standards Act, Contract Work Hours & Safety Standards Act, as well as other prevailing labor requirements.

10. FORCE ACCOUNT (AS APPLICABLE):

The Team will assist the City in preparing force account documentation for the project and will consolidate this information for suitable presentation to the funding agency. Record development, review and maintenance will be coordinated to ensure project milestones are tracked and costs are reimbursed.

11. CONTRACT CLOSE-OUT ASSISTANCE:

The Team will develop and maintain all necessary reports required by the funding agency to close out the project. This includes conducting final project inspections, evaluating contract completion documents, and coordinating stakeholder review. Lastly, the Team will work with the District in preparing the annual audits and necessary actions to ensure the project reaches the "Administratively Closed" status.

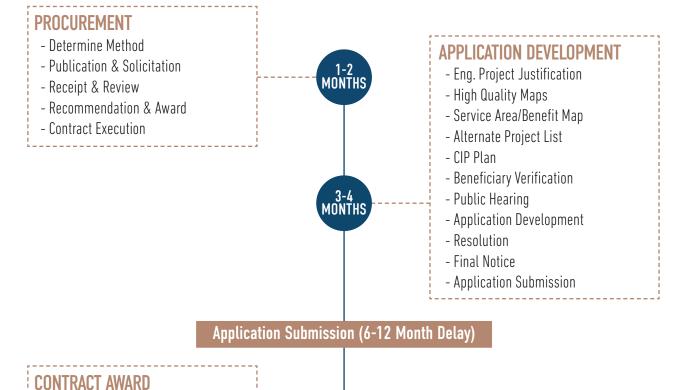
PROJECT APPROACH

The Team will utilize local staff as the primary contacts to provide continuous, logistical, and technical support during the course of the project. The Team will work closely with state and federal agencies to ensure that all requirements are met and that the project remains on track. The City will have access to the Team and our methodology ensures that the City will be informed throughout the course of the project.

Our holistic approach to disaster recovery and project management provide the City with a sufficient understanding of the challenges at hand as well as the resources available to address these needs. When funding is secured, the Team will then work to implement the program from award to successful closeout. The Team's primary focus will be to ensure that proposed project is achieving desired outcomes that will provide the greatest benefit to the community.

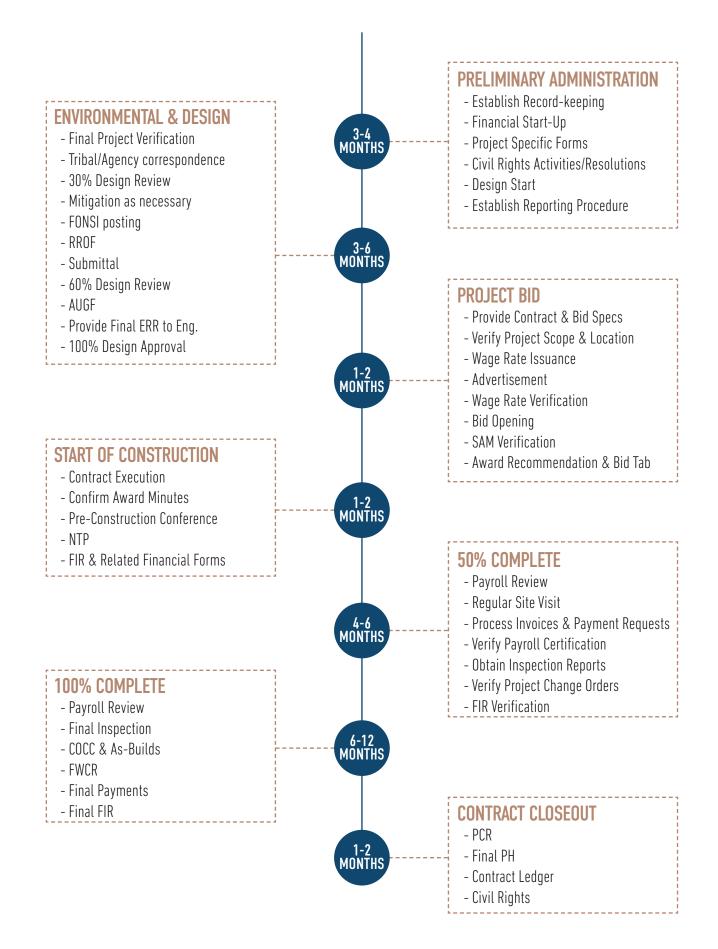
The following page details a typical project timeline from procurement and application development through contract award and closeout. Although project complexities, as well as other extenuating circumstances, may alter the schedule it is presented here for reference and an understanding of the overall process.

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ACTIVITY	1	2	3	4	5	6		7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Procurement																															
Application Development							(ye																								
Contract Award							ith Del																								
Preliminary Administration							2 Mor																								
Environmental & Design							n (6-1																								
Project Bid							Submission (6-12 Month Delay)																								
Start of Construction							n Sub																								
50% Complete							Application S																								
100% Complete							App																								
Closeout																															



- Contract Execution
- Award Call/Kickoff Meeting
- On-Site Visit
- ERR Start-Up
- PS & Budget Review
- Update Maps as Necessary
- Confirm Alternate as Necessary





PROPOSED COST OF SERVICE

"I highly recommend Public Management, Inc. services to any organization. We've worked with them for over two decades, and had a great experience. Their knowledge has enabled us to receive grants for utility lines in our low to moderate income areas multiple times, where there is a real need. The impact this has made on our community can't be put into words. The team at Public Management, Inc. is always professional, organized and highly experienced. We look forward to working with them on all our grant needs in the future."

- City of El Campo







November 1, 2022

Evette Fannin Grants Coordinator City of Navasota 200 E. McAlpine St. Navasota, Texas 77868

RE: Proposed Cost Structure, Letter of Profit Statement and Negotiation

Dear Ms. Fannin:

Public Management, Inc.'s proposed fee for Application Preparation and Administrative Services are based on the pursuit of the TxCDBG Community Development Fund program in the amount of \$500,000.00. <u>A fixed fee of \$40,000.00 is being proposed to assist with all aspects of grant management</u> (*there is no fee for application preparation*). This cost would be 8% of the City's grant request amount and less than the TDA's recommended Administrative Service cap.

To comply with federal procurement regulations at 2 CFR 200.323, a non-Federal entity must evaluate costs and negotiate profit as a separate element of the price for each contract in which there is no price competition and in cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

<u>As detailed on the following pages (sample contract), our fee schedule and hourly rates are in-line with other established schedules by similar federal programs (FMEA, CDBG, etc.). Of this fee, our level of profit for is approximately 5-10%</u>. We believe this profit level is justifiable for several reasons: the extensive work Public Management, Inc. undertakes in preparing project start-up and mapping documents; the environmental review process; complete contract management and coordination with all vendors and contractors; labor standards requirements; financial management oversight; procurement compliance; contract closeout; as well as our investment in hiring and training highly qualified project managers; and the quality of our past work as demonstrated in our proposal.

Since the City must review our proposed costs and consider our profit and negotiate it separately from our overall contract price, please accept this letter as the attachment to our proposed fee.

Respectfully,

Patrick K. Wiltshire President

HOUSTON 15355 Vantage Pkwy W. Ste 360 Houston, TX 77032 publicmgt.com info@publicmgt.com (281) 592-0439



This contract ("Contract") is made and entered effective _______, 2022 by and between <u>PUBLIC MANAGEMENT, INC.</u>, a Texas corporation, of Houston, Harris County, Texas ("Consultant") and the <u>CITY OF NAVASOTA</u>, ("Client") for the purpose of retaining Consultant to render **Application Preparation** and **Administration Services** to the Client for Texas Community Development Block Grant Program (TxCDBG) – Community Development Fund (CD Fund), administered by the Texas Department of Agriculture (TDA).

Client and Consultant agree that Consultant will provide services to Client on the terms and conditions outlined in this Contract.

<u>I.</u>

Consultant will provide Client with administrative services as follows:

PRE- FUNDING SERVICES:

<u>Application Preparation</u>: The Team will prepare the application as directed by the Client to apply for available funding sources adherent to the state and federal agencies guidelines. The Team will coordinate all activities and other service providers with regard to the preparation of the application, including, but not limited to:

- Review of proposed project for program compliance and will work with Client staff to provide an overview;
- Advise on important deadlines and procedures;
- Schedule project meetings with client staff to evaluate proposed project and timeframes.
- Prepare project description in conjunction with staff and project engineer;
- Evaluate project objective and develop timelines/milestones;
- Prepare project maps in ArcGIS and PDF format;
- Prepare necessary preliminary Environmental Compliance documentation;
- Conduct public hearings (as applicable) for application submission and attend Client meeting to address application development;
- Package complete application with all pertinent supplemental documentation for client to review prior to submission;
- Identify and document beneficiaries;
- Advise client on funding availability, anticipated scoring, selection and award process.

POST FUNDING SERVICES

GENERAL ADMINISTRATION SERVICES

<u>Administrative Duties</u>: The Team will coordinate, as necessary, between Client and any other appropriate service providers (i.e. Engineer, Environmental, etc.), contractor, subcontract and/or administrative agency to effectuate the services requested.

- Oversee the project and achieve all of the project goals within the constraints given by the funding agency;
- Develop and implement project phases to plan, budget, oversee, and document all aspects of the specific project;
- Coordinate all activities related to the project's successful completion with all other professionals and organizations associated with this project.



<u>Recordkeeping</u>: The Team will assist the Client with maintaining all records generated by the program. This includes all records required by the funding agency and the Client (i.e. program management records).

- Complete filing system will be developed and maintained at Client's office;
- Both physical and electronic form of records will be developed and accessible;
- Records will be updated as necessary to ensure compliance with funding source and administrative agency;
- Records will be retained for the appropriate period of time as dictated by the funding agency, with electronic records available for perpetuity.

<u>Financial Management</u>: The Team will assist the Client in keeping the general journal, general ledger, cash receipts journal and all other necessary financial documents, as well as monitor the Client's financial system.

- Utilize and assist with the agency's system of record to complete milestones, submit documentation, reports, draws, change requests, etc.;
- Request fund expenditure in-line with project milestones;
- Develop a detailed Contract Ledger;
- Establish a filing system that accurately and completely reflects the financial expenditures of the program and project(s).
- Keep track of disbursement of funds and ensure that the vendors are paid within the required timeframe set out by the funding agency.

<u>Construction Management</u>: The Team will coordinate and supervise the project to ensure designated activities are realizing the intended outcomes as stated in contract documents. We will oversee specialized contractors and other personnel and allocate necessary resources.

- Assist the Client in submitting/setting up project applications in the Agency's system of record;
- Coordinate the development, completion, and execution of contract documents to ensure supporting documentation is in order;
- Conduct regular on-site visitations and assessments;
- Development and maintenance of construction management status log;
- Recommendation and development of scope realignments as prescribed by the project's complexities.

CONTRACT ADMINISTRATION SERVICES

<u>Administrative Duties</u>: The Team will work with the Client's staff to provide the necessary administrative and planning services to see the project to completion. The Team will meet with officials on a regular basis to review progress on the objectives of the project and then take actions to see that those objectives are met.

- Act as the Client's liaison to the funding agency in all matters concerning the project;
- Coordinate communication via email, conference call, facsimile, and direct meetings to ensure the project is on schedule and all parties are properly informed;
- Prepare and submit any necessary reports required by the funding agency during the course of the project (i.e. Monthly/Quarterly Progress Reports, Project Monitoring Reports, Project Completion Reports, etc.);





- Provide Client staff specific instructions on the necessary administrative procedures that will assure a successful project;
- Establish and maintain record keeping systems;
- Assist with resolving monitoring and audit findings.

<u>Real Property Acquisition (as applicable)</u>: The Team will assist the Client in the preliminary acquisition assessment as well as the development and/or coordination of acquisition of real property (real property in the context of acquisition refers to permanent interest in real property as well as certain less-than-full-fee interests in real property).

- Adherence to the Uniform Act (URA) which guides the acquisition of real property that may be necessary to the needs of the project;
- If it is determined that property needs to be acquired, Public Management, Inc. will perform the following services according to the URA for an additional fee.
- Development and maintenance of appropriate file materials to ensure compliance with federal, state, and program requirements;
- Administrative coordination of parcels, values, correspondence;
- Coordinate property appraisals and determine just compensation;
- Ensure easement/right of way boundaries are in line with proposed project and survey;
- Completion and/or file closure of acquired property.

<u>Environmental Services</u>: The Team will prepare all documents and correspondence for environmental review and clearance as well as maintain close coordination with local officials, project engineer and other members of the project team to assure appropriate level of environmental review is performed. This project element will abide by the National Environmental Policy Act (NEPA) or any other Federal, State or local regulation as applicable.

- Review each project description to ascertain and/or verify the level of environmental review required: Exempt, Categorical Exclusion not Subject to 58.5, Categorical Exclusion Subject to 58.5, Environmental Assessment, and Environmental Impact Statements;
- Prepare and maintain a written environmental review record;
- Consult and coordinate with oversight/regulatory agencies to facilitate environmental clearance;
- Conduct site-visits as necessary to ensure environmental compliance;
- Prepare all responses to comments received during comment phase of the environmental review, including State/Federal Agency requiring further studies and/or comments from public or private entities during public comment period;
- Provide documentation of clearance for Parties Known to be Interested as required by 24 CFR 58.43;
- Advise and complete environmental re-evaluations per 24 CFR 58.47 when evidence of further clearance or assessment is required;
- Assist in compliance with flood plain and wetlands management review guidelines;
- Not included in this service are archeological, engineering, or other special service costs mandated by environmental review record compliance agencies.

<u>Civil Rights Requirements</u>: The Team will structure the program so that all procurement procedures, contracts, and polices will be in accordance with state and federal regulations associated thereto. Ensure that the contractors make affirmative efforts to employ Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and WomenBusiness Enterprises.





- Set up Civil Rights & Citizen Participation File;
- Designate a Civil Rights Officer (CRO);
- Adopt policies and grievance procedures regarding Citizen Participation;
- Adopt Policies and Pass Resolution/Proclamation/Ordinances regarding Civil Rights;
- Publish Citizen Participation and Civil Rights Notices;
- Place necessary documentation in Bid Packets for Contractors;
- Include required clauses in Construction Contracts between Grant Recipient and Contractor;
- Take action to Affirmatively Further Fair Housing;
- The Team will be diligent and consistent in implementing the project's civil rights responsibilities and will undertake further action and reporting requirements.

<u>Procurement/Bidding/Contracting</u>: Procurement is the process through which an entity obtains goods and services from vendors. The Team will assist the Client in following appropriate procurement procedures to obtain professional and construction services necessary to complete the project.

- Provide assistance to ensure compliance with Local Government Code Chapter 252 as applicable to goods and services;
- Provide assistance to ensure compliance with 2 CFR 200.320 (Methods of Procurement to be Followed).

<u>Labor Standards Monitoring</u>: The Team will ensure that all labor standards laws and regulations are observed during the course of the project. The Team will structure the program so that all procurement procedures and contracts will meet equal opportunity requirements. The Team will also ensure that the contractors make affirmative efforts to employ minority persons and minority subcontractors. Ensure compliance with laws regarding Labor Standards, which include:

- Davis-Bacon Act (40 USC Chapter 31, Subchapter IV);
- Contract Work Hours & Safety Standards Act (CWHSSA);
- Copeland (Anti-Kickback) Act (18 USC 874; 40 USC 3145);
- Fair Labor Standards Act.

Force Account (as applicable): The Team will assist the Client in preparing force account documentation for the project, if necessary, and will consolidate this information for suitable presentation to funding agency. **Public Management, Inc. may consider an additional fee for these services depending upon the scope of Force Account activities.**

- Develop and maintain documentation of all associated costs;
- Using appropriate recordkeeping forms required by funding agency;
- Submit documentation upon completion of necessary milestones.

<u>Contract Close-out Assistance</u>: The Team will prepare any necessary reports required by the funding agency to close out the project. The Team will work with the Client in preparing the annual audits and necessary actions to ensure the project reaches the "Administratively Closed" status.

- Ensure projects outcomes are in line with contract documents and funding agency's goals and objectives;
- Ensure project beneficiaries are appropriately documented and reported;
- Develop, complete, and submit project completion report(s) and any other necessary administrative completion documents.



It is specifically agreed and understood that Consultant will not provide either personally or by contract any professional or technical services requiring a license by the State of Texas in any phase or aspect of the foregoing. Rather, Consultant will advise Client of the need of such services in furtherance of the planned objectives of Client's Program.

Client acknowledges that Consultant is providing Administrative Services only to Client and that Consultant is not responsible for any procurement activities for or on behalf of the Client. That is, Client, not Consultant, will advertise for and procure the services of any third party required to fulfill Program requirements. By way of example only, Client, not Consultant, must timely and properly post any advertisements necessary to fulfill Program requirements and Client, not Consultant, will enter into any required contracts with third parties necessary to fulfill Program requirements.

Client Initials _____

Consultant Initials _____

<u>II.</u>

Consultant hereby agrees that in the implementation of this Contract, Consultant will comply with the terms and conditions of **Attachment III**, which document is attached hereto and incorporated herein for all purposes, as if set out herein verbatim.

<u>III.</u>

Client is awarding this contract in accordance with the State of Texas Government Code 2254, Professional and Consulting Services.

<u>IV.</u>

It is agreed by the parties hereto that Consultant will, in the discharge of services herein, be considered as an Independent Contractor as that term is used and understood under the laws of the State of Texas and further for the purposes of governing Consultant's fees under the Procurement Standards of Title 2 CFR Part 200.

<u>V.</u>

For work associated to the **Texas Community Development Block Grant Program (TxCDBG)** and in consideration of the foregoing, Client agrees to pay Consultant a fee not to exceed **ZERO DOLLARS** (\$0.00) for **Application Preparation Services**.

For work associated to **Texas Community Development Block Grant Program (TxCDBG)** and in consideration of the foregoing, Client agrees to pay Consultant a fee of 8% of the grant request amount not to exceed **Forty Thousand Dollars and Zero Cents (\$40,000.00)** for **Administrative Services.**

The proposed fee is based on the submission and award of an application that requests the maximum grant funds allowable (\$500,000.00).



VI.

It is agreed that upon determination of total funding request amount Consultant and Client will execute the **Work Authorization (Attachment I)** that will detail final contract amount and cost for services. It is also agreed that payments to such Consultant shall be subject to adjustment where monitoring reviews or audits by the agency indicate that personal services were compensated at greater than reasonable rates.

Services that fall outside the regular scope and/or are not part of the proposed scope will be billed according to the hourly rate and fee schedule defined in *Corporate Hourly Rate and Fee Schedule (Attachment II)*. Prior to Consultant performing any services which are not part of the proposed scope, Consultant shall submit to Client, per paragraph of this contract, a projected hourly schedule and projected total fee for approval.

VII.

Payment of the fees associated with ("**Part V. and VI.**") - Payment Schedule of this Agreement – shall be contingent upon funding award. In the event that grant funds are not awarded to the Client this agreement shall be terminated by the Client.

<u>VIII.</u>

For purposes of this Contract, the Mayor or equivalent authorized person will serve as the Local Program Liaison and primary point of contact for Consultant. All required progress reports and communication regarding the project shall be directed to this liaison and other local personnel as appropriate.

<u>IX.</u>

This Contract shall extend and be in full force until the Program has been fully closed out by the agency. Notwithstanding the foregoing, this Contract may be terminated by Consultant, with or without cause, on forty-five (45) days' written notice to Client.

<u>X.</u>

<u>Termination for Cause by Client</u>: If Consultant fails to fulfill in a timely and proper manner its obligations under this Contract, or if Consultant violates any of the covenants, conditions, contracts, or stipulations of this Contract, Client shall have the right to terminate this Contract by giving written notice to Consultant of such termination and specifying the effective date thereof, which shall be at least five (5) days before the effective date of such termination. In the event of termination for cause, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by Consultant pursuant to this Contract shall, at the option of Client, be turned over to Client and become the property of Client. In the event of termination for cause, Consultant shall be entitled to receive reasonable compensation for any necessary services actually and satisfactorily performed prior to the date of termination.



<u>Termination for Convenience by Client</u>: Client may at any time and for any reason terminate Consultant's services and work at Client's convenience upon providing written notice to the Consultant specifying the extent of termination and the effective date. Upon receipt of such notice, Consultant shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities and supplies in connection with the performance of this Agreement. Upon such termination, Consultant shall be entitled to payment only as follows: (1) the actual cost of the work completed in conformity with this Agreement; plus, (2) such other costs actually incurred by Consultant as are permitted by the prime contract and approved by Client; (3) plus ten percent (10%) of the cost of the work referred to in subparagraph above for overhead and profit. There shall be deducted from such sums as provided in this subparagraph the amount of any payments made to Consultant prior to the date of the termination of this Agreement. Consultant shall not be entitled to any claim or claim of lien against Client for any additional compensation or damages in the event of such termination and payment.

Resolution of Program Non-Compliance and Disallowed Costs: In the event of any dispute, claim, question, or disagreement arising from or relating to this Contract, or the breach thereof, including determination of responsibility for any costs disallowed as a result of non-compliance with federal, state or Program requirements, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, the parties shall consult and negotiate with each other in good faith within thirty (30) days of receipt of a written notice of the dispute or invitation to negotiate, and attempt to reach a just and equitable solution satisfactory to both parties. If the matter is not resolved by negotiation within thirty (30) days of receipt of written notice or invitation to negotiate, the parties agree first to try in good faith to settle the matter by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure. The parties may enter into a written amendment to this Contract and choose a mediator that is not affiliated with the American Arbitration Association. The parties shall bear the costs of such mediation equally. If the matter is not resolved through such mediation within sixty (60) days of the initiation of that procedure, either party may proceed to file suit.

<u>XI.</u>

Client, the agency, the U.S. Department of Housing and Urban Development (HUD), Inspectors General, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of Consultant which are directly pertinent to this Program, for the purpose of making audit, examination, excerpts, and transcriptions, and to close out the Client's contract. Consultant agrees hereby to maintain all records made in connection with the Program for a period of three (3) years after Client makes final payment and all other pending matters are closed. All subcontracts of Consultant shall contain a provision that Client, the agency, and the Texas State Auditor's Office, or any successor agency or representative, shall have access to all books, documents, papers and records relating to subcontractor's contract with Consultant for the administration, construction, engineering or implementation of the Program between the agency and Client.



<u>XII.</u>

If, by reason of force majeure, either party hereto shall be rendered unable, wholly or in part, to carry out its obligations under this Contract, then if such party shall give notice and full particulars of such force majeure in writing to the other party within a reasonable time after the occurrence of the event or cause relied on, the obligation of the party giving such notice, so far as it is affected by such force majeure, shall be suspended during the continuance of the inability then claimed, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

The term "force majeure" as employed herein shall mean acts of God, acts of public enemy, orders of any governmental entity of the United States or of the State of Texas, or any civil or military authority, and any other cause not reasonably within the control of the party claiming such inability.

<u>XIII.</u>

This document embodies the entire Contract between Consultant and Client. Client may, from time to time, request changes in the services Consultant will perform under this Contract. Such changes, including any increase or decrease in the amount of Consultant's compensation, must be agreed to by all parties and finalized through a signed, written amendment to this Contract.

<u>XIV</u>.

If a portion of this Contract is illegal or is declared illegal, the validity of the remainder and balance of the Contract will not be affected thereby.

XV.

Any provision of this Contract which imposes upon Consultant or Client an obligation after termination or expiration of this Contract will survive termination or expiration of this Contract and be binding on Consultant or Client.

<u>XVI.</u>

No waiver of any provision of this Contract will be deemed, or will constitute, a waiver of any other provision, whether or not similar, nor will any waiver constitute a continuing waiver. No waiver will be binding unless executed in writing by the party making the waiver.

XVII.

This Contract will be governed by and construed in accordance with the laws of the State of Texas.

XVIII.

Any dispute between Consultant and Client related to this contract which is not resolved through informal discussion will be submitted to a mutually agreeable mediation service or provider. The parties to the mediation shall bear the mediation costs equally. This paragraph does not preclude a party from seeking equitable relief from a court of competent jurisdiction.



XIX.

The party who prevails in any legal proceeding related to this contract is entitled to recover reasonable attorney fees and all costs of such proceeding.

<u>XX.</u>

Consultant and Client, each after consultation with an attorney of its own selection (which counsel was not directly or indirectly identified, suggested, or selected by the other party), both voluntarily waive a trial by jury of any issue arising in an action or proceeding between the parties or their successors, under or connected with this contract or its provisions. Consultant and Client acknowledge to each other that Consultant and Client are not in significantly disparate bargaining positions.



PATRICK K. WILTSHIRE President/CEO

Client

Chief Elected Official

ATTEST:



Attachment I Work Authorization

For work associated to <u>City of Navasota Contract No. XXXXX-XXXX</u> and in consideration of the foregoing, Client agrees to pay Consultant a fee not to exceed:

Forty Thousand Dollars and 0/100 (\$40,000.00)

The fees are payable upon receipt of invoice from Consultant in accordance with the following schedule for Administrative Services.

Administr	ATIVE SERVICES	
Preliminary Administrative Requirements	25%	\$10,000.00
Environmental Review	25%	\$10,000.00
Start of Construction	20%	\$8,000.00
Construction Completion	20%	\$8,000.00
Closeout Documents	10%	\$4,000.00
	TOTAL FEE	\$40,000.00

It is also agreed that payments to such Consultant shall be subject to adjustment where monitoring reviews or audits by the client indicate that personal services were compensated at greater than reasonable rates.



Client

PATRICK K. WILTSHIRE President/CEO Chief Elected Official

ATTEST:



Attachment II Corporate Hourly Rate & Fee Schedule

PUBLIC MANAGEMENT, INC. 2022 Hourly Rate

Principal Consultant	\$275.00/HR
Senior Consultant	\$250.00/HR
Senior Project Manager	\$225.00/HR
Environmental Specialist	\$200.00/HR
Project Manager	\$200.00/HR
Planner	\$200.00/HR
GIS Manager	\$200.00/HR
GIS Technician	\$185.00/HR
Assistant Project Manager/Planner	\$170.00/HR
Compliance Specialist	\$150.00/HR
Executive Assistant	\$125.00/HR

Hourly rates for personnel not listed will be billed at direct payroll cost

REIMBURSABLE EXPENSES

- Travel (vehicle miles traveled) at allowable IRS rate per mile, or at actual out-of-pocket cost.
- Actual cost of subsistence and lodging.
- Actual cost of long-distance telephone calls, expenses, charges, delivery charges, and postage.
- Actual invoiced cost of materials required for the job and used in drafting and allied activities, including printing and reproduction.

This rate schedule will be applicable through December 31, 2022. In January, 2023, if increases are necessary due to increases in wages or other salary related costs, the rates shown will be adjusted accordingly.



ATTACHMENT III TERMS AND CONDITIONS

I.

Equal Employment Opportunity

During the performance of this Contract, Consultant agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The Contractor will not discourage or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for

purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

The contractor will include the portion of the sentence (8) immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive order. In addition, the applicant



agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

(c) Subcontracts. Each nonexempt prime contractor or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts.

(d) Incorporation by reference. The equal opportunity clause may be incorporated by reference in all Government contracts and subcontracts, including Government bills of lading, transportation requests, contracts for deposit of Government funds, and contracts for issuing and paying U.S. savings bonds and notes, and such other contracts and subcontracts as the Deputy Assistant Secretary may designate.

(e) Incorporation by operation of the order. By operation of the order, the equal opportunity clause shall be considered to be a part of every contract and subcontract required by the order and the regulations in this part to include such a clause whether or not it is physically incorporated in such contracts and whether or not the contract between the agency and the contractor is written.

(f) Adaptation of language. Such necessary changes in language may be made in the equal opportunity clause as shall be appropriate to identify properly the parties and their undertakings.
[43 FR 49240, Oct. 20, 1978, as amended at 62 FR 66971, Dec. 22, 1997; 79 FR 72993, Dec. 9, 2014; 80 FR 54934, September 11, 2015]

11.

Civil Rights Act of 1964

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, religion, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

III.

Section 109 of the Housing and Community Development Act of 1974

The Contractor shall comply with the provisions of Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall on the ground of race, color, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

IV.

Section 504 Rehabilitation Act of 1973, as Amended

The Contractor agrees that no otherwise qualified individual with disabilities shall, solely by reason of his/her disability, be denied the benefits of, or be subjected to discrimination, including

discrimination in employment, under any program or activity receiving federal financial assistance.

V.

Age Discrimination Act of 1975

The Contractor shall comply with the Age Discrimination Act of 1975 which provides that no person in the United States shall on the basis of age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

VI.

Economic Opportunities for Section 3 Residents and Section 3 Business Concerns.

a) The work to be performed under this Contract is subject to the requirements of section 3 of the Housing and Urban Development (HUD) Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

b) The parties to this Contract agree to comply with HUD's regulations in 24 CFR part 75, which implement section 3. As evidenced by their execution of this Contract, the parties to this Contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.

c) The Contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75. The Contractor will not subcontract with any subcontractor where the Contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.

d) The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the Contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR



part 75 require employment opportunities to be directed, were not filled to circumvent the Contractor's obligations under 24 CFR part 75. Minimum expectations of effort to direct employment opportunities to such workers are identified in the TxCDBG Project Implementation Manual.

e) Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this Contract for default, and debarment or suspension from future HUD assisted contracts.

VII.

Section 503 of the Rehabilitation Act (the "Act") - Handicapped Affirmative Action for Handicapped Workers

a) Consultant will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. Consultant agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices such as the following: Employment, upgrading, demotion or transfer, recruitment, advertising layoff or termination rates of pay or other forms of compensation, and selection for training, including apprenticeship.

b) Consultant agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

c) In the event of Consultant's non-compliance with requirements of this clause, actions for non-compliance may be taken in accordance with rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

d) Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the director, provided by or through the contracting officer. Such notices shall state the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.

e) Consultant will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the contractor is bound by the terms of Section 503 of the Rehabilitation Act of 1973 and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.

f) Consultant will include the provisions of this clause in every subcontract or purchase order of \$2,500 or more unless exempted by rules, regulations, or orders of the Secretary Issued pursuant to Section 503 of the Act, so that such provisions will be binding upon each subcontractor with respect to any subcontract or purchase order as the director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for non-compliance.

VIII.

Interest of Members of Client

No member of the governing body of Client and no other officer, employee, or agent of Client who exercises any functions or responsibilities in connection with the planning and carrying out of the Program, shall have any personal financial interest, direct or indirect, in this Contract and Consultant shall take reasonably appropriate steps to assure compliance.

IX.

Interest of Other Local Public Officials

No member of the governing body of the locality and no other public official of such locality, who exercises any functions or responsibilities in connections with the planning and carrying out of the Program, shall have any personal financial interest, direct or indirect, in this Contract; and Consultant shall take appropriate steps to assure compliance.

Х.

Interest of Consultant and Employees

Consultant covenants that he presently has no interest and shall not acquire interest, direct or indirect, in the study area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of its services hereunder. Consultant further covenants that in the performance of this Contract, no person having any such interest shall be employed.

XI.

Debarment and Suspension (Executive Orders 12549 and 12689)

The Consultant certifies, by entering into this Agreement, that neither it nor its principals are presently debarred, suspended, or otherwise excluded from or ineligible for participation in federallyassisted programs under Executive Orders 12549 (1986) and 12689

(1989). The term "principal" for purposes of this Agreement is defined as an officer, director, owner, partner, key employee, or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Consultant. The

Consultant understands that it must not make any award or permit any award (or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

XII.

Copyrights and Rights in Data

FEMA has no regulations pertaining to copyrights or rights in data as provided in 24 CFR 85.36. FEMA requirements, Article 45 of the General Conditions to the Contract for Construction (form FEMA-5370) requires that contractors pay all royalties and license fees.



All drawings and specifications prepared by the Design Professional pursuant to this contract will identify any applicable patents to enable the general contractor to fulfill the requirements of the construction contract.

XIII.

Clean Air and Water. (Applicable to contracts in excess of \$150,000)

Due to 24 CFR 85.36(i)(12) and federal law, the Design Professional shall comply with applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. § 1857h-4 transferred to 42 USC § 7607, section 508 of the Clean Water Act (33 U.S.C. § 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15), on all contracts, subcontracts, and sub grants of amounts in excess of \$100,000.

XIV.

Energy Efficiency

Pursuant to Federal regulations (24 C.F.R 85.36(i)(13)) and Federal law, except when working on an Indian housing authority Project on an Indian reservation, the Design Professional shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163 codified at 42 U.S.C.A. § 6321 et. seq.).

XV.

Retention and Inspection of Records

Pursuant to 24 CFR 85.26(i)(10) and (11), access shall be given by the Design Professional to the Owner, HUD, the Comptroller General of the United States, or any of their duly authorized representatives, to any books, documents, papers, and records of the Design Professional which are directly pertinent to that specific Contract for the purpose of making an audit, examination, excerpts, and transcriptions. All required records shall be retained for three years after the Owner or Design Professional and other sub grantees make final payments and all other pending matters are closed.

"The City of Beaumont has worked with Public Management, Inc. on many large grant projects. Public Management has helped us to navigate the often-complicated grant funding process as well as bringing information to the table on new grant funding possibilities. They are always available to answer questions, solve problems and keep us on track. We look forward to continuing to work with Public Management, Inc. in the future."

- City of Beaumont

PATRICK K. WILTSHIRE PRESIDENT

EXPERIENCE

2015 - PRESENT Public Management, Inc.

2014 - 2014 Public Management, Inc.

2009 - 2013 Public Management, Inc.

EDUCATION

2007 - 2009 Texas A&M University

2001 - 2006 Missouri Valley College PRESIDENT

CHIEF OPERATIONS OFFICER

PROJECT MANAGER

M.A. PUBLIC ADMINISTRATION

B.A. SOCIOLOGY





Implemented unique Project Management system to improve overall contract management and project efficiencies.



Managed or directed over \$500 million project initiatives since 2014.

Coordinated programmatic Improvements to various CDBG programs (TDA, GLO)

KENNETH COIGNET VICE PRESIDENT

EXPERIENCE

2015 - PRESENT Public Management, Inc.

1999 - 2015 Public Management, Inc.

1998 - 1999 Public Management, Inc.

EDUCATION

1995 - 2001 Texas State University

1985 - 1991 Texas State University VICE PRESIDENT

PROJECT MANAGER & PLANNER

ASSISTANT PLANNER / HOUSING SPECIALIST

M.A. GEOGRAPHY

B.S. GEOGRAPHY





Implemented and streamlined planning efforts that better align with development and regulations.

Managed and directed over 50 comprehensive plans.



Serves as Business Development Director identifying & developing business relationships.

JAKE MCADAMS REGIONAL PROJECT MANAGER



Oversees and manages all company operations in North and West Texas

Formally recognized by State agencies for outstanding performance in project management



Manages highly complex projects for the Company.







Acting Chief Financial Officer for Public Management, Inc. Maintains stringent financial and budgetary policies.



Over a decade of project management experience with disaster recovery projects.



Leads project timeliness initiatives for all active contracts

EXPERIENCE

2016 - PRESENT Public Management, Inc.

2014 - 2016 Public Management, Inc. **REGIONAL PROJECT MANAGER**

PROJECT MANAGER / COMPLIANCE SPECIALIST

EDUCATION

2012 - 2013 Stephen F. Austin State Univ.

M.A. HISTORY

2008 - 2012 **B.A. HISTORY** Stephen F. Austin State Univ.

NICHOLAS J. HOUSTON VICEPRESIDENT

EXPERIENCE

2015 - PRESENT Public Management, Inc.

Public Management, Inc.

2006 - 2014

2005 - 2006

Bridge Capital

VICE PRESIDENT

PROJECT MANAGER

LOAN OFFICER

EDUCATION

1997 - 2003 Sam Houston State Univ.

B.B.A FINANCE

John Reed PROJECT MANAGER





Manages over \$20 million in disaster recovery, mitigation, and community development contracts in South/East Texas



Certified CDBG Project Manager



Provides ongoing feedback for risk management, mitigation, and prevention.



PROJECT MANAGER

EXPERIENCE

2020 - PRESENT Public Management, Inc.

PROJECT MANAGER

2019 - 2020

HOUSING POLICY FELLOW

The Texas Lyceum

EDUCATION

2007 - 2020 Texas A&M University 2014 - 2018 Texas A&M University

M.A. PUBLIC ADMINISTRATION

B.S. POLITICAL SCIENCE





Currently manages over \$80 million is disaster recovery/ mitigation and community development contracts.



Leads Project Management efficiencies and data analysis for contract compliance



Envision Sustainability Professional (ENV SP) Certified

EXPERIENCE

2020 - PRESENT Public Management, Inc.

2018 - 2029 Nueces Co. Office of FM

2011 - 2015 United States Army

EDUCATION

2018 - 2019 Texas A&M University

2015 - 2017 Texas A&M University M.A. PUBLIC ADMINISTRATION

ALLSOURCE INTELLIGENCE ANALYST

PROJECT MANAGER / COMPLIANCE SPECIALIST

B.A. CRIMINAL JUSTICE

PROJECT MANAGER

ARON MILLER PROJECT MANAGER

EXPERIENCE

2020 - PRESENT Public Management, Inc. 2019 - 2020

James D. Jones, Attorney 2016 - 2018

James D. Jones, Attorney

EDUCATION

2014 - 2019 Texas Tech University

B.A. SOCIOLOGY

PROJECT MANAGER

LEGAL INTERN I. II. & III

LEGAL ADMINISTRATIVE ASSISTANT

Currently manages over \$25 millions in community development and disaster recovery projects.



CDBG certified Project Manager



Assists with environmental reviews and conducts field

THOMAS QUINTERO PROJECT MANAGER & GIS TECHNICIAN

EXPERIENCE

2021 - PRESENT Public Management, Inc.

2020 - 2021 City of Detroit **GIS ANALYST**

GIS ANALYST INTERN

PROJECT MANAGER / GIS TECHNICIAN

2020 - 2020 NASA DEVELOP

EDUCATION

2016 - 2020 University of Texas

B.S. GEOLOGY



Currently managing community development and disaster recovery contracts totaling over \$90 million.



Certified CDBG Project Manager



Provides all GIS Mapping and analytics for South East Texas Region







LISETTE HOWARD

PROJECT MANAGER

EXPERIENCE

Public Management, Inc.

A&J Howco Services, Inc.

Sul Ross State University

EDUCATION

University of North Texas

2018 - PRESENT

2006 - 2018

2007 - 2007

2004 - 2006

1997 - 2002



More than a decade of project management experience with CDBG, Economic Development, and Environmental Review.



Currently managing over \$25 million in CDBG & ARPA project initiatives



Provides project management service is the north and west Texas regions.

MORGAN VERETTE

Project Manager

EXPERIENCE

2018 - PRESENT Public Management, Inc.

PROJECT MANAGER



Currently managing over \$20 million of community and economic development funding



Manages projects within the north and west Texas regions.



State certified project manager

EDUCATION

2014 - 2017 Angelo State University

B.A BUSINESS ADMINISTRATION

B.S. SCIENCE-HEALTH Texas A&M University

PROJECT MANAGER

PROGRAM SPECIALIST

M.A. KINESIOLOGY

HUMAN RESOURCE OFFICE ASSISTANT



DALTON AIKEN PROJECT MANAGER & GIS TECHNICIAN



EXPERIENCE

2020 - PRESENT Public Management, Inc.

PROJECT MANAGER & GIS TECHNICIAN

DRONE OPERATOR & DATA COORDINATOR

2020 - 2020 GEODynamics

TESTING OPERATOR

2019 - 2020 Sight Glass Flights

EDUCATION

2013 - 2017 University of North Texas

B.S. GEOGRAPHY



Currently manages various planning and community development projects throughout Texas



Provides all GIS Mapping and analytics for north and west Texas Regions



Drone certified & State certified project manager

SARA TANKERSLEY Project manager

EXPERIENCE

2021 - PRESENT Public Management, Inc. PROJECT MANAGER

2015 - 2021 City of Stephenville



EXECUTIVE ASSISTANT

EDUCATION

2019 - 2019 American Intercontinental 2006 - 2015 American Intercontinental

M.A. BUSINESS ADMINISTRATION

B.A. BUSINESS ADMINISTRATION





Manages projects in north and west Texas regions



Maintains project timelines and reporting for regional projects.

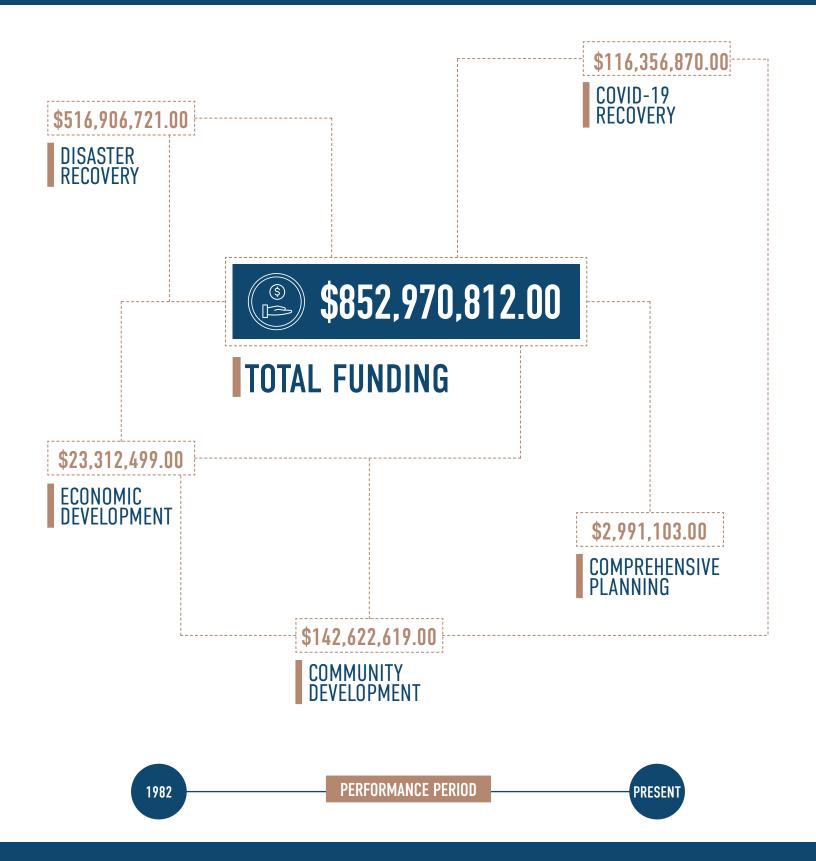


Oversees data collection and analysis of regional projects

"We have been fortunate to work with Public Management, Inc. for nearly a decade. Their team has always provided the utmost of professionalism. They have been available to walk us through every aspect of any grants with knowledge, skill and patience. Public Management, Inc. has been by our side every step of the way making sure we are clear on every aspect of our grants process. We would not hesitate at all giving a 100% recommendation to anyone who is looking for a great grant management team."

- City of Hico

experience SUMMARY



EXPERIENCE WITH COMMUNITY DEVELOPMENT

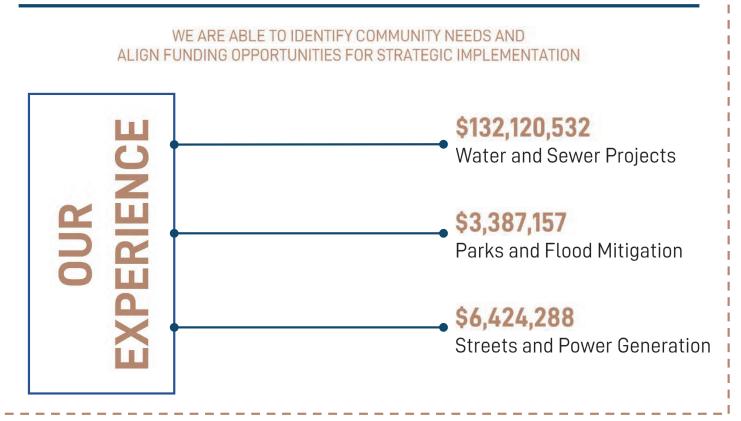
Public Management, Inc. has managed over \$142,000,000 in federally funded community development grants since 1982. These projects have included improving public infrastructure, construction of public parks, and the procurement of assets critical to the provision of government services.











EXPERIENCE WITH COMPREHENSIVE PLANNING

Public Management, Inc. has completed nearly \$3,000,000 in federally funded comprehensive planning and capacity building grants since 1982. Our planning experience covers land use planning, zoning, and drainage, general community mapping and much more.









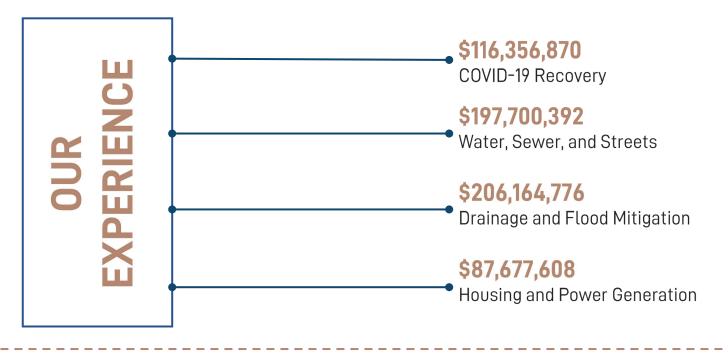


EXPERIENCE WITH DISASTER RECOVERY

Public Management, Inc. has managed over \$500,000,000 in federally funded disaster recovery grants since 1982. These projects have included improving public infrastructure, managing housing programs, and mitigating future storms or public health disasters.



WE ARE ABLE TO IDENTIFY COMMUNITY NEEDS AND ALIGN FUNDING OPPORTUNITIES FOR STRATEGIC IMPLEMENTATION





EXPERIENCE

Client	Performance Period	Community Development	Economic Development	Comprehensive Planning	Water Developmen Board	t Disaster Recovery	COVID-19 Recovery	Total Funding
City of Albany	2000-2003	\$ 167,049.00	\$ -	\$ -	\$-	\$ -	\$ 95,398.00	\$ 262,44
City of Alma	2016-2019	\$ -	\$ 750,000.00	\$ 21,855.00	\$ -	\$ -	\$ -	\$ 771,85
City of Ames	1994-Present		\$ -	\$ 63,630.00	\$ -	\$ 927,539.00	\$ -	\$ 2,610,07
City of Anahuac	1989-Present	\$ 2,500,000.00		\$ 58,955.00	\$ 18,850,000.00		\$ -	\$ 32,723,98
County of Andrews City of Aspermont	1992-1995		<u>\$</u> - \$-	\$ - \$ -	\$ - \$ -	\$ - \$ -	\$ - \$ -	\$ 64,79 \$ 853,42
City of Aubrey	1998-20014 2014-Present		<u> </u>	\$	\$ -	\$ -	\$ 1,212,912.00	\$ 1,937,91
City of Ballinger	2014-Present 2013-Present	\$ 550.000.00	\$ 430,000.00	φ –	\$ -	\$ -	\$ 902,436.00	\$ 1,452,43
City of Bartlett	2004-2006	\$ -	\$ -	\$ 37,350.00	\$-	↓ \$ -	\$ -	\$ 37,35
City of Baytown	2008-Present	\$ -	\$ -	\$ -	\$ -	\$ 73,935,398.00	\$ -	\$ 73,935,39
City of Beaumont	2006-Present	\$ -	\$ -	\$ -	\$ -	1	\$ -	\$ 62,126,38
City of Bells	2016-Present	\$ 275,000.00	\$ -	\$ -	\$ -		\$ -	\$ 275,00
City of Benjamin	1997-Present	\$ 501,488.00	\$ -	\$ 37,000.00	\$-	\$ -	\$ 62,938.00	\$ 601,42
City of Bevil Oaks	2008-Present	\$ -	\$ -	\$ -	\$-	\$ 3,260,292.00	\$ -	\$ 3,260,29
City of Big Spring	2021-Present	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,984,343.00	\$ 6,984,34
City of Blackwell	1998-2005		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 850,00
City of Breckenridge	2014-Present	\$ 550,000.00	\$ -	\$ - \$ -	\$ -	\$ -	\$ 1,343,753.00	\$ 1,893,75
City of Brenham	2002-Present	\$ 825,000.00	\$ 375,000.00	\$ - \$ -	\$ - \$ -	\$ 8,486,350.00	\$ - \$ -	\$ 9,686,35
City of Bridgeport	1988-1991 1996-2015	\$ - \$ 950.000.00	\$ 463,368.00 \$ -	\$ 63,013.00	\$ - \$ -	\$ - \$ -	\$ -	\$ 463,36 \$ 1.013.01
City of Brookshire City of Brownwood	2019-Present	\$ 950,000.00 \$ -	\$ 350,000.00	\$ 63,013.00	\$ -	\$ -	\$ 4,572,890.00	\$ 4,922,89
City of Burkburnett	2019-Present 2021-Present	» - \$ -	\$ 330,000.00	\$	\$ -	\$ -	\$ 2,792,546.00	\$ 2,792,54
City of Caddo Mills	2015-Present		\$ -	\$ -	\$ -	\$-	\$ -	\$ 1,050,00
City of Campbell	2012-Present	\$ 1,050,000.00	\$ -	\$ -	\$ -	\$-	\$ 156,601.00	\$ 1,206,61
City of Celeste	2012-Present	\$ 512,000.00	\$ -	\$ 32,565.00	\$ -	\$ -	\$ 224,742.00	\$ 769,30
City of Celina	1991-2018	\$ 1,926,048.00	\$ 589,000.00	\$ 37,100.00	\$-	\$ -	\$ -	\$ 2,552,14
County of Chambers	1991-Present	1 11001000100	\$ 750.000.00		\$ -	* * 110001201100	\$ 8.514.823.00	\$ 64,673,07
City of Clarendon	1985-2002		\$ -	\$ ~	\$ -		\$ -	\$ 1,199,75
City of Clear Lake Shores	2008-2014 1983-Present	\$ - \$ 3.435.805.00	<u>+ 2100.000.00</u>	\$ - \$ 97,400.00	\$ - \$ 4.210.000.00		\$ - \$ 2.041.161.00	\$ 1,971,2 \$ 16,525,90
City of Cleveland City of Clute	1989-1994	\$ 3,435,805.00 \$ 376,080.00	\$ 2,199,000.00 \$ -	\$ 97,400.00 \$ 126,080.00	\$ 4,210,000.00 \$ -	\$ 4,542,537.00 \$ -	\$ 2,041,161.00 \$ -	\$ 16,525,90 \$ 502,16
County of Cochran	2020-Present		\$ -	\$ 120,000.00	\$ -	\$ -	\$ -	\$ 502,65
City of Coleman	2015-Present		\$ 825,000.00	\$ 27,700.00	\$ -		\$ 1,059,037.00	\$ 2,186,73
City of Conroe	1990-Present		\$ -	\$ 12.000.00	\$ -		\$ 15.844.218.00	\$ 18.815.3
City of Colorado City	2021-Present	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 955,710.00	\$ 955,7
County of Cottle	2012-Present	\$ 123,872.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 123,8
County of Crosby	2011-2013	\$ 275,000.00	\$ -	\$ -	\$-	\$ -	\$-	\$ 275,00
City of Crystal City	2008-2010	\$ -	\$ -	\$ 50,000.00	\$-	\$ -	\$ -	\$ 50,00
City of Columbus	1985-1987	\$ -	\$ -	\$ 22,400.00	\$ -	\$ -	\$ -	\$ 22,40
City of Cuero	1999-2001	\$ -	\$ -	\$ 50,000.00	\$ -	\$ 4,329,865.00	\$ -	\$ 4,379,80
City of Cumby	2019-Present	\$ - \$ -	\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ 197,733.00	\$ 197,73
City of Daisetta City of Dayton	1985-2016 1983-Present	Ψ	\$ - \$ 1,028,700.00	\$ 17,400.00 \$ 12,000.00	\$ - \$ -		\$ - \$ -	\$ 207,7 \$ 6,544,58
City of Deer Park	2008-2012	\$ 1,701,227.00 \$ -	\$ 1,020,700.00 \$ -	\$ 12,000.00	\$ -		\$ -	\$ 0,544,50 \$ 2,081,8
City of Devers	1989-Present		\$ -	\$ 37.350.00	\$ -		\$ -	\$ 1.763.62
City of Dickinson	1995-Present	1	\$ -	\$ 50,000.00	\$ -		\$ -	\$ 90,871,50
City of Donley	1997-2000	\$ 245,197.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 245,19
City of Easton	2012-2014	\$ -	\$ -	\$ 28,050.00	\$ -	\$ -	\$ -	\$ 28,05
City of Ector	2021-Present	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 182,370.00	\$ 182,37
City of Eden	1993-Present		\$ -	\$ -	\$ -		\$ -	\$ 1.604.48
City of Edmonson	2015-2018	\$ 275,000.00		\$-	\$-		\$ -	\$ 275,00
City of El Campo	1993-Present	\$ 1,627,410.00 \$ 1/77/00.00		\$ -	\$-		\$ 2,859,202.00	\$ 19,475,33
City of Eldorado City of Electra	1987-2010 1999-Present	\$ 1,677,609.00 \$ 1,982,649.00		\$ - \$ -	\$- \$-	\$- \$-	\$ - \$ -	\$ 1,677,60 \$ 1,982,64
County of Ellis	2013-2015	\$ 1,982,649.00 \$ 274,500.00		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ 1,982,64
City of Emhouse	2013-2015	\$ 530,375.00		\$ -	\$ -		⇒ - \$ -	\$ 530,37
City of Eustace	2014-2017 2013-Present	\$ 275,000.00		\$ 24,265.00	\$ -		\$ -	\$ 299,26
County of Fischer	2002-2005	\$ 250,000.00		\$ -	\$ -		\$ -	\$ 250,00
City of Floydada	1989-2016	\$ 1,973,460.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,973,46
City of Forsan	1997-2000	\$ 254,200.00	\$ -	\$ -	\$ -		\$ -	\$ 254,20
County of Frio	2009-2011	\$ 250,000.00		\$ 52,750.00	\$ -	\$-	\$ -	\$ 302,75
City of Frisco	1989-1991	\$ 250,000.00		\$ -	\$ -	\$ -	\$ -	\$ 250,00
City of Frost	2013-Present	\$ 550,000.00		\$ 32,380.00	\$ -	- · · · · · · · · · · · · · · · · · · ·	\$ -	\$ 582,38
County of Gaines	1998-2017	\$ 1,335,243.00		\$ -	\$ -		\$ -	\$ 1,335,24
County of Galveston	2014-2016	\$ 350,000.00		\$ -	\$-		\$ -	\$ 350,00
City of Garrett	2017-Present	\$ 775,000.00 \$ 500,000,00		\$ -	\$-		\$ 221,025.00	\$ 996,02
City of Glen Rose	2019-Present 2019-Present	\$ 500,000.00 \$ 500,000.00		\$ - \$ 25,635.00	\$ - \$ -		\$ 668,774.00 \$ 120,424.00	\$ 1,168,77 \$ 646,05
City of Gordon City of Goree	2019-Present 2018-Present	\$ <u>550,000.00</u> \$ <u>550,000.00</u>		\$ <u>25,635.00</u> \$ -	\$ -	\$ - \$ -	\$ 120,424.00 \$ -	\$ 550,00
	ZUIU FIESEIIL	φ 330,000.00	» - \$ -	Ψ –	\$ -	\$ -	\$ 155,362.00	ψ 000,00



EXPERIENCE

Client	Performance Period	Community Development	Economic Development	Comprehensive Planning	Water Development Board	Disaster Recovery	COVID-19 Recovery	Total Fundin
City of Granbury	2018-Present	\$ 275,000.00		\$ -	\$ -	\$ -	\$ 2,658,743.00	
City of Grandview	2013-Present	\$ 1,050,000.00		\$ 40,965.00	\$ -	\$ -	\$ 445,519.00	
City of Goldthwaite	2017-2019	\$ -	\$ 223,900.00	\$ -	\$ -	\$ -		\$ 223,9
City of Goliad	2003-2005	\$-	\$ -	\$ 34,000.00	\$-	\$ -		\$ 34,0
	2015-2017	\$ 200,000.00	1	\$ 34,000.00	\$ -	\$ -		\$ 200,0
City of Gunter				<u> </u>				1 === =] :
City of Gustine	2017-Present	\$ 275,000.00	\$ -	\$ -	¥	\$ -		\$ 275,0
County of Hale	2017-Present	\$ 275,000.00		\$ -	\$-	\$ -		\$ 275,0
City of Hamlin	1996-2018	\$ 735,925.00	\$ -	\$ -	\$ -	\$ -	\$ 500,775.00	\$ 1,236,
City of Hardin	2001-Present	\$ 1,050,000.00	\$ -	\$ 26,370.00	\$-	\$ 261,229.00	\$ -	\$ 1,337,
County of Hardin	1984-1986	\$ -	\$ -	\$ 250,000.00	\$-	\$ -	\$ -	\$ 250,
County of Haskell	2015-Present	\$ 550,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,099,000.00	\$ 1,649,0
Cityof Hempstead	2007-2009	\$ -	\$ -	\$ 31,800.00	\$-	\$ -		\$ 31,
City of Hico		\$ 825,000.00	\$ 120,000.00	\$ 26.520.00	\$-	\$ -		\$ 1.321.
	2013-Present					Ŧ		1 12-1
City of Higgins	1985-1992	\$ 339,600.00		\$ -	\$ -	\$ -		\$ 339,
City of Holiday	1995-Present	\$ 1,159,345.00		\$ -	\$ -	\$ -		\$ 1,159,
City of Howardwick	1997-2000	\$ 315,650.00	\$ -	\$ -	\$-	\$ -	\$ -	\$ 315,
City of Howe	2015-2017	\$ 164,045.00	\$ -	\$ -	\$-	\$ -	\$ -	\$ 164,
City of Italy	2013-Present	\$ 890,000.00		\$ 38,550.00	\$ -	\$ -		\$ 1,354
City of Jonestown	2000-2002	\$ -	\$ -	\$ 23,800.00	\$-	\$ -		\$ 23,
				\$ <u>23,000.00</u> \$ -		\$ -		
City of Jayton	2002-2005	\$ 250,000.00	¥	<u> </u>	¥			\$ 250,
City of Jersey Village	2018-Present	\$ -	\$ -	\$ -	\$-	\$ 1,792,344.00		\$ 1,792,
County of Jones	1981-Present	\$ 800,079.00	\$ -	\$ -	\$ -	\$ -	1	\$ 800,
City of Joshua	1998-2004	\$ 500,000.00	\$ -	\$ 23,900.00	\$ -	\$ -	\$ -	\$ 523,
City of Katy	2019-Present	\$ -	\$ -	\$ -	\$-	\$ 7,394,161.00	\$ -	\$ 7,394
City of Kemah	1991-Present	\$ 1,750,000.00	\$ 999,185.00	\$ 34,150.00	\$ -	\$ 3,874,980.00	-	\$ 6,658
City of Kemp	2014-2016	\$ -	\$ -	\$ 29,805.00		\$ -		\$ 29,
			Ŧ			¥ \$-	-	=:]
City of Kerens	2013-Present	\$ 721,800.00		\$ 29,565.00		¥		\$ 1,128,
City of Kermit	1986-2001	\$ 595,169.00			\$ -	\$ -		\$ 2,202,
Cityof Knollwood	2013-Present	\$ 475,000.00			\$-	\$ -	\$ -	\$ 475,
City of Knox City	1989-2018	\$ 1,605,158.00			\$-	\$ -	\$ -	\$ 1,605.
City of Kress	1989-1997	\$ 379,343.00	\$ -		\$ -	\$ -	\$ -	\$ 379,
City of Kyle	1999-2001	\$ -	\$ -	\$ 42.400.00	\$-	\$ -	\$ -	\$ 42,
City of La Marque	1986-Present	\$ 2,817,273.00	\$ 619,990.00	\$ 20,000.00	\$ -	\$ 9,898,001.00	\$ -	\$ 13,355,
City of La Porte	2018-Present	\$ -	\$ -	\$ -	\$-	\$ 15.198.542.00	-	\$ 15,198,
			Ŧ		\$ -			. , ,
City of Lamesa	2009-Present			Ψ	*	\$ -		1 1 2 2 1
City of Lawn	2015-Present	\$ 275,000.00		\$ -	\$ -	\$ -		\$ 275,
City of Liberty	1989-Present	\$ 3,613,235.00	\$ -	\$ 164,170.00	\$ 1,815,000.00	\$ 4,353,962.00	1	\$ 12,254,
County of Liberty	1987-Present	\$ 2,550,000.00	\$ -	\$ 15,000.00	\$-	\$ 55,275,713.00	\$ -	\$ 57,840
City of Lipan	2017-2019	\$ 275,000.00		\$ -	\$-	\$ -	\$ -	\$ 275,
City of Loraine	1990-Present	\$ 1.603.093.00	\$ -	\$ 37,000.00	\$ -	\$ -		\$ 1,779,
City of Lorenzo	1991-2014	\$ 1.098.058.00	\$ -	\$ -	\$-	\$ -		\$ 1.098.
			¥					1 12 12
City of Loving	2009-2011	\$ 350,000.00		\$ -	\$-	\$ -		\$ 350,
City of Mabank	1999-Present	\$ 1,924,032.00	\$ 550,000.00	\$ 49,785.00	\$-	\$ -	Ŧ	\$ 2,523
City of Magnolia	2008-2011	\$ -	\$ -	\$ -	\$-	\$ 576,000.00		\$ 676,
City of Malakoff	2014-Present	\$ 550,000.00	\$ 250,900.00	\$ -	\$ -	\$ -	\$ 570,155.00	\$ 1,371,
City of Mason	1999-Present	\$ 340,040.00		\$ 44,500.00	\$ -	\$ -		\$ 384,
City of Matador	1982-1988	\$ 402.020.00		\$ -	\$-	\$ -		\$ 402.
City of Maypearl	1992-Present	\$ 1,546,800.00		\$ 35,865.00	\$-	\$ -		\$ 1,582,
								1 11
City of McCamey	2015-Present	\$ 350,000.00		Ψ	Ψ	Ψ	\$ 510,439.00	
County of McCulloch	1998-Present	\$ 1,424,800.00		\$ -	\$ -	\$ -		\$ 1,424,
City of Meadow	1997-2002	\$ 489,808.00		\$ -	\$ -	\$ -		\$ 489,
City of Melissa	2014-2016	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,
City of Melvin	1998-Present	\$ 1,415,693.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,415,
City of Merkel	2018-Present	\$ 275.000.00		\$ -	\$ -	\$ -		\$ 275.
City of Mingus	2015-Present	\$ 500,000.00		\$-	\$-	\$-	<u> </u>	\$ 500.
City of Montgomery	2003-2013		\$ 1,075,000.00	\$ -	\$ -	\$ 375,525.00		\$ 2,150,
County of Montgomery	1985-1991	\$ 864,505.00		\$ 19,200.00		\$ -	·	<u>\$ 883,</u>
City of Moran	2009-Present	\$ 525,000.00		\$ -	\$ -	\$ -		\$ 525,
City of Muleshoe	2000-Present	\$ 1,044,787.00		\$ 64,100.00	\$ -	\$ -	\$-	\$ 1,108,
City of Munday	2015-Present	\$ 275,000.00	\$ -	\$ 39,600.00	\$ -	\$ -	\$ 315,927.00	\$ 630,
City of Nazareth	1990-1994	\$ 413,731.00		\$ -	\$ -	\$ -		\$ 413
City of New Hope	1996-2010	\$ 448,791.00		\$ -	\$ -	\$ -		\$ 448
						Ŧ		
City of New Waverly	1982-Present	\$ 2,640,989.00		\$ 71,295.00		\$ 6,837,645.00		. , ,
City of Oak Ridge North	2008-Present	\$ -	\$ -	\$ -	\$ -	\$ 1,465,000.00		\$ 1,465,
011 (0110) 10/	2008-2011	\$ -	\$ -	\$ -	\$ -	\$ 2,726,594.00	\$ 137,250.00	\$ 2,863,
City of Old River-Winfree								
City of Olton	1984-Present	\$ 2,619,504.00	\$ -	\$ -	\$ -	\$ -	\$-	\$ 2,619,



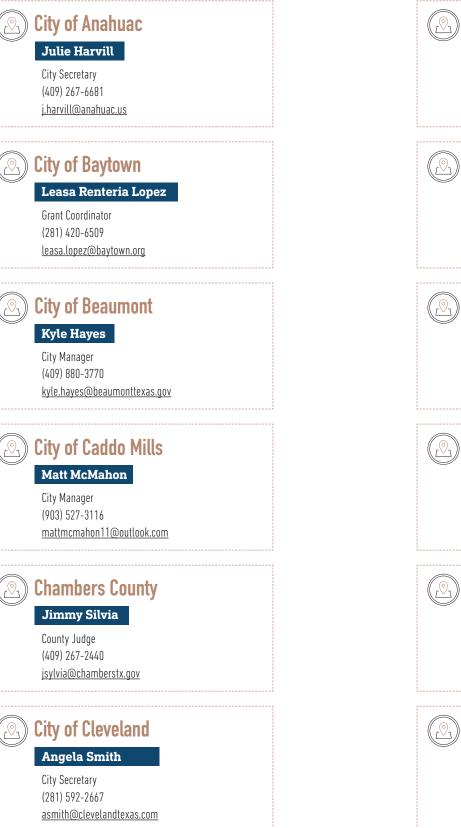
EXPERIENCE

Client	Performance Period	Community Development	Economic Development	Comprehensive Planning	Water Development Board	Disaster Recoverv	COVID-19 Recoverv	Total Funding
City of Paint Rock	1997-2017	\$ 2,691,470.00	\$ -	\$ -	\$-	\$ -	\$ -	\$ 2,691,47
City of Palmer	2013-Present	\$ 550,000.00	\$ -	\$ 47,265.00	\$ -	\$ -	\$ 526,050.00	\$ 1,123,31
City of Panorama Village	2003-2011	\$ -	\$ -	\$ -	\$ -	\$ 736,115.00	\$ -	\$ 736,11
County of Parker	2010-2012	\$ 350,000.00	\$ -	\$ -	\$-	\$ -	\$ -	\$ 350,00
City of Pasadena	2020-Present	\$ -	\$-	\$ -	\$-	\$ 47,751,740.00	\$ 40,199,596.00	\$ 87,951,33
City of Pattison	2002-2004	Ψ	\$ -	\$ 15,600.00	\$-	\$ -	\$ -	\$ 15,60
City of Pecos	1981-1983	\$ 200,000.00	\$ -	\$ -	\$-	\$ -	\$ -	\$ 200,00
City of Piney Point Village	2008-2011	\$ -	\$ -	\$ -	\$ -	\$ 229,980.00	\$-	\$ 229,98
City of Plains	1987-2017	\$ 2,052,562.00	\$ -	\$ -	\$ -	\$	\$ 410,086.00	\$ 2,462,64
City of Plum Grove	2008-Present	\$ -	\$ -	\$ -	\$ -	\$ 1,328,659.00	\$ -	\$ 1,328,65
City of Post	1993-Present	\$ 935,584.00	\$ -	\$ -	\$-	\$ -	\$ -	\$ 935.58
			Ŧ					
City of Prarie View	2008-Present	1 .1	\$ -	\$ 35,100.00	\$-	\$ 742,016.00	\$ -	\$ 2,177,1
City of Rankin	2002-Present	\$ 1,450,000.00	\$ -	\$ 37,000.00	\$-	\$ -	\$ 210,866.00	\$ 1,697,80
City of Reno	2008-Present	\$ 1,550,000.00	\$ -	\$ -	\$-	\$ 1,962,532.00	\$ 793,906.00	\$ 4,306,43
City of Rhome	2010-2013	\$ 50,000.00	\$ 449,500.00	\$ -	\$ -	\$	\$ -	\$ 499,5
City of Richland	2017-Present	\$ 773.250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 773.25
City of Rio Vista	2012-Present	\$ 1,050,000.00	\$ -	\$ -	\$-	\$ -	\$ 266,370.00	\$ 1,316,3
City of Roby	1996-2016	\$ 946,542.00	\$ -	\$ -	\$-	\$ -	\$ 153,380.00	\$ 1,099,9
City of Rochester	1987-Present	\$ 1,488,068.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,488,00
City of Roscoe	1992-Present	\$ 2,491,325.00	\$ -	\$ -	\$-	\$-	\$ 318,405.00	\$ 2,809,73
City of Rotan	2015-2017	\$ 550,000,00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550.00
City of Rule	1994-Present	\$ 1.203.816.00	\$ -	\$ -	\$-	\$ -	\$ -	\$ 1.203.8
City of Sadler	2014-2016	\$ 265.000.00	\$ -	\$ 33.105.00	\$-	\$ -	\$ 94.902.00	\$ 393.0
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City of San Saba	2018-Present	\$ 850,000.00	\$ -	\$ 43,380.00		\$ -	\$ 784,986.00	
County of San Saba	2014-Present	\$ 275,000.00		\$ -	\$-	\$ -	\$ -	\$ 275,0
City of Santa Anna	2014-Present	\$ 275,000.00	\$ -	\$ 33,555.00	\$-	\$ -	\$ 249,520.00	\$ 558,0
City of Savoy	2014-Present	\$ 457,500.00	\$ -	\$ -	\$ -	\$ -	\$ 216.069.00	\$ 673.5
County of Schleicher	2004-2014	\$ 766.752.00		\$ -	\$-	\$ -	\$ -	\$ 766.7
	1996-1998	\$ 242,319.00	\$ -	\$ -	\$-	\$ -		\$ 242,3
County of Scurry						1	Ŧ	
City of Sealy	2013-Present	\$ 700,000.00	\$ 348,365.00	\$ 24,260.00	-	\$ 2,000,000.00	\$ -	\$ 3,072,6
City of Seagraves	2021-Present	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 727,500.00	\$ 727,5
City of Seminole	1984-2012	\$ 3,281,708.00	\$ -	\$ -	\$ -	\$ -	\$ 1,936,447.00	\$ 5,218,1
City of Shenandoah	2008-2011	\$ -	\$ -	\$ -	\$ -	\$ 445,667.00	\$ -	\$ 445,6
City of Slaton	2016-Present	\$ 275,000.00	\$ 250,000.00	\$ 64.100.00	\$-	\$ -	\$ 1.459.549.00	\$ 2,048,6
<i>.</i>			1					
City of Sonora	2018-Present	Ψ	\$ 750,000.00	Ψ	Ψ	Ψ	\$ 690,332.00	\$ 1,440,3
City of Splendora	2003-Present	\$ 1,400,000.00	\$ -	\$ 24,600.00	\$-	\$ 1,009,200.00	\$ -	\$ 2,433,8
City of Springtown	2011-Present	\$ 1,050,000.00	\$ -	\$ 65,305.00	\$ -	\$ -	\$ 790,437.00	\$ 1,905,7
City of Spur	1985-Present	\$ 862,724.00	\$ -	\$ 39,600.00	\$ -	\$ -	\$ -	\$ 902,3
City of Stamford	2001-2015	\$ 763,304.00	\$ -	\$ -	\$-	\$ -	\$ -	\$ 763,3
					,	Ŧ	•	
City of Stephenville	2013-Present	\$ 1,014,420.00		\$ -	\$ 17,031,000.00	\$ 2,000,000.00	\$ -	\$ 20,045,4
County of Stonewall	2006-2018	\$ 625,000.00		\$ -	\$-	\$ -	\$ -	\$ 625,0
City of Strawn	2015-Present	\$ 500,000.00	\$ -	\$ 37,000.00	\$ -	\$ -	\$ -	\$ 537,0
City of Sweetwater	2001-2013	\$ 727,293.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 727,2
City of Terrell	1993-Present		\$ 4,894,345.00	\$ 55,000.00	\$-	\$ -	\$ -	\$ 8,705,3
<i>.</i>							•	
City of Throckmorton	2018-Present	\$ 275,000.00		\$ -	,		\$ -	
City of Tom Bean	2014-2018	\$ 341,920.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 341,9
City of Tool	2020-Present	\$ -	\$ -	\$ -	\$-	\$ -	\$ 570,403.00	\$ 570,4
Trinity Bay Conservation District	1998-Present	\$ -	\$ -	\$ -	\$ 2,500,000.00	\$ -	\$ -	\$ 2,500,0
City of Venus	1989-2018	\$ 2,572,528.00	\$ 742,681.00	\$ 26,235.00		\$ -	\$ -	\$ 4,191,4
WCID No.1	2020-Present		\$ -	\$ -	\$ -	\$ 8,189,000.00		\$ 8,189,0
						. , ,		
City of Walker	1983-1985	\$ 500,000.00		Ψ	Ψ	\$ -	Ψ	\$ 500,0
County of Waller	2001-2004	\$ -	\$ 375,000.00		\$-	\$ -	\$ -	\$ 375,0
County of Washington	20014-2015	\$ 525,000.00	\$ -	\$ -	\$-	\$ -	\$ -	\$ 525,0
City of West University Place	2008-2011	\$ -	\$ -	\$ -	\$ -	\$ 229,980.00	\$ -	\$ 229,9
City of Whitewright	2009-Present	\$ 275,000.00		\$~	\$~	\$ -	\$ 426,440.00	
City of Wickett	2011-Present	\$ 470,000.00		\$ -	\$-	\$ -	\$ -	\$ 470,0
,					•	Ŧ		
City of Willis	1983-Present	\$ 3,685,497.00		1		\$ 2,539,490.00		\$ 15,755,3
City of Windthorst	2002-2004	\$ 122,544.00		\$ -	\$-	\$ -	\$ -	\$ 122,54
City of Wink	1997-1999	\$ 266,460.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 266,4
City of Winters	2014-Present	\$ 825,000.00		\$ 44,430.00	\$ -	\$ -	\$ 606,580.00	\$ 1,476,0
County of Wise	2009-2011	\$ 259,000.00		\$ -	\$-	• •	\$ -	\$ 259,0
						*	•	
City of Woodbranch Village	2019-Present	\$ -	\$ -	\$ -	\$ -	\$ 249,958.00	\$ -	\$ 249,9
County of Zavala	2015-2017	\$ 500,000.00	\$ -	\$ 81,000.00	\$-	\$ -	\$ -	\$ 581,00
7.4.4	4000 B	A410 100 100 00	400.040.000.00	A		AF4/ 00/ 70/ 00	A44 05 4 070 00	4050.070
Totals	1982-Present	\$142,622,619.00	\$23,312,499.00	\$ 2,991,103.00	\$ 50,781,000,00	\$516,906,721.00	\$116,356,870.00	\$852,970,8

"The City of Grandview has had the pleasure of working with Public Management, Inc. for a number of years. With assistance to secure funding for comprehensive planning, street improvement, and large-scale water and wastewater improvements, we have never worked with a company so attentive, detailed, and responsive. Words can't describe how grateful the city is for all Public Management, Inc. has done for our city."

- City of Grandview

REFERENCES



Julie Harvill

j.harvill@anahuac.us

Grant Coordinator

Kyle Hayes

City Manager

(409) 880-3770

Matt McMahon

City Manager

(903) 527-3116

Jimmy Silvia

County Judge

(409) 267-2440

Angela Smith

City Secretary

(281) 592-2667

(281) 420-6509

(₀)

(₁0)

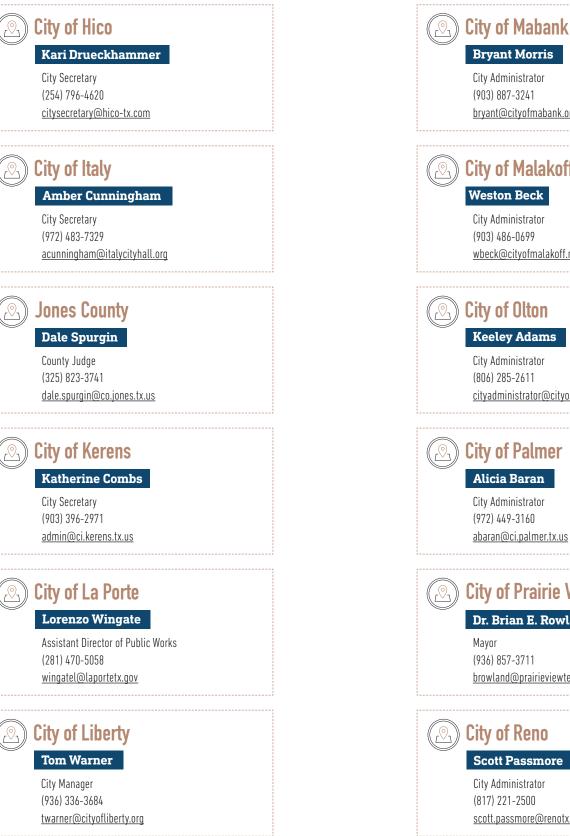
 $\left(\bigcirc \right)$

City Secretary

(409) 267-6681

🔊 City of Conroe Tommy Woolley **Director of Capital Projects** (936) 522-3122 twoolley@cityofconroe.org **City of Dickinson** Theo Melancon City Manager (281) 337-6204 tmelancon@ci.dickinson.tx.us **City of El Campo Courtney Sladek** City Manager (979) 541-5000 csladek@cityofelcampo.org **City of Garrett** Don Lewis Public Works Director (972) 875-7831 publicworks@cityofgarrett.com **City of Granbury Chris Coffman** City Manager (817) 573-1114 citymgr@granbury.org **City of Grandview** David Henley City Manager (817) 866-2699 dhenley@cityofgrandview.org

REFERENCES



City Secretary

City Secretary

County Judge

City Secretary

City Manager

(₁0,))

Bryant Morris City Administrator (903) 887-3241 bryant@cityofmabank.org **City of Malakoff** Weston Beck City Administrator (903) 486-0699 wbeck@cityofmalakoff.net **City of Olton Keeley Adams** City Administrator (806) 285-2611 cityadministrator@cityofolton.com **City of Palmer** Alicia Baran City Administrator (972) 449-3160 abaran@ci.palmer.tx.us **City of Prairie View** Dr. Brian E. Rowland Mayor (936) 857-3711 browland@prairieviewtexas.gov **City of Reno** Scott Passmore City Administrator (817) 221-2500

scott.passmore@renotx.qov

REFERENCES



🙆 City of W	/hitewright
Gwyn Jo	rdan
City Clerk	
(903) 364-22	219
<u>cityclerk@w</u>	<u>hitewright.com</u>
l	
🙆 City of W	lillis
Marissa	Quintanilla
City Secretar	ry
(936) 856-40	611
<u>mquintanilla</u>	a@ci.willis.tx.us
i	
🙆 City of W	linters
Sheila L	incoln
City Secretar	ſy
(325) 754-44	424
citywin@wt;	xs.net

"Our mission is real and our passion is sincere. It's about impact, outcomes and making a difference. More than anything, I want to lead positive change for communities that want to pursue their full potential."

- Patrick Wiltshire, President & CEO

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity	FORM CIQ
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 later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. <i>See</i> 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.	
1 Name of vendor who has a business relationship with local governmental entity.	
2 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 busines you became aware that the originally filed questionnaire was incomplete or inaccurate.)	s day after the date on which
3 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 offi 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. Attact CIQ as necessary. 	h the local government officer.
A. Is the local government officer or a family member of the officer receiving or I other than investment income, from the vendor?	ikely to receive taxable income,
Yes X No	
B. Is the vendor receiving or likely to receive taxable income, other than investmen of the local government officer or a family member of the officer AND the taxable local governmental entity?	
Yes X No	
5 Describe each employment or business relationship that the vendor named in Section 1 m other business entity with respect to which the local government officer serves as an o ownership interest of one percent or more.	
N/A	
6 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(
7 AS 600 11/01/	2022
Signature of vendor doing business with the governmental entity	Date

ATTACHMENT I CERTIFICATION REGARDING LOBBYING

1. Type of Federal Action: a. contract X b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: X a. bid/offer/application b. initial award c. post-award		3. Report Type: × a. initial filing b. material change For material change only: Year quarter Date of last report		
4. Name and Address of Reporting Entity: Public Management, Inc. Prime Subawardee Tier Congressional District, if known:	If Known:	Name and Address of Public Management	, Inc. way West, Suite 360 32	ter	
6. Federal Department/Agency: United States Department of Housing and Urban Development (HUD)	7. Federal Program Name/Description: CDBG CFDA Number, <i>if applicable</i>				
 8. Federal Action Number, <i>if known:</i> N/A 10. a. Name and Address of Lobbying Reginst (<i>if individual, last name, first name, MI</i>): N/A 	istrant	9. Award Amount, if kn \$ TDB b. Individuals Perform address if different from (last name, first name, N	ing Services (including No. 10a)		
11. Information requested through this for authorized by title 31 U.S.C. section 1352. disclosure of lobbying activities is a materi representation of fact upon which reliance by tier above when this transaction was ma entered into. This disclosure is required pu 1352. This information will be reported to annually and will be available for publ person who fails to file the required disclos to a civil penalty of not less than \$10,000 \$100,000 for each such failure	This al was placed ade or ursuant to 31 U.S.C. the Congress semi- lic inspection. Any sure shall be subject	Print Name Patr Title President	ick K. Wiltshire	11/01/2022	
Federal Use Only		Authorized fo Standard Form – LLL		Reproduction	

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) 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.

(2) 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 of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this 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 section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION Public Management	
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE Prefix: * First Name: Patrick * Last Name: Wiltshire	Middle Name:
* Title: President and CEO	
* SIGNATURE:	* DATE: 11/01/2022

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, <u>Public Management, 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. § 3801 et seq., apply to this certification and disclosure, if any.

to boo

Signature of Contractor's Authorized Official

<u>Patrick K. Wiltshire, President & CEO</u> Printed Name and Title of Contractor's Authorized Official

11/01/2022

Date

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

									1011
	Complete Nos. 1 - 4 and 6 if Complete Nos. 1, 2, 3, 5, and	there are interested parties. d 6 if there are no interested par	rties.					OFFICE USI	-
 Name of business entity filing form, and the city, state and country of the business entity's place of business. 					Certificate Number: 2022-950545				
Public Management, Inc.						2022	-900040		
	Houston, TX United State	S					Date I	Filed:	
2		ity or state agency that is a pa	arty to the	e contract f	or which the f	orm is	11/01	L/2022	
	being filed.						Date	Acknowledged	
	City of Navasota						Date	Acknowledged.	
3	description of the services	number used by the governme , goods, or other property to l				k or identify	the co	ontract, and pro	vide a
	TxCDBG 23/24 CD Fund Administration Services								
4								Nature o	of interest
 ⁴	Name of	Interested Party		City, Stat	e, Country (pla	ce of busin	ess)	-	pplicable)
L								Controlling	Intermediary
м	cAdams, Jake			Houstor	i, TX United S	itates		Х	
С	pignet, Kenneth			Houstor	i, TX United S	itates		Х	
н	ouston, Nicholas			Houstor	i, TX United S	itates		Х	
w	iltshire, Patrick			Houstor	, TX United S	itates		Х	
5	Check only if there is NO I	nterested Party.							
6	UNSWORN DECLARATION								
	My name is	Patrick K. Wiltshire			, and	I my date of	birth is	7/22/198	
	My address is	3051 Coreopsis Court			Dickinson	,	<u>TX_,</u>	77539	_,
		(street)			(city)	(st	tate)	(zip code)	(country)
	I declare under penalty of pe	rjury that the foregoing is true a	nd correct						
	Executed in Ha	arris	County	, State of _	Texas	, on the _	1_d	lay of <u>Novem</u> (month)	
					AS.	10	1	(monm)	(year)
		-		Signature		agent of con clarant)	tracting) business entity	

ACORD	

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

							5/2022
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 the terms and conditions of the policy certificate holder in lieu of such endor	, certa	in policies may require an er					
PRODUCER	semen	t(3).	CONTACT				
Soules Insurance Agency, LP			NAME: PHONE 026 750	6 0671	FAX	26 76	2 6077
701 N San Jacinto			PHONE (A/C, No, Ext): 936-750 E-MAIL		(A/C, No): 9	30-730	0-0077
Conroe TX 77301			ADDRESS: Soules@s				
							NAIC #
INSURED		License#: 1814359 PUBLMAN-01	INSURER A : Twin City				29459
Public Management Inc.					URANCE COMPANY		22945
15355 Vantage Pkwy W Ste 108			INSURER C : Admiral	Insurance Co			24856
Houston TX 77032			INSURER D :				
			INSURER E :				
00//554.050	TIFIO		INSURER F :				
COVERAGES CER THIS IS TO CERTIFY THAT THE POLICIES		ATE NUMBER: 80716312			REVISION NUMBER:		
INDICATED. NOTWITHSTANDING ANY RI CERTIFICATE MAY BE ISSUED OR MAY EXCLUSIONS AND CONDITIONS OF SUCH	EQUIRE PERTA	EMENT, TERM OR CONDITION IN, THE INSURANCE AFFORDE	OF ANY CONTRACT ED BY THE POLICIE	OR OTHER I S DESCRIBEI	DOCUMENT WITH RESPEC D HEREIN IS SUBJECT TO	т то и	VHICH THIS
INSR LTR TYPE OF INSURANCE	ADDL S INSD W		POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A X COMMERCIAL GENERAL LIABILITY	$ \top$	61SBABC6778	9/1/2022	9/1/2023		\$ 1,000,C	000
CLAIMS-MADE X OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,0	000
					MED EXP (Any one person)	\$ 10,000	
					PERSONAL & ADV INJURY	\$ 1,000,0	00
GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE	\$ 2,000,0	00
POLICY PRO- X LOC					PRODUCTS - COMP/OP AGG	\$ 2,000,0	00
OTHER:						\$	
		61SBABC6778	9/1/2022	9/1/2023	COMBINED SINGLE LIMIT (Ea accident)	^{\$} 1,000,0	000
ANY AUTO						\$	
ALL OWNED SCHEDULED AUTOS AUTOS					BODILY INJURY (Per accident)	\$	
X HIRED AUTOS X NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$	
						\$	
UMBRELLA LIAB OCCUR					EACH OCCURRENCE	\$	
EXCESS LIAB CLAIMS-MADE					AGGREGATE	\$	
DED RETENTION \$						\$	
B WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		0002019787	9/1/2022	9/1/2023	X PER OTH- STATUTE ER		
ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N/A				E.L. EACH ACCIDENT	\$ 1,000,0	00
(Mandatory in NH)					E.L. DISEASE - EA EMPLOYEE	\$ 1,000,0	00
If yes, describe under DESCRIPTION OF OPERATIONS below						\$ 1,000,0	00
C Professional Liability		EO00003595406	12/13/2021	12/13/2022	Each Claim Aggregate	\$1,000 \$1,000	000 000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) The GL & Auto policies include a blanket automatic additional insured endorsement that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status. The GL, Auto, & WC policies include a blanket automatic waiver of subrogation endorsement and an endorsement providing that 30 days notice of cancellation will be furnished to the certificate holder. The policies contain a special endorsement with "primary and noncontributory" wording.							
CERTIFICATE HOLDER			CANCELLATION				
			SHOULD ANY OF	N DATE TH	ESCRIBED POLICIES BE CA EREOF, NOTICE WILL BI EY PROVISIONS.		
				NTATIVE			
			© 19	88-2014 AC	ORD CORPORATION. A	II righ	ts reserved.

Sort by

Expiration Date Ascendin

:

Unique Entity ID: DL1PFHMDM786

CAGE/NCAGE: 6QDN5

Doing Business As: (blank)

Physical Address: 15355 VANTAGE PKWY W, STE 108 HOUSTON, TX 77032-1975 USA

Purpose of Registration: **All Awards**

Expiration Date

Jul 27, 2023

SAM.GOV® PUBLIC MANAGEMENT INC

Unique Entity ID	CAGE / NCAGE	Purpose of Registration
DL1PFHMDM786	6QDN5	All Awards
Registration Status	Expiration Date	
Active Registration	Jul 27, 2023	
Physical Address	Mailing Address	
15355 Vantage PKWY W STE 108	15355 Vantage PKWY W STE 108	
STE 108 Houston, Texas 77032-1975	Houston, Texas 77032-1975 United States	
United States	United Utiles	
Business Information		
Doing Business as	Division Name	Division Number
(blank)	Public Management, Inc.	Public Man
Congressional District	State / Country of Incorporation	URL
Texas 18	Texas / United States	www.publicmgt.com
MPIN		
*****1982		
Registration Dates		
Activation Date	Submission Date	Initial Registration Date
Aug 11, 2022	Jul 27, 2022	Apr 17, 2012
Entity Dates		
Entity Start Date	Fiscal Year End Close Date	
Jun 1, 1982	Dec 31	
Immediate Owner		
CAGE	Legal Business Name	
(blank)	(blank)	
Highest Level Owner		
CAGE	Legal Business Name	
(blank)	(blank)	

Executive Compensation

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? **Not Selected**

Proceedings Questions

Is your business or organization, as represented by the Unique Entity ID on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

No

Does your business or organization, as represented by the Unique Entity ID on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Not Selected

Within the last five years, had the business or organization (represented by the Unique Entity ID on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other

Last updated by Patrick Wiltshire on Jul 27, 2022 at 04:11 PM

acknowledgment of fault? Not Selected

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 Corporate Entity (Not Tax Exempt) Profit Structure For Profit Organization Entity Type Business or Organization Organization Factors Subchapter S Corporation

Socio-Economic Types

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 6QDN5	
Electronic Funds Transfer		
Account Type Checking	Routing Number ***** 2804	Lock Box Number (blank)
Financial Institution SOUTHSIDE BANK	Account Number ***** 1564	
Automated Clearing House		
Phone (U.S.) 2815924661	Email Bbrowder@fbtet.com	Phone (non-U.S.) (blank)
Fax 2815924624		
Remittance Address		
PUBLIC MANAGEMENT, INC. 15355 Vantage Pkw W STE 108 Houston, Texas 77032 United States		
Taxpayer Information		
EIN *****1938	Type of Tax Applicable Federal Tax	Taxpayer Name PUBLIC MANAGEMENT INC
Tax Year (Most Recent Tax Year) 2018	Name/Title of Individual Executing Consent President	TIN Consent Date Jul 27, 2022
Address 15355 Vantage PKWY W STE 108 Houston, Texas 77032	Signature Patrick K Wiltshire	
Points of Contact		

PUBLIC MANAGEMENT INC

Accounts Receivable POC

2

2815920439				
Electronic Business	5			
오 Patrick K Wiltshire, Pr pwiltshire@publicmgt 2815920439		15355 Vantage PKWY W ST Houston, Texas 77032 United States	'E 108	
Government Busine	SS			
오 Patrick K Wiltshire, Pr pwiltshire@publicmgt 2815920439		15355 Vantage PKWY W ST Houston, Texas 77032 United States	'E 108	
Security Information				
Company Security Leve (blank)	I	Highest Level Employee Sec (blank)	urity Level	
Service Classifications	3			
NAICS Codes				
Primary Yes	NAICS Codes 541611		NAICS Title Administrative Managem Services	ent And General Management Consulting
Size Metrics				
IGT Size Metrics				
Annual Revenue (from a (blank)	all IGTs)			
Worldwide				
Annual Receipts (in acc \$3,500,000.00	ordance with 13 CFR 121)	Number of Employees (in act 17	cordance with 13 CFR 121)	
Location				
Annual Receipts (in acc (blank)	ordance with 13 CFR 121)	Number of Employees (in ac (blank)	cordance with 13 CFR 121)	
Industry-Specific				
Barrels Capacity (blank)		Megawatt Hours (blank)		Total Assets (blank)
Electronic Data Interch	nange (EDI) Information			
This entity did not enter	the EDI information			
Disaster Response				
Yes, this entity appears	in the disaster response reg	jistry.		
Bonding Levels		Dollars		
(blank)		(blank)		
States Any		Counties (blank)		Metropolitan Statistical Areas (blank)



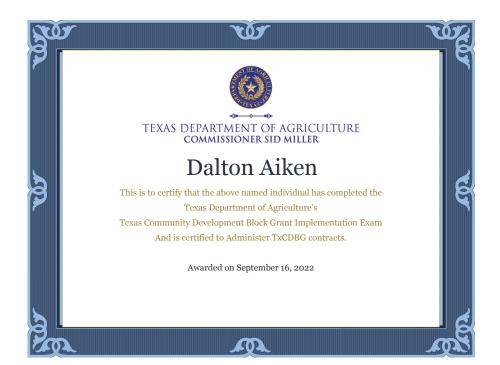






















Albany, Alma, Ames, Anahuac, Andrews County, Aspermont, Aubrey, Ballinger, Bartlett, Baytown, Beaumont, Bells, Benjamin, Bevil Oaks, Blackwell, Breckenridge, Brenham, Bridgeport, Brookshire, Brownwood, Caddo Mills, Campbell, Celeste, Celina, Chambers, County, Clarendon, Clear Lake Shores, Cleveland, Clute, Coleman, Conroe, Cottle County, Crosby County, Crystal City, Columbus, Cuero, Daisetta, Dayton, Deer Park, Devers, Dickinson, Donley, Easton, Eden, Edmonson, El Campo, Eldorado, Electra, Ellis County, Emhouse, Eustace, Fischer County, Floydada, Forsan, Frio County, Frisco, Frost, Gaines County, Galveston County, Garrett, Glenrose, Gordon, Goree, Graford, Grandview, Goldthwaite, Goliad, Gunter, Gustine, Hale County, Hamlin, Hardin, Hardin County, Haskell County,

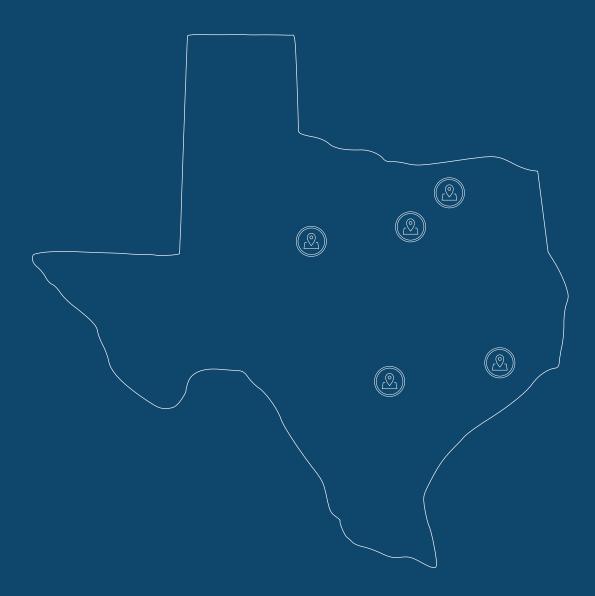
Hempstead, Hico, Higgins, Italy, Jonestwon, Jayton, Jersey Katy, Kemah, Kemp, Kerens, Kress, Kyle, La Marque, La Porte, County, Lipan, Loraine, Lorenzo, Malakoff, Mason, Matador, County, Meadow, Melissa,



Holliday, Howardwick, Howe, Village, Jones County, Joshua, Kermit, Knollwood, Knox City, Lamesa, Lawn, Liberty, Liberty Loving, Mabank, Magnolia, Maypearl, McCamey, McCulloch Melvin, Mingus, Montgomery,

Montgomery County, Moran, Muleshoe, Munday, Nazareth, New Hope, New Waverly, Oak Ridge North, Old River-Winfree, Olton, Paducah, Paint Rock, Palmer, Panorama Village, Parker County, Pattison, Pecos, Piney Point Village, Plains, Plum Grove, Post, Prairie View, Rankin, Reno, Rhome, Richland, Rio Vista, Roby, Rochester, Roscoe, Rotan, Rule, Sadler, San Saba, San Saba County, Santa Anna, Savoy, Schleicher County, Scurry County, Sealy, Seminole, Shenandoah, Slaton, Sonora, Splendora, Springtown, Spur, Stamford, Stephenville, Stonewall County, Strawn, Sweetwater, Terrell, Tom Bean, Trinity Bay Conservation District, Venus, Walker, Waller County, Washington County, West University Place, Whitewright, Wickett, Willis, Windthorst, Wink, Winters, Wise County, Woodbranch Village, Zavala

WWW.PUBLICMGT.COM



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15355 Vantage Pkwy. West, Ste. 360 Houston, TX 77032 281-592-0439 pwiltshire@publicmgt.com

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MCKINNEY

5100 Eldorado Pkwy., Ste. 102 McKinney, TX 75070 281-592-0439 lhoward@publicmgt.com

Administration/Professional Services Rating Sheet

Grant Recipient (ity OF NAVASITA Name of Respondent Public Management

TxCDBG Contract No._____ Date of Rating/\UV 28.2022

Evaluator's Name (172175 COrd inator, PUDIL WOY KS

Streets, Economic Divelopment, Development Services

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.

Experience

	Factors		Max.Pts.	Score
1.	Related Experience / Bac	kground with federally funded projects	10	_10
2.	Related Experience / Bac	kground with specific project type	5	5
	(housing rehabilitation, a	cquisition of property, coordination with		
	regulatory agency, etc.)			5
4.		f TxCDBG Program by TDA	5	<u> </u>
5.	References from current,	past clients	10	
		Subtotal, Experience	30	30
<u>Work Pe</u>	<u>rformance</u>			
	<u>Factors</u>		Max.Pts.	Score
1.	•	t/TDA in a timely manner	5	
2.		equests in a timely manner	5	
3.	Past client/TDA projects	•	5	5
4.	Work product is consiste	ntly of high quality with low level of	5	5
	errors			
5.		have low level of monitoring	5	3
	findings/concerns			
6.	Manages projects within	budgetary constraints	5	5
		Subtotal, Performance	30	<u> </u>
<u>Capacity</u>	to Perform			
	Factors		<u>Max.Pts.</u>	<u>Score</u>
1.		onal Administrators / Experience of Staff	5	
2.	Present and Projected W		5	5
3.	Quality of Proposal/Worl		5	_5
4.	Demonstrated understan	ding of scope of the TxCDBG Project	5	5
		Subtotal, Capacity to Perform	20	20
Propose	d <u>Cost</u>			
	Factors	211.000	<u>Max.Pts.</u>	<u>Score</u>
	A = Lowest Proposal	\$ 34,900		50 10
	B = Bidder's Proposal	\$ <u>40,000</u>		E 0 18
		A ÷ B X 20 equais Respondent's Score	20	
TOTAL S				<u>_</u>
ha la	Factors		Max.Pts.	Score
	Experience		30	<u>~~~</u>
	Work Performance		30	<u> 28</u>
	Capacity to Perform		20	20
Q	Proposed Cost		20	
		Total Score	100	79 96

GrantWorks BUILDING OUR NATION'S COMMUNITIES: HELP FOR TODAY, HOPE FOR TOMORROW

Texas Department of Agriculture 2023-2024 Texas Community Development Block Grant Program **Application and Project Implementation Services**

CITY OF NAVASOTA, TEXAS

November 8, 2022

GRANTWORKS, INC. | 2201 NORTHLAND DRIVE, AUSTIN, TEXAS 78756 | TELEPHONE: 512-420-0303, EXT. 309 | FAX: 512-420-0302

GrantWorks

Bruce J. Spitzengel President Cell: 713-252-5872 Email: bruce@grantworks.net

November 8, 2022

Evette Fannin Grants Coorodinator City of Navasota 200 East McAlpine Navasota, Texas, 77868

Subject: City of Navasota, Texas Request for Proposal: Texas Department of Agriculture, 2023-2024 Texas Community Development Block Grant (TxCDBG) Program: Application and Project Implementation Services

Dear Ms. Fannin:

Thank you for including GrantWorks in your Request for Proposal for the Texas Community Block Grant (TxCDBG) Program application and project implementation services.

GrantWorks is Texas' foremost application and grant management services provider, with a history of securing and administering more than \$8 billion in assistance for hundreds of localities through thousands of grant contracts. Our goal is to free the City of Navasota from cumbersome paperwork while providing timely and accurate decision-making information to help city leaders and staff plan for your community's current and future needs.

GrantWorks was founded in 1979, and for the first 15 years in business, our company focused primarily on the administration of CDBG under the Texas State Small Cities program. As this proposal will demonstrate, GrantWorks has unmatched resources and expertise for managing TxCDBG grant strategies on behalf of our clients. We believe we are the most qualified bidder to provide the services associated with the City of Navasota' TxCDBG project for the following reasons:

Established Team – GrantWorks' 370 employees have experience covering all aspects of federal and state grant management, including applications, project development, environmental review, compliance assurance, and implementation of funded construction projects. We have a well-established Community Development Department of more than 65 employees, 8 primary offices, and 86 field locations throughout the state. Our team is immediately available to provide detailed and informative guidance and effective project management services to support the City of Navasota's CDBG goals.

Highly Qualified Staff – GrantWorks hires skilled and experienced employees—over 50% of our staff hold a master's degree in relevant disciplines such as law, city planning, engineering, business administration, and construction management. More than a dozen team members have joined GrantWorks after successful careers in state and local government or grant-related consultancy. As a company, we have a culture of continuous improvement that extends to our team through regular training, sponsored certification, and abundant opportunity for professional development and growth.

Proven Experience – GrantWorks has provided Community Development grant administration for over 40 years and has completed over 2,000 CDBG projects in more than 450 cities and counties across Texas. We have strong relationships within state and federal agencies, having worked for and with the U.S. Housing & Urban Development (HUD), 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 for more than four decades.

Implementation Excellence – Our team of professionals includes project managers, grant administrators, planners, and subject matter experts. Specialists in Labor Standards, Environmental Review, Procurement, Applications, Fair Housing, and field-based Client Services support our professional staff. A strong foundation supporting our grant administration professionals allows them to focus on project implementation. Proprietary tools such as GrantWorks 20/20—our grant management software solution for tracking and managing projects end-to-end in real-time—and detailed work plans that have been vetted and refined across hundreds of projects enable GrantWorks to manage hundreds of grants across various programs successfully simultaneously. We will use this specialized support when working with the City of Navasota, ensuring that our staff can deliver consistent, high-quality integrated services.

Commitment – We are dedicated to community development through public works construction and believe these improvements are essential to strengthening the Texas communities we call home. We are known across the state for our commitment to providing the highest-quality administration and implementation services, and we extend this pledge to the City of Navasota. This practice is reflected in our numerous long-standing client relationships, our dedication to staff training and certification, and our continuous involvement at every step of the grant process.

We can provide the best assistance available to help you create a well-run, efficient, and successful TxCDBG program that complies with all TDA requirements. Please remember that the City of Navasota may negotiate our fees when reviewing and scoring our submitted proposal. We appreciate your consideration of our firm.

Sincerely, GRANTWORKS, INC.

President

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ATTACHMENT 8 – CERTIFICATION REGARDING LOBBYING FORM
ATTACHMENT 9 – DISCLOSURE OF LOBBYING ACTIVITIES FORM107
ATTACHMENT 10 – CERTIFICATE OF INTERESTED PARTIES (FORM 1295)

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.

SECTION 1

SCOPE OF WORK

SECTION 1 – SCOPE OF WORK

1.1 Approach for Project Implementation

A grant administrator is responsible for coordinating and expediting all grant activities. We strive to be communicative, cooperative, informed, and active members of your project implementation team focused on keeping projects on track and on time. GrantWorks will work with the City of Navasota through every step of the TxCDBG grant process, ensuring that we consider and successfully achieve City priorities and goals. Our core tasks include:

- Confirm our understanding of the City's priorities and goals
- Working with the TDA to address all grant application or funded project queries, requests, and issues
- Provide project engineers with instructions and forms packet so they know up front what information is required by the TDA
- Maintain regular contact and communication with all project team members, including the project engineer, the local contact person, and construction contractors
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors
- Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect the project's schedule, budget, and/or eligibility and standing with the state and federal agencies

Years of TxCDBG program experience and an organized project approach allow us to provide effective management, ensure regulatory compliance, and produce tangible, cost-efficient results.

1.1.1 Pre-Award Services

Application Development

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 CDBG-eligible projects.

- > Develop thorough, detailed CDBG Applications that meet or exceed the TDA requirements
- Coordinate with the project engineer
- Submit the completed application to TDA by the deadline
- Satisfy all TDA requests for information

1.1.2 Post-Award Services

Our team helps to create a well-run, efficient, and successful community development program that complies with all state and federal reporting requirements. GrantWorks guides and assists with all project implementation areas, including financial management, recordkeeping, scope changes, reporting, environmental clearance, acquisition, contract closeout, and other aspects of program administration. We understand that communication is vital to program success, and we ensure the City is always apprised of project progress and developments. We also organize, prepare for and attend public meetings as needed. Consistent communication and transparency with City staff, elected officials, and the public help stakeholders understand the program's status and build confidence in the overall process.

Project Management

We break down our project management methodology into three simple steps:

- **Step 1:** Thoroughly assess and understand the City of Navasota' requirements and needs
- **Step 2:** Plan and perform work in a manner that meets those needs
- **Step 3:** Use periodic assessment and continuous improvement techniques to enhance the effectiveness and efficiency of our systems and processes

The tasks behind those steps begin upon contract award. The Project Manager, assisted by a team of grant administration specialists with extensive experience working with the TDA on TxCDBG programs, will commence with program start-up procedures. These tasks include, but are not limited to:

- Meet with clients, engineers, and stakeholders to discuss project activities, administration practices, and procedures
- > Prepare start-up grant documents, forms, notices, and agenda items for review or action
- Establish a recordkeeping and document/data management system
- Create and maintain financial processes and reporting mechanisms that are fully compliant with all state and federal guidelines and grant requirements
- Assist with procurement and meet compliance requirements (such as those found in 2 CFR 200)
- Identify and obtain any permits, easements, and rights-of-way that might later cause unforeseen amendments or acquisitions
- Implement detailed document tracking systems and collaborate daily to ensure that projects stay on track
- Maintain regular contact with the entire project team, including the project engineer, local contacts, construction contractors, and other parties
- > Prepare and submit quarterly reports and other required updates
- Assist in meeting civil rights and related requirements
- Assist with real property acquisition in compliance with state and federal law (URA)
- > Assist with compliance with federal labor standards for construction contracts
- Track inquiries regarding grant completion dates
- Attend site visits and public meetings as needed

Financial Management

We ensure that local government recipients establish and maintain financial processes that comply with state and federal regulations. GrantWorks consistently receives high marks from state and federal monitors on our recordkeeping methodology. Our financial management services include:

- Establish regulatory compliant financial processes, including:
 - Create and maintain a grant ledger
 - > Implement a recordkeeping system that will allow the City to keep physical and digital copies of all documents locally
 - Develop project reports and distribution protocols
- Assist with project accounting, including processing invoices, maintaining contracts, and reviewing change orders received from the project engineer and contractors
- Facilitate milestone payments and ensure they meet all requirements before the City of Navasota makes payment
- Track invoice submittal and payment processing
- Deliver and route batches of project invoices with receipts

- Facilitate the development of workable solutions to resolve any unexpected cost overruns, changes in construction activities or locations, or other issues that affect the project's eligibility and standing with the TDA or other governing agencies
- Ensure that the City can meet non-federal match requirements, if applicable

We initially review invoices and supporting draw 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 1) avoid issues that may result in questioned costs or audit concerns and 2) resolve any identified problems as quickly as possible.

Environmental Review

GrantWorks has performed environmental reviews for hundreds of federally funded projects to evaluate potential environmental impacts on biological resources such as air and water quality, socioeconomic resources, and sites with archaeological and cultural significance. These evaluations have supported our work for Categorical Exclusions, Environmental Assessments, Environmental Impact Statements, and tiered NEPA documents. We use state and federal resources to produce all necessary maps and data to understand relevant impacts and clearance needs. We also have expertise with wetland delineations and permit applications.

Managing environmental challenges can overwhelm local governments and frequently result in project delays. GrantWorks specializes in designing timely and efficient solutions to environmental obstacles. With our deep industry relationships and significant internal expertise, we can help mitigate hazards, ensure compliance with all TDA and HUD infrastructure and environmental requirements, and keep your project on track and on time.

Environmental review services include:

- Analyze each project to determine the level of environmental review required
- Coordinate environmental clearance procedures with appropriate federal and state agencies and interested parties to facilitate clearance or approval
- Prepare environmental assessment, including completing and submitting HUD required forms for environmental review and providing documentation to support environmental findings
- Complete and submit the environmental review
- Coordinate questions and feedback and prepare responses during the commenting phase of the environmental review
- Maintain coordination with local officials, engineers, and other members of the project team
- Prepare all public notices and submit them for publication
- Provide documentation of clearance for parties known to be interested as required by 24 CFR 58.43
- Process environmental reviews and clearances following NEPA
- Advise and complete environmental re-evaluations per 24 CFR 58.47 when evidence of further clearance or assessment is required
- Prepare and submit monthly status reports
- Participate in regularly scheduled progress meetings
- Prepare and submit Request for Release of Funds and certifications to TDA

Construction Management and Compliance with Labor Standards

The GrantWorks Team has a long history of providing clients with construction contract development assistance. This expertise enables us to review construction contracts to comply with state and federal requirements and ensure that we include all required TxCDBG contract provisions. Our project managers

have extensive experience reviewing contract/bid packages for compliance, monitoring contractor performance, reviewing change orders, and processing construction pay estimates

GrantWorks' standardized approach for vetting contractors is documented in our Standard Operating Procedures to ensure transparency throughout the project. Our team collects and reviews contractor information and verifies construction contractor eligibility with TDA. As a best practice, we create, use, and update checklists to document and ensure all contractors meet compliance requirements. GrantWorks performs debarment and SAM registry checks precontract, while other checklists are completed before notice-to-proceed issuance and subsequent tasks.

The GrantWorks Team monitors the construction process to evaluate contractor performance and ensure compliance with equal opportunity and labor standards provisions. During routine but random visits to work sites, we conduct interviews with on-site staff, document progress and findings, and report to the City. In addition to unscheduled site visits, the team schedules 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 services include:

- Help the City to 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 from TDA
- Provide project engineers with instruction and forms packet so they know up-front what information is required by the state agency
- Conduct pre-construction conference 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

Audit, Closeout, and Archiving Files

GrantWorks operates on an audit-and-closeout philosophy that all 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 project life cycle. From the beginning, we built an audit-ready program structured for closeout. Meticulous recordkeeping and documentation, critical milestone checklists, and transparent reporting facilitate routine and predictable final steps of the closeout process.

GrantWorks assists with reconciling financial data in all applicable systems, preparing the City for state and federal audits, and will 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:

- > 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 auditor with TxCDBG audit guidelines
- Assist in working with TDA to resolve any monitoring and audit findings and any third-party claims
- Attend any scheduled state or federal audit visits
- Archive hardcopy and electronic files

Performance Schedule

GrantWorks is proud of our strong track record of completing projects on time and within budget. We have a deep bench of proficient and capable professionals who will work closely with the City of Navasota and TDA to successfully reach all project schedule requirements and milestones. GrantWorks will assist with proactively preparing for Community Development funding and work closely with City staff to determine specific needs for implementing projects and the type and frequency of communication that best suits the City's objectives while facilitating project progress.



CITY OF NAVASOTA, TEXAS I TEXAS DEPARTMENT OF AGRICULTURE, 2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM: APPLICATION AND PROJECT IMPLEMENTATION SERVICES

SECTION 2

EXPERIENCE

SECTION 2 – EXPERIENCE

GrantWorks was founded in La Porte by Bruce Spitzengel in 1979. For over 40 years, GrantWorks has been Texas' leading grant management firm specializing in state and federal grant programs. We are the foremost provider of community development, disaster recovery, hazard mitigation, housing, planning, transportation, and coastal grant program management for local governments in Texas. To date, we have secured and administered more than \$8 billion in assistance for hundreds of localities through thousands of grant contracts.

GrantWorks has over 370 full-time employees, half of whom work in our numerous field offices across the state. We have more than 100 experienced project managers, 17 Certified Project Management Professionals (PMPs), 3 Certified Public Accountants (CPAs), and 10 AICP-certified planners.

Our services include:

- Application Development
- Project Eligibility Reviews
- Feasibility Reviews
- Cost Estimates
- Program/Project Management
- Grant Administration and Management
- Marketing and Outreach
- Intake (for Program Participants)
- Beneficiary Eligibility Determinations
- 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
- ▶ Home Elevation Scopes
- Construction and Project Management
- ▶ Federal, State, and Local Compliance Assurance
- Reporting, Audit, and Monitoring Support



GrantWorks administers grants from a wide variety of state and federal funding resources and works directly with many agencies, including:

- U.S. Department of the Treasury (U.S. Treasury)
- U.S. Department of Housing and Urban Development (HUD)
- U.S. Department of Commerce, Economic Development Administration (EDA)
- Federal Emergency Management Agency (FEMA)
- Texas Department of Agriculture (TDA)
- Texas Department of Transportation (TxDOT)
- Texas General Land Office (GLO)
- Texas Department of Housing and Community Affairs (TDHCA)
- Texas Parks and Wildlife Department (TPWD)
- Texas Water Development Board (TWDB)
- Texas Division 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
- Disaster Recovery
- Infrastructure Projects
- CARES Act COVID-19 Response
- Economic Development
- Emergency Rent Relief
- Housing Rehabilitation and Reconstruction
- Buyout/Acquisition
- Transportation
- Homebuyers Assistance
- Demolition/Clearance Activities
- Flood Mitigation
- Elevations
- Resiliency
- Mitigation
- Generators
- Retrofits for Public Buildings
- Accessibility
- Wildfire Mitigation
- Community Safe Rooms

2.1 Related Experience/Background with Federally Funded Projects

GrantWorks provides grant administration, application, and project management services for various federal grant programs, and we have extensive experience managing federally funded construction projects. Our knowledgeable staff understands the myriad regulations and requirements associated with federal grant funding and is ready to guide the City of Navasota seamlessly through the process.

2.1.1 Community Development Block Grant (CDBG) Programs

GrantWorks has been assisting local governments with CDBG grant administration since 1979. During our first 15 years in business, community development grant administration was the primary focus of our operations. Over the years, we have completed over 2,000 CDBG projects in more than 400 cities and counties across Texas. Today, we offer application, administration, management, and planning services for a wide variety of TxCDBG-funded programs:

Texas Department of Agriculture

Texas Community Development Block Grant (CDBG) Infrastructure and Non-Rental Housing Program:

- Community Development Fund: 940+ projects funded, \$283+ million
- Texas Main Street/Downtown Revitalization Program: 54+ projects, \$10+ million
- Texas Capital Fund (Economic Development): 90+ projects for \$50+ 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
- ▶ Fire, Ambulance and Services Truck (FAST) Program: 10+ projects, \$5+ million
- Planning Grants: 220+ projects funded, completed, or underway, \$8+ million

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 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 subrecipients in implementing Homeowner Reimbursement, Affordable Rental, and Economic Revitalization Program Funds, \$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, \$643+ million

CDBG-DR 2016 Floods:

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

CDBG-DR 2015 Floods:

24+ local government projects funded, including multifamily 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

2.1.2 Other Federal and State Programs

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 nonprofits for \$220+ million
- ▶ 3,000+ substandard houses rehabilitated or reconstructed
- Complete administrative and project delivery services:
 - > Application development, beneficiary income verification, project eligibility assessment
 - > Procurement, acquisition, environmental review
 - > Financial management, draw, change order, pay estimates, amendments
 - > Compliance, duplication of benefit analysis, audit, and monitoring support

Texas Department of Transportation

- Safe Routes to School: 19 projects funded, \$10.7 million
- County Transportation Infrastructure Fund: 36 projects funded, \$70.5 million
- > Transportation Enhancement Act for the 21st Century: \$2.4 million
- Surface Transportation Environment and Planning: \$1 million
- Border Colonia Access Program: \$1.3 million

Federal Emergency Management Agency Programs

FEMA Public Assistance: 8 Hurricane Harvey contracts, \$80+ million

Texas Division of Emergency Management Programs

- Hazard Mitigation Construction Projects: Homeowner Elevations and Reconstructions: 4 projects, \$65+ million
- ▶ Hazard Mitigation Plans: 35+ projects, \$2.96+ million
- Critical Facility Generators: 31+ projects, \$12.1+ million
- Warning Sirens: 8 contracts, \$428,488
- Infrastructure Drainage and Community Safe Rooms: 4 projects, \$6.8+ million

Texas Parks and Wildlife

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

2.1.3 Relevant Project Experience List

With nearly 1,000 community development contracts implemented on behalf of hundreds of local communities, GrantWorks is among the leading providers of TxCDBG services. Our staff works directly

with cities and counties to identify and implement grant-eligible infrastructure improvements. We are dedicated to community development through public works construction and believe these improvements are essential to strengthening Texas communities. **Figure 1** below shows GrantWorks' other city and county government project experience within the City of Navasota and the Brazos Valley Council of Governments (BVCOG) Region.

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	РСВ	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 & Wastewater Treatment Plant	\$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	РСВ	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

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 and Sewer Improvements	\$350,000
	2014	DRP	Sidewalk Improvements	\$150,000
	2013	CD	Sewer Improvements	\$275,000
	2012	CDBG-DR	Sidewalk Improvements	\$150,000

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
CLIENT	2010	CD	Sewer Improvements	\$250,000
	2005	CD	Sewer Collection Improvements	\$250,000
	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 Program	\$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	РСВ	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
lola	2017	CDBG-DR	Flood & Drainage Improvements	\$167,101
	2017	CDBG-MIT	Sewer Improvements	\$10,934,297

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	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
	2014	CD	Water Improvements	\$275,000
	2007	CD	Water System Improvements	\$250,000
	2005	CD	First-Time Sewer Collection System 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	РСВ	Planning Studies	\$54,720
Marquez	2022	CD	Water & Sewer Improvements	\$350,000
	2021	ARPA	Administrative Services	\$67,893

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	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
	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	РСВ	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 County	2021	ARPA	Administrative Services	\$3,316,424
	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

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	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
	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	РСВ	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

2.2 Relevant Project Descriptions

GrantWorks' Texas roots enable us to support both local governments and state agencies by effectively and efficiently implementing programs within the federal and Texas statutory framework. Our broad footprint across the State means that we can act quickly and complete activities promptly. Having so many of our staff working and living in the communities we serve gives us a unique stake in the success of the programs we manage. We have provided detailed descriptions of TxCDBG and CDBG-DR projects similar in size and scope to projects the City of Navasota might pursue on the following pages. CITY OF NAVASOTA, TEXAS I TEXAS DEPARTMENT OF AGRICULTURE, 2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM: APPLICATION AND PROJECT IMPLEMENTATION SERVICES



200 FEET

WATER LINE INSTALLED

City of Grapeland, Texas

CONTRACT NUMBER 7218179

GRANT PROGRAM

Texas Department of Agriculture, Community Development Block Grant

GRANT AMOUNT \$275,000

CONTRACT START DATE November 1, 2018

CONTRACT END DATE October 31, 2020

RELEVANCE/HIGHLIGHTS

☑ Grant Administration☑ Project Management☑ Environmental Review

REFERENCE

Niky Nivens City Secretary City of Grapeland 126 S. Oak Street Grapeland, Texas 75844 Telephone: 936-687-2115 cityofgrapeland@yahoo.com

WATER SYSTEM IMPROVEMENTS, GRAPELAND, TEXAS

BACKGROUND

The City of Grapeland needed to install new water mains to restore a citywide loop for continuous water service. They also had to upgrade the City's two ground storage tanks to comply with Texas Commission on Environmental Quality (TCEQ) requirements and improve water quality for its residents.

The existing 6-inch and 8-inch water mains located at Market Street and College Street and an existing 8-inch water main at Market Street and Chestnut Street were cut and capped in the past to accommodate a drainage improvement project. The disconnection of these water lines severed the citywide loop in the water system, negatively affecting water quality and reducing the fire flow provided by the system.

Also, the City was manually filling its two ground storage tanks. By adding automated controls to signal low and high water levels in the water well pumps at Water Plant #1 on the north side and Water Plant #2 on the City's south side, the City could automatically turn on and turn off the water more efficiently. Following an inspection of Water Plant #2, TCEQ recommended that the City:

- Raise the water inlet to the top of the 100,000-gallon ground storage tank to prevent short-circuiting of water in the tank
- Install a riser pipe inside to the top of the tank to improve water quality

WORK PERFORMED

GrantWorks assisted the City of Grapeland with a Community Development Fund application to obtain funding from the Texas Department of Agriculture (TDA) and the Community Development Block Grant Program for water system improvements. GrantWorks provided grant management, project management, financial management, and environmental evaluation and consultation to re-establish the citywide loop in the water system and upgrade its two ground storage tanks to improve water quality and create a more efficient approach to filling the tanks.

This project installed 300 feet of 8-inch and 6-inch PVC water line; ten service reconnections; six connections to the existing water main; 334 square yards of street repair; one extension to the water storage tank inlet; a water level control system; and the necessary valves, hydrants, and appurtenances.

PERFORMANCE QUALITY

Timeliness: Due to the nature of CDBG programs—the multiple governmental agencies, vendors, and personnel involved—the processing and execution of documentation and lead times for payment processing can challenge the timely submission of program requirements. GrantWorks routinely compiled and processed Requests for Payment—the sole tool for requesting financial reimbursement from TDA—in less than a week. Also, we quickly accounted for and processed eligible invoices, often on the same day we received them. GrantWorks completed and submitted Project Closeout Reports and project monitoring reviews well before the due dates required by TDA.

Cost Control: GrantWorks determined that two additional gate valves were required to prevent service interruption to the community during construction. These "Hot Tap" gate valves required the installation of special equipment, resulting in a significant pricing increase. As the City awarded the project over budget, we recommended a reduction in the line's total footage via a Performance Statement Modification request, with the City committing additional local funds. The resulting savings offset the cost increase of the gate valves ("Hot Tap" Valves). By modifying the scope, the City could use its local commitment of funds more effectively.

Timeliness of Service(s) Delivery: The City's water improvement project had an initial environmental review lead time of 8 months and a construction lead time of 12 months. GrantWorks' efforts in expediting the environmental review and the steady day-to-day administration of the program helped deliver the project nearly five months ahead of schedule.

STAFF

John Groberg, Regional Manager and Project Manager Keith Payne, Client Services Manager CITY OF NAVASOTA, TEXAS I TEXAS DEPARTMENT OF AGRICULTURE, 2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM: APPLICATION AND PROJECT IMPLEMENTATION SERVICES



4,500 FEET

8-INCH WATER LINE INSTALLED

CLIENT City of Ferris, Texas

CONTRACT NUMBER 7217130

GRANT PROGRAM

Texas Department of Agriculture, Community Development Block Grant

GRANT AMOUNT \$275,000

MATCH AMOUNT \$27,500

CONTRACT START DATE December 1, 2017

CONTRACT END DATE November 30, 2019

RELEVANCE/HIGHLIGHTS

- ☑ Grant Administration
 ☑ Project Management
 ☑ Environmental Review
- \boxtimes Labor Standards Management
- \boxtimes Financial Management

REFERENCE

Suzanne Negron-Paez Finance Director City of Ferris 100 Town Plaza Ferris, Texas 75125 Telephone: 972-544-2110 suzannenegron-paez@ferristexas. gov

WATER SYSTEM IMPROVEMENTS, FERRIS, TEXAS

BACKGROUND

The City of Ferris water system had exceeded the planning threshold of 85% of the maximum capacity required to supply water for the existing number of connections, and almost exceeded the maximum supply capacity.

The City of Ferris purchased water from Rocket Special Utility District to supplement production from city-owned water wells. The existing wells were over the Texas Commission on Environmental Quality (TCEQ) maximum contaminant level for total dissolved solids and sulfates, and the City set up the wells to discharge into the system to blend with the water from Rocket.

The construction of an 8-inch water transmission line—a second interconnection with Rocket Special Utility District—boosted capacity and provided additional water for blending, enabling the City of Ferris to meet the maximum contaminant requirements.

WORK PERFORMED

GrantWorks assisted the City of Ferris with a Community Development Fund application to obtain funding from the Texas Department of Agriculture, Community Development Block Grant Program for sewer system improvements. GrantWorks provided grant management, project management, environmental review, labor standards management, and financial management for the installation of 4,500 feet of 8- to 12-inch water transmission line, a ground storage tank mixing system, boring, gate valves, meters and control systems, and all associated appurtenances.

GrantWorks commenced start-up documentation immediately upon the City's notice of award. We kept the City informed and prepared to review, approve, and submit all required documents to achieve Milestone 1 of the State contract. Following the coordination of the start-ups, GrantWorks advised the hired engineering firm on the requirements for construction to facilitate plan development. When the initial bids for the project came in well over budget, the City worked with the engineer to determine viable alternative routes for the water transmission line.

GrantWorks provided technical assistance to guide the City on rescinding and re-bidding as they pursued a redesign. The redesigned route provided only minimal cost savings and introduced new acquisition complications. We worked with the City and Engineer to identify cost and schedule criteria for all viable options. Ultimately, the City elected to re-bid the project with the original plans and allocated local funds to cover the costs exceeding the grant award.

During Construction, GrantWorks provided payroll review and conducted on-site employee interviews to ensure the contractor and subcontractors complied with federal labor standards. Also, we conducted a pay-application review to ensure accurate billing and conformance with the contract thresholds.

GrantWorks navigated the challenges of this project by working closely with the City, the Engineer, and the Contractor, keeping all parties informed of regulations, the steps in each project stage, and timelines for action items. Compliance staff reviewed the closeout reports that we submitted for the above-referenced contract. The project was monitored and found to comply with federal and contractual requirements and achieved administratively complete status in June 2020.

PERFORMANCE QUALITY

Timeliness: GrantWorks aimed to provide quick, efficient, and timely responses to questions from the City, Engineer, and Contractor. The City often would email back, "Appreciate your quick response!" "Thank you! Appreciate you!"

Timeliness of Service(s) Delivery: The project remained on schedule with effective communication, clear guidance on timelines, and proper forecasting of risks and delays. Despite the project design challenges, we completed it within the original state contract end date.

Quality of the Service(s) Provided: GrantWorks' years of experience enable us to anticipate the requirements of each project stage and ensure that all parties are thoroughly prepared. For example, GrantWorks provided the City with updated ledger tracking excel files, lists of expected monitoring questions, and files to review well in advance of monitoring requests.

Business Relationships: GrantWorks sought to provide above and beyond services and ensure each project entity was included, informed, and respected throughout the entire project. The City, Engineer, and Contractor often sent emails of thanks: "That's great news...thank you for doing that," and "thank you as always for your help and patience."

STAFF

Jeff Carrillo, Director of Community Development Rosie Daly, Senior Project Manager Jill Hooks, Labor Standards Specialist



287 FEET

4-INCH CONCRETE AND BRICK PAVER BORDER AND 19 ADA RAMPS INSTALLED

CLIENT City of Bay City, Texas

CONTRACT NUMBER 7217222

GRANT PROGRAM

Texas Department of Agriculture, Community Development Block Grant

GRANT AMOUNT \$250,000

MATCH AMOUNT \$75,000

CONTRACT START DATE March 1, 2018

CONTRACT END DATE February 29, 2020

RELEVANCE/HIGHLIGHTS

- Grant Administration
- ⊠ Project Management
- \boxtimes Construction Management

REFERENCE

Barry Calhoun Public Works Director City of Bay City 1901 Fifth Street Bay City, Texas 77414 Telephone: (979) 245-7236 bcalhoun@cityofbaycity.org

SIDEWALK IMPROVEMENTS, BAY CITY, TEXAS BACKGROUND

The City of Bay City needed to reconstruct deteriorated sidewalks, curbs, and gutters on the west side of the 2100 block of Avenue H, the north and south sides of the 1800 block of Sixth Street, and the south side of the 1900 block of Sixth Street. The City also sought to establish Americans with Disabilities Act (ADA) compliant access to public buildings, including City Hall, the Police Department, the Municipal Court building, and the Economic Development Office.

WORK PERFORMED

Bay City used Texas Capital Fund Main Street Program funds to complete sidewalk improvements in the downtown area. GrantWorks helped the City organize and publicize public hearings and obtained 62 business support letters required for funding as part of the application process. Once funding was awarded, GrantWorks prepared the publications and resolutions for the civil rights obligations for City Council approval. We also assisted in communicating construction timelines to minimize disruption to impacted businesses.

Construction included removing and replacing 287 feet of deteriorated concrete sidewalk, constructing 970 feet of 4-inch-thick steel-reinforced concrete and a brick paver border, 19 handicapcompliant pedestrian intersection ramps, drainage improvements incidental to sidewalk construction, demolition, and necessary appurtenances.

PERFORMANCE QUALITY

Timeliness: The City executed a contract with GrantWorks on March 1, 2018, with an end date of February 29, 2020. The construction contract was awarded in January 2019. GrantWorks completed the project in June 2019, eight months ahead of schedule. GrantWorks submitted all closeout items to TDA before the contract end date. **Cost Control:** All project bids came in slightly over budget, and the City opted to award the low bidder and inject additional matching funds of \$8,266 to complete the project.

Timeliness of Service(s) Delivery: TDA requires Texas Capital Fund Main Street grant projects to be completed within two years. This deadline can be challenging because of the required consultation with agencies during the environmental review for Main Street projects. Consultation with the Texas Historical Commission (THC) requires approval of engineering plans before bidding the project and additional care during demolition to avoid damage to historical markers or buildings. Consultation with TxDOT was also required due to the construction of handicap-compliant pedestrian ramps on TxDOT highway. In less than four months, the GrantWorks' environmental team worked with the engineer and the agencies to achieve environmental clearance and authority to use Grant Funds (AUGF). Construction was completed eight months ahead of schedule.



CITY OF NAVASOTA, TEXAS I TEXAS DEPARTMENT OF AGRICULTURE, 2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM: APPLICATION AND PROJECT IMPLEMENTATION SERVICES



CLIENT Jeff Davis County, Texas

CONTRACT NUMBER 7217229

GRANT PROGRAM

Texas Department of Agriculture, Community Development Block Grant

GRANT AMOUNT \$270,000

CONTRACT START DATE December 1, 2017

CONTRACT END DATE November 30, 2019

RELEVANCE/HIGHLIGHTS

 \boxtimes Grant Administration

 \boxtimes Project Management

⊠ Environmental Review

 \boxtimes Construction Management

REFERENCE

Curtis Evans County Judge Jeff Davis County 100 Court Avenue Fort Davis, Texas 79734 Telephone: 432-426-3968 countyjudge@co.jeff.davis.tx.us

WATER IMPROVEMENTS, JEFF DAVIS COUNTY, TEXAS

WORK PERFORMED

GrantWorks assisted the County with its application and environmental needs and successfully managed the grant through bidding, construction, and closeout. We coordinated with County officials and key personnel to monitor the project for programmatic compliance and adherence to local, state, and federal laws.

The project manager tracked construction progress and completed ongoing reporting to ensure the project remained on schedule. GrantWorks' staff used internal checklists and shared tracking spreadsheets to monitor each step of the grant process, ensuring that all documentation was submitted correctly and on time.

STAFF

Jerry Carvajal, Project Manager Oralia Cardenas, Senior Client Services Manager



CLIENT Kerr County, Texas

GRANT PROGRAMS

Texas Water Development Board and Texas Department of Agriculture, Community Development Block Grant

CONTRACT NUMBER TWDB Contract No. 10366

GRANT AMOUNT \$32 million

CONTRACT START DATE November 2015

CONTRACT END DATE April 2022

RELEVANCE/HIGHLIGHTS

- Grant Administration
- ⊠ Project Management
- \boxtimes Construction Management
- ⊠ Financial Management

REFERENCES

Charlie Hastings, PE, CFM, County Engineer Kerr County 3766 SH 27 Kerrville, Texas 78028 Telephone: 830-896-9046 chastings@co.kerr.tx.us

Tom Moser Kerr County Commissioner Precinct 2 Kerr County 700 E. Main Street Kerrville, Texas 78028 Telephone: 830-792-2214 tmoser@co.kerr.tx.us

EAST KERR COUNTY/CENTER POINT WASTEWATER COLLECTION PROJECT, KERRVILLE, TEXAS

WORK PERFORMED

GrantWorks assisted in seeking additional funding from TDA for first-time sewer service connections and provided project management, financial management, construction phase management, and connection assistance services throughout the project. Responsibilities included reviewing construction pay estimates and engineering and inspection services invoices, maintaining a grant ledger, and submitting monthly payment requests to TDA and the Texas Water Development Board. Other responsibilities included:

- Taking minutes of monthly conference calls and in-person progress meetings
- Preparing and submitting Disadvantaged Business Enterprise (DBE), American Iron and Steel, and Davis-Bacon Wage Rate forms
- Reviewing weekly payrolls, conducting compliance follow-ups
- Performing monthly employee interviews to evaluate labor standards compliance
- Assisting East Kerr County residents complete income surveys
- Facilitating public outreach efforts, including the development of flyers and mail-outs
- Communicating with potential applicants
- Reviewing applications for eligibility
- Coordinating the connection



CLIENT City of Navasota, Texas

GRANT PROGRAMS

Texas Department of Agriculture, Community Development Block Grant

Texas Capital Fund Downtown Revitalization Fund

Texas Housing Infrastructure Fund

Community Development Block Grant Program – Disaster Recovery Fund

GRANT AMOUNT \$8.5 million

CONTRACT START DATE 1994

CONTRACT END DATE Present

RELEVANCE/HIGHLIGHTS

☑ Grant Administration
 ☑ Project Management
 ☑ Construction Management

REFERENCE

Jason Weeks, CPM, ICMA-CMC City Manager City of Navasota 200 E. McAlpine Navasota, Texas 77868 Telephone: 936-825-6408

INFRASTRUCTURE IMPROVEMENTS, NAVASOTA, TEXAS

BACKGROUND

The City of Navasota, Texas, has been a GrantWorks client since 1994. We have developed applications and provided grant administrative services for projects under the following funding programs.

Texas Community Development Block Grant Program

Fund: TDA awarded the City of Navasota \$2.9 million in grant funds for infrastructure improvements. GrantWorks worked with the City to manage many Community Development Block Grant programs (CDBG) throughout these years. In summary, these projects included:

- Over 19,000 linear feet of sewer lines
- Over 12,000 linear feet of water lines
- Rehabilitation of over 70 manholes
- Installation of generators at water wells with automatic transfer switches and electrical controls

Texas Capital Fund Downtown Revitalization Fund:

GrantWorks has also worked with the City on three Texas Capital Fund Downtown Revitalization grants through the Texas Department of Agriculture, totaling \$650,000 in grant funds for improvements to the downtown historic district. The projects included the installation of 1,000 feet of concrete sidewalks, handrails, ADA-compliant ramps, lighting, curb, street and gutter repair, ADA parking spaces, and signage.

Texas Housing Infrastructure Fund: In 2002, the Texas Department of Agriculture (TDA) and GrantWorks worked on a Housing Infrastructure Fund program with the City. With the grant funds, the City made water, sewer, gas service, and street improvements to Roosevelt Street in the southern part of the City. Once the City made these improvements, the Brazos Valley Affordable Housing Corp. constructed ten homes owned by low- to moderate-income persons. This project was a collaborative effort with the City of Navasota, TDA, GrantWorks, and the Brazos Valley Affordable Housing Corp. for \$1.27 million.

Community Development Block Grant Program-Disaster Recovery Fund: GrantWorks

assisted the City of Navasota in securing approximately \$3.7 million from four Community Development Block Grant-Disaster Recovery grants administered through the Texas General Land Office in response to Hurricane Ike and the Texas 2015 and 2016 flooding events.

STAFF

Vicki Spiess, Senior Project Manager

SECTION 3

PRIOR WORK PERFORMANCE

SECTION 3 – PRIOR WORK PERFORMANCE

3.1 Submitting Requests to the City/TDA in a Timely Manner

GrantWorks' proactive management approach keeps us ahead of the curve. We think, plan, and act in anticipation to ensure that we are constantly communicating, responding, and submitting requests promptly. We allocate adequate staff and resources to implement each project successfully. We employ tracking systems, project checklists, weekly and biweekly portfolio reviews, and email management protocols to keep the City, TDA, and the project team connected and on track.

These tools and strategies help us identify potential project risks early, anticipate future project needs, and submit requests in a timely manner. GrantWorks' project managers maintain detailed project calendars with information on key dates for submittals of project documentation and milestone targets. Project managers conduct no less than two monthly project portfolio management reviews, during which every performance aspect is discussed, including anticipated requests to clients and funding agencies. We have developed comprehensive project checklists to plan tasks and prepare information in advance of agency requests or project deadlines. Additionally, every project manager receives ongoing training and weekly updates on agency requirements and submission deadlines to anticipate future requests. These measures mean that no box is left unchecked, and no request goes unsubmitted.

3.2 Responding to the City/TDA Requests in a Timely Manner

We feel that it is essential to respond to the City of Navasota and TDA requests in a timely manner. Our goal is to address and handle all questions and concerns professionally, effectively, and swiftly.

With decades of experience, our team has solid knowledge of TDA and TxCDBG program-specific requirements. We have used that experience to develop successful management strategies to respond to client requests quickly and accurately. This broad knowledge base allows us to support our clients effectively and efficiently and meet all federal and state requirements. Project managers are assigned workloads that provide them with the necessary capacity to focus on client needs, and continuous communication and coordination with the project team ensure that we are always on top of project details—facilitating our ability to be responsive. As part of GrantWorks project management training, our employees learn the importance of timely communication, how to prioritize competing issues, and how to allay dissatisfaction on the rare occasion that a client is unhappy. The GrantWorks management team oversees staff workloads and productivity, ensuring that the project team effectively implements time management and communication strategies.

3.3 Past Client/TDA Projects Completed on Schedule

Extensive experience has given us an unrivaled ability to predict and mitigate delays early in the project, chart critical paths to achieve timely completion, and understand the importance of sticking to the plan (**Figure 2**).

At the start of each project, our project managers meet with clients, engineers, and stakeholders to discuss project activities and timelines. Working closely with local governments, engineers, and other parties ensures that projects conform to project performance statements and schedules. We quickly identify and obtain all necessary permits, easements, and rights-of-way to avoid delays caused by unforeseen amendments or acquisitions. Frequently, changes are identified during engineering design and construction. The GrantWorks team verifies proposed changes for program eligibility and environmental clearance and works with the City to prepare and submit proposed contract amendments on time. This process benefits from our large team of specialized staff who can quickly complete any necessary environmental reviews, beneficiary surveys, and amendment requests stemming from project changes. When we find a revision is needed, we work closely with the entire project team to evaluate options and amend contracts to comply with programmatic requirements and adhere to the milestones specified in the grant agreement.

Our project managers use impactful strategies are:	e several powerful strategies to keep projects on track. Some of the most
Experienced Program/Project Managers:	Keeping projects on schedule starts at the top. Project 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 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 staff, engineers and/or architects, and state agencies), incorporate input, ask questions, and consider potential issues.
Communication:	Communication is essential for keeping projects on track. The project will likely stay on schedule if all team members, supporters, sponsors, and clients are aligned. Most projects have scheduled check-in meetings (daily, weekly, and bi-weekly) to keep all team members informed and updated on project progress. Minutes are taken at all meetings and added to the project record.
Focus on the Critical Path:	GrantWorks understands that the secret to success is focusing on the critical path. We focus on tasks that 1) are integral to project progression, 2) produce excellent results, and 3) satisfy the contractual requirements of the funding agency and the client's needs.
Follow up with Task Owners:	Following up with task owners ensures success. Our project managers check in with task owners to remind them of upcoming accountabilities, especially critical path tasks. They do a quick check-in to ensure the owner is prepared to start on time and has all the necessary resources to complete the task. They also ask if the task owner has any concerns and address them before starting.
Embrace Project Supporters:	Project supporters are an often-overlooked asset. We identify 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 these supporters to champion 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

Figure 2: Project Management Strategies

Figure 2: Project Management Strategies

Our project managers use several powerful strategies to keep projects on track. Some of the most impactful strategies are:				
	right direction, allowing us to recognize progress and celebrate the team's contributions throughout the engagement.			
Monitor Metrics:	GrantWorks does not wait until the end to evaluate project success. We identify milestones, keep a close eye on critical path tasks, and monitor progress towards successful project completion. For critical milestones, we develop interim checkpoints to monitor progress along the way and adjust the schedule as needed.			

3.4 Work Product Consistently of High Quality with Low Level of Errors

GrantWorks has a systematic project management approach that promotes technical accuracy and quality on projects:

- 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: Use periodic assessment and continual improvement techniques to enhance the effectiveness and efficiency of our systems and processes

Our approach focuses on mapping out operational project processes and ensuring we perform quality checks continually to maintain audit-ready project files.

- GrantWorks' standard operating procedures (SOPs) provide the framework for this consistent approach throughout the firm while allowing the flexibility to address the City's specific needs and requirements.
- Our system aims to achieve customer satisfaction by preventing nonconformity at all stages. It emphasizes continual process improvement and requires identifying and deploying quality objectives.

We take a proactive approach to ensuring quality management and performance on each project, starting with requesting a scope of services. As part of our quality management program, GrantWorks' technical knowledge and industry experience allow us to detail the deliverables in the scope of work 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 over the last four decades.

GrantWorks will assist the City of Navasota draft an initial Quality Management Plan (QMP).

- This tool helps establish adequate measures and controls over projects and financial performance and serves as a monitoring guide.
- The QMP provides protocols for managing corrective actions and relevant process improvements to ensure any performance and compliance deficiencies are corrected and not repeated.
- Continually tracking and monitoring project trends, issues, and corrective actions ensures that items are updated across related documentation and training programs to provide compliance and maximum efficiencies with updated and clarified project requirements.
- > The QMP ensures that all work products are consistently high quality with a low incidence of errors.

CITY OF NAVASOTA, TEXAS I TEXAS DEPARTMENT OF AGRICULTURE, 2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM: APPLICATION AND PROJECT IMPLEMENTATION SERVICES

GRANTWORKS QUALITY MANAGEMENT PLAN

Our QMP 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

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 our 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 on a regular basis. 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 rules, regulations, policies, and statutes. We retain extensive institutional records of client performance, which we rely on during new application cycles to boost our clients' scores. This information helps project managers anticipate and address past problems before they become an issue for future projects.

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 assign project managers and support staff to 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.

3.5 Past Client/TDA 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.

Our broad knowledge of federal and state program requirements ensures well-researched and accurate technical assistance and an overall approach that identifies and addresses any problems long before the state funding agency audits occur. More than 400 government entities across the state have trusted GrantWorks with CDBG grant administration, and our performance consistently demonstrates low levels of monitoring findings or concerns.

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. When a project is monitored, we provide high-touch support to our clients to quickly resolve issues— assisting them with answering questions, drafting monitoring-related correspondence, and implementing best practices.

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 of Navasota. 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.

3.6 Managing Projects with Budgetary Constraints

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

GrantWorks staff work with stakeholders to verify that all project elements are program eligible and within budget. We have developed systems and processes to track project costs against budgetary constraints. Our project managers work directly with local officials and engineers to prepare projectspecific budgets, track project implementation, and review 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 3**, projects often run into three interrelated constraints:

- Budget
- Scope
- Schedule

GrantWorks' project managers proactively address areas where a project could face challenges and propose solutions to clients and the project team. By setting realistic project goals and sharpening each project's scope, our project managers can

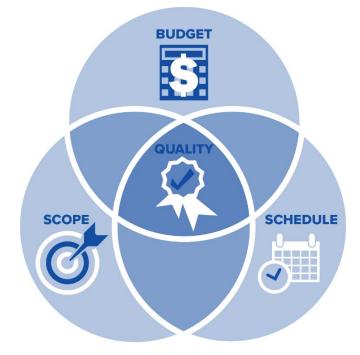


Figure 3: Project Management Constraints. The quality of a project is constrained by the project's budget, schedule, and scope. Our Project Managers know how to adjust the schedule and scope when faced with budget constraints to keep quality high.

prevent or successfully manage significant constraints later during implementation. Our project managers do this by:

Using a Proven Project Management System: We understand that the best way to fix a problem is to identify it quickly. A hallmark of the GrantWorks project management system is regular and systematic checkpoint scheduling to recognize and address potential budgetary challenges early and expeditiously.

Revisiting the Project Planning Phase: When faced with unforeseen budget obstacles, GrantWorks will review the project plan to look for cost-saving opportunities, such as identifying any aspects of the project that could be reassigned to staff members rather than contracting them out to subcontractors or vendors. We will also communicate budget constraints to our subcontractors and vendors to determine their flexibility. Because of the positive partnerships and long-standing relationships we have built with the vendor community, we can often negotiate solutions that keep the project on budget.

Reevaluating the Workflow: Our project managers understand that time is money. When cost issues arise, they revisit the project schedule with an eye for opportunities to enhance efficiency and optimize the workflow. Our system of checks and balances ensures that streamlining efforts do not negatively impact outcomes. As always, communication lines remain open to keep the entire project team abreast of changes.

Analyzing Root Causes: GrantWorks clients benefit from the breadth of our grant administration and project management expertise. When our project managers identify a problem contributing to budgetary constraints, they can consult with colleagues and rely on the experience of Subject Matter Experts to identify the root causes that led to the problem and implement corrective actions.

Being Creative: The ability to think outside the box is a strong suit for our project management team. The depth of our problem-solving experience has taught us to look beyond the most obvious answers and search for creative solutions for overcoming budgetary constraints. If all viable options are exhausted, we will ensure the project team fully understands the situation, so we can work together to determine a mutually beneficial solution.

Documenting Lesson Learned: Once GrantWorks completes the project, our project managers and project teams take time for a comprehensive debrief, allowing them to reflect on what went well and where there was room for improvement. We evaluate the challenges and discuss how to manage better any difficult situations moving forward.

SECTION 4

CAPACITY TO PERFORM

SECTION 4 – CAPACITY TO PERFORM

GrantWorks has the staff and capacity to complete multiple projects of varied sizes and scopes simultaneously. In addition to TxCDBG grants, we have experience with ARPA, CDBG, CDBG-CV, CDBG-DR, CDBG-MIT, CARES, COVID-19, FEMA Public Assistance (PA), FEMA Hazard Mitigation (HMGP), Transportation Infrastructure Fund (TxDOT County Roads), Texas Historical Commission (THC), and Economic Development Administration (EDA). Evidence of our capacity is reflected in the number and the quality of staff we bring to the table.

Our Community Development team has over 65 project management, grant administration, and subject matter experts with extensive experience implementing state and federal grant projects. The breadth of our expertise and the lengthy tenure of our senior staff means that this team has a thorough knowledge of program-specific requirements and cross-cutting federal regulations, including 2 CFR 200, ARPA, the Stafford Act, and Supplemental Appropriations Bills (**Figure 4**).

Figure 4: Why the City of Navasota Should Select GrantWorks

GRANTWORKS KEY STRENGTHS AND BENEFITS: WHY SHOULD THE CITY OF NAVASOTA SELECT	US?
We have a dedicated Client Services Department that will support you after the projects are complete	✓
With 370+ full-time employees, we are the largest Texas-based firm dedicated to grant administration project management for local governments	✓
We can carry out the work in house	✓
We have experience implementing multiple grant programs in Texas	✓
We have extensive experience with building, drainage, water, sewer, and street construction projects	✓
We are knowledgeable of TDA and systems and processes	✓
We are familiar with local codes and ordinances (zoning, flood plain, permitting, building code)	✓
We understand federal and Texas statutes and regulations (ARPA, 2 CFR 200, Local Gov't Code)	✓

4.1 Qualifications of Professional Administrators/Experience of Staff

As we have mentioned previously, 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 and completely. Look no further; our staff believes that implementing projects through collaboration is the key to realizing our shared vision—**your vision**.

4.1.1 Organization Chart

Our highly skilled staff are immediately available to implement the services described in this RFP quickly and efficiently. With our strong connections in Texas communities, we are confident that, if necessary, we can add capacity to execute these services quickly. We have provided an organization chart for the GrantWorks Team in **Figure 5**. GrantWorks has provided resumes for key personnel in **Attachment 1**.

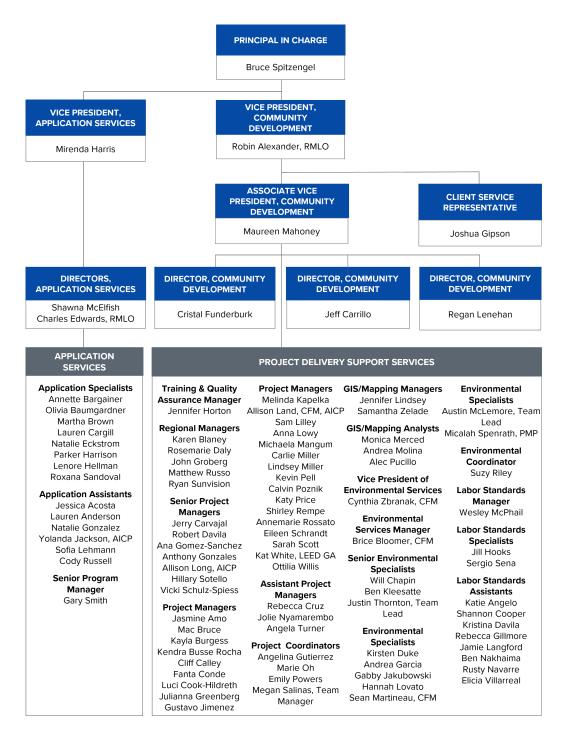


Figure 5: Detailed Organization Chart for the GrantWorks Community Development Department

GrantWorks' Community Development department has over 65 team members, including 80 TxCDBG Certified Administrators. 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 TDA and other grant applications. Upon TDA grant award, your assigned Project Manager will work closely with Vice President of Community Development Robin Alexander, Associate Vice President of Community Development Maureen Mahoney, and Directors of Community Development Cristal Funderburk, Jeff Carrillo, and Regan Lenehan to designate fully trained staff to support the City of Navasota with expert/specialty services such as procurement, construction management, planning, environmental, labor standards, and GIS/mapping services.

GrantWorks has summarized the qualifications and experience of our leadership, application services, and project management below. The organizational chart and the short bios below describe only a few of our available staff who will provide support services to the City of Navasota to ensure that all projects comply with TDA requirements.

4.1.2 Leadership and Program 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 370+ employees in 10 primary offices and 60 field locations. GrantWorks is the most successful local government grant services provider in Texas 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 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 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 utilized by the GrantWorks applications team. 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.

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, she 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 and has a BS from Texas A&M University, Commerce.

Robin Alexander, RMLO, Vice President of Community Development

As Vice President of Community Development, Robin oversees the daily operations of the Community and Economic Development Team. An integral member of the GrantWorks leadership team, Robin developed the firm's internal procedures for implementing agency regulations, and she assists in training new project management employees. Robin has 28 years of public service experience, much of which has concentrated on working with state and federal grant programs. She has successfully supervised over \$120 million in grant projects for over 70 local governments and has written applications for and managed a wide variety of grant programs, including community development, economic development, disaster recovery, housing, and planning grants through various TxCDBG programs and the Texas Home Investment Partnership Program. Robin also has extensive experience guiding city and county clients through Uniform Relocation Act (URA) property acquisition requirements. She earned her master's degree in Public Administration in 1992.

Maureen Mahoney, Associate Vice President of Community Development

Maureen Mahoney has more than 40 years of grant management experience and joined GrantWorks in January 2021, following 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.

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 TxCDBGcertified 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.

Joshua Gipson, Client Services Representative

As a Client Services Representative, Joshua Gipson is responsible for establishing and maintaining client relationships. He assists communities in developing eligible projects, attending meetings with local elected officials, completing employee interviews, and completing site visits. He regularly reviews state regulations and action plans, new legislation, application guides, manuals, and federal registers to keep abreast of grant funding opportunities and program changes. Joshua 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.

4.1.3 Application Services

Annette Bargainer, Application Specialist

Annette Bargainer joined GrantWorks in October 2019, bringing over 20 years of grant application experience. Annette researches, develops, and writes competitive grant applications for projects ranging from \$50,000 to over \$1 million on behalf of cities and counties throughout Texas. She specializes in developing applications to submit to the following funding sources: the Texas Department of Agriculture, Texas Department of Transportation, Texas General Land Office, Texas Department of Parks and Wildlife, and U.S. Economic Development Administration. She has a bachelor's degree in Journalism from the University of Texas at Austin and is a TxCDBG Certified Administrator.

Olivia Baumgardner, Application Specialist

Olivia Baumgardner deeply understands community needs and how to relay those needs in all grant applications effectively. Before joining GrantWorks, Olivia worked at a regional planning commission writing state and federal grants for a seven-county region in southeastern Illinois. During her four years at the commission, she served as the primary grant writer and handled all environmental clearances needed for those grants. She also has four years of experience as a community development director, where she learned the importance of organization and time management. Olivia has a BS in Communication Studies from Southern Illinois University.

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.

Lauren Cargill, Application Specialist

Lauren Cargill holds a BA in English Language and Literature and is currently working on an MS in Technical Communications from Texas Tech University. She is a TxCDBG Certified Administrator with two years of application development experience at GrantWorks. Lauren is skilled at writing in multiple genres, across various platforms, and for different audiences. She also has strong verbal communication and public speaking skills. Lauren researches best practices for inter-organizational collaboration and enjoys collaborating within a team to solve problems and achieve common goals.

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.

Lenore Hellman, Application Specialist

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.

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 entire grant application lifecycle, from inquiry to application, reporting, and archiving files after application 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).

Natalie Gonzalez, Application Assistant

Natalie Gonzalez uses her ten years of customer service experience to establish and maintain strong client relationships. Natalie assists communities in developing eligible projects, attending meetings with local elected officials, and performing site visits. She reviews state regulations and action plans, new legislation, application guides, manuals, and federal registers to keep abreast of grant funding opportunities and program changes. As an Application Specialist, Natalie gathers data, monitors the progress of deadlines, and prepares application materials.

Sofia Lehmann, Application Assistant

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.

Yolanda Jackson, AICP, Application Assistant

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.

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 for Clemson University and a BA in Criminology and Criminal Justice from the University of Texas at Arlington.

Gary Smith, Application Specialist and Senior Program Manager

Gary Smith is an Application Specialist and Senior Program Manager. He holds a master's degree in 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).

4.1.4 Project Delivery 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 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 more than 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 a multitude of 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 a broad spectrum of 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 worked as 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 worked as 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.

Allison Long, AICP, Senior Project Manager

As a Project Manager, Allison Long manages federal, state, and local grant-funded projects. She works directly with funding agencies, project engineers, and other key stakeholders, overseeing the successful implementation of grant-funded projects. Allison holds an MS in Community and Regional Planning from the University of Austin and a BS in Sociology from Belmont University. She is also a TxCDBG Certified Administrator and a Certified Planner.

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 managers 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 she 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

Jasmine Amo, Project Manager

Jasmine Amo is a Community Development Project Manager and a TxCDBG Certified Administrator. She coordinates public infrastructure construction projects funded by federal and state grants—primarily from the Community Development Block Grant Program (CDBG). These projects typically include the construction of improvements to public water and wastewater systems but may include road, drainage, building, park, or housing improvement activities and can also be related to disaster recovery. Jasmine coordinates and expedites projects, working directly with the local government contact, state agency staff, third-party project engineer, and subconsultants. She holds a BA in Finance from Midwestern State University.

Mac Bruce, Project Manager

Mac Bruce is a Project Manager and TxCDBG Certified Administrator at GrantWorks. Mac plays a lead role in planning, executing, monitoring, controlling, and closing out community development projects. He is accountable for the entire project scope, the project team and resources, the project budget, and, ultimately, the success or failure of the project. Mac earned an MS in Community and Regional Planning from the University of Texas and a BA in English from Rhodes College.

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, ensuring that projects meet

all regulatory requirements. Kayla works directly with clients to create a solution-based action plan that allows 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, policy writing, contract writing, drafting, and contract management skills. He has a BS in Public Administration from Texas State University in San Marcos and is a TxCDBG Certified Administrator.

Fanta Conde, PMP, Project Manager

Fanta Conde provides planning, project development, and grant program management services for different localities across Texas. She administers public infrastructure construction projects funded primarily by the Texas General Land Office and the Texas Department of Agriculture under Community Development Block Grant Programs (CDBG). Fanta 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 is a Certified Project Management Professional with an MA in Interdisciplinary Studies from New York University and a BA in English from St. Lawrence University.

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.

Julianna Greenberg, Project Manager

Julianna Greenberg joined the GrantWorks 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, the Texas Department of Agriculture, the Texas Department of Emergency Management, and the Federal Emergency Management Agency (FEMA). Julianna focuses on building relationships with her clients to understand their goals and ensure their total satisfaction completely. She

uses her experience coordinating teams and balancing multiple objectives to manage projects' technical and financial aspects, such as tracking and balancing budgets and invoices, reviewing engineering designs, assisting in developing bid packages, and ensuring overall grant compliance with state and federal regulations. Julianna has a BS in Biological Sciences from the University of Maryland.

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.

Allison Land, CFM, AICP, Project Manager

Allison Land has more than 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 is responsible for administering public infrastructure construction projects, most of which are 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.

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 scientist, Sam focuses on regulatory compliance for public and private sector projects, natural resource management and protection, environmental disaster recovery, construction oversight and 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

During her time 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 accomplishments show that she is innovative, flexible, and able to multitask with ease. 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.

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 and detail-oriented professional with more than ten years of progressively responsible customer service experience. She is an experienced project and contract manager and specializes in leading process enhancement initiatives and driving 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 working in the 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.

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. 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 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. She is a strategic thinker who 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.

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 at the 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 more than ten years of intensive project management experience, 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.

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 projects by working closely with local government contacts, Texas CDBG staff, third-party project engineers, and other stakeholders. Her 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/Mapping 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/Mapping 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 Analyst

Monica Merced has three years of experience as a GIS/Mapping Analyst 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 is responsible for collecting 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

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 in-depth 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 Specialist

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, Environmental Specialist

Ben Kleesattel joined GrantWorks from the University of Texas, where he worked as a Grants and Contracts Specialist, where he was responsible for coordinating grant application budgets, administering grant funds 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.

Justin Thornton, Senior Environmental Specialist 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.

Kirsten Duke, Environmental Specialist

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 is responsible for creating, analyzing, and implementing operational programs, emphasizing team and group relationships and training. She earned a BS in Applied Geography from Illinois State University.

Andrea Garcia, Environmental Specialist

Andrea Garcia joined GrantWorks in June 2021 as an Environmental Specialist. 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 also 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, Environmental Specialist

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 Specialist

Hannah Lovato is an Environmental Specialist 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 Specialist and Team Lead

Austin McLemore joined GrantWorks in March 2020 as an Environmental Specialist. 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.

Micalah Spenrath, PMP, Environmental Specialist

As an Environmental Specialist with four years of project management experience, Micalah Spenrath manages environmental aspects of a variety of community development projects. She uses her scientific knowledge and a demonstrated history of working with local, state, and federal government agencies to implement environmental and hazard mitigation projects. Her experience includes project management, quality assurance, benefit-cost analysis, contractor oversight, and technical analyses. Micalah holds an MS in Civil and Environmental Engineering from Stanford University and a BS in Earth and Environmental Science from the University of Texas. She is also a Certified Project Management Professional.

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.

Jill Hooks, Labor Standards Specialist and Team Lead

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.

4.2 Resumes of Key Personnel

GrantWorks has provided resumes for its key personnel and support staff members 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.

4.3 Certified Administrator for TxCDBG Programs

GrantWorks has 80+ TDA Certified Administrators for TxCDBG Programs. We have provided a list of GrantWorks Certified Administrators for TxCDBG Programs in **Attachment 2**.

4.4 Present and Projected Workloads

GrantWorks understands the requirements of the RFP and has adequate staff and resources to carry out the scope of work requested in a timely manner. We have been committed to helping cities and counties like the City of Navasota apply for and manage grants for over 40 years. We have built a reputation as a trusted partner with a long history of supporting Texas communities. Our deep and mutually respectful relationships with our clients and project teams are key to our success.

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

Our project managers provide the highest service quality by carefully balancing their workloads and robust support from GrantWorks' leadership, subject matter experts, and a team of compliance, environmental, data management and reporting, procurement, construction management, and quality assurance specialists (**Figure 6**).

The GrantWorks management team assigns each project a "weight" based on the project's anticipated scope and complexity, relying on years of experience and lessons learned to inform the process. We also consider each project manager's tenure and capacity.

We hold weekly staff meetings to confirm that all employees are current on the latest state and federal regulations. Staff also regularly meets with management to evaluate project progress. Our management team regularly reviews all project manager portfolios to see that we have allocated appropriate level resources to each project and ensures that we identify and avoid potential project risks early and give the right level of attention to each project in a manager's portfolio.

Figure 6: 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
5	Adjust assignments as needed

4.5 Demonstrated Understanding of the Scope of the TxCDBG

GrantWorks has supported many clients under TDA's TxCDBG program, managing over 940 projects across the State. We outline our experience and thorough understanding of this program in detail in **Section 1 – Scope of Services** of this proposal. We have a proven record of submitting high-quality

applications, completing paperwork promptly, and finishing projects on schedule. GrantWorks is also familiar with the grant administration services for general infrastructure, rental and non-rental housing and has performed similar duties for a variety of other programs.



4.6 Adequacy of Resources to Commit to the Project

GrantWorks understands and can meet all requirements identified in the RFP. GrantWorks employs 370+ staff members who work out of 8 primary offices and 86 field locations strategically situated throughout Texas **(Figure 7).** We have primary offices in Austin (x3), Galveston, Palestine, Paris, Rockport, and Weslaco. Field locations include Abilene, Alice, Alpine, Amarillo, Aubrey. Barker, Bastrop, Bedford, Belton, Bryan, Buffalo, Buda, Clute, College Station, Conroe, Corpus Christi, Cypress, Dallas, Denton, Dripping Springs, Edinburg, Elgin, El Paso, Floresville, Fort Worth, Frisco, Georgetown, Gilmer, Hallettsville, Harlingen, Hebbronville, Houston, Humble, Hutto, Jarrell, Katy, Kirbyville, Kyle, Lago Vista, League City, Leander, Longview, Lubbock, Lufkin, Marble Falls, McAllen, McGregor, McKinney, New Braunfels, Newton, New Ulm, Odessa, Pearland, Pearsall, Palacios, Pflugerville, Richmond, Rockport, Rosenberg, Round Rock, San Angelo, San Antonio, San Marcos, Seabrook, Seadrift, Sinton/Bellville, Spring, Temple, Victoria, Waco, Whitehouse, Wichita Falls, and Wimberley.



Figure 7: GrantWorks Texas Office and Field Locations

CITY OF NAVASOTA, TEXAS I TEXAS DEPARTMENT OF AGRICULTURE, 2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM: APPLICATION AND PROJECT IMPLEMENTATION SERVICES

SECTION 5

PROPOSED COST OF SERVICES

SECTION 5 – PROPOSED COST OF SERVICES

5.1 Scope of Services

Our services include:

Application Preparation Services: GrantWorks will assist the City of Navasota in preparing a public infrastructure project application for submission to the Texas Department of Agriculture - Office of Rural Affairs for the Program Year 2023-2024 Community Development Fund; 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 provision, documentation of beneficiaries, documentation of local matching funds, and development of a resolution of authorization; and assist in responding to any requests by TDA for clarification or supplemental application information. The City of Navasota will be responsible for costs associated with publishing required application notices.

Administrative Services: GrantWorks will guide and assist with financial management, recordkeeping, amendments, reporting, environmental clearance, civil rights, acquisition reporting, labor standards, contract closeout, and other aspects of program implementation. We will prepare all forms, notices, and agenda items and provide them in advance. We will communicate with the project engineer, state staff, construction contractors, and other parties to ensure your project's successful completion. Also, we will attend site visits, monitoring reviews, and public meetings, as necessary.

5.2 Cost of Services

GrantWorks is happy to negotiate the Cost and Scope of Services before final selection, as TDA allows. GrantWorks proposed fee for this contract is \$34,900 or 11% of the total grant award, whichever is lower. This fee is for Administrative Services and is only payable in the event of a 2023-2024 Texas Community Development Block Grant award to the City of Navasota.

GrantWorks has broken down this administration fee into the following payment milestones for the Scope of Services (**Figure 8**).

MILESTONES	PERCENT OF TOTAL GRANT AMOUNT
Establish Recordkeeping and Accounting Systems, Fair Housing/EEO/Section 504	30%
Environmental Review/Notices	20%
Construction Start-up	20%
Construction and Labor Standards Monitoring	20%
Closeout and State Monitoring	10%

Figure 8: GrantWorks Payment Milestones for All Grant Administration Services

The above fee includes all ancillary services necessary to complete the above-listed scope. Work categories include ongoing document preparation, 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. Please see Form A507 for more detail.

We may bill extraordinary and unexpected services as additional services approved by the client at a rate of \$95.00 per hour. 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, TDA 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.

GrantWorks is happy to negotiate the cost and scope of services before final selection, as allowed by state and federal law. With a TDA award, we will execute an administrative services contract between GrantWorks and the City only.

The federally approved proposal format we present to the City of Navasota lets us 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, we understand that cost is a primary consideration factor. Our fee contains the level of staffing needed to deliver the services required in the contract. However, the final cost of our agreement can be subject to negotiation based on request.

5.3 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.

5.4 Equal Employment Opportunity

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

ATTACHMENTS

ATTACHMENT 1 – RESUME OF KEY PERSONNEL

GrantWorks has provided resumes for the following key personnel.

- Bruce Spitzengel, President/Principal-in-Charge
- Mirenda Harris, Vice President of Application Services
- Shawna McElfish, Director of Application Services
- Charles Edwards, RMLO, Director of Application Services
- Robin Alexander, RMLO, Vice President of Community Development
- Maureen Mahoney, Associate Vice President of Community Development
- Cristal Funderburk, Director of Community Development
- Jeff Carrillo, Director of Community Development
- Regan Lenehan, Director of Community Development
- Joshua Gipson, Client Services Representative

CITY OF NAVASOTA, TEXAS I TEXAS DEPARTMENT OF AGRICULTURE, 2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM: APPLICATION AND PROJECT IMPLEMENTATION SERVICES

BRUCE SPITZENGEL PRESIDENT AND 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 370+ employees in 8 primary offices and 86 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 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 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 TEXAS DEPARTMENT OF AGRICULTURE, 2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM: APPLICATION AND PROJECT IMPLEMENTATION SERVICES

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 U.S. 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, JANUARY 2022 – PRESENT/ASSOCIATE VICE PRESIDENT OF APPLICATION SERVICES, JULY 2020 – JANUARY 2022, GRANTWORKS, INC., PALESTINE, TEXAS

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 engineers 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, and state agencies. She wrote, managed, and closed



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

Non-Profit Management Certification 2019 out projects for TDHCA HOME, TDA CDBG, GLO CDBG-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, 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, 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 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 different 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 serves as the Director of Application Services and provides day-to-day 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 funding sources, including the Texas Department of Agriculture, Texas Department of Transportation, 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

COMPANY GrantWorks, 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 CITY OF NAVASOTA, TEXAS I TEXAS DEPARTMENT OF AGRICULTURE, 2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM: APPLICATION AND PROJECT IMPLEMENTATION SERVICES

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 serves as a Director of Application Services and provides day-to-day operational support for the Application Specialists.

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 plus 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.

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



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 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

ROBIN ALEXANDER, RMLO VICE PRESIDENT OF COMMUNITY DEVELOPMENT

PROFESSIONAL QUALIFICATIONS

Robin Alexander has over 28 years of public service experience in Texas since receiving her Master of Public Administration degree in 1992. She has spent much of her career working with state and federal grant programs. She has successfully supervised over \$120 million in grant projects for over 70 local governments. Robin has written applications for and managed community development, economic development, disaster recovery, housing, and planning grants through various TxCDBG programs and the Texas Home Investment Partnership Program.

Robin also has extensive experience guiding city and county clients through the property acquisition process required under the Uniform Relocation Act (URA) for grant-funded projects. Her expertise includes the timing of acquisition to meet environmental clearance and other grant requirements, procurement of qualified, certified appraisers and review appraisers, drafting notices to and communication with property owners, and guidance in filing and recording final property transfers.

Before rejoining GrantWorks in 2013, Robin provided HOME Program coordination and implementation services for local government clients at Langford Community Management Services in Austin (2005-2013) and TxCDBG-funded planning and grant management services at GrantWorks (1998-2005).

RELEVANT EXPERIENCE

VICE PRESIDENT OF COMMUNITY DEVELOPMENT, GRANTWORKS, INC., AUSTIN, TEXAS, JULY 2021 – PRESENT

Robin manages communities with project implementation and internally provides day-to-day support for the Community Development Project Managers.

DIRECTOR OF APPLICATION SERVICES, GRANTWORKS, INC., AUSTIN, TEXAS, DECEMBER 2020 – JULY 2021

Robin served as the Director of Application Services at GrantWorks. She provided day-to-day support for the Application Specialist.

PROJECT MANAGER AND GRANT APPLICATION SPECIALIST, GRANTWORKS, INC., AUSTIN, TEXAS, APRIL 2016 – DECEMBER 2020

Robin worked with local governments to develop projects and write grant applications that addressed needed water, wastewater, street,



28 YEARS PUBLIC SERVICE EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Public Administration, Community and Economic Development, Texas Tech University, Lubbock, Texas, 1992

Bachelor of Arts, Psychology and Sociology, University of Texas at Austin, Texas, 1989

HIGHLIGHTS

Extensive experience as a grant writer and project manager for state and federal grant programs

CERTIFICATIONS/

REGISTRATIONS

Residential Mortgage Loan Originator, NMLS License No. 441391 TxCDBG Certified Administrator, Texas Department of Agriculture, 2021 and drainage system improvements and bolstered rural economic development for various programs. These programs include the Texas CDBG's Community Development, Colonia, Capital (economic development), Disaster Relief Funds, and the U.S. Economic Development Administration's infrastructure programs.

She has managed all project implementation tasks, including communications and recordkeeping, financial management of grant and local funds, procurement of construction contractors and third-party professionals, oversight of federal labor standard provisions, implementation of public acquisition requirements, and more.

CDBG-DR GRANT APPLICATION SPECIALIST, GRANTWORKS, INC., AUSTIN, TEXAS, OCTOBER 2018 – DECEMBER 2020

Robin has assisted dozens of local governments in the state's areas hit hardest by these natural disasters in preparing applications to Texas GLO CDBG-DR Program for Hurricane Harvey, 2016 Floods, and 2015 Floods. She helped assess unmet needs, gathered data and resources, developed eligible and fundable projects, and prepared grant applications. These successful applications provided more than \$100 million in vital funding to local governments to address their residents' needs, mount an effective recovery response, and mitigate future storms' damage. Communities Robin assisted include Aransas County and the Cities of Rockport and Aransas Pass.

HOME APPLICATION SPECIALIST, GRANTWORKS, INC., AUSTIN, TEXAS, APRIL 2013 – APRIL 2016

Robin reviewed and approved hundreds of individual household applications for single-family reconstruction programs funded through the Texas HOME Program and administered by dozens of local governments across Texas. Robin gained expertise in single-family programs and attained certification as a Residential Mortgage Loan Officer, as required by the Texas Department of Housing & Community Affairs for professionals assisting households with any housing loan program.

EMPLOYMENT HISTORY

- Vice President of Community Development, GrantWorks, Inc., Austin, Texas, July 2021 Present
- Director of Application Services, GrantWorks, Inc., Austin, Texas, December 2020 July 2021
- Project Manager and Application Specialist, GrantWorks, Inc., Austin, Texas, April 2013 December 2020
- Project Manager & Application Specialist, Langford Community Management Services, Inc., Austin, Texas, September 2005 – January 2013
- Vice President of Operations, Project Manager, and Application Specialist, GrantWorks, Inc., Austin, Texas, November 1998 – August 2005

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

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



42 YEARS

GRANT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, 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, 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 provided oversight of the management and operations of the Galveston Public Housing Program. Maureen worked with GLO legal and housing advocates to achieve this program's Conciliation Agreement's obligations. 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.

MANAGER, DISASTER RECOVERY, TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS, AUSTIN, TEXAS, FEBRUARY 2012 – UNTIL GLO ASSUMED RESPONSIBILITY FOR DISASTER RECOVERY PROGRAMS IN SEPTEMBER 2012

Maureen provided oversight of all housing applications and reviews for Hurricane Ile. She was a management program resource responsible for hiring, human resources, and staff training. Maureen also provided oversight of housing draws and invoices, community outreach, and training for housing applicants.

EMPLOYMENT HISTORY

- 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

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 in these roles.

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 requests 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 the training she received from experienced staff, Cristal quickly developed the skillset to manage the complexities of CDBG contracts 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 lowto-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

COMPANY

GrantWorks, 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

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 took the lead project manager role 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 lift station that failed 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.

EMPLOYMENT HISTORY

- 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 CDBGfunded 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. He was promoted to Assistant Director in 2018 and Associate Director in 2020.

RELEVANT EXPERIENCE

DIRECTOR OF COMMUNITY DEVELOPMENT, GRANTWORKS, INC., AUSTIN, TEXAS, SEPTEMBER 2021 – PRESENT

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

ASSOCIATE DIRECTOR OF COMMUNITY DEVELOPMENT, GRANTWORKS, INC., AUSTIN, TEXAS, SEPTEMBER 2020 – SEPTEMBER 2021

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



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 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 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 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, Transportation Infrastructure Fund (TIF), Texas Department of Transportation, Upton County, Texas, April 2014 – August 2019, Grant Amount: \$7,049,063

Upton County was awarded 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.

Grant Administrator, Transportation Infrastructure Fund, Texas Department of Transportation, Kleberg County, Texas, April 2014 – August 2019, Grant Amount: \$740,433

Kleberg County was awarded 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.

EMPLOYMENT HISTORY

- Director of Community Development, GrantWorks, Inc. Austin, Texas, September 2021 Present
- Associate Director of Community Development, GrantWorks, Inc. Austin, Texas, September 2020 September 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 & Economic 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, and sealed bid procurement reviews, quarterly status reports, fair housing, civil rights, and labor standards compliance activities, and project



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 skills

REGISTRATIONS/ CERTIFICATIONS

TxCDBG Certified Administrator, Texas Department of Agriculture, 2021 completion/state-agency monitoring reviews. She specialized in the Texas Capital Fund economic development program.

EMPLOYMENT HISTORY

- ▶ Director of Community Development, GrantWorks, Inc., 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

JOSHUA GIPSON CLIENT SERVICES REPRESENTATIVE

PROFESSIONAL QUALIFICATIONS

Joshua Gipson is a seasoned veteran with years of mechanical experience. Throughout his time in the U.S. Army and his professional career, Joshua has become adept at establishing and maintaining relationships with clients and finding solutions to meet clients' needs. Joshua has an eye for detail, extensive listening skills, a positive attitude, and solid communication skills.

RELEVANT EXPERIENCE

CLIENT SERVICES REPRESENTATIVE, GRANTWORKS INC., AUSTIN, TEXAS, AUGUST 2022 – PRESENT

Joshua is a Client Services Representative and 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 continuing satisfaction.

MAINTENANCE TECHNICIAN II/CREW SUPERVISOR/TRAINER, EASTERWOOD AIRPORT MANAGEMENT, COLLEGE STATION, TEXAS, SEPTEMBER 2020 – AUGUST 2022

Joshua maintained equipment at the airfield buildings and hangers. He was responsible for supervising crew productivity and training new employees.

EQUIPMENT OPERATOR III, U.S. WELL SERVICES, BRYAN, TEXAS, JUNE 2018 – APRIL 2020

It was Joshua's responsibility to rig up and down frac equipment and run hose and iron pipe from frac tanks and pump trucks to the oil well. He also maintained, calibrated, and mixed gel for fracking operations.

TEST LINE TECHNICIAN, NATIONAL OILWELL VARCO, ANDERSON, TEXAS, NOVEMBER 2017 – JUNE 2018

Joshua's responsibilities in this role were to rig frac units, continue maintenance on frac units, complete endurance tests, and maintain excellent customer testing.

KILN OPERATOR CLASS A, SAINT GOBAIN, BRYAN, TEXAS, JANUARY 2017 – OCTOBER 2018

Joshua unloaded kiln cars and packaged and labeled materials for customers. He also maintained production logs and inventory.



18 YEARS

MECHANICAL EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

General Courses, Blinn Community College, Brenham, Texas, 2001 – 2004

Course, AIT Generator and Alternator Maintenance and Repair, U.S. Army, 2004

HIGHLIGHTS

Extensive patience, trustworthiness, and active listening

Natural leader

Attention to details

REGISTRATIONS/

CERTIFICATIONS

Certified HVAC Technician I, Blinn Community College, Bryan, Texas, 2008

TRAINING

12-hours CDL Class AM License

Various endorsements: tank vehicle, hazardous materials, and HAZMAT **EXTRUSION OPERATOR LSA, SAINT GOBAIN, BRYAN, TEXAS, DECEMBER 2013 – JANUARY 2017** Joshua set the dimensional characteristics and provided the input for the firing process.

SO1 GEL PRO OPERATOR, HALLIBURTON, CALDWELL, TEXAS, NOVEMBER 2010 – DECEMBER 2013

Joshua drove an 18-wheel truck. He was responsible for rigging up and down frac equipment and running hose and 3-inch iron pipe from frac tank pump trucks to the oil well. He maintained, calibrated, and mixed gel for fracking operations.

SENIOR GENERATOR MECHANIC, U.S. ARMY ACTIVE DUTY, FORT BRAGG, NORTH CAROLINA, JUNE 2004 – FEBRUARY 2008

- Station at Fort Brag, NC Senior Generator Mechanic and Team Leader 1-505 PIR 82nd Division BSB, 2007 – 2008
- Served in Iraq as Senior Generator Mechanic and 5th Squad Team Leader, 2006 2007
- Stationed at Fort Brag, NC Senior Generator Mechanic, and Team Leader 1-505 PIR 82nd Division BSB, 2005 – 2006
- Graduated AIT (Advantest Individual Training) with MOS (Military Occupational Specialty) of 52D Generator Mechanic from Aberdeen Proving Ground, Aberdeen, MD, 2004

EMPLOYMENT HISTORY

- ▶ Client Services Representative, GrantWorks Inc., Austin, Texas, August 2022 Present
- Maintenance Technician II/Crew Supervisor/Trainer, Easter Wood Airport Management, College Station, Texas, September 2020 – August 2022
- Equipment Operator III, U.S. Well Services, Bryan, Texas, June 2018 April 2020
- ▶ Test Line Technician, National Oilwell Varco, Anderson, Texas, November 2017 June 2018
- Kiln Operator Class A, Saint Gobain, Bryan, Texas, January 2017 October 2018
- ▶ Extrusion Operator LSA, Saint Gobain, Bryan, Texas, December 2013 January 2017
- ▶ SO1 Gel Pro Operator, Halliburton, Caldwell, Texas, November 2010 December 2013
- Senior Generator Mechanic, U.S. Army Active Duty, Fort Bragg, North Carolina, June 2004 February 2008

ATTACHMENT 2 – EVIDENCE OF TXCDBG CERTIFICATION

GrantWorks is a Pre-Qualified Administrative Services Provider for TxCDBG. We have provided a list of GrantWorks 2022 TxCDBG Certified Administrators as of August 31, 2022, in **Figure 9** below.

FIRST NAME	LAST NAME	ORGANIZATION NAME
Allison	Land	GrantWorks, Inc.
Allison	Long	GrantWorks, Inc.
Ana	Gomez-Sanchez	GrantWorks, Inc.
Andrea	Garcia	GrantWorks, Inc.
Angela	Turner	GrantWorks, Inc.
Anna	Lowy	GrantWorks, Inc.
Annette	Bargainer	GrantWorks, Inc.
Anthony	Gonzales	GrantWorks, Inc.
Austin	McLemore	GrantWorks, Inc.
Ben	Kleesattel	GrantWorks, Inc.
Ben	Nakhaima	GrantWorks, Inc.
Brice	Bloomer	GrantWorks, Inc.
Calvin	Poznik	GrantWorks, Inc.
Carlissa	Miller	GrantWorks, Inc.
Charles	Edwards	GrantWorks, Inc.
Cliff	Calley	GrantWorks, Inc.
Cody	Russell	GrantWorks, Inc.
Cristal	Funderburk	GrantWorks, Inc.
Cynthia	Zbranak	GrantWorks, Inc.
Danielle	Rojas	GrantWorks, Inc.
Eileen	Schrandt	GrantWorks, Inc.
Elicia	Villarreal	GrantWorks, Inc.
Emily	Powers	GrantWorks, Inc.
Erica	Castro	GrantWorks, Inc.
Gabriella	Jakubowski	GrantWorks, Inc.
Gary	Smith	GrantWorks, Inc.
Gustavo	Jimenez	GrantWorks, Inc.
Hannah	Lovato	GrantWorks, Inc.

Figure 9: GrantWorks 2022 TxCDBG Certified Administrators

Figure 9: GrantWorks 2022 TxCDBG Certified Administrators

FIRST NAME	LAST NAME	ORGANIZATION NAME
Hillary	Sotello	GrantWorks, Inc.
Jamie	Langford	GrantWorks, Inc.
Jasmine	Amo	GrantWorks, Inc.
Jeff	Carrillo	GrantWorks, Inc.
Jennifer	Horton	GrantWorks, Inc.
Jessica	Acosta	GrantWorks, Inc.
Jill	Hooks	GrantWorks, Inc.
John	Groberg	GrantWorks, Inc.
Jolie	Nyamarembo	GrantWorks, Inc.
Julianna	Greenberg	GrantWorks, Inc.
Justin	Thornton	GrantWorks, Inc.
Karen	Blaney	GrantWorks, Inc.
Katherine	White	GrantWorks, Inc.
Katie	Angelo	GrantWorks, Inc.
Kendra	Busse Rocha	GrantWorks, Inc.
Kevin	Pell	GrantWorks, Inc.
Kristina	Duke	GrantWorks, Inc.
Lauren	Anderson	GrantWorks, Inc.
Lauren	Cargill	GrantWorks, Inc.
Lenore	Hellman	GrantWorks, Inc.
Lindsey	Miller	GrantWorks, Inc.
Luci	Cook-Hildreth	GrantWorks, Inc.
Мас	Bruce	GrantWorks, Inc.
Marie	Oh	GrantWorks, Inc.
Matthew	Pritt	GrantWorks, Inc.
Matthew	Russo	GrantWorks, Inc.
Megan	Salinas	GrantWorks, Inc.
Melinda	Kapelka	GrantWorks, Inc.
Micalah	Spenrath	GrantWorks, Inc.
Michaela	Mangum	GrantWorks, Inc.
Mirenda	Harris	GrantWorks, Inc.
Natalie	Eckstrom	GrantWorks, Inc.
Natalie	Gonzalez	GrantWorks, Inc.
Olivia	Baumgardner	GrantWorks, Inc.

FIRST NAME	LAST NAME	ORGANIZATION NAME
Ottilia	Willis	GrantWorks, Inc.
Parker	Harrison	GrantWorks, Inc.
Rebecca	Cruz	GrantWorks, Inc.
Rebecca	Gillmore	GrantWorks, Inc.
Robert	Davila	GrantWorks, Inc.
Rosie	Daly	GrantWorks, Inc.
Roxana	Sandoval	GrantWorks, Inc.
Rusty	Navarre	GrantWorks, Inc.
Ryan	Sunvision	GrantWorks, Inc.
Sam	Lilley	GrantWorks, Inc.
Sean	Martineau	GrantWorks, Inc.
Sergio	Sena	GrantWorks, Inc.
Shannon	Cooper	GrantWorks, Inc.
Shawna	McElfish	GrantWorks, Inc.
Shirley	Rempe	GrantWorks, Inc.
Sofia	Lehmann	GrantWorks, Inc.
Vicki	Spiess	GrantWorks, Inc.
Wesley	McPhail	GrantWorks, Inc.
Will	Chapin	GrantWorks, Inc.
Yolanda	Jackson	GrantWorks, Inc.

ATTACHMENT 3 – CERTIFICATE OF INSURANCE

GrantWorks has provided a copy of our Professional Liability Certificate of Insurance on the following page.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

\subseteq		_ 1 \							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.										
the terms a	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).									
	RODUCER CONTACT Kathy Kennedy Van Dyke Rankin & Company, Inc. PHONE 070 936 5636						6-5059			
	211 S Austin St [A/C, No. Ext): 979-030-3030 [A/C, No.]: 979-030 Brenham TX 77833 [A/C, No.]: 979-030 [A/C, No.]: 979-030									
										NAIC #
INSURED				GRANINC-01	INSURE		e Underwriter	s Insurance Co.		20702
GrantWorks Cecelia Joh					INSURE					
2201 North	and Drive				INSURE	RD:				
Austin TX 7	8756				INSURE					
COVERAGE	S CER	TIFIC	CATE	NUMBER: 1810891567	INSURE	RF:		REVISION NUMBER:		
INDICATED. CERTIFICAT	CERTIFY THAT THE POLICIES NOTWITHSTANDING ANY RE FE MAY BE ISSUED OR MAY I IS AND CONDITIONS OF SUCH	QUIR PERT	EMEI AIN,	NT, TERM OR CONDITION THE INSURANCE AFFORDI	OF ANY	CONTRACT	OR OTHER I S DESCRIBEI	DOCUMENT WITH RESPECT	ст то у	WHICH THIS
			SUBR		DEENT	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT	s	
	MERCIAL GENERAL LIABILITY	INCE	me			((EACH OCCURRENCE DAMAGE TO RENTED	\$	
	CLAIMS-MADE OCCUR							PREMISES (Ea occurrence)	\$	
								MED EXP (Any one person) PERSONAL & ADV INJURY	\$ \$	
GEN'L AGO	GREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE	\$	
POLIC	CY PRO- JECT LOC							PRODUCTS - COMP/OP AGG	\$	
	ER: BILE LIABILITY							COMBINED SINGLE LIMIT	\$ \$	
	AUTO							(Ea accident) BODILY INJURY (Per person)	\$	
	OWNED SCHEDULED AUTOS							BODILY INJURY (Per accident)	\$	
	D AUTOS NON-OWNED AUTOS							PROPERTY DAMAGE (Per accident)	\$	
									\$	
	RELLA LIAB OCCUR ESS LIAB CLAIMS-MADE							EACH OCCURRENCE AGGREGATE	\$ \$	
DED	RETENTION \$								\$	
	COMPENSATION OYERS' LIABILITY Y / N							PER OTH- STATUTE ER		
OFFICER/M	RIETOR/PARTNER/EXECUTIVE	N / A						E.L. EACH ACCIDENT	\$	
(Mandatory If yes, desci								E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	\$	
A Professiona		Y		G28235768 006		7/30/2022	7/30/2023	Each Claim Aggregate Retention	\$5,000 \$5,000 \$25,000),000.),000.
								Retention	φ20,00	
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Certificate Holder is shown as Additional Insured per written contract.										
CERTIFICAT					CANC					
	Informational Purposes for GrantWorks, Inc.				SHO THE	ULD ANY OF " EXPIRATION	N DATE THE	ESCRIBED POLICIES BE C. EREOF, NOTICE WILL E Y PROVISIONS.		
	2201 Northland Dr Austin TX 78756	Dr AUTHORIZED REPRESENTATIVE								
						© 19	oo-2014 AC		All rigi	nts reserved.

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ATTACHMENT 4 – STATEMENT OF CONFLICTS OF INTEREST

GrantWorks has identified no potential and/or conflicts regarding the company or with key employees.

Authorized Signature

November 8, 2022

Date

Bruce J. Spitzengel, President

Print Name & Title

ATTACHMENT 5 – SYSTEM FOR AWARD MANAGEMENT (SAM) SEARCH RESULTS

GrantWorks is 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.

SAM.GOV*

Entity Information Search Results 1 Total Results

Filter by:				
Keyword (ALL)	Status			
"bruce spitzengel"	active			
	Inactive			
GRANTWORKS IN	C • Active Registration		Enti	ity

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

SAM.GOV®

Entity Information Search Results 1 Total Results

Filter by: Keyword (ALL) "grantworks inc"

Status active Inactive

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

Unique Entity ID UZ9NMVF8SGD8	CAGE / NCAGE 5JH22	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Nov 1, 2022	
Physical Address 2201 Northland DR Austin, Texas 78756-1117 United States	Mailing Address 2201 Northland Drive Austin, Texas 78756-1117 United States	
Business Information		
Doing Business as (blank)	Division Name Grantworks	Division Number (blank)
Congressional District Texas 10	State / Country of Incorporation Texas / United States	URL http://www.grantworks.net
Registration Dates		
Activation Date Aug 4, 2021	Submission Date Aug 3, 2021	Initial Registration Date Jun 16, 2009
Entity Dates		
Entity Start Date Sep 16, 1979	Fiscal Year End Close Date Dec 31	
Immediate Owner		
CAGE (blank)	Legal Business Name (blank)	
Highest Level Owner		
CAGE (blank)	Legal Business Name (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

Profit Structure

For Profit Organization

Entity Types Business Types

Entity Structure Corporate Entity (Not Tax Exempt) Entity Type Business or Organization Organization Factors (blank)

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 Informat	ion		
Accepts Credit Card No	d Payments	Debt Subject To Offset No	
EFT Indicator 0000		CAGE Code 5JH22	
Points of Contact			
Electronic Busin	iess		
୨₊ Bruce Spitzengel,	President	2201 Northland Drive Austin, Texas 78756 United States	
ERIC HARTZELL, E	Executive VP	2201 Northland Drive Austin, Texas 78756 United States	
Government Bus	siness		
୨₊ Bruce Spitzengel,	President	2201 Northland Drive Austin, Texas 78756 United States	
ERIC HARTZELL, E	Executive VP	2201 Northland Drive Austin, Texas 78756 United States	
Service Classificat	tions		
NAICS Codes			
Primary Yes	NAICS Codes 541611		NAICS Title 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
Any	(blank)

Metropolitan Statistical Areas (blank)

ATTACHMENT 6 – FORM A507: RESPONSE FROM SERVICE PROVIDER (OPTIONAL FORMAT)

GrantWorks has provided a copy of our completed Form A507: Response from Service Provider (Optional Format) on the following page.

Texas Community Development Block Grant

Phase Two Solicitation for Administrative Services - 2023-2024

Response from Service Provider (Optional Format)

Applicant Community:	City of Navasota, Texas	Name of Firm Provi Proposal:	5	tWorks, Inc.		
Fund Category:	2023-2024 TDA TxCDBG Community Development	Firm Point of Conta	5	Steinhauer		
Date Proposal Submitted:	November 8, 2022	Total Proposed Cos	award			
Conflict of Interest: (Identify any actual or potential conflict of interest that must be addressed)	 participate in the select Federal funds if a control The following potentia Owner or employed the utility provide Owner or employed 	 No employee, officer, or agent of the Grant Recipient or Applicant/Service Provide participate in the selection or in the award or administration of a contract support Federal funds if a conflict of interest, real or apparent, would be involved. The following potential or actual conflict of interest must be addressed: Owner or employee of the firm has a familial relationship with a local official, the utility provider. Owner or employee of the firm has a financial interest in the utility provider in to benefit from the project. 			ed by ncluding	
	Cost Category		Proposed	Fee Self-Perfo Subcontra		
Pre-application Cos	ts (not payable or reimbu	rsable with TxCDB	G funds)			
Preparation and submi	ttal of a grant application		\$o	GrantWork Self-Perfe		
Basic Services (all g	rant administration cont	racts)				
Environmental review			\$6,980	GrantWork Self-Perfe		
Assistance in the procu	rement process		Included in co managem	ent Self-Perfe		
Preparation and submi	ttal of drawdown requests		Included in co managem	ent Self-Perfe		
Recordkeeping			Included in co managem	ent Self-Perfe	orm	
Preparation and submi	ttal of reports as required		Included in co managem	ent Self-Perfe	orm	
Contract management			\$17,450	Self-Perio	orm	
Preparation and submi	ttal of close-out documents		\$3,490	GrantWork Self-Perfe		
Other Services (incl	ude only applicable servi	ces)				
Housing activities			Included in standard			
OSSF activities		Included in standard	ls* Self-Perfe	orm		
Acquisition of real property services			Included in co managem	ent Self-Perfe	orm	
Labor standards			\$6,980	Self-Perio	orm	
an Administrative Serv	o negotiate the cost and scope ices Contract between GrantV ant Fund award. We will not o	Vorks and the City on	ly in the event	of a Texas Community		

to the City or not. *If Housing or OSSF activities are awarded, the overall fee proposed remains the same, and we will adjust the labor standards accordingly.

Other Fees

List any other fees necessary to successfully complete a project (add rows as necessary).

Proposed Scope of Services

Check services proposed for the anticipated TxCDBG project (add rows as necessary).

Application Preparation Services

- Provide general advice and technical assistance in preparing the application in conformance with TxCDBG program requirements;
- Prepare beneficiary documentation in conformance with TxCDBG program requirements; and
- ⊠ Ensure the completed application is submitted to TDA on or before the application deadline.
- \boxtimes Other:

Basic Contract Implementation Services

- Provide general advice and technical assistance on regulatory matters and implementing project activities included in the approved grant application in conformance with TxCDBG program requirements;
- Assist in the procurement process, such as preparing notices and solicitation of bids for engineering, construction activities, or other grant-related services;
- Assist in meeting financial, administrative, and bookkeeping requirements of the TxCDBG program, including review of invoices received for payment, preparation of grant fund drawdown requests, and retention of all pertinent records and documents sufficient to reflect all charges submitted;
- Assist in meeting recordkeeping requirements of the TxCDBG program, including the establishment and maintenance of an acceptable filing system;
- Assist in contract administration and monitoring requirements of the TxCDBG program, including enforcement of compliance requirements;
- Assist in the environmental review process for the proposed project, including preparing and submitting necessary documentation to the appropriate agency for clearance or approval, and preparing Request for Release of Funds and required certifications and submitting them to TDA;
- Assist in meeting all special condition requirements stipulated in the grant contract;
- Act as a liaison between the local government, construction contractors, and TDA to ensure an efficient, smoothly managed program;
- Monitor the work of authorized contractors and subcontractors.
- Furnish necessary forms and submit all required reports as outlined in the grant contract;
- ☑ Prepare and submit any program amendments, including re-assessments of environmental clearances, as necessary during the duration of the project; and
- ☑ Prepare and coordinate the submission of appropriate documents for TxCDBG contract close-out and completion.
- Assist in developing, implementing, and documenting new activities to affirmatively further fair housing during the grant term;
- \boxtimes Other:

Assistance for Acquisition of Real Property

- ☑ Provide guidance regarding real property acquisition activities and assistance in meeting real property acquisition/URA requirements, including preparation of correspondence to property owners and preparation and submission of required reports to TDA.
- \boxtimes Other:

Compliance with Federal Labor Standards

- Provide guidance regarding federal labor standards and assistance in meeting Davis-Bacon Act and related federal labor laws; and
- \boxtimes Serve as Labor Standards Officer for the project.
- \boxtimes Other:

ATTACHMENT 7 – CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ)

GrantWorks has provided a copy of our completed and signed Conflict-of-Interest Questionnaire (Form CIQ) on the following page.

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity	FORM CIQ
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 later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. <i>See</i> 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.	
$\frac{1}{1}$ Name of vendor who has a business relationship with local governmental entity.	
N/A	
2 Check this box if you are filing an update to a previously filed questionnaire. (The law re completed questionnaire with the appropriate filing authority not later than the 7th busines you became aware that the originally filed questionnaire was incomplete or inaccurate.)	
3 Name of local government officer about whom the information is being disclosed.	
N/A	
Name of Officer	
officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship wit Complete subparts A and B for each employment or business relationship described. Attac CIQ as necessary. A. Is the local government officer or a family member of the officer receiving or I 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 5 Describe each employment or business relationship that the vendor named in Section 1 members of the section 1 member	h additional pages to this Form kely to receive taxable income, income, from or at the direction income is not received from the
 other business entity with respect to which the local government officer serves as an o 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(b)(2)(B), excluding gifts described in Section 176.003(b)(2)(B)(B)(B)(B)(B)(B)(B)(B)(B)(B)(B)(B)(B)	fficer or director, or holds an
7 Bucchoitinge	

ATTACHMENT 8 – CERTIFICATION REGARDING LOBBYING FORM

GrantWorks has provided a copy of our completed and signed Certification Regarding Lobbying Form on the following page.

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

11/08//2022

Date

CITY OF NAVASOTA, TEXAS I TEXAS DEPARTMENT OF AGRICULTURE, 2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM: APPLICATION AND PROJECT IMPLEMENTATION SERVICES

ATTACHMENT 9 – DISCLOSURE OF LOBBYING ACTIVITIES FORM

GrantWorks has provided a copy of our completed and signed Disclosure of Lobbying Activities Form on the following page.

CITY OF NAVASOTA, TEXAS I TEXAS DEPARTMENT OF AGRICULTURE, 2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM: APPLICATION AND PROJECT IMPLEMENTATION SERVICES

	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	See reverse for public burden disclos 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 E Prime Subawarde		If Reporting Ent Name and Addre	ity in No. 4 is Subawardee, Enter ss of Prime:		
PrimeSubawardee Tier, if Known:			ss of Filme.		
Congressional District, if know	wn:	Congressional District, if known:			
Federal Department/Agency:		7. Federal Program Name/Description:			
		CFDA Number, <i>if applicable</i> :			
Federal Action Number, if known:		9. Award Amount, if known: \$			
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>		b. Individuals P address if differen (last name, firs			
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature: <u>Muthadana</u> Print Name: <u>Bruce J. Spitzengel</u> Title: <u>President</u> Telephone No.: <u>(512) 420-0303</u> Date: <u>11/08/2022</u>			
Federal Use Only			rized for Local Reproduction dard Fonn - 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 10 – CERTIFICATE OF INTERESTED PARTIES (FORM 1295)

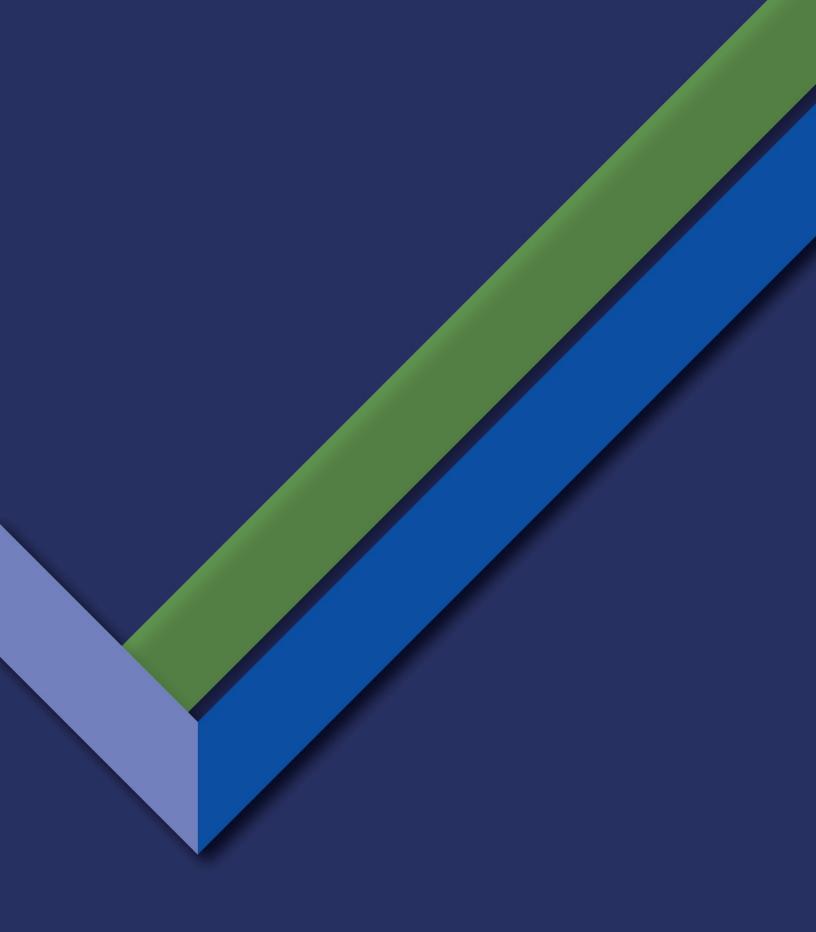
GrantWorks has provided a copy of our Certificate of Interested Parties - Form 1295 on the following page.

CITY OF NAVASOTA, TEXAS I TEXAS DEPARTMENT OF AGRICULTURE, 2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM: APPLICATION AND PROJECT IMPLEMENTATION SERVICES

CERTIFICATE OF INTE		FORM 1295			
Complete Nos. 1 - 4 and 6 if the Complete Nos. 1, 2, 3, 5, and 6	OFFI	CE USE ONLY			
1 Name of business entity filing form, a entity's place of business.	1 Name of business entity filing form, and the city, state and country of the business entity's place of business.				
2 Name of governmental entity or state which the form is being filed.	e agency that is a party to the contract f	or	xt	, ¹ 2,	
	ed by the governmental entity or state a rices, goods, or other property to be pro	gency to vided up	track of ide	ntify the contract, ract.	
4 Name of Interested Party	City, State, Country	Natu	re of Interes	t (check applicable)	
	(place of business)	Co	ntrolling	Intermediary	
	*Utr				
	, Or				
	л.	+			
	- A				
	N	_			
	$\hat{\mathbf{A}}$				
)ii					
5 Check only if there interest	ted Party.				
6 UNSWORN DECLARATION My name is	, and my date	of birth is			
My addres					
(street) depage under penalty of perjury that the for	(city) egoing is true and correct.	(sta	ite) (zip coo	ie) (country)	
Executed in County, S	State of day o		, 20 onth) ((year)	
	Signature of authorized	agent of c (Declarant		iness entity	
ADE	ADDITIONAL PAGES AS NECE	SSAR	(Davised 12/22/2017	

Form provided by Texas Ethics Commission

CITY OF NAVASOTA, TEXAS I TEXAS DEPARTMENT OF AGRICULTURE, 2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM: APPLICATION AND PROJECT IMPLEMENTATION SERVICES



GrantWorks GRANTWORKS, INC. | 2201 NORTHLAND DRIVE, AUSTIN, TEXAS 78756 | TELEPHONE: 512-420-0303, EXT. 309 | FAX: 512-420-0302

Administration/Professional Services Rating Sheet

Name of			101.98,202	- -	
Experienc		of the Request for Proposal (RFP) by awar		he maximum listed for each	-
		sess the Respondent on these criteria ma		er from past experience with	
the Respo	ndent and/or by contactir	g past/current clients of the Respondent	•		
Evertion					
<u>Experien</u>	<u>Ce</u> <u>Factors</u>		Max.Pts.	<u>Score</u>	
1.		ground with federally funded projects	10	8	
2.		ground with specific project type	5		
		equisition of property, coordination with			
	regulatory agency, etc.)			4	
4.	Certified Administrator of	TxCDBG Program by TDA	5		
5.	References from current/	past clients	10	4	
		Subtotal, Experience	30	23	
Work Pe	rformance				
	<u>Factors</u>		<u>Max.Pts.</u>	Score	
1.	Submits requests to clien		5	<u> </u>	
2.		equests in a timely manner	5	4	
3.	Past client/TDA projects of	-	5		
4.	Work product is consister errors	ntly of high quality with low level of	5	Ц	
5.	Past client/TDA projects h	ave low level of monitoring	5	2	
~	findings/concerns		-		
6.	Manages projects within		<u> </u>		
	Subtotal, Performance			26	
Capacity	to Perform		Mary Dec	Capita	
1.	Factors Oublifications of Professio	onal Administrators / Experience of Staff	Max.Pts. 5	<u>Score</u>	
1. 2.	Present and Projected We	•	5		
2. 3.	Quality of Proposal/Work		5	<u> </u>	
3. 4.		ding of scope of the TxCDBG Project	5		
4.		Subtotal, Capacity to Perform	20		
Proposed		Subtotal, capacity to Perform	20	16	
	<u>Factors</u>		Max.Pts.	Score	
	A = Lowest Proposal	\$ 34.900	<u> </u>		
	B = Bidder's Proposal	\$ 34,900		20	
		A ÷ B X 20 equais Respondent's Score	20		
TOTAL SO	CORE				
,	<u>Factors</u>		Max.Pts.	<u>Score</u>	
ĽŹ.	Experience		30		
	Work Performance		30	<u></u>	
Ū,	Capacity to Perform		20	16	
₽⁄	Proposed Cost		20	_20	
		Total Score	100	ଞ୍ଚ	
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PROFESSIONAL GRANT ADMINISTRATION SERVICES

2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

CITY OF NAVASOTA 200 EAST MCALPINE STREET NAVASOTA, TEXAS 77868 **NOVEMBER 8, 2022**



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- () www.grtraylor.com
- Info@grtraylor.com
- 201 Cambridge Rd. Tyler, TX 75703



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EXECUTIVE SUMMARY

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EXECUTIVE SUMMARY

IDENTIFYING INFORMATION

Gary R. Traylor & Associates, Inc. is a full-service grant application and management firm providing the complete scope of services for identifying, applying, managing, and closing out grants from all funding entities. We are a Texas-based corporation, operating since 1974, making our organization the longest-serving grant management firm in Texas. In that time, we have secured and administered more than \$1 billion in assistance for hundreds of localities and successfully completed thousands of projects with no recapture of funds.

Beyond our longevity, our integrity and ongoing capacity to perform have made us one of the most widely used firms in the state. The breadth of our experience and the tenure of our senior staff means that this team has a thorough knowledge of programspecific requirements and regulations, including 2 CFR 200, 84 FR 45838, and all subsequent amendments.

We have the expertise to help the City of Navasota maximize its CDBG funds. We have the capacity to complete multiple, simultaneous large- and small-scale projects and scopes of work. Specifically, we have extensive planning and implementation experience with CDBG, CDBG-Mitigation, CDBG-Disaster Recovery, FEMA Hazard Mitigation, and similar construction and service projects.

We are headquartered in Tyler, Texas and maintain a full-time field office in southeast Texas in Newton.

PERSONNEL & ORGANIZATION

We know your job isn't easy, and we are here to partner with you to do great things for your community. That's why we have a dedicated CDBG team with quality, experienced staff ready for you. You will have a committed project manager to serve as your team lead for all phases of your CDBG project(s). An assistant project manager, project support engineer, compliance specialist and other subject matter experts support the project manager to round out the team.

No two projects are alike, so your Traylor CDBG team is built to suit your needs and each project's unique needs. With Traylor & Associates, you will always have direct access to your team and know exactly who to contact for your needs.

Always working for your community...

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EXECUTIVE SUMMARY

PROJECT REQUIREMENTS

We know federal rules and other cross-cutting regulations related to CDBG. We've done the research, and we can answer your questions about eligible uses of funds, project evaluation criteria, procurement, reporting and compliance factors. We do all of this so that you don't have to. We provide the tools and resources to see your community succeed.

When it's challenging, we make it simple. When it's complicated, we bring clarity. We have proven success in improving the efficiency of grant management by providing the right, actionable information and technical support to local leaders and their teams.

GRANT MANAGEMENT EXPERIENCE

Our team has managed all facets of federally assisted projects, including Community Development Block Grant (CDBG), Community Development Block Grant-Mitigation (CDBG-MIT), Community Development Block Grant-Disaster Relief (CDBG-DR), Economic Development Administration (EDA), Texas Department of Agriculture (TDA), General Land Office (GLO), and other available funding streams. Averaging 15 years of experience, each member of our team possesses the knowledge and expertise necessary to ensure compliance with program requirements, maintain accurate financial record keeping, and effectively communicate with elected officials and staff to preserve the level of transparency demanded by citizens in today's technology driven world.

Our employees have served key roles as program managers, case managers, inspectors and consultants in the recovery of major disasters across the state and are ready to serve the City of Navasota with confidence and integrity. Preparation and a sense of urgency are key to achieving our team's objectives. To accomplish our mission of providing the City and its residents the maximum value by delivering the most efficient programs possible, we have assigned experienced staff, including a licensed professional engineer, capable of performing all the services necessary to complete and comply with the City's RFP. Our complete service package will bring a thorough "start-to-finish" professional approach to accomplish any or all of the following:

Application Preparation	Public / Special Housing Services
Grant Management Services	Construction / Infrastructure
Planning Services	Program / Project Management

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EXECUTIVE SUMMARY

WE'RE HERE TO HELP

With decades of years of experience in grant administration, our team is poised to provide the comprehensive range of services necessary to assist the City in the effective coordination, management, administration, oversight, and implementation of its CDBG program to support ongoing improvement and associated efforts. Our team's achievements and drive for superior service are due in no small part to the emphasis we place on coordination and communication between stakeholders.

Our commitment to the communities we serve has led to accomplishing many noteworthy milestones on behalf of our clients, examples of which are detailed in the Experience and Work Performance sections of this document. We look forward to the opportunity to partner with the City of Navasota to construct meaningful improvements that ensure the City's resiliency now and in the future.

The following list includes programs Traylor & Associates has assisted in applications for or is currently managing.

Community Development	Community Development
Block Grant (TxCDBG/TDA)	Block Grant - Mitigation (CDBG-MIT/GLO)
Community Development Block Grant	Fire, Ambulance & Service
- Disaster Recovery (CDBG-DR/GLO)	Truck Fund (FAST/TDA)
State of Texas HOME	Downtown Revitalization/Main
Program (TDHCA)	Street Program (TDA)
Coronavirus Relief Funds	Department of
(ARP) (CARES Act)	Homeland Security (DHS)
Hazard Mitigation Grants	Texas Parks & Wildlife
Program (FEMA)	Department (TPWD)
Statewide Transportation	Economic Development
Enhancement Program (TXDOT)	Administration (EDA)

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EXPERIENCE

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COMPANY HISTORY

The firm was founded in 1974 as a sole proprietorship by Mr. Thomas E. Barber, P.E. and operated under the name Thomas E. Barber & Associates until 1978. The firm was organized to assist mid-sized cities and other smaller local governments whose lack of understanding and limited staff prevented them from accessing sources of grant financing available through agencies of the state and federal government.

In 1978 Mr. Barber formed a partnership with Mr. Gary R. Traylor and the firm continued under the name Barber-Traylor & Associates until 1981. On January 1, 1985, the specialized application preparation and grant management functions of the firm were taken over by Mr. Traylor and Gary R. Traylor & Associates, Inc. was formed.

Current Information about Traylor & Associates, Inc.:

Traylor & Associates, Inc. is a Texas-based corporation, operating since 1974 Gary R. Traylor is the principal, sole owner and point of contact.

> 201 Cambridge Road Tyler, Texas 75703 903.581.0500 (b) 903.581.0500 (f)

Corporate headquarters: Traylor & Associates, Inc.

Southeast Texas Field Office: info@grtraylor.com 114 Main Street Newton, Texas 75966

Collectively, our professional staff members have more than 100 years of experience in implementing grant management programs for: community enhancement, economic development, disaster recovery, infrastructure, and housing projects for communities throughout Texas.

The firm has worked extensively in the field of community enhancement and has deep experience working with all state and federal agencies. Traylor & Associates specializes in the development, implementation, and administration of programs for state and local government recipients and sub-recipients of federal grant funding. We pride ourselves at being: Responsive to the communities desiring enhancement and improvement; Knowledgeable about the various grant programs available to help communities repair and improve; and Focused on delivering sustainable solutions to position communities to thrive into the future.

When it's challenging, we make it simple. When it's complicated, we bring clarity. We have proven success in improving the efficiency of local governments by providing the right, actionable information and technical support to local leaders and their teams.

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Business Development

EXPERIENCE: FLOOD AND DRAINAGE

From large-scale channel excavations to storm sewers, to creek and river crossings, our communities have received state and federal assistance to implement hardening and resiliency factors to reduce the risk to property and life during future flooding events.



EXPERIENCE:SEWER SYSTEMS

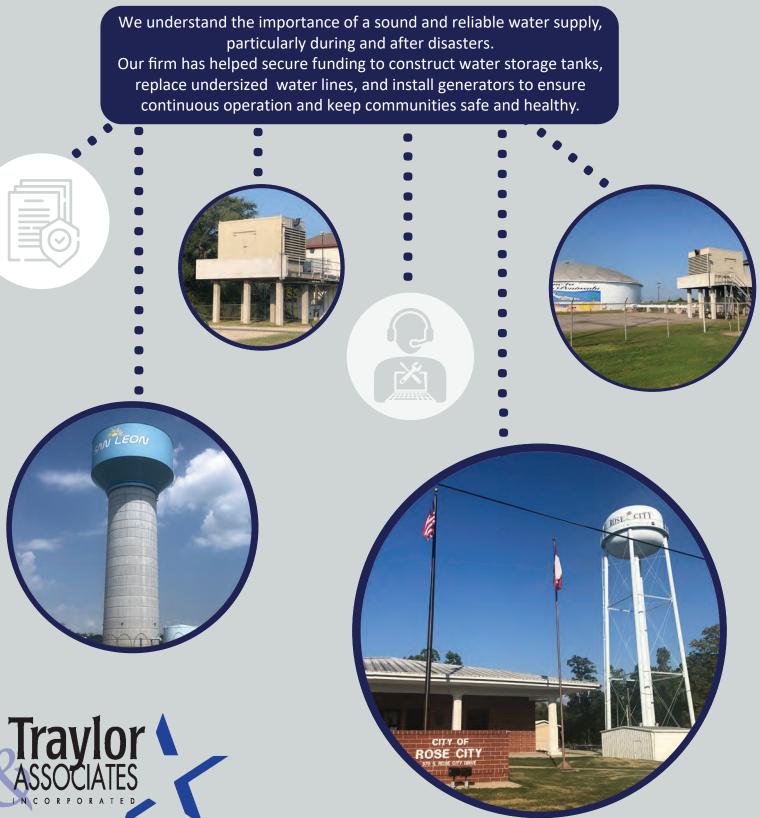
Our experience includes wastewater treatment and collection systems. Projects range from small yard line replacement projects to lift stations, from manhole replacement to construction of new WWTP facilities.







EXPERIENCE: WATER SYSTEMS



EXPERIENCE : STREETS

Frequently, the improvements most visible to residents are street projects. Our team has managed hundreds of projects for road reconstruction. Whether providing access to neighborhoods or industrial parks, streets are critical infrastructure required to sustain viable communities.







EXPERIENCE: LAMAR UNIVERSITY CENTER FOR INNOVATION

Specially Authorized Public Facility activities included the construction of a regional Center for Innovation and Commercialization (CIC) to house a technology business incubator, training facilities, a small business development center, the Institute for Entrepreneurial Studies, and several anchor tenants. The grantee constructed a Commercialization Center to provide job training, develop technology businesses, and promote entrepreneurial endeavors. Public services activities included training and outreach programs.

This project was a multi-faceted approach to improve economic development opportunities in a disaster impacted area. It incorporated building construction and training and outreach activities to provide long-term job creation and facility, rebuild a diversified economy and ensure the successful long-term recovery of the community.

Project Cost: \$11,000,000 | Timeline: 2013 to 2018 Key staff assigned: Mark Taylor Client primary contact: Twila Baker, AVP, Finance/Controller 409-880-8931 | twila.baker@lamar.edu

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EXPERIENCE: MOUNT PLEASANT SIDEWALK IMPROVEMENTS

Recently, the City of Mount Pleasant has used Traylor & Associates to seek \$350,000 for sidewalk and other necessary ADA improvements in their historical Main Street area. This project will benefit over 15,000 citizens and continue the revitalization efforts in Mount Pleasant. The project is underway. The project was awarded by the Texas Department of Agriculture and is slated to be complete by the beginning of 2024.

Project Cost: \$500,000 | Timeline: Project to be completed January 2024 Key staff assigned: Wesley Traylor Client primary contact: Ed Thatcher, City Manager 903-575-4000 | ethatcher@mpcity.org





EXPERIENCE: NEW BOSTON SEWER IMPROVEMENTS

The City of New Boston was awarded \$275,000 by the Texas Department of Agriculture (TDA) to complete a project for sewer improvements that will benefit residents in the southeast area the city. This project includes the replacement of aged and deteriorated sewer lines which will improve sanitary sewer service in the area and will prevent frequent maintenance issues.

Project Cost: \$275,000 | Timeline: 2021-Present Key staff assigned: Wanda Vance Client primary contact: Wayne Dial, City Administrator 903-628-5596 |cityadmin@nbcity.org





GRANT ADMINISTRATION EXPERIENCE

Traylor & Associates CDBG-related experience

REQUIREMENTS	CDBG-MIT	CDBG-DR	HMGP	ARPA	FEMA PA	CDBG
Grant Management & Administration	Δ	\$	${\checkmark}$			${}$
Procurement & Compliance with 2 CFR 200	Δ	\$	*	\$		
Project Identification & Eligibility Determination	Δ	\$	*	\$		
Project/Program Design & Development	\$	${}$	\$	\$	$\stackrel{\checkmark}{}$	${\checkmark}$
Project Management	Δ	$\stackrel{\checkmark}{\rightarrow}$	\checkmark		*	\$
Duplication of Benefits (DOB) Review	Δ	\$	\$	\$		
Financial Assistance	Δ	\$	*		\overleftrightarrow	\$
Labor & Wage Compliance	Δ	\$	*	*		\$
Construction Oversight	Δ	\$	${\checkmark}$		*	\$
Uniform Administration Requirements, Cost Principles, Audit Compliance	Δ	\$	\$	$\stackrel{\wedge}{\sim}$	\$	☆
Environmental Review Records	Δ	\$	\$	\$	$\stackrel{\checkmark}{\rightarrow}$	${\checkmark}$
Uniform Relocation Act, Fair Housing, Section 504	Δ	\$	\$	*	\$	\$
Reporting	Δ	\$	\$		\overleftrightarrow	\$
Monitoring & Audit	Δ	\$	\$	\$	\$	\$
Recordkeeping & Document Retention	Δ	\$	*	A	\$	Δ
Closeout	\$	\$	\$	*	\$	

WORK EXPERIENCE

Traylor & Associates is the longest-serving grant management firm in Texas. Since 1974, the firm has successfully managed more than \$1 Billion in federal and/or state-assisted projects for more than 200 public entity clients. We assist in identifying, writing, and administering grant funds in an economically feasible and efficient manner to ensure the health, safety, and welfare of communities. Our expertise is concentrated in, but not limited to:

COMMUNITY ENHANCEMENT

Traylor & Associates strives to revitalize downtowns and promote healthy communities by creating pedestrian friendly environments, encouraging tourism, preserving historic structures, and strengthening the social fabric.

COMMUNITY ENHANCEMENT					
CLIENT NAME	PROGRAM	VALUE	DESCRIPTION		
City of Center	TxCDBG	\$350,000	Solar Power System Installation		
City of Crockett	TxCDBG	\$150,000	Equipment Services and Constructior		
City of Kirbyville	TxCDBG	\$350,000	Neighborhood Facilities		
City of Athens	TxCDBG/FAST	\$505 <i>,</i> 000	Fire Truck		

HOUSING

Traylor & Associates has experience in programs operated by the US Department of Housing and Urban Development and designated state agencies administering HUD funds. Since 1974, the company has been engaged full-time in the field of housing rehabilitation with projects including comprehensive neighborhood revitalization, housing rehabilitation, and slum prevention projects. We have developed and managed housing rehabilitation programs in 70 different non-entitlement jurisdictions that resulted in the collective rehabilitation or reconstruction of more than 4,050 single-family dwelling units at a cost of \$57 million.

	HOUSING					
CLIENT NAME	PROGRAM	VALUE	DESCRIPTION			
City of Center	HOME-HRA	\$413,600	Housing Reconstruction			
City of Eastland	HOME-HRA	\$307,800	Housing Reconstruction			
Newton County	CDBG-DR	\$18,035,447	Homeowner Assistance, Buyout & Demo.			
City of Ore City	HOME-RSP	\$97,000	Housing Reconstruction			
City of Troup	HOME-HRA	\$206,800	Housing Reconstruction			







WORK EXPERIENCE

DISASTER RELIEF/URGENT NEED

We assist long-term recovery efforts and restore damaged infrastructure such as water and sewer facilities, streets, flood and drainage facilities, and housing. Since 2010, we have administered 68 disaster recovery contracts totaling \$152 million in grant funds. We have also prepared more than 200 environmental review records for the Hurricane Ike Disaster Recovery Program.

DISASTER RELIEF/URGENT NEED					
CLIENT NAME	PROGRAM	VALUE	DESCRIPTION		
Galveston County	CDBG-DR	\$31,558,000	Water, Sewer, Street, and Flood & Drainage Improvements, Install of Generators, and Specially Authorized Public Facilities.		
Newton County	CDBG-DR	\$9,810,187	Street Improvements		
City of Port Arthur	CDBG-DR	\$10,301,777	Water, Sewer, Street, and Flood		
			& Drainage Improvements w/Demo.		
City of Rose City	CDBG-DR	\$1,591,500	Construction Expenses		
Smith County	TDEM-CRF	\$5,393,850	Coronavirus Relief		
City of Waskom	TDEM-CRF	\$124,985	Coronavirus Relief		

HAZARD MITIGATION

Texas is prone to a variety of hazards that put all community assets at risk, including buildings, roads, bridges, water and sewer lines, and people. We help create mitigation measures to protect people and structures and to minimize taxpayer costs of disaster response and recovery, ultimately creating safe places to live.

HAZARD MITIGATION					
CLIENT NAME	PROGRAM	VALUE	DESCRIPTION		
City of Bridge City	HMGP	\$3,000,000	Flood & Drainage Improvements		
City of West Orange	HMGP	\$904,471	Critical Infrastructure-Generators		
City of Corsicana	HMGP	\$393,901	Home Buyout & Demolition		







WORK EXPERIENCE

COMMUNITY DEVELOPMENT

The firm finds solutions to financing and managing a variety of community development projects, both tangible and intangible in nature. Traylor & Associates also undertakes endeavors to eliminate a variety of health risks created by contaminated water supplies, inadequate sewer, water, and drainage systems, and damaged infrastructure.

COMMUNITY DEVELOPMENT						
CLIENT NAME	PROGRAM	VALUE	DESCRIPTION			
City of Alto	TxCDBG	\$ 275,000	Sewer Improvements			
City of Mount Vernon	TxCDBG	\$ 275,000	Water Improvements			
City of Pittsburg	TxCDBG	\$ 275,000	Water Improvements			
City of Teague	TxCDBG	\$ 300,000	Water and Sewer Improvements			

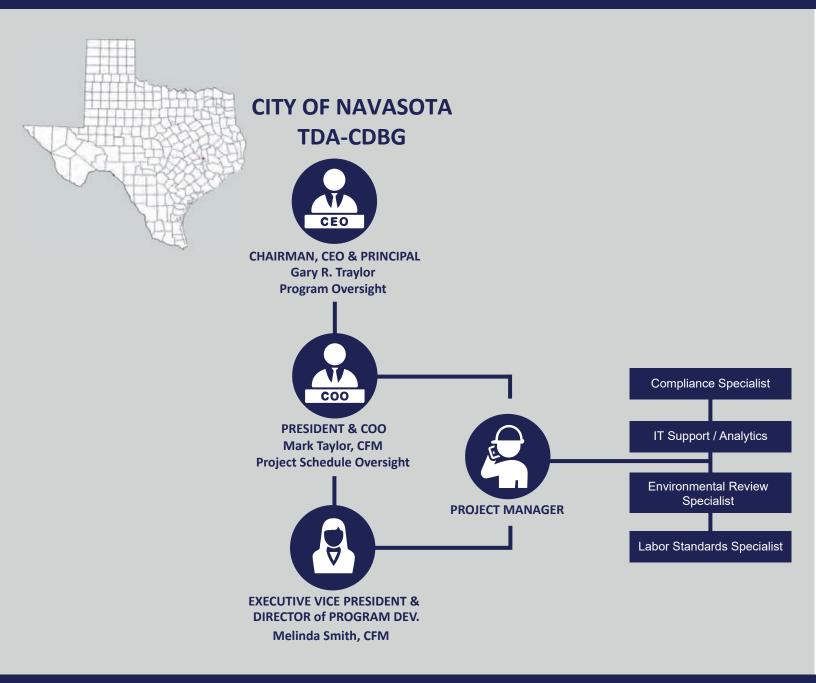
ECONOMIC DEVELOPMENT

In rural America, quite often, a community will survive or even exist because of one large employer or industry. To diversify its local economy, incentives are needed to be competitive with other communities. Additionally, business retention and expansion are also vital to the economic wellbeing of a community. We assist communities in identifying grant funding that will accomplish three overall economic development goals:

- 1. Create and retain jobs
- 2. Generate real estate improvement
- 3. Provide the necessary infrastructure or expansion to improve the local economy

ECONOMIC DEVELOPMENT			
CLIENT NAME	PROGRAM	VALUE	DESCRIPTION
City of Ennis	TCF	\$1,000,000	Street Improvements (Buc-ee's)
Lamar University	CDBG-DR	\$11,000,000	Specially Authorized Public Facilities
			& Improvements and Public Services
Smith County	TCF	\$850,000	Water Improvements (Sanderson Farms)
City of West Orange	EDA	\$5,000,000	Wastewater Improvements (WWTP)
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ORGANIZATIONAL CHART



The range of our services reflects hundreds of years of experience. Each member of the Traylor & Associates staff has received extensive training and naturally assumed a role best suited to their skill set, education, and experience.

As program requirements vary, each grant opportunity will be assigned a team consisting of a Project Manager who will serve as the primary contact for the grant, an Assistant Project Manager who will support financial record keeping and maintenance of project records, an Environmental Compliance Coordinator, and a Labor Standards Specialist. While it is possible that more than one team would be assembled due to the complexity of applications and overlapping deadlines for submittal, a single Project Manager will oversee coordination between team members to ensure that there is no duplication of efforts, provide efficient communication and reduce the amount of time the City's staff use to distribute information to our team.

Traylor & Associates believes each project undertaken is of vital importance. The company's long and proven history shows that each team assembled will ensure accountability and success.



Gary's career has included serving as a financial/grant consultant for over 170 Texas cities and counties with respect to housing, community development, and economic development projects.

Mr. Traylor is widely respected for his proven record in the procurement of grants involving competitive selection.

CONTACT INFORMATION

PHONE: 903-581-0500 WEBSITE: www.grtraylor.com EMAIL: gary.traylor@grtraylor.com

GARY TRAYLOR CHAIRMAN & CEO

QUALIFICATIONS

- YEARS OF EXPERIENCE
- 48 YEARS OF EXPERIENCE MANAGING FEDERALLY FUNDED PROJECTS Areas of expertise
- DISASTER RECOVERY FUNDING, INCLUDING CDBG-DR AND HMGP HUD Entitlement and non-entitlement funding
- ECONOMIC DEVELOPMENT
- AFFIRMATIVELY FURTHERING FAIR HOUSING REVIEWS AND COMPLIANCE

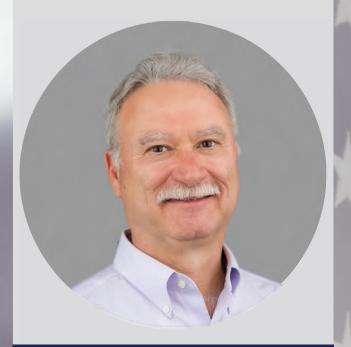
WORK EXPERIENCE

HURRICANE IKE ROUND 2.2 DISASTER RECOVERY GALVESTON COUNTY \$31,558,883 (2013 - PRESENT) Responsible for financial oversight and program management of Large-scale drainage improvements and repairs to streets and water and sewer facilities damaged by hurricane

HURRICANE IKE ROUNDS 1.1. 2.1 AND 2.2 DISASTER RECOVERY CITY OF BRIDGE CITY, TEXAS \$16,864,879 COMBINED (2009-2016) Provided Program Compliance and oversight of multi-faceted contract to repair and harden facilities damaged by extensive citywide flooding as a result of storm surge during hurricane ike.

HURRICANE IKE ROUND 2.1 CITY OF VIDOR, TEXAS \$7,094,004 (2011–2018) Responsible for financial management and contract compliance for multi-phased improvements to schoolhouse ditch requiring extensive regulatory agency coordination, with usace permitting.

- BACHELOR OF SCIENCE, POLITICAL SCIENCE UNIVERSITY OF TEXAS TYLER
- CERTIFIED ADMINISTRATOR TEXAS DEPT OF AGRICULTURE, 1977 PRESENT
- LOCAL GOVERNMENT PROJECT PROCEDURES (LGPP)
- CERTIFICATION TEXAS DEPT OF TRANSPORTATION, 2012 PRESENT
- TDA APPLICATION AND IMPLEMENTATION WORKSHOPS, 1983-2019
- HUD, GLO, AND TDA ENVIRONMENTAL WORKSHOPS, 1983-2019



Mark joined Traylor & Associates in April 2002. He is well versed with experience in residential construction, business management and grant administration.

He has assisted municipalities and counties throughout the state with housing and infrastructure grant administration for over 20 years.

CONTACT INFORMATION

PHONE: 903-581-0500 WEBSITE: www.grtraylor.com EMAIL: mark.taylor@grtraylor.com

MARK TAYLOR, RMLO, CFM

PRESIDENT & CHIEF OPERATING OFFICER

QUALIFICATIONS

YEARS OF EXPERIENCE -20 YEARS OF GRANT ADMINISTRATION, INCLUDING 6 YEARS HUD ENTITLEMENT Administration AREAS OF EXPERTISE -DISASTER RECOVERY PROGRAM ADMINISTRATION, INCLUDING CDBG-DR AND HMGP HOUSING PROGRAM ADMINISTRATION – TDHCA AND GLO DISASTER -RECOVERY FUNDING PUBLIC OUTREACH AND COMPLIANCE WITH CITIZEN PARTICIPATION REQUIREMENTS

WORK EXPERIENCE

HURRICANE IKE ROUND 2.2 DISASTER RECOVERY LAMAR UNIVERSITY \$11,000,000 (AUGUST 2015 - DECEMBER 2018) Responsible for financial management and project coordination of Disaster Recovery funding utilized to construct a building to house the SBDC and Employment training center to develop business technologies AND SUPPORT ENTREPRENEURIAL ENDEAVORS.

2016 FLOODS DISASTER RECOVERY NEWTON COUNTY, TEXAS \$18,035,447 (JULY 2018 – PRESENT) Provide Buyout, residential Repair, reconstruction, elevation and new construction activities throughout the county utilizing funding provided through the general land office.

2016 FLOODS DISASTER RECOVERY NEWTON COUNTY, TEXAS \$10,611,036 (JULY, 2018 – PRESENT) Manage and coordinate infrastructure projects addressing damage Received due to the 2016 floods reconstructing more than 30 miles of Rural County Roads.

- LE TOURNEAU UNIVERSITY BACHELOR OF SCIENCE- BUSINESS MANAGEMENT
- LICENSED RESIDENTIAL MORTGAGE LOAN ORIGINATOR (RML0#410446)
- CERTIFIED ADMINISTRATOR TEXAS DEPT OF AGRICULTURE, 2002 PRESENT
- TEXAS DEPT OF TRANSPORTATION, 2012 PRESENT
- TDA APPLICATION AND IMPLEMENTATION WORKSHOPS, 2002-2019
- HUD, GLO, TDHCA AND TDA ENVIRONMENTAL WORKSHOPS, 2011- 2019
- CERTIFIED FLOOD ADMINISTRATOR



Melinda joined Traylor & Associates in August 2017. She has been dedicated to serving the communities of Texas as a Governmental Consultant since 2011.

Recognizing the importance of ensuring that local governments are provided with the knowledge and resources necessary to comply with federal, state and local regulations, she assists communities throughout every step of the grant process from application to close-out.

CONTACT INFORMATION

PHONE: 903-581-0500 x219 WEBSITE: www.grtraylor.com EMAIL: melinda.smith@grtraylor.com

MELINDA SMITH, CFM EXECUTIVE VICE PRESIDENT

QUALIFICATIONS

- **YEARS OF EXPERIENCE**
- -12 YEARS' GRANT MANAGEMENT EXPERIENCE
- -12 YEARS OF EXPERIENCE IN THE LEGAL FIELD AND REAL ESTATE AREAS OF EXPERTISE
- -DISASTER RECOVERY FUNDING, INCLUDING CDBG-DR, HMGP,FHWA-ER AND EDA-DR
- -TXCDBG AND TXDOT PROJECT MANAGEMENT
- -LARGE-SCALE FLOOD CONTROL AND FLOOD AND DRAINAGE PROJECTS -Acquisition of real property

WORK EXPERIENCE

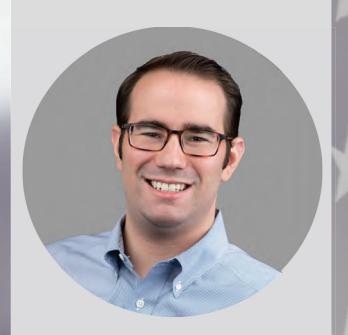
HMGP/CDBG-DR CITYWIDE FLOOD & DRAINAGE IMPROVEMENTS CITY OF BRIDGE CITY, TEXAS \$3,000,000 (JULY 2018 - PRESENT) Coordinate with City Staff, Engineers, and Drainage District to Develop Project Utilizing HMGP and CDBG-DR Funding for Construction of Outfall Improvements and Channel Excavation.

HURRICANE IKE ROUND 2.2 CDBG-DR City of Port Arthur, texas \$10,301,777 (November 2017 – Present), Project Manager for Multi-Project, Multi-Site Contract to Repair and Harden Facilities Damaged by Hurricane IKE. Construction Consisted of

THE INSTALLATION OF WATER/SEWER IMPROVEMENTS, STREET IMPROVEMENTS, FLOOD AND DRAINAGE AND DEMOLITION ACTIVITIES.

EDA/CDBG-DR WWTP EXPANSION CITY OF WEST ORANGE, TEXAS \$6,250,000 (AUGUST 2019 - PRESENT) The City, in Conjunction with the water control district, is utilizing EDA Funds to expand the WWTP and elevate critical components to ensure Continuous operation in Support of a Multi-Billion-Dollar Chemical Treatment Plant Expansion.

- REAL ESTATE LICENSE CERTIFICATION TEXAS A&M COMMERCE, 2008
- CERTIFIED ADMINISTRATOR TEXAS DEPT OF AGRICULTURE, 2011 PRESENT
- LOCAL GOVERNMENT PROJECT PROCEDURES (LGPP)
- CERTIFICATION TEXAS DEPT OF TRANSPORTATION, 2012 PRESENT
- TDA APPLICATION AND IMPLEMENTATION WORKSHOPS, 2011-2019
- HUD FRAUD AND WASTE PREVENTION TRAINING (2020) CFM
- CERTIFIED FLOOD ADMINISTRATOR



Wesley joined Traylor & Associates in 2013 and has been dedicated to serving the communities of Texas as a consultant since 2013.

Recognizing the importance of ensuring that local governments are provided with the knowledge and resources necessary to comply with federal, state and local regulations, he assists communities throughout every step of the grant process from application to close-out.

CONTACT INFORMATION

PHONE:

903-581-0500 x226

WEBSITE:

www.grtraylor.com

EMAIL: wesley.traylor@grtraylor.com

WESLEY TRAYLOR

VICE PRESIDENT & CHIEF FINANCIAL OFFICER

QUALIFICATIONS

- **YEARS OF EXPERIENCE**
- -5 YEARS' GRANT FUNDING EXPERIENCE
- -8 YEARS' RELATED PROFESSIONAL EXPERIENCE
- **AREAS OF EXPERTISE**
- -ECONOMIC DEVELOPMENT AND TAX INCENTIVES
- -DISASTER RECOVERY FUNDING, INCLUDING CDBG-DR AND HMGPBENEFIT COST ANALYSIS
- -COMPLIANCE WITH LOCAL, STATE, AND FEDERAL REQUIREMENTS

WORK EXPERIENCE

FLOOD AND DRAINAGE IMPROVEMENTS CITY OF JEFFERSON, TEXAS \$1,979,625 (JUNE 2019 - PRESENT) Provide Financial and Program Management of Flood and Drainage Improvements to aid in the City's recovery following the 2016 Flood and Storm events.

OCWCID #2 GENERATORS CITY OF WEST ORANGE, TEXAS \$1,500,000 (AUGUST 2018 - PRESENT) Provide Project delivery services to ensure compliance with program Requirements for 10 generators to ensure continuous operation of lift Stations and water wells. Project funded under HMGP'S 5% initiative Program.

OLD SPANISH TRAIL CROSSING IMPROVEMENTS CITY OF VIDOR, TEXAS \$1,658,000 (JULY 2018 - PRESENT)

PROJECT WILL COMBINE HMGP AND CDBG-DR FUNDING TO RECONSTRUCT THE OLD SPANISH TRAIL CROSSING TO REDUCE A RISK OF LOSS OF LIFE AND PROPERTY DUE TO FLOODING IN FUTURE EVENTS.

- B.B.A, TEXAS A&M UNIVERSITY, 2012
- CERTIFIED ADMINISTRATOR TEXAS DEPT OF AGRICULTURE, 2013 PRESENT
- LOCAL GOVERNMENT PROJECT PROCEDURES (LGPP)
- CERTIFICATION TEXAS DEPT OF TRANSPORTATION, 2018 PRESENT
- TDA APPLICATION AND IMPLEMENTATION WORKSHOPS, 2013-2019
- HUD, GLO, AND TDA ENVIRONMENTAL WORKSHOPS, 2013-2019



Wanda joined Traylor & Associates in March, 2004, serving numerous cities throughout the state with meeting their current and future needs.

By working closely with the community and its engineering firm, communities are assured of complete compliance with all local, state, and federal regulations for a final project to enhance the community.

CONTACT INFORMATION

PHONE: 903-581-0500 x224 WEBSITE: www.grtraylor.com EMAIL: wanda.vance@grtraylor.com

WANDA VANCE

VICE PRESIDENT & PROJECT MANAGER

QUALIFICATIONS

- **YEARS OF EXPERIENCE**
- -18 YEARS' EXPERIENCE ADMINISTERING HUD-FUNDED GRANTS
- -15 YEARS' CONSTRUCTION MANAGEMENT EXPERIENCE
- **AREAS OF EXPERTISE**
- -TXCDBG COMMUNITY DEVELOPMENT FUND
- -COMMUNITY NEEDS ASSESSMENTS
- -COMPLIANCE WITH LOCAL, STATE, AND FEDERAL REQUIREMENTS

WORK EXPERIENCE

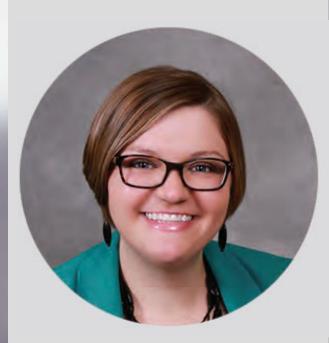
PIN OAK CREEK

CITY OF KIRBYVILLE, TEXAS \$984,550 (APRIL 2018 - PRESENT) Provide Program Management for Channel Improvements funded under The 2015 Flood Program. Project Involves extensive coordination and Permitting with regulatory agencies.

SEWER SYSTEM IMPROVEMENTS City of Kirbyville, Texas \$989,800 (April 2018 - Present) Project Utilizes Disaster Recovery Funding to Repair and Replace Critical Wastewater System Components Damaged as a result of Widespread Flooding During the 2015 Flood and Storms.

FIRE PROTECTION FACILITIES AND EQUIPMENT City of Bridgeport, Texas \$999,348 (July 2018 – Present) Responsible for the Administration of the 2015 flood program grant for The Construction of a New Fire department facility to replace the facility DAMAGED BY EXTENSIVE FLOODING.

- -BUSINESS MANAGEMENT-TYLER JUNIOR COLLEGE
- -CERTIFIED ADMINISTRATOR TEXAS DEPARTMENT OF AGRICULTURE, 2004-PRESENT
- -TDA APPLICATION AND IMPLEMENTATION WORKSHOPS, 2004- 2019
- -HUD ENVIRONMENTAL WORKSHOP
- -HOMELAND SECURITY CAPACITY BLDG. & SOURCE WATER PROTECTION
- -CAREER TRACK MARKETING & MANAGEMENT



Linda joined Traylor & Associates in July 2020. Having developed standard operational procedures for multiple departmental initiatives, she helps communities throughout Texas establish and implement policies designed to ensure compliance with all programmatic requirements.

CONTACT INFORMATION

PHONE: 903-581-0500 x229 WEBSITE: www.grtraylor.com EMAIL: linda.ap@grtraylor.com

LINDA ATKINSON-PETTEE PROJECT MANAGER

QUALIFICATIONS

YEARS OF EXPERIENCE

-12 YEARS OF EXPERIENCE IN ACADEMIC LEADERSHIP, INCLUDING -EDUCATIONAL GRANT AND PROJECT IMPLEMENTATION AREAS OF EXPERTISE -BUYOUT AND ACQUISITION, INCLUDING CDBG-DR, HMGP, AND FMA -TXCDBG, HMGP, AND TXDOT PROGRAM COMPLIANCE

-ACQUISITION OF REAL PROPERTY FOR LARGE-SCALE PROJECTS

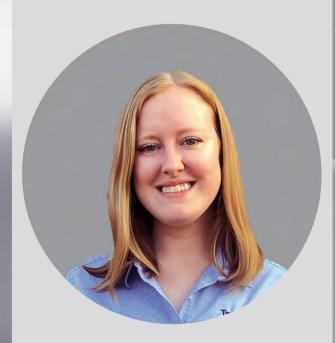
WORK EXPERIENCE

OLD HWY 90 AND BRIDGE IMPROVEMENTS CITY OF ROSE CITY, TEXAS \$2,000,000 (JANUARY 2021 - PRESENT) Coordinate with City Staff and Engineers to Ensure Compliance with Federal, State and Local Regulations for Hurricane Harvey Recovery Project to Ensure Safe Access During Flood Events.

COUNTRY CLUB ROAD ELEVATION CITY OF TAYLOR LANDING, TEXAS \$1,173,343 (FEBRUARY 2021 – PRESENT) Assist project manager in establishing and maintaining recordkeeping System, including financial and labor files. Coordinate with City and Engineer to ensure timely delivery of project milestones.

HURRICANE IKE CDBG-DR Galveston County, Texas \$31,558,883 (October 2020 – Present) Assist Project Manager in Reconciling Financial Records, Completing Acquisition Files, and Preparation of Closeout Documents for Multi-Project, Multi-Site Grant Program.

- INDIANA STATE UNIVERSITY MASTER OF SCIENCE HUMAN RESOURCE DEVELOPMENT
- UNIVERSITY OF WISCONSIN STOUT BACHELOR OF SCIENCE
- CERTIFIED ADMINISTRATOR TEXAS DEPT OF AGRICULTURE, 2021 PRESENT
- LOCAL GOVERNMENT PROJECT PROCEDURES (LGPP)
- CERTIFICATION TEXAS DEPARTMENT OF TRANSPORTATION, 2021 PRESENT
- FEMA & GLO PROCUREMENT TRAINING, 2020 PRESENT



Katlin joined Traylor & Associates in October 2021. She conducts environmental assessments to satisfy NEPA and ASTM for federal grants, including documentation and clearance of grant-funded projects.

KATLIN FOX BROWN, P.E., CFM

ENVIRONMENTAL & PROJECT SUPPORT ENGINEER

QUALIFICATIONS

YEARS OF EXPERIENCE

-6 YEARS ENGINEERING EXPERIENCE WITH A FOCUS IN DRAINAGE/ Stormwater management

AREAS OF EXPERTISE

-PREPARATION AND PROCESSING OF ENVIRONMENTAL REVIEWS

-SUBMIT AND MANAGE GRANT APPLICATIONS FOR COMMUNITY AND ECONOMIC Development, Hazard Mitigation, Housing, and Disaster Relief Projects -Benefit-Cost Analyses (BCAS) for Fema HMGP Applications

WORK EXPERIENCE

ENVIRONMENTAL REVIEW RECORDS COMPLETED FOR VARIOUS CITIES AND Counties prepare and process documentation and clearance of Mitigation projects under the texas general land office

HAZARD MITIGATION ACTION PLAN (HMAP) NEWTON COUNTY, TEXAS \$311,941 (2021 – PRESENT) Responsible for updating the existing HMAP and certifying compliance with tdem and fema regulations.

CONTACT INFORMATION

PHONE: 903-581-0500 x242 WEBSITE: www.grtraylor.com EMAIL: katlin.foxbrown@grtraylor.com

EDUCATION/LICENSES/TRAINING

-CERTIFIED ADMINISTRATOR - TEXAS DEPT OF AGRICULTURE, 2019 – PRESENT -TDA APPLICATION AND IMPLEMENTATION WORKSHOPS, 2019 -FLOODPLAIN MANAGEMENT TRAINING (FEMA/TDEM)



Sherry Roberts joined Traylor & Associates in June 2021. With over 20 years of local government experience, she gained first-hand knowledge of municipal policies and procedures that provided a seamless transition to her position as Funding Specialist. This combination of experience and her drive to succeed makes her the perfect partner in a community's efforts to improve quality of life for residents.

CONTACT INFORMATION

PHONE: 903-581-0500 WEBSITE: www.grtraylor.com EMAIL: sherry.roberts@grtraylor.com

SHERRY ROBERTS MPA, CPM, TRMC FUNDING SPECIALIST

QUALIFICATIONS

- **YEARS OF EXPERIENCE**
- 21 YEARS IN MUNICIPAL GOVERNMENT
- 20 YEARS PROJECT MONITORING
- **AREAS OF EXPERTISE**
- AMERICAN RESCUE PLAN ACT FUNDING

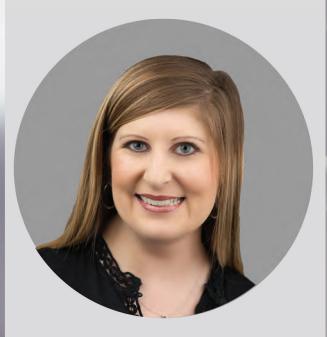
WORK EXPERIENCE

AMERICAN RESCUE PLAN ACT (ARPA) ELEVATED WATER TOWER PROJECT CITY OF ATLANTA, TEXAS \$1,355,884 (JANUARY 2022 - PRESENT) COORDINATE WITH CITY STAFF TO IDENTIFY ELIGIBLE PROJECTS, COMPREHENSIVE ADMINISTRATION IN COMPLIANCE WITH LOCAL AND FEDERAL REGULATIONS, PROJECT DEVELOPMENT AND IMPLEMENTATION, AND PROVIDE ONGOING GUIDANCE TO MAXIMIZE FUNDING.

HAZARD MITIGATION GRANT PROGRAM (HMGP) CITY OF GLADEWATER, TEXAS HMGP-DR 4586 GENERATOR PROJECT \$499,870 (JANUARY 2022 - PRESENT) COORDINATE WITH CITY STAFF AND ENGINEERS TO INSTALL GENERATORS AT THE DALLAS & MOORE LIFT STATIONS AND PERFORM ELECTRICAL FEED MODIFICA-TIONS AT TEN (10) LIFT STATIONS AROUND THE LAKE THAT WILL BE SERVICED BY A PORTABLE GENERATOR.

AMERICAN RESCUE PLAN ACT (ARPA) CITY OF OAK LEAF CITY, TEXAS \$367,714.35 (DECEMBER 2021 - PRESENT) Coordinate with City Staff to Determine Project Eligibility, Comprehen-Sive Administration in Compliance with Federal Requirements, Project Development and Implementation, and Provide Ongoing Guidance to Maximize Impact of Funding.

- MASTER OF PUBLIC ADMINISTRATION : UNIVERSITY OF TEXAS AT TYLER
- CERTIFIED ADMINISTRATOR TEXAS DEPARTMENT OF AGRICULTURE
- REGISTERED MUNICIPAL CLERK
- CERTIFIED PUBLIC MANAGER



Kari Beth joined Traylor & Associates in January 2000 with an extensive customer service and financial background.

She has principal responsibility for hundreds of Environmental Review Records, including documentation and clearance of all CDBG grant funded projects and other federal agencies.

CONTACT INFORMATION

PHONE: 903-581-0500 x228 WEBSITE: www.grtraylor.com EMAIL: karibeth.smith@grtraylor.com

KARI BETH SMITH

ENVIRONMENTAL SPECIALIST / COMPLIANCE COORDINATOR

QUALIFICATIONS

- YEARS OF EXPERIENCE
- -22 YEARS' CDBG PROJECT ASSISTANCE AND PROCESSING ENVIRONMENTAL
- **REVIEW RECORDS**
- AREAS OF EXPERTISE
- -PREPARATION AND PROCESSING OF ENVIRONMENTAL REVIEWS
- -NEPA AND 24 CFR 58 COMPLIANT
- -PREPARATION AND COORDINATION OF APPLICATION AND CONTRACT PREPARATION
- -COMPLIANCE WITH CIVIL RIGHTS AND SECTION 3 REQUIREMENTS

WORK EXPERIENCE

ENVIRONMENTAL REVIEW RECORDS

MULTIPLE CITIES AND COUNTIES THROUGHOUT TEXAS (2000 – PRESENT) Research Source documentation and utilize mapping tools to accurately document site conditions in compliance with NEPA and 24 CFR 58 to ensure projects comply with regulatoryand statutory requirements to minimize effects on the human and naturalenvironment.

IMPROVEMENTS TO HISTORIC RUSK AND PALESTINE RAILROAD TEXAS STATE RAILROAD AUTHORITY \$11,495,923 (APRIL 2009 – PRESENT) Responsible for Reviewing Daily Reports to Verify Hours and Payroll Coincide with each other and prepare the Necessary Documentation to Submit to txdot for Reimbursement.

CIVIL RIGHTS COMPLIANCE

MULTIPLE CITIES AND COUNTIES THROUGHOUT TEXAS (2000 – PRESENT) Review and prepare documentation to ensure compliance with required Civil Rights, equal opportunity and section 3 requirements.

- CERTIFIED ADMINISTRATOR TEXAS DEPARTMENT OF AGRICULTURE
- LOCAL GOVERNMENT PROJECT PROCEDURES (LGPP)
- CERTIFICATION TEXAS DEPARTMENT OF TRANSPORTATION
- TDA APPLICATION AND IMPLEMENTATION WORKSHOPS
- HUD, GLO, AND TDA ENVIRONMENTAL WORKSHOPS



Christel joined Traylor & Associates in July 2012. As HOME Administrative Assistant, she has diligently worked with communities to provide grant funded housing options for those in need.

Christel has also served communities with her knowledge and skills related to Davis-Bacon compliance procedures and by completing environmental reviews.

CONTACT INFORMATION

PHONE: 903-581-0500 x235 WEBSITE: www.grtraylor.com EMAIL: christel.kiker@grtraylor.com

CHRISTEL KIKER ADMINISTRATIVE ASSISTANT

QUALIFICATIONS

- YEARS OF EXPERIENCE
- -10 YEARS' CDBG AND HOUSING PROGRAMS EXPERIENCE AREAS OF Expertise
- -GLO-DISASTER RECOVERY & TDHCA HOUSING PROGRAMS
- -ENVIRONMENTAL REVIEW RECORDS
- -DAVIS-BACON LABOR COMPLIANCE
- -COMPLIANCE WITH LOCAL, STATE, AND FEDERAL REQUIREMENTS

WORK EXPERIENCE

DISASTER RECOVERY HOUSING PROGRAM Newton County, Texas \$18,035,447 (July 2018 - Present)

RESPONSIBLE FOR DETERMINING HOMEOWNER ELIGIBILITY, ENSURING COMPLIANCE WITH ENVIRONMENTAL FACTORS, AND MAINTAINING ACCURATE FINANCIAL RECORDS FOR EACH HOUSING PROJECT FUNDED THROUGH THE TEXAS GENERAL LAND OFFICE.

DAVIS-BACON LABOR COMPLIANCE

MULTIPLE COMMUNITIES (2015 – PRESENT) Ensure prevailing wages are paid and equal opportunity laws are followed by construction contractors through the monitoring of contract documentation and reviewing certified payrolls on Federally funded projects.

ENVIRONMENTAL REVIEW

MULTIPLE COMMUNITIES (2012 – PRESENT) ENSURE THAT PROJECTS ARE IN COMPLIANCE WITH A VARIETY OF STATUTES Including Airport Runway Clear Zones, Flood, Contamination, Explosives, ETC. Coordinating with Engineers and Building Contractors to Ensure Mitigation Measures are followed.

- SAM HOUSTON STATE UNIVERSITY B.S., PSYCHOLOGY WITH A MINOR IN BUSINESS ADMINISTRATION
- TWC AND TDHCA FAIR HOUSING WORKSHOPS
- TDA APPLICATION & IMPLEMENTATION CERTIFICATION
- TDHCA, GLO, & TDA ENVIRONMENTAL WORKSHOPS
- HUD DAVIS-BACON COMPLIANCE WORKSHOPS
- TDHCA APPLICATION & INCOME ELIGIBILITY WORKSHOPS



Keith joined Traylor & Associates in April 2015. He has worked in the computer field for over 20 years with an extensive background in network administration.

Before joining the team at Traylor & Associates, he had owned and operated his own computer repair and website design business in which he held an A+ BBB rating.

CONTACT INFORMATION

PHONE: 903-581-0500 x238 WEBSITE: www.grtraylor.com EMAIL: keith.tijerina@grtraylor.com

KEITH TIJERINA I.T. COORDINATOR

QUALIFICATIONS

YEARS OF EXPERIENCE

- -22 YEARS' RELATED PROFESSIONAL EXPERIENCE
- **AREAS OF EXPERTISE**
- -DEVELOPMENT OF INDUSTRY-SPECIFIC PROGRAMMING AND APPLICATIONS
- -SYSTEMS ANALYST
- -DATA MANIPULATION AND INTEGRATION
- -OFFICE 365 BASED SOFTWARE (SHAREPOINT, DYNAMICS)

WORK EXPERIENCE

OFFICE 365 BASED PROGRAMMING 2018 - PRESENT Responsible for the development of programming and applications to efficiently and accurately document all aspects of grant administration for our firm, including tracking of draw requests, workflow and assignment of tasks, creation of web- based templates, application development and review, as well as compliance with state and federal requirements.

DATA MANIPULATION AND INTEGRATION 2015 - PRESENT Combine data from a variety of sources to produce clear and concise Charts and Projections to aid application development and document Community NEED.

TECHNICAL SUPPORT 2015 - PRESENT

ASSIST FIRM STAFF AND CLIENTS IN THE NAVIGATION OF FEDERAL AND STATE PORTALS Necessary to ensure compliance with Sam.gov registration, accurate and timely reporting to federal agencies and other tasks as needed.

- TYLER JUNIOR COLLEGE COMPUTER NETWORK ADMINISTRATION AND COMPUTER REPAIR
- SELF-EDUCATION MICROSOFT OFFICE 365 SOFTWARE SUITE INCLUDING MICROSOFT Dynamics and sharepoint

COST PROPOSAL

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PROPOSED COST

GRANT ADMINISTRATION SERVICES

We propose a fee of \$42,750, which is based on an anticipated grant award of \$500,000.00.

Our fee is inclusive of all services necessary to successfully administer the City's grant award, including environmental review and amendments, as applicable.

Our pricing represents the market rate and is well below the maximum costs established by the Texas Department of Agriculture.

As projects vary by size and complexity, we are amenable to discuss costs and potential concerns. Ultimately, we want to work for you and are willing to negotiate an appropriate fee for the administration of your CDBG project.



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REFERENCES

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PROJECT REFERENCES

REFERENCE 01

Project Name: Project Location: Funding Agency: Services Provided:

Project Manager: Date of Completion or Project Status:

Project Completed on Time and on Budget:

Client Name and Contact Person:

REFERENCE 02

Project Name: Project Location: Funding Agency: Services Provided:

Project Manager: Date of Completion or Project Status:

Project Completed on Time and on Budget:

Client Name and Contact Person:

REFERENCE 03

Project Name: Project Location: Funding Agency: Services Provided:

Project Manager: Date of Completion or Project Status:

Project Completed on Time and on Budget:

Client Name and Contact Person: Athens Fire & Rescue Fire Truck Athens, Texas TDA

Managed \$505,000 to secure a new Type III Wildland fire truck specifically designed for off-road access with the carrying, pumping and hose capacity to address structural fires and effectively provide fire protection in unimproved and forested areas.

Mark Taylor, Project Manager

April 2021

Project was completed on time and on budget.

City of Athens / Elizabeth Borstad, City Manager 903-675-5131 / eborstad@athenstx.gov

Pittsburg Downtown Revitalization Pittsburg, Texas TDA

Managing \$402,500 to reconstruct and install approximately 890 linear feet of concrete sidewalk, 414 linear feet of curb and gutter, 17 ADA-compliant ramps, 14 streetlights including conduit, wiring and electrical service panel, reconstruct concrete drives, related pavement repairs, and all associated appurtenances to promote safe pedestrian traffic.

Wanda Vance, Project Manager

Project is ongoing

Project is expected to be completed on time and within budget

City of Pittsburg / Stacy Dorsett, City Secretary 903-856-3621 / sdorsett@pittsburgtexas.com

Sewer Improvements Vidor, Texas TDA Installation of 4" sanitary sewer service lines (approximately 11,000 L.F.). Project included boring approximately 100 L.F. as well as clean-out at house and property line. Work also included pavement repair and all associated appurtenances. Melinda Smith, Project Manager

Project completed April 2020

Project completed on time and within budget

City of Vidor / Robbie Hood, City Manager 409-769-5473 / rhood@CityOfVidor.com BLANK PAGE

SCOPE OF WORK

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SCOPE OF WORK

TTOA

Traylor & Associates understands that, if awarded this project, we will be a partner to the City of Navasota to accomplish the following:

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Determine which projects qualify for CDBG funding, prepare applications and then prioritize them so that the most urgent needs are addressed. Once projects are approved, we will manage all tasks necessary to fulfill the requirements and successfully implement any and all approved projects.

Traylor & Associates will assist the City of Navasota in developing project scope(s) and complete the required documentation. Our team will work with the City leadership and an engineer, if applicable, to evaluate potential projects that provide desired benefits and are compliant with any eligibility criteria.

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- Application Preparation Services
- Basic Contract Implementation Services
- Assistance for Acquisition of Real Property
- Compliance with Federal Labor Standards (for construction contracts)
- Environmental Review Services including Section 106 compliance



Brand Standards

CAPACITY TO PERFORM

Understanding of Scope of Project

Traylor & Associates understands that, if awarded this project, we will be a partner to the City of Navasota, to accomplish the following:

Determine which projects qualify for CDBG funding, prepare applications and then prioritize them so that the most urgent needs are addressed. Once projects are approved, we will manage all tasks necessary to fulfill the requirements and successfully implement all approved projects. This will include all administrative services outlined and identified in the RFP Scope of Work.

Project Approach / Strategy

Our direct experience gained through the administration of projects throughout Texas has given us the knowledge that grant administration goes beyond the record keeping and reporting requirements levied upon the program and required an in-depth understanding of the rules and regulations that necessitate efficient and accurate documentation. Throughout these complex processes, progress is often hindered because of undefined internal processes, lack of notification of completion of tasks or disconnect between providers. It is imperative that critical information is readily available to all team members. There should be a predictable workflow that must be understood by all to ensure timely execution and progress.

Our firm believes the key to effective project management is accountability on behalf of staff, vendors, and the responsible entities. A concerted effort to continuously monitor performance measures, will ensure adherence to project schedules. Additionally, the critical path to achieving the successful completion of projects should be clearly identified, monitored, and evaluated to troubleshoot potential obstacles to progress. A formal commitment is required of all participants to complete work with the urgency required to meet community needs, recognizing that time is of the essence.

Traylor & Associates knows that the success of all grant programs rests on enhanced education for local government officials and relevant staff. There is often a lack of understanding of program requirements and project management expectations at the local government level, especially regarding the potential consequences of failure to comply with federal and state regulations. Through regular briefings and the availability of clear and concise educational resources, communities can better manage repayment liabilities and avoid disallowed costs.

CAPACITY TO PERFORM

Ability to Carry out Scope of Services

Our team relies on current technology tools to maximize the efficiency of each team member. Possessing technology specifically adapted for program management in today's mobile-driven environment allows a scalable approach to staffing and overall operations this technology is supported by in-house IT personnel and contracted services.

Physical Resources:

Traylor & Associates maintains a corporate office in Tyler, Texas with a satellite office located in Southeast Texas. The firm is readily equipped with any resources necessary to process the project efficiently and quickly.

The firm's professional employees are also furnished with modern technology with the following capabilities:

- Conduct conference calls
- Host web-based meetings
- Ability to share public and private documents
- Access to other secure FTP services

Strength of Resources:

In addition to it's experienced staff, the firm's capacity to perform the requested services is reinforced by its strong financial position and depth of physical resources.

Our Team

The range of our services reflects hundreds of years of experience. Each member of the Traylor & Associates staff has received extensive training and naturally assumed a role best suited to their skill set, education and experience.

Traylor & Associates has the proven capacity required to meet the needs of the City by maintaining an experienced staff capable of providing services on time, in scope and under budget. Our key personnel averages 15 years' experience with federal and state-funded programs, and their extraordinary work is documented by a company track record spanning nearly 50 years.

Conference calls, web-based meetings, public and private shared documents, and other secure FTP services are frequently used in the coordination of field staff with office personnel, clients, engineering firms and agencies.

By mobilizing tenured staff to grantee locations, Traylor & Associates can provide an unparalleled level of service and responsiveness to the needs of the City of Navasota. If additional staffing is required on-site during meetings or public forums, our associates can be mobilized quickly due to the proximity of our corporate and Southeast Texas offices. The project manager will provide contact information and, as a result, an experienced partner will be just a phone call away.

CAPACITY TO PERFORM

The range of our services reflects hundreds of years of experience. Each member of the Traylor & Associates staff has received extensive training and naturally assumed a role best suited to their skill set, education and experience.

Traylor & Associates has the proven capacity required to meet the needs of the City by maintaining an experienced staff capable of providing services on time, in scope, and under budget. Our key personnel average 15 years' experience with federal and state funded programs and their extraordinary work is documented by our track record spanning almost 50 years.

If additional staffing is required on-site during meetings or public forums, our associates can be mobilized quickly due to the proximity of our corporate and Southeast Texas offices.



REQUIRED DOCUMENTS

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SAM.GOV[®] TRAYLOR GARY R & ASSOCIATES INC

Jnique Entity ID	CAGE / NCAGE	Purpose of Registration
JW81FZ76FN57	6Q2T0	All Awards
Registration Status	Expiration Date	
Active Registration	Jul 26, 2023	
Physical Address	Mailing Address	
201 Cambridge RD	P.O. Box 7035	
Tyler, Texas 75703-5256	Tyler, Texas 75711-7035	
Jnited States	United States	
Business Information		
Doing Business as	Division Name	Division Number
blank)	(blank)	(blank)
Congressional District	State / Country of Incorporation	URL
Texas 01	Texas / United States	(blank)
Registration Dates		
Activation Date	Submission Date	Initial Registration Date
lul 27, 2022	Jul 26, 2022	Apr 5, 2012
Entity Dates		
Entity Start Date	Fiscal Year End Close Date	
Dec 1, 1970	Dec 31	
mmediate Owner		
CAGE	Legal Business Name	
blank)	(blank)	
lighest Level Owner		
lighest Level Owner CAGE	Legal Business Name	

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

Profit Structure For Profit Organization

Entity Structure Corporate Entity (Not Tax Exempt) Entity Type Business or Organization Organization Factors (blank)

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.

CAGE Code 62270 CAGE Code 7000 CAGE Code 70000 CAGE Code 70000 CAGE Code 70000 CA				
No No EFT Indicator 0000 CAGE Code 62210 Points of Contact 62210 Points of Contact F.O. Box 7035 Electronic Business P.O. Box 7035 Âgary TRAYLOR, Chairman & CEO P.O. Box 7035 Tyler, Texas 75711 United States P.O. Box 7035 Government Business P.O. Box 7035 Âgary TRAYLOR P.O. Box 7035 Government Business P.O. Box 7035 Âgary TRAYLOR P.O. Box 7035 Tyler, Texas 75711 United States MARK TAYLOR P.O. Box 7035 Agary TRAYLOR P.O. Box 7035 Tyler, Texas 75711 United States MARK TAYLOR P.O. Box 7035 Tyler, Texas 75711 United States MARK TAYLOR P.O. Box 7035 Tyler, Texas 75711 United States Mark Taylor P.O. Box 7035 Tyler, Texas 75711 United States Donald W Traylor, Vice President & CFO 201 Cambridge RD Donald W Traylor, Vice President & CFO 201 Cambridge RD Service Classifications Vier, Texas 75703 Wares 7503 United States Service Classifications NAICS Codes Service State NAICS Codes	Financial Informatio	n		
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Yes 541611 Administrative Management And General Management Consulting Services	NAICS Codes			
Disaster Response	Primary Yes			Administrative Management And General Management Consulting
	Disaster Response			

Yes, this entity appears in the disaster response registry.

Bonding Levels	Dollars
(blank)	(blank)
States Texas	Counties (blank)

Metropolitan Statistical Areas (blank)

Page 2 of 2



Exclusion Search Results 0 Total Results

Filter by:Keyword (ALL)Status"Gary R. Traylor"Active

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity	FORM CIQ				
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 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.					
1 Name of vendor who has a business relationship with local governmental entity.	1				
Gary R. Traylor & Associates, Inc.					
2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)					
3 Name of local government officer about whom the information is being disclosed.					
Name of Officer					
 A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor? 					
Yes No B. Is the vendor receiving or likely to receive taxable income, other than investmen of the local government officer or a family member of the officer AND the taxable local governmental entity? Yes No					
5 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.					
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)					
	r 28, 2022				

Form provided by Texas Ethics Commission

Revised 11/30/2015

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.

Local Government Code § 176.001(1-a): "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.

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>Gary R. Traylor & Assoc. 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

Mark Taylor, President & Chief Operating Officer Printed Name and Title of Contractor's Authorized Official

October 28, 2022

Date

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 the agency name, if known. For example, the 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 Approved by OMB

0348-0046

Complete this form	to disclose lobbyii	bbying Activiting activities pursuablic burden disclos	ant to 31 U.S.C. 1352
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 E Prime Subawarde Tier, if	e	If Reporting Ent Name and Addre	ity in No. 4 is Subawardee, Enter ess of Prime:
Congressional District, if kno	wn:		onal District, if known:
Federal Department/Agency:		7. Federal Program Name/Description: CFDA Number, <i>if applicable</i> :	
Federal Action Number, if known:		9. Award Amou \$	nt, if known:
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>			
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature: Print Name: Mark Taylor Title: President & Chief Operating Officer Telephone No.: 903-581-0500 Date: October 28, 2022	
Federal Use Only			rized for Local Reproduction dard Form - LLL (Rev. 7-97)

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CERTIFICATE OF INTERESTED PARTIES

1 of 1

					TUT	
	Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.		CEI	OFFICE USE		
				Certificate Number: 2022-949106		
	Gary R. Traylor & Associates, Inc.		2022	-949100		
L	Tyler, TX United States		Date	Date Filed:		
2		he contract for which the form is		6/2022		
	being filed.					
City of Navasota				Date Acknowledged:		
3	Provide the identification number used by the governmental en description of the services, goods, or other property to be prov	tity or state agency to track or identify iden identify iden the contract.	y the c	ontract, and pro	vide a	
L	2023-2024 TDA-CDBG (01606)					
Ľ	Grant Consulting					
		1				
4					finterest	
	Name of Interested Party	City, State, Country (place of busin	ness)		pplicable)	
⊢				Controlling	Intermediary	
Т	raylor, Gary	Tyler, TX United States		х		
F						
⊢						
┝						
5	Check only if there is NO Interested Party.					
6	UNSWORN DECLARATION					
	My name is Mark Taylor	, and my date of	birth is	10/12/195	9	
	My address is	TylerT	exas,	75703	USA	
	(street)	(city) (s	state)	(zip code)	(country)	
	I declare under penalty of perjury that the foregoing is true and corre	ect.				
	Executed in Cour	nty, State of Texas , on the	<u>26th</u> (day of Octobe		
		0		(month)	(year)	
		Mul Tap	/			
		Signature of authorized agent of cor (Declarant)	ntracting	g business entity		



Governmental **Consultants &** Planners

Environmental Services

Financial Management

Community Development

Disaster Recovery

Housing Programs

November 8, 2022

Funding Research Application Preparation	Gran City o 200 F	Evette Fannin ts Coordinator of Navasota East McAlpine Street isota, Texas 77868
Grant Monagement	Re:	2023-2024 TxCDBG Proposal for Grant Administration Services
Government Liaison	Dear	Ms. Fannin:

Thank you for giving Traylor & Associates the opportunity to present our qualifications and experience for administration and management services for this important CDBG project.

Our firm has served the grant management consulting needs of more than 200 communities and counties throughout Texas since 1974. To date, we have administered more than \$1 billion in federal and state funds. While Traylor & Associates is the longest-serving firm in Texas, our ongoing capacity to perform has Hazard Mitigation Assistance made us one of the most widely used grant management firms in the state.

In addition to the service package detailed in the enclosed document, we are pleased to provide a summary of our firm's experience, work performance and references. We have established long-standing relationships with clients throughout Economic Development the entire state, and we encourage you to contact any of them for reference purposes.

> If you need any additional information or clarification, feel free to contact me at mark.taylor@grtraylor.com.

Thank you for your interest in our firm.

Serving State & **Local Governments** Since 1974

Sincerely,

Mark Taylor

President & Chief Operating Officer

TYLER

201 Cambridge Road P.O. Box 7035 Tyler, Texas 75711-7035 903 • 581 • 0500 www.grtraylor.com

"Always working for your community...ALWAYS"

Administration/Professional Services Rating Sheet

Grant Recipient UTY OF NAVASITA Name of Respondent Ivay 101 and 4550 jates Evaluator's Name Grants COrdinator, Dublin, works

TxCDBG Contract No. Date of Rating Alov 20, 2022

Streets, Goonomic Development, Development Services

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.

Experience Max.Pts. <u>Score</u> **Factors** 1. Related Experience / Background with federally funded projects 10 2. Related Experience / Background with specific project type 5 3 (housing rehabilitation, acquisition of property, coordination with 5 regulatory agency, etc.) 4. Certified Administrator of TxCDBG Program by TDA 5 \mathcal{Q} 5. References from current/past clients 10 21 Subtotal, Experience 30 Work Performance Max.Pts. **Score** Factors 2 1. Submits requests to client/TDA in a timely manner 5 2. Responds to client/TDA requests in a timely manner 5 4 à 3. Past client/TDA projects completed on schedule 5 4. Work product is consistently of high quality with low level of 5 4 errors 5 5. Past client/TDA projects have low level of monitoring findings/concerns 2 6. Manages projects within budgetary constraints 5 Subtotal, Performance 30 Capacity to Perform Max.Pts. **Factors** Score Score 3 1. Qualifications of Professional Administrators / Experience of Staff 5 5 2. Present and Projected Workloads 3. Quality of Proposal/Work Plan 5 6 Ы 4. Demonstrated understanding of scope of the TxCDBG Project 5 n Subtotal, Capacity to Perform 20 **Proposed Cost** Max.Pts. Factors Score 534.900 A = Lowest Proposal 1010 B = Bidder's Proposal \$ 42,750 A ÷ B X 20 equals Respondent's Score 20 TOTAL SCORE Max.Pts. Factors Score Experience 30 **D** Work Performance 30 1 ,Capacity to Perform 20 **Proposed Cost** 20 16 100 **Total Score** 11



REQUEST FOR CITY COUNCIL AGENDA ITEM #7

Agenda Date Requested: November 28, 2022				
Requested By: Evette Fannin, Grant Coord.				
Department: Finance				

C Report C Resolution C Ordinance

Exhibits: <u>RFQ Bid Packet</u>, <u>RFQ submittals</u>, <u>Scoring Card</u>

Appropriation			
Source of Funds:	N/A		
Account Number:	N/A		
Amount Budgeted:	N/A		
Amount Requested:	N/A		
Budgeted Item:	🔿 Yes 💿 No		

AGENDA ITEM #7

Consideration and possible action to select engineering/architectural/surveying service provider to complete project implementation for the City of Navasota's 2023-2024 Texas Community Development Block Grant funding administered by the Texas Department of Agriculture.

SUMMARY & RECOMMENDATION

Though it has been several years, the City of Navasota has been fortunate to receive Community Development Block Grants (CDBG) throughout the years. The city has potential to rank high in the selection process and has an exceptionally good chance to receive CDBG funding for 2023-24.

Fiscal Year 2023-24 CDBG Funding provided by TDA:

- Grant Maximum \$500,000, Grant Minimum \$50,000
- Grant is competitive within our region
- Match amount for the City of Navasota is estimated at 10% to receive maximum points
- Eligible activities include water, wastewater, drainage, streets, roads, bridges, etc. to receive maximum points
- Project must benefit 51% Low to Moderate Income (LMI) area to receive maximum points
- A current (2021) fiscal audit is required
- Current SAM registration is required
- Application deadline is Spring of 2023

Federal Grants require an extensive amount of paperwork throughout the process. To meet all the documentation requirements on federal grants, cities find it beneficial to

hire engineering, architectural, and surveying firms that have experience and knowledge to help the Grant Coordinator during the application process to help ensure funding. Therefore, staff is recommending City Council approve hiring an engineering firm to assist with grant application and administration for the CDBG process.

Request for Proposal process

- Requests for Proposals sent out October 26, 2022, with a deadline of November 8, 2022.
- Newspaper Ad ran in The Examiner on October 26, 2022.
- Staff received two (2) proposals: Bleyl Engineering and GLS Engineering.
- Staff recommends City Council hiring Bleyl Engineering for engineering services because they have been working with the City of Navasota for the last several years completing many successful projects.

ACTION REQUIRED BY CITY COUNCIL

Approve authorization to hire Bleyl Engineering for engineering services for the 2023-2024 Texas Community Development Block Grant Program administered by the Texas Department of Agriculture.

Approved for the City Council meeting agenda

ason Weeks

Jason B. Weeks, City Manager

11/22/22

Date

Request for Qualifications (RFQ) for Engineering/Architecture/Surveying Services - Cover Letter

For Application Preparation and Grant Contract Implementation Services

Pre-Award and Post-Award Services

October 26,2022

Re: Proposed Contract Funding for the City of Navasota RFQ for 23-24 Texas Community Development Block Grant (TxCDBG) Program of the Texas Department of Agriculture (TDA).

Dear Engineering Service Providers:

Attached is a copy of City of Navasota Request for Qualifications for Engineering/Architectural/Surveying Services. These services are being solicited to assist City of Navasota in its application(s) for funding and project implementation of a contract, if awarded, from the 23-24 Texas Community Development Block Grant Program of the Texas Department of Agriculture (TDA). City of Navasota will be applying for such funding to support eligible activities in the city. <u>More than one contract may be awarded as a result of this RFQ.</u>

The submission requirements for this Statement of Qualifications are also included on the attached Request for Qualifications (RFQ) form. Firms and/or individuals should have past experience with federally funded programs. Please electronically submit your SOQs in .pdf format via email to efannin@navasotatx.gov.

Email to: efannin@navasotatx.gov

The deadline for submission of SOQs is November 8, 2022 by 3:30. City of Navasota reserves the right to negotiate with any and all persons or firms submitting SOQs, per the Texas Professional Services Procurement Act and the Uniform Grant and Contract Management Standards.

City of Navasota is an Affirmative Action/Equal Opportunity Employer. Section 3 Residents, Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and Labor Surplus Area firms are encouraged to submit SOQs.

Sincerely,

Evette Fannin Insert Entity Contact Person

Request for Qualifications (RFQ) for Engineering/Architectural/Surveying Services

City of Navasota is seeking to enter into an engineering/architectural/surveying services contract with a state-registered engineer/architect/surveyor. The following outlines this request for qualifications.

- I. <u>Scope of Work</u> The engineering/architectural/Surveying contract will encompass all project-related engineering/architectural/surveying services to the City of Navasota, including but not limited to the following:
 - Application preparation
 - Preliminary and final design plans and specifications;
 - Preparation of the bid packet;
 - Conduct all field testing and inspections (interim and final); and
 - Other special services.

Please specify actual tasks to be performed under each of these categories.

- II. <u>Statement of Qualifications</u> The City of Navasota is seeking to contract with a competent engineering/architectural/surveying firm, registered to practice in the State of Texas, that has had experience in the following areas:
 - Municipal construction including but not limited to waterworks, projects;
 - Registered and in good standing as a professional engineer per the Texas Engineering Practice Act
 - Federally-funded construction projects; and
 - Projects located in this general region of the state.
 - Engineer/Architectural/Surveying firms is not debarred or suspended from the Excluded Parties List System(EPLS) of the System for Award Management (SAM) https://sam.gov/content/home
 - Company Profile
 - Experience and Qualifications. Set forth your experience and qualifications as they relate to the proposed project in terms of technical scope, tasks involved, deliverable products, and other elements of the work as they relate to the evaluation criteria and all requirements of this RFQ including the following:
 - Experience with public works construction including but not limited to mitigation projects;
 - Experience with federally funded construction projects;
 - A list of past local government clients, as well as resumes of all engineers/architects that will or may be assigned to this project if you receive the engineering/architectural services contract award.
 - SAM.gov Registration. Firms <u>must have an active registration</u> with the System for Award Management (www.SAM.gov) AND have been cleared (not suspended or debarred). Provide proof of SAM.gov registration along with your Statement of Qualifications. *See next page.*
 - References. Each firm must furnish a minimum of five (5) references.
- III. <u>Evaluation Criteria</u> The SOQs received will be evaluated and ranked according to the following criteria:

Criteria	Maximum
	Points
Experience	60
Work Performance	25
Capacity to Perform	15
Total	100

- IV. For this RFQ, Respondent's qualifications will be evaluated and the most qualified Respondent will be selected, subject to negotiation of fair and reasonable compensation.
 - Upon the award of this contract, profit (either %/actual cost) must be identified and negotiated as a separate element of the price for any contract in excess of \$50,000.00.
- V. <u>Submission Requirements- the following documents must be included in your SOQ:</u>

- Statement of Conflicts of Interest (if any) the service provider or key employees may have regarding these services, and a plan for mitigating the conflict(s). Note that the Entity may in its sole discretion determine whether or not a conflict disqualifies a firm, and/or whether or not a conflict mitigation plan is acceptable.
- System for Award Management. Service Providers <u>must have an active registration</u> in the System for Award Management (<u>https://www.sam.gov/SAM/</u>). Service provider and its Principals may not be debarred or suspended nor otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Include verification that the service provider as well as its principals are not listed (are not debarred) through the System for Award Management (www.SAM.gov). Enclose a printout of the search results that <u>includes the record date</u>. This clearance information should be included in the service provider's Proposal. <u>The clearance in the Service Provider's proposal must be re-verified prior to award</u>. Federal awarding agencies may relax the timing of the requirement for active SAM registration at time of allocation in order to expeditiously issue funding. At the time of award, the requirements of 2 CFR § 200.206, Federal awarding agency review of risk posed by recipients, continue to apply.
- Form Conflict of Interest Questionnaire, (enclosed). Texas Local Government Code chapter 176 requires that any
 vendor or person who enters or seeks to enter into a contract with a local government entity disclose in the
 Questionnaire Form CIQ the vendor or person's employment, affiliation, business relationship, family relationship
 or provision of gifts that might cause a conflict of interest with a local government entity. Questionnaire form CIQ is
 included in the RFQ and must be submitted with the response.
- Certification Regarding Lobbying- Disclosure of Lobbying Activities (enclosed). Certification for Contracts, Grants, Loans, and Cooperative Agreements is included in the RFQ and must be submitted with the response.
- Form 1295, (enclosed). Effective January 1,2018, all contracts and contract amendments, extensions, or renewals
 executed by the Commissioners Court will require the completion of Form 1295 "Certificate of Interested Parties"
 pursuant to Government Code § 2252.908. Form 1295 must be completed by the awarded vendor at time of signed
 contract submission. Form 1295 is included in this RFQ for your information. Form 1295 requires the inclusion of an
 "unsworn declaration" which includes, among other things, the date of birth and address of the authorized
 representative signing the form.
- Required Contract Provisions (enclosed). Applicable provisions (enclosed) must be included in all contracts executed as a result of this RFQ.
- VI. <u>Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.</u> Small and minority businesses, women's business enterprises, and labor surplus area firms must be solicited in this RFQ. If the awarded vendor is a prime contractor and may use subcontractors, the following affirmative steps are required of the prime contractor:
 - 1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - 2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - 3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - 4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
 - 5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
 - 6) Please choose the MBDA Center that is in closest proximity to your community. Please use the following link: <u>https://www.mbda.gov/mbda-programs</u>. Email your RFQ to the appropriate center. If your Center cannot be reached by email, it is strongly recommended that the RFQ be sent to the appropriate center via CERTIFIED MAIL, return receipt requested.

Minority-owned businesses may be eligible for contract procurement assistance with public and private sector entities from MBDA centers:

Dallas MBDA Business Center 8828 N. Stemmons Freeway, Ste. 550B Dallas, TX 75247 214-920-2436 Website: <u>https://www.mbdadfw.com</u> Email: admin1@mbdadallas.com

El Paso MBDA Business Center 2401 East Missouri Avenue Houston MBDA Business Center 3100 Main Street, Ste. 701 Houston, TX 77002 713-718-8974 Website: <u>https://www.mbda.gov/businesscenter/houston-mbda-business-center</u> Email: MBDA@hccs.edu

San Antonio MBDA Business Center 501 W. Cesar E. Chavez Blvd., Ste. 3.324B El Paso, TX 79903 915-351-6232 Website: <u>https://www.mbda.gov/businesscenter/el-paso-mbda-business-center</u> Email: treed@ephcc.org San Antonio, TX 78207 210-458-2480 Website: <u>https://www.mbda.gov/businesscenter/san-antonio-mbda-business-center</u> Email: <u>orestes.hubbard@utsa.edu</u>

Small and woman-owned businesses may be eligible for assistance from SBA Women's Business Centers:

U.S. Small Business Administration- Dallas/Fort Worth District Office 150 Westpark Way, Ste. 130 Euless, TX 76040

214-572-9452 Website: https://www.sba.gov/offices/district/tx/dallasfort-worth Email: dfwdo.email@sba.gov WBEA – Women's Business Center

9800 Northwest Freeway, Ste. 120 Houston, TX 77092

713-681-9232 Website: <u>https://www.wbeatexas.org/womens-businesscenter</u> Email: wbc@wbea-texas.org

LiftFund Women's Business Center 600 Soledad St. San Antonio, TX 78205 888-215-2373 ext. 3000 Website: https://womensbusinesscentersa.com/ Email: wbc@liftfund.com

SBA also provides assistance at Small Business Development Centers located across Texas:

https://americassbdc.org/small-business-consulting-and-training/find-your-sbdc/

VII. <u>Deadline for Submission</u> –It is the responsibility of the submitting entity to ensure that the SOQ is received in a timely manner. SOQs received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting firm.

Please electronically submit your SOQs in .pdf format via email to <u>efannin@navasotatx.gov</u> SOQs must be received by the city no later than November 8, 2022 by 3:30 to be considered.

Texas Community Development Block Grant Program Engineering/Architectural/Surveying Services-Program Description

Below is a description of anticipated program(s) that are eligible for funding through the Texas Community Development Block Grant Program funded through the Texas Department of Agriculture. The Entity anticipates selecting a respondent for the following programs that require Engineering/Architectural/Surveying Services:

Grant Recipients undertaking public facilities activities must document how they have met the CDBG National Program Objectives (NPO) specified in their application. The NPO is not met until funds have been expended and documentation has been completed.

Every grant or loan must meet one of three "national objectives."

- 1. Principally benefit low and moderate income (LMI) persons.
- 2. Eliminate or prevent slums and blight.
- 3. Address imminent health and safety problems.

A low and moderate-income person means a member of a family whose total combined family income is equal to or less than the Section 8 lower income limit as established by HUD. Family means all persons living in the same household who are related by birth, marriage, or adoption.

For projects qualified for funding under the LMI benefit national objective of the Housing and Community Development Act, documentation must be maintained to verify that at least 51% of the beneficiaries are low- and moderate-income persons. This requirement pertains to all benefits associated with the CDBG program, whether they are city-wide or area-wide.

An area-wide project benefit is an activity in which residents claimed as beneficiaries in the target area must be served by the activity. Some examples of area benefit are:

- Water/sewer line replacement;
- Street reconstruction; or
- Utility work benefiting a water supply corporation service area.

A city-wide benefit is an activity that will benefit the entire community. Some examples of citywide benefits are:

- Water/sewer plant improvements;
- Water storage tank; or
- Water wells.

Recipient: The City of Navasota				
Anticipated Program	TxCDBG			

APPROVED BY:

Entity (Signature)

DISCLAIMER: This sample draft document was developed for TxCDBG grant projects and does not include all applicable provisions. This document has important legal consequences. Please consult with your legal counsel with respect to its completion or modification to insure that it is in compliance with any appropriate local, state and federal laws applicable.

Sample Contract ENGINEERING/ARCHITECTURAL/SURVEYOR SERVICES PART I AGREEMENT

THIS AGREEMENT, entered into	this day of,	, by and between the CITY/COUNTY OF	
	, hereinafter called the "City"/"Count	ty", acting herein by	
	, hereunto duly authorized, and	, hereinafter called	
"Firm," acting herein by	,		
WITNESSETH THAT:			
WHEREAS, the City/County of _	desires to	[implement/construct/etc.] the following:	
	[describe project] under the	general direction of the Texas Community	
Development Block Grant (here	inafter called "TxCDBG") Program adr	ministered by the Texas Department of Agricult	ure
(TDA); and Whereas the City/Co	unty desires to engage	to render certain [choose	all
		on with the TxCDBG Project, Contract Number	

NOW THEREFORE, the parties do mutually agree as follows:

- 1. <u>Scope of Services</u> The Firm will perform the services set out in Part II, Scope of Services.
- 2. <u>Time of Performance</u> The services of the Firm shall commence on ______. In any event, all the services required and performed hereunder shall be completed no later than ______ or the project's administrative closure date, as defined by Department, whichever is later.
- 3. <u>Local Program Liaison</u> For purposes of this Agreement, the [*e.g. <u>City Manager/County</u>*] or equivalent authorized person will serve as the Local Program Liaison and primary point of contact for the Firm. All required progress reports and communication regarding the project shall be directed to this liaison and other local personnel as appropriate.
- 4. <u>Access to Records</u> The U.S. Department of Housing and Urban Development (HUD), Inspectors General, the Comptroller General of the United States, the Texas Department of Agriculture (TDA), and the City/County, or any of their authorized representatives, shall have access to any documents, papers, or other records of the Firm which are pertinent to the TxCDBG award, in order to make audits, examinations, excerpts, and transcripts, and to closeout the City/County's TxCDBG contract with TDA.
- 5. <u>**Retention of Records</u> The Firm shall retain all required records for three years after the City/County makes its final payment and all pending matters are closed.
- <u>Compensation and Method of Payment</u> The maximum amount of compensation and reimbursement to be paid hereunder shall not exceed \$______. Payment to the Firm shall be based on satisfactory completion of identified milestones in Part III - Payment Schedule of this Agreement.
- 7. <u>**Indemnification</u> The Firm shall comply with the requirements of all applicable laws, rules and regulations, and shall exonerate, indemnify, and hold harmless the City/County and its agency members from and against any and all claims, costs, suits, and damages, including attorney's fees, arising out of the Firm's performance or nonperformance of the activities, services or subject matter called for in this Agreement, and shall assume full

responsibility for payments of Federal, State and local taxes on contributions imposed or required under the Social Security, worker's compensation and income tax laws.

- 8. Miscellaneous Provisions
 - a) This Agreement shall be construed under and accord with the laws of the State of Texas, and all obligations of the parties created hereunder are performable in ______ County, Texas.
 - b) This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Agreement.
 - c) In any case one or more of the provisions contained in this Agreement shall for any reason be held to be invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.
 - d) If any action at law or in equity is necessary to enforce or interpret the terms of this Agreement, the prevailing party shall be entitled to reasonable attorney's fees, costs, and necessary disbursements in addition to any other relief to which such party may be entitled.
 - e) This Agreement may be amended by mutual agreement of the parties hereto and a writing to be attached to an incorporated into this Agreement.
- 9. Extent of Agreement This Agreement, which includes Parts I-V, [and if applicable, including the following exhibits/attachments:] represents the entire and integrated agreement between the City/County and the Firm and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by authorized representatives of both City/County and the Firm.

IN WITNESSETH WHEREOF, the parties have executed this Agreement by causing the same to be signed on the day and year first above written.

BY:

(Local City/County Official)

(Firm/Contractor's Authorized Representative)

(Printed Name)

(Printed Name)

(Title)

(Title)

PART II SCOPE OF SERVICES

- 1. Attend preliminary conferences with the City/County regarding the requirements of the project.
- 2. Determine necessity for acquisition of any additional real property/easements/right-of-ways (ROWs) for the TxCDBG project and, if applicable, furnish to the City/County:
 - a. Name and address of property owners;
 - b. Legal description of parcels to be acquired; and
 - c. Map showing entire tract with designation of part to be acquired.
- 3. Make any necessary surveys of existing rights-of-way, topography, utilities, or other field data required for proper design of the project. Provide consultation and advice as to the necessity of the City/County providing or obtaining other services such as auger borings, core borings, soil tests, or other subsurface explorations; laboratory testing and inspecting of samples or materials; other special consultations. The Firm will review any tests required and act as the City/County's representative in connection with any such services.
- 4. Prepare railroad/highway permits.
- 5. Prepare a preliminary engineering/architectural study and report on the project in sufficient detail to indicate clearly the problems involved and the alternate solutions available to the City/County, to include preliminary layouts, sketches and cost estimates for the project, and to set forth clearly the Firm's recommendations; to be completed within ______ days of execution of this Agreement.
- 6. Furnish the City/County copies of the preliminary report, if applicable (additional copies will be furnished to the City/County at direct cost of reproduction).
- 7. Furnish the City/County a written monthly status report at least seven (7) days prior to the regularly scheduled council/commissioner's court meeting until the project is closed by TDA. The format for this report is attached to this Agreement as Exhibit 1.
- 8. Submit detailed drawings and plans/specifications to appropriate regulatory agency(ies) and obtain clearance.
- 9. Prepare bid packet/contract documents/advertisement for bids. At the time, the bid packet is completed, the Firm shall also furnish to the City/County an updated written Estimate of Probable Costs for the Project.
- 10. Make 10-day call to confirm prevailing wage decision.
- 11. Incorporate any and all wage rate modifications or supersedes via bid addendum (if applicable).
- 12. Conduct bid opening and prepare minutes.
- 13. Tabulate, analyze, and review bids for completeness and accuracy.
- 14. Accomplish construction contractor's eligibility verification through www.SAM.gov.
- 15. Conduct pre-construction conference and prepare copy of report/minutes.
- 16. Issue Notice to Proceed to construction contractor.
- 17. Provide in all proposed construction contracts deductive alternatives where feasible, so that should the lowest responsive base bid for construction exceed the funds available, deductive alternatives can be taken to reduce the bid price.

- 18. Design for access by persons with disabilities for those facilities to be used by the public in accordance with Public Law 504.
- 19. Use TDA-approved forms for instructions to bidders, general conditions, contract, bid bond, performance bond, and payment bond.
- 20. Make periodic visits, no less than every 30 days during the construction period, to the site to observe the progress and quality of the work, and to determine, in general, if the work is proceeding in accordance with the Agreement.
- 21. Consult with and advise the City/County during construction; issue to contractors all instructions requested by the City/County; and prepare routine change orders if required, at no charge for engineering services to the City/County when the change order is required to correct errors or omissions by the Firm; provide price analysis for change orders; process change orders approved by City/County and the Firm and submit to TDA for approval prior to execution with the construction contractor.
- 22. Review shop and working drawings furnished by contractors for compliance with design concept and with information given in contract documents (contractors will be responsible for dimensions to be confirmed and correlated at job site).
- 23. Resolve all payment requests within 14 days of receipt of signed pay request from the construction contractor.
- 24. Based on the Firm's on-site observations and review of the contractor's applications for payment, determine the amount owed to the contractor in such amounts; such approvals of payment to constitute a representation to the City/County, based on such observations and review, that the work has progressed to the point indicated and that the quality of work is in accordance with the plans, specifications and contract documents.
- 25. Recommend that a 10% retainage is withheld from all payments on construction contracts until final acceptance by the City/County and approval by TDA, unless State or local law provides otherwise.
- 26. Prepare Certificate of Construction Completion and Clean Lien Certificate. A Clean Lien Certificate may be prepared for each of the Prime Contractor(s) and each of the subcontractor(s).
- 27. Conduct interim/final inspections.
- 28. Revise contract drawings to show the work as actually constructed, and furnish the City/County with a set of "record drawings" plans.
- 29. The Firm will provide a copy of the final project record drawing(s) engineering schematic(s), as constructed using funds under this contract. These maps shall be provided in digital format containing the source map data (original vector data) and the graphic data in files on machine readable media, such as compact disc (CD), which are compatible with computer systems owned or readily available to the owner. The digital copy provided shall <u>not</u> include a digital representation of the engineer's seal but the accompanying documentation from the Firm shall include a signed statement of when the map was authorized, that the digital map is a true representation of the original sealed document, and that a printed version with the seal has been provided to the City/County. In addition, complete documentation as to the content and layout of the data files and the name of the software package(s) used to generate the data and maps shall be provided to the owner in written form.

Part III: Subcontracts [All clauses in this section required by TDA]

- 1. No work under this Agreement shall be subcontracted by the Firm without prior approval, in writing, from the City/County.
- 2. The Firm shall, prior to proceeding with the work, notify the City/County in writing of the name of any subcontractors proposed for the work, including the extent and character of the work to be done by each.

- 3. If any time during progress of the work, the City/County determines that any subcontractor is incompetent or undesirable, the City/County will notify the Firm who shall take reasonable and immediate steps to satisfactorily cure the problem, substitute performance, or cancel such subcontract. Subletting by subcontractors shall be subject to the same regulations. Nothing contained in this Agreement shall create any contractual relation between any subcontractor and the City/County.
- 4. The Firm will include in all contracts and subcontracts in excess of \$150,000 a provision which requires compliance with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C 7401-7671q) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387). The provisions shall require reporting of violations to TDA and to the Regional Office of the Environmental Protection Agency (EPA).
- 5. The Firm will include in all contracts and subcontracts in excess of \$150,000 provisions or conditions which will allow for administrative, contractual or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as may be appropriate.
- The Firm will include in all contracts and subcontracts in excess of \$10,000 provisions addressing termination for cause and for convenience by the City/County including the manner by which it will be effected and the basis for settlement.
- 7. The Firm will include in all contracts and subcontracts provisions requiring compliance with the following, if applicable:
 - a. Prime construction contracts in excess of \$2,000, compliance with the Davis-Bacon Act, as amended (40 U.S.C.3141-3144, 3146-3148) as supplemented by Department of Labor regulations (29 CFR part 5);
 - b. Prime construction contracts in excess of \$2,000, compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR part 3)
 - c. The inclusion of the Equal Opportunity clause provided under 41 CFR 60-1.4(b) (Executive Order 11246);
 - d. The inclusion of the Economic Opportunities for Section 3 Residents and Section 3 Business Concerns of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3).
 - e. Contracts exceeding \$100,000, compliance with the Byrd Anti-Lobbying Amendment (31 U.S.C. 1352);
 - f. For contracts in excess of \$100,000 that involve the employment of mechanics or laborers, compliance with the Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708), including work week requirements and safety conditions for workers, as supplemented by Department of Labor regulations (29 CFR Part 5); and
 - g. For procurement of recovered materials where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000, compliance with 2 CFR 200.322 and section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, which requires procuring only items designated in guidelines of the EPA at 40 CFR part 247 that contain the highest percentage of recovered materials practicable.
- 8. The Firm will include in all negotiated contracts and subcontracts a provision which indicates that funds will not be awarded under this contract to any party which is debarred, suspended, or otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549 and 2 CFR Part 2424. A certification shall be provided and received from each proposed subcontractor under this contract and its principals.
- 9. The Firm will include in all negotiated contracts and subcontracts a provision to the effect that the City/County, TDA, the Texas Comptroller of Public Accounts, the Comptroller General of the United States, the U.S. Department of Housing and Urban Development (HUD), or any of their duly authorized representatives, shall have access to any

books, documents, papers and records of the contractor which are directly pertinent to that specific contract, for the purpose of making audit, examination, excerpts, and transcriptions.

10. The Firm will include in all contracts and subcontracts a requirement that the contractor maintain all relevant project records for three (3) years after the City/County has made final payment to the contractor and all other pending matters are closed.

Part IV: Standard of Performance and Deficiencies

- 1. All services of the Firm and its independent professional associates, consultants and subcontractors will be performed in a professional, reasonable and prudent manner in accordance with generally accepted professional practice. The Firm represents that it has the required skills and capacity to perform work and services to be provided under this Agreement.
- 2. The Firm represents that services provided under this Agreement shall be performed within the limits prescribed by the City/County in a manner consistent with that level of care and skill ordinarily exercised by other professional consultants under similar circumstances.
- 3. Any deficiency in Firm's work and services performed under this contract shall be subject to the provisions of applicable state and federal law. Any deficiency discovered shall be corrected upon notice from City/County and at the Firm's expense if the deficiency is due to Firm's negligence. The City/County shall notify the Firm in writing of any such deficiency and provide an opportunity for mutual investigation and resolution of the problem prior to pursuit of any judicial remedy. In any case, this provision shall in no way limit the judicial remedies available to the City/County under applicable state or federal law.
- 4. The Firm agrees to and shall hold harmless the City/County, its officers, employees, and agents from all claims and liability of whatsoever kind or character due to or arising solely out of the negligent acts or omissions of the Firm, its officers, agents, employees, subcontractors, and others acting for or under the direction of the Firm doing the work herein contracted for or by or in consequence of any negligence in the performance of this Agreement, or by or on account of any omission in the performance of this Agreement.

Part V: Payment Schedule

City/County shall reimburse the Firm for professional services provided upon completion of the following project milestones per the following percentages of the maximum contract amount:

Ailestone	% of Contract Fee
 Approval of Preliminary Engineering Plans and Specifications by City/County. 	20%
Approval of Plans and Specifications by Regulatory Agency(ies).	30%
Completion of bid advertisement and contract award.	20%
Completion of construction staking.	10%
 Completion of Final Closeout Assessment and submittal of "As Builts" to City/County. 	10%
 Completion of final inspection and acceptance by the City/County. 	10%
Total	100%

NOTE: Percentages of payment listed here are general guidelines based on engineering services typically provided. These are negotiable and should serve only as a guide. Payment schedule should be tied directly to the actual Scope of Work identified in Part II - Scope of Services.

SPECIAL SERVICES

Registered Surveyor	\$
Survey Crew (3 members)	\$
 Project Engineer	\$ -
Engineering Technician	\$
 Project Representative	\$
Draftsman	\$

Special Services shall be reimbursed under the following hourly rate schedule: (List all applicable services to include overhead charge).

The fee for all other Special Services shall not exceed a total of ______ and No/100 Dollars (\$______

- _). The payment for these Special Services shall be paid as a lump sum, per the following schedule:
- 1. The Firm shall be paid upon completion of surveying, necessary field data, and acquisition data, if applicable, the sum of ______ and No/100 Dollars (\$______).
- The Firm shall be reimbursed the actual costs of necessary testing based on itemized billing statements from the independent testing laboratory, plus a _____ percent (____%) overhead charge. All fees for testing shall not exceed a total of ______ and No/100 Dollars (\$_____).
- 3. The payment requests shall be prepared by the Firm and be accompanied by such supporting data to substantiate the amounts requested.
- 4. Any work performed by the Firm prior to the execution of this Agreement is at the Firm's sole risk and expense.

PART IV TERMS AND CONDITIONS

- <u>Termination of Agreement for Cause</u>. If the Firm fails to fulfill in a timely and proper manner its obligations under this Agreement, or if the Firm violates any of the covenants, conditions, agreements, or stipulations of this Agreement, the City/County shall have the right to terminate this Agreement by giving written notice to the Firm of such termination and specifying the effective date thereof, which shall be at least five days before the effective date of such termination. In the event of termination for cause, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Firm pursuant to this Agreement shall, at the option of the City/County, be turned over to the City / County and become the property of the City / County. In the event of termination for cause, the Firm shall be entitled to receive reasonable compensation for any necessary services actually and satisfactorily performed prior to the date of termination.
 - a. Notwithstanding the above, the Firm shall not be relieved of liability to the City/County for damages sustained by the City/County by virtue of any breach of the Agreement by the Firm, and the City/County may set-off the damages it incurred as a result of the Firm's breach of the contract from any amounts it might otherwise owe the Firm.

- Termination for Convenience of the City/County. City/County may at any time and for any reason terminate Firm's services and work at City/County's convenience upon providing written notice to the Firm specifying the extent of termination and the effective date. Upon receipt of such notice, Firm shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities and supplies in connection with the performance of this Agreement.
 - a. [Parties should insert here the manner by which such termination will be effected and the basis for settlement or any other terms and conditions concerning payment upon such termination.]
- 3. Upon such termination, Firm shall be entitled to payment only as follows: (1) the actual cost of the work completed in conformity with this Agreement plus (2) such other costs actually incurred by Firm as are permitted by the prime contract and approved by City/County. There shall be deducted from such sums as provided in this subparagraph the amount of any payments made to Firm prior to the date of the termination of this Agreement. Firm shall not be entitled to any claim or claim of lien against City/County for any additional compensation or damages in the event of such termination and payment.
- 4. <u>Changes</u>. The City/County may, from time to time, request changes in the services the Firm will perform under this Agreement. Such changes, including any increase or decrease in the amount of the Firm's compensation, must be agreed to by all parties and finalized through a signed, written amendment to this Agreement.
- 5. <u>Resolution of Program Non-Compliance and Disallowed Costs</u>. In the event of any dispute, claim, question, or disagreement arising from or relating to this Agreement, or the breach thereof, including determination of responsibility for any costs disallowed as a result of non-compliance with federal, state or TxCDBG program requirements, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, the parties shall consult and negotiate with each other in good faith within 30 days of receipt of a written notice of the dispute or invitation to negotiate, and attempt to reach a just and equitable solution satisfactory to both parties. If the matter is not resolved by negotiation within 30 days of receipt of written notice or invitation to negotiate, the parties agree first to try in good faith to settle the matter by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure. The parties may enter into a written amendment to this Amendment and choose a mediator that is not affiliated with the American Arbitration Association. The parties shall bear the costs of such mediation equally. [This section may also provide for the qualifications of the mediator(s), the locale of meetings, time limits, or any other item of concern to the parties.] If the matter is not resolved through such mediation within 60 days of the initiation of that procedure, either party may proceed to file suit.
- 6. <u>Personnel.</u>
 - a. The Firm represents that he/she/it has, or will secure at its own expense, all personnel required in performing the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the City/County.
 - b. All of the services required hereunder will be performed by the Firm or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under State and Local law to perform such services.
 - c. None of the work or services covered by this Agreement shall be subcontracted without the prior written approval of the City/County. Any work or services subcontracted hereunder shall be specified by written contract or agreement and shall be subject to each provision of this Agreement.
- 7. <u>Assignability</u>. The Firm shall not assign any interest on this Agreement and shall not transfer any interest in the same (whether by assignment or novation), without the prior written consent of the City/County thereto; Provided, however, that claims for money by the Firm from the City/County under this Agreement may be assigned to a bank, trust company, or other financial institution without such approval. Written notice of any such assignment or transfer shall be furnished promptly to the City/County.
- <u>Reports and Information</u>. The Firm, at such times and in such forms as the City/County may require, shall furnish the City/County such periodic reports as it may request pertaining to the work or services undertaken pursuant to this Agreement, the costs and obligations incurred or to be incurred in connection therewith, and any other matters covered by this Agreement.

- 9. <u>Records and Audits</u>. The Firm shall insure that the City/County maintains fiscal records and supporting documentation for all expenditures of funds made under this contract in a manner that conforms to 2 CFR 200.300-.309, 24 CFR 570.490, and this Agreement. Such records must include data on the racial, ethnic, and gender characteristics of persons who are applicants for, participants in, or beneficiaries of the funds provided under this Agreement. The Firm and the City/County shall retain such records, and any supporting documentation, for the greater of three years from closeout of the Agreement or the period required by other applicable laws and regulations.
- 10. <u>Findings Confidential</u>. All of the reports, information, data, etc., prepared or assembled by the Firm under this contract are confidential and the Firm agrees that they shall not be made available to any individual or organization without the prior written approval of the City/County.
- 11. <u>Copyright</u>. No report, maps, or other documents produced in whole or in part under this Agreement shall be the subject of an application for copyright by or on behalf of the Firm.
- 12. <u>Compliance with Local Laws</u>. The Firm shall comply with all applicable laws, ordinances and codes of the State and local governments, and the Firm shall save the City/County harmless with respect to any damages arising from any tort done in performing any of the work embraced by this Agreement.
- 13. Conflicts of Interest.
 - a. <u>Governing Body</u>. No member of the governing body of the City/County and no other officer, employee, or agent of the City/County, who exercises any functions or responsibilities in connection with administration, construction, engineering, or implementation of TxCDBG award between TDA and the City / County, shall have any personal financial interest, direct or indirect, in the Firm or this Agreement; and the Firm shall take appropriate steps to assure compliance.
 - b. <u>Other Local Public Officials</u>. No other public official, who exercises any functions or responsibilities in connection with the planning and carrying out of administration, construction, engineering or implementation of the TxCDBG award between TDA and the City/County, shall have any personal financial interest, direct or indirect, in the Firm or this Agreement; and the Firm shall take appropriate steps to assure compliance.
 - c. <u>The Firm and Employees</u>. The Firm warrants and represents that it has no conflict of interest associated with the TxCDBG award between TDA and the City/County or this Agreement. The Firm further warrants and represents that it shall not acquire an interest, direct or indirect, in any geographic area that may benefit from the TxCDBG award between TDA and the City/County or in any business, entity, organization or person that may benefit from the award. The Firm further agrees that it will not employ an individual with a conflict of interest as described herein.
 - d. <u>Conflicts Disclosure Statement.</u> (Sec. 176.003 in Chapter 176 of the Local Government Code)
 - i. A local government officer shall file a conflicts disclosure statement with respect to a vendor if:
 - ii. the vendor enters into a contract with the local governmental entity or the local governmental entity is considering entering into a contract with the vendor; and the vendor:
 - iii. 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;
 - iv. 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; or has a family relationship with the local government officer.
 - v. (a-1). A local government officer is not required to file a conflicts disclosure statement in relation to a gift accepted by the officer or a family member of the officer if the gift is: (1) a political contribution as defined by Title 15, Election Code; or (2) food accepted as a guest.

- vi. (a-2). A local government officer is not required to file a conflicts disclosure statement under Subsection (a) if the local governmental entity or vendor described by that subsection is an administrative agency created under Section 791.013, Government Code.
- vii. A local government officer shall file the conflicts disclosure statement with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of the statement under Subsection (a).
- 14. Debarment and Suspension (Executive Orders 12549 and 12689) The Firm certifies, by entering into this Agreement, that neither it nor its principals are presently debarred, suspended, or otherwise excluded from or ineligible for participation in federally-assisted programs under Executive Orders 12549 (1986) and 12689 (1989). The term "principal" for purposes of this Agreement is defined as an officer, director, owner, partner, key employee, or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Firm. The Firm understands that it must not make any award or permit any award (or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."
- 15. <u>Equal Opportunity Clause</u> (applicable to federally assisted construction contracts and subcontracts over \$10,000). During the performance of this contract, the Firm agrees as follows:
 - a. The Firm will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The Firm will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Firm agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
 - b. The Firm will, in all solicitations or advertisements for employees placed by or on behalf of the Firm, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
 - c. The Firm will not discourage or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
 - d. The Firm will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the Firm's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
 - e. The Firm will comply with all provisions of Executive Order 11246 of September 24, 1965, "Equal Employment Opportunity," and of the rules, regulations, and relevant orders of the Secretary of Labor.
 - f. The Firm will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.
 - g. In the event of the Firm's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the Firm may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September

24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

- h. The Firm will include the portion of the sentence immediately preceding paragraph (a) and the provisions of paragraphs (a) through (h) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The Firm will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a Firm becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the Firm may request the United States to enter into such litigation to protect the interests of the United States.
- 16. Civil Rights Act of 1964. Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, religion, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Section 109 of the Housing and Community Development Act of 1974. The Firm shall comply with the provisions of Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall on the ground of race, color, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.
- 17. <u>Section 504 of the Rehabilitation Act of 1973, as amended.</u> The Firm agrees that no otherwise qualified individual with disabilities shall, solely by reason of his/her disability, be denied the benefits of, or be subjected to discrimination, including discrimination in employment, under any program or activity receiving federal financial assistance.
- 18. <u>Age Discrimination Act of 1975</u>. The Firm shall comply with the Age Discrimination Act of 1975 which provides that no person in the United States shall on the basis of age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.
- 19. <u>Byrd Anti-Lobbying Amendment</u> (31 U.S.C. 1352) The than or Firm certifies that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining this contract. The Firm shall disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.
- 20. Economic Opportunities for Section 3 Residents and Section 3 Business Concerns.
 - a. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUDassisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
 - b. The parties to this Agreement agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this Agreement certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
 - c. The Firm agrees to send to each labor organization or representative of workers with which the Firm has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the Firm's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
 - d. The Firm agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation

of the regulations in 24 CFR part 135. The Firm will not subcontract with any subcontractor where the Firm has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

- e. The Firm will certify that any vacant employment positions, including training positions, that are filled (1) after the Firm is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the Firm's obligations under 24 CFR part 135.
- f. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this Agreement for default, and debarment or suspension from future HUD assisted contracts.
- g. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this Agreement. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).
- 21. <u>Patent Rights and Inventions</u>-The Firm shall comply with the requirements and regulations pertaining to patent rights with respect to any discovery or invention which arises or is developed in the course of or under such contract. (2 CFR 200 Appendix II (f) and Rights to Inventions in 37 CFR Part 401).
 - a. Rights to Inventions Made Under a Contract or Agreement If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the Subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the Subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency. (2 CFR 200 Appendix II (f), Rights to Inventions).
- 22. <u>Energy Efficiency -</u> The Firm shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94A 163, 89 Stat. 871). (24 CFR 85.36 (i) (13)).
- 23. <u>Verification No Boycott Israel.</u> As required by Chapter 2271, Government Code, the Firm hereby verifies that it does not boycott Israel and will not boycott Israel through the term of this Agreement. For purposes of this verification, "boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.
- 24. Foreign Terrorist Organizations. Pursuant to Chapter 2252, Texas Government Code, the Firm represents and certifies that, at the time of execution of this Agreement neither the Firm, nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same (i) engages in business with Iran, Sudan, or any foreign terrorist organization as described in Chapters 806 or 807 of the Texas Government Code, or Subchapter F of Chapter 2252 of the Texas Government Code, or (ii) is a company listed by the Texas Comptroller of Public Accounts under Sections 806.051, 807.051, or 2252.153 of the Texas Government Code. The term "foreign terrorist organization" in this paragraph has the meaning assigned to such term in Section 2252.151 of the Texas Government Code.

PART V

PROJECT TIME SCHEDULE ENGINEERING/ARCHITECTURAL/SURVEYOR PROFESSIONAL SERVICES

INSERT YOUR OWN TIME SCHEDULE

Exhibit 1.

MONTHLY STATUS REPORT

Grant Recipient:	Date Submitted:
Grant No.:	_ Reporting Period:
Project Status:	
Date of Last Inspection:	
Name of Inspector:	_
Inspection Description:	
Projected Date of Construction Completion:	
Amount of Last Pay Request:	_
Date of Last Pay Request:	
Status of Last Pay Request:	·
List of Subcontractors Onsite	
Name	Date Cleared by Grant Administrator

*This report may be e-mailed or faxed to the Grant Recipient

Engineer/Architect/Surveyor Rating Sheet

Grant Rec	ipient 7	FxCDBG Contract	No	
Name of F	lespondent [Date of Rating		
Evaluator	s Name			
Experienc	e Rate the respondent for experience in the following areas:		<u>Comments</u>	
	<u>Factor</u>	Max.Pts.	<u>Score</u>	
1.	Has previously designed type of projects	20		
2.	Has worked on federally funded construction projects	10		
3.	Has worked on projects that were located in this general region.	10		
	Note: Location for A/E (Architect/Engineer) 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 200.319(b)			
4.	Extent of experience in project construction management	15	·	
5.	Current Certification of TxCDBG Project Implementation Training	5		
	Subtotal, Experience	60		
Work Per	formance			
	Factor	Max.Pts.	<u>Score</u>	
1.	Past projects completed on schedule	10		
2.	Manages projects within budgetary constraints	5		
3.	Work product is of high quality	10		
	Subtotal, Performance	25		
NOTE: Informa	tion necessary to assess the respondent on these criteria should be gathered by contacting past/current	clients.		

Capacity to Perform

	Factor		<u>Max.Pts.</u>	<u>Score</u>
1	1. Staff Level / E	Experience of Staff	5	
2	2. Adequacy of	Resources	5	
3	3. Professional	liability insurance is in force	5	
		Subtotal, Capacity to Perform	15	
TOTALS	SCORE			
	<u>Factor</u>		Max.Pts.	<u>Score</u>
	Experience		60	
	Work Perform	nance	25	
	Capacity to P	erform	15	
		Total Score	100	

Insert Certificate of Insurance

Insert System for Award Management (SAM) record search for company name and company principal

	FORM CIQ
CONFLICT OF INTEREST QUESTIONNAIRE	
For vendor doing business with local governmental entity	
This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.	OFFICEUSEONLY
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 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.	
1 Name of vendor who has a business relationship with local governmental entity.	
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.)	
³ 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 offi 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. Attack CIQ as necessary.	h the local government officer.
A. Is the local government officer or a family member of the officer receiving or lik other than investment income, from the vendor?	ely to receive taxable income,
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 i local governmental entity?	
Yes No	
 Describe each employment or business relationship that the vendor named in Section 1 m other business entity with respect to which the local government officer serves as an an ownership interest of one percent or more. 	aintains with a corporation or officer or director, or holds
Check this box if the vendor has given the local government officer or a family member of as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.00	
Signature of vendor doing business with the governmental entity	ate

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.

Local Government Code § 176.001(1-a): "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.

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, ______, 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

Printed Name and Title of Contractor's Authorized Official

Date

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

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 A a. bid/offe b. initial a c. post-aw	er/application	Report Type: a. initial filing b. material change
Name and Address of Reporting Entity: Prime Subawardee Tier, if Know Congressional District, if known:		and Address of P	ty in No. 4 is Subawardee, Enter Name rime: al District, if known:
Federal Department/Agency: Federal Action Number, if known:		7. Federal Program Name/Description: CFDA Number, <i>if applicable</i> : 9. Award Amount, <i>if known</i> :	
10. a. Name and Address of Lobbying I (if individual, last name, first name, N	+	 S. Award Amount, If Known. \$ b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): 	
11. Information requested through this for title 31 U.S.C. section 1352. This disclosure is a material representation of fact upon wi placed by the tier above when this transact entered into. This disclosure is required put 1352. This information will be reported to t annually and will be available for public ins who fails to file the required disclosure sha penalty of not less than \$10,000 and not m for each such failure.	of lobbying activities hich reliance was tion was made or rsuant to 31 U.S.C. the Congress semi- spection. Any person II be subject to a civil	Signature: Print Name: Title:	Date:
Federal Use Only		1	thorized for Local Reproduction tandard Form - LLL (Rev. 7-97)

CERTIFICATE OF INTE	RESTED PARTIES		FORM 1295
Complete Nos. 1 - 4 and 6 if the Complete Nos. 1, 2, 3, 5, and 6	ere are interested parties; if there are no interested parties.	OFF	TICE USE ONLY
 Name of business entity filing form, entity's place of business. 	and the city, state and country of the b	usiness	stile
2 Name of governmental entity or stat which the form is being filed.	e agency that is a party to the contract	t for	15
and provide a description of the serv	ed by the governmental entity or state vices, goods, or other property to be pr		
4 Name of Interested Party	City, State, Country	ONature of Intere	st (check applicable)
	(place of business)	Controlling	Intermediary
	1);		
	NNN.		
	N		
· · · · · · · · · · · · · · · · · · ·			
	2		
24			
5 Check only if there is 10 Interes	ted Party.		
6 UNSWORN DECLERATION My name is	and my da	te of binth is	
My address (street)	(crty)	(state) (zip o	ode) (country)
denare under penalty of perjury that the for	regoing is true and correct.		
Executed in County.	State of day	r of 20 (month)	(year)
	Signature of authorize	ed agent of contracting bu (Declarant)	rsiness entity
ADI	DADDITIONAL PAGES AS NEO	ESSARY	

Form provided by Texas Ethics Commission

1

REQUIRED CONTRACT PROVISIONS

2 CFR 200.327 Contract provisions. The non-Federal entity's contracts should contain applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. The non-Federal entity's contracts must contain the provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards, as applicable. *Language as of August 5, 2022.

THRESHOLD	PROVISION	CITATION
>\$250,000 (Simplified Acquisition Threshold)	Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by <u>41 U.S.C. 1908</u> , must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.	2 CFR 200 APPENDIX II (A)
>\$10,000	All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.	2 CFR 200 APPENDIX II (B)
	Equal Employment Opportunity. Except as otherwise provided under <u>41 CFR</u> <u>Part 60</u> , all contracts that meet the definition of "federally assisted construction contract" in <u>41 CFR Part 60-1.3</u> must include the equal opportunity clause provided under <u>41 CFR 60-1.4(b)</u> , in accordance with Executive Order 11246, "Equal Employment Opportunity" (<u>30 FR 12319</u> , <u>12935</u> , <u>3 CFR Part</u> , <u>1964-1965</u> Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at <u>41 CFR part 60</u> , "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."	
None	(b) Federally assisted construction contracts. (1) Except as otherwise provided, each administering agency shall require the inclusion of the following language as a condition of any grant, contract, loan, insurance, or guarantee involving federally assisted construction which is not exempt from the requirements of the equal opportunity clause:	2 CFR 200 APPENDIX II I an 41 CFR §60-1.4(b
	The [recipient] hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:	
	During the performance of this contract, the contractor agrees as follows:	

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- (2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- (3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
- (4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- (6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto,

and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

- (7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- (8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The [recipient] further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the [recipient] so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The [recipient] agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

	The [recipient] further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the [recipient] agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the [recipient] under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such [recipient]; and refer the case to the Department of Justice for appropriate legal proceedings.	
>\$2,000	Davis-Bacon Act, as amended (<u>40 U.S.C. 3141-3148</u>). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (<u>40 U.S.C. 3141-3144</u> , and <u>3146-3148</u>) as supplemented by Department of Labor regulations (<u>29 CFR Part 5</u> , "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (<u>40 U.S.C.</u> <u>3145</u>), as supplemented by Department of Labor regulations (<u>29 CFR Part 3</u> , "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.	2 CFR 200 APPENDIX II (D)
>\$100,000	Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no	2 CFR 200 APPENDIX II (E)

	laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.	
None	Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under <u>37 CFR § 401.2 (a)</u> and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of <u>37 CFR Part 401</u> , "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.	2 CFR 200 APPENDIX II (F)
>\$150,000	Clean Air Act (<u>42 U.S.C. 7401-7671q</u> .) and the Federal Water Pollution Control Act (<u>33 U.S.C. 1251-1387</u>), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (<u>42 U.S.C. 7401-7671g</u>) and the Federal Water Pollution Control Act as amended (<u>33 U.S.C. 1251-1387</u>). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).	2 CFR 200 APPENDIX II (G)
>\$25,000	Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see <u>2 CFR 180.220</u>) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at <u>2 CFR 180</u> that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.	2 CFR 200 APPENDIX II (H)
>\$100,000	Byrd Anti-Lobbying Amendment (<u>31 U.S.C. 1352</u>) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by <u>31 U.S.C. 1352</u> . Each tier must also disclose any lobbying with non- Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.	2 CFR 200 APPENDIX II (I) and 24 CFR §570.303
	See 2 CFR §200.323.	2 CFR 200 APPENDIX II (J)
	See 2 CFR §200.216.	2 CFR 200 APPENDIX II (K)

	5 or 3 CER \$200 222	2 CFR 200
	See 2 CFR §200.322.	APPENDIX II (L
>\$10,000	A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.	2 CFR 200.323
	§135.38 Section 3 clause	
	All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):	
	A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.	
>\$100,000	B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.	
	C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.	

	D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135. E. The contractor will certify that any vacant employment positions, including	
	training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.	
	F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.	
	G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).	
	Section 889(b)(1) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY2019 NDAA) and 2 C.F.R. § 200.216, as implemented by FEMA Policy 405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim), prohibit the obligation or expending of federal award funds on certain telecommunication products or from certain entities for national security reasons. Effective August 13, 2020, FEMA recipients and subrecipients, as well as their contractors and subcontractors, may not obligate or expend any FEMA award funds to:	
None	Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:	2 CFR 200.216
	 Procure or obtain; Extend or renew a contract to procure or obtain; or Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or 	

	 essential component of any system, or as critical technology as part of any system. As described in <u>Public Law 115-232</u>, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities). (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). (ii) Telecommunications or video surveillance services provided by such entities or using such equipment. (iii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. (b) In implementing the prohibition under <u>Public Law 115-232</u>, section 889, subsection (f), paragraph (1), heads of executive agencies administering Ioan, grant, or subsidy programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained. (c) See <u>Public Law 115-232</u>, section 889 for additional information. 	
None	 (d) See also § 200.471. As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. For purposes of this section: (1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States. (2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber. 	2 CFR 200.322(ə)(b)(1) (2)

None	The Federal awarding agency must establish conflict of interest policies for Federal awards. The non-Federal entity must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.	2 CFR 200.112
None	The Federal awarding agency and the non-Federal entity should, whenever practicable, collect, transmit, and store Federal award-related information in open and machine-readable formats rather than in closed formats or on paper in accordance with applicable legislative requirements. A machine-readable format is a format in a standard computer language (not English text) that can be read automatically by a web browser or computer system. The Federal awarding agency or pass-through entity must always provide or accept paper versions of Federal award-related information to and from the non-Federal entity upon request. If paper copies are submitted, the Federal awarding agency or pass-through entity must not require more than an original and two copies. When original records are electronic and cannot be altered, there is no need to create and retain paper copies. When original records are paper, electronic versions may be substituted through the use of duplication or other forms of electronic media provided that they are subject to periodic quality control reviews, provide reasonable safeguards against alteration, and remain readable.	2 CFR 200.336
	 Contracting with HUB, small and minority businesses, women's business enterprises, and labor surplus area firms. (a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. (b) Affirmative steps must include: (1) Placing qualified small and minority businesses and women's business 	
None	 enterprises on solicitation lists; (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; (4) Establishing delivery schedules, where the requirement permits, which 	2 CFR 200.321
	 (1) Establishing eacherly beneduce) where the requirement permits, when encourage participation by small and minority businesses, and women's business enterprises; (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) Requiring the prime contractor, if subcontracts are to be let, to take the 	
None	affirmative steps listed in paragraphs (b)(1) through (5) of this section. Financial records, supporting documents, statistical records, and all other non- Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the	2 CFR 200.334

None	CONTRACTS WITH COMPANIES ENGAGED IN BUSINESS WITH IRAN, SUDAN, OR FOREIGN TERRORIST ORGANIZATION PROHIBITED. A governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Section 806.051, 807.051, or <u>2252.153</u> .The term "foreign terrorist organization" in this paragraph has the meaning assigned to such a term in Section 2252.151(2) of the Texas Government Code.	Texas Government Code 2252.152
	 period for its supporting records starts from the date of such submission. (2) If not submitted for negotiation. If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the pass-through entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation. 	
	 (r) then exercise proposals and cost allocations plans, this paragraph applies to the following types of documents and their supporting records: Indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates). (1) <i>If submitted for negotiation.</i> If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention 	
	 (e) Records for program income transactions after the period of performance. In some cases, recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned. (f) Indirect cost rate proposals and cost allocations plans. This paragraph applies 	
	 (c) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition. (d) When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity. 	
	(b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.	
	(a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.	
	date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following:	

	PROVISION REQUIRED IN CONTRACT. (a) This section applies only to a contract that:	
	(1) is between a governmental entity and a company with 10 or more full-time employees; and	
>\$100,000	(2) has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.	Texas Government
	(b) A governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:	Code 2271
	(1) does not boycott Israel; and	
	(2) will not boycott Israel during the term of the contract.	
Option Contract Language for contracts awarded prior to Grant Award	The contract award is contingent upon the receipt of TxCDBG funds. If no such funds are awarded, the contract shall terminate.	Optional
	Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.	42 U.S.C. 6201
	The Firm agrees that no otherwise qualified individual with disabilities shall, solely by reason of his/her disability, be denied the benefits of, or be subjected to discrimination, including discrimination in employment, under any program or activity receiving federal financial assistance.	Section 504 of the Rehabilitation Act of 1973, as amended.



GOODWIN-LASITER-STRONG

REQUEST FOR QUALIFICATIONS

ENGINEERING/ARCHITECTURE/SURVEYING SERVICES



Navasota TEXAS

2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM OF THE TEXAS DEPARTMENT OF AGRICULTURE

NOVEMBER 8, 2022

GLS JOB NO. 141477

GOODWIN-LASITER-STRONG

ENGINEERING • ARCHITECTURE • SURVEYING LANDSCAPE ARCHITECTURE • INTERIOR DESIGN

Bryan/College Station

4077 Cross Park Dr., Ste.100 Bryan, Texas 77802 Phone: 979.776.9700 Fax: 979.776.3838

www.glstexas.com

T.B.P.E. Firm Registration No. 413 • T.B.P.L.S. Firm No. 10110901



November 8, 2022

City of Navasota 200 East W. McAlpine St. Navasota, Texas 77868

Attn: Evette Fannin, Grants Coordinator

RE: Proposed Contract Funding for the City of Navasota RFQ for 2023-2024 Texas Community Development Block Grant Program of the Texas Department of Agriculture

Dear Ms. Fannin and selection team:

We appreciate the City of Navasota inviting our firm to provide this Statement of Qualifications for the referenced Project. Goodwin-Lasiter-Strong is a full service engineering-surveying-architectural firm which has provided professional services to Cities and Counties in the East, Central and Southeast Texas Area for 34-years. This level of experience and knowledge of the City's water and sewer, as well as experience with grant applications and projects makes our firm distinctly qualified to provide service to the City.

We are very familiar with Texas Department of Agriculture's Infrastructure Grant Programs and the specific requirements to effectively execute professional services for these types of projects. Our firm has provided professional services to communities through these types of programs since 1983.

Our firm is intimately familiar with TDA's grant program. Additional Communities for whom our firm has provided similar services include:

- City of Bremond
- City of Jewett
- City of Kosse
- City of Buffalo
- City of Timpson
- City of Corsicana
- City of Jasper
- City of Coldspring
- City of Livingston
- City of Rose City
- City of Shepherd
- City of Kirbybille
- City of Newton
- City of Lovelady
- Houston County
 - Leon County
 - Angelina County
- Austin County
- City of Splendora
 Jasper County

The depth of our staff allows same or following day site visits, when requested. It also enables resources to be allocated as needed to maintain schedules. Our staff is readily available and accessible to clients.

Our firm is an equal opportunity employer.

Sincerely,

John Rusk, P.E. Regional Manager

GLS has provided Professional Services for Navasota ISD, Grimes County and City of Navasota.

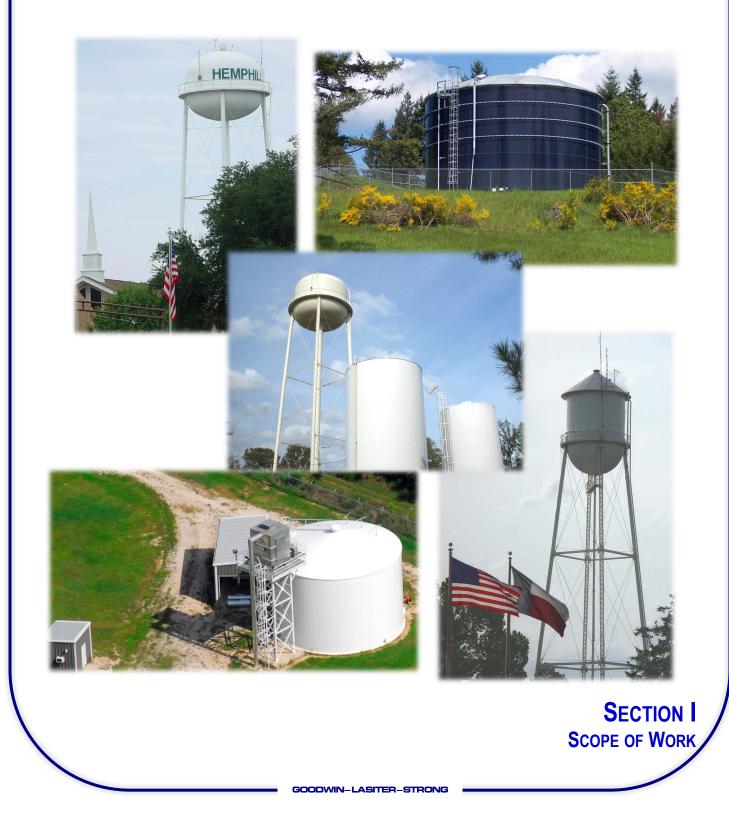




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2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM OF THE TEXAS DEPARTMENT OF AGRICULTURE







SCOPE OF WORK

Initially, upon selection by the City, the scope of work will include preparation of a Project Budget, sealed and submitted as a Table 2—Budget Justification. In addition, an exhibit will be prepared to depict the location and activities of the proposed project. We understand the preparation of the budget and exhibit is not a reimbursable expense with grant or matching funds.

Upon funding, our scope of work will include the following phases of your Project:

- Prepare and execute the engineering contract with the City within the budgeted funds;
- Prepare Preliminary Engineering Study and Report. This step involves a more detailed evaluation of the needs in the Project in close coordination with the City personnel;
- Prepare the Final Plans and Specifications;
- Preparation of the Bid Packet;
- Submit Documents to appropriate regulatory agency(ies) (TCEQ / PUC).
- Review the Plan Documents with the City and its Staff for approval.
- Provide Bid Phase Services, including placement of the Advertisement for Bids into a newspaper of local circulation, answer bidders questions, issue addenda and conduct the bid opening;
- Provide a recommendation of construction contract award to the City.
- Prepare and distribute the contract documents for the City to selected Construction Contractors;
- · Conduct the Pre-Construction Conference with the City, Contractor and Grant Consultant;
- Provide interim (periodic) and final construction observations;
- Provide other in-house special services including design surveying and coordination with regulatory agency.

In order to assist the City for a successful outcome, our services, if the project is funded, will include the following phases of your project:

Project Initiation: GLS will attend preliminary conferences with the City in order to fully understand the requirements of the project. We will provide necessary surveying services and develop the appropriate survey related documents, including determining necessary acquisition of property, easements or ROW. This phase would also include the design survey and addressing the required permits.

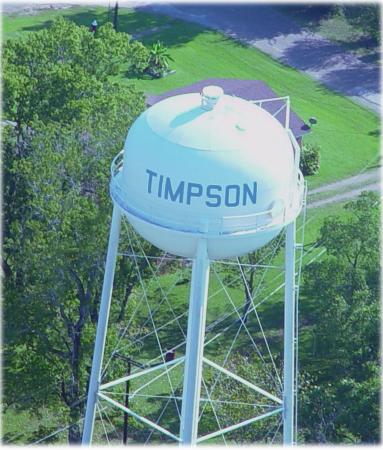




Preliminary and Final Design Plans and Specifications: Our firm will generate a Preliminary Engineering Study and Report. This step involves a more detailed evaluation of the needs for the Project, in close coordination with the City. GLS will prepare the Final Plans and Specifications and obtain approval from the appropriate regulatory agency. With an existing road-way modification/reconstruction project, a phasing and traffic control plan will be necessary to keep traffic flowing and maintain access to driveways. This will also include obtaining of any permits such as TxDOT and railroad utility permits. GLS will prepare a bid packet which includes plans, specifications, grant forms, and state wage rates.

Project Bidding: GLS will provide Bid Phase Services, including placement of the Advertisement for Bids into a newspaper of local circulation and post on Civcast.com, answer bidders questions, assist with pre-bid meetings, issue addenda, conduct the bid opening at your designated meeting location and prepare a final bid tabulation. We will provide a recommendation of construction contract award to the City. After construction contract award, our firm will prepare and distribute the contract documents to the City and selected Construction Contractor for execution of the contract;

Construction Services: GLS will conduct the Pre-Construction Conference with the City, Contractor and Grant Consultant. Our services will include providing interim (periodic) and final construction observations, review contractor's partial payment estimates, contract change orders, final inspection, and punch list items. We will prepare the EDA required Certificate of Construction Completion (COCC). In addition, our firm will prepare "Record Drawings" from contractor "Red Lines" kept during construction to document field changes.





2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM OF THE TEXAS DEPARTMENT OF AGRICULTURE



SECTION II STATEMENT OF QUALIFICATIONS

GOODWIN-LASITER-STRONG

STATEMENT OF QUALIFICATIONS

Goodwin-Lasiter-Strong began operations in 1983 in Lufkin, Texas, providing quality professional services. Our firm has provided services on a broad range of projects for both public and private concerns. This work has included water supply, sewer collection and treatment, sewer rehabilitation, paving and drainage, water treatment and distribution systems, facilities planning, gas distribution, public and private buildings, structural systems, and surveying. In May of 2002, we opened an office in Bryan/College Station to provide services to the Central Texas region. Local clients for whom our firm has provided services includes, but is not limited to:

- City of Bremond
- City of Rockdale
- City of Kosse
- Texas A&M University
- Somerville ISD
- Burleson County
- Grimes County

- City of Buffalo
 City of Bruce
- City of Bryan
- City of Groesbeck
- Navasota ISD
- Leon ISD
- Brazos County
- North Zulch MUD

- City of Oakwood
- City of College Station
- Blinn College
- Madisonville CISD
- Tri-County SUD
- City of Jewett
- Thorndale ISD

Goodwin-Lasiter-Strong has a staff of 75+ employees. Our professional staff includes: 13 registered engineers, 4 registered professional land surveyors, 2 surveyor-in-training, 6 registered architects, and 1 landscape architect. The staff has a combined professional experience of over 300 years, with expertise in civil engineering, structural engineering, sanitary engineering, architecture, surveying, and planning.

Design, planning, drafting, analysis, and mapping is accomplished utilizing a computer aided design/drafting (CADD) system. Surveying data format is presented in Microsurvey or Civil 3D/AutoCAD.

We have extensive TCDP/TDA/GLO/TxDEM Grant experience in the following specific areas:

- Water Supply Wells
- Water Distribution Systems
- Water Storage (Elevated/Ground Tanks)
- Natural Gas Systems
- Roadway and Drainage Improvements
- Sewer Collection
- Lift Stations
- Bridges and Related Drainage Structures
- Water Filtration
- Electrical Distribution Systems

Our project approach has always been a close, proactive, and rigorous one, thereby keeping our clients informed and involved in each phase of the design process. Section IV outlines our related project experiences.

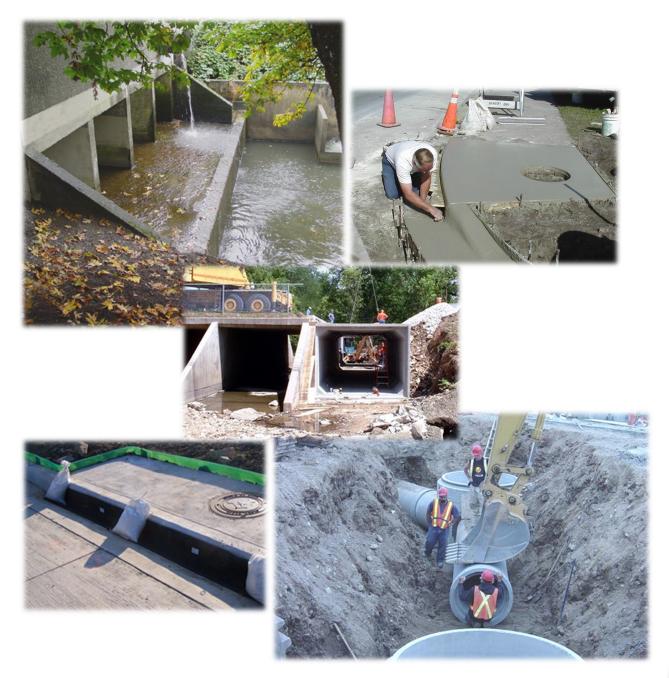
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2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM OF THE TEXAS DEPARTMENT OF AGRICULTURE



SECTION III CAPACITY TO PERFORM

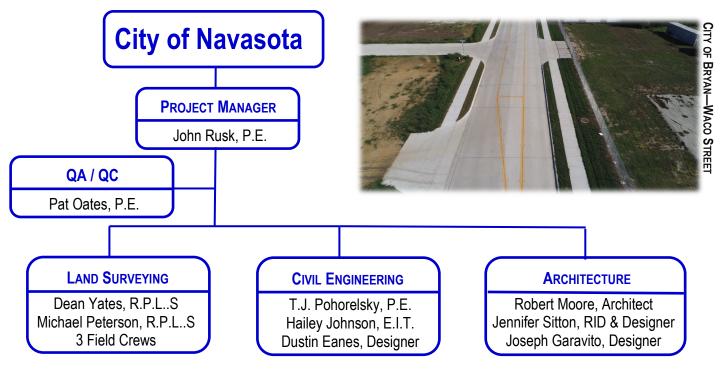
GOODWIN-LASITER-STRONG





ORGANIZATIONAL CHART

Licensed professionals within our BCS office include 2 civil engineers, 1 land surveyor and 1 architect. The organizational chart below depicts our anticipated project team.

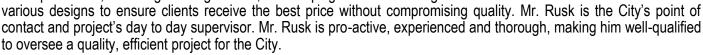


PROJECT TEAM

JOHN RUSK, P.E.

SPECIALIZED DESIGN EXPERTISE: Mr. Rusk has over 24 years in the design, management and construction of utility rehabilitation projects. He has managed design teams which include services that will be required for this project. He has specialized expertise with paving rehabilitation, utilities, drainage and construction phasing plans.

Mr. Rusk has a unique ability to develop solutions that are both economical and constructible based on tried and true engineering principles. His designs adapt to constraints dictated by confined/ developed areas, including existing utilities, landscaping and surrounding land features. He utilizes



EDUCATION: BS, Civil Engineering - Texas A&M University, 1994

REGISTRATION: Professional Engineer, Texas # 87884

EXPERIENCE: Over 20 years of Project Management Experience in Utility Rehabilitation. Mr. Rusk understands key aspects pertinent to the City's project such as project & construction schedule, existing developed areas and TAS Compliance.

TECHNICAL PRESENTATIONS: Reclaimed Water; Water Well Construction; Trench Safety; Project Specific Presentations to various Clients, Boards & Municipalities.







PAT OATES, P.E.

SPECIALIZED DESIGN EXPERTISE: Mr. Oates, Vice President of Engineering, he will provide Quality Control and Assurance for this project. He has experience in various civil engineering and surveying projects. Engineering experience includes commercial centers design, water distribution systems, water treatment plants, sewer systems, streets and drainage systems, and capital improvements programs. Surveying experience includes boundary surveys, topographic surveys, construction staking, and slab surveys for both commercial and public works projects.

EDUCATION: BS, Civil Engineering - Texas A&M University, 1984; AA, Angelia College, 1981

REGISTRATION: Professional Engineer, Texas # 68492 ; TxDOT Precertification # 1268

TECHNICAL PRESENTATIONS: Public Meetings; Project Specific Presentations to various Clients, Boards and Municipalities; Subdivision Ordinances for Numerous Cities.

T.J. POHORESLKY, P.E.

SPECIALIZED DESIGN EXPERTISE: Mr. Pohoreslky has ten (10) years of experience in paving rehabilitation projects, as well as utility and development projects. He has prepared construction plans for rehabilitations including water and sanitary sewer. He understands the funding sources and the various requirements, including those of FEMA. He is thorough in his designs and responsive to client's needs and wishes.



EDUCATION: BS, Civil Engineering—Texas A&M Arlington, 2011

REGISTRATION: Professional Engineer, Texas # 129742

TECHNICAL PRESENTATIONS: Reclaimed Water; Project Specific Presentations to various Clients, Boards and Municipalities.



CITY OF CORSICANA—CDBG PROJECT: HOUSING DEVELOPMENT









DEAN YATES, R.P.L.S.

SPECIALIZED DESIGN EXPERTISE: Mr. Yates has broad-based experience in a surveying career that spans over 30 years. He is experienced in managing offices, projects, crews, and personnel. He has routinely guided clients, employees, and other professionals through the complexities of land surveying with an appreciation for rules, regulations, and professional standards. With an understanding of the analytics of surveying, he has mentored less-experienced personnel, ensuring the quality of task-based performance and an excellence in the deliverables.

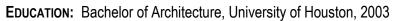
EDUCATION: Tarkington HS, 1989 and University of Texas, Austin

REGISTRATION: Texas Registered Professional Land Surveyor # 6302

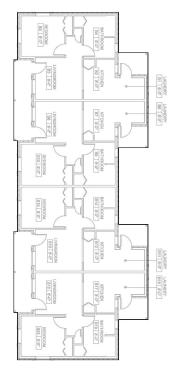
TECHNICAL PRESENTATIONS: Surveying Applications; ROW Parcel Preparation for Acquisition; Preparation of TCEQ Sanitary Control Easements.

ROBERT MOORE, ARCHITECT

SPECIALIZED DESIGN EXPERTISE: Mr. Moore joined the GLS team in 2021. Throughout his almost 20year career, he has worked for several firms that specialize in many different types of projects from educational through multi-family and everything in between. With a background that specialized in many different types of architectural projects, Robert's experience has become an asset in his ability to produce successful projects of any type.



REGISTRATION: Licensed Architect, Texas # 30180





CITY OF MADISONVILLE-CDBG PROJECT: HOUSING DEVELOPMENT





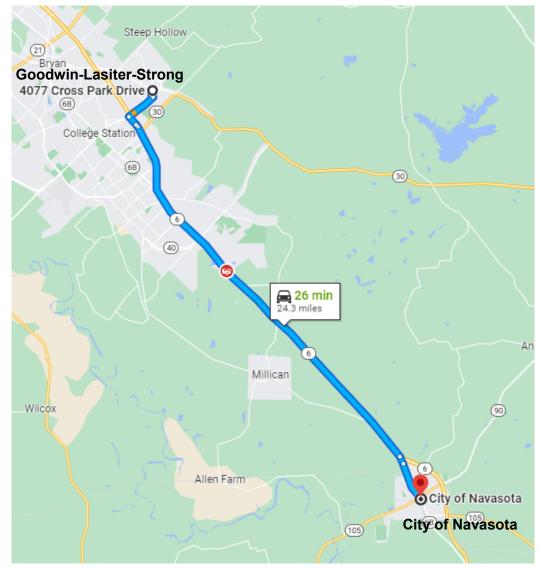




PROXIMITY TO AREA OF PROPOSED WORK

Engineering and surveying services for this project will be provided by our Bryan office. Our firm has worked in Navasota and Grimes County and surrounding areas on various similar projects. We have a proven record of being able to serve clients in your specific area. City of Navasota is a thirty minute drive from our office. We would be available to be on site in a short time. As with all clients, we make ourselves available via phone and e-mail at all times. We understand the need to be available and present for our clients.







2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM OF THE TEXAS DEPARTMENT OF AGRICULTURE



GOODWIN-LASITER-STRONG



2023-2024 **TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM TEXAS DEPARTMENT OF AGRICULTURE**



- City of Navasota
- City of Bryan
- City of Rockdale
- City of Buffalo
- City of Kosse
- North Zulch MUD
- City of Kennard
- City of Hemphill
- City of Lufkin •
- City of Newton
- City of Corrigan
- Burleson County

- Tri-County SUD •
- City of College Station •
- Grimes County •
- Walker County •
- City of Corsicana ٠
- City of Lufkin •
- City of Hudson •
- City of Garrison •
- City of Jasper •
- City of Timpson ٠
- Austin County
- Limestone County

LIST OF CURRENT PROJECTS

- City of Kosse Site Plan of Park Amenities
- City of Buffalo Sanitary Sewer Rehabilitation (TDA)
- City of Jewett Water System Improvements (TDA) •
- San Jacinto Special Utility District Water Improvements (USDA) .
- Austin County Roadway & Drainage (GLO)
- City of Corsicana Eastside Apartments (GLO) ٠
- City of Bryan Hillside Street Drainage •
- City of Bryan Palasota Street, Utilities, & Drainage
- City of Bryan Sulfur Springs Edition Street, Utilities, & Drainage •
- City of Bryan S. College Avenue Rehabilitation
- City of Corsicana 13th Avenue & Utility Rehabilitation
- Liberty County Sheriff Office & Annex Building
- Section IV | Experience

- City of Browndell •
- Trinity County TDA Water System •
- Appleby WSC ٠
- Rayburn Country MUD
- Jasper County WCID #1
- Central WCID
- San Jacinto SUD
- Hudson SUD
- Four Way SUD •
- **Texas A&M University**
- Andrews County
- Johnson County







Downtown Rehabilitation Phases II & III

Parker Street & Drainage Rehabilitation Phase I & II

West Park Addition Street, Drainage, Utilities Rehabilitation

2013 TCDP Water Plant Improvements (Filtration System)

GLO Ike 2.2 Water Plant No. 2 Generator Improvements

GLO lke 2.1 Additional Roads and Drainage Improvements

GLO Ike 2.2 Roads and Drainage Improvements

GLO Ike 2.2 Roads and Drainage Improvements

GLO Ike 2.1 Surface Water Plant Improvements

2014 TCDP Water Tank and System Improvements

GLO Ike 2.2 Sewer Improvements (Generators)

GLO Ike 2.2 Roads and Drainage Improvements

2013 TCDP Street and Drainage Improvements

GLO Ike 2.2 Street and Drainage Improvements

GLO Ike 2.2 Street and Drainage Improvements

GLO Ike 2.2 Street and Drainage Improvements

2013 TCDP Street & Drainage Improvements

GLO Ike 1 Roads and Drainage Improvements

GLO Ike 1 Street and Drainage Improvements

GLO Ike 2.2 Roads and Drainage Improvements

GLO Ike 2.1 Roads and Drainage Improvements

GLO lke 1 Generators, Roads and Drainage Improvements

GLO Ike 1 Generators, Roads and Drainage Improvements

GLO lke 1 Sewer / Generator and Drainage Improvements

College Park Addition Street, Drainage, Utilities Rehabilitation

Kent Street & Drainage Rehabilitation

Old Reliance Road & Drainage

White Creek Bridge

<u>Client</u>

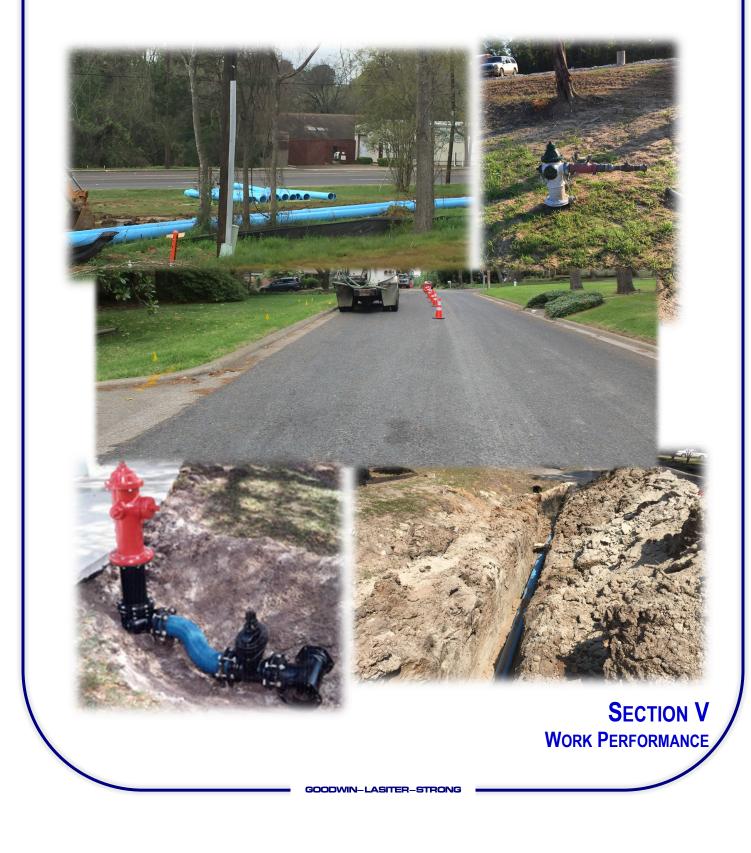
- City of Bryan
- City of Bryan
- City of Bryan
- City of Bryan
- City of College Station
- City of College Station
- Texas A&M University
- City of Timpson
- Polk County
- Tyler County
- Rose City
- City of Lufkin
- City of Newton
- City of Garrison
- City of Hudson
- San Augustine Co.
- City of Jasper
- San Jacinto County
- Sabine County
- City of Point Blank
- City of Lufkin
- Jasper County
- Tyler County
- Polk County
- City of Shepherd
- San Jacinto County
- City of Newton
- City of Sour Lake
- City of Corrigan
- City of Jasper
- City of Colmesneil
 - City of Woodville GLO Ike 1 Street and Drainage Improvements
 - Sabine County GLO lke 1 Street and Drainage Improvements

Description

Navasota



2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM OF THE TEXAS DEPARTMENT OF AGRICULTURE







CLIENT REFERENCES

CITY OF BRYAN W. Paul Kasper, P.E., City Engineer pkaspar@bryantx.gov (979) 209-5040 CITY OF JEWETT Sharon Weiler, City Secretary cityofjewetttx@yahoo.com (903) 626-4416

NORTH ZULCH MUD

GRIMES COUNTY Harry Walker, P.E., City Engineer harry.walker@grimescountytexas.gov (979) 764-3500

CITY OF HUNTSVILLE "Ram" Ramachandra, P.E., City Engineer yramachandra@huntsville.gov (936) 291-5400 jrbnzmud95@gmail.com (979) 446-2999 CITY OF CORSICANA

Janet Boone, General Manager

Darwin Meyers, P.E., City Engineer dmyers@ci.corsicana.tx.us (903) 654-4891

CITY OF BREMOND Rick Swick, Mayor (254) 746-7730 **CITY OF OAKWOOD** Tommy Reese, Public Works Director (903) 480-8709





HANDLING OF MULTIPLE PROJECTS

As a part of the consulting business, multiple projects exist. In order to keep the City's project "moving ahead", as well as other in-house projects, our approach has been to diligently begin & complete specific tasks before moving ahead to another task or project. Maintaining focus on individual tasks, without interruption, expedites completion of multiple projects. Our Project Manager will adjust tasks as required to maximize efficiency. This approach enables us to provide a service where our project team members are kept flexible and sufficient resources are allocated to complete individual tasks.

EXAMPLES OF MEETING PROJECT SCHEDULES

Austin County— GLO Roadway & Drainage Improvements Project CDBG No. 19-076-037-B689

Team Leader	Project Cost	Year of Work	Client Contact
James Light, P.E.	\$ 2.7 Million	Set to be completed 07/2021	Chip Reed, Commissioner / 979-885-3829

- (1) Project Description: This project consisted of reconstructing and grading 35,800 feet of two lane roads for Austin County. The work consists of reworking base course, furnishing and placing flexible base material, constructing two (2) course surface treatment, installation of HDPE driveway culverts, re-grading of existing ditches and site clean-up. The project was split between 5 different roadways.
- (2) Applicability: The following summarizes anticipated similarities between this project and those described with this solicitation:
 - Drainage Design Bid/Construction Phase Services Construction Phasing Plan
 - Cost Estimating Street Reconstruction Project Close Out
 - Traffic Control
- (3) Role of Firm: GLS was the design engineer & surveyor, and provided drainage analysis, utility, roadway/drainage design. Construction plans also included detailed traffic control plans and a project phasing plan. We worked with the County to meet their budget on the project.
- (4) A QA/QC was performed by John Rusk, P.E. Mr. Rusk reviewed the plans, providing a fresh set of eyes to check for clarity within the construction documents. Any questions/concerns from his review were addressed. Also, plans were provided to the County to review at the 60% and 90% design phase.
- (5) Our team leader, James Light, was responsible for verifying the project goals and scope of work were completed.
- (6) GLS assisted with bid and construction phase services as requested by the County. Services included advertising the project, pre-bid meeting, bid opening, contractor reference checks, requested site visits & as-builts for construction closeout.





EXAMPLES OF MEETING PROJECT SCHEDULES (CONTINUED)

Grimes County— GLO County Road 202 Bridge Project CDBG No. 18-403-000-B112

Team Leader	Project Cost	Year of Work	Client Contact
James Light, P.E.	\$ 603,000	2019	Harry Walker, P.E., Road and Bridge Engineer/ 936-873-4438

(1) Project Description: Removed existing steel one lane bridge with new two lane TxDot bridge. Elevated bridge above 100 year flood plain to serve single access residential area. Project included design survey, engineering design of bridge, traffic control, temporary by pass during construction, bid phase services, construction observation and reporting.

(2) Applicability: The following summarizes anticipated similarities between this project and those described with this solicitation:

– Drainage Design – Traffic Control

- HEC-RAS Modeling

- Bridge Construction
- Construction Phasing Planning
- Project Closet Out

- Cost Estimating
- Bid/Construction Phase Services
- Project Closet Out
- (3) Role of Firm: GLS was the design engineer & surveyor, and provided drainage analysis, utility, roadway/drainage design. Construction plans also included detailed traffic control plans and a project phasing plan.
- (4) A QA/QC was performed by John Rusk, P.E. Mr. Rusk was purposely not involved in this project, enabling him to perform the review with a fresh set of eyes to check for clarity within the construction documents. Any questions/concerns from his review were addressed. Also plans were provided to the County to review at the project design milestone.
- (5) Our team leader, James Light, was responsible for verifying the project goals and scope of work were completed.
- (6) GLS assisted with bid and construction phase services as requested by the County. Services included advertising the project, pre-bid meeting, answering contractor questions and preparing project addendums, bid opening, bid tabulations, contractor reference checks, requested site visits & as-builts for construction closeout.











EXAMPLES OF MEETING PROJECT SCHEDULES (CONTINUED)

City of Corsicana - SE & NE Quadrant Streets & Drainage Rehabilitations

Team Leader	Project Cost	Year of Work	Client Contact
James Light, P.E.	\$ 1.8 Million	2019	Darwin Myers, P.E. , City Engineer / 903-654-4891

- (1) Project Description: This project included primarily drainage improvements in the southeast and northeast quadrant of the City. Street reconstruction was minor, primarily in locations of culvert upgrades and new storm sewer. The area had extreme drainage deficiencies due to dilapidated and/or non-existent facilities. The entire drainage area studied and modeled was over 300 acres for the new the sub-surface system. Project also included relocation of water & sanitary sewer as needed for storm sewer construction. Close coordination with private utilities was required. The projects were funded by grants from the General Land Office (GLO) of Texas.
- (2) Applicability: The following summarizes anticipated similarities between this project and those described with this solicitation:
 - Drainage Modeling & Design
- Public Utilities Relocation
- Construction Phasing Plan

Cost Estimating

- Street Reconstruction
 - nstruction Traffic Control

- Private Utility Coordination
- Bid/Construction Phase Services
- (3) Role of Firm: GLS was the design engineer & surveyor, and provided drainage analysis, utility and roadway/drainage design. Construction plans also included detailed traffic control plans and a project phasing plan. GLS continued its involvement with the project through the bid phase where we assisted with the pre-bid meeting, addenda preparation, and bid opening.
- (4) A QA/QC was performed for the project by John Rusk, P.E. Mr. Rusk reviewed the modeling and construction plans for clarity and constructability. Any questions/concerns from his review were addressed.
- (5) Our team leader, James Light, was responsible for verifying the project goals and scope of work were completed.
- (6) GLS assisted with construction phase including pre-construction meeting, site visits, progress meetings, & construction closeout.







CONTINGENCY PLAN

The depth of GLS and our organizational structure enables more than one person to execute tasks. The project team, consisting of the Project Manager, Project Engineer and Technicians, operate self-sufficiently and make our teams versatile in the event of an individuals' absence. The Project Manager will be responsible for adjusting assignments to meet the City's schedule. Project staff assignments are delegated to assure schedules are maintained. In summary, any personnel lost will not cause the City's project to suffer.



2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM OF THE

TEXAS DEPARTMENT OF AGRICULTURE



GOODWIN-LASITER-STRONG



2023-2024 TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM TEXAS DEPARTMENT OF AGRICULTURE



ACORD [®] C	ERT	IFICATE OF LIAI	BILITY INSU	JRANC	e [MM/DD/YYYY) /11/2022		
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 have ADDITIONAL INSURED provisions or 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).									
PRODUCER	the ber	induce nonder in ned of oddi	CONTACT Catelynn	Weathers					
Morgan Insurance Agency, Ltd. 3708 S. Medford	PHONE (936) 634-7755 FAX (936) 632-3862 (A/C, No): (936) 632-3862								
5706 S. Medford	E-MAIL ADDRESS: cweathers@morganins.com INSURER(S)AFFORDING COVERAGE NAIC #				NAIC #				
Lufkin	INSURER A : Columbia Insurance Group								
INSURED Goodwin-Lasiter, Inc., DBA: Go	INSURER B : INSURER C :								
1609 S. Chestnut, Ste 202			INSURER D :						
Lufkin		TX 75901	INSURER E :						
	TIFICAT	TE NUMBER: CL211228084	INSURER F : 74		REVISION NUMBER:				
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFOREDE BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.									
INSR TYPE OF INSURANCE		JBRI	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT	s			
COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person)	\$ 100, \$ 10,0	00		
A		CMPTX0000012828	12/31/2021	12/31/2022	PERSONAL & ADV INJURY GENERAL AGGREGATE	φ	0,000		
POLICY PRO- JECT LOC					PRODUCTS - COMP/OP AGG	\$ 2,00			
OTHER: AUTOMOBILE LIABILITY	\vdash		-		Employee Benefits	\$ 1,00 \$ 1,00			
ANYAUTO					(Ea accident) BODILY INJURY (Per person)	\$			
A OWNED AUTOS ONLY AUTOS NON-OWNED		CAPTX0000012828	12/31/2021	12/31/2022	BODILY INJURY (Per accident) PROPERTY DAMAGE	\$ \$			
AUTOS ONLY AUTOS ONLY					(Per accident) PIP-Basic	\$ 2,50	0		
A EXCESS LIAB OCCUR		CUPTX20000014538	12/31/2021	12/31/2022	EACH OCCURRENCE	\$ \$			
DED KRETENTION \$ 10,000	1					\$			
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE		WCPTX0000012828	12/21/2021	12/21/2022	E.L. EACH ACCIDENT	_{\$} 1,00	0,000		
A OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under	N/A	WCP1X0000012626	12/31/2021	12/31/2022	E.L. DISEASE - EA EMPLOYEE	ψ	0,000		
DESCRIPTION OF OPERATIONS below	\vdash				E.L. DISEASE - POLICY LIMIT	_{\$} 1,00	0,000		
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Certificate Holders are included as additional insured as respects general liability with primary/non-contributory wording and automobile liability as required by written contract. Waiver of subrogation in favor of additional insured as respects general liability, automobile liability and workers compensation as required by written contract.									
CERTIFICATE HOLDER			CANCELLATION						
Sample	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.								
	AUTHORIZED REPRESENTATIVE Terry Mary								
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BAM,GOV° GOODWIN-LASITER, INC

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DUNS Unique Entity ID 108262163	SAM Unique Entity ID Z2J6KCGXKXQ7	CAGE / NCAGE 3JNJ1
Purpose of Registration	Expiration Date	Registration Status
All Awards	Mar 24, 2022	Active
Physical Address 1609 S Chestnut ST STE 202 Lufkin, Texas 75901-5760 United States	Mailing Address 1609 S Chestnut ST, STE 202 Lufkin, Texas 75901-5760 United States	
Business Information		
Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District Texas 01	State / Country of Incorporation Texas / United States	URL http://www.glstexas.com
MPIN ***** 4900		
Registration Dates		
Activation Date Sep 25, 2020	Submission Date Sep 25, 2020	Initial Registration Date Sep 29, 2003
Entity Dates		
Entity Start Date Sep 27, 1983	Fiscal Year End Close Date Dec 31	
Immediate Owner		
CAGE (blank)	Legal Business Name (blank)	
Highest Level Owner		
CAGE (blank)	Legal Business Name (blank)	
Executive Compensation		

Executive Compensation

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a DUNS number, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? Not Selected

Proceedings Questions

Is your business or organization, as represented by the DUNS Number on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

No

Does your business or organization, as represented by the DUNS number on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Not Selected

Within the last five years, had the business or organization (represented by the DUNS number on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a



2023-2024 Texas Community Development Block Grant Program Texas Department of Agriculture



CONFLICT OF INTEREST QUESTIONNAIRE 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 later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. <i>See</i> 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.							
1 Name of vendor who has a business relationship with local governmental entity.							
Goodwin-Lasiter, Inc. dba Goodwin-Lasiter-Strong							
2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)							
3 Name of local government officer about whom the information is being disclosed.							
N/A							
Name of Officer							
Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary. A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor? Yes No B. Is the vendor receiving or likely to receive taxable income, other than investment officer or a family member of the officer AND the taxable income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity? Yes No							
5 Describe each employment or business relationship that the vendor named in Section 1 m other business entity with respect to which the local government officer serves as an o ownership interest of one percent or more.							
6 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)							
	er 8, 2022						
Form provided by Texas Ethics Commission www.ethics.state.tx.us	Bevised 11/30/2015						





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, <u>Goodwin-Lasiter-Strong</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

John Rusk, P.E., Vice President, Branch Office

Printed Name and Title of Contractor's Authorized Official

November 8, 2022

Date





N/A

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		offer/application	Report Type: a. initial filing b. material change
Name and Address of Reporting EPrimeSubawarde, if	ntity: ee Known:	If Reporting Ent Name and Addre	ity in No. 4 is Subawardee, Enter sss of Prime:
Congressional District, if kno Federal Department/Agency:	wn:	7. Federal Prog	onal District, if known: ram Name/Description: f applicable:
Federal Action Number, if known: 10. a. Name and Address of Lobb (if individual, last name, first name		address if differe (last name, fin	Performing Services (including nt from No. 10a) st name, MI):
11. Information requested through th authorized by title 31 U.S.C. section 13 disclosure of lobbying activities is a n representation of fact upon which reli by the tier above when this transactio entered into. This disclosure is requir U.S.C. 1352. This information will be n Congress semi-annually and will be a inspection. Any person who fails to fill disclosure shall be subject to a civil p than \$10,000 and not more than \$100, 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	Print Name: <u>Joh</u> Title: <u>Vice P</u> resi	<u>In R</u> usk dent, Branch Office (979) 776-9700 D ate:November 8, 2022
Federal Use Only			rized for Local Reproduction dard Form - LLL (Rev. 7-97)





CERTIFICATE OF INTERESTED PAR	TIES	FORI	и 1295	
			1 of 1	
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.		OFFICE USE CERTIFICATION		
of business. Goodwin-Lasiter, Inc. dba Goodwin-Lasiter-Strong			Certificate Number: 2022-951175 Date Filed:	
2 Name of governmental entity or state agency that is a party to the being filed. City of Navasota	ne contract for which the form is	11/02/2022 Date Acknowledged:		
3 Provide the identification number used by the governmental entidescription of the services, goods, or other property to be provi RFQ for 23-24 TxCDBG-TDA RFQ for 23-24 TxCDBG Program of the TDA for Engineering	ded under the contract.	the contract, and prov	ride a	
4 Name of Interested Party	City, State, Country (place of busin	ess) (check ap Controlling	101001-0000015-0001540154015	
Henderson, M. Hudson	Lufkin, TX United States	X	y	
Kelly, Courtney	Lufkin, TX United States	х		
Rusk, John	Bryan, TX United States	x		
Oates, Pat	Lufkin, TX United States	x		
Strong, Mark	Lufkin, TX United States	х		
Lasiter, Larry	Lufkin, TX United States	X		
Goodwin, Philip	Lufkin, TX United States	X		
5 Check only if there is NO Interested Party.	I	I		
6 UNSWORN DECLARATION				
My name is John Rusk	, and my date of	birth is03/17/197	0	
My address is <u>4077 Cross Park Dr., Ste. 100</u> (street)	,Bryan	TX,77802 tate) (zip code)	, <u>USA</u> . (country)	
I declare under penalty of perjury that the foregoing is true and corre	ct.			
Executed inCoun	ty, State of <u>Texas</u> , on the	8day of <u>Novemb</u> (month)	<u>er</u> , 20 <u>22</u> . _(year)	
	nn			
	Signature of authorized agent of con (Declarant)	tracting business entity		
Forms provided by Texas Ethics Commission www.et	hics.state.tx.us	Version V3	3.5.1.d1b92728	



REQUIRED CONTRACT PROVISIONS

2 CFR 200.327 Contract provisions. The non-Federal entity's contracts should contain applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. The non-Federal entity's contracts must contain the provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards, as applicable. *Language as of August 5, 2022.

THRESHOLD	PROVISION	CITATION
>\$250,000 (Simplified Acquisition Threshold)	Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by <u>41 U.S.C. 1908</u> , must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.	2 CFR 200 APPENDIX II (A)
>\$10,000	All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.	2 CFR 200 APPENDIX II (B)
	Equal Employment Opportunity. Except as otherwise provided under <u>41 CFR</u> <u>Part 60</u> , all contracts that meet the definition of "federally assisted construction contract" in <u>41 CFR Part 60-1.3</u> must include the equal opportunity clause provided under <u>41 CFR 60-1.4(b)</u> , in accordance with Executive Order 11246, "Equal Employment Opportunity" (<u>30 FR 12319, 12935, 3 CFR Part, 1964-1965</u> Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at <u>41 CFR part 60</u> , "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."	
None (b) Federal each admir as a condit federally at the equal of The [recip incorporate as defined which is p Governmen a grant, cor Federal pro	 41 CFR 60-1.4 Equal opportunity clause. (b) Federally assisted construction contracts. (1) Except as otherwise provided, each administering agency shall require the inclusion of the following language as a condition of any grant, contract, loan, insurance, or guarantee involving federally assisted construction which is not exempt from the requirements of the equal opportunity clause: 	2 CFR 200 APPENDIX II I an 41 CFR §60-1.4(b
	The [recipient] hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:	
	During the performance of this contract, the contractor agrees as follows:	





	(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:
a a F e	Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.
	(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
	(3) The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
	(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
	(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
	(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto,





	and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.	
(7)	In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.	
(8)	The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:	
threate direction	ed, however, that in the event a contractor becomes involved in, or is ened with, litigation with a subcontractor or vendor as a result of such on by the administering agency, the contractor may request the United to enter into such litigation to protect the interests of the United States.	
opport particij [recipie opport	ecipient] further agrees that it will be bound by the above equal unity clause with respect to its own employment practices when it bates in federally assisted construction work: Provided, that if the ent] so participating is a State or local government, the above equal unity clause is not applicable to any agency, instrumentality or ision of such government which does not participate in work on or under ntract.	
admini contra regulat admini require the adm	ecipient] agrees that it will assist and cooperate actively with the stering agency and the Secretary of Labor in obtaining the compliance of ctors and subcontractors with the equal opportunity clause and the rules, ions, and relevant orders of the Secretary of Labor, that it will furnish the stering agency and the Secretary of Labor such information as they may e for the supervision of such compliance, and that it will otherwise assist ministering agency in the discharge of the agency's primary responsibility uring compliance.	





	The [recipient] further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the [recipient] agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the [recipient] under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such [recipient]; and refer the case to the Department of Justice for appropriate legal proceedings.	
>\$2,000	Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must prevailing wages active to subcontract must be conditioned upon the acceptance of the wage determination. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.	2 CFR 200 APPENDIX II (D)
>\$100,000	Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no	2 CFR 200 APPENDIX II (E)





	laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.	
None	Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under <u>37 CFR § 401.2 (a)</u> and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of <u>37 CFR Part 401</u> , "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.	2 CFR 200 APPENDIX II (F)
>\$150,000	Clean Air Act (42 U.S.C. 7401-7671g.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended - Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671g) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).	2 CFR 200 APPENDIX II (G)
>\$25,000	Debarment and Suspension (Executive Orders 12549 and 12689) - A contract award (see <u>2 CFR 180.220</u>) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at <u>2 CFR 180</u> that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.	2 CFR 200 APPENDIX II (H)
>\$100,000	Byrd Anti-Lobbying Amendment (<u>31 U.S.C. 1352</u>) - Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by <u>31 U.S.C. 1352</u> . Each tier must also disclose any lobbying with non- Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.	2 CFR 200 APPENDIX II (I) and 24 CFR §570.303
	See 2 CFR §200.323.	2 CFR 200 APPENDIX II (J)
	See 2 CFR §200.216.	2 CFR 200 APPENDIX II (K)





		2 CFR 200
	See 2 CFR §200.322.	APPENDIX II (L
>\$10,000	A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.	2 CFR 200.323
	§135.38 Section 3 clause	
	All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):	
	A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.	
>\$100,000	B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.	
	C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.	





	 D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135. E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the 	
	regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.	
	F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.	
	G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).	
	Section 889(b)(1) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019 (FY2019 NDAA) and 2 C.F.R. § 200.216, as implemented by FEMA Policy 405-143-1, Prohibitions on Expending FEMA Award Funds for Covered Telecommunications Equipment or Services (Interim), prohibit the obligation or expending of federal award funds on certain telecommunication products or from certain entities for national security reasons. Effective August 13, 2020, FEMA recipients and subrecipients, as well as their contractors and subcontractors, may not obligate or expend any FEMA award funds to:	
None	Recipients and subrecipients are prohibited from obligating or expending loan or grant funds to:	2 CFR 200.216
	 Procure or obtain; Extend or renew a contract to procure or obtain; or Enter into a contract (or extend or renew a contract) to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or 	





	 essential component of any system, or as critical technology as part of any system. As described in <u>Public Law 115-232</u>, section 889, covered telecommunications equipment is telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliate of such entities). (i) For the purpose of public safety, security of government facilities, physical security surveillance of critical infrastructure, and other national security purposes, video surveillance and telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliate of such entities). (ii) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, in consultation with the Director of the National Intelligence or the Director of the Federal Bureau of Investigation, reasonably believes to be an entity owned or controlled by, or otherwise connected to, the government of a covered foreign country. (b) In implementing the prohibition under <u>Public Law 115-232</u>, section 889, subsection (f), paragraph (1), heads of executive agencies administering loan, grant, or subsid programs shall prioritize available funding and technical support to assist affected businesses, institutions and organizations as is reasonably necessary for those affected entities to transition from covered communications equipment and services, to procure replacement equipment and services, and to ensure that communications service to users and customers is sustained. (c) See <u>Public Law 115-232</u>, section 889 for additional information. 	
	(d) See also <u>§ 200.471</u> . As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award. For purposes of this section:	
None	(1) "Produced in the United States" means, for iron and steel products, that all manufacturing processes, from the initial melting stage through the application of coatings, occurred in the United States.	2 CFR 200.322(a)(b)(1) (2)
	(2) "Manufactured products" means items and construction materials composed in whole or in part of non-ferrous metals such as aluminum; plastics and polymer-based products such as polyvinyl chloride pipe; aggregates such as concrete; glass, including optical fiber; and lumber.	





None	The Federal awarding agency must establish conflict of interest policies for Federal awards. The non-Federal entity must disclose in writing any potential conflict of interest to the Federal awarding agency or pass-through entity in accordance with applicable Federal awarding agency policy.	2 CFR 200.112
None	The Federal awarding agency and the non-Federal entity should, whenever practicable, collect, transmit, and store Federal award-related information in open and machine-readable formats rather than in closed formats or on paper in accordance with applicable legislative requirements. A machine-readable format is a format in a standard computer language (not English text) that can be read automatically by a web browser or computer system. The Federal awarding agency or pass-through entity must always provide or accept paper versions of Federal award-related information to and from the non-Federal entity upon request. If paper copies are submitted, the Federal awarding agency or pass-through entity must not require more than an original and two copies. When original records are electronic and cannot be altered, there is no need to create and retain paper copies. When original records are paper, electronic versions may be substituted through the use of duplication or other forms of electronic media provided that they are subject to periodic quality control reviews, provide reasonable safeguards against alteration, and remain readable.	2 CFR 200.336
	 Contracting with HUB, small and minority businesses, women's business enterprises, and labor surplus area firms. (a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. (b) Affirmative steps must include: 	
	(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;(2) Assuring that small and minority businesses, and women's business	
None	 enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises; 	2 CFR 200.321
	(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;	
	(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and	
	(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (b)(1) through (5) of this section.	
None	Financial records, supporting documents, statistical records, and all other non- Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the	2 CFR 200.334





	 date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following: (a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. (b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period. (c) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition. (d) When records are transferred to or maintained by the Federal awarding agency or pass-through entity. (e) Records for program income transactions after the period of performance. In some cases, recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the non-Federal entity's fiscal year in which the program income is earned. (f) Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: Indirect cost rate computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates). (1) If submitted for negotiation. If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for the proposal, plan, or other computation is not re	
None	or other computation. CONTRACTS WITH COMPANIES ENGAGED IN BUSINESS WITH IRAN, SUDAN, OR FOREIGN TERRORIST ORGANIZATION PROHIBITED. A governmental entity may not enter into a governmental contract with a company that is identified on a list prepared and maintained under Section 806.051, 807.051, or <u>2252.153</u> .The term "foreign terrorist organization" in this paragraph has the meaning assigned to such a term in Section 2252.151(2) of the Texas Government Code.	Texas Government Code 2252.152





	PROVISION REQUIRED IN CONTRACT. (a) This section applies only to a contract that:	
	(1) is between a governmental entity and a company with 10 or more full-time employees; and	
>\$100,000	(2) has a value of \$100,000 or more that is to be paid wholly or partly from public funds of the governmental entity.	Texas Government Code 2271
	(b) A governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:	
	(1) does not boycott Israel; and	
	(2) will not boycott Israel during the term of the contract.	
Option Contract Language for contracts awarded prior to Grant Award	The contract award is contingent upon the receipt of TxCDBG funds. If no such funds are awarded, the contract shall terminate.	Optional
	Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.	42 U.S.C. 6201
	The Firm agrees that no otherwise qualified individual with disabilities shall, solely by reason of his/her disability, be denied the benefits of, or be subjected to discrimination, including discrimination in employment, under any program or activity receiving federal financial assistance.	Section 504 of the Rehabilitation Act of 1973, as amended.

Engineer/Architect/Surveyor Rating Sheet

Grant Re	ecipient CITY OF NAVASOTA	TxCDBG Contract No.				
	Respondent <u>C1LS</u>	Date of Rating November 23, 2022				
Evaluato	r's Name <u>Grants (abrilinator) Dublic WORKS</u> Streets, Economic Development, Developm					
Experience Rate the respondent for experience in the following areas: <u>Comments</u>						
	Factor	Max.Pts. Score				
1.	Has previously designed type of projects	20 20				
2.	Has worked on federally funded construction projects	10 7 K				
3.	Has worked on projects that were located in this general region.	10				
	Note: Location for A/E (Architect/Engineer) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, the compete for the contract. 2 CFR 200.319(b)	er				
4.	Extent of experience in project construction management	15 5				
5.	Current Certification of TxCDBG Project Implementation Training	5				
	Subtotal, Experience	60 55				
Work Pe	rformance					
	Factor	Max.Pts. Score				
1.		10 10				
2.	Manages projects within budgetary constraints	5 5				
3.	Work product is of high quality	10 10				
	Subtotal, Performance	25 3.5				
NOTE: Information necessary to assess the respondent on these criteria should be gathered by contacting past/current clients.						
<u>Capacity</u>	/ to Perform					
	Factor	Max.Pts. Score				
1 ₄₀	Staff Level / Experience of Staff	5 _5				
2.	Adequacy of Resources	5 5				
3,	Professional liability insurance is in force	5 5				
	Subtotal, Capacity to Perform	15 15				
TOTALS	SCORE					
	- Factor	Max.Pts. Score				
D Experience		60 55				
Work Performance		25 25				
	Capacity to Perform	15 15				
	Total Score	100 95				

Statement of Qualifications

Professional Engineering Services 2023-2024 CDBG

Prepared for the City of Navasota

Advancing stronger, safer communities across Texas since 1997



Planning • Design • Management

Tex Reg No.F-678



(936) 441-7833 **Bleyl Engineering** 100 Nugent Street Conroe, Texas 77301

November 8, 2022

City of Navasota 200 E. McAlpine Street Navasota, Texas 77868

RE: Proposed Contract Funding for the City of Navasota RFQ for 2023-2024

Dear Evaluation Committee,

Bleyl Engineering is grateful for the opportunity to present our qualifications to the City of Navasota. With over 25 years of local experience, in addition to the vast resources of our regional offices throughout Texas, we are in a unique position to offer you a full menu of engineering services catered specifically to the needs of your growing city. Our firm has extensive experience with municipal design

for water & wastewater, drainage, and roadway projects. Bleyl's Team of local engineers will assist you in determining the most sensible, technically sound recommendations for grant-funded infrastructure improvements within the City. To provide design solutions and fulfill all requirements, Bleyl has put together a team with the necessary technical skills and extensive experience in:

- Water & wastewater engineering; including production, treatment, distribution and collection;
- Drainage & flood mitigation; 0
- Roadway rehabilitation & reconstruction, traffic studies and 0 signal design;
- Sidewalks, parks, splashpads, and other city improvements; 0
- Coordinating with grant writers to prepare exhibits and construction cost estimates;
- Providing detailed designs and technical specifications that meet all CDBG requirements;
- Providing construction observation and administration services in accordance with the rules and guidelines of the Texas Department of Agriculture.

Bleyl's Core Values are "Quality – Integrity – Service," and we pride

ourselves on providing High-Quality, Cost-Effective Engineering Solutions. Our vision includes serving Texas communities through professional engineering and personal service, and we look forward to assisting you in fulfilling your goals as a member of your consulting team. Please contact me via email, twolff@bleylengineering.com, or by phone, (979) 268-1125, to discuss the disaster recovery project needs for your City.

Sincerely,

Conroe

Tim Wolff, PE, SIT Regional Manager

Bryan

bleylengineering.co

Houston

Austin

Advancing stronger, safer communities across Texas since 1997.

The Bleyl Advantage

- Extensive Municipal Experience in southeast Texas
- Strong Client Relationships
- Specialized Water & Wastewater Expertise
- Extensive Roadway & Drainage Experience
- Well-versed in Grant Funding Requirements
- Vision and Values Aligned with Rural Texas
- High-Quality, Cost-Effective Engineering Solutions
- Personal Service

Contents

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A. FIRM HISTORY

Bleyl Engineering was founded in 1997 in Conroe, TX by CEO John D. Bleyl, PE, with two employees and a heart to serve his community. Today, with our corporate headquarters in Conroe and offices in Austin, Bryan, and Houston, we are partners with numerous municipalities and private developers. Our focus is on serving Texas communities with honest, reliable, and cost-effective engineering and services.

To be a foundation for the advancement of stronger, safer communities across Texas

We equip our team to serve you with integrity while engineering *sensible, high-quality, and economical solutions*. We keep our overhead low, strive to minimize your project cost, and carefully select our employees based on *competence, professionalism, and character*. As a result, our firm is comprised of experienced staff members who bring an assortment of diverse ideas and complementary strengths to the planning table. Your project will be given a dedicated team that is responsible for every phase and detail while providing you support from preliminary design throughout construction. This selected team also has an in-house network of engineers and skilled professionals available for additional support.

Our strategic, operational structure is designed to foster thought-sharing and innovation among all team members and consistently provide you quality service.

Our Work

Bleyl Engineering has completed thousands of civil engineering projects for urban and rural municipalities, utility districts, and private land developers across Texas. We have served as City Engineer for multiple cities; District Engineer for various MUDs, SUDs, and UDs; and Consulting Engineer to numerous cities, counties, governmental entities, privately-owned water systems, HOAs, and POAs. We have completed numerous projects involving various federal and state grant funding programs.

Our People

Bleyl is led by a team of experienced professional engineers who:

 know the local area;
 share our vision for a personalized, high-quality experience; and
 inspire our project teams to find innovative, cost-effective, and reliable solutions.

Our staff of 104, including 28 professional engineers, is unified under our core values of *Quality*, *Integrity*, and *Service*. Support for the project will be provided primarily out of our Bryan office.







Mike Kelly, PE Director of Engineering

> City of Navasota 2023-2024 CDBG

Steve Duncan, PE

Senior Director

Mark Adam, PE

Senior Director

B. EXPERIENCE & WORK PERFORMANCE

Bleyl partners with cities, counties, utility districts, and other governmental entities as part of our vision to continue improving Texas communities. With thousands of public projects under our belt, we have an indepth insight into the needs, goals, and challenges facing municipalities today. Our team of engineers consistently provide high-quality, sensible, and cost-effective solutions to each client's specific project requirements.



Our Public Clients

Bleyl – City Engineer

City of Calvert City of Centerville City of Franklin City of Iola City of Panorama Village City of Plantersville City of Shenandoah City of Willis Town of Anderson

Bleyl – Consulting Engineer

City of Brenham City of Bryan City of Cedar Park City of College Station City of Conroe City of Fulshear City of Hempstead City of Navasota City of Trinity Brazos County

Bleyl – District Engineer

Prestonwood Forest UD Montgomery County UD 4 (April Sound) Porter SUD Charterwood MUD East Montgomery County MUD 4 East Plantation UD Lake Conroe Hills MUD Montgomery County MUD 9 (Walden) Montgomery County MUD 16

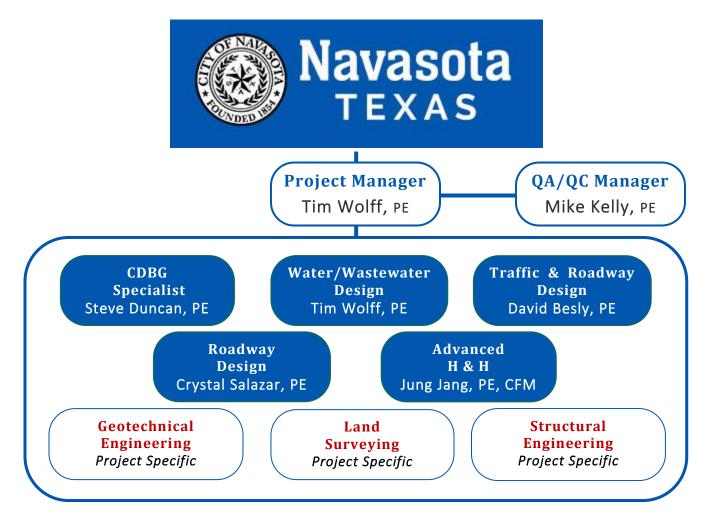
Burleson County Grimes County Montgomery County Robertson County Walker County Washington County Harris County Engineering Department Harris County Flood Control District Montgomery County MUD 18 (Bentwater) Northwest Harris County MUD 28 Northwest Harris County MUD 30 North Zulch MUD Stanley Lake MUD Texas National MUD Cooks Point WSC Dobbin-Plantersville WSC Grantwoods WSC Beach City WCID Harris County WCID 2 Anderson Water Company

At the heart of all of our engineering service is our commitment to improving Texas communities and serving others through civil engineering. We look forward to serving your community as a member of your consulting team.

"We've enjoyed a long, successful working relationship with Bleyl Engineering since 2003. They are very responsive and conduct business with professionalism and integrity. Bleyl's reputation is well known throughout the region and we strongly recommend them." - Kathie Reyer, City Administrator for



City of Navasota 2023-2024 CDBG



TEAM CAPABILITY

Bleyl's team of engineers possesses a strong background in project execution for Cities, Counties, and Utility Districts. Our leadership and project engineers have extensive civil engineering experience including water, wastewater, infrastructure improvements, public facilities, roadway & traffic engineering, drainage, and construction management. We look forward to providing design and construction support for important future improvements for the City.

The Bleyl Team will coordinate with City staff, operators, subconsultants, internal staff, and utility companies. Bleyl will ensure backup representatives remain available to accommodate project requirements for client meetings. Bleyl purposefully cross-trains each engineer on roadway, storm drainage, water distribution, wastewater collection, water supply, and water/wastewater plant design. This diversified approach provides each project with an abundance of resources to accommodate schedule changes or team member unavailability.

Project deliverables, schedules, budgets, and any project issues are discussed at biweekly, internal staff meetings. Deliverables will be provided to the Client for review at key milestones throughout the duration of the project. Bleyl understands the need of economical, quality products. We routinely manage multiple projects simultaneously and delegate workloads to handle work efficiently.

Bleyl's approach to project management has led to numerous successful projects for multiple cities and districts throughout the Brazos Valley.

The following pages contain our Team Resumes and a breakdown of our Capabilities and Experience.



Project Manager / Water-Wastewater Design

With over 19 years of experience, Tim was formerly the Stormwater Engineer and City Engineer for the City of San Angelo and has extensive design, assessment, and construction experience. He has also managed civil engineering design and consultation for numerous public and private projects, including the design of site developments, roadways/pathways, subdivisions, water plant/distribution systems, sewer collection systems, and stormwater drainage facilities.

Relevant Experience

Public Clients City of Hempstead State Highway 6 Utility Extension and Lift Station

Tom Green County

2017 Grape Creek PWS CDBG Water System Improvements,

2017 Carlsbad FWSD CDBG Water System Improvements, Carlsbad, TX

2016 Carlsbad Loop Water Plant & Water Wells, Carlsbad, TX

2015 Dove Creek MUD Water System Improvements, San Angelo, TX

Stormwater Management Program Creation

David Memorial Lift

City of Navasota 2021 Water System Model

2021 City-wide Street and Utilities2021 Fire Hydrant Replacements

2019 Alleyway Reconstruction

2018 Sanitary Sewer Replacement

Public Works Warehouse Bidding

City of College Station Dartmouth Street Extension Phase 1

Crescent Pointe Parkway Street and Sidewalk Design **City of Shenandoah** Elevated Storage Tank Rehabilitation

David Memorial Lift Station

City of San Angelo Red Arroyo Multi-Use Trail System

Downtown Streetscape Revitalization and Beautification

Fire Training Center Site Development

Waters of the US Jurisdictional Determinations

Fire Station #4 Site Development

Private Clients

Rivers Edge Springs New Public Water System and Artesian Well, Angelina Co., TX

C-Force Water

Water Well Improvements, Grimes County, TX

Subdivisions Vintage Farms, Brenham,

Market Square, Brenham, TX

Edgewater, Bryan, TX

Yaupon Trails, Bryan, TX

Arrowhead Farms, Caldwell, TX

Kyle View Estates, College Station, TX

Lockhart Farms, Lockhart, TX Park Meadows, Waco, TX



Tim Wolff, PE, CFM Bryan Regional Manager BLEYL ENGINEERING

Expertise

- Water Systems
- Wastewater Systems
- Drainage Systems
- Street Paving

Qualifications

- M.E., Civil Engineering 2003 Texas A&M University
- B.S., Civil Engineering 2002 Texas A&M University

Licensed Professional Engineer Texas No. 100110

Affiliations

Texas Society of Professional Engineers (TSPE), Brazos

Brazos Trace

Market Square Master-Planned Development, Brenham, TX

Fairview Terrace Apartment Complex, Brenham, TX

Lockhart Farms Phase 1 Multi-Family Development, Lockhart, TX

Lockhart Farms Phase 2 Single-Family and Commercial Subdivision, Lockhart, TX

Academy Sports & Outdoors Site Development, College Station, TX



QA/QC Manager

With over 20 years of experience in civil engineering, Mike has worked extensively with municipalities, utility districts, and private developers. His design experience includes roadways, water plants, water distribution, wastewater collection, drainage facilities, singlefamily residential, commercial development, sewer collection and rehabilitation, and lift stations. With Bleyl since 2006, Mike manages numerous clients and various types of projects. As Senior Director of Engineering, he oversees all the work under design at the corporate office and is heavily involved in the QA/QC processes. Mike provides routine quality control oversight for various Public Works projects for other project managers at Bleyl Engineering.

Relevant Experience

City Engineer City of Montgomery 2007-2012

District Engineer Porter SUD 2006 - Present

Water Plant Quality Control

Impact Fee Study Update, Porter SUD

GST and Booster Pump Addition, Porter SUD

Water Plant 25, City of Conroe

Panorama Cooling Tower, City of Conroe

Robinwood Water Well Replacement, City of Conroe

Buckingham Water Plant, Montgomery County MUD 9

Jasper Well, Lake Bonanza WSC

Studies

Water Distribution Planning, Conroe MMD No. 2

Water & Sewer Rate Study, UD 4

Water Distribution Quality Control

2021 ACP Waterline Replacement

US 75 Extension, City of Willis

ACP Pipe Replacement, City of Shenandoah

Waterline Extension, East MC MUD 4



Waterline Extensions, Lake Bonanza WSC

Wastewater Quality Control

White Rocks Lift Station Design

Lift Station Consolidation Area 3

Camp Silver Springs Lift Station Consolidation

Shenandoah Sewer Model

UD4 Water And Sewer Rate Study

Sanitary Sewer Extension to Grand Texas Storage

Conroe WWTP Berm Evaluation

EMUD Lift Station No. 3

West Summerlin & Gun Range Lift Station Consolidation

Area No. 1 Lift Station Consolidation

Mackenzie Creek 2 Lift Station

EMUD 4 Lift Station

Camp Silver Springs Sewer Rehab and Lift Station Expansion

Park on the Lake Sanitary Sewer Reroute

Chandler Street Sanitary Sewer Reroute Phase 1

Stanley Lake KOA Lift Station

Horizon RV Sanitary Sewer Extension & Improvements City of Navasota 2023-2024 CDBG



Mike Kelly, PE Director of Engineering BLEYL ENGINEERING

Expertise

- Quality Assurance and
 Quality Control
- Municipal Engineering
- Roadways
- Drainage
- Project Management

Qualifications

B.S., Civil Engineering 1999 Clemson University

Licensed Professional Engineer Texas No. 94562

Community Service

Salt & Light Homeschool Sports Co-Founder, Board Member Head Cross Country Coach Head Track Coach 2015-Present

The Ark Church 2007 to Present

Roadway & Drainage Quality Control

Sorters Road Phase I & II

Calvary Road Culvert Crossings

Jubal Early Drainage

Tamina West & Research East Turn Lanes

Willis CDBG 2016 Drainage Projects

CBDG Specialist

With **over 25 years of experience**, Steve has garnered invaluable insight in the field of civil engineering with a focused emphasis on municipal grant-funded projects. He has generated numerous comprehensive plans, feasibility reports, and specialized civil engineering studies. His fields of expertise include project design, project management, and construction management for municipal water systems, wastewater systems, street paving and drainage systems. Steve has worked with numerous grant funding agencies.

Relevant Experience

CDBG Projects City of Navasota 2008 Wastewater Lines

2014 Ground Storage Rehab

2018 Wastewater lines

Town of Anderson 2000 First Time Wastewater System

City of Bedias 2000 First Time Wastewater System

2008 Sanitary Sewer Collection and Treatment

Burleson County 2008 Lyons WSC Water Well #3

2019 Cooks Point WSC Well #2

City of Calvert 2002 Wastewater Line Replacement

2005 Wastewater Lift Station Replacement, City

2008 Wastewater Line Replacement

2011 Ground Storage Tank Replacement

City of Franklin

2005 Highway 79 Lift Station

2006 Elevated Tower Coating

2007 WWTP and Lift Station Replacement

2011 Elevated Tower Addition

2011 Water Well and Water Plant 2

2019 Wastewater Disinfection Addition

City of Centerville 2000 Wastewater Line Replacement

2001 Wastewater Line Replacement

2002 Ground Storage Tank Addition

2003 Water Line Replacement

2005 Wastewater Line Replacement

2010 Wastewater System Improvements

City of Navasota – Other Projects 2017 TCF-DRP Sidewalk

2019 Wastewater Permit Renewal



Steve Duncan,

Senior Director

BLEYL ENGINEERING

Expertise

- CDBG/Grant Funding
- Municipal Engineering
- Streets & Drainage
- Water & Wastewater

Qualifications

B.S., Civil Engineering 1993 Texas A&M University magna cum laude

Licensed Professional Engineer Texas No. 83252 Oklahoma No. 23360 LEED AP

Affiliations

TSPE, Brazos Chapter 2013 Engineer of the Year 2000 Past President 1998 Young Engineer of the Year Project Management Institute WEAT Chi Epsilon Tau Beta Pi

Community Service

Family Promise Brazos Valley 2017 to Present

Lions Club of Bryan 2003 to Present (Past President)

KOR Educational School 2009 to Present (Past President)



Roadway & Traffic Design

David has extensive design experience with **over 25 years** of planning, design, modeling, and management of a variety of transportation projects. His expertise includes schematic design, roadway design, drainage design, traffic operations studies and design, and the development of plans, specifications, and estimates for Cities, Counties, and TxDOT. He is TxDOT pre-certified in 4.1.1 Minor Roadway Design, 4.2.1 Major Roadway Design, 7.1.1 Traffic Engineering Studies, 7.3.1 Traffic Signal Timing, 8.1.1 Signing, Pavement Marking and Channelization, 8.3.1 Signalization, 10.1.1 Hydrologic Studies, 10.2.1 Basic Hydraulic Design, 10.3.1 Complex Hydraulic Design. He has experience with AutoCAD, Civil 3D, Microstation, WinStorm, HouStorm, HEC-HMS, StormCAD, Synchro, and HCS traffic capacity software.

Relevant Experience

Roadway Design

Nash at Broadmoor Roundabout, Bryan, TX – Retrofit existing intersection with roundabout to address community. \$362,000

Numerous Subdivisions, Bryan, TX – Roadway, drainage, and utility extensions. \$1,174,000 -\$3,248,000

Rock Prairie Road, College Station, TX – Rehab of two miles of two-lane asphalt roadway from west of Bird Pond Road to east of William D. Fitch. \$1,500,000

Cooner Street Reconstruction, College Station, TX – Reconstruction of a 27' residential street in a 30' right-ofway. \$2,200,000

Dartmouth Extension Phase 1, College Station, TX – Extension of 730 LF of major collector roadway, including concrete pavement, sidewalks, storm drains, waterlines, sewer lines, erosion control, work zone traffic control, and signing and striping. \$700,000 Victoria Drive Extension, College Station, TX – , 0.5-mile extension of a suburban collector, \$1,800,000

William D. Fitch Parkway Widening, Phases 1 & 2, College Station, TX – 0.7-mile reconstruction of a two-lane rural section to four-lane urban section, including reuse of an existing bridge and construction of parallel bridge. \$6,800,000

Traffic Engineering Mackenzie Creek TIA & Traffic Signal Design, Conroe, TX – See *Traffic Engineering Experience* for project details.

Yaupon Trails Zoning TIA, Bryan, TX – See Traffic Engineering Experience for project details.

S. Pine Lake TIA & Signal Design, Conroe, TX – See *Traffic Engineering Experience* for project details.

Dartmouth Zoning TIA, College Station, TX – See Traffic Engineering Experience for project details.



David Besly, PE

Department Manager -Transportation

BLEYL ENGINEERING

Expertise

- Roadway Design
- Traffic Engineering

Qualifications

B.S., Civil Engineering 1991 Texas A&M University

Licensed Professional Engineer Texas No. 81873

Technical

Tech. Publications Signal Timing Impacts on Air Quality, ITE Policy Efforts B/CS United Standards TxDOT TxDOT Highway Short Course 2015-2021 TxDOT Local Government Project Procedures 2017, 2020 Precertifications 4.1.1 Minor Roadway Design 4.2.1 Major Roadway Design 7.1.1 Traffic Engineering Studies 7.3.1 Traffic Signal Timing 8.1.1 Signing, Pavement Marking and Channelization 8.3.1 Signalization 10.1.1 Hydrologic Studies 10.2.1 Basic Hydraulic Design

Affiliations

Institute of Transportation Engineers - Member



Roadway & Traffic Design

With **over 5 years of experience**, Crystal has had extensive design experience with planning, design, and modeling, of a variety of transportation projects. Her expertise includes roadway design, drainage design, traffic operations studies, traffic signal design, and the development of plans, specifications, and estimates for Cities, Counties, and TxDOT.

Relevant Experience

Roadway Design

Dartmouth Extension Phase 1, College Station, TX – Preliminary Plan, Final Plat, and Development of 730 LF of major collector roadway including concrete pavement, sidewalks, storm drains, waterlines, sewer lines, erosion control, work zone traffic control, signage, and striping \$700,000

Mas Fajitas, College Station, TX – Site design added 59-space parking lot. \$200,000

Navasota Healthpoint, Navasota, TX – Site design added 49-space parking lot. \$400,000

Grogan's Mill at Research Forest SB Right Turn Lane, The Woodlands, TX – PS&E for channelized right turn lane including horizontal and vertical geometric design, drainage system modifications, sidewalks, signage, pavement marking, traffic control plan, and SWPPP. \$133,000

Greens Prairie Road (William D. Fitch Parkway) Widening, Phase 1, College Station, TX – 0.7-mile reconstruction of a two-lane rural section to four-lane urban section from SH6 to Pebble Creek Parkway. \$3,000,000

Traffic Studies

Barton Woods at LP 336, Conroe, TX – PS&E for City traffic signal installation to TxDOT standards and TIA requirements, including traffic signal, modifications to signs and markings, and sidewalk construction for pedestrian access.

S. Pine Lake at SH 105, Conroe, TX – PS&E for City traffic signal installation to TxDOT standards and TIA requirements, including traffic signal modifications to existing signs and markings.

Yaupon Trails TIA, Bryan, TX – Traffic Impact Analysis including traffic data collection for two existing intersections and analysis of multiple design year impacts based on phased completion of the development.

Mackenzie Creek TIA, Conroe, TX – Traffic Impact Analysis of proposed development including analysis of five existing intersections, two proposed intersections, and analysis of multiple design year impacts based on phased completion of the development.

Brenham Market Square TIA, Brenham, TX – Traffic Impact Analysis of proposed development necessary for driveway permits and City and TxDOT approval. Project



Crystal Salazar,

Project Engineer
BLEYL ENGINEERING

Expertise

- Roadway Paving
- Traffic Studies / Design
- Traffic Control Plans
- Traffic Impact Studies

Qualifications

- B.S., Civil Engineering 2017 Texas A&M University
- Licensed Professional Engineer Texas No. 100110 142963

Affiliations

Institute of Transportation

included analysis of eight existing intersections, nine proposed intersections, and analysis of multiple design year impacts based on phased completion of the development.

Pine Lake Cove TIA, Conroe, TX – Traffic Impact Analysis of proposed development including analysis of five existing intersections, two proposed intersections, and analysis of multiple design year impacts based on phased completion of the development.



Advanced Hydrology & Hydraulics

With **over 21 years of experience**, Jung has a wide range of proficiency in hydrology and hydraulics engineering. Mr. Jang's experience includes preparation of drainage analyses, floodplain mitigation, drainage facilities design, and development of low impact development drainage plans. Jung has in-depth experience many floodplain issues, including the preparation of LOMA, LOMR-F, and LOMR submittals, as well as coordination with FEMA and its technical consultant during the submittal review process.

Relevant Experience

Drainage Projects – Public Clients Gapps Bayou Watershed Study – Fort Bend County Drainage District

T501-01-00 Regional Detention Study – Harris County Flood Control District

Emerald Forest Drainage Improvements – Harris County Engineering Division

Hydrologic/Hydraulic Impact Analysis for 240-Acre Crosby Eastgate Mitigation Bank – Harris County Flood Control District

Buffalo Bayou Manning's 'n' Value Investigation Report – Harris County Flood Control District

Roadway Drainage Projects Spring Stuebner Road Segment "B" Drainage Analysis – Harris County, Texas

Freeport Street Drainage Analysis – HCPID AED Design Services

Eagle Drive Roadway Improvement Drainage Analysis – City of Mont Belvieu, Texas

Cypress-Rosehill Road Drainage Analysis – Harris County, Texas

W. Rayford Road Drainage Analysis – Harris County, Texas

Stella Road – Fort Bend County, Texas

Master-Planned Communities

Glendale Lakes – JDC Development, Fort Bend County

Massey Oaks, Massey Oaks Ltd.– City of Pearland, Brazoria County

Jasmine Heights – D.R. Horton Development, Harris County

Freeport Industrial Park Development – Skymark Development, Brazoria County, Texas

Morton Creek Ranch – Woodmere Development, Harris County

Airport Commerce Development – Sky Mark Development

Georgetown South Master Drainage Plan – Delta Troy Development

FBCMUD 50 Master Drainage Plan – Fort Bend County MUD 50

LID Community Ella Boulevard LID Subdivision Tract – Harris County Engineering Division

FEMA Submittals Enterprise Products Facility CLOMR – Enterprise Products Partners L.P., Chambers County

Morton Creek Ranch LOMR – Woodmere Development, Harris County



Jung Jang, PE, CFM Lead Hydrologist BLEYL ENGINEERING

Expertise

- Stormwater Management
- Drainage Mitigation and Master Planning
- Floodplain Analysis and FEMA Regulation

Qualifications

- B.S., Civil Engineering 2001 Texas A&M University
- Licensed Professional Engineer Texas No. 101118

FEMA Submittals Continued Eagle Creek LOMR – Skymark Development, Harris County

Cypress-Rosehill Road LOMR – Harris County, Texas



Water & Wastewater Capability

Bleyl Engineering has been responsible for the design and construction management of hundreds of water and wastewater projects. Many of the projects involve rehabilitation and/or expansion of existing facilities. We have full plant, linework, and modeling capabilities for both water and wastewater.

The following is a summary of our capabilities:

Sanitary Sewer Design

We have performed hundreds of thousands of feet of sanitary sewer design.

Sewer Plant Design

We perform new and rehabilitation projects for wastewater treatment plants. We also perform permitting services.

Lift Station & Force Main Design

We have significant lift station expertise. Our lift station team includes engineers with significant design and construction experience including the development of the College Station Lift Station Design Guidelines.

Water Plant Design

We routinely perform new and rehabilitation projects for both water supply and plant facilities. We are intimately familiar with the Aquifers in the area and have numerous recent water plants in the vicinity including aerators, cooling towers, pumps, disinfection, ground storage tanks, and elevated storage tanks.

Water Line Design

We have performed hundreds of thousands of feet of water line design.

Water/Sewer Capacity Analysis

We routinely perform capacity analysis and have performed system modeling for numerous individual projects as well as for entire municipalities.



Large Diameter Waterline (24" and Larger)

We have performed large diameter water up to 30" diameter.

Large Diameter Sewer Line (24" and Larger)

We have performed large diameter sewer up to 48" diameter including a 60" laser guided pilot tube bore.

Feasibility Studies (Water/Wastewater)

We routinely perform all types of water and wastewater studies.

Water & Wastewater Team



Water/Wastewater Experience

SANITARY SEWER REPLACEMENT

City of Navasota

Rehabilitation of over 7,700 linear feet of 6" thru 15"/16" sanitary sewer throughout 8 different sites in Navasota. The project consisted of removing or abandoning old sewer lines that were failing because of material, size, and/or alignment and replacing them with new PVC pipes. Included in the project were numerous water, gas, electric, and other utility crossings as well as concrete and asphalt trench repair. Because of the high-profile nature of this project going right through so many neighborhoods, Bleyl was instrumental in keeping the homeowners and public abreast of the project.



Many individual homeowners were contacted, and an article was written for the local newspaper. Bleyl was responsible for not only the preliminary and final design, but also cost estimates, construction administration, and overseeing construction management. Our experience in utility rehabilitation and the construction industry in the Brazos Valley helped us to generate a cost estimate that was only 6.5% above the actual awarded bid price. In addition, three of the four bids were all within 2% of each other on a \$1 million construction project. Because of our cost-effective design, the City was able to award all alternate bid sections of the desired project within budget. Challenges to the project included large tree protection, traffic control, and unknown existing utility locations.

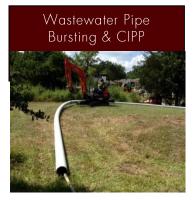
Key Personnel:Tim Wolff, PEDate/Cost:2019 / \$1.0MClient Reference:Jennifer Reyna:(936)825-6450, jreyna@navasotatx.gov

STANLEY LAKE MUD WASTEWATER LINING

Stanley Lake MUD

Bleyl Engineering provided design and project management for the rehabilitation of aging sanitary sewer in the Cape Conroe Subdivision. Sewer lines were cleaned with high pressure spray and then lined with cured-in-place pipe or relined by pipe bursting old cracked clay pipe and pulling a new HDPE sewer line through the old pipe.

Key Personnel:Carl Rushing, PE; Jennifer Steen, PEDate / Cost:2019 / \$1.9MClient Reference:Bruce Douglas: 932-582-1010, bdouglas@slmud.com





KOA LIFT STATION & FORCE MAIN STANLEY LAKE MUD

480 GPM lift station designed to be expanded for future development. The 7,000' of 8" force main was designed to accept flow from another future lift station and future increased pump capacity. Coordination with the District, TCEQ, TxDOT, and the City of Conroe was required.

Key Personnel:Michael Sullivan, PE; Jonny Green, PEDate / Cost:2020 / \$1.0MClient Reference:Bruce Douglass: (936) 582-1010, bdouglass@slmud.com

PORTER SUD WATER MODEL Porter SUD

Using Bentley WaterCAD v8i software, a model is being prepared of the entire existing water system. The model is being created using existing GIS data and drawings, and in coordination with the District. The system services 9,800 connections with a 20-square mile service area, 7 active water plants (2 of which only have an elevated storage tank running off the system), and approximately 620,000 linear feet of water line. The model is being created

as a tool to evaluate the existing performance during the average day and max day conditions with a focus on minimum pressures and fire flow availability. The model will evaluate water plant performance and clearly show how pressure and water is distributed throughout the system over an extended period. The model will be continually updated as the system is upgraded and will be used as a tool to project the impact of proposed future developments.

Key Personnel:Mike Kelly, PEDate:2022 (ongoing)Client Reference:Jonathon Smith: (281) 354-5922, jsmith@portersud.com

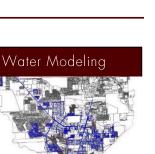
SHENANDOAH WASTEWATER MODEL

City of Shenandoah

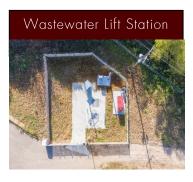
Using XP-SWMM software, a model was prepared of the City of Shenandoah's entire existing wastewater system. The system services 2,600 connections with a 1,240-acre service area, 7 lift stations, approximately 128,400 linear feet of gravity wastewater, 13,600 linear feet of force main, and one 1.3 MGD wastewater treatment plant. The model was created as a tool to evaluate the existing system performance during the average day. The model evaluates lift station performance and clearly shows how full gravity pipes are flowing. The model will be continually updated as the Shenandoah's wastewater system is upgraded and will be used as a tool to project the impact of proposed future developments within the City.

Key Personnel:Derek Wind, PEDate:2020Client Reference:Kathie Reyer: (832) 585-8140, kreyer@shenandoahtx.us









JASPER WELL

MONTGOMERY COUNTY UD NO. 4 (APRIL SOUND)

Bleyl Engineering provided the design for the expansion of an existing water plant where the old well had to be plugged. The improvements included a 1,200 GPM water well, Nuform "Conform" building with motor controls, chlorine disinfection, polyphosphates system, yard piping, and drainage improvements. These plant improvements were adjacent to a residential



neighborhood and required a sound survey and ambient noise model to install a temporary sound wall during construction. This project required coordination with the City of Conroe, Montgomery County, and the TCEQ. The project is currently under construction and scheduled for completion in August 2022.

Key Personnel:Carl Rushing, PEDate / Cost:2020 / \$3.25MClient Reference:Gary North, President: (936) 444-3242, gnorth@consolidated.net

LAKE BONANZA JASPER WELL

LAKE BONANZA WATER SUPPLY CORP.

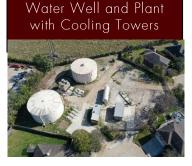
Bleyl Engineering provided planning, design, bidding, and construction oversight services for the construction of a 500 gpm water well in the Jasper Aquifer. The site improvements included a CMU block building with motor controls, drainage improvements, chlorine gas disinfection, polyphosphates system, perimeter fence and all-weather road. The project also included piping from the well discharge header with piping to tie into an existing 6" transmission line to convey water to Water Plant No. 1 for blending. Existing remote Well No. 2 will be converted to chlorine gas disinfection. The project is under contsruction and scheduled for completion in August 2022



Key Personnel:Carl Rushing, PE; Michael Sullivan, PEDate / Cost:2022 / \$1.8MClient Reference:Mary Wesolick, President: (936) 856-4199, board@LakebonanzaWSC.com

BUCKINGHAM WATER PLANT MONTGOMERY COUNTY MUD 9

Bleyl Engineering provided planning, design, and project management for a 1,400 GPM water well in the Catahoula Aquifer that can be modified to pump 1,700 GPM or more with the inclusion of a variable frequency drive. Plant improvements included a new MCC building with controls and water treatment equipment, cooling towers to cool the warm Catahoula aquifer water, a cool water wet well to collect the cooled water, and transfer pumps to fill the ground storage tanks. New booster pumps were included in the plant upgrades. Bleyl Engineering made sure the proposed MCC building,



electrical components, and conduit were designed to handle future plant improvements. This plant included equipment and programming to monitor and run plant facilities by using the District's SCADA System. Existing ground storage tanks and the hydropneumatic tank were recoated and kept in service.

Key Personnel:Carl Rushing, PEDate / Cost:2020 / \$4.2 MClient Reference:Charles Barron:(936)203-2585, Tx3Barron@gmail.com



City of Navasota CDBG 2023-2024

WATER LINE EXTENSION

PORTER SUD

Installation of approximately 50,000 linear feet of waterline funded by a TWDB Drinking Water State Revolving Fund (DWSRF L070044). As a measure to extend the funding to as many improvements as possible, the District installed the water lines through a combination of contracts as well as using force accounts to install waterlines with their own labor. Bleyl supported these efforts with design and management of 12 separate contracts.

Key Personnel: Mike Kelly, PE 2014 / \$1.5M Date / Cost: Client Reference: Doug Pillow: (281) 354-5922, dpillow@portersud.com

WATER LINE INTERCONNECT

Pine Lake Cove / Stanley Lake MUD

This project consisted of the extension of approximately 4,000 LF of 12-inch water line and 1,500 LF of 8-inch water line to serve the proposed Pine Lake Cove development while the water plant is completing construction. Ultimately, the line will provide emergency supply to Pine Lake Cove and redundancy for Stanley Lake MUD. This route also crosses a portion of Lake Conroe, adjacent to SH 105. The original design concept was to suspend the pipe from the bridge. However, upon discussions with TxDOT, we were

informed that the connection to the bridge would not be allowed. Therefore, an independent pipe bridge was designed to support the water line. Bleyl conducted coordination with the SJRA for the pipe bridge installation in Lake Conroe, TxDOT for spacing from the bridge, and other utilities for additional installation considerations.

Key Personnel: Travis Walker, PE; Steffanie DeLoss, PE Date / Cost: 2020 / \$0.99M Client Reference: Perry Senn: (281) 350-6262, p.senn@canterraclassics.com

WATER TRANSFER LINE

Montgomery County UD 4 (April Sound)

The project involved the installation of approximately 6,000 LF of 12-inch water line, associated hydrants, valves, and appurtenances. It was designed to connect the two halves of the District. Prior to starting the project, we used water modeling software to determine if the project would provide positive feedback or if other changes would need to be made along with adding the transfer line. Ultimately it was determined that the project would have a positive impact for the District during average day conditions with no changes and during max day conditions if controls were to be adjusted.

Key Personnel: Mike Kelly, PE 2022 / \$0.6M Date / Cost: Client Reference: Gary North: (936) 756-1644, anorth@consolidated.net

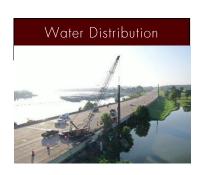




Water Distribution







Water Extension

Drainage & Roadway Capabilities

Bleyl Engineering has been responsible for the design and construction management of hundreds of roadway paving and drainage projects. Many of the projects involved the widening and/or conversion of an existing asphalt roadway to concrete curb and gutter paving with storm sewer improvements and utility adjustments. In addition, we provide comprehensive drainage engineering services. Our experience includes drainage evaluations, studies, master drainage plans, FEMA floodplain studies, modeling, channels, detention facilities, storm sewer systems, and flood control structures.

The following is a summary of our capabilities:

Roadway Design

We routinely design asphalt and concrete new roads, widenings, and rehabilitations per the City/County/TxDOT standards. Traffic studies are often conducted to determine if signalization is recommended or required.

Storm Sewer & Detention Pond Design

Bleyl analyzes and designs site-specific storm sewer and detention ponds per the City/County/TxDOT standards. Bleyl uses value engineering by choosing the appropriate storm water conveyance mechanism that meets the capacity requirements within the client's budget.

Feasibility Studies

We routinely perform Preliminary Engineering Reports for proposed streets and drainage facilities.

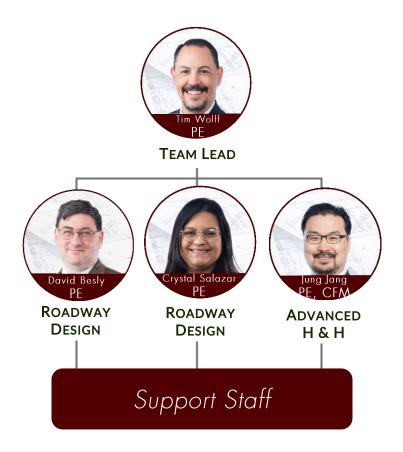
Storm Water Services

Bleyl Engineering is skilled in complex hydrologic and hydraulic design and analysis. We routinely use our expertise to implement stormwater management designs which reduce the risk of flooding and increase resiliency.

Floodplain Management

We are well-versed in current FEMA regulations and regularly complete FEMA map revisions (LOMC). Our hydrology and hydraulics team works with all departments, agencies, and parties involved on projects spanning the public and private sectors. Our goal is to ensure there is a clear understanding of flood risk and that practical, sustainable, and feasible mitigation strategies are incorporated into our designs. Our team is equipped with the technical skills and experience to complete traditional designs and are proficient at finding solutions to complex problems using 2D and unsteady state approaches.

Roadway & Drainage Team





Drainage & Roadway Experience

WALDEN ROAD WIDENING

Montgomery County

Replacement of an existing 2-mile, 2-lane County Road with a 3-lane section to increase capacity by removing left-turns. Drainage improvements to reduce the amount of standing water included an additional 30" pipe to equalize the flows and allow more runoff to enter the storm system and the roadside ditch was widened and deepened to allow for in-line storage.

Key Personnel: Mike Kelly, PE Date / Cost: 2021 / \$5.0M Client Reference: Mike Beitler: (936) 539-7851, <u>mike.beitler@mctx.org</u>

ROCK PRAIRIE ROAD REHAB

City of College Station

The project included the rehabilitation of 2.4 miles of Rock Prairie Road (2 lanes, no shoulders) from east of Medical Avenue to west of William D. Fitch in the City of College Station. The project included the removal of failed CMP drainage structures and replacement with concrete pipe and box structures and safety end treatments, and rehabilitation of the pavement structure. Bley worked closely with Terracon and Texas A&M to develop 3 alternate pavement rehabilitation strategies including the use of foamed asphalt recycling, emulsified asphalt recycling, and traditional full depth replacement. The bid package included a base bid and alternates to allow the City to compare the relative costs of each of these strategies. During construction Bleyl worked with the City and the contractor to modify the

Work Zone Traffic Control Plan to fit the contractor's proposed construction methods.

Key Personnel:David Besly, PEDate / Cost:2016 / \$1.5MClient Reference:Casey Rhodes: (979) 764-6248, crhodes@cstx.gov

FISH CREEK THOROUGHFARE EXPANSION

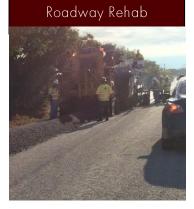
Montgomery County

Widening of 1.82 miles of Fish Creek Thoroughfare from a 2-lane roadway to a 4-lane boulevard asphalt section with shoulders, median, drainage, intersection crossings, and left-turn lanes. The project required the crossing of high volatility/high pressure pipelines and coordination with the pipeline companies. The roadway needed to remain open to the public throughout the construction phase, so Bleyl designed a detailed Traffic Control Plan to maintain public access to the many side streets and adjacent subdivisions. Bleyl's commercially-licensed pilot flew our drone once every two weeks over the project alignment to provide video progress updates to the County.

Team Leader:David Besly, PE; Derek Wind, PE, CFMDate / Cost:2018 / \$2.2MClient Reference:Jeff Johnson: (936) 538-3503, jeff.johnson@mctx.org









2019 TXCDBG HARVEY ROADS REHABILITATION

Walker County

The project, currently in design, involves the reconstruction of approximately 9 miles of roads throughout the County. The road rehabilitations are to repair damage due to Hurricane Harvey, as well as improve mobility and the ability of the roads to withstand damage during future flooding events. The roads to be rehabilitated include: Oak Trail Road, Raintree Street, Roark Road, Whippoorwill Street, M. Williams Road, Wire Road Loop, Williams Road, Koonce Road, Plantation Road, Harding Street, Mike Slott Road, Phelps Creek Drive, Phelps Slab Road, and Southwood Drive. Additionally, the project includes the construction of a flood gauge on the CR 247 Bedias Creek bridge crossing. The grant was approved and is being administered by the Texas General Land Office.

Key Personnel:Jonny Green, PE; Derek Wind, PEDate / Cost:2021 / \$3.6MClient Reference:Bill Daugette: (936) 295-7984, bdaugette@co.walker.tx.us

WHITE OAK CREEK FLOODPLAIN STUDY

Panorama Village, Texas

H&H analysis of an existing creek through a developed residential neighborhood to determine base flood elevations, to map inundation limits, and propose improvements to road crossings to mitigate residential structure flooding. The study included the analysis of two (2) watersheds with an accumulated area of 61-acres using the NRCS hydrograph method. The steady-state HEC-RAS model was used to model 1,700' of creek, including three culvert crossings and a run of storm sewer pipe.

Key Personnel:Derek Wind, PE, CFMDate:2018Client Reference:Lynn Scott: (936) 856-2821, mayor@panoramavillagetx.org

EAST REGIONAL POND STUDY Shenandoah, Texas

A comprehensive PER to evaluate regional drainage issues within a large watershed on the east side of the City of Shenandoah. This project required advanced H&H modeling and detailed coordination with multiple utilities, agencies, property owners, and sub-consultants to determine the feasibility of a regional solution to widespread flooding and standing water. The project included hydrologic analysis of several watersheds totaling 1,500 acres and

a hydrologic model that included several regional detention ponds, some of which were interconnected. It also included an unsteady-state hydraulic analysis using HEC-RAS that included lateral weir structures, convergence junctions, divergence junctions, and a bridge crossing. The study provided multiple project options as well as phasing options that would solve the City's drainage problems. The final proposal is a \$22 million pumped pond project to be constructed once funding is available. Bleyl is currently assisting the City in applying for grant funding for this project through the Texas Department of Emergency Management.

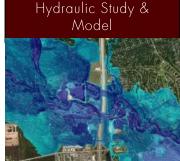
Key Personnel:Derek Wind, PE, CFMDate:2017Client Reference:Kathie Reyer: (832) 585-8140, kreyer@shenandoahtx.us



City of Navasota CDBG 2023-2024











Traffic Engineering Capability

The following is a summary of our Traffic Engineering capabilities:

Traffic Signal Timing

We provide signal timing recommendations during the construction phase of signal design projects. Signal timing implementation is typically done by the signal contractor or signal operating agency depending on jurisdiction preferences.

Traffic Studies

Bleyl performs 5-6 Traffic Impact Analysis (TIA) studies per year for various development clients. These TIA studies include operational analysis, traffic signal warrant studies, and intersection sight distance analysis. Additionally, we have performed independent operations and warrant studies for intersections in public works street projects as well as speed studies and compliance studies for evaluation of enforcement strategies. We work with several sub-consultants to provide traffic data collection.

Signal Design

We have designed three new signal installations and two signal modifications in the past 5 years. Our signal designs are typically based on TxDOT requirements while tailoring the design to City or County operations.

Traffic Control Design

Bley provides work zone and event traffic control design as a stand-alone product to contractors and event organizers, as well as including traffic control in public works street and/or utility projects. Our most recent traffic control plan was for the emergency replacement of a sanitary manhole in Caldwell, Texas located in the intersection of N. Porter Street and SH 21. We completed this in 48 hours to support the contractor hired by the City to make the replacement.

Traffic Calming Analysis

We routinely evaluate traffic calming measures for a variety of municipal clients to ensure that the proposed measure is a good fit for proposed location and will not lead to unforeseen issues with emergency vehicles or neighborhood traffic patterns.

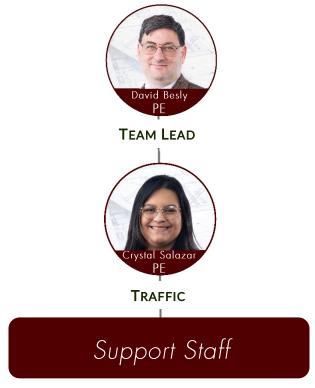
TIA Review

In addition to preparing TIA's for development, Bleyl also provides TIA review for several municipal and county clients.

Thoroughfare Planning and Modeling

We have helped several Municipalities and Counties prepare and update thoroughfare plans to address development patterns and anticipated traffic growth.

Traffic Engineering Team





Traffic Engineering Experience

MACKENZIE CREEK TIA & TRAFFIC SIGNAL DESIGN

Academy Development – Conroe, TX

Traffic Impact Analysis for a driveway permit for the connection of a

subdivision street to LP 336. Study included the effects of the proposed subdivision and several adjacent subdivisions. Traffic Signal design for Barton Woods at LP 336 in Conroe to TxDOT/City of Conroe Standards.

David Besly, PE Key Personnel: Date / Cost: 2019 Study, Construction Phase / \$0.35M Client Reference: Louis Trapolino: (281) 671-9000, <u>ltrapolino@academyhouston.com</u>

YAUPON TRAILS ZONING TIA

CTX Land Investment – Bryan, TX

Traffic Impact Analysis of proposed 189-acre mixed-use development on SH 30 for City of Bryan rezoning. Project included traffic data collection for two intersections, trip generation and distribution, existing conditions analysis, analysis of multiple design year impacts based on phased development, and multiple SH 30 TxDOT driveway permits.

Key Personnel: David Besly, PE Date: 2019 Client Reference: Doug French: (979) 690-1222, dfrench@stylecraftbuilders.com

S. PINE LAKE TIA & SIGNAL DESIGN

Clay Road 628 Development – Conroe, TX

Traffic Impact Analysis required by City of Conroe/TxDOT for proposed 270-Acre mixed-use subdivision. TIA included analysis of 2 signalized intersections and 3 unsignalized intersection on SH 105 and two unsignalized driveways on S. Pine Lake Road. Traffic Signal was designed for the widening of S. Pine Lake Road at State Highway 105 to TxDOT/City of Conroe Standards.

David Besly, PE Key Personnel: Date / Cost: 2019 Study, Construction Phase / \$0.17M Client Reference: Joshua Penton: (281) 770-8014, josh.penton@meritagehomes.com

DARTMOUTH ZONING TIA

CTX DEVELOPMENT – COLLEGE STATION, TX

Zoning Traffic Impact Analysis was prepared for City of College Station review to support development of 28 Acres including the extension of Dartmouth south of FM 2818. TIA included 8 intersections within 1/2 mile of the Dartmouth @ FM 2818 intersection. Bleyl has prepared multiple TIA's in various jurisdictions and can use that experience in reviewing TIA's for the City or preparing TIA's for City projects being reviewed by TxDOT, the local MPO or the proposed Regional Transportation Agency.

> City of Navasota CDBG 2023-2024

David Besly, PE Key Personnel: Date: 2017 Client Reference: Doug French: (979) 690-1222, dfrench@stylecraftbuilders.com

Traffic Impact Analysis

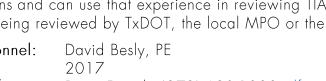
Signal Design

Traffic Impact Analysis

Traffic Impact Analysis

Signal Design

Traffic Impact Analysis





Parks & Sidewalks Capability

Bleyl Engineering has been responsible for the design and construction management of multiple sidewalks, parks, and hike and bike trails across Southeast Texas.

The following is a summary of our capabilities:

Splash Pads

We have worked with multiple vendors to design splash pads for cities and counties in Texas. The splash pads are tailored to meet the clients' requests including low maintenance, water reuse, age appropriateness, etc.

Playgrounds

As the City Engineer for Willis and Shenandoah, we have designed multiple playgrounds ranging in size and cost. We also design playgrounds for counties, municipalities, and homeowner associations.

Pavilions

Many of our park designs include pavilions over basketball courts or picnic areas. Bleyl has found it most economical to provide a performance specification for pavilions. This allows the contractors to bid using prefabricated pavilions or built in place.

Amenity Ponds

Amenity ponds can be designed to be both functional and beautiful including accent lighting, fountains and rock retaining walls.

Sports Fields

Bleyl works with landscape architects to design basketball, baseball, football, soccer, volleyball, tennis courts, etc.

Downtown Revitalizations

Bleyl has worked with multiple cities using CDBG grants to transform downtown areas including streetscapes, parking, signage and pedestrian access.

Memorial Parks

We are currently working with the Veterans Memorial group in Montgomery County to expand the Veterans Memorial Park at the corner of I-45 and SH 105. The park includes an amenity pond, sidewalks, pedestrian bridge, flag park and memorials. Design is underway to include a guest center.

Hike & Bike Trails

Bleyl has designed sidewalks and hike and bike trails for numerous cities, counties, homeowner associations and developers. Designs include adjacent to new development, inside existing road right-ofway, in parks and along existing drainage channels.

ADA Compliance

All the sidewalks, parks, parking, and playgrounds are designed to meet ADA compliance. Bleyl registers projects online through the Texas Department of Licensing and Regulations. Bleyl works directly with a ADA Specialist to review the plans during design.

Parks & Sidewalks Team



DESIGN



ALLIGATOR CREEK HIKE AND BIKE TRAIL

City of Conroe

Bleyl Engineering was contracted by the City of Conroe to design a sidewalk along Alligator Creek and Bettes Street. Improvements included approximately 800 feet of 5-foot wide sidewalk along Bettes Street and 1,100 feet of 8-foot wide sidewalk along Alligator Creek from SH-75 to Roberson Park. Included electrical improvements to extend lighting along the sidewalk and drainage improvements for Alligator Creek and surrounding ditches/storm sewers.

Key Personnel:Derek Wind, PEDate / Cost:2020 (Design) / \$0.4M (Estimated)Client Reference:Ann Colina, PE: (936) 522-3129, acolina@cityofconroe.org

SALLAS PARK Montgomery County Precinct 4

Bleyl Engineering provided design services for Sallas Park in Montgomery County Precinct No. 4. The park improvements included a large splash pad with spray water features adjacent to a 30-foot x 50-foot steel gable covered concrete pavilion. The pavilion featured multiple tables, lighting, and outlets to provide a space for recreation and a new restroom facility with an outdoor shower located near the splash pad. The new updated playground area includes a new, larger, play structure and two swing sets from Superior Playgrounds. The playground area was constructed in a location with

Playgrounds. The playground area was constructed in a location with sufficient adjacent space to accommodate additional play elements should the County opt for future expansion. The park improvements were designed to avoid the removal of any trees while creating a highly functional park environment.

The project design included a meandering 4-foot wide ADA compliant sidewalk connecting all the proposed park elements and the existing concrete covered pavilions, playground structures, and basketball courts. The sidewalk was designed to allow for efficient travel throughout the park while minimizing excess concrete paving during construction. Steel sidewalk drain plates were implemented on sidewalk sections where needed to minimize ponding at sidewalks and allow for stormwater to sheet flow naturally across the park. The project also included the addition of one ADA van-accessible parking spot near the entrance providing patrons ADA compliant access. Bleyl Engineering continued to provide value engineering throughout construction.

Key Personnel:Mike Kelly, PECompletion Date:2020 (Design) / \$1M (Estimated)Client Reference:Phyllis Martin: (281) 577-8919, opt 3, Phyllis.Martin@mctx.org









Local Beautification Sidewalks

WILLIS MLK PARK IMPROVEMENTS

City of Willis

Bleyl Engineering provided design services for MLK Park in the City of Willis. The park improvements included a new vandalism-resistant splash pad by Kraftsman with spray water features. Due to issues with vandalism, the project design also included the installation of a new, larger, prefabricated restroom facility from Public Restroom Company made out of CMU blocks with vandalism-resistant doors and exterior matching paint. The restroom was rotated to face the west instead of the north to minimize vandalism



opportunities and allow greater visibility from the front of the road for the Willis Police Department.

The new playground area was relocated to the front of the park near the proposed parking lot for ease of access and includes multiple new structures by Superior Playgrounds. The new concrete parking lot adds 11 parking spots, including 1 ADA van accessible spot. Six-foot wide meandering ADA compliant sidewalks now interconnect the entirety of the park, including the basketball court and concrete covered pavilion, which previously did not have sidewalks. The park improvements were designed to minimize tree removal and reduce opportunities for vandalism at an affordable price. A stormwater system, including area inlets and reinforced concrete pipe were added to the design to mitigate ponding issues during rain events in the park. Anticipating growth, the proposed parking lot was constructed in a location with sufficient space for future expansion. The design also avoided impacting the existing asphalt parking lot to save on paving construction costs. Bleyl provided value engineering from the design work and throughout construction.

Key Personnel:Derek Wind, PEDate / Cost:2019 (Design) / \$1M (Estimated)Client Reference:Sheyi Ipaye, CPM: (936) 856-4611, sipaye@ci.willis.tx.us

LONGMIRE STREET REHABILITATION

City of Conroe

The project involved the widening of Longmire Road from south of FM 3083 to League Line Road. It included the removal of approximately 46,700 SY of asphalt and stabilized subgrade in addition to the excavation of 85,000 CY of roadway. It also included the placement and compaction of 19,700 CY of removed and excavated material for the embankment, 94,400 SY of 8" reinforced concrete pavement to expand the existing two-lane road into a five-lane road with a continuous center turn lane. New driveway connections had to be incorporated to accommodate heavy traffic and continued new



development throughout the design and construction phases. The Project also included an 8-ft Hike & Bike trail.

Key Personnel:Mike Kelly, PEDate / Cost:Construction Phase / \$12.0MClient Reference:Tommy Woolley:(936) 522-3122, TWoolley@cityofconroe.org



DOWNTOWN SIDEWALK REVITALIZATION

City of Cleveland (CDBG)

Bleyl Engineering provided design services for the downtown revitalization of N. Travis Avenue from SH-105 to E. Boothe Street. Over 1,300 linear feet of existing sidewalk was removed and replaced. New sidewalks were designed on the west side of the street along with the replacement of the sidewalks on the east side. On the eastern side, existing sidewalks at the business frontage were uneven and not ADA compliant. Bleyl's design provided ADA accessibility for all the businesses. The design significantly increased the amount of available parking by replacing existing parallel





parking with angled parking on both sides of the street. The nearby railroad and face of the buildings proposed a design restraint for the intended improvements. Bleyl's design overcame this restraint by decreasing the roadway lane width by one foot to allow for ADA compliant sidewalks on either side of the road. The new parking also allowed for an increase in available ADA compliant parking spaces. Bleyl proposed intersection bulb-outs as well as painted crosswalks to provide a safer and more pedestrian-friendly downtown experience. In planning for future lighting, conduit was run along the eastern side of the road to allow for stub-outs at future lighting spots while the paving was being constructed to avoid the need to cut and replace the pavement in the future. Steel sidewalk plates were added at all the roof downspout areas, as well as some miscellaneous areas to improve local drainage. Bleyl designed the parking to have a curb and gutter to direct the drainage flow away more efficiently from parking areas and into a nearby draining ditch due to recent ponding issues in the area. **Bleyl used value engineering** to reduce the brick pavers while maintaining the recommended appearance for the revitalization.

Key Personnel:Travis Walker, PECompletion Date:2016 / \$0.4MClient Reference:Scott Swigert: (281) 592-2667, sswigert@clevelandtexas.com



C. RECENT GRANT-FUNDED PROJECTS

2022 City of Humble - GLO CDBG-DR Channel Rehabilitation G 103-44-00
2022 City of Sour Lake - ARPA Generators
2022 Dobbin-Plantersville WSC - USDA Water System Upgrade
2021 City of Bryan - ARPA Wastewater Line and Lift Station
2021 City of Franklin - ARPA Water Plant Booster Pump Replacement
2021 City of Calvert - CDBG Water Plant Improvements
2021 City of Centerville - CDBG Water Plant Improvements
2021 City of Plantersville - CDBG Drainage Improvements
2021 City of Panorama Village - ARPA Utility Improvements
2021 City of Sour Lake - ARPA Generator Replacement
2021 City of Willis - ARPA Utility Improvements
2021 City of Woodbranch Village - CDBG Utility Improvements
2021 Burleson County - TIF Roadway Improvements
2021 San Jacinto County - Hurricane Harvey Disaster Recovery Drainage Improvements
2021 San Jacinto County - CDBG Utility Improvements
2021 City of Anderson - Hurricane Harvey Disaster Recovery Drainage Improvements
2020 City of Iola - TWDB SRF Wastewater System
2020 City of Calvert - Downtown Revitalization
2020 City of Navasota - Downtown Revitalization
2020 City of Trinity - Downtown Revitalization
2019 Burleson County/Cook Point WSC - Water Well Addition
2019 City of Cleveland - Downtown Revitalization
2019 City of Franklin - Wastewater Plant Improvements
2019 City of Willis - Water Plant No. 3 Improvements
2019 Walker County - Hurricane Harvey Disaster Recovery Roadway Rehab
2017 City of Willis - Water Plant No. 1 GST
2016 City of Huntsville - 11 th Street Waterline Improvements
2016 City of Willis - Disaster Recovery
2015 Tom Green County - Water Plant Improvements
2015 Carlsbad FSW - Water Plant Improvements
2012 City of Cleveland - Waterline Improvements



D. TECHNICAL APPROACH

Project Understanding

We will coordinate with the grant writer and City Staff on potential projects that can be submitted for your specified grant applications to make sure there is a consensus on project goals. We will provide engineering perspective, cost estimates, necessary consultant coordination, and proposals for the potential projects. We will assist the City and grant writer with preparing exhibits for the grant applications. Monthly project status updates will be provided to the City. Cost estimates and quantities will be developed in conjunction with preliminary design and provided to the City. We will research

potential utility conflicts that could negatively impact the project and make value engineering recommendations to reduce project cost or improve efficiency. Upon project approval by the General Land Office, the final design will commence. Coordination with consultants and the City will continue with monthly updates for the remainder of project phases and through the completion of construction.



Communication

Bleyl considers regular communication key to providing a quality design and understands the importance of

communicating early in the project with the City of Navasota and the grant writer. Before beginning the preliminary design, we will meet with the City to confirm the project schedule, verify specific project deadlines, and ensure all CDBG requirements are met. We will complete a detailed site visit observing the entire project site and noting areas of concern. Bleyl Engineering has completed numerous water, wastewater, paving, and drainage projects multiple municipalities in the Brazos Valley, and our engineers have an in-depth knowledge of project requirements and expectations. We have also completed numerous CDBG projects for other municipalities throughout southeast Texas and understand the additional communication and documentation required by the Texas General Land Office.

Bleyl will communicate with the City of Navasota and the CDBG grant writer via phone calls, meetings, emails, and progress reports. After each submittal, we will meet with the City to discuss the project page-by-page and sheet-by-sheet. Additional site visits will occur throughout the design and construction phases.

We manage projects in a structured fashion divided into standard engineering phases and delivers predictable, reliable results while coordinating appropriately with other team disciplines. Our support continues throughout the design, bidding, and construction phases.

Initial Engineering and Design Support

During the first phase, an analysis of existing conditions will be completed along with the preparation of a conceptual design to present to the City staff, and as directed, to the public. Phase services will include but are not limited to:

- Define project scope and develop a schematic plan and overall project schedule;
- Complete project-specific preliminary surveys;
- Prepare conceptual level plans and specifications including cross sections/elevations, layouts, details, notes, utility conflicts, recommended relocations, and construction limits;
- Site investigation—review available record drawings and physical locations of utilities noting potential conflicts;



- Prepare a conceptual-level cost estimate including quantities;
- Conduct public meetings or workshops based on TxDOT and state funding requirements;
- Coordinate between the various consultants, grant administrator, the City, and the GLO to support subrecipient;
- Prepare documentation and coordinate with review agencies for required permitting;
- Contact utility providers to begin the process of coordinating relocations to limit utility conflicts.

Engineering and Final Design Support

After the initial engineering and design support meeting and site visit, Bleyl will continue developing the design plan sets. All plans, specifications, and cost estimates will adhere to CDBG requirements. Once we finalize the plans, specifications, and cost estimate, the documents will be submitted to the City for final review before bidding. Phase services will include but are not limited to:

- Prepare schedules for design, permitting, acquisition, and construction;
- Prepare drafts of technical specifications including cross sections/elevations, layouts, details, notes, utility relocations, and construction limits;
- Prepare preliminary level project-specific details, including construction phasing plan and other project-specific plans;
- Prepare cost estimate, bid quantities, and contract documents (opinion of probable cost);
- Meet with City staff to review project submittals;
- Revise design based on design meetings;
- Refine cost estimate based on the design changes;
- Provide information to designated individuals to develop environmental fund release reports and floodplain maps;
- Prepare documentation and coordinate with review agencies for required permitting;
- Prepare final documents;
- Finalize detailed construction plans and project specifications—to improve the accuracy of bid results;
- Meet with City staff and present final design; meet with City council or hold a public meeting if needed;
- Provide hard and electronic copies to the subrecipient of reproducible plan drawings and bid documents upon design completion and as requested.
- Submit construction notification to the TCEQ, TDLR, etc.;

Bid and Award Support

Bleyl's team will assist the City during the bidding process and will advise and assist in contractor selection. This includes providing bid package development and solicitation support, bid-related documents development and issuance support, attending the pre-bid conference; responding to bidder's questions and preparing addenda as necessary; helping evaluate received bids and complete bid tabulation; comparing bid prices to the project budget; and evaluating comparative completed projects by short-listed bidders. We will provide assistance in negotiating/finalizing contract documents in



accordance with program and subrecipient requirements, including the issuance of the Notice to Proceed. We will also assist the City in conducting a preconstruction conference.

Contract Management and Construction Oversight

Bleyl has provided construction support to our clients as part of our comprehensive engineering services since the company's inception in 1997. We will remain in regular contact with the City of Navasota staff, contractors, inspectors, utilities, and other stakeholders throughout the construction phases. We are

committed to seeing projects through to successful completion. Standard services include but are not limited to:

- Ensure project delivery according to the contract;
- Review submittals and contractor documentation—shop drawings, samples, manuals, schedules, etc.;
- Respond to contractor requests for information (RFIs) and construction issues;
- Provide ongoing Construction Oversight Reports including a detailed construction status;



- Conduct periodic and final site visits (as required by the City) and independent inspections and tests reports;
- Provide on-site construction oversight on a biweekly basis or as required by the City or the GLO;
- Review material testing results;
- Review change orders, provide recommendations to the City, and prepare and assist in processing change order documentation;
- Review draw requests and provide recommendations according to contract documents;
- Request independent cost estimates for validation, as required;
- Enter requisite information into the GLO system according to policies and procedures;
- Develop final "as built" report of quantities, drawings, and specifications and deliver to subrecipient within 30 days of project completion;
- Issue Certificate of Construction Completion to the recipient for execution within 30 days of final inspection approval;
- Host/attend project coordination meetings;
- Provide regulatory agencies with appropriate certifications of project completion and compliance;
- Perform required additional contract management and oversight duties to ensure project success;
- Attend walkthrough, prepare punch list, and prepare record drawings;
- Prepare and submit final project plans and specifications, including reproducible record drawings that show all changes made during construction.

Specialized Services

Some projects require specialized services such as site-specific testing, specialized geotechnical investigations, archaeological or environmental studies and more. To facilitate execution of all project requirements, we have a network of proven subconsultants in other disciplines we have worked with on previous projects to draw from. To meet specific project requirements, sub-consultants will be chosen on a project-specific basis.



Quality Assurance

Before each submittal, the entire set of Plans, Specifications, and Cost Estimates (PS & E) package is thoroughly reviewed by the Project Manager. The QA/QC manager, Mike Kelly, PE, also completes an independent review of the package. Mike has extensive experience with municipal projects involving flood mitigation, drainage, public utilities, and infrastructure improvements. His independent review provides a detailed examination of the plans.

Quality Control

Tim will review the comments in Mike's report and discuss any design or construction concerns it brings to light. Once all changes have been addressed, Tim will review the PS & E package before submitting to the Client.

Constructability Review

From the earliest stages, Bleyl takes constructability into consideration. Each project undergoes an independent review by the Construction Manager, with special attention paid to items such as tie-ins to existing lines, line crossings, critical elevations, and the duplication of information. Quantities are also calculated independently by the construction team, then compared for accuracy. Constructability is consistently a part of our formal quality assurance/quality control process as it is vital to ensuring a successful project. The construction services team will review the design, specifications, and cost estimate prior to bidding to ensure that every project is designed to be functional, economical, and practical.



E. <u>References:</u>

Organization Address	Contact Name Contact Information	Bleyl's Recent, Relevant Involvement with Organization
City of Conroe PO Box 3066 Conroe, Texas 77301	Tommy Woolley, Director of Capital Projects (936) 522-3100 twoolley@cityofconroe.org	 Deison Technology Park – Drainage, Utilities and Paving Alligator Creek FEMA CLOMR Longmire Road Widening Technology Pkwy @FM 1484 Traffic Signal Wilson Road Widening Plantation Drive Grand Lake Creek Drainage Improvements
City of Willis PO Box 436 Willis, Texas 77378	Sheyi Ipaye, CPM City Manager (936) 856-4611 <u>sipaye@ci.willis.tx.us</u>	City Engineer, 2006 to Present • Young Street Extension and Drainage • Golden Street Drainage Improvements • Rogers Road Improvements • Paddock Road Improvements • Longstreet TxDOT Drainage Improvements • Calhoun Street Drainage Improvements • West Side Loop
City of Panorama Village 99 Hiwon Drive Panorama Village, TX 77304	Mayor Lynn Scott (936) 856-2821 <u>mayor@panoramavillagetx.org</u>	City Engineer, 2001 to Present • City Drainage Master Plan • Street Overlay and Striping Projects • Flood Control Projects
City of Shenandoah 29955 I-45 North Shenandoah, TX 77381	Kathie Reyer, City Administrator (832) 585-8140 kreyer@shenandoahtx.us	 City Engineer, 2003 to Present Major Thoroughfare Plan Research Forest Pathways, Wellman Pathways, I-45 Pathways David Memorial Drive Shenandoah Park Drive North Outfall Ditch Drainage Study and Improvements East Regional Detention Pond Preliminary Engineering Report
Montgomery County MUD NO. 18 (Bentwater) P.O. Box 79349 Houston, TX 77279	Rex Cambern President (936) 449-5761	 Engineer for District, 2006 to Present Waterline and plant design Sanitary sewer design Force main and lift station design Roadway design Stormwater modeling and design



F. <u>APPENDICES</u>

- Certificate of Liability Insurance
- Statement of Conflicts of Interest
- Form CIQ
- Certification regarding lobbying
- Disclosure of Lobbying Activities
- SAM



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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/31/2022

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		Conroe TX 77301					INS	SURER(S) AFFOR	DING COVERAGE		NAIC #
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		Bleyl Interests, Inc. dba Bley 100 Nugent Street	yl Er	ngino	eering			y Insurance			11908
		Conroe Tx 77301				INSURE					
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November 8, 2022

City of Navasota 200 East W McAlpine St Navasota, TX 77868

Re: Statement of Conflicts of Interest

City of Navasota RFQ for Engineering Services for 23-24 TxCDBG

Dear Evaluation Committee:

Bleyl Engineering, including the key employees listed within the attached Statement of Qualifications, has no known conflicts of interest with the City of Navasota at the time of this submittal.

Please contact me with any questions.

Sincerely,

John D. Bleyl, PE President and CEO

	Advancing strong	er, safer communities across	Texas since 1997.	
Conroe	Bryan	bleylengineering.com	Austin	Houston

Tex Reg. No. F-678

N/	Λ
CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity	FORM CIQ
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 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.	
1 Name of vendor who has a business relationship with local governmental entity.	
2 Check this box if you are filing an update to a previously filed questionnaire. (The law re completed questionnaire with the appropriate filing authority not later than the 7th busines you became aware that the originally filed questionnaire was incomplete or inaccurate.)	s day after the date on which
³ Name of local government officer about whom the information is being disclosed.	
Name of Officer	
4 Describe each employment or other business relationship with the local government offi officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship wit Complete subparts A and B for each employment or business relationship described. Attac CIQ as necessary.	h the local government officer.
A. Is the local government officer or a family member of the officer receiving or li other than investment income, from the vendor?	kely to receive taxable income,
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?	income, from or at the direction ncome is not received from the
Yes No	
5 Describe each employment or business relationship that the vendor named in Section 1 m other business entity with respect to which the local government officer serves as an o ownership interest of one percent or more.	aintains with a corporation or fficer or director, or holds an
6 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 176.00	of the officer one or more gifts 03(a-1).
7	
Signature of vendor doing business with the governmental entity	ate

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, <u>Bleyl Engineering</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

John D. Bleyl, PE - President and CEO Printed Name and Title of Contractor's Authorized Official

Date



Approved by OMB 0348-0046 isclosure of Lobbving Activitie

Disclosure of Lobbying Activities Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (See reverse for public burden disclosure)

(8					
Type of Federal Action: a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance		offer/application	Report Type: a. initial filing b. material change		
Name and Address of Reporting E Prime Subawarde Tier, if	e	If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:			
Congressional District, if kno	wn:	Congressio	onal District, if known:		
Federal Department/Agency:		7. Federal Program Name/Description: CFDA Number, <i>if applicable</i> :			
Federal Action Number, if known:		9. Award Amount, if known: \$			
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>		b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):			
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature:			
Federal Use Only		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)			

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Entity Workspace Results 1 Total Results

Bleyl Interests, Inc.

Unique Entity ID: NNGWM1PKEDB6 CAGE/NCAGE: 6ZCC6 Entity Status: Active Registration Physical Address: 100 Nugent St Conroe , TX 77301-2572 USA Expiration Date: May 03, 2023 Purpose of Registration: All Awards

Engineer/Architect/Surveyor Rating Sheet

Grant Re	cipient City OF Navasota	TxCDBG Contra	ict No.	
	Respondent Bley 1 Engineering		NOVUMBER &	0.2022
	r's Name Chrants Gordinator, public works	Date et Hunnig		
Liuluu	Strects, Economic Owcopment i Development	unt survices		
Experier	ace Rate the respondent for experience in the following area			Comments
	Factor	Max.Pts.	Score	·
1.	Has previously designed type of projects	20	20	
2.	Has worked on federally funded construction projects	10	8	
3.	Has worked on projects that were located in this general	10		
	region.		10	
	Note: Location for A/E (Architect/Engineer) may be a selection			
	criterion provided its application leaves an appropriate numb of qualified firms, given the nature and size of the project,			
	compete for the contract. 2 CFR 200.319(b)		15	
4.	Extent of experience in project construction management	15	5	
5.	Current Certification of TxCDBG Project Implementation	5		
	Training		<u> </u>	
	Subtotal, Experience	60	58	
<u>Work Pe</u>	rformance			
	Factor	Max.Pts.	<u>Score</u>	
1.	Past projects completed on schedule	10	10	
2.	Manages projects within budgetary constraints	5	5	
3.	Work product is of high quality	10	10	
			25	
	Subtotal, Performance	25		
NOTE: Inform	nation necessary to assess the respondent on these criteria should be gathered by contacting	g past/current clients.		
<u>Capacity</u>	<u>/ to Perform</u>		0	
	Factor	<u>Max.Pts.</u>	Score	
1.		5	_5	
2.	Adequacy of Resources	5	5	
3.	Professional liability insurance is in force	5	_5	
	Subtotal, Capacity to Perform	15	16	
TOTAL S				
1	Factor	Max.Pts.	Score	
	Experience	60	<u> </u>	
	Work Performance	25	25	
Ū.	Capacity to Perform	15	15	
	Total Score	100	98	



REQUEST FOR CITY COUNCIL AGENDA ITEM #8

Agenda Date Requested: November 28, 2022								
Requested By: Evette Fannin, Grant Coord.								
Department ⁻ F	inance							

Report
 Resolution
 Ordinance

Exhibits: <u>RFP bid packet</u>, <u>RFP submittals</u>, <u>Scoring Card</u>

Appropriation							
Source of Funds: N/A							
Account Number:	N/A						
Amount Budgeted:	N/A						
Amount Requested:	N/A						
Budgeted Item:	🔿 Yes 💿 No						

AGENDA ITEM #8

Consideration and possible action on selecting grant administration/project delivery service provider to complete application and project implementation for the City of Navasota's CDBG-MIT Method of Distribution from the BVCOG administered by the General Land Office.

SUMMARY & RECOMMENDATION

Under the Regional Mitigation Program (COG MODs), Councils of Governments (COG) developed a local Method of Distribution (MOD) allocating CDBG-MIT funds to eligible entities. The City of Navasota received an allocation of \$996,400.00 and 33% of that must be used on LMI-benefitting projects.

Community Development Block Grant Mitigation (CDBG-MIT) is a unique and significant opportunity for eligible grantees to use this assistance in areas impacted by recent disasters to carry out strategic and high-impact activities to mitigate disaster risks and reduce future losses.

Federal Grants require an extensive amount of paperwork throughout the process. To meet all the documentation requirements on federal grants, cities find it beneficial to hire firms that have experience and knowledge to help the Grant Coordinator and to help ensure funding. Therefore, staff is recommending City Council approve a proposal to hire grant administration assistance for the CDBG-MIT MOD grant process.

Request for Proposal process

- Requests for Proposals sent out October 26, 2022, with a deadline of November 8, 2022.
- Newspaper Ad ran in The Examiner on October 26, 2022
- Staff received three (3) proposals: GrantWorks, Public Management, and Traylor

& Associates

 Staff recommends hiring Public Management as our Grant Administrator because they seem to be the most knowledgeable in these specific federal grants and with that, staff feels Navasota will be more likely to be awarded. Additionally, Public Management assisted Navasota during the Brazos Valley Council of Government public hearing process and provided detail analysis of funding Navasota should be receiving from the CDBG-MIT MOD process.

ACTION REQUIRED BY CITY COUNCIL

Approve authorization to hire Public Management for administrative services for the 2023-2024 Community Development Block Grant – Mitigation (CDBG-MIT) Regional Method of Distribution (MOD) administered by the Texas General Land Office.

Approved for the City Council meeting agenda

ason Weeks

Jason B. Weeks, City Manager

11/22/22

Date

Request for Proposal (RFP) for Administration Professional Services -Cover Letter

October 26, 2022

Re: Texas General Land Office ("GLO") Community Development Block Grant – Mitigation (CDBG-MIT) Regional Method of Distribution (MOD) Program

Dear Service Providers:

Attached is a copy of the Navasota Request for Proposals ("RFP") for <u>professional administration</u> <u>services</u>. These services are being solicited to assist the City of Navasota in its application(s) for and implementation of one or more contracts, if awarded, from the GLO's CDBG – MIT Regional Method of Distribution (MOD) Program. The City of Navasota is considering applying for such funding for construction and activities.

Service providers may submit proposals for any or all activities. Multiple contracts may be awarded as a result of this solicitation. The City of Navasota will, in its sole discretion, determine the number of contracts awarded, and may decide not to award any contracts.

The submission requirements for this proposal are included in the attached RFP. Please email a proposal of services and statement of qualifications to:

Evette Fannin Email address:_efannin@navasotatx.gov

The deadline for submission of proposals is November 8, 2022 by 3:30 p.m. It is the responsibility of the submitting entity to ensure that the proposal is received in a timely manner. Proposals received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting provider. The City of Navasota reserves the right to negotiate with any and all service providers submitting timely proposals.

The City of Navasota is an Affirmative Action/Equal Opportunity Employer. Section 3 Residents, Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and Labor Surplus Area firms are encouraged to submit proposals.

Sincerely,

Evette Fannin

RFP for Administration Professional Services

City of Navasota is seeking well-qualified administration/activity delivery service provider(s) to assist the the city in preparing application(s) for and in the overall administration or implementation of proposed Community Development Block Grant – Mitigation (CDBG-MIT) Regional Method of Distribution (MOD) Program project(s), if funded by the Texas General Land Office (GLO). The following outlines the RFP:

1. Scope of Work

Administration Services

A sample detailed Scope of Services for CDBG administration services provided by the GLO is enclosed in this packet. The administration service provider to be hired will provide application and contract-related management services, including but not limited to the following areas:

Pre-Funding Services*

Provider will assist in developing project scope(s) and complete CDBG-MIT application(s). The provider will work with the local government and Engineer, if applicable, to provide the concise information needed for submission of one or more complete CDBG-MIT funding applications and related documents. The required information shall be submitted in a format to be described by the GLO.

Post-Funding Services

Provider will administer and provide activity delivery of infrastructure, utilities, housing and eligible projects approved for CDBG-MIT funding. The selected service provider must follow all requirements of the HUD CDBG-MIT program as administered by the GLO.

General Administration Services

- Administrative Duties
- Construction Management
- Acquisition Duties (as necessary)
- Buyout Duties (as necessary)
- Environmental Services

Please specify a complete list of actual tasks to be performed under each of these categories in your response, including, if necessary, a **brief** description of each task.

*Pre-funding services are generally ineligible for CDBG-MIT reimbursement.

2. <u>Statement of Qualifications</u>

City is seeking qualified professional administration service providers experienced in grant application preparation, and administration/activity delivery. Please provide the following as it relates to your qualifiations:

- A brief history of the service provider, including general background, knowledge of and experience working with relevant agencies and programs;
- Related experience in applying for and managing federally-funded local projects, in particular recent experience;
- A description of work performance and experience with CDBG, CDBG Disaster Recovery, FEMA Hazard Mitigation or similar projects including a list of at least three references from past local government clients, with information describing the relevancy of the previous performance;
- Describe which specific parts of the Scope of Work the service provider proposes to perform;
- Describe the capacity to perform the chosen Scope of Work activities as well as resumes of all employees who may be assigned to provide services if your firm is selected, identifying current employees and proposed hires; and

• A statement substantiating the resources of the service provider and the ability to carry out the scope of work requested within the proposed timeline.

3. <u>Proposed Cost of Services</u>

Provide your cost proposal to accomplish the scope of work by activity or to complete a specific service outlined above and for any additional services required using the Cost of Services page(s) included in this packet: Required RFP Forms. The specific projects and grant amounts are yet to be determined; therefore, vendors should propose pricing based on the potential funding amounts provided.

The local government will consider dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises. As such, proposers may specify any maximum limit to the total dollar value of grant funds they are able and willing to manage. Service providers may submit proposals for any or all activities. Preference will be given to firm fixed pricing. The proposal must include all costs that are necessary to successfully complete these activities. Note that the lowest/best bid will not be used as the sole basis for entering into this contract; rather, award will be made to the service provider(s) providing the best value, cost and other factors considered.

Profit (either % / actual cost) must be identified and negotiated as a separate element of the price of the contract. To comply, the respondent must disclose and certify in its proposal the percentage of profit being used. "Cost plus percentage of cost" type proposals are prohibited.

4. <u>Evaluation Criteria</u> - The proposal received will be evaluated and ranked according to the following criteria and using the rating sheet enclosed:

		<u>Maximum</u>
<u>Criteria</u>		Points
Experience		30
Work Performance		30
Capacity to Perform		20
Proposed Cost		20
	Total	100

5. <u>Submission Requirements</u>

- A copy of your current **certificate of insurance** for professional liability.
- Statement of Conflicts of Interest (if any) the service provider or key employees may have regarding these services, and a plan for mitigating the conflict(s). Note that City may in its sole discretion determine whether or not a conflict disqualifies a firm, and/or whether or not a conflict mitigation plan is acceptable.
- **System for Award Management**. Service provider and its Principals, may not be debarred or suspended nor otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Include verification that the service provider as well as the its principals are not listed (are not debarred) through the System for Award Management (www.SAM.gov). Enclose a print out of the search results that includes the record date.
- Form CIQ, (enclosed). Texas Local Government Code chapter 176 requires that any vendor or person who enters or seeks to enter into a contract with a local government entity disclose in the Questionnaire Form CIQ the vendor or person's employment, affiliation, business relationship, family relationship or provision of gifts that might cause a conflict of interest with a local government entity. Questionnaire form CIQ is included in the RFP and must be submitted with the response.
- **Certification Regarding Lobbying (**enclosed). Certification for Contracts, Grants, Loans, and Cooperative Agreements is included in the RFP and must be submitted with the response.
- Form 1295, (enclosed). Effective January 1, 2016, all contracts and contract amendments, extensions, or renewals executed by the Commissioners Court will require the completion of Form 1295 "Certificate of Interested Parties" pursuant to Government Code § 2252.908. Form

1295 must be completed by awarded vendor at time of signed contract submission. Form 1295 is included in this RFP for your information.

- **Required Contract Provisions**. Applicable provisions (enclosed) must be included in all contracts executed as a result of this RFP.
- 6. <u>Contracting with small and minority businesses</u>, women's business enterprises, and labor surplus area <u>firms</u>. Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to participate in this RFP. If the awarded vendor is a prime contractor and may use subcontractors, the following affirmative steps are required of the prime contractor:
 - 1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - 2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - 3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - 4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
 - 5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration (SBA) and the Minority Business Development Agency (MBDA) of the Department of Commerce.

Minority-owned businesses may be eligible for contract procurement assistance with public and private sector entities from MBDA centers:

Houston MBDA Business Center 2302 Fannin Street, Suite 165, Houston, TX 77002 713-718-8974 https://www.hccs.edu/hcc-in-the-community/entrepreneurial-initiatives/mbda/

Dallas-Fort Worth MBDA Business Center 8828 N Stemmons Freeway - Ste 550-B, Dallas, TX 75247 214-920-2436 http://www.mbdadfw.com/

San Antonio MBDA Business Center 501 W César E Chávez Blvd, San Antonio, TX 78207 210-458-2480 https://sanantoniombdacenter.com/

MBDA Business Center – El Paso c/o El Paso Hispanic Chamber of Commerce 2401 E.Missouri Ave. El Paso, TX 79903 915-351-6232 ext. 19 https://ephcc.org/blog/growing-my-existing-business/our-mbda-business-center/

Small and woman-owned businesses may be eligible for assistance from SBA Women's Business Centers:

Houston Women's Business Council, Inc. 9800 Northwest Freeway, Suite 120, Houston, TX 77018 713-681-9232 wbc@wbea-texas.org

LiftFund - Dallas Fort Worth Women's Business Center 8828 N. Stemmons Fwy, Suite 142, Dallas, TX 75247 888-215-2373 wbcdfw@liftfund.com

LiftFund - San Antonio Women's Business Center

600 Soledad St., San Antonio, TX 78205 888-215-2373 wbc@liftfund.com

SBA also provides assistance at Small Business Development Centers located across Texas: *https://americassbdc.org/small-business-consulting-and-training/find-your-sbdc/*

7. <u>Deadline for Submission</u> – Proposals must be received no later than November 8, 2022 by 3:30 p.m. It is the responsibility of the submitting entity to ensure that the proposal is received in a timely manner. Proposals received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting firm. Please submit an email of your proposal to the following address:

Evette Fannin, efannin@navasotatx.gov.

Any questions or requests for clarification must be submitted in writing via EMAIL to the address above at least 3 business days prior to the deadline. The city may, if appropriate, circulate the question and answer to all service providers submitted proposals.

Texas General Land Office Community Development Block Grant Disaster Recovery - Mitigation (CDBG – MIT)

Administration Services

Description of Programs

Below is a description of proposed Community Development Block Grant-Mitigation (CDBG-MIT) construction/acquisition programs through the Texas General Land Office (GLO). The city anticipates applying for the following programs (please check the appropriate programs below):

Applicant:

City of Navasota

Programs: (Local Government will check boxes for Programs included in this RFP)

X Regional Mitigation (for declared counties)

CDBG-MIT Program Descriptions:

Regional Mitigation (COG MODs): Each Council of Government (COG) impacted by Hurricane Harvey will be allocated funds. Each COG will develop a method of distribution (MOD) to allocate funds to local units of governments and Indian Tribes. The GLO encourages the prioritization of regional investments with regional impacts in risk reduction to develop disaster-resistant infrastructure including upgrading of water, Sewer, solid waste, communications, energy, transportation, health and medical infrastructure, and natural mitigation infrastructure.

	CDBG-	MIT HUI	D and St	ate MID Ar	eas		
PLEASE NOTE:	-	on: Supplemen eck the box for t		nd Coastal Resilienc	ty Counties are T	BD. If you belie	ve you may qualify
County	2015	2016	Harvey	County	2015	2016	Harvey
Anderson	-	State MID	-	Jack	State MID	-	-
Angelina	State MID	State MID	-	Jackson	-	-	State MID
Aransas	-	-	HUD MID	Jasper	State MID	State MID	HUD MID
Archer	State MID	-	-	Jefferson	-	-	HUD MID
Atascosa	State MID	-	-	Jim Wells	State MID	-	State MID
Austin	State MID	State MID	State MID	Johnson	State MID	-	-
Bandera	-	State MID	-	Jones	State MID	State MID	-
Bastrop	State MID	State MID	State MID	Karnes	-	-	State MID
Baylor	State MID	-	-	Kaufman	State MID	-	-
Вее	-	-	State MID	Kendall	State MID	-	-
Blanco	State MID	-	-	Kleberg	-	State MID	State MID
Bosque	State MID	State MID	-	Lamar	State MID	State MID	-
Bowie	State MID	-	-	Lavaca	-	-	State MID
Brazoria	State MID	HUD MID	HUD MID	Lee	State MID	State MID	State MID
Brazos	-	State MID	-	Leon	State MID	State MID	-
Brown	State MID	State MID	-	Liberty	State MID	State MID	HUD MID
Burleson	State MID	State MID	State MID	Limestone	-	State MID	-
Caldwell	State MID	State MID	State MID	Lubbock	State MID	-	-
Calhoun	-	-	State MID	Lynn	State MID	-	-
Callahan	State MID	State MID	-	Madison	State MID	State MID	State MID
Cameron	State MID	-	-	Marion	-	State MID	-
Cass	State MID	State MID	-	Matagorda	-	-	State MID
Chambers	-	-	HUD MID	McLennan	State MID	-	-
Cherokee	State MID	State MID	-	Milam	State MID	State MID	State MID
Clay	State MID	-	-	Montague	State MID	-	-
Coleman	-	State MID	-	Montgomery	State MID	HUD MID	HUD MID
Collingsworth	State MID	-	-	Nacogdoches	State MID	-	-
Colorado	State MID	State MID	State MID	Navarro	State MID	State MID	-
Comal	State MID	-	State MID	Newton	State MID	HUD MID	HUD MID
Comanche	State MID	State MID	-	Nueces	State MID	-	HUD MID
Cooke	State MID	-	-	Orange	State MID	State MID	HUD MID
Coryell	State MID	State MID	-	Palo Pinto	State MID	State MID	-
 Dallas	State MID	-	-	Parker	State MID	State MID	-
Delta	State MID	-	-	Polk	State MID	State MID	State MID
Denton	State MID	-	-	Real	State MID	-	-
DeWitt	State MID	-	State MID	Red River	State MID	State MID	-
Dickens	State MID	-	-	Refugio	State MID	-	HUD MID
Duval	State MID	-	-	Robertson	State MID	-	-
Eastland	State MID	State MID	-	Rusk	State MID	-	-

County	2015	2016	Harvey	County	2015	2016	Harvey
Edwards	State MID	-	-	Sabine	State MID	State MID	State MID
Ellis	State MID	-	-	San Augustine	State MID	State MID	State MID
Erath	State MID	State MID	-	San Jacinto	State MID	State MID	HUD MID
Falls	-	State MID	-	San Patricio	-	-	HUD MID
Fannin	State MID	State MID	-	Shelby	State MID	State MID	-
Fayette	State MID	State MID	HUD MID	Smith	State MID	State MID	-
Fisher	-	State MID	-	Somervell	State MID	State MID	-
Fort Bend	State MID	HUD MID	HUD MID	Starr	State MID	-	-
Frio	State MID	-	-	Stephens	-	State MID	-
Gaines	State MID	-	-	Tarrant	State MID	-	-
Galveston	State MID	-	HUD MID	Throckmorton	State MID	State MID	-
Garza	State MID	-	-	Tom Green	State MID	-	-
Gillespie	State MID	-	-	Travis	HUD MID	State MID	-
Goliad	-	-	State MID	Trinity	State MID	State MID	-
Gonzales	State MID	-	State MID	Tyler	State MID	State MID	State MID
Grayson	State MID	-	-	Upshur	-	State MID	-
Gregg	-	State MID	-	Uvalde	State MID	-	-
Grimes	State MID	State MID	State MID	Van Zandt	State MID	State MID	-
Guadalupe	State MID	-	State MID	Victoria	State MID	-	HUD MID
Hall	State MID	State MID	-	Walker	State MID	State MID	State MID
Hardin	State MID	State MID	HUD MID	Waller	State MID	State MID	State MID
Harris	HUD MID	HUD MID	HUD MID	Washington	State MID	State MID	State MID
Harrison	State MID	State MID	-	Wharton	State MID	State MID	HUD MID
Hartley	State MID	-	-	Wichita	State MID	-	-
Hays	HUD MID	-	-	Willacy	State MID	-	-
Henderson	State MID	State MID	-	Williamson	State MID	-	-
Hidalgo	HUD MID	State MID	-	Wilson	State MID	-	-
Hill	State MID	-	-	Wise	State MID	-	-
Hood	State MID	State MID	-	Wood	-	State MID	-
Hopkins	State MID	-	-	Young	State MID	-	-
Houston	State MID	State MID	-	Zavala	State MID	-	-
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			erson	Refugio			
Brazoria Cameron				San Patricio			
Chambers			Kenedy Kleberg				
Galveston			Matagorda		Victoria Willacy		
Harris			eces				
nain	3	NUE					

SCOPE OF SERVICES Administration Services

The Contractor shall provide the following scope of services:

SCOPE OF SERVICES REQUESTED

Providers will help the GLO fulfill State and Federal Community Development Block Grant Mitigation ("CDBG-MIT") statutory responsibilities related to recovery in connection with any federally declared disaster. Providers will assist the GLO and/or grant recipients in completion of CDBG-MIT projects. Respondents may be qualified to provide Grant Administration services for one or more programs or services (environmental, acquisition/buyout, general administration, etc.) Grant administrative services must be performed in compliance with the U.S. Department of Housing and Urban Development ("HUD") and guidelines issued by the GLO.

DESCRIPTION OF SERVICES AND SPECIAL CONDITIONS

Respondent must be able to perform the tasks listed herein to be considered eligible for an award under this Solicitation. Respondents should provide a detailed narrative of their experience as it relates to each of the items below. Respondents should clearly indicate if they intend to provide services in-house with existing staff or through subcontracting or partnership arrangements. Grant Administration Services will be provided in conformance with the guidance documents and use forms provided by the subrecipient utilizing GLO guidance. The providers shall furnish pre-funding and post-funding grant administrative services to complete the CDBG-MIT projects, including, but not limited to the following:

Pre-Funding Services

Grant Administrator will develop project scope and complete CDBG-MIT application(s). The provider will work with the subrecipient and Engineering, if applicable, to provide the concise information needed for submission of complete CDBG-MIT funding application(s) and related documents. The required information shall be submitted in a format to be described by the GLO.

Post-Funding Services

Grant Administrator will provide Grant Administration Services required to complete infrastructure, acquisition/buyout, housing and other eligible projects approved for CDBG-MIT funding. The selected service provider must follow all requirements of the Texas CDBG-MIT program.

Grant Administration Services

- a) General Administrative Duties:
 - i. Ensure program compliance including all CDBG-MIT requirements and all parts therein, current Federal Register, etc.
 - ii. Assist subrecipient in establishing and maintaining financial processes.
 - iii. Obtain and maintain copies of the subrecipient's most current contract including all related change requests, revisions and attachments.
 - iv. Establish and maintain record keeping systems.
 - v. Assist subrecipient with resolving monitoring and audit findings.
 - vi. Serve as monitoring liaison.
 - vii. Assist subrecipient with resolving third party claims.
 - viii. Report suspected fraud to the GLO.
 - ix. Submit timely responses to the GLO requests for additional information.
 - x. Complete draw request forms and supporting documents.
 - xi. Facilitate outreach efforts, application intake, and eligibility review.
 - xii. Utilize and assist with GLO's system of record to complete milestones, submit documentation, reports, draws, change requests, etc.
 - xiii. Submit change requests and all required documentation related to any change requests.
 - xiv. Coordinate, as necessary, between subrecipient and any other appropriate service providers (i.e. Engineer, Environmental, etc.), contractor, subcontractor and GLO to effectuate the services requested.
 - xv. May assist in public hearings.
 - xvi. Will work with GLO's system of record.
 - xvii. Provide monthly project status updates.
 - xviii. Funding release will be based on deliverables identified in the contract.
 - xix. Labor and procurement duties:
 - a. Provide all Labor Standards Officer (LSO) Services.
 - b.Ensure compliance with all relevant labor standards regulations.
 - c. Ensure compliance with procurement regulations and policies.
 - d.Maintain document files to support compliance.

- xx. Financial duties:
 - a. Prepare and submit all required reports (Section 3, Financial Interest, etc.).
 - b.Assist subrecipient with the procurement of audit services.
 - c. Assist subrecipient in establishing and maintaining a bank account for program funds.
 - d.Implementation and coordination of Affirmatively Furthering Fair Housing ("AFFH") requirements as directed by HUD and the GLO.
 - e.Implementation and coordination of Section 504 requirements.
 - f. Program compliance.
 - g.Ensure that fraud prevention and abuse practices are in place and being implemented.
 - h.Prepare and submit all closeout documents.
 - i. Submit all invoices no later than 60 days after the expiration of the contract. All outstanding funds may be swept after 60 days. The provider may request an extension of this requirement in writing.
 - j. Assist in preparation of contract revisions and supporting documents including but not limited to:
 - Amendments/modifications,
 - Change orders.
- xxi. Perform any other administrative duty required to deliver the project.

b) Construction Management

- i. The provider will assist the subrecipient in submitting/setting up project applications in the GLO's system of record.
- ii. The provider may compile and collate complete contract/bid packages that meet GLO program requirements. The packages will contain supporting documentation that meets or exceeds the requirements of the GLO's program. If applications do not have the necessary forms, the provider may assist the subrecipient by coordinating to acquire the necessary documentation.
- iii. The provider may monitor, report, and evaluate contractor's performance; notify the subrecipient if the contractor(s) fails to meet established scheduled milestones. Receive, review, recommend, and process any change orders as appropriate to the individual projects.
- iv. The provider may assist the subrecipient with project Activity Draws/Close Out.
- v. The provider may assist the subrecipient by submitting all the necessary documentation for draws and to close a project activity in the GLO's system of record. The provider will compile, review for completeness, and collate complete contract/closeout packages that meet GLO program requirements for draw requests. If applications do not have the necessary forms, the provider may assist the subrecipient by coordinating to acquire the necessary documentation.
- vi. The provider may assist the subrecipient in developing Architectural and Engineering plans with guidance from the GLO.
- vii. Reassignment scope alignment (if necessary).
- c) Acquisition Duties:
 - i. Submit acquisition reports and related documents.
 - ii. Establish acquisition files (if necessary).
 - iii. Complete acquisition activities (if necessary).
- d) Buyout Duties (as necessary):
 - i. Project planning, design, and startup
 - Assist subrecipient with procuring necessary vendors including appraiser, title vendor, and demolition contractor.
 - Develop subrecepient's Policy and Procedure Manual ("Program Guidelines"), and manage subsequent public comment process.
 - ii. Property owner notifications
 - Generate and send required mailings to owners and tenants of each parcel targeted for buyout/acquisition.
 - Handle subsequent communication with owners and tenants while developing a contact log for future outreach.
 - iii. Intake meetings
 - Advertise, schedule, and conduct intake with interested homeowners. During intake meetings case managers will collect all available documentation necessary to determine eligibility.
 - If there are tenants living in the property, case manager will send them General Information Notices to inform them of the program and their rights.
 - iv. Eligibility verification
 - Management staff will review all intake documentation and verify eligibility.

- If applicable, firm will verify duplicative benefits (DOB) and calculate eligible receipts.
- Maintain applicant data in a secure system of record and comply with all record-keeping requirements of the General Land Office.
- v. Environmental reviews and site specific clearances
 - Conduct all required environmental reviews (Tier I and Tier II) and generate environmental clearance reports for each applicant file.
- vi. Offer package generation, approval, and mailing
 - Notify subrecipient that offer packages are ready, and use independently procured appraisals to determine the fair market value of buyout properties.
 - Generate and mail offer packages upon the subrecipient approval.
- vii. Offer meeting
 - Schedule and conduct offer meetings with property owners to discuss their options; accept, appeal or decline.
 - If the owner decides to appeal, the case manager will provide advisory services to guide owner through appeal process.
 - If the owner accepts, a contract of sale will be signed at the offer meeting.

viii. Closing

- Coordinate with property owner and subrecipient's procured title company to ensure the clear passage of title.
- Assist property owner with relocation arrangements and schedule real estate closing.
- ix. Draw/funding requests
 - Assist subrecipient with GLO draw requests, funding requests, wire tracking, and coordinating program activities to align with funding schedule.
- x. File, audit, closeout, and demolition
 - Complete final audit to ensure all procedures were properly followed.
 - Transfer physical files to subrecipient and complete remaining data entry.
 - Provide procured demolition contractor with property access.
- e) Environmental Services
 - i. Review each project description to ascertain and/or verify the level of environmental review required: Exempt, Categorical Exclusion not Subject to 58.5, Categorical Exclusion Subject to 58.5, Environmental Assessment, and Environmental Impact Statements;
 - ii. If necessary, conduct tiered environmental review and submit broad and site-specific environmental reviews as required by 24 CFR Part 58.
 - i. Prepare, complete and submit HUD required forms for environmental review and provide all documentation to support environmental findings;
 - ii. Consult and coordinate with oversight/regulatory agencies to facilitate environmental clearance;
 - Be able to perform or contract special studies, additional assessments, or permitting to secure environmental clearance. These may include, but are not limited to biological assessments, wetland delineations, asbestos surveys, lead-based paint assessments, archeology studies, architectural reviews, Phase I & II ESAs, USACE permits, etc.;
 - iv. Prepare all responses to comments received during comment phase of the environmental review, including State/Federal Agency requiring further studies and/or comments from public or private entities during public comment period;
 - v. Maintain close coordination with local officials, project engineer and other members of the project team to assure appropriate level of environmental review is performed and no work is conducted without authorization;
 - vi. Complete and submit the environmental review into GLO's system of record;
 - vii. At least one site visit to project location and completion of a field observation report;
 - viii. Prepare and submit for publication all public notices including, but not limited to the Notice of Finding of No Significant Impact (FONSI), Request for Release of Funds floodplain/wetland early and final notices in required order and sequence;
 - ix. Provide documentation of clearance for Parties Known to be Interested as required by 24 CFR 58.43;
 - x. Process environmental review and clearance in accordance with NEPA;
 - xi. Advise and complete environmental re-evaluations per 24 CFR 58.47 when evidence of further clearance or assessment is required;
 - xii. Prepare and submit Monthly Status Report; and
 - xiii. Participate in regularly scheduled progress meetings.

Administration Professional Services Rating Sheet

Grant Recipient	Name of Respondent
Evaluator's Name	Date of Rating

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. Respondents proposing to offer specific services (environmental or buyout only) will be scored only on those services.

Expe	rience		
	Factors	Max.Pts.	<u>Score</u>
1.	Related Experience / Background with federally funded projects	5	
2.	Related Experience / Background with specific project type (infrastructure, acquisition of property, coordination with regulatory agency, etc.)	5	
3.	Related experience/background with specific services:		
	a. Administrative, construction management, and related acquisition	5	
	b. Environmental review	5	
	c. Buyout management (if not applicable score '0')	5	
4.	References from current/past clients	5	
	Subtotal, Experience	30	
Work	Performance		
	Factors	Max.Pts.	<u>Score</u>
1.	Submits requests to client/GLO in a timely manner	5	
2.	Responds to client/GLO requests in a timely manner	5	
3.	Past client/GLO projects completed on schedule	5	
4.	Work product is consistently of high quality with low level of errors	5	
5.	Past client/GLO projects have low level of monitoring findings/concerns	5	
6.	Manages projects within budgetary constraints	5	
	Subtotal, Performance	30	
<u>Capa</u>	city to Perform		
	Factors	Max.Pts.	<u>Score</u>
1.	Qualifications / Experience of Staff		
	a. Administrative, construction management, and related acquisition	4	
	b. Environmental review	4	
	c. Buyout management (if not applicable score '0')	4	
2.	Present and Projected Workloads	4	
3.	Demonstrated understanding of scope of the CDBG-MIT Project	4	
	Subtotal, Capacity to Perform	20	
Prop	osed Cost		
	Factors	<u>Max.Pts.</u>	<u>Score</u>
	Proposed cost is in line with independent estimate and compared with all cost proposals received	20	
	A = Lowest Proposal \$ A ÷ B X 20 = Respondent's Score	20	
	B = Respondent's Proposal \$	-	
ΤΟΤΑ	LSCORE		
_	Factors	Max.Pts.	<u>Score</u>
	Experience	30	
	Work Performance	30	
	Capacity to Perform	20	
	Proposed Cost	20	
	Total Score	100	

Cost of Services: Administration Services (Infrastructure)

Indicate No Cost Proposal if your firm is not proposing for the services specified on this Cost of Services page.

The city may apply for all, none, or any combination of the CDBG-MIT infrastructure programs listed below (see the Administration Services—Description of Programs in this RFP) and choose one or more service providers to implement awarded activities.

Maximum amount of grant funds firm is able and/or willing to manage: \$_

Indicate pricing for any/all CDBG-MIT programs for which firm is able and/or willing to provide specified services at the level of the total award amount.

Proposed Cost to Provide All Grant Administration Services

General Administrative, Environmental, Construction Mgt, related

Acquisition Duties (Not Buyout)	Total Award Amount					
Program	\$500,000	\$1,000,000	\$3,000,000	\$10,000,000	\$100,000,000	
Regional Mitigation (for declared counties)						

Proposed Cost to Provide General Administrative, Construction

Management, related Acquisition Duties Only (not Buyout)	Total Award Amount				
Program	\$500,000	\$1,000,000	\$3,000,000	\$10,000,000	\$100,000,000
 Regional Mitigation (for declared counties) 					

Proposed Cost to Provide Environmental Services Only		Total Award Amount				
Program	\$500,000	\$1,000,000	\$3,000,000	\$10,000,000	\$100,000,000	
Regional Mitigation (for declared counties)						

Proposed Cost to Provide Buyout Services Only (as needed--in

addition to any of the above Service Fees)		Total Award Alloulit				
Program	\$500,000	\$1,000,000	\$3,000,000	\$10,000,000	\$100,000,000	
 Regional Mitigation (for declared counties) 						

Total Award Amount

Insert Certificate of Insurance

Insert System for Award Management (SAM) record search for company name and company principal

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity	FORM CIQ
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 later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. <i>See</i> 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.	
1 Name of vendor who has a business relationship with local governmental entity.	
2 Check this box if you are filing an update to a previously filed questionnaire. (The law re completed questionnaire with the appropriate filing authority not later than the 7th busines you became aware that the originally filed questionnaire was incomplete or inaccurate.)	
³ 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 offi 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. Attack CIQ as necessary. A. Is the local government officer or a family member of the officer receiving or I other than investment income, from the vendor? Yes No B. Is the vendor receiving or likely to receive taxable income, other than investment officer or a family member of the officer AND the taxable local governmental entity? Yes Yes No 	h the local government officer. h additional pages to this Form kely to receive taxable income, income, from or at the direction income is not received from the
other business entity with respect to which the local government officer serves as an o 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 176.0	
Signature of vendor doing business with the governmental entity	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.

Local Government Code § 176.001(1-a): "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

 $(\bar{i})\,$ 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.

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, ______, 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

Printed Name and Title of Contractor's Authorized Official

Date

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

Disclosure of Lobbying Activities

Complete this form	to disclose lobbying activities pursuant to 31 U.S.C. 1352	
()	ee 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 kno	wn:		onal District, if known:
Federal Department/Agency:		7. Federal Program Name/Description: CFDA Number, <i>if applicable</i> :	
Federal Action Number, if known:		9. Award Amount, if known:	
		\$	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>		b. Individuals P address if differe (last name, firs	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Print Name: Title:	 Date:
Federal Use Only			rized for Local Reproduction dard Form - LLL (Rev. 7-97)

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CERTIFICATE OF INTE	RESTED PARTIES	FORM 1295
Complete Nos. 1 - 4 and 6 if the Complete Nos. 1, 2, 3, 5, and 6	ere are interested parties. I if there are no interested parties.	OFFICE USE ONLY
 Name of business entity filing form, entity's place of business. 	and the city, state and country of the bus	or USHIP
2 Name of governmental entity or stat which the form is being filed.	e agency that is a party to the contract fo	"
	sed by the governmental entity or state ag vices, goods, or other property to be prov	gency to track of identify the contract, vided under the contract.
4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable) Controlling Intermediary
	inite in the second sec	intermediary
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5 Check only if there is the linteres	ted Party.]
6 UNSWORN DECLARATION My name is	, and my date	of birth is
My address (street) L device under penalty of perjury that the for	egoing is true and correct.	(state) (zip code) (country)
Executed in County,	State of , on the day of	(month) (year)
		agent of contracting business entity (Declarant)
ADI	DADDITIONAL PAGES AS NECE	SSARY
Form provided by Texas Ethics Commission	www.ethics.state.tx.us	Revised 12/22/2017

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REQUIRED CONTRACT PROVISIONS

Italics – Explanatory; not contract language

All Contracts

THRESHOLD	PROVISION	CITATION
None	(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.	2 CFR 200 APPENDIX II (H)
None	The U.S. Department of Housing and Urban Development (HUD), Inspectors General, the Comptroller General of the United States, and the Texas Department of Agriculture (TDA), and the City/County, or any of their authorized representatives, shall have access to any documents, papers, or other records of the Contractor which are pertinent to the TxCDBG award, in order to make audits, examinations, excerpts, and transcripts and to closeout the City's/County's TxCDBG contract with TDA.	2 CFR 200.336 (former 24 CFR 85.36(i)(10))
None	Grantees or subgrantees must retain all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.	2 CFR 200.333 (former 24 CFR (85.36(i)(11))
	Sec. 176.003. CONFLICTS DISCLOSURE STATEMENT REQUIRED.	
	(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:	
	(1) the vendor enters into a contract with the local governmental entity or the local governmental entity is considering entering into a contract with the vendor; and	
	(2) the vendor:	
None	(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:	<u>Chapter 176</u> of the Local Government Code
	(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	

 business day after the date on which the onicer becomes aware of the facts that require the filing of the statement under Subsection (a). (B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement. Use the following language for contracts > \$ 10,000: Termination for Cause If the Contractor fails to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor violates any of the covenants, conditions, agreements, or stipulations of this Agreement, the City/County shall have the 	
 (2) food accepted as a guest. (a-2) A local government officer is not required to file a conflicts disclosure statement under Subsection (a) if the local governmental entity or vendor described by that subsection is an administrative agency created under Section 791.013, Government Code. (b) A local government officer shall file the conflicts disclosure statement with the records administrator of the 	
 (a-1) A local government officer is not required to file a conflicts disclosure statement in relation to a gift accepted by the officer or a family member of the officer if the gift is: (1) a political contribution as defined by Title 15, Election Code; or 	
(ii) the local governmental entity is considering entering into a contract with the vendor; or has a family relationship with the local government officer.	
(i) a contract between the local governmental entity and vendor has been executed; or	
P () V () atto () ot () () ot S7 () ot bas () t Fe U T I it v	 rendor has been executed; or ii) the local governmental entity is considering entering into a contract with the vendor; or has a family relationship with he local government officer is not required to file a government in relation to a gift accepted by he officer or a family member of the officer if the gift is: 1) a political contribution as defined by Title 15, Election Code; or 2) food accepted as a guest. a-2) A local government officer is not required to file a conflicts disclosure statement under Subsection (a) if the pocal governmental entity or vendor described by that ubsection is an administrative agency created under Section '91.013, Government Code. b) A local government officer shall file the conflicts lisclosure statement with the records administrator of the pocal governmental entity not later than 5 p.m. on the seventh usiness day after the date on which the officer becomes ware of the facts that require the filing of the statement under Subsection (a). B) All contracts in excess of \$10,000 must address ermination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement. Jse the following language for contracts > \$10,000: Termination for Cause f the Contractor fails to fulfill in a timely and proper manner is obligations under this Agreement, or if the Contractor riolates any of the covenants, conditions, agreements, or

	Notwithstanding the above, the Contractor shall not be	
	relieved of liability to the City/County for damages sustained by the City/County by virtue of any breach of contract by the Contractor, and the City/County may set-off the damages it incurred as a result of the Contractor's breach of contract from any amounts it might otherwise owe the Contractor.	
	Termination for Convenience of the City/County	
	City/County may at any time and for any reason terminate Contractor's services and work at City/County's convenience upon providing written notice to the Contractor specifying the extent of termination and the effective date. Upon receipt of such notice, Contractor shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities and supplies in connection with the performance of this Agreement.	
	[Parties should include the manner by which such termination will be effected and the basis for settlement or any other terms and conditions concerning payment upon such termination.]	
	(A) Contracts for more than \$50,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.	
	Use the following language for contracts > \$50,000:	
>\$50,000	Resolution of Program Non-compliance and Disallowed Costs In the event of any dispute, claim, question, or disagreement arising from or relating to this Agreement, or the breach thereof, including determination of responsibility for any costs disallowed as a result of non-compliance with federal, state or TxCDBG program requirements, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, the parties shall consult and negotiate with each other in good faith within 30 days of receipt of a written notice of the dispute or invitation to negotiate, and attempt to reach a just and equitable solution satisfactory to both parties. If the matter is not resolved by negotiation within 30 days of receipt of written notice or invitation to negotiate, the parties agree first to try in good faith to settle the matter by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure. The parties may enter into a written amendment to this Agreement and choose a mediator that is not affiliated with the American Arbitration Association. The parties shall bear the costs of such mediation equally. [<i>This section may also provide for the qualifications of the mediator(s), the locale of meetings, time limits, or any other item of concern to the parties.</i>] If the matter is not resolved through such mediation within 60 days	2 CFR 200 APPENDIX II (A)

	of the initiation of that procedure, either party may proceed to file suit.	
Option Contract Language for Procurement before Grant Funds Awarded	Payment of the fees [described in section] shall be contingent on CDBG funding. In the event that grant funds are not awarded to the City / County by TDA through the TxCDBG program, this agreement shall be terminated by the City / County.	2 CFR 200.319(a)

Additional provisions for administration & engineering contracts associated with construction contracts

contracts THRESHOLD	PROVISION	CITATION
>\$10,000	(Italics – Explanatory; not contract language) 2 CFR 200 Appendix II (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." Therefore, include the following EO clause (not in italics) in construction contracts including construction associated administration and engineering contracts > \$10,000: §60-1.4(b) Equal opportunity clause. (b) Federally assisted construction contracts. Except as otherwise provided, each administering agency shall require the inclusion of the following language as a condition of any grant, contract, loan, insurance, or guarantee involving federally assisted construction which is not exempt from the requirements of the equal opportunity clause: The applicant herefor, as defined in the regulations of the Secretary of Labor at 41 CFR chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause: </td <td>41 CFR §60-1.4(b) And 2 CFR 200 APPENDIX II (C)</td>	41 CFR §60-1.4(b) And 2 CFR 200 APPENDIX II (C)

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The Contractor will not discourage or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September

24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise

	assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.	
	The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.	
	(c) Subcontracts. Each nonexempt prime contractor or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts.	
	(d) Incorporation by reference. The equal opportunity clause may be incorporated by reference in all Government contracts and subcontracts, including Government bills of lading, transportation requests, contracts for deposit of Government funds, and contracts for issuing and paying U.S. savings bonds and notes, and such other contracts and subcontracts as the Deputy Assistant Secretary may designate.	
	(e) Incorporation by operation of the order. By operation of the order, the equal opportunity clause shall be considered to be a part of every contract and subcontract required by the order and the regulations in this part to include such a clause whether or not it is physically incorporated in such contracts and whether or not the contract between the agency and the contractor is written.	
	(f) Adaptation of language. Such necessary changes in language may be made in the equal opportunity clause as shall be appropriate to identify properly the parties and their undertakings.	
	[43 FR 49240, Oct. 20, 1978, as amended at 62 FR 66971, Dec. 22, 1997; 79 FR 72993, Dec. 9, 2014; 80 FR 54934, September 11, 2015]	
>\$100,000	§135.38 Section 3 clause All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):	24 CFR §135.38

 A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for HUD assistance for HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their excution of this contract, particularly persons who are recipients of HUD assistance for HUD's regulations. B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract or agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of workers with which the solutions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to the person(c) taking applications for each of the person(c) taking applications for each of the person(c) taking applications for each of the person(c) advalues of the solutions in 24 CFR part 135, magnets to taking approvision of the subcontract or in this section 3 clause; pand willy of apprentications for each of the person(c) appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause; pand willy of apprentications for each of the person(c) appropriate action, as provided in an applicable provision, that are filled (1) after the soutcontract row will not subcontract will any usant in the subcontract to resons than notice a knowledge that the subcontract or sin violation of the regulations		
 regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations. C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions; and the anticipated date the work shall begin. D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 action of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor is in violation of the regulations of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor is a violation of the regulations of the regulations in 24 CFR part 135. E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations in 24 CFR part 135. F. Noncompliance with HUD's regulations in 24 CFR part 135. F. Noncompliance with HUD's regulations in 24 CFR part 135. 	the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons	
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 positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135. F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD 	every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the	
135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD	positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent	
assisted contracts.	135 may result in sanctions, termination of this contract for	
G. With respect to work performed in connection	G. With respect to work performed in connection	

with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and
subcontracts shall be given to Indian organizations and
Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b)
agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

Construction Contracts

THRESHOLD	PROVISION	CITATION
>\$2,000 for Davis Bacon and Copeland "Anti-Kickback" Act; >\$100,000 for Contract Work Hours and Safety Standards Act	 HUD 4010 Federal labor standards provisions include: Davis Bacon Act (40 U.S.C. 3141 et seq.) as supplemented by DOL regulations (29 CFR part 5); Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3); and Contract Work Hours and Safety Standards Act (40 U.S.C. 3701 et seq.) See HUD 4010 contract language in Appendix F. Inclusion of this language into the construction contract satisfies contract requirements of the separate acts noted. 	
>\$2,000 (Satisfied with inclusion of HUD 4010)	Compliance with the Davis-Bacon Act (40 U.S.C. 3141 et seq.) as supplemented by Department of Labor regulations (29 CFR part 5) and with the Copeland "Anti-Kickback" Act (18 U.S.C. 874; 40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR part 3): (D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non- Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and	2 CFR 200 APPENDIX II (D)

means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.	
(Italics – Explanatory: not contract language) 2 CFR 200 Appendix II (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60. all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-13 must include the equal opportunity clause provided under 41 CFR 60- 1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." 41 CFR §60-14. Therefore, include the following EO clause (not in italics) in construction contracts including construction associated administration and engineering contracts > \$10,000: 41 CFR §60-14. \$\$10,000 §60-1.4(b) Equal opportunity clause. 41 CFR §60-1.4 And 2 CFR 200 APPENDIX II (i construction contracts including language as a condition of any grant, contract, loan, insurance, or guarantee involving ifederally assisted construction which is not exempt from the requirements of the equal opportunity clause: 41 CFR §60-1.4 And 2 CFR 200 APPENDIX II (i for in whole or in part with funds obtained from the regulations of the Secretary of Labor 41 CFR chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, or undertaken pursuant to ary federal argores for in whole orin part, contract, loan, insurance, or guarantee, or undertaken p	

ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The Contractor will not discourage or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however. That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a

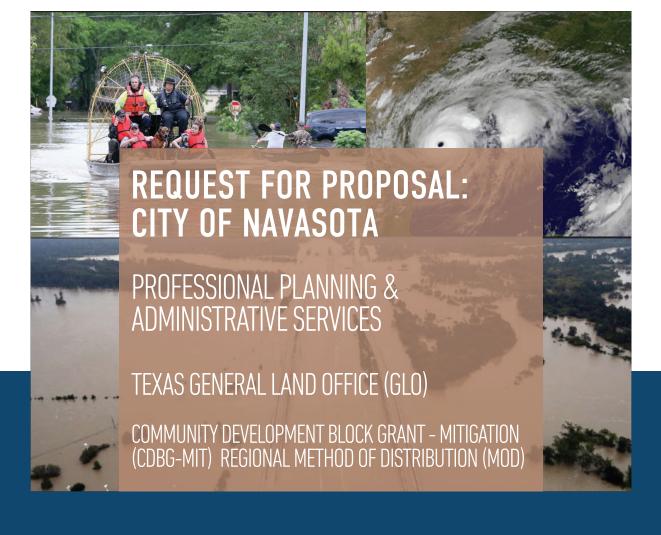
	contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings. (c) Subcontracts. Each nonexempt prime contractor or	
	subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts.	
	(d) Incorporation by reference. The equal opportunity clause may be incorporated by reference in all Government contracts and subcontracts, including Government bills of lading, transportation requests, contracts for deposit of Government funds, and contracts for issuing and paying U.S. savings bonds and notes, and such other contracts and subcontracts as the Deputy Assistant Secretary may designate.	
	(e) Incorporation by operation of the order. By operation of the order, the equal opportunity clause shall be considered to be a part of every contract and subcontract required by the order and the regulations in this part to include such a clause whether or not it is physically incorporated in such contracts and whether or not the contract between the agency and the contractor is written.	
	(f) Adaptation of language. Such necessary changes in language may be made in the equal opportunity clause as shall be appropriate to identify properly the parties and their undertakings.	
	[43 FR 49240, Oct. 20, 1978, as amended at 62 FR 66971, Dec. 22, 1997; 79 FR 72993, Dec. 9, 2014; 80 FR 54934, September 11, 2015]	
≥\$100,000	(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)— Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also	2 CFR 200 APPENDIX II (I) and 24 CFR §570.303

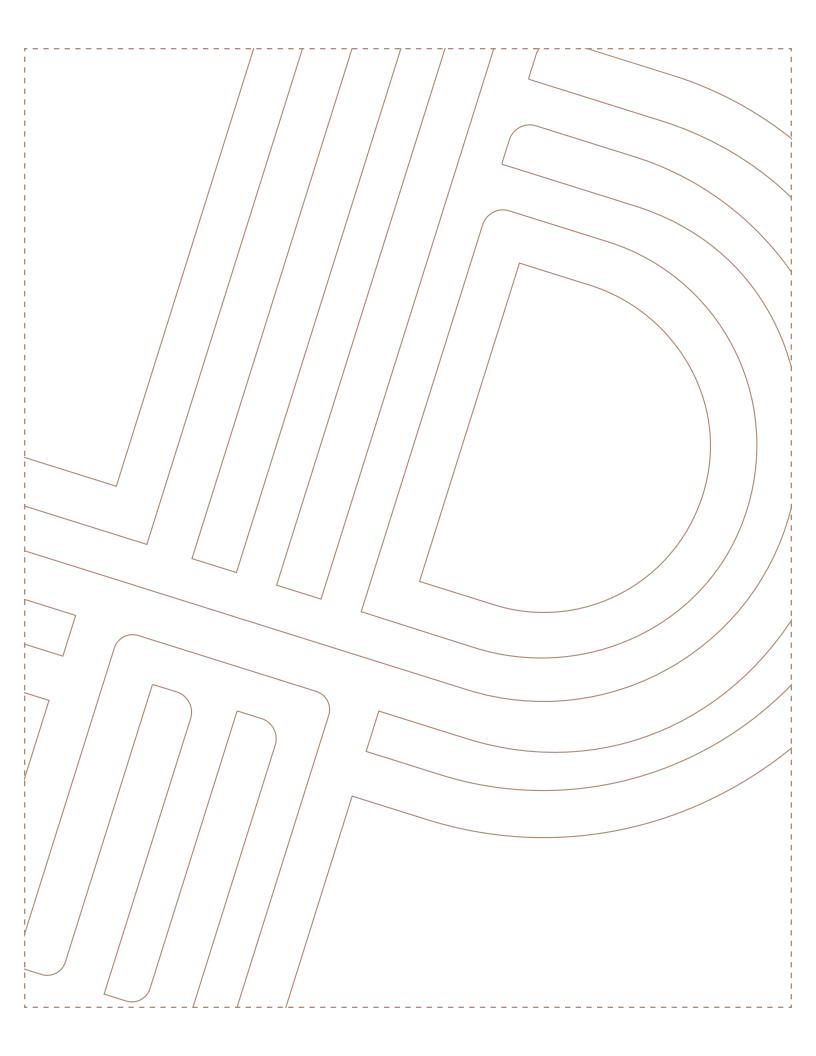
	disclose any lobbying with non-Federal funds that takes	
	place in connection with obtaining any Federal award.	
	Such disclosures are forwarded from tier to tier up to the	
	non-Federal award.	
>\$100,000 (Satisfied with inclusion of HUD 4010)	(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.	2 CFR 200 APPENDIX II (E)
>\$100,000	 §135.38 Section 3 clause All section 3 covered contracts shall include the following clause (referred to as the section 3 clause): A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing. B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations. C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and 	24 CFR §135.38

	location of the person(s) taking applications for each of the	
	positions; and the anticipated date the work shall begin.	
	D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.	
	E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.	
	F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.	
	G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).	
>\$150,000	(G) Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251– 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).	2 CFR 200 APPENDIX II (G)



WORKING TO BUILD VIBRANT AND SUSTAINABLE COMMUNITIES. COMMITTED TO IMPACTFUL SOLUTIONS. DRIVEN TO MAKE A DIFFERENCE.











November 3, 2022

Evette Fannin Grants Coordinator City of Navasota 200 E. McAlpine St. Navasota, Texas 77868

RE: City of Navasota Professional Grant Administration Services for Community Development Block Grant – Mitigation (CDBG-MIT) Regional Method of Distribution (MOD)

Dear Ms. Fannin:

We are excited for the opportunity to submit this proposal to the City of Navasota for Grant Administration Services associated with the Community Development Block Grant - Mitigation (CDBG-MIT) Regional Method of Distribution (MOD) program. We have assembled a highly qualified team that will be dedicated to identifying and implementing this funding opportunity for the City.

To date, Public Management, Inc. has guided its clients to over **\$850 million** in funding initiatives which span multiple state and federal funding sources. Of this amount **over \$500 million** is associated with disaster recovery initiatives. <u>Most recently, our Team has secured nearly \$200 million for our clients as part of the CDBG-MIT Harvey Competition – this equates to approximately 20% of the entire competition that was delivered to our clients!</u>

For forty years our Team has been dedicated to the mission of **Building Vibrant and Sustainable Communities**. Our performance and longevity are examples of our ability to deliver the needs of our clients and achieve our mission. Additionally, our extensive knowledge of the regulations and procedures of federal programs makes us well-equipped to assist the City with both day-to-day program management as well as high level policy issues. The Public Management, Inc. team has implemented state and federal programs throughout the Houston-Galveston Region for forty years. Strategically located in Houston, our Team will be able to effectively and efficiently assist all coordination related to this funding.

As President and CEO for Public Management, Inc., I have full authorization to commit the necessary staff resources to ensure that these services meet the City's standards. Additionally, I will certify our fee, as detailed in the Proposed Cost of Services section of this proposal, for a period of one Hundred eighty (180) days and will acknowledge the terms and conditions resulting in an awarded contract. We are grateful for the opportunity to submit this proposal to the city and look forward to working with you on this much needed project!

Respectfully

Patrick K. Wiltshire President

HOUSTON 15355 Vantage Pkwy W. Ste 360 Houston, TX 77032 publicmgt.com info@publicmgt.com (281) 592-0439

EXECUTIVE SUMMARY

ABOUT US

Public Management, Inc. was founded to help Texas communities navigate the challenges faced when pursuing prosperity for their cities and towns. We empower our clients to grow and improve the quality of life for their residents through sounds planning, financing, and management initiatives. We believe in the potential of every Texas city and town and exist to Build Vibrant and Sustainable Communities. Public Management, Inc. is more than a consultant. We do more than grant management and offer much more than typical planning services. We help communities, big and small, in the pursuit of prosperity.

THE PUBLIC MANAGEMENT, INC. TEAM

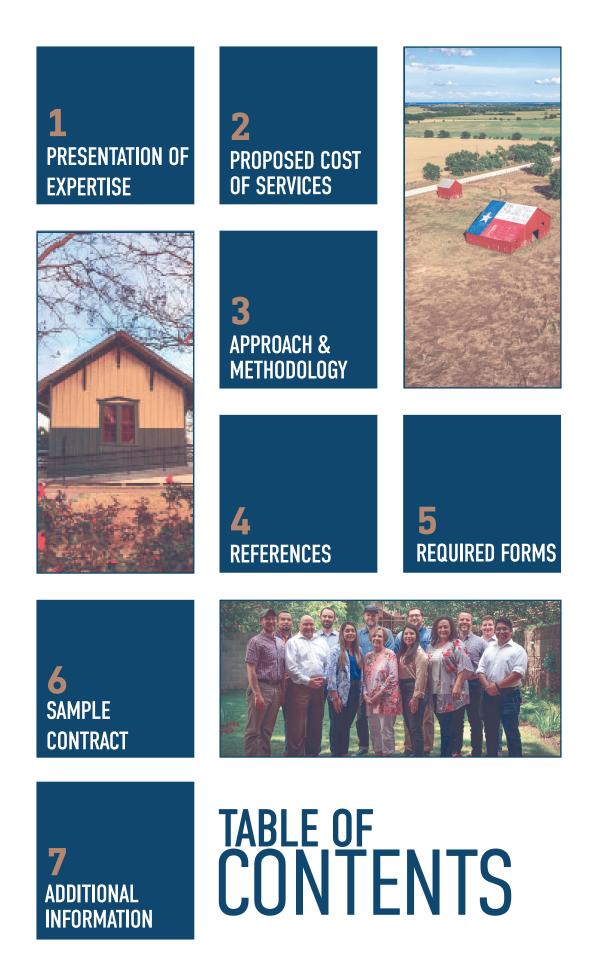


Public Management, Inc. will commit the Team consisting of Patrick K. Wiltshire, Michael Migaud, Aron Miller, and Thomas Quintero. Each member of the Team is located and works in the Houston, Texas, office and will be readily accessible for the City's project. As a group, this Team has secured and delivered major disaster recovery projects for various cities and counties within the coastal region.

Public Management, Inc. is uniquely positioned to deliver superior Grant Administration Services for the City for the following reasons: 1) Location - Headquartered in Houston, Texas - easily accessible to City offices; 2) Experience securing and managing GLO funded CDBG-DR & CDBG-MIT contracts - over \$500 million; 3) Project and Location Familiarity - Public Management, Inc. Has worked within the region for decades and has managed major disaster recovery project initiatives.

PROPOSAL STRUCTURE

This proposal is organized in a way that should be clear and concise to the reviewers. The Presentation of Expertise section will provide the overall impact that Public Management, Inc. has had on its clients. The Proposed Cost of Services section will detail Public Management, Inc.'s fee structure and hourly rate. The Approach & Methodology section details our specific project approach and methodology for this Proposal, as well as provides a description of the services that will be conducted. Within the References section the reviewer will find details of clients and past permanence. The Sample Contract section provides and contract for consideration. The Required Forms section includes all pertinent documents to this proposal and the Additional Information Section provides the total experience of the company.



PRESENTATION OF EXPERTISE

"Public Management, Inc. has been an excellent partner for Chambers County for more than a decade. Their team offers a wealth of knowledge and does an excellent job of guiding our County through the grant application, administration, and auditing process. They are always accessible and answer every question that we have. We are looking forward to continuing to work with Public Management, Inc. in the future."

- Chambers County



Public Management, Inc. has been committed to aiding Texans since 1982. Our team collectively has decades of experience managing over 1,000 projects for more than 225 cities and towns across the state. With client funding ranging from \$10,000 to \$100 million, our people are equipped with the right tools and knowledge to ensure the successful implementation of federally funded projects.





DISASTER RECOVERY & MITIGATION

Over half of all secured and managed contracts by Public Management, Inc. are for disaster recovery and mitigation initiatives. Our company has been part of every major disaster recovery program since 2001. Since that time we have secured over \$500 million for our clients, of which nearly \$200 million is a result of Public Management, Inc.'s efforts to secure contracts as a result of the CDBG-MIT Harvey Competition in the Fall of 2020.



SUCCESSFUL IMPLEMENTATION

The Public Management, Inc. Team has successfully secured and managed Community Development Block Grant (CDBG) disaster recovery funding for over two decades. All projects administered by our company have been closed on time, within budget, and with no financial penalties. Our experience with CDBG funding, and our familiarity with the Program administered by the Texas General Land Office (GLO), make us well equipped to serve the City.

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Public Management, Inc. is currently managing over 200 contracts totaling more than \$400 million across the State of Texas. Our Houston, Texas office leads all disaster recovery and mitigation efforts for the company. Our proximity to the coastal region allows for swift deployment of personnel to assist with all aspects of program implementation. The table below details all open Community Development Block Grant - Disaster Recovery / Mitigation contracts.

Clicat	Cremt Asserd	A	CDBG-DR		<u>CDBG-MIT</u>	
<u>Client</u>	<u>Grant Award</u>	Amount	Active	Closing	Active	Closing
Chambers County Contract #20-065-007-C010	\$	3,063,783.00	Х			
City of Anahuac Contract #20-065-017-C058	\$	193,271.00		Х		
City of Anahuac Contract #22-085-072-D331		3,593,572.00			Х	
City of Baytown Contract #20-065-113-C310	\$	1,785,864.00	Х			
City of Baytown Contract #D2017-040	\$	7,334,000.00	Х			
City of Baytown Contract #22-085-012-D240	\$ 32	2,718,055.00			Х	
City of Baytown Contract #22-082-020-D258	\$ 4	4,733,951.50			Х	
City of Bevil Oaks Contract #20-065-147-C902	\$	2,000,000.00	Х			
City of Brenham Contract #22-085-049-D302	\$!	5,051,660.00			Х	
City of Brenham Contract #22-082-023-D556	\$	3,434,600.00			Х	
City of Cleveland Contract #20-065-009-C002	\$	323,161.00		Х		
City of Conroe Contract #19-076-004-B353		1,680,000.00		Х		
City of Conroe Contract #20-065-010-C027	\$	391,453.00		Х		
City of Cuero Contract #22-085-057-D314	\$ 4	4,372,734.00			Х	
City of Dayton Contract #20-065-126-C437	\$	498,578.00		Х		
City of Dickinson Contract #20-065-029-C096	\$ 8	8,982,434.00	Х			
City of Dickinson Contract #20-066-040-C259	\$ 9	9,219,828.00	Х			
City of Dickinson Contract #22-085-004-D224	\$ 49	9,765,675.00			Х	
City of El Campo Contract #22-085-016-D252	\$ 14	4,988,719.99			Х	
City of Jersey Village Contract #19-076-011-B360	\$ (6,019,792.00		Х		
City of Katy Contract #19-076-013-D362	\$	407,850.00	Х			
City of Katy Contract #20-065-137-C503	\$!	5,000,000.00	Х			
City of Katy Contract #D2017-074	\$ 3	3,872,207.00	Х			
City of La Porte Contract #19-231-000-B675	\$	518,775.30		Х		
City of La Porte Contract #D2014-044	\$ 4	4,127,270.00	Х			
City of La Porte Contract #22-119-004-D374	\$ 11	1,400,009.38	Х		Х	
City of Liberty Contract #20-065-003-B965	\$	420,912.00		Х		
City of New Waverly Contract #20-065-015-C054	\$	169,783.00		Х		
City of New Waverly Contract #22-085-045-D298	\$ (6,667,862.00			Х	
City of Oak Ridge North Contract #19-076-019-C368	\$	840,000.00		Х		
City of Pasadena Contract #22-085-001-D221	\$ 4	7,751,660.72			Х	
City of Plum Grove Contract #20-065-117-C378	\$	405,290.00		Х		
City of Prairie View Contract #20-065-019-C065	\$	742,016.00		Х		
City of Sealy Contract #19-076-038-B691	\$	2,013,320.87		Х		
City of Sealy Contract #20-065-132-C443	\$	356,750.00		Х		
City of Willis Contract #19-076-030-B387	\$	1,320,000.00		Х		
City of Woodbranch Village Contract #20-065-125-C436	\$	249,958.00	Х			
City of Woodloch Contract #19-076-031-B388	\$	720,000.00		Х		
City of Woodloch Contract #20-065-040-C121	\$	249,958.00	Х			
Galveston Co. WCID #1 Contract #22-085-035-D219	\$ 8	8,189,000.00			Х	
Total	\$ 25!	5,573,753.76				

IN-DEPTH LOOK AT CDBG-MIT

The CDBG-MIT program provided Texas communities impacted by disaster events, from the floods of 2015 & 2016 and Hurricane Harvey, a unique opportunity to not only recover from these disasters but mitigate the impacts of future disasters. With over \$4.3 billion allocated to Texas for these efforts, the Texas General Land Office (GLO) developed a variety of programs to assist with recovery. The main funding opportunity for impacted jurisdictions occurred in the Fall of 2020 when the GLO accepted applications for an unprecedented \$1.2 billion competition. After receiving more than 300 applications for over \$6 billion, the GLO released award notifications in the Spring of 2021. The detail below covers Public Management, Inc.'s performance during the historic competition as well as highlights the services that are currently being provided.



APPLICATION PREPARATION

Our Team developed and submitted 24 applications for over \$634 million spanning 20 jurisdictions and impacting nearly 1 million calculated beneficiaries.



CONTRACT AWARDS

Of the 24 applications submitted 12 were awarded contracts totaling \$192 million. Given the fact that less than 1/3 of all applications submitted were awarded, our award ratio of 50% far exceeds the average within the State. This further proves the ability of our Team to understand these programs and deliver for our clients.



CONTRACT INITIATION

All 12 of our CDBG-MIT contracts have been initiated with Kick-off meetings with the GLO. Our Team has submitted all preliminary administrative start-up documents and the engineers are fully contracted and actively working through the project design.

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ENVIRONMENTAL REVIEW

All environmental services are being preformed in-house with Public Management, Inc. staff. All CDBG-MIT contracts are currently working through the environmental process and some have already received environmental clearance and are pending construction procurement.



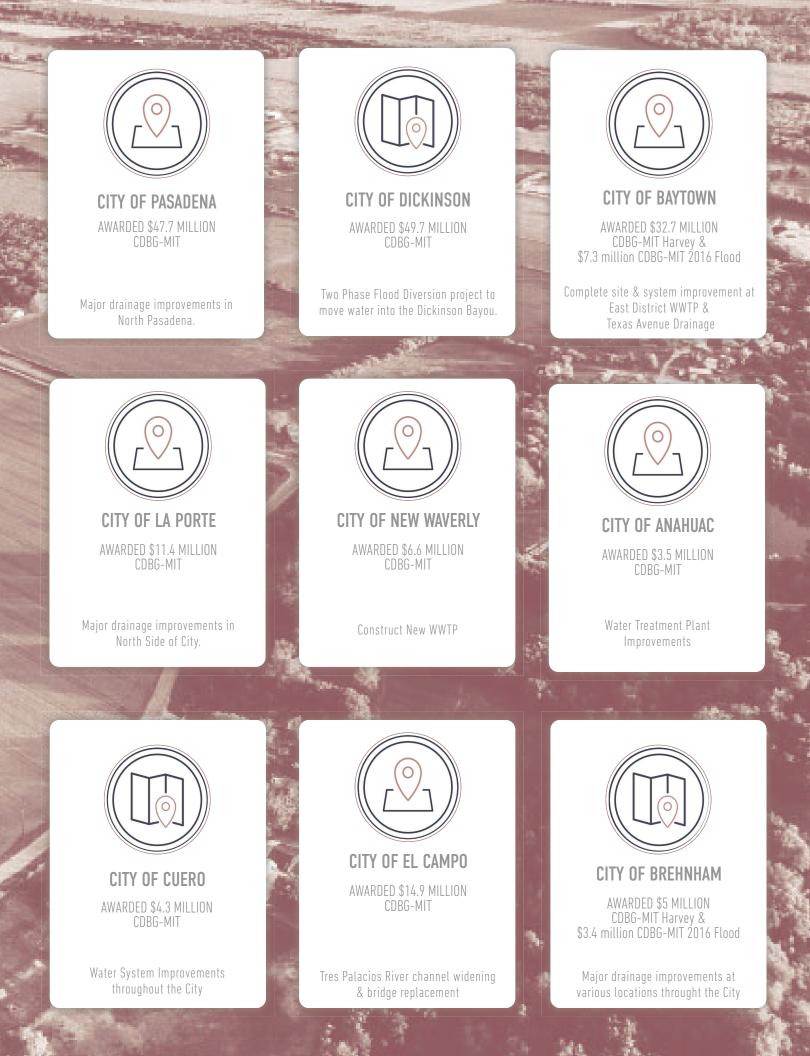
FINANCIAL MANAGEMENT

Due to our experience with GLO CDBG programs, as well as our familiarity with their System Management (TIGR), we have requested and received millions of dollars to cover the professional service costs (administration, engineering, environmental). We are able to effectively track the invoices and document the payments for the GLO to reimburse to our clients.



PROGRAM COMPLIANCE

All 12 of our CDBG-MIT contracts are in compliance with the GLO program requirements. Contract timelines remain unphased and we anticipate having all contracts under construction in the next 9 months.



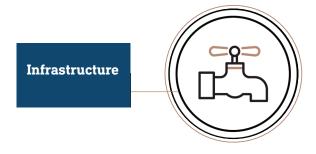
MITIGATION IMPACT

The impact of our collective efforts not only improve critical infrastructure, but we are changing lives in the communities we serve.



PROJECT BENEFICIARIES

Collectively, our projects are benefiting over 100,000 individuals and families. Project impact areas have been developed to provide maximum benefit.



INFRASTRUCTURE IMPROVEMENTS

The proposed improvements include three (3) treatment plants, over 30 miles of drainage, over ten (10) miles of water lines, and two (2) detention ponds.

Regional Impact



LONG-TERM BENEFITS

During the project development phase our team evaluated projects that included holistic and regional impacts.

PATRICK K. WILTSHIRE PRESIDENT

EXPERIENCE

2015 - PRESENT Public Management, Inc.

2014 - 2014 Public Management, Inc.

2009 - 2013 Public Management, Inc.

EDUCATION

2007 - 2009 Texas A&M University

2001 - 2006 Missouri Valley College PRESIDENT

CHIEF OPERATIONS OFFICER

PROJECT MANAGER

M.A. PUBLIC ADMINISTRATION

B.A. SOCIOLOGY





Implemented unique Project Management system to improve overall contract management and project efficiencies.



Managed or directed over \$500 million project initiatives since 2014.

|--|

Coordinated programmatic Improvements to various CDBG programs (TDA, GLO)

THOMAS QUINTERO PROJECT MANAGER & GIS TECHNICIAN

EXPERIENCE

2021 - PRESENT Public Management, Inc.

2020 - 2021 City of Detroit GIS ANALYST

PROJECT MANAGER / GIS TECHNICIAN

2020 - 2020 NASA DEVELOP

GIS ANALYST INTERN

EDUCATION

2016 - 2020 University of Texas

B.S. GEOLOGY



Currently managing CDBG-MIT and ARPA contracts for the City of Pasadena totaling nealy \$90 million.



Certified CDBG Project Manager



Provides all GIS Mapping and analytics for South East Texas Region

MICHAEL MIGAUD

PROJECT MANAGER

EXPERIENCE

2020 - PRESENT Public Management, Inc.

2019 - 2020 The Texas Lyceum

PROJECT MANAGER

HOUSING POLICY FELLOW

EDUCATION

2007 - 2020 Texas A&M University 2014 - 2018 Texas A&M University

M.A. PUBLIC ADMINISTRATION

B.S. POLITICAL SCIENCE



Currently manages over \$80 million is disaster recovery and mitigation contracts in the HGAC Region



Leads Project Management efficiencies and data analysis for contract compliance



Envision Sustainability Professional (ENV SP) Certified





Currently manages over \$25 millions in community development and disaster recovery projects.



CDBG certified Project Manager



Assists with environmental reviews and conducts field visits

ARON MILLER PROJECT MANAGER

EXPERIENCE

2020 - PRESENT Public Management, Inc.

2019 - 2020 James D. Jones, Attorney

2016 - 2018 James D. Jones, Attorney

EDUCATION

2014 - 2019 Texas Tech University PROJECT MANAGER

LEGAL ADMINISTRATIVE ASSISTANT

LEGAL INTERN I, II, & III

B.A. SOCIOLOGY

PROPOSED COST OF SERVICES

"The City of Baytown has successfully worked with Public Management, Inc. over 10 years. Public Management has assisted with obtaining new funding sources, managing the complicated grant funding for infrastructure projects, and monitoring all disaster funding for Baytown. Their team is composed of consummate professionals and deliver excellent, knowledgeable customer service. They have been a great liaison with the county and state officials as they speak their language and have a crystal-clear understanding of the convoluted regulations."

- City of Baytown







November 3, 2022

Evette Fannin Grants Coordinator City of Navasota 200 E. McAlpine St. Navasota, Texas 77868

RE: Proposed Cost Structure, Letter of Profit Statement and Negotiation

Dear Ms. Fannin:

Public Management, Inc.'s proposed fee for Administrative Service is based on the Brazos Valley Council of Governments (BVCOG) Regional Method of Distribution (MOD) allocation to the City of Navasota in the amount of \$996,400.00. <u>A fixed fee of \$79,000.00 is being proposed to assist with all aspects of grant</u> <u>management from Application Preparation to Contract Closeout</u>. This cost is approximately 8.0% of the City's allocation and less than the GLO's recommended Project Delivery / Administration Services Caps.

To comply with federal procurement regulations at 2 CFR 200.323, a non-Federal entity must evaluate costs and negotiate profit as a separate element of the price for each contract in which there is no price competition and in cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

<u>As detailed on the following page, our fee schedule and hourly rates are in-line with other established</u> <u>schedules by similar federal programs (FMEA, CDBG, etc.).</u> Of this fee, our level of profit for is <u>approximately 5-10%</u>. We believe this profit level is justifiable for several reasons: the extensive work Public Management, Inc. undertakes in preparing project start-up and mapping documents; the environmental review process; complete contract management and coordination with all vendors and contractors; labor standards requirements; financial management oversight; procurement compliance; contract closeout; as well as our investment in hiring and training highly qualified project managers; and the quality of our past work as demonstrated in our proposal.

Since the City must review our proposed costs and consider our profit and negotiate it separately from our overall contract price, please accept this letter as the attachment to our proposed fee.

Respectfully,

Patrick K. Wiltshire President

HOUSTON 15355 Vantage Pkwy W. Ste 360 Houston, TX 77032 publicmgt.com info@publicmgt.com (281) 592-0439







APPLICATION PREPARATION

There is no charge for application development, preparation and submission. Public Management, Inc. performs application services free of charge when selected for Grant Administration Services.

PROJECT DELIVERY / ADMINISTRATIVE SERVICES

PROJECT DEL	IVERT / ADIVITINISTRATIVE SE	RVICES		
CDBG-MIT Grant Amount	Percentage Factor	Fee Not to Exceed		
\$0 - \$249,999.99	10.00%	\$25,000.00		
\$250,000.00 - \$749,999.99	9.00%	\$67,500.00		
\$750,000.00 - \$999,999.99	8.00%	\$80,000.00		
\$1,000,000.00 - \$5,000,000.00	7.00%	\$350,000.00		
\$5,000,001.00 - \$10,000,000.00	6.00%	\$600,000.00		
\$10,000,001.00 - \$20,000,000.00	5.50%	\$1,100,000.00		
\$20,000,001.00 - \$24,999,999.99	5.00%	\$1,250,000.00		
\$25,000,000.00 - \$30,000,000.00	4.50%	\$1,350,000.00		
\$30,000,001.00 - \$40,000,000.00	4.25%	\$1,700,000.00		
\$40,000,001.00 - \$50,000,000.00	4.00%	\$2,000,000.00		
\$50,000,001.00 - \$75,000,000.00	4.00%	\$3,000,000.00		
\$75,000,001.00 - \$100,000,000.00	3.75% \$3,750,			
PUBLIC MANA	AGEMENT, INC. 2022 HOUR	LY RATE		
Principal Consultant		\$275.00/HR		
Senior Consultant		\$250.00/HR		
Senior Project Manager		\$225.00/HR		
Environmental Specialist		\$200.00/HR		
Project Manager	\$200.00/HR			
Planner	\$200.00/HR			
GIS Manager	\$200.00/HR			
GIS Technician		\$185.00/HR		
Assistant Project Manager/Planner	\$170.00/HR			

Compliance Specialist

Executive Assistant

\$150.00/HR \$125.00/HR

COG:	B	srazos Valley					
Т	Total Allocation:		\$25,04	11,	000		
Entity		Allocation	Percentage of Total Allocation		LMI Portion	LMI Percentage	
Burleson County	\$	1,076,300.00	4.30%	\$	-	0.00%	0.3783
Caldwell	\$	892,100.00	3.56%	\$	-	0.00%	0.3837
Snook	\$	917,200.00	3.66%	\$	458,600.00	50.00%	0.4792
Somerville	\$	1,063,500.00	4.25%	\$	354,500.00	33.33%	0.4356
Grimes County	\$	996,700.00	3.98%	\$	332,233.33	33.33%	0.424
Anderson	\$	734,400.00	2.93%	\$	-	0.00%	0.28
Iola	\$	674,800.00	2.69%	\$	-	0.00%	0.299
Bedias	Ś	1 217 700 00	4 86%	Ś	1 217 700 00	100 00%	0 5645
Navasota	\$	996,400.00	3.98%	\$	332,133.33	33.33%	0.45
Plantersville	Ş	500,000.00	2.00%	Ş	-	0.00%	U
Todd Mission	\$	1,277,000.00	5.10%	\$	1,277,000.00	100.00%	0.6131
Madison County	\$	912,600.00	3.64%	\$	304,200.00	33.33%	0.4403
Madisonville	\$	1,041,400.00	4.16%	\$	1,041,400.00	100.00%	0.5356
Midway	\$	982,800.00	3.92%	\$	982,800.00	100.00%	0.5274
Washington County	\$	1,119,800.00	4.47%	\$	373,266.67	33.33%	0.4357
Brenham	\$	1,044,500.00	4.17%	\$	522,250.00	50.00%	0.465
Burton	\$	593,800.00	2.37%	\$	-	0.00%	0.2405
Brazos County	\$	500,000.00	2.00%	\$	500,000.00	100.00%	0.5105
Bryan	\$	500,000.00	2.00%	\$	500,000.00	100.00%	0.5176
College Station	\$	500,000.00	2.00%	\$	500,000.00	100.00%	0.56
Wixon Valley	\$	500,000.00	2.00%	\$	-	0.00%	
Kurten	\$	500,000.00	2.00%	\$	-	0.00%	0.3824
Robertson County	\$	500,000.00	2.00%	\$	166,666.67	33.33%	0.4193
Bremond	\$	500,000.00	2.00%	\$	500,000.00	100.00%	0.5304
Calvert	\$	500,000.00	2.00%	\$	500,000.00	100.00%	0.7385
Franklin	\$	500,000.00	2.00%	\$	500,000.00	100.00%	0.5297
Hearne	\$	500,000.00	2.00%	\$	166,666.67	33.33%	0.4442
Leon County	\$	500,000.00	2.00%	\$	-	0.00%	0.389
Centerville	\$	500,000.00	2.00%	\$	250,000.00	50.00%	0.4637
Jewett	\$	500,000.00	2.00%	\$	500,000.00	100.00%	0.5231
Leona	\$	500,000.00	2.00%	\$	-	0.00%	0.303
Marquez	\$	500,000.00	2.00%	\$	166,666.67	33.33%	0.4107
Normangee	\$	500,000.00	2.00%	\$	500,000.00	100.00%	0.6
Oakwood	\$	500,000.00	2.00%	\$	166,666.67	33.33%	0.4078
Buffalo	\$	500,000.00	2.00%	\$	500,000.00	100.00%	0.5919
Total	\$	25,041,000.00	100.00%	\$	12,612,750.00	50.37%	

Cost of Services: Administration Services (Infrastructure)

Indicate No Cost Proposal if your firm is not proposing for the services specified on this Cost of Services page.

The city may apply for all, none, or any combination of the CDBG-MIT infrastructure programs listed below (see the Administration Services—Description of Programs in this RFP) and choose one or more service providers to implement awarded activities.

Maximum amount of grant funds firm is able and/or willing to manage: \$_____\$250,000,000 +

Indicate pricing for any/all CDBG-MIT programs for which firm is able and/or willing to provide specified services at the level of the total award amount.

Proposed Cost to Provide <u>All</u> Grant Administration Services

General Administrative, Environmental, Construction Mgt, related

Acquisition Duties (Not Buyout)	Total Award Amount										
Program	\$500,000	\$1,000,000	\$3,000,000	\$10,000,000	\$100,000,000						
 Regional Mitigation (for declared counties) 	9%	7%	7%	5.5%	3.75%						

Proposed Cost to Provide General Administrative, Construction

Management, related Acquisition Duties Only (not Buyout)					
Program	\$500,000	\$1,000,000	\$3,000,000	\$10,000,000	\$100,000,000
 Regional Mitigation (for declared counties) 	9%	7%	7%	5.5%	3.75%

Total Award Amount

Proposed Cost to Provide Environmental Services Only	Total Award Amount										
Program	\$500,000	\$1,000,000	\$3,000,000	\$10,000,000	\$100,000,000						
Regional Mitigation (for declared counties)	\$3,000	\$4,500	\$5,000	\$7,500	TBD						

Proposed Cost to Provide Buyout Services Only (as needed--in

addition to any of the above Service Fees)	Total Award Amount									
Program	\$500,000	\$1,000,000	\$3,000,000	\$10,000,000	\$100,000,000					
 Regional Mitigation (for declared counties) 	9%	7%	7%	5.5%	3.75%					



CDBG-MIT PROJECT CAPS

Project Delivery

Project Delivery may include, but is not limited to, grant administrator fees, costs associated with environmental clearance, and eligible costs for in-house efforts. For instance, applicants may choose to utilize a portion of their project delivery grant funds to supplement costs for their single audit, pay for document staff administration efforts.

Project Delivery costs should be estimated according to the total grant request for the application and included in the application budget. The maximum allowable project delivery cost per grant shall be less than or equal to the caps as outlined here.

TOTAL CDBG-MIT AWARD (Non-Housing activities)	PERCENTAGE CAP
\$249,999.99 or less	. 13%
\$250,000-\$749,999.99	11%
\$750,000-\$999,999.99	10% -
\$1 million-\$24,999,999.99	8%
\$25 million or over	6%

Applicants may choose to self-administer for eligible local in-house grant administration services and/or costs, procure a third-party grant administrator, or a combination of the two.

Each application must clearly establish the portion of CDBG-MIT funds to be used to pay for third-party vendor grant administration services, and the portion retained to reimburse the applicant.

Housing-related mitigation activities are allowable up to 12 percent of program amounts for costs directly related to implementation.

Engineering and design activities will be capped at 15 percent of the total project award unless special services are necessary; in such cases, the GLO must review and approve the request.

APPROACH & METHODOLOGY

"I highly recommend Public Management, Inc. services to any organization. We've worked with them for over two decades, and had a great experience. Their knowledge has enabled us to receive grants for utility lines in our low to moderate income areas multiple times, where there is a real need. The impact this has made on our community can't be put into words. The team at Public Management, Inc. is always professional, organized and highly experienced. We look forward to working with them on all our grant needs in the future."

- City of El Campo

WE HELP COMMUNITIES IN PURSUIT OF PROSPERITY.

In addition to securing funds to help meet their goals, communities count on our team to plan, research, navigate and manage the entire process.

METHODOLOGY

The Team will immediately begin conducting application assessment and project development meetings to familiarize all parties with the schedule of the proposed funding source, necessary documents, and procedural compliance. These will set the stage for comprehensive understanding of the program and allow the City to secure funding in a timely manner.

The Team will maintain constant communication to ensure all parties are aware of the project status for successful application submittal. Once an application is submitted, the Team will monitor the review process and report the status back to the City. If an application is scheduled for award, the Team will notify the City of the results and discuss next steps and important procedures to undertake in order to be prepared for contract initiation.

Upon successful contract development, the Team will work with the funding agency to ensure that all review and approval requirements are met so that awards will be made. The Team will utilize a project management system to track projects from application development to contract closeout. This system will ensure accountability and efficiency for the City.



APPLICATION PREPARATION

Securing funding is critical to recovery. Our Team has a proven process to identify project needs and develop award wining applications.



CONTRACT Management

The Team will ensure the contract remains in full compliance with all applicable state and federal regulations as well as meet the timeline & budget requirements.



PROJECT Management

Our Team has decades of experience guiding our clients through the road to recovery. We have secured over \$500 million in disaster recovery initiatives.



Let's start at the beginning, when your project is little more than a "What if?" Working together, we will help the City define what's important and look ahead to what's next.

Application Preparation

The Team will prepare the application as directed by the City to apply for the available funding adherent to the state and federal agencies guidelines. The Team will coordinate all activities and other service providers with regard to the preparation of the application.

__ SCHEDULE DEVELOPMENT

1.

2.

3.

4.

5.

Evaluate funding requirements and develop an application timeline. Focus will be given to major development milestones with required deliverables.

PROGRAM REVIEW

Present program details and application requirements. Cover submission requirements and critical document development.

_ MEETING COORDINATION

Facilitate meetings (stakeholders, engineer, staff, etc.) to ensure application and schedule compliance.

_ CITIZEN PARTICIPATION

Coordinate public meetings and outreach efforts that are defined in local Citizen Participation Plan. In some cases, this may include the development of appropriate citizen participation plans.

PROJECT DEVELOPMENT

Work with the engineer and staff to identify and prioritize needs. Develop an action plan to address these needs and implement the community needs assessment strategy.

6. BEI

_ BENEFICIARY REVIEW

Assess project impact area to determine appropriate beneficiary methodology. Review census data to determine applicability and advise on the necessity of project area income survey.

7. P

9.

PRELIMINARY ENVIRONMENTAL REVIEW

Conduct environmental impact analysis to determine project effects in flood prone regions, wetlands, as well as endangered species.

8. MAPPING

Generate quality maps which depict the project and benefit area. Maps will be used to detail project location as well as environmental impact.

_ APPLICATION COMPLETION & SUBMISSION

Compile finalized application material, including approved budget and project impact detail, and prepare for submission. Complete electronic records will be maintained for reference.



A little help and guidance can go a long way on the road to recovery. Whether it's for three months or 30 years, we'll show up, step up, and go to work as an extension of your team.

5.

6.

7.

ADMINISTRATIVE DUTIES

1.

2.

3.

4.

The Team will coordinate all program elements to effectuate successful project development. This includes stakeholder meeting to determine goals/objectives, reporting and project progress dissemination, as well as the overall contract maintenance. The development of clear communication between the District and any other appropriate service providers will allow the Team to act as the liaison in all matters concerning the project.

_ RECORD KEEPING

The Team will assist the with developing and maintaining all records generated by the program. This includes all records required by the funding agency and the District (i.e. program management records) in both physical and digital formats.

FINANCIAL MANAGEMENT

The Team will assist with the development and maintenance of the contract ledger, general journal, cash receipts and all other necessary financial documents. Additionally, the Team will develop and submit payment requests in line with contract milestones, as well as monitor the District's financial system.

CONSTRUCTION MANAGEMENT

The Team will coordinate and supervise the project to ensure designated activities are realizing the intended outcomes as stated in contract documents and application. This includes on-site visitations, document control and scope realignment, and project meetings. REAL PROPERTY ACQUISITION (AS APPLICABLE):

The Team will assist with preliminary acquisition assessment as well as the development and/or coordination of acquisition of real property. This includes following appropriate federal regulations and detailed by the Uniform Act (i.e. administrative coordination of parcel selection, value determination, outreach/correspondence, offer/settlement).

ENVIRONMENTAL SERVICES

The Team will prepare all documents and correspondence for environmental review and clearance as well as maintain close coordination with local officials, project engineer and other members of the project team to assure appropriate level of environmental review is performed. This project element will abide by the National Environmental Policy Act (NEPA) or any other Federal, State or local regulation as applicable. On-site visits and appropriate consultation will be conducted to ensure environmental clearance.

___ CIVIL RIGHTS REQUIREMENTS

The Team will structure the program so that all procurement procedures, contracts, and polices will be in accordance with state and federal regulations associated thereto. This includes processes that ensure the District and its contractors make affirmative efforts to employ Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and Women Business Enterprises.

8. PROCUREMENT/BIDDING/CONTRACTING:

The Team will advise on the implementation of appropriate procurement procedures to obtain professional and construction services necessary to complete the project(s). This includes ensuring compliance with Local Government Code Chapter 252 as well as 2 CFR 200.320.

__ LABOR STANDARDS MONITORING:

9.

The Team will ensure that all labor standards laws and regulations are observed during the course of the project. The program will be structured so that all procurement procedures and contracts will meet equal opportunity requirements. This includes compliance with the Davis-Bacon Act, Fair Labor Standards Act, Contract Work Hours & Safety Standards Act, as well as other prevailing labor requirements.

10. FORCE ACCOUNT (AS APPLICABLE):

The Team will assist the City in preparing force account documentation for the project and will consolidate this information for suitable presentation to the funding agency. Record development, review and maintenance will be coordinated to ensure project milestones are tracked and costs are reimbursed.

11. CONTRACT CLOSE-OUT ASSISTANCE:

The Team will develop and maintain all necessary reports required by the funding agency to close out the project. This includes conducting final project inspections, evaluating contract completion documents, and coordinating stakeholder review. Lastly, the Team will work with the District in preparing the annual audits and necessary actions to ensure the project reaches the "Administratively Closed" status.

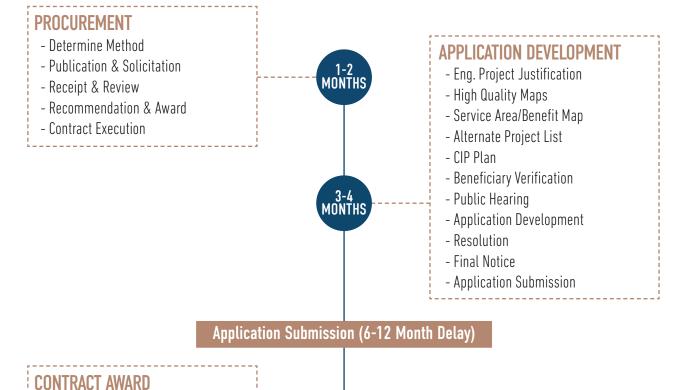
PROJECT APPROACH

The Team will utilize local staff as the primary contacts to provide continuous, logistical, and technical support during the course of the project. The Team will work closely with state and federal agencies to ensure that all requirements are met and that the project remains on track. The City will have access to the Team and our methodology ensures that the City will be informed throughout the course of the project.

Our holistic approach to disaster recovery and project management provide the City with a sufficient understanding of the challenges at hand as well as the resources available to address these needs. When funding is secured, the Team will then work to implement the program from award to successful closeout. The Team's primary focus will be to ensure that proposed project is achieving desired outcomes that will provide the greatest benefit to the community.

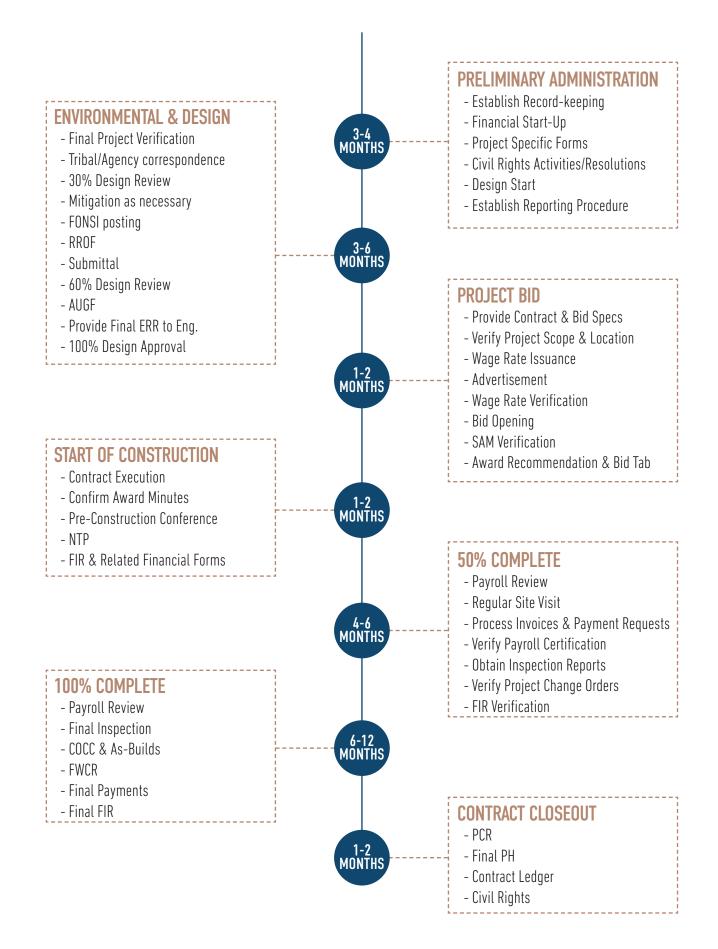
The following page details a typical project timeline from procurement and application development through contract award and closeout. Although project complexities, as well as other extenuating circumstances, may alter the schedule it is presented here for reference and an understanding of the overall process.

									PF	20.	JE	СТ	T	[M	E)L	IN	E														
													Dl	JRA		N IN	MO	NTH	IS												
ACTIVITY	1	2	3	4	5	6		7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Procurement																															
Application Development							(ye																								
Contract Award							th Del																								
Preliminary Administration							2 Mor																								
Environmental & Design							n (6-1																								
Project Bid							Submission (6-12 Month Delay)																								
Start of Construction							n Sub																								
50% Complete							Application S																								
100% Complete							App																								
Closeout																															



- Contract Execution
- Award Call/Kickoff Meeting
- On-Site Visit
- ERR Start-Up
- PS & Budget Review
- Update Maps as Necessary
- Confirm Alternate as Necessary





"The City of Beaumont has worked with Public Management, Inc. on many large grant projects. Public Management has helped us to navigate the often-complicated grant funding process as well as bringing information to the table on new grant funding possibilities. They are always available to answer questions, solve problems and keep us on track. We look forward to continuing to work with Public Management, Inc. in the future."

- City of Beaumont

DECADES OF COMMITMENT

SINCE 1991, WE HAVE GUIDED CHAMBERS COUNTY THROUGH A VARIETY OF COMMUNITY DEVELOPMENT, ECONOMIC DEVELOPMENT, AND DISASTER RECOVERY INITIATIVES. NEARLY THREE DECADES LATER, OUR TEAM HAS MANAGED OVER \$64 MILLION IN GRANT-FUNDED PROJECTS WHICH HAVE SPURRED DEVELOPMENT AND IMPROVED PUBLIC INFRASTRUCTURE.

REFERENCE: CHAMBERS COUNTY, TEXAS



CONTACT INFORMATION

Name:	Samantha Humphrey
Title:	Dir. Economic Dev. & Grants
Phone:	(409) 267-2695
Email:	shumphrey@chamberstx.gov

WE ARE ABLE TO IDENTIFY COMMUNITY NEEDS AND ALIGN FUNDING OPPORTUNITIES FOR STRATEGIC IMPLEMENTATION.

CLIENT Challenges

Balance progressive ideas for growth with a conservative approach to budgets and financing

Offset local expenditures for infrastructure improvements

Achieve long-term disaster recovery mitigation and define goals for community development

OUR Solutions

Applied for, secured and managed grant funding to subsidize capital improvements and mitigate future disasters

Coordinated long range planning initiatives

Align needs with funding mechanism

THE Results

Created significant ROI and value through strategy, planning and project management

Secured over \$64 million

Substantial improvements to critical infrastructure.

REFERENCE: DICKINSON, TEXAS



CONTACT INFORMATION

Name:	Chaise A. Cary
Title:	Assistant City Manager
Phone:	(281) 337-6286
Email:	CCary@dickinsontexas.gov

OUR SERVICE TO THE CITY OF DICKINSON EMBODIES OUR COMMITMENT TO SUSTAINABLE COMMUNITIES. FROM LONG-RANGE PLANNING, TO SECURING PUBLIC INFRASTRUCTURE FUNDING FOR MAJOR DISASTER RECOVERY PROJECTS, THE PUBLIC MANAGEMENT, INC. TEAM HAS GUIDED THE CITY THROUGH CRITICAL INITIATIVES AND SECURED OVER \$90 MILLION.

FOCUSED ON SUSTAINABILITY

WE FOCUS ON IMPACTS AND OUTCOMES TO DRIVE COMMUNITY NEEDS AND NAVIGATE THE ARRAY OF FUNDING OPPORTUNITIES.

CLIENT Challenges

Identify and prioritize a large number of community development and disaster recovery projects

Secure funding to cover budget shortfall

Guide decision-makers in planning and development of proposed projects

OUR Solutions

Advised on state and federal regulations and developed programs aimed at effective implementation

Incorporated results-oriented projects

Managed projects from planning through construction



Secured over \$90 million in community development & disaster recovery funding

Developed and constructed major infrastructure improvements to enhance sustainability

A healthier, more resilient community prepared for future development WE UNDERSTAND THAT LASTING IMPROVEMENTS ARE INCREMENTAL AND WE ARE COMMITTED TO HELP YOUR COMMUNITY ACCOMPLISH YOUR GOALS AND TO REDUCE YOUR ADMINISTRATIVE BURDEN IN ACHIEVING SUCCESS.

DEDICATION TO OUR CLIENTS

OUR SERVICE TO THE CITY OF BEAUMONT EMBODIES OUR COMMITMENT TO SUSTAINABLE COMMUNITIES. FROM RECONSTRUCTING PUBLIC FACILITIES TO SECURING FUNDING FOR MAJOR PUBLIC INFRASTRUCTURE PROJECTS, OUR TEAM HAS GUIDED THE CITY THROUGH SIGNIFICANT RECOVERY INITIATIVES.

CONTACT INFORMATION

Name:	Bart Bartkowiak
Title:	Director of Public Works
Phone:	(409) 880-3752
Email:	Bart.Bartkowiak@beaumonttexas.gov



REFERENCE: BEAUMONT, TEXAS

CLIENT Challenges

Deteriorated critical infrastructure systems

Substantial budget restrictions

Threat of out-migration without maintaining services

OUR Solutions

Scoping sessions to understand current limitations and future goals

Identifying projects to have long-term impact

Strategically applying for funding to accomplish goals without overextending local resources

THE Results

Assisted city accomplish identified goals

Obtained approximately \$62 million in grant funding

Helped to create a more sustainable community

GOAL DRIVEN

WE ARE ADMINISTERING AND ADVISING THE CITY OF PASADENA ON VARIOUS LARGE SCALE CAPITAL PROJECTS ASSOCIATED WITH NEARLY \$90 MILLION IN FEDERAL FUNDING. PASADENA EXEMPLIFIES THE DESIRED CLIENT RELATIONSHIP OF COMMITMENT TO ASSIST WITH ALL DISASTER RECOVERY AND PLANNING NEEDS. REFERENCE: PASADENA, TEXAS



CONTACT INFORMATION

Name:	Mark Gardemal, PE
Title:	Dep. Director/Public Works
Phone:	(713) 475-5573
Email:	MGardemal@pasadenatx.gov

WE ARE DEDICATED TO HELPING CLIENTS UTILIZE THE BEST FUNDING SOURCE TO COMPLETE EACH PROJECT

CLIENT Challenges

Undersized and deteriorated drainage throughout town

Highly susceptible to flooding during major rain and disaster events

Impacted by every major disaster since Tropical Storm Allison

OUR Solutions

Understanding communities needs and resource limitations

Identifying and advising on various financing vehicles to meet needs

Navigating funding opportunities to address large scale flood mitigation initiatives.



Secured the third highest CDBG-MIT competition award of \$47.2 million for Flood mitigation

Selected to Administer the City's ARPA funds in the amount of \$40.1 million.

Providing comprehensive administration services for nearly \$90 million

REFERENCE: BAYTOWN TEXAS



CONTACT INFORMATION INFORMATION

Name:	Frank O. Simoneaux
Title:	Director PW & Engineering
Phone:	(281) 420-5312
Email:	frank.simoneaux@baytown.org

SINCE 2008, PUBLIC MANAGEMENT, INC. HAS HELPED THE CITY OF BAYTOWN OBTAIN AND MANAGE APPROXIMATELY \$73 MILLION IN GRANT FUNDING. AIMED AT DISASTER RECOVERY AND MITIGATION, THE PUBLIC MANAGEMENT, INC. TEAM HAS GUIDED INITIATIVES FOR CRITICAL INFRASTRUCTURE RANGING FROM TREATMENT FACILITIES AND FLOOD MITIGATION.

LONG-TERM RELATIONSHIP & RENEWED COMMITMENT

WE BUILD RELATIONSHIPS TO LAST DECADES BY COMMITTING OURSELVES TO YOUR COMMUNITY DAILY

CLIENT Challenges

Balance critical infrastructure needs amid conditions of coastal communities

Making the city more resilient

Incorporating long-term plan to identify capital improvements that guide project development

OUR Solutions

Applying for infrastructure grants for immediate needs

Facilitating and scheduling project coordination to ensure funding opportunities are met

Navigating the complicated grant application and program implementation phases to ensure compliance.



Maximized local funds by leveraging with no and low percentage matching grants

Reconstructed and hardened water and sewer systems to better handle frequent floods

Responded to every major disaster since 2008 with funding over \$73 million

"We have been fortunate to work with Public Management, Inc. for nearly a decade. Their team has always provided the utmost of professionalism. They have been available to walk us through every aspect of any grants with knowledge, skill and patience. Public Management, Inc. has been by our side every step of the way making sure we are clear on every aspect of our grants process. We would not hesitate at all giving a 100% recommendation to anyone who is looking for a great grant management team."

- City of Hico

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity	FORM CIQ
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 later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. <i>See</i> 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.	
1 Name of vendor who has a business relationship with local governmental entity.	
2 Check this box if you are filing an update to a previously filed questionnaire. (The law re completed questionnaire with the appropriate filing authority not later than the 7th busines you became aware that the originally filed questionnaire was incomplete or inaccurate.)	s day after the date on which
3 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 offi 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. Attact CIQ as necessary. N/A	h the local government officer.
A. Is the local government officer or a family member of the officer receiving or I other than investment income, from the vendor?	ikely to receive taxable income,
Yes X No	
B. Is the vendor receiving or likely to receive taxable income, other than investmen of the local government officer or a family member of the officer AND the taxable local governmental entity?	
Yes X No	
5 Describe each employment or business relationship that the vendor named in Section 1 m other business entity with respect to which the local government officer serves as an o ownership interest of one percent or more.	
N/A	
6 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(
7 AS 600 11/03/	2022
Signature of vendor doing business with the governmental entity	Date

ATTACHMENT I CERTIFICATION REGARDING LOBBYING

1. Type of Federal Action: a. contract X b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	2. Status of Federal Action: X a. bid/offer/application b. initial award c. post-award		3. Report Type: × a. initial filing b. material change For material change only: Year quarter Date of last report		
4. Name and Address of Reporting Entity: Public Management, Inc. Prime Subawardee Tier Congressional District, if known:	Name and Addree Public Managem		nent, Inc. Parkway West, Suite 360 ; 77032		
6. Federal Department/Agency: United States Department of Housing and Urban Development (HUD)		7. Federal Program CDBG-MIT CFDA Number, <i>if ap</i>	-		
 8. Federal Action Number, <i>if known:</i> N/A 10. a. Name and Address of Lobbying Reginst (<i>if individual, last name, first name, MI</i>): N/A 	istrant	9. Award Amount, i \$ TDB b. Individuals Perfo address if different fr (last name, first name)	rming Services (including rom No. 10a)		
11. Information requested through this for authorized by title 31 U.S.C. section 1352. disclosure of lobbying activities is a materi representation of fact upon which reliance by tier above when this transaction was ma entered into. This disclosure is required pu 1352. This information will be reported to annually and will be available for publ person who fails to file the required disclos to a civil penalty of not less than \$10,000 \$100,000 for each such failure	This al was placed ade or ursuant to 31 U.S.C. the Congress semi- lic inspection. Any sure shall be subject	Print Name P	atrick K. Wiltshire ent 1.592.0439 Date: 11/03/2022		
Federal Use Only		Authorized Standard Form – L	for Local Reproduction LL (Rev. 7-97)		

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) 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.

(2) 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 of Lobbying Activities," in accordance with its instructions.

(3) The undersigned shall require that the language of this 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 section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Statement for Loan Guarantees and Loan Insurance

The undersigned states, to the best of his or her knowledge and belief, that:

If any 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 commitment providing for the United States to insure or guarantee a loan, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions. Submission of this statement is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required statement shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

* APPLICANT'S ORGANIZATION Public Management	
* PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE Prefix: First Name: Patrick	Middle Name:
* Last Name: Wiltshire	Suffix:
* Title: President and CEO	
* SIGNATURE:	* DATE: 11/03/2022

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, <u>Public Management, 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.

15 to Do

Signature of Contractor's Authorized Official

Patrick K. Wiltshire, President & CEO Printed Name and Title of Contractor's Authorized Official

11/03/2022

Date

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

								1011	
Complete Nos. 1 - 4 and 6 if there are interested parties.OFFICE USE ONLYComplete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.CERTIFICATION OF FILING									
1 Name of business entity filing form, and the city, state and country of the business entity's place of business.					Certificate Number: 2022-951597				
Public Managem	Public Management, Inc.					2022	551557		
Houston, TX Uni	ted States					Date	Filed:		
	nental entity or state agency that is a par	ty to the	e contract fo	or which the fo	orm is	11/03	11/03/2022		
being filed. City of Navasota						Date Acknowledged:			
	ification number used by the governmen e services, goods, or other property to be				or identify	the co	ontract, and pro	vide a	
CDBG-MIT Regi Administration S	onal MOD								
4							Nature o	f interest	
7	Name of Interested Party		City, State,	, Country (pla	ce of busin	ess)		pplicable)	
							Controlling	Intermediary	
McAdams, Jake			Houston,	TX United S	tates		Х		
Coignet, Kenneth			Houston,	TX United S	tates		Х		
Houston , Nicholas			Houston,	TX United S	tates		Х		
Wiltshire, Patrick			Houston,	TX United S	tates		Х		
5 Check only if ther	re is NO Interested Party.	·							
6 UNSWORN DECL	ARATION								
My name is	Patrick K. Wiltshire			, and	my date of	birth is	7/22/19	. 82	
My address is	3051 Coreopsis Court		,[Dickinson	,Т	<u> </u>	77539	_,	
	(street)			(city)	(si	tate)	(zip code)	(country)	
I declare under penalty of perjury that the foregoing is true and correct.									
Executed in	Harris	_County	, State of	Texas	, on the	3 d	ay of Novem	0er _{, 20} _22 (year)	
				æ	, on the	b	(mond)	(yoar)	
	-		Signature		agent of con clarant)	tracting	y business entity		

ACORD	

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

							5/2022
THIS CERTIFICATE IS ISSUED AS A CERTIFICATE DOES NOT AFFIRMAT BELOW. THIS CERTIFICATE OF INS REPRESENTATIVE OR PRODUCER, A	IVELY (SURANC	OR NEGATIVELY AMEND, CE DOES NOT CONSTITUT	EXTEND OR ALT	ER THE CO	VERAGE AFFORDED BY	THE	POLICIES
IMPORTANT: If the certificate holder the terms and conditions of the policy certificate holder in lieu of such endor	, certain	n policies may require an en					
PRODUCER	sement		CONTACT				
Soules Insurance Agency, LP			NAME: PHONE 000 75	0.0074	FAX	00 750	0077
701 N San Jacinto			(A/C, No, Ext): 930-750		(A/C, No): 936-756-6877		
Conroe TX 77301		-	ADDRESS: SOULES@S	soulesinsurar	ice.com		
		-					NAIC #
		License#: 1814359 PUBLMAN-01	INSURER A : Twin City				29459
NSURED Public Management Inc.		T OBEMAN-01			URANCE COMPANY		22945
15355 Vantage Pkwy W Ste 108		-	INSURER C : Admiral	Insurance Co			24856
Houston TX 77032		-	INSURER D :				
		-	INSURER E :				
			INSURER F :				
		TE NUMBER: 80716312			REVISION NUMBER:		
THIS IS TO CERTIFY THAT THE POLICIES INDICATED. NOTWITHSTANDING ANY RE CERTIFICATE MAY BE ISSUED OR MAY EXCLUSIONS AND CONDITIONS OF SUCH	EQUIREN PERTAIN POLICIE	NENT, TERM OR CONDITION (N, THE INSURANCE AFFORDE S. LIMITS SHOWN MAY HAVE	OF ANY CONTRACT ED BY THE POLICIE BEEN REDUCED BY	OR OTHER I S DESCRIBEI	DOCUMENT WITH RESPEC D HEREIN IS SUBJECT TO	т то и	VHICH THIS
INSR LTR TYPE OF INSURANCE	ADDL SU INSD W		POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A X COMMERCIAL GENERAL LIABILITY		61SBABC6778	9/1/2022	9/1/2023		\$ 1,000,0	00
CLAIMS-MADE X OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,0	000
					MED EXP (Any one person)	\$ 10,000	
					PERSONAL & ADV INJURY	\$ 1,000,0	000
GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE	\$ 2,000,0	000
POLICY PRO- JECT X LOC					PRODUCTS - COMP/OP AGG	\$ 2,000,0	000
OTHER:					5	\$	
A AUTOMOBILE LIABILITY		61SBABC6778	9/1/2022	9/1/2023	COMBINED SINGLE LIMIT (Ea accident)	^{\$} 1,000,0	000
ANY AUTO						\$	
ALL OWNED SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$	
X HIRED AUTOS X NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$	
					· · · · · · · · · · · · · · · · · · ·	\$	
UMBRELLA LIAB OCCUR					EACH OCCURRENCE	\$	
EXCESS LIAB CLAIMS-MADE						\$	
DED RETENTION \$						\$	
B WORKERS COMPENSATION		0002019787	9/1/2022	9/1/2023	X PER OTH- STATUTE ER	*	
AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE						\$ 1,000,0	000
OFFICER/MEMBER EXCLUDED?	N / A				E.L. DISEASE - EA EMPLOYEE		
If yes, describe under DESCRIPTION OF OPERATIONS below						\$ 1,000,0	
C Professional Liability		EO00003595406	12/13/2021	12/13/2022	Each Claim	\$1,000	,000
					Aggregate	\$1,000	,000
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHIC The GL & Auto policies include a blanket a there is a written contract between the nam automatic waiver of subrogation endorsem policies contain a special endorsement with	utomatic ed insur ent and a	additional insured endorseme red and the certificate holder t an endorsement providing tha	ent that provides add hat requires such st t 30 days notice of c	ditional insure atus. The GL	ed status to the certificate h , Auto, & WC policies includ	de a bla	anket
CERTIFICATE HOLDER			CANCELLATION				
			SHOULD ANY OF	DATE THE	ESCRIBED POLICIES BE CA EREOF, NOTICE WILL BE EY PROVISIONS.		
				NTATIVE			
			© 19	88-2014 AC	ORD CORPORATION. A	II righ	ts reserved.

Sort by

Expiration Date Ascendin

PUBLIC MANAGEMENT INC • Active Registration

Unique Entity ID: DL1PFHMDM786

CAGE/NCAGE: 6QDN5

Doing Business As: (blank)

Physical Address: 15355 VANTAGE PKWY W, STE 108 HOUSTON, TX 77032-1975 USA

Purpose of Registration: **All Awards**

Expiration Date

Jul 27, 2023



SAM.GOV® PUBLIC MANAGEMENT INC

Unique Entity ID	CAGE / NCAGE	Purpose of Registration
DL1PFHMDM786	6QDN5	All Awards
Registration Status	Expiration Date	
Active Registration	Jul 27, 2023	
Physical Address	Mailing Address	
15355 Vantage PKWY W	15355 Vantage PKWY W STE 108	
STE 108 Houston, Texas 77032-1975	Houston, Texas 77032-1975 United States	
United States	United States	
Business Information		
Doing Business as	Division Name	Division Number
(blank)	Public Management, Inc.	Public Man
Congressional District	State / Country of Incorporation	URL
Texas 18	Texas / United States	www.publicmgt.com
MPIN		
*****1982		
Registration Dates		
Activation Date	Submission Date	Initial Registration Date
Aug 11, 2022	Jul 27, 2022	Apr 17, 2012
Entity Dates		
Entity Start Date	Fiscal Year End Close Date	
Jun 1, 1982	Dec 31	
Immediate Owner		
CAGE	Legal Business Name	
(blank)	(blank)	
Highest Level Owner		
CAGE	Legal Business Name	
(blank)	(blank)	

Executive Compensation

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986? **Not Selected**

Proceedings Questions

Is your business or organization, as represented by the Unique Entity ID on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

No

Does your business or organization, as represented by the Unique Entity ID on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Not Selected

Within the last five years, had the business or organization (represented by the Unique Entity ID on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other

Last updated by Patrick Wiltshire on Jul 27, 2022 at 04:11 PM

acknowledgment of fault? Not Selected

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 Corporate Entity (Not Tax Exempt) Profit Structure For Profit Organization Entity Type Business or Organization Organization Factors Subchapter S Corporation

Socio-Economic Types

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 6QDN5	
Electronic Funds Transfer		
Account Type Checking	Routing Number ***** 2804	Lock Box Number (blank)
Financial Institution SOUTHSIDE BANK	Account Number ***** 1564	
Automated Clearing House		
Phone (U.S.) 2815924661	Email Bbrowder@fbtet.com	Phone (non-U.S.) (blank)
Fax 2815924624		
Remittance Address		
PUBLIC MANAGEMENT, INC. 15355 Vantage Pkw W STE 108 Houston, Texas 77032 United States		
Taxpayer Information		
EIN *****1938	Type of Tax Applicable Federal Tax	Taxpayer Name PUBLIC MANAGEMENT INC
Tax Year (Most Recent Tax Year) 2018	Name/Title of Individual Executing Consent President	TIN Consent Date Jul 27, 2022
Address 15355 Vantage PKWY W STE 108 Houston, Texas 77032	Signature Patrick K Wiltshire	
Points of Contact		

PUBLIC MANAGEMENT INC

Accounts Receivable POC

2

2815920439				
Electronic Business	5			
오 Patrick K Wiltshire, Pr pwiltshire@publicmgt 2815920439		15355 Vantage PKWY W ST Houston, Texas 77032 United States	'E 108	
Government Busine	SS			
오 Patrick K Wiltshire, Pr pwiltshire@publicmgt 2815920439		15355 Vantage PKWY W ST Houston, Texas 77032 United States	'E 108	
Security Information				
Company Security Leve (blank)	I	Highest Level Employee Sec (blank)	urity Level	
Service Classifications	3			
NAICS Codes				
Primary Yes	NAICS Codes 541611		NAICS Title Administrative Managem Services	ent And General Management Consulting
Size Metrics				
IGT Size Metrics				
Annual Revenue (from a (blank)	all IGTs)			
Worldwide				
Annual Receipts (in acc \$3,500,000.00	ordance with 13 CFR 121)	Number of Employees (in act 17	cordance with 13 CFR 121)	
Location				
Annual Receipts (in acc (blank)	ordance with 13 CFR 121)	Number of Employees (in ac (blank)	cordance with 13 CFR 121)	
Industry-Specific				
Barrels Capacity (blank)		Megawatt Hours (blank)		Total Assets (blank)
Electronic Data Interch	nange (EDI) Information			
This entity did not enter	the EDI information			
Disaster Response				
Yes, this entity appears	in the disaster response reg	jistry.		
Bonding Levels		Dollars		
(blank)		(blank)		
States Any		Counties (blank)		Metropolitan Statistical Areas (blank)

"The City of Grandview has had the pleasure of working with Public Management, Inc. for a number of years. With assistance to secure funding for comprehensive planning, street improvement, and large-scale water and wastewater improvements, we have never worked with a company so attentive, detailed, and responsive. Words can't describe how grateful the city is for all Public Management, Inc. has done for our city. "

- City of Grandview



This contract ("Contract") is made and entered effective _______, 2022 by and between **PUBLIC MANAGEMENT, INC.**, a Texas corporation, of Houston, Harris County, Texas ("Consultant") and the **<u>CITY OF NAVASOTA</u>**, ("Client") for the purpose of retaining Consultant to render **Application Preparation** and **Administration Services** to the Client for the Community Development Block Grant – Mitigation (CDBG-MIT) Program's Regional Method of Distribution (MOD), administered by the Texas General Land Office (GLO)

Client and Consultant agree that Consultant will provide services to Client on the terms and conditions outlined in this Contract.

<u>I.</u>

Consultant will provide Client with administrative services as follows:

PRE- FUNDING SERVICES:

<u>Application Preparation</u>: The Consultant will prepare the application as directed by the Client to apply for available funding sources adherent to the state and federal agencies guidelines. The Consultant will coordinate all activities and other service providers with regard to the preparation of the application, including, but not limited to:

- Review of proposed project for program compliance and will work with Client staff to provide an overview;
- Advise on important deadlines and procedures;
- Schedule project meetings with client staff to evaluate proposed project and timeframes.
- Prepare project description in conjunction with staff and project engineer;
- Evaluate project objective and develop timelines/milestones;
- Prepare project maps in ArcGIS and PDF format;
- Prepare necessary preliminary Environmental Compliance documentation;
- Conduct public hearings (as applicable) for application submission and attend Client meeting to address application development;
- Package complete application with all pertinent supplemental documentation for client to review prior to submission;
- Identify and document beneficiaries;
- Advise client on funding availability, anticipated scoring, selection and award process.

POST FUNDING SERVICES

GENERAL ADMINISTRATION SERVICES

<u>Administrative Duties</u>: The Consultant will coordinate, as necessary, between Client and any other appropriate service providers (i.e. Engineer, Environmental, etc.), contractor, subcontract and/or administrative agency to effectuate the services requested.

- Oversee the project and achieve all of the project goals within the constraints given by the funding agency;
- Develop and implement project phases to plan, budget, oversee, and document all aspects of the specific project;
- Coordinate all activities related to the project's successful completion with all other professionals and organizations associated with this project.



<u>Recordkeeping</u>: The Consultant will assist the Client with maintaining all records generated by the program. This includes all records required by the funding agency and the Client (i.e. program management records).

- Complete filing system will be developed and maintained at Client's office;
- Both physical and electronic form of records will be developed and accessible;
- Records will be updated as necessary to ensure compliance with funding source and administrative agency;
- Records will be retained for the appropriate period of time as dictated by the funding agency, with electronic records available for perpetuity.

<u>Financial Management</u>: The Consultant will assist the Client in keeping the general journal, general ledger, cash receipts journal and all other necessary financial documents, as well as monitor the Client's financial system.

- Utilize and assist with the agency's system of record to complete milestones, submit documentation, reports, draws, change requests, etc.;
- Request fund expenditure in-line with project milestones;
- Develop a detailed Contract Ledger;
- Establish a filing system that accurately and completely reflects the financial expenditures of the program and project(s).
- Keep track of disbursement of funds and ensure that the vendors are paid within the required timeframe set out by the funding agency.

<u>Construction Management</u>: The Consultant will coordinate and supervise the project to ensure designated activities are realizing the intended outcomes as stated in contract documents. We will oversee specialized contractors and other personnel and allocate necessary resources.

- Assist the Client in submitting/setting up project applications in the Agency's system of record;
- Coordinate the development, completion, and execution of contract documents to ensure supporting documentation is in order;
- Conduct regular on-site visitations and assessments;
- Development and maintenance of construction management status log;
- Recommendation and development of scope realignments as prescribed by the project's complexities.

CONTRACT ADMINISTRATION SERVICES

<u>Administrative Duties</u>: The Consultant will work with the Client's staff to provide the necessary administrative and planning services to see the project to completion. The Consultant will meet with officials on a regular basis to review progress on the objectives of the project and then take actions to see that those objectives are met.

- Act as the Client's liaison to the funding agency in all matters concerning the project;
- Coordinate communication via email, conference call, facsimile, and direct meetings to ensure the project is on schedule and all parties are properly informed;
- Prepare and submit any necessary reports required by the funding agency during the course of the project (i.e. Monthly/Quarterly Progress Reports, Project Monitoring Reports, Project Completion Reports, etc.);



- Provide Client staff specific instructions on the necessary administrative procedures that will assure a successful project;
- Establish and maintain record keeping systems;
- Assist with resolving monitoring and audit findings.

Real Property Acquisition (as applicable): The Consultant will assist the Client in the preliminary acquisition assessment as well as the development and/or coordination of acquisition of real property (real property in the context of acquisition refers to permanent interest in real property as well as certain less-than-full- fee interests in real property).

- Adherence to the Uniform Act (URA) which guides the acquisition of real property that may be necessary to the needs of the project;
- If it is determined that property needs to be acquired, Public Management, Inc. will perform the following services according to the URA for an additional fee.
- Development and maintenance of appropriate file materials to ensure compliance with federal, state, and program requirements;
- Administrative coordination of parcels, values, correspondence;
- Coordinate property appraisals and determine just compensation;
- Ensure easement/right of way boundaries are in line with proposed project and survey;
- Completion and/or file closure of acquired property.

<u>Environmental Services</u>: The Consultant will prepare all documents and correspondence for environmental review and clearance as well as maintain close coordination with local officials, project engineer and other members of the project Consultant to assure appropriate level of environmental review is performed. This project element will abide by the National Environmental Policy Act (NEPA) or any other Federal, State or local regulation as applicable.

- Review each project description to ascertain and/or verify the level of environmental review required: Exempt, Categorical Exclusion not Subject to 58.5, Categorical Exclusion Subject to 58.5, Environmental Assessment, and Environmental Impact Statements;
- Prepare and maintain a written environmental review record;
- Consult and coordinate with oversight/regulatory agencies to facilitate environmental clearance;
- Conduct site-visits as necessary to ensure environmental compliance;
- Prepare all responses to comments received during comment phase of the environmental review, including State/Federal Agency requiring further studies and/or comments from public or private entities during public comment period;
- Provide documentation of clearance for Parties Known to be Interested as required by 24 CFR 58.43;
- Advise and complete environmental re-evaluations per 24 CFR 58.47 when evidence of further clearance or assessment is required;
- Assist in compliance with flood plain and wetlands management reviewguidelines;
- Not included in this service are archeological, engineering, or other special service costs mandated by environmental review record compliance agencies.



<u>Civil Rights Requirements</u>: The Consultant will structure the program so that all procurement procedures, contracts, and polices will be in accordance with state and federal regulations associated thereto. Ensure that the contractors make affirmative efforts to employ Section 3 Residents and Business Concerns, Minority Business Enterprises, Small Business Enterprises and WomenBusiness Enterprises.

- Set up Civil Rights & Citizen Participation File;
- Designate a Civil Rights Officer (CRO);
- Adopt policies and grievance procedures regarding Citizen Participation;
- Adopt Policies and Pass Resolution/Proclamation/Ordinances regarding Civil Rights;
- Publish Citizen Participation and Civil Rights Notices;
- Place necessary documentation in Bid Packets for Contractors;
- Include required clauses in Construction Contracts between Grant Recipient and Contractor;
- Take action to Affirmatively Further Fair Housing;
- The Consultant will be diligent and consistent in implementing the project's civil rights responsibilities and will undertake further action and reporting requirements.

<u>Procurement/Bidding/Contracting</u>: Procurement is the process through which an entity obtains goods and services from vendors. The Consultant will assist the Client in following appropriate procurement procedures to obtain professional and construction services necessary to complete the project.

- Provide assistance to ensure compliance with Local Government Code Chapter 252 as applicable to goods and services;
- Provide assistance to ensure compliance with 2 CFR 200.320 (Methods of Procurement to be Followed).

<u>Labor Standards Monitoring</u>: The Consultant will ensure that all labor standards laws and regulations are observed during the course of the project. The Consultant will structure the program so that all procurement procedures and contracts will meet equal opportunity requirements. The Consultant will also ensure that the contractors make affirmative efforts to employ minority persons and minority subcontractors. Ensure compliance with laws regarding Labor Standards, which include:

- Davis-Bacon Act (40 USC Chapter 31, Subchapter IV);
- Contract Work Hours & Safety Standards Act (CWHSSA);
- Copeland (Anti-Kickback) Act (18 USC 874; 40 USC 3145);
- Fair Labor Standards Act.

Force Account (as applicable): The Consultant will assist the Client in preparing force account documentation for the project, if necessary, and will consolidate this information for suitable presentation to funding agency.

- Develop and maintain documentation of all associated costs;
- Using appropriate recordkeeping forms required by funding agency;
- Submit documentation upon completion of necessary milestones.

<u>Contract Close-out Assistance</u>: The Consultant will prepare any necessary reports required by the funding agency to close out the project. The Consultant will work with the Client in preparing the annual audits and necessary actions to ensure the project reaches the "Administratively Closed" status.

- Ensure projects outcomes are in line with contract documents and funding agency's goals and objectives;
- Ensure project beneficiaries are appropriately documented and reported;



• Develop, complete, and submit project completion report(s) and any other necessary administrative completion documents.

It is specifically agreed and understood that Consultant will not provide either personally or by contract any professional or technical services requiring a license by the State of Texas in any phase or aspect of the foregoing. Rather, Consultant will advise Client of the need of such services in furtherance of the planned objectives of Client's Program.

Client acknowledges that Consultant is providing Administrative Services only to Client and that Consultant is not responsible for any procurement activities for or on behalf of the Client. That is, Client, not Consultant, will advertise for and procure the services of any third party required to fulfill Program requirements. By way of example only, Client, not Consultant, must timely and properly post any advertisements necessary to fulfill Program requirements and Client, not Consultant, will enter into any required contracts with third parties necessary to fulfill Program requirements.

Client Initials _____

Consultant Initials _____

<u>II.</u>

Consultant hereby agrees that in the implementation of this Contract, Consultant will comply with the terms and conditions of **Attachment III**, which document is attached hereto and incorporated herein for all purposes, as if set out herein verbatim.

<u>III.</u>

Client is awarding this contract in accordance with the State of Texas Government Code 2254, Professional and Consulting Services.

<u>IV.</u>

It is agreed by the parties hereto that Consultant will, in the discharge of services herein, be considered as an Independent Contractor as that term is used and understood under the laws of the State of Texas and further for the purposes of governing Consultant's fees under the Procurement Standards of Title 2 CFR Part 200.

<u>V.</u>

For work associated to **Community Development Block Grant – Mitigation (CDBG-MIT)** and in consideration of the foregoing, Client agrees to pay Consultant a fee not to exceed **ZERO DOLLARS (\$0.00)** for **Application Preparation Services**.

For work associated to **Community Development Block Grant – Mitigation (CDBG-MIT)** and in consideration of the foregoing, Client agrees to pay Consultant a fee not to exceed the maximum percentage on the table below for **Administrative Services**. *The fee will be based on final grant award amount. Consultant reserves the right to renegotiate fees based on the type of project being pursued*:



CDBG-MIT Grant Amount	Percentage Factor	Fee Not to Exceed
\$0 - \$249,999.99	10.00%	\$25,000.00
\$250,000 - \$749,999.99	9.00%	\$67,500.00
\$750,000 - 999,999.99	8.00%	\$80,000.00
\$1,000,000.00 - 5,000,000.00	7.00%	\$350,000.00
\$5,000,001.00 - \$10,000,000.00	6.00%	\$600,000.00
\$10,000,001.00 - \$20,000,000.00	5.50%	\$1,100,000.00
\$20,000,001.00 - \$24,999,999.99	5.00%	\$1,250,000.00
\$25,000,000.00 - \$30,000,000.00	4.50%	\$1,350,000.00
\$30,000,001.00 - \$40,000,000.00	4.25%	\$1,700,000.00
\$40,000,001.00 - \$50,000,000.00	4.00%	\$2,000,000.00
\$50,000,001.00 - \$75,000,000.00	4.00%	\$3,000,000.00
\$75,000,001.00 - \$100,000,000.00	3.75%	\$3,750,000.00

<u>VI.</u>

It is agreed that upon determination of total funding request amount Consultant and Client will execute the **Work Authorization (Attachment I)** that will detail final contract amount and cost for services. It is also agreed that payments to such Consultant shall be subject to adjustment where monitoring reviews or audits by the agency indicate that personal services were compensated at greater than reasonable rates.

<u>The included Work Authorization is based on the City's allocation of \$996,400.00, as detailed in</u> <u>the preliminary BVCOG Regional Method of Distribution (MOD).</u>

Services that fall outside the regular scope and/or are not part of the proposed scope will be billed according to the hourly rate and fee schedule defined in **Corporate Hourly Rate and Fee Schedule** (Attachment II). Prior to Consultant performing any services which are not part of the proposed scope, Consultant shall submit to Client, per paragraph of this contract, a projected hourly schedule and projected total fee for approval.

<u>VII.</u>

Payment of the fees associated with ("**Part V. and VI.**") - Payment Schedule of this Agreement – shall be contingent upon funding award. In the event that grant funds are not awarded to the Client this agreement shall be terminated by the Client.

VIII.

For purposes of this Contract, the Mayor or equivalent authorized person will serve as the Local Program Liaison and primary point of contact for Consultant. All required progress reports and communication regarding the project shall be directed to this liaison and other local personnel as appropriate.

Public Management, Inc.



<u>IX.</u>

This Contract shall extend and be in full force until the Program has been fully closed out by the agency. Notwithstanding the foregoing, this Contract may be terminated by Consultant, with or without cause, on forty-five (45) days' written notice to Client.

<u>X.</u>

<u>Termination for Cause by Client</u>: If Consultant fails to fulfill in a timely and proper manner its obligations under this Contract, or if Consultant violates any of the covenants, conditions, contracts, or stipulations of this Contract, Client shall have the right to terminate this Contract by giving written notice to Consultant of such termination and specifying the effective date thereof, which shall be at least five (5) days before the effective date of such termination. In the event of termination for cause, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by Consultant pursuant to this Contract shall, at the option of Client, be turned over to Client and become the property of Client. In the event of termination for cause, Consultant shall be entitled to receive reasonable compensation for any necessary services actually and satisfactorily performed prior to the date of termination.

<u>Termination for Convenience by Client</u>: Client may at any time and for any reason terminate Consultant's services and work at Client's convenience upon providing written notice to the Consultant specifying the extent of termination and the effective date. Upon receipt of such notice, Consultant shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities and supplies in connection with the performance of this Agreement. Upon such termination, Consultant shall be entitled to payment only as follows: (1) the actual cost of the work completed in conformity with this Agreement; plus, (2) such other costs actually incurred by Consultant as are permitted by the prime contract and approved by Client; (3) plus ten percent (10%) of the cost of the work referred to in subparagraph above for overhead and profit. There shall be deducted from such sums as provided in this subparagraph the amount of any payments made to Consultant prior to the date of the termination of this Agreement. Consultant shall not be entitled to any claim or claim of lien against Client for any additional compensation or damages in the event of such termination and payment.

<u>Resolution of Program Non-Compliance and Disallowed Costs</u>: In the event of any dispute, claim, question, or disagreement arising from or relating to this Contract, or the breach thereof, including determination of responsibility for any costs disallowed as a result of non-compliance with federal, state or Program requirements, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, the parties shall consult and negotiate with each other in good faith within thirty (30) days of receipt of a written notice of the dispute or invitation to negotiate, and attempt to reach a just and equitable solution satisfactory to both parties. If the matter is not resolved by negotiation within thirty (30) days of receipt of written notice or invitation to negotiate, the parties agree first to try in good faith to settle the matter by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure. The parties may enter into a written amendment to this Contract and choose a mediator that is not affiliated with the American Arbitration Association. The parties shall bear the costs of such mediation equally. If the matter is not resolved through such mediation within sixty (60) days of the initiation of that procedure, either party may proceed to file suit.



<u>XI.</u>

Client, the agency, the U.S. Department of Housing and Urban Development (HUD) and/or Federal Emergency Management Administration (FEMA), Inspectors General, the Comptroller General of the United States, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of Consultant which are directly pertinent to this Program, for the purpose of making audit, examination, excerpts, and transcriptions, and to close out the Client's contract. Consultant agrees hereby to maintain all records made in connection with the Program for a period of three (3) years after Client makes final payment and all other pending matters are closed. All subcontracts of Consultant shall contain a provision that Client, the agency, and the Texas State Auditor's Office, or any successor agency or representative, shall have access to all books, documents, papers and records relating to subcontractor's contract with Consultant for the administration, construction, engineering or implementation of the Program between the agency and Client.

<u>XII.</u>

If, by reason of force majeure, either party hereto shall be rendered unable, wholly or in part, to carry out its obligations under this Contract, then if such party shall give notice and full particulars of such force majeure in writing to the other party within a reasonable time after the occurrence of the event or cause relied on, the obligation of the party giving such notice, so far as it is affected by such force majeure, shall be suspended during the continuance of the inability then claimed, but for no longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

The term "force majeure" as employed herein shall mean acts of God, acts of public enemy, orders of any governmental entity of the United States or of the State of Texas, or any civil or military authority, and any other cause not reasonably within the control of the party claiming such inability.

<u>XIII.</u>

This document embodies the entire Contract between Consultant and Client. Client may, from time to time, request changes in the services Consultant will perform under this Contract. Such changes, including any increase or decrease in the amount of Consultant's compensation, must be agreed to by all parties and finalized through a signed, written amendment to this Contract.

<u>XIV</u>.

If a portion of this Contract is illegal or is declared illegal, the validity of the remainder and balance of the Contract will not be affected thereby.

XV.

Any provision of this Contract which imposes upon Consultant or Client an obligation after termination or expiration of this Contract will survive termination or expiration of this Contract and be binding on Consultant or Client.



<u>XVI.</u>

No waiver of any provision of this Contract will be deemed, or will constitute, a waiver of any other provision, whether or not similar, nor will any waiver constitute a continuing waiver. No waiver will be binding unless executed in writing by the party making the waiver.

XVII.

This Contract will be governed by and construed in accordance with the laws of the State of Texas.

<u>XVIII.</u>

Any dispute between Consultant and Client related to this contract which is not resolved through informal discussion will be submitted to a mutually agreeable mediation service or provider. The parties to the mediation shall bear the mediation costs equally. This paragraph does not preclude a party from seeking equitable relief from a court of competent jurisdiction.

<u>XIX.</u>

The party who prevails in any legal proceeding related to this contract is entitled to recover reasonable attorney fees and all costs of such proceeding.

<u>XX.</u>

Consultant and Client, each after consultation with an attorney of its own selection (which counsel was not directly or indirectly identified, suggested, or selected by the other party), both voluntarily waive a trial by jury of any issue arising in an action or proceeding between the parties or their successors, under or connected with this contract or its provisions. Consultant and Client acknowledge to each other that Consultant and Client are not in significantly disparate bargaining positions.





PATRICK K. WILTSHIRE President

CITY OF NAVASOTA

CHIEF ELECTED OFFICIAL

ATTEST:



Attachment I Work Authorization

For work associated with <u>City of Navasota CDBG-MIT Contract No. XX-XXX-XXXX</u>, and in consideration of the foregoing, Client agrees to pay Consultant a fee not to exceed:

Seventy-Nine Thousand Dollars and 0/100 (\$79,000.00)

The fees are payable upon receipt of invoice from Consultant in accordance with the following schedule for Administrative Services.

GENERAL ADMINISTRATIVE SERVICES					
Milestone	Percentage	<u>Fee</u>			
Kick-off Meeting & Start-up Package	15%	\$11,250.00			
Environmental Notice to Proceed	15%	\$11,250.00			
Authority to Use Grant Funds	20%	\$15,000.00			
Bid Advertise	10%	\$7,500.00			
Construction Notice to Proceed	25%	\$18,750.00			
As-Builts/COCC/FWCR	10%	\$7,500.00			
Closeout Packet Approval	5%	\$3,750.00			
Subtotal	100%	\$75,000.00			
Environmental Serv	/ICES				
Environmental Services	N/A	\$4,000.00			
Subtotal	N/A	\$4,000.00			
TOTAL FEE		\$79,000.00			

It is also agreed that payments to such Consultant shall be subject to adjustment where monitoring reviews or audits by the client indicate that personal services were compensated at greater than reasonable rates. Upon execution of this Work Authorization Public Management, Inc. is issued Notice to Proceed (NTP) for contract start-up documents and the environmental review record.



CITY OF NAVASOTA

PATRICK K. WILTSHIRE President

CHIEF ELECTED OFFICAL

ATTEST:



Attachment II Corporate Hourly Rate & Fee Schedule

PUBLIC MANAGEMENT, INC. 2022 Hourly Rate

Principal Consultant	\$275.00/HR
Senior Consultant	\$250.00/HR
Senior Project Manager	\$225.00/HR
Environmental Specialist	\$200.00/HR
Project Manager	\$200.00/HR
Planner	\$200.00/HR
GIS Manager	\$200.00/HR
GIS Technician	\$185.00/HR
Assistant Project Manager/Planner	\$170.00/HR
Compliance Specialist	\$150.00/HR
Executive Assistant	\$125.00/HR

Hourly rates for personnel not listed will be billed at direct payroll cost

REIMBURSABLE EXPENSES

- Travel (vehicle miles traveled) at allowable IRS rate per mile, or at actual out-of-pocket cost.
- Actual cost of subsistence and lodging.
- Actual cost of long-distance telephone calls, expenses, charges, delivery charges, and postage.
- Actual invoiced cost of materials required for the job and used in drafting and allied activities, including printing and reproduction.

This rate schedule will be applicable through December 31, 2022. In January, 2023, if increases are necessary due to increases in wages or other salary related costs, the rates shown will be adjusted accordingly.



ATTACHMENT III TERMS AND CONDITIONS

Equal Employment Opportunity

L.

During the performance of this Contract, Consultant agrees as follows:

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The Contractor will not discourage or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for

purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive order. In addition, the applicant



agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

(c) Subcontracts. Each nonexempt prime contractor or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts.

(d) Incorporation by reference. The equal opportunity clause may be incorporated by reference in all Government contracts and subcontracts, including Government bills of lading, transportation requests, contracts for deposit of Government funds, and contracts for issuing and paying U.S. savings bonds and notes, and such other contracts and subcontracts as the Deputy Assistant Secretary may designate.

(e) Incorporation by operation of the order. By operation of the order, the equal opportunity clause shall be considered to be a part of every contract and subcontract required by the order and the regulations in this part to include such a clause whether or not it is physically incorporated in such contracts and whether or not the contract between the agency and the contractor is written.

(f) Adaptation of language. Such necessary changes in language may be made in the equal opportunity clause as shall be appropriate to identify properly the parties and their undertakings.
[43 FR 49240, Oct. 20, 1978, as amended at 62 FR 66971, Dec. 22, 1997; 79 FR 72993, Dec. 9, 2014; 80 FR 54934, September 11, 2015]

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Civil Rights Act of 1964

Under Title VI of the Civil Rights Act of 1964, no person shall, on the grounds of race, color, religion, sex, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

III.

Section 109 of the Housing and Community Development Act of 1974

The Contractor shall comply with the provisions of Section 109 of the Housing and Community Development Act of 1974. No person in the United States shall on the ground of race, color, national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

IV.

Section 504 Rehabilitation Act of 1973, as Amended

The Contractor agrees that no otherwise qualified individual with disabilities shall, solely by reason of his/her disability, be denied the benefits of, or be subjected to discrimination, including

discrimination in employment, under any program or activity receiving federal financial assistance.

V.

Age Discrimination Act of 1975

The Contractor shall comply with the Age Discrimination Act of 1975 which provides that no person in the United States shall on the basis of age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

VI.

Economic Opportunities for Section 3 Residents and Section 3 Business Concerns.

a) The work to be performed under this Contract is subject to the requirements of section 3 of the Housing and Urban Development (HUD) Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

b) The parties to this Contract agree to comply with HUD's regulations in 24 CFR part 75, which implement section 3. As evidenced by their execution of this Contract, the parties to this Contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 75 regulations.

c) The Contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 75, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 75. The Contractor will not subcontract with any subcontractor where the Contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 75.

d) The Contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the Contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR



part 75 require employment opportunities to be directed, were not filled to circumvent the Contractor's obligations under 24 CFR part 75. Minimum expectations of effort to direct employment opportunities to such workers are identified in the TxCDBG Project Implementation Manual.

e) Noncompliance with HUD's regulations in 24 CFR part 75 may result in sanctions, termination of this Contract for default, and debarment or suspension from future HUD assisted contracts.

VII.

Section 503 of the Rehabilitation Act (the "Act") - Handicapped Affirmative Action for Handicapped Workers

a) Consultant will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. Consultant agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices such as the following: Employment, upgrading, demotion or transfer, recruitment, advertising layoff or termination rates of pay or other forms of compensation, and selection for training, including apprenticeship.

b) Consultant agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

c) In the event of Consultant's non-compliance with requirements of this clause, actions for non-compliance may be taken in accordance with rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

d) Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the director, provided by or through the contracting officer. Such notices shall state the contractor's obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.

e) Consultant will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the contractor is bound by the terms of Section 503 of the Rehabilitation Act of 1973 and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.

f) Consultant will include the provisions of this clause in every subcontract or purchase order of \$2,500 or more unless exempted by rules, regulations, or orders of the Secretary Issued pursuant to Section 503 of the Act, so that such provisions will be binding upon each subcontractor with respect to any subcontract or purchase order as the director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for non-compliance.

VIII.

Interest of Members of Client

No member of the governing body of Client and no other officer, employee, or agent of Client who exercises any functions or responsibilities in connection with the planning and carrying out of the Program, shall have any personal financial interest, direct or indirect, in this Contract and Consultant shall take reasonably appropriate steps to assure compliance.

IX.

Interest of Other Local Public Officials

No member of the governing body of the locality and no other public official of such locality, who exercises any functions or responsibilities in connections with the planning and carrying out of the Program, shall have any personal financial interest, direct or indirect, in this Contract; and Consultant shall take appropriate steps to assure compliance.

Х.

Interest of Consultant and Employees

Consultant covenants that he presently has no interest and shall not acquire interest, direct or indirect, in the study area or any parcels therein or any other interest which would conflict in any manner or degree with the performance of its services hereunder. Consultant further covenants that in the performance of this Contract, no person having any such interest shall be employed.

XI.

Debarment and Suspension (Executive Orders 12549 and 12689)

The Consultant certifies, by entering into this Agreement, that neither it nor its principals are presently debarred, suspended, or otherwise excluded from or ineligible for participation in federallyassisted programs under Executive Orders 12549 (1986) and 12689

(1989). The term "principal" for purposes of this Agreement is defined as an officer, director, owner, partner, key employee, or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the Consultant. The

Consultant understands that it must not make any award or permit any award (or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension."

XII.

Copyrights and Rights in Data

FEMA has no regulations pertaining to copyrights or rights in data as provided in 24 CFR 85.36. FEMA requirements, Article 45 of the General Conditions to the Contract for Construction (form FEMA-5370) requires that contractors pay all royalties and license fees.



All drawings and specifications prepared by the Design Professional pursuant to this contract will identify any applicable patents to enable the general contractor to fulfill the requirements of the construction contract.

XIII.

Clean Air and Water. (Applicable to contracts in excess of \$150,000)

Due to 24 CFR 85.36(i)(12) and federal law, the Design Professional shall comply with applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. § 1857h-4 transferred to 42 USC § 7607, section 508 of the Clean Water Act (33 U.S.C. § 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15), on all contracts, subcontracts, and sub grants of amounts in excess of \$100,000.

XIV.

Energy Efficiency

Pursuant to Federal regulations (24 C.F.R 85.36(i)(13)) and Federal law, except when working on an Indian housing authority Project on an Indian reservation, the Design Professional shall comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub. L. 94-163 codified at 42 U.S.C.A. § 6321 et. seq.).

XV.

Retention and Inspection of Records

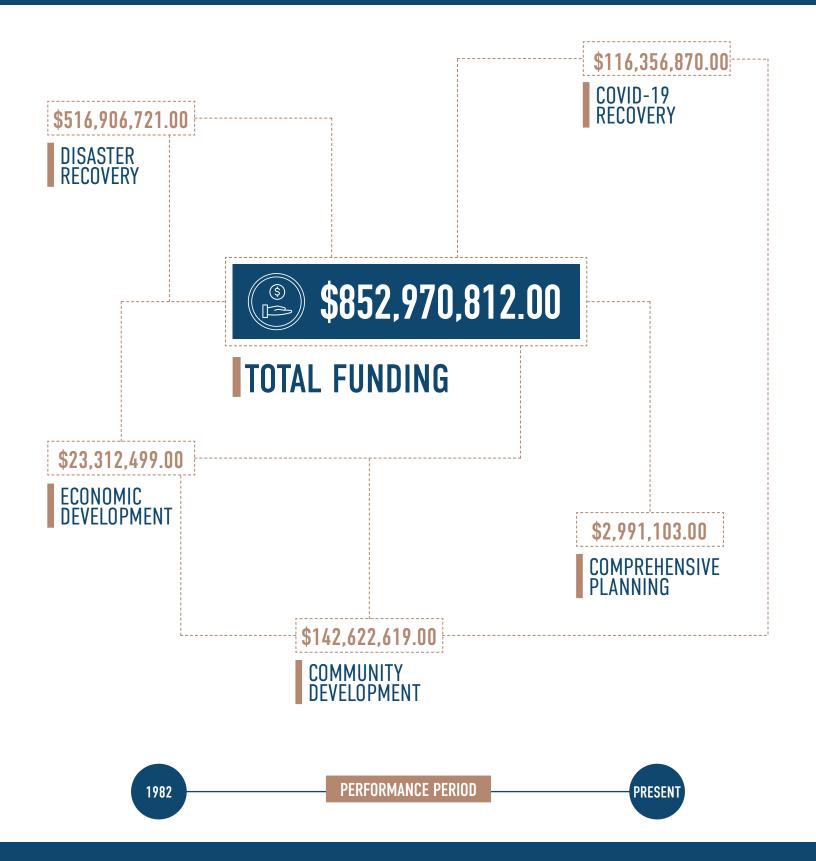
Pursuant to 24 CFR 85.26(i)(10) and (11), access shall be given by the Design Professional to the Owner, HUD, the Comptroller General of the United States, or any of their duly authorized representatives, to any books, documents, papers, and records of the Design Professional which are directly pertinent to that specific Contract for the purpose of making an audit, examination, excerpts, and transcriptions. All required records shall be retained for three years after the Owner or Design Professional and other sub grantees make final payments and all other pending matters are closed.

ADDITIONAL INFORMATION

"Our mission is real and our passion is sincere. It's about impact, outcomes and making a difference. More than anything, I want to lead positive change for communities that want to pursue their full potential."

- Patrick Wiltshire, President & CEO

experience SUMMARY

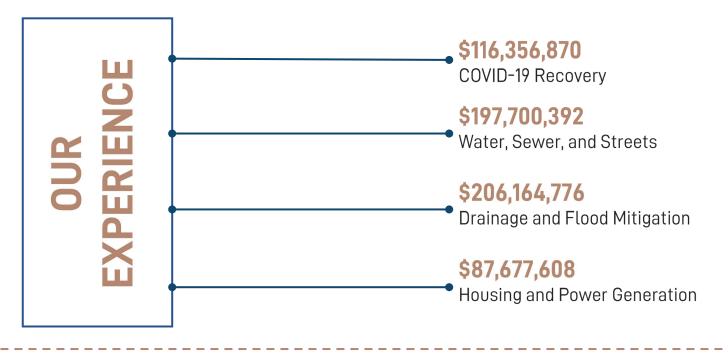


EXPERIENCE WITH DISASTER RECOVERY

Public Management, Inc. has managed over \$500,000,000 in federally funded disaster recovery grants since 1982. These projects have included improving public infrastructure, managing housing programs, and mitigating future storms or public health disasters.



WE ARE ABLE TO IDENTIFY COMMUNITY NEEDS AND ALIGN FUNDING OPPORTUNITIES FOR STRATEGIC IMPLEMENTATION



EXPERIENCE WITH COMMUNITY DEVELOPMENT

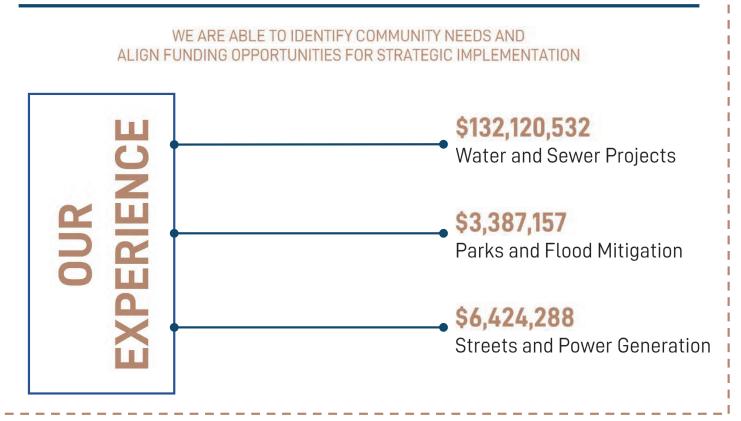
Public Management, Inc. has managed over \$142,000,000 in federally funded community development grants since 1982. These projects have included improving public infrastructure, construction of public parks, and the procurement of assets critical to the provision of government services.











EXPERIENCE WITH COMPREHENSIVE PLANNING

Public Management, Inc. has completed nearly \$3,000,000 in federally funded comprehensive planning and capacity building grants since 1982. Our planning experience covers land use planning, zoning, and drainage, general community mapping and much more.













EXPERIENCE

Client	Performance Period	Community Development	Economic Development	Comprehensive Planning	Water Developmen Board	t Disaster Recovery	COVID-19 Recovery	Total Funding
City of Albany	2000-2003	\$ 167,049.00	\$ -	\$ -	\$-	\$ -	\$ 95,398.00	\$ 262,44
City of Alma	2016-2019	\$ -	\$ 750,000.00	\$ 21,855.00	\$ -	\$ -	\$ -	\$ 771,85
City of Ames	1994-Present		\$ -	\$ 63,630.00	\$ -	\$ 927,539.00	\$ -	\$ 2,610,07
City of Anahuac	1989-Present	\$ 2,500,000.00		\$ 58,955.00	\$ 18,850,000.00		\$ -	\$ 32,723,98
County of Andrews City of Aspermont	1992-1995		<u>\$</u> - \$-	\$ - \$ -	\$ - \$ -	\$ - \$ -	\$ - \$ -	\$ 64,79 \$ 853,42
City of Aubrey	1998-20014 2014-Present		<u> </u>	\$	\$ -	\$ -	\$ 1,212,912.00	\$ 1,937,91
City of Ballinger	2014-Present 2013-Present	\$ 550.000.00	\$ 430,000.00	φ –	\$ -	\$ -	\$ 902,436.00	\$ 1,452,43
City of Bartlett	2004-2006	\$ -	\$ -	\$ 37,350.00	\$-	↓ \$ -	\$ -	\$ 37,35
City of Baytown	2008-Present	\$ -	\$ -	\$ -	\$ -	\$ 73,935,398.00	\$ -	\$ 73,935,39
City of Beaumont	2006-Present	\$ -	\$ -	\$ -	\$ -	1	\$ -	\$ 62,126,38
City of Bells	2016-Present	\$ 275,000.00	\$ -	\$ -	\$ -		\$ -	\$ 275,00
City of Benjamin	1997-Present	\$ 501,488.00	\$ -	\$ 37,000.00	\$-	\$ -	\$ 62,938.00	\$ 601,42
City of Bevil Oaks	2008-Present	\$ -	\$ -	\$ -	\$-	\$ 3,260,292.00	\$ -	\$ 3,260,29
City of Big Spring	2021-Present	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,984,343.00	\$ 6,984,34
City of Blackwell	1998-2005		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 850,00
City of Breckenridge	2014-Present	\$ 550,000.00	\$ -	\$ - \$ -	\$ -	\$ -	\$ 1,343,753.00	\$ 1,893,75
City of Brenham	2002-Present	\$ 825,000.00	\$ 375,000.00	\$ - \$ -	\$ - \$ -	\$ 8,486,350.00	\$ - \$ -	\$ 9,686,35
City of Bridgeport	1988-1991 1996-2015	\$ - \$ 950.000.00	\$ 463,368.00 \$ -	\$ 63,013.00	\$ - \$ -	\$ - \$ -	> -	\$ 463,36 \$ 1.013.01
City of Brookshire City of Brownwood	2019-Present	\$ 950,000.00 \$ -	\$ 350,000.00	\$ 63,013.00	\$ -	\$ -	\$ 4,572,890.00	\$ 4,922,89
City of Burkburnett	2019-Present 2021-Present	» - \$ -	\$ 330,000.00	\$	\$ -	\$ -	\$ 2,792,546.00	\$ 2,792,54
City of Caddo Mills	2015-Present		\$ -	\$ -	\$ -	\$-	\$ -	\$ 1,050,00
City of Campbell	2012-Present	\$ 1,050,000.00	\$ -	\$ -	\$ -	\$-	\$ 156,601.00	\$ 1,206,61
City of Celeste	2012-Present	\$ 512,000.00	\$ -	\$ 32,565.00	\$ -	\$ -	\$ 224,742.00	\$ 769,30
City of Celina	1991-2018	\$ 1,926,048.00	\$ 589,000.00	\$ 37,100.00	\$-	\$ -	\$ -	\$ 2,552,14
County of Chambers	1991-Present	1 11001000100	\$ 750.000.00		\$ -	* * 110001201100	\$ 8.514.823.00	\$ 64,673,07
City of Clarendon	1985-2002		\$ -	\$ ~	\$ -		\$ -	\$ 1,199,75
City of Clear Lake Shores	2008-2014 1983-Present	\$ - \$ 3.435.805.00	<u>+ 2100.000.00</u>	\$ - \$ 97,400.00	\$ - \$ 4.210.000.00		\$ - \$ 2.041.161.00	\$ 1,971,2 \$ 16,525,90
City of Cleveland City of Clute	1989-1994	\$ 3,435,805.00 \$ 376,080.00	\$ 2,199,000.00 \$ -	\$ 97,400.00 \$ 126,080.00	\$ 4,210,000.00 \$ -	\$ 4,542,537.00 \$ -	\$ 2,041,161.00 \$ -	\$ 16,525,90 \$ 502,16
County of Cochran	2020-Present		\$ -	\$ 120,000.00	\$ -	\$ -	\$ -	\$ 502,65
City of Coleman	2015-Present		\$ 825,000.00	\$ 27,700.00	\$ -		\$ 1,059,037.00	\$ 2,186,73
City of Conroe	1990-Present		\$ -	\$ 12.000.00	\$ -		\$ 15.844.218.00	\$ 18.815.3
City of Colorado City	2021-Present	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 955,710.00	\$ 955,7
County of Cottle	2012-Present	\$ 123,872.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 123,8
County of Crosby	2011-2013	\$ 275,000.00	\$ -	\$ -	\$-	\$ -	\$-	\$ 275,00
City of Crystal City	2008-2010	\$ -	\$ -	\$ 50,000.00	\$-	\$ -	\$ -	\$ 50,00
City of Columbus	1985-1987	\$ -	\$ -	\$ 22,400.00	\$ -	\$ -	\$ -	\$ 22,40
City of Cuero	1999-2001	\$ -	\$ -	\$ 50,000.00	\$ -	\$ 4,329,865.00	\$ -	\$ 4,379,80
City of Cumby	2019-Present	\$ - \$ -	\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ 197,733.00	\$ 197,73
City of Daisetta City of Dayton	1985-2016 1983-Present	Ψ	\$ - \$ 1,028,700.00	\$ 17,400.00 \$ 12,000.00	\$ - \$ -		\$ - \$ -	\$ 207,7 \$ 6,544,58
City of Deer Park	2008-2012	\$ 1,701,227.00 \$ -	\$ 1,020,700.00 \$ -	\$ 12,000.00	\$ -		\$ -	\$ 0,544,50 \$ 2,081,8
City of Devers	1989-Present		\$ -	\$ 37.350.00	\$ -		\$ -	\$ 1.763.62
City of Dickinson	1995-Present	1	\$ -	\$ 50,000.00	\$ -		\$ -	\$ 90,871,50
City of Donley	1997-2000	\$ 245,197.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 245,19
City of Easton	2012-2014	\$ -	\$ -	\$ 28,050.00	\$ -	\$ -	\$ -	\$ 28,05
City of Ector	2021-Present	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 182,370.00	\$ 182,37
City of Eden	1993-Present		\$ -	\$ -	\$ -		\$ -	\$ 1.604.48
City of Edmonson	2015-2018	\$ 275,000.00		\$-	\$-		\$ -	\$ 275,00
City of El Campo	1993-Present	\$ 1,627,410.00		\$ -	\$-		\$ 2,859,202.00	\$ 19,475,33
City of Eldorado City of Electra	1987-2010 1999-Present	\$ 1,677,609.00 \$ 1,982,649.00		\$ - \$ -	\$- \$-	\$- \$-	\$ - \$ -	\$ 1,677,60 \$ 1,982,64
County of Ellis	2013-2015	\$ 1,982,649.00 \$ 274,500.00		\$ - \$ -	\$ -	\$ - \$ -	\$ -	\$ 1,982,64
City of Emhouse	2013-2015	\$ 530,375.00		\$ -	\$ -		\$ -	\$ 530,37
City of Eustace	2014-2017 2013-Present	\$ 275,000.00		\$ 24,265.00	\$ -		\$ -	\$ 299,26
County of Fischer	2002-2005	\$ 250,000.00		\$ -	\$ -		\$ -	\$ 250,00
City of Floydada	1989-2016	\$ 1,973,460.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,973,46
City of Forsan	1997-2000	\$ 254,200.00	\$ -	\$ -	\$ -		\$ -	\$ 254,20
County of Frio	2009-2011	\$ 250,000.00		\$ 52,750.00	\$ -	\$-	\$ -	\$ 302,75
City of Frisco	1989-1991	\$ 250,000.00		\$ -	\$ -	\$ -	\$ -	\$ 250,00
City of Frost	2013-Present	\$ 550,000.00		\$ 32,380.00	\$ -	- · · · · · · · · · · · · · · · · · · ·	\$ -	\$ 582,38
County of Gaines	1998-2017	\$ 1,335,243.00		\$ -	\$ -		\$ -	\$ 1,335,24
County of Galveston	2014-2016	\$ 350,000.00		\$ -	\$-		\$ -	\$ 350,00
City of Garrett	2017-Present	\$ 775,000.00 \$ 500,000,00		\$ -	\$-		\$ 221,025.00	\$ 996,02
City of Glen Rose	2019-Present 2019-Present	\$ 500,000.00 \$ 500,000.00		\$ - \$ 25,635.00	\$ - \$ -		\$ 668,774.00 \$ 120,424.00	\$ 1,168,77 \$ 646,05
City of Gordon City of Goree	2019-Present 2018-Present	\$ <u>550,000.00</u> \$ <u>550,000.00</u>		\$ <u>25,635.00</u> \$ -	\$ -	\$ - \$ -	\$ 120,424.00 \$ -	\$ 550,00
	ZUIU FIESEIIL	φ 330,000.00	» - \$ -	Ψ –	\$ -	\$ -	\$ 155,362.00	ψ 000,00



EXPERIENCE

Client	Performance Period	Community Development	Economic Development	Comprehensive Planning	Water Development Board	Disaster Recovery	COVID-19 Recovery	Total Fundin
City of Granbury	2018-Present	\$ 275,000.00		\$ -	\$ -	\$ -	\$ 2,658,743.00	
City of Grandview	2013-Present	\$ 1,050,000.00		\$ 40,965.00	\$ -	\$ -	\$ 445,519.00	
City of Goldthwaite	2017-2019	\$ -	\$ 223,900.00	\$ -	\$ -	\$ -		\$ 223,9
City of Goliad	2003-2005	\$-	\$ -	\$ 34,000.00	\$-	\$ -		\$ 34,0
	2015-2017	\$ 200,000.00	1	\$ 34,000.00	\$ -	\$ -		\$ 200,0
City of Gunter				<u> </u>				1 === =] :
City of Gustine	2017-Present	\$ 275,000.00	\$ -	\$ -	¥	\$ -		\$ 275,0
County of Hale	2017-Present	\$ 275,000.00		\$ -	\$-	\$ -		\$ 275,0
City of Hamlin	1996-2018	\$ 735,925.00	\$ -	\$ -	\$ -	\$ -	\$ 500,775.00	\$ 1,236,
City of Hardin	2001-Present	\$ 1,050,000.00	\$ -	\$ 26,370.00	\$-	\$ 261,229.00	\$ -	\$ 1,337,
County of Hardin	1984-1986	\$ -	\$ -	\$ 250,000.00	\$-	\$ -	\$ -	\$ 250,
County of Haskell	2015-Present	\$ 550,000.00	\$ -	\$ -	\$ -	\$ -	\$ 1,099,000.00	\$ 1,649,0
Cityof Hempstead	2007-2009	\$ -	\$ -	\$ 31,800.00	\$-	\$ -		\$ 31,
City of Hico		\$ 825,000.00	\$ 120,000.00	\$ 26.520.00	\$-	\$ -		\$ 1.321.
	2013-Present					Ŧ		1 12-1
City of Higgins	1985-1992	\$ 339,600.00		\$ -	\$ -	\$ -		\$ 339,
City of Holiday	1995-Present	\$ 1,159,345.00		\$ -	\$ -	\$ -		\$ 1,159,
City of Howardwick	1997-2000	\$ 315,650.00	\$ -	\$ -	\$-	\$ -	\$ -	\$ 315,
City of Howe	2015-2017	\$ 164,045.00	\$ -	\$ -	\$-	\$ -	\$ -	\$ 164,
City of Italy	2013-Present	\$ 890,000.00		\$ 38,550.00	\$ -	\$ -		\$ 1,354
City of Jonestown	2000-2002	\$ -	\$ -	\$ 23,800.00	\$-	\$ -		\$ 23,
				\$ <u>23,000.00</u> \$ -		\$ -		
City of Jayton	2002-2005	\$ 250,000.00	¥	<u> </u>	¥			\$ 250,
City of Jersey Village	2018-Present	\$ -	\$ -	\$ -	\$-	\$ 1,792,344.00		\$ 1,792,
County of Jones	1981-Present	\$ 800,079.00	\$ -	\$ -	\$ -	\$ -	1	\$ 800,
City of Joshua	1998-2004	\$ 500,000.00	\$ -	\$ 23,900.00	\$ -	\$-	\$ -	\$ 523,
City of Katy	2019-Present	\$ -	\$ -	\$ -	\$-	\$ 7,394,161.00	\$ -	\$ 7,394
City of Kemah	1991-Present	\$ 1,750,000.00	\$ 999,185.00	\$ 34,150.00	\$ -	\$ 3,874,980.00	-	\$ 6,658
City of Kemp	2014-2016	\$ -	\$ -	\$ 29,805.00		\$ -		\$ 29,
			Ŧ			¥ \$-	-	=:]
City of Kerens	2013-Present	\$ 721,800.00		\$ 29,565.00		¥		\$ 1,128,
City of Kermit	1986-2001	\$ 595,169.00			\$ -	\$ -		\$ 2,202,
Cityof Knollwood	2013-Present	\$ 475,000.00			\$-	\$ -	\$ -	\$ 475,
City of Knox City	1989-2018	\$ 1,605,158.00			\$-	\$ -	\$ -	\$ 1,605.
City of Kress	1989-1997	\$ 379,343.00	\$ -		\$ -	\$ -	\$ -	\$ 379,
City of Kyle	1999-2001	\$ -	\$ -	\$ 42.400.00	\$-	\$ -	\$ -	\$ 42,
City of La Marque	1986-Present	\$ 2,817,273.00	\$ 619,990.00	\$ 20,000.00	\$ -	\$ 9,898,001.00	\$ -	\$ 13,355,
City of La Porte	2018-Present	\$ -	\$ -	\$ -	\$-	\$ 15.198.542.00	-	\$ 15,198,
			Ŧ		\$ -			. , ,
City of Lamesa	2009-Present			Ψ	*	\$ -		1 1 2 2 1
City of Lawn	2015-Present	\$ 275,000.00		\$ -	\$ -	\$ -		\$ 275,
City of Liberty	1989-Present	\$ 3,613,235.00	\$ -	\$ 164,170.00	\$ 1,815,000.00	\$ 4,353,962.00	1	\$ 12,254,
County of Liberty	1987-Present	\$ 2,550,000.00	\$ -	\$ 15,000.00	\$-	\$ 55,275,713.00	\$ -	\$ 57,840
City of Lipan	2017-2019	\$ 275,000.00		\$ -	\$-	\$ -	\$ -	\$ 275,
City of Loraine	1990-Present	\$ 1.603.093.00	\$ -	\$ 37,000.00	\$ -	\$ -		\$ 1,779,
City of Lorenzo	1991-2014	\$ 1.098.058.00	\$ -	\$ -	\$-	\$ -		\$ 1.098.
			¥					1 12 12
City of Loving	2009-2011	\$ 350,000.00		\$ -	\$-	\$ -		\$ 350,
City of Mabank	1999-Present	\$ 1,924,032.00	\$ 550,000.00	\$ 49,785.00	\$-	\$ -	Ŧ	\$ 2,523
City of Magnolia	2008-2011	\$ -	\$ -	\$ -	\$-	\$ 576,000.00		\$ 676,
City of Malakoff	2014-Present	\$ 550,000.00	\$ 250,900.00	\$ -	\$ -	\$ -	\$ 570,155.00	\$ 1,371,
City of Mason	1999-Present	\$ 340,040.00		\$ 44,500.00	\$ -	\$ -		\$ 384,
City of Matador	1982-1988	\$ 402.020.00		\$ -	\$-	\$ -		\$ 402.
City of Maypearl	1992-Present	\$ 1,546,800.00		\$ 35,865.00	\$-	\$ -		\$ 1,582,
								1 11
City of McCamey	2015-Present	\$ 350,000.00		Ψ	Ψ	Ψ	\$ 510,439.00	
County of McCulloch	1998-Present	\$ 1,424,800.00		\$ -	\$ -	\$ -		\$ 1,424,
City of Meadow	1997-2002	\$ 489,808.00		\$ -	\$ -	\$ -		\$ 489,
City of Melissa	2014-2016	\$ 275,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 275,
City of Melvin	1998-Present	\$ 1,415,693.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,415,
City of Merkel	2018-Present	\$ 275.000.00		\$ -	\$ -	\$ -		\$ 275.
City of Mingus	2015-Present	\$ 500,000.00		\$-	\$-	\$-	<u> </u>	\$ 500.
City of Montgomery	2003-2013		\$ 1,075,000.00	\$ -	\$ -	\$ 375,525.00		\$ 2,150,
County of Montgomery	1985-1991	\$ 864,505.00		\$ 19,200.00		\$ -	·	\$ 883,
City of Moran	2009-Present	\$ 525,000.00		\$ -	\$ -	\$ -		\$ 525,
City of Muleshoe	2000-Present	\$ 1,044,787.00		\$ 64,100.00	\$ -	\$ -	\$-	\$ 1,108,
City of Munday	2015-Present	\$ 275,000.00	\$ -	\$ 39,600.00	\$ -	\$ -	\$ 315,927.00	\$ 630,
City of Nazareth	1990-1994	\$ 413,731.00		\$ -	\$ -	\$ -		\$ 413
City of New Hope	1996-2010	\$ 448,791.00		\$ -	\$ -	\$ -		\$ 448
						Ŧ		
City of New Waverly	1982-Present	\$ 2,640,989.00		\$ 71,295.00		\$ 6,837,645.00		. , ,
City of Oak Ridge North	2008-Present	\$ -	\$ -	\$ -	\$ -	\$ 1,465,000.00		\$ 1,465,
011 (0110) 10/	2008-2011	\$ -	\$ -	\$ -	\$ -	\$ 2,726,594.00	\$ 137,250.00	\$ 2,863,
City of Old River-Winfree								
City of Olton	1984-Present	\$ 2,619,504.00	\$ -	\$ -	\$ -	\$ -	\$-	\$ 2,619,



EXPERIENCE

Client	Performance Period	Community Development	Economic Development	Comprehensive Planning	Water Development Board	Disaster Recoverv	COVID-19 Recoverv	Total Funding
City of Paint Rock	1997-2017	\$ 2,691,470.00	\$ -	\$ -	\$-	\$ -	\$ -	\$ 2,691,47
City of Palmer	2013-Present	\$ 550,000.00	\$ -	\$ 47,265.00	\$ -	\$ -	\$ 526,050.00	\$ 1,123,31
City of Panorama Village	2003-2011	\$ -	\$ -	\$ -	\$ -	\$ 736,115.00	\$ -	\$ 736,11
County of Parker	2010-2012	\$ 350,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 350,00
City of Pasadena	2020-Present	\$ -	\$-	\$ -	\$-	\$ 47,751,740.00	\$ 40,199,596.00	\$ 87,951,33
City of Pattison	2002-2004	Ψ	\$ -	\$ 15,600.00	\$ -	\$ -	\$ -	\$ 15,60
City of Pecos	1981-1983	\$ 200,000.00	\$ -	\$ -	\$-	\$ -	\$ -	\$ 200,00
City of Piney Point Village	2008-2011	\$ -	\$ -	\$ -	\$ -	\$ 229,980.00	\$-	\$ 229,98
City of Plains	1987-2017	\$ 2,052,562.00	\$ -	\$ -	\$ -	\$	\$ 410,086.00	\$ 2,462,64
City of Plum Grove	2008-Present	\$ -	\$ -	\$ -	\$ -	\$ 1,328,659.00	\$ -	\$ 1,328,65
City of Post	1993-Present	\$ 935,584.00	\$ -	\$ -	\$-	\$ -	\$ -	\$ 935.58
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City of Prarie View	2008-Present	1 .1	\$ -	\$ 35,100.00	\$ -	\$ 742,016.00	\$ -	\$ 2,177,1
City of Rankin	2002-Present	\$ 1,450,000.00	\$ -	\$ 37,000.00	\$-	\$ -	\$ 210,866.00	\$ 1,697,80
City of Reno	2008-Present	\$ 1,550,000.00	\$ -	\$ -	\$-	\$ 1,962,532.00	\$ 793,906.00	\$ 4,306,43
City of Rhome	2010-2013	\$ 50,000.00	\$ 449,500.00	\$ -	\$ -	\$	\$ -	\$ 499,5
City of Richland	2017-Present	\$ 773.250.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 773.25
City of Rio Vista	2012-Present	\$ 1,050,000.00	\$ -	\$ -	\$-	\$ -	\$ 266,370.00	\$ 1,316,3
City of Roby	1996-2016	\$ 946,542.00	\$ -	\$ -	\$-	\$ -	\$ 153,380.00	\$ 1,099,9
City of Rochester	1987-Present	\$ 1,488,068.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,488,00
City of Roscoe	1992-Present	\$ 2,491,325.00	\$ -	\$ -	\$-	\$-	\$ 318,405.00	\$ 2,809,73
City of Rotan	2015-2017	\$ 550,000,00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 550.00
City of Rule	1994-Present	\$ 1.203.816.00	\$ -	\$ -	\$-	\$ -	\$ -	\$ 1.203.8
City of Sadler	2014-2016	\$ 265.000.00	\$ -	\$ 33.105.00	\$-	\$ -	\$ 94.902.00	\$ 393.0
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City of San Saba	2018-Present	\$ 850,000.00	\$ -	\$ 43,380.00		\$ -	\$ 784,986.00	
County of San Saba	2014-Present	\$ 275,000.00		\$ -	\$-	\$ -	\$ -	\$ 275,0
City of Santa Anna	2014-Present	\$ 275,000.00	\$ -	\$ 33,555.00	\$ -	\$ -	\$ 249,520.00	\$ 558,0
City of Savoy	2014-Present	\$ 457,500.00	\$ -	\$ -	\$ -	\$ -	\$ 216.069.00	\$ 673.5
County of Schleicher	2004-2014	\$ 766.752.00		\$ -	\$-	\$ -	\$ -	\$ 766.7
	1996-1998	\$ 242,319.00	\$ -	\$ -	\$-	\$ -		\$ 242,3
County of Scurry						1	Ŧ	
City of Sealy	2013-Present	\$ 700,000.00	\$ 348,365.00	\$ 24,260.00	-	\$ 2,000,000.00	\$ -	\$ 3,072,6
City of Seagraves	2021-Present	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 727,500.00	\$ 727,5
City of Seminole	1984-2012	\$ 3,281,708.00	\$ -	\$ -	\$ -	\$ -	\$ 1,936,447.00	\$ 5,218,1
City of Shenandoah	2008-2011	\$ -	\$ -	\$ -	\$ -	\$ 445,667.00	\$ -	\$ 445,6
City of Slaton	2016-Present	\$ 275,000.00	\$ 250,000.00	\$ 64.100.00	\$-	\$ -	\$ 1.459.549.00	\$ 2,048,6
<i>.</i>			1					
City of Sonora	2018-Present	Ψ	\$ 750,000.00	Ψ	Ψ	Ψ	\$ 690,332.00	\$ 1,440,3
City of Splendora	2003-Present	\$ 1,400,000.00	\$ -	\$ 24,600.00	\$-	\$ 1,009,200.00	\$ -	\$ 2,433,8
City of Springtown	2011-Present	\$ 1,050,000.00	\$ -	\$ 65,305.00	\$ -	\$ -	\$ 790,437.00	\$ 1,905,7
City of Spur	1985-Present	\$ 862,724.00	\$ -	\$ 39,600.00	\$ -	\$ -	\$ -	\$ 902,3
City of Stamford	2001-2015	\$ 763,304.00	\$ -	\$ -	\$-	\$ -	\$ -	\$ 763,3
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City of Stephenville	2013-Present	\$ 1,014,420.00		\$ -	\$ 17,031,000.00	\$ 2,000,000.00	\$ -	\$ 20,045,4
County of Stonewall	2006-2018	\$ 625,000.00		\$ -	\$-	\$ -	\$ -	\$ 625,0
City of Strawn	2015-Present	\$ 500,000.00	\$ -	\$ 37,000.00	\$ -	\$ -	\$ -	\$ 537,0
City of Sweetwater	2001-2013	\$ 727,293.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 727,2
City of Terrell	1993-Present		\$ 4,894,345.00	\$ 55,000.00	\$-	\$ -	\$ -	\$ 8,705,3
<i>.</i>							•	
City of Throckmorton	2018-Present	\$ 275,000.00		\$ -	,		\$ -	
City of Tom Bean	2014-2018	\$ 341,920.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 341,9
City of Tool	2020-Present	\$ -	\$ -	\$ -	\$-	\$ -	\$ 570,403.00	\$ 570,4
Trinity Bay Conservation District	1998-Present	\$ -	\$ -	\$ -	\$ 2,500,000.00	\$ -	\$ -	\$ 2,500,0
City of Venus	1989-2018	\$ 2,572,528.00	\$ 742,681.00	\$ 26,235.00		\$ -	\$ -	\$ 4,191,4
WCID No. 1	2020-Present		\$ -	\$ -	\$ -	\$ 8,189,000.00		\$ 8,189,0
						. , ,		
City of Walker	1983-1985	\$ 500,000.00		Ψ	Ψ	\$ -	Ψ	\$ 500,0
County of Waller	2001-2004	\$ -	\$ 375,000.00		\$-	\$ -	\$ -	\$ 375,0
County of Washington	20014-2015	\$ 525,000.00	\$ -	\$ -	\$-	\$ -	\$ -	\$ 525,0
City of West University Place	2008-2011	\$ -	\$ -	\$ -	\$ -	\$ 229,980.00	\$ -	\$ 229,9
City of Whitewright	2009-Present	\$ 275,000.00		\$~	\$~	\$ -	\$ 426,440.00	
City of Wickett	2011-Present	\$ 470,000.00		\$ -	\$-	\$ -	\$ -	\$ 470,0
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City of Willis	1983-Present	\$ 3,685,497.00		1		\$ 2,539,490.00		\$ 15,755,3
City of Windthorst	2002-2004	\$ 122,544.00		\$ -	\$-	\$ -	\$ -	\$ 122,54
City of Wink	1997-1999	\$ 266,460.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 266,4
City of Winters	2014-Present	\$ 825,000.00		\$ 44,430.00	\$ -	\$ -	\$ 606,580.00	\$ 1,476,0
County of Wise	2009-2011	\$ 259,000.00		\$ -	\$-	• •	\$ -	\$ 259,0
						*	•	
City of Woodbranch Village	2019-Present	\$ -	\$ -	\$ -	\$ -	\$ 249,958.00	\$ -	\$ 249,9
County of Zavala	2015-2017	\$ 500,000.00	\$ -	\$ 81,000.00	\$-	\$ -	\$ -	\$ 581,00
7.4.4	4000 B	A410 100 100 00	400.040.000.00	A		AF4/ 00/ 70/ 00	A44 05 4 070 00	4050.070
Totals	1982-Present	\$142,622,619.00	\$23,312,499.00	\$ 2,991,103.00	\$ 50,781,000,00	\$516,906,721.00	\$116,356,870.00	\$852,970,8

Albany, Alma, Ames, Anahuac, Andrews County, Aspermont, Aubrey, Ballinger, Bartlett, Baytown, Beaumont, Bells, Benjamin, Bevil Oaks, Blackwell, Breckenridge, Brenham, Bridgeport, Brookshire, Brownwood, Caddo Mills, Campbell, Celeste, Celina, Chambers, County, Clarendon, Clear Lake Shores, Cleveland, Clute, Coleman, Conroe, Cottle County, Crosby County, Crystal City, Columbus, Cuero, Daisetta, Dayton, Deer Park, Devers, Dickinson, Donley, Easton, Eden, Edmonson, El Campo, Eldorado, Electra, Ellis County, Emhouse, Eustace, Fischer County, Floydada, Forsan, Frio County, Frisco, Frost, Gaines County, Galveston County, Garrett, Glenrose, Gordon, Goree, Graford, Grandview, Goldthwaite, Goliad, Gunter, Gustine, Hale County, Hamlin, Hardin, Hardin County, Haskell County,

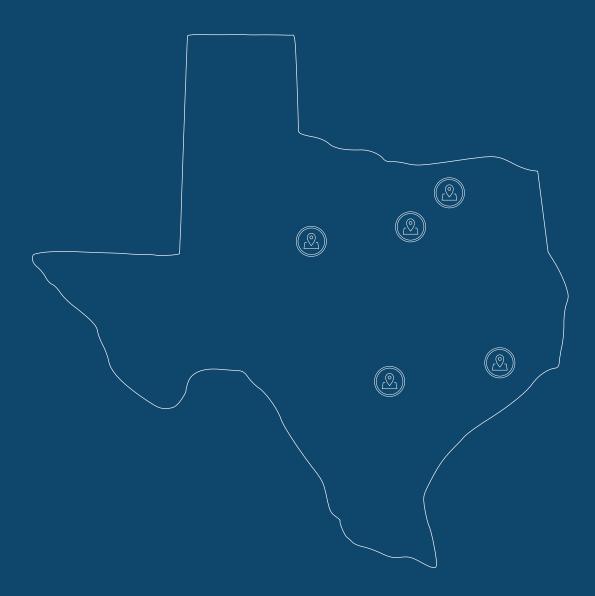
Hempstead, Hico, Higgins, Italy, Jonestwon, Jayton, Jersey Katy, Kemah, Kemp, Kerens, Kress, Kyle, La Marque, La Porte, County, Lipan, Loraine, Lorenzo, Malakoff, Mason, Matador, County, Meadow, Melissa,



Holliday, Howardwick, Howe, Village, Jones County, Joshua, Kermit, Knollwood, Knox City, Lamesa, Lawn, Liberty, Liberty Loving, Mabank, Magnolia, Maypearl, McCamey, McCulloch Melvin, Mingus, Montgomery,

Montgomery County, Moran, Muleshoe, Munday, Nazareth, New Hope, New Waverly, Oak Ridge North, Old River-Winfree, Olton, Paducah, Paint Rock, Palmer, Panorama Village, Parker County, Pattison, Pecos, Piney Point Village, Plains, Plum Grove, Post, Prairie View, Rankin, Reno, Rhome, Richland, Rio Vista, Roby, Rochester, Roscoe, Rotan, Rule, Sadler, San Saba, San Saba County, Santa Anna, Savoy, Schleicher County, Scurry County, Sealy, Seminole, Shenandoah, Slaton, Sonora, Splendora, Springtown, Spur, Stamford, Stephenville, Stonewall County, Strawn, Sweetwater, Terrell, Tom Bean, Trinity Bay Conservation District, Venus, Walker, Waller County, Washington County, West University Place, Whitewright, Wickett, Willis, Windthorst, Wink, Winters, Wise County, Woodbranch Village, Zavala

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Administration/Professional Services Rating Sheet

Grant Recipient (ity OF NAVASITA Name of Respondent Public Management

TxCDBG Contract No._____ Date of Rating/\UV 28.2022

Evaluator's Name (172175 COrd inator, PUDIL WOY KS

Streets, Economic Divelopment, Development Services

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.

Experience

	Factors		Max.Pts.	Score
1.	Related Experience / Bac	kground with federally funded projects	10	_10
2.	Related Experience / Bac	kground with specific project type	5	5
	(housing rehabilitation, a	cquisition of property, coordination with		
	regulatory agency, etc.)			5
4.		f TxCDBG Program by TDA	5	<u> </u>
5.	References from current,	past clients	10	
		Subtotal, Experience	30	30
<u>Work Pe</u>	<u>rformance</u>			
	<u>Factors</u>		Max.Pts.	Score
1.	•	t/TDA in a timely manner	5	
2.		equests in a timely manner	5	
3.	Past client/TDA projects	•	5	5
4.	Work product is consiste	ntly of high quality with low level of	5	5
	errors			
5.		have low level of monitoring	5	3
	findings/concerns			
6.	Manages projects within		5	5
		Subtotal, Performance	30	<u></u>
<u>Capacity</u>	to Perform			-
	Factors		Max.Pts.	<u>Score</u>
1.		onal Administrators / Experience of Staff	5	
2.	Present and Projected W		5	5
3.	Quality of Proposal/Worl		5	
4.	Demonstrated understan	ding of scope of the TxCDBG Project	5	5
		Subtotal, Capacity to Perform	20	20
Propose				_
	Factors	- 314 000	<u>Max.Pts.</u>	Score
	A = Lowest Proposal	\$ 34,900		E0 18
	B = Bidder's Proposal	\$ <u>40,000</u>		
		A ÷ B X 20 equais Respondent's Score	20	
TOTAL S				Č
R	Factors		<u>Max.Pts.</u> 30	Score
⊠ 10√	Experience Work Performance		30 30	 నిద
			- +	
	Capacity to Perform		20 20	20
Q	Proposed Cost			
		Total Score	100	79 96

PROFESSIONAL GRANT Administration services

TEXAS GENERAL LAND OFFICE (GLO) Community development block grant - mitigation (CDBG-MIT) Regional method of distribution (Mod) program

CITY OF NAVASOTA 200 East Mcalpine Street Navasota, Texas 77868

NOVEMBER 8, 2022





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IDENTIFYING INFORMATION

Gary R. Traylor & Associates, Inc. is a full-service grant application and management firm providing the complete scope of services for identifying, applying, managing, and closing out grants from all funding entities. We are a Texas-based corporation, operating since 1974, making our organization the longest-serving grant management firm in Texas. In that time, we have secured and administered more than \$1 billion in assistance for hundreds of localities and successfully completed thousands of projects with no recapture of funds.

Beyond our longevity, our integrity and ongoing capacity to perform have made us one of the most widely used firms in the state. The breadth of our experience and the tenure of our senior staff means that this team has a thorough knowledge of program-specific requirements and regulations, including 2 CFR 200, 84 CFR 45838 and all subsequent amendments.

We have the expertise to help the City of Navasota maximize its CDBG-MIT funds. We have the capacity to complete multiple, simultaneous large- and small-scale projects and scopes of work. Specifically, we have extensive planning and implementation experience with CDBG, CDBG-Mitigation, CDBG-Disaster Recovery, HMGP, FEMA Hazard Mitigation, and similar construction and service projects.

PERSONNEL & ORGANIZATION

We know your job isn't easy. We are here to partner with you to do great things for your community. That's why we have a dedicated CDBG-MIT team with quality, experienced staff ready for you. Your project manager will be supported by an assistant project manager, compliance specialist and other subject matter experts to round out the team.

Our team has the knowledge and expertise to administer programs in a uniform, efficient way while providing ample consideration to the challenges faced by communities. We possess the rare ability to view program guidance and materials with a double-sided lens to structure policies and procedures that reduce audit findings and recapture of funds. With former emergency management managers, professional engineers and sub-recipient grant administrators on our team, we have successfully led rebuilding efforts following major disaster events throughout the State of Texas.

No two projects are alike, so your Traylor CDBG-MIT team is built to suit your needs and each project's unique needs. With Traylor & Associates, you will always have direct access to your team and know exactly who to contact for your needs.

Always working for your community.

PROJECT REQUIREMENTS

With the variety of programs currently allowed under the CDBG-MIT umbrella, we understand the demand for experts in numerous fields with knowledge of all aspects of each program. Our team of skilled professionals will provide the comprehensive range of services necessary to assist the City in the efficient and effective administration of the CDBG-MIT program in accordance with all federal, state, and local provisions. Our team has direct experience assisting all levels of government in achieving regulatory compliance and will apply knowledge gained and lessons learned to assure all programs are carried out in accor-dance with HUD CDBG rules and all federal cross-cutting regulations, including:

Further Additional Supplemental Appropriations for Disaster Relief Requirements Act, 2018	Federal Register Notice 84 FR 45838			
Title I of the Housing and Community Development Act	24 CFR Part 570			
2 CFR Part 200	Davis-Bacon and Related Acts, as amended			
Fair Labor Standards Act of 1938, as amended	Fair Housing Act			
HUD Rules of Affirmatively Furthering Fair Housing	Section 312 Stafford Act (42 U.S.C. 5121et seq.)			
NEPA and other environmental regulatory authorities (Section 106, EO 11988/11990, et al)	24 CFR Part 58			
URA	Section 504 of the Rehabilita- tion Act of 1973			
Section 3 of the Housing and Urban				

Development Act of 1968 (24 CFR Part 135)

Our goal is to work with City leadership and staff to simplify and streamline workflows to ensure successful implementation of all programs allowed under the State of Texas CDBG Mitigation (CDBG-MIT) Action Plan. Our experience developing, implementing, and overseeing disaster recovery and mitigation programs provides a level of technical expertise and leadership capability that will exceed the City of Navasota's expectations. This diversity of experience provides a solid foundation that, combined with our foresight and drive to provide innovative solutions, will produce unparalleled results.

GRANT MANAGEMENT EXPERIENCE

Traylor & Associates will perform all tasks necessary to deliver the anticipated scope of work in-house. Our experience in managing grants of this type and others, is demonstrated throughout this proposal. Our proposal is for the entirety of the City of Navasota's project, and we have the capacity and depth of experience to accomplish all that it may entail. We are committed to providing the City and its residents the best-managed grant program in the State of Texas, and we are prepared to comply with a dedicated and accelerated sched-ule upon direction of the City of Navasota.

We take great pride in knowing that we have assisted deserving Texans in achieving steps toward momentous and meaningful recovery. We look forward to effectively implementing a program centered around timely fulfillment of duties while providing a level of customer service that guarantees a straightforward process and ensures compliance with program requirements.

GRT

WE'RE HERE TO

With decades of years of experience in grant administration, our team is poised to provide the comprehensive range of services necessary to assist the City in the effective coordination, management, administration, oversight, and implementation of its CDBG-MIT program to support ongoing improvement and associated efforts. Our team's achievements and drive for superior service are due in no small part to the emphasis we place on coordination and communication between stakeholders

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We have witnessed first-hand the impact of loss on the lives of disaster victims. We have supported our clients as they navigated the complicated processes inherent to long-term recovery and we have helped rebuild resilient communities. We look forward to the opportunity to join forces with the City of Navasota to construct meaningful improvements that ensure the safety of residents, now and in the future.

The following list includes programs Traylor & Associates has assisted in applications for or is currently managing:

	Community Development	Community Development
	Block Grant (TxCDBG/TDA)	Block Grant - Mitigation (CDBG-MIT/GLO)
Г	Community Development Block Grant	Fire, Ambulance & Service
	- Disaster Recovery (CDBG-DR/GLO)	Truck Fund (FAST/TDA)
	State of Texas HOME	Downtown Revitalization/Main
	Program (TDHCA)	Street Program (TDA)
Г	American Rescue Plan Act	Building Resilient Infrastructure & Communities
	(ARP)	(BRIC)
	Hazard Mitigation Grants	Texas Parks & Wildlife
	Program (FEMA)	Department (TPWD)
	Transportation Alternatives	Economic Development
	Transportation Alternatives	Administration (EDA)

Brand Standards

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Traylor and Associates will help the City of Navasota fulfill State and Federal statutory responsibilities while providing the resources needed to efficiently construct projects that will mitigate and reduce risks for years to come. Our staff will assist the City in the development and completion of CDBG-MIT eligible housing and/ or non-housing projects. Grant administration services will be performed in compliance with the U.S. Department of Housing and Urban Development ("HUD"), guidelines issued by the General Land Office, and all cross-cutting federal regulations.

The experienced and diverse staff at Traylor & Associates is able to perform the tasks listed herein to be considered eligible for an award under this Solicitation. All services will be performed in-house, including environmental assessments. Grant Administration Services will be provided in conformance with the guidance documents and use forms provided by the General Land Office. As providers, we shall furnish pre-funding and post-funding grant administrative services to complete the mitigation projects including, but not limited to, the following:

Pre-Funding Services

As the Grant Administrator, Traylor & Associates will coordinate with City staff and project engineers to identify eligible activities, develop project scope(s) and budgets, and complete public outreach activities in accordance with application guidelines. We will also work with the City and its Engineer(s) to provide the concise information needed for submission of completed CDBG-MIT funding application(s) and related documents. The required information shall be submitted using the General Land Office's system of record for the program, Quickbase.

1. Application Preparation Assistance

- a. Identify, develop, and review grant opportunities that reflect the City of Navasota's mission and objectives, identify application requirements, and provide eligibility determinations.
- b. Assist the City in establishing a grant submittal project plan that identifies actions, mile stones, and responsible parties in a manner that best meets the City's timeframe to complete grant applications.
- c. Coordinate with all stakeholders and parties involved in obtaining documentation, and information that is required by a grant or in support of the grant efforts, including signatures.
- d. Bring our firm's knowledge, skills and experience of lessons learned to write, review, and apply quality assurance reviews to strengthen grant applications.
- e. Assist the City and lead the effort to complete applications, develop cost estimates, ensure forms are completed, and perform quality assurance reviews to confirm the City's grant applications meet all requirements.
- f. Participate and assist the City of Navasota leadership with all public hearings, resolutions, briefings, presentations and other communication and outreach efforts as required.
- g.Take an active role in communicating with City leadership, the State or Federal funding agency, to answer any questions including post-submission questions and requests for additional information.
- h. Submit grant applications through Quickbase, the system of record for the Regional MIT program.

Post-Funding Services

Traylor & Associates will administratively manage eligible infrastructure projects approved for CDBG-MIT funding in accordance with all local, state, and federal requirements. Our staff will oversee and document compliance with procurement, environmental, labor standards, financial management, and closeout procedures to ensure funds are spent as outlined in the Performance Statement and Budget of the Grant Agreement.

Grant Administration Services

- a) General Administrative Duties:
 - i. Ensure program compliance including all CDBG-MIT requirements and all parts therein, current Federal Register, etc.
 - ii. Assist subrecipient in establishing and maintaining financial processes.
 - iii. Obtain and maintain copies of the subrecipient's most current contract including all related change requests, revisions and attachments.
 - iv. Establish and maintain record keeping systems.
 - v. Assist subrecipient with resolving monitoring and audit findings.
 - vi. Serve as monitoring liaison.
 - vii. Assist subrecipient with resolving third party claims.
 - viii. Report suspected fraud to the GLO.
 - ix. Submit timely responses to the GLO requests for additional information.
 - x. Complete draw request forms and supporting documents.
 - xi. Facilitate outreach efforts, application intake, and eligibility review.
 - xii. Utilize and assist with GLO's system of record to complete milestones, submit documentation, reports, draws, change requests, etc.
 - xiii. Submit change requests and all required documentation related to any change requests.
 - xiv. Coordinate, as necessary, between subrecipient and any other appropriate service providers (i.e. Engineer, Environmental, etc.), contractor, subcontractor and GLO to effectuate the services requested.
 - xv. May assist in public hearings.
 - xvi. Will work with GLO's system of record.
 - xvii. Provide monthly project status updates.
 - xviii. Funding release will be based on deliverables identified in the contract.
 - xix. Labor and procurement duties:
 - a. Provide all Labor Standards Officer (LSO) Services.
 - b. Ensure compliance with all relevant labor standards regulations.
 - c. Ensure compliance with procurement regulations and policies.
 - d. Maintain document files to support compliance.

xx. Financial duties:

- a. Prepare and submit all required reports (Section 3, Financial Interest, etc.).
- b. Assist subrecipient with the procurement of audit services.
- c. Assist subrecipient in establishing and maintaining a bank account for program funds.
- d. Implementation and coordination of Affirmatively Furthering Fair Housing ("AFFH") requirements as directed by HUD and the GLO.
- e. Implementation and coordination of Section 504 requirements.
- f. Program compliance.
- g. Ensure that fraud prevention and abuse practices are in place and being implemented.
- h. Prepare and submit all closeout documents.
- i. Submit all invoices no later than 60 days after the expiration of the contract. All outstanding funds may be swept after 60 days. The provider may request an extension of this requirement in writing.
- j. Assist in preparation of contract revisions and supporting documents including but not limited to:
 - Amendments/modifications,
 - Change orders.
- xxi. Perform any other administrative duty required to deliver the project.
- b) Construction Management
 - i. The provider will assist the subrecipient in submitting/setting up project applications in the GLO's system of record.
 - The provider may compile and collate complete contract/bid packages that meet GLO program requirements. The packages will contain supporting documentation that meets or exceeds the requirements of the GLO's program. If applications do not have the necessary forms, the provider may assist the subrecipient by coordinating to acquire the necessary documentation.
 - iii. The provider may monitor, report, and evaluate contractor's performance; notify the subrecipient if the contractor(s) fails to meet established scheduled milestones. Receive, review, recommend, and process any change orders as appropriate to the individual projects.
 - iv. The provider may assist the subrecipient with project Activity Draws/Close Out.
 - v. The provider may assist the subrecipient by submitting all the necessary documentation for draws and to close a project activity in the GLO's system of record. The provider will compile, review for completeness, and collate complete contract/closeout packages that meet GLO program requirements for draw requests. If applications do not have the necessary forms, the provider may assist the subrecipient by coordinating to acquire the necessary documentation.

- vi. The provider may assist the subrecipient in developing Architectural and Engineering plans with guidance from the GLO.
- vii. Reassignment scope alignment (if necessary).
- c) Acquisition Duties:
 - i. Submit acquisition reports and related documents.
 - ii. Establish acquisition files (if necessary).
 - iii. Complete acquisition activities (if necessary).
- ci) Buyout Duties (as necessary):
 - i. Project planning, design, and startup
 - Assist subrecipient with procuring necessary vendors including appraiser, title vendor, and demolition contractor.
 - Develop subrecepient's Policy and Procedure Manual ("Program Guidelines"), and manage subsequent public comment process.
 - ii. Property owner notifications
 - Generate and send required mailings to owners and tenants of each parcel targeted for buyout/acquisition.
 - Handle subsequent communication with owners and tenants while developing a contact log for future outreach.
 - iii. Intake meetings
 - Advertise, schedule, and conduct intake with interested homeowners. During intake meetings case managers will collect all available documentation necessary to determine eligibility.
 - If there are tenants living in the property, case manager will send them General Information Notices to inform them of the program and their rights.
 - iv. Eligibility verification
 - Management staff will review all intake documentation and verify eligibility.
 - If applicable, firm will verify duplicative benefits (DOB) and calculate eligible receipts.
 - Maintain applicant data in a secure system of record and comply with all record-keeping requirements of the General Land Office.
 - v. Environmental reviews and site specific clearances
 - Conduct all required environmental reviews (Tier I and Tier II) and generate environmental clearance reports for each applicant file.
 - vi. Offer package generation, approval, and mailing
 - Notify subrecipient that offer packages are ready, and use independently procured appraisals to determine the fair market value of buyout properties.
 - Generate and mail offer packages upon the subrecipient approval.

vii. Offer meeting

- Schedule and conduct offer meetings with property owners to discuss their options; accept, appeal or decline.
- If the owner decides to appeal, the case manager will provide advisory services to guide owner through appeal process.
- If the owner accepts, a contract of sale will be signed at the offer meeting.

viii. Closing

- Coordinate with property owner and subrecipient's procured title company to ensure the clear passage of title.
- Assist property owner with relocation arrangements and schedule real estate closing.
- ix. Draw/funding requests
 - Assist subrecipient with GLO draw requests, funding requests, wire tracking, and coordinating program activities to align with funding schedule.
- x. File, audit, closeout, and demolition
 - Complete final audit to ensure all procedures were properly followed.
 - Transfer physical files to subrecipient and complete remaining data entry.
 - Provide procured demolition contractor with property access.

e) Environmental Services

- i. Review each project description to ascertain and/or verify the level of environmental review required: Exempt, Categorical Exclusion not Subject to 58.5, Categorical Exclusion Subject to 58.5, Environmental Assessment, and Environmental Impact Statements;
- ii. If necessary, conduct tiered environmental review and submit broad and sitespecific environmental reviews as required by 24 CFR Part 58.
- i. Prepare, complete and submit HUD required forms for environmental review and provide all documentation to support environmental findings;
- ii. Consult and coordinate with oversight/regulatory agencies to facilitate environmental clearance;
- Be able to perform or contract special studies, additional assessments, or permitting to secure environmental clearance. These may include, but are not limited to biological assessments, wetland delineations, asbestos surveys, lead-based paint assessments, archeology studies, architectural reviews, Phase I & II ESAs, USACE permits, etc.;
- Prepare all responses to comments received during comment phase of the environmental review, including State/Federal Agency requiring further studies and/or comments from public or private entities during public comment period;

SCOPE OF WORK

- v. Maintain close coordination with local officials, project engineer and other members of the project team to assure appropriate level of environmental review is performed and no work is conducted without authorization;
- vi. Complete and submit the environmental review into GLO's system of record;
- vii. At least one site visit to project location and completion of a field observation report;
- viii. Prepare and submit for publication all public notices including, but not limited to the Notice of Finding of No Significant Impact (FONSI), Request for Release of Funds floodplain/wetland early and final notices in required order and sequence;
- ix. Provide documentation of clearance for Parties Known to be Interested as required by 24 CFR 58.43;
- x. Process environmental review and clearance in accordance with NEPA;
- xi. Advise and complete environmental re-evaluations per 24 CFR 58.47 when evidence of further clearance or assessment is required;
- xii. Prepare and submit Monthly Status Report; and
- xiii. Participate in regularly scheduled progress meetings.

STATEMENT OF RESOURCES & ABILITY

The principal and project manager have the direct knowledge and skills necessary to guide the important work and will be supported by team members and in-house support staff. While the firm is large enough to provide the services requested, it is nimble in its practice and attentive to the details of grant management. This ensures that the City's risks are reduced, and transparency is assured.

In addition to its experienced staff, the firm's capacity to perform the requested services is reinforced by its strong financial position and depth of physical resources.

Upon notification of award of this contract, we will immediately begin outreach to agencies and staff. We would also work with the City of Navasota to determine the anticipated use of funds and programmatic details including potential infrastructure projects and other types of programs you hope to develop with allocated funds.

We are committed to providing the City of Navasota and its residents the best-managed CDBG-MIT program in the State of Texas, and we are prepared to comply with a dedicated and accelerated schedule upon direction of the City of Navasota.

Traylor & Associates will perform pre- and post-funding grant administration services in-house. Our experience in managing grants of this type and others is demonstrated throughout this proposal. We have the expertise and the bandwidth to accomplish all that your project may entail.



Traylor & Associates' Approach & Methodology

Traylor & Associates' direct experience gained through the administration of projects throughout Texas has given us the knowledge that grant administration goes beyond the recordkeeping and reporting requirements levied upon the program and required an in-depth understanding of the rules and regulations that necessitate efficient and accurate documentation. Throughout these complex processes, progress is often hindered because of undefined internal processes, lack of notification of completion of tasks or disconnect between providers. It is imperative that critical information is readily available to all team members. There should be a predictable workflow that is understood by all to ensure timely execution and progress.

We believe the key to effective project management is accountability on behalf of staff, vendors and the responsible entities. A concerted effort to continuously monitor performance measures will ensure adherence to project schedules. Additionally, the critical path to achieving the successful completion of projects is clearly identified, monitored and evaluated to troubleshoot potential obstacles to progress. A formal commitment is required of all participants to complete work with the urgency required to meet community needs, recognizing that time is of the essence.

The success of all grant programs rests on enhanced education for local government officials and relevant staff. There is often a lack of understanding of program requirements and project management expectations at the local government level, especially regarding the potential consequences of failure to comply with federal and state regulations. Through regular briefings and the availability of clear and concise educational resources, communities can better manage repayment liabilities and avoid disallowed costs.

We pride ourselves at being:

- Responsive to hazard events and more importantly, the communities impacted by them;
- Knowledgeable about the various grant programs available to help communities mitigate such hazards;
- Focused on delivering sustainable solutions to help communities recover and position them to respond better in the future.



	Methodology : CDBG-MIT	
Deliverable	Major Activity	Timeline
General Administration Project Manager	Assist in the development of Standard Operating Procedures to ensure timely compliance with all statutory and programmatic requirements Create strategy to work within existing the City policies and workflows Act as Point of Contact between the City and agencies, as well as City and homeowners; contact homeowners to provide GRT contact information Attend project kick-off meeting Provide project management file system to be kept at the City offices	Begin: Immediately upon award Completed within: 30 days
Financial Project Manager, Specialists, SMEs	Establish financial management system Prepare requests for payment from the City to property owners or contractors Prepare requests for reimbursement from the City to State Monitor Comptroller website and notify the City of release of funds/deposit Provide payment information to the City when funds are received Prepare reconciliation with State on grant funds	Begin: Immediately upon award Completed within: Ongoing

	Methodology : CDBG-MIT	
Deliverable	Major Activity	Timeline
Homeowner Coordination (if applicable)	Meet with homeowners to explain process and detail responsibilities	Begin: Immediately upon award
Project Manager, Specialists, SMEs	Facilitate in development of scope of work and program requirements	Completed within: 6 months
	Answer questions as they arise	
	Provide overview of budget and ensure projects are completed within budget constraints	
	Develop and provide process for selection of contractor; ensure selection is made in accordance with outlined processes	
	Develop agreement between the City and Homeowners	
	Secure Homeowner signature	
	Secure local cost share from homeowner to be deposited in the City escrow account	
	Detail any costs which are not eligible expenses under the grant	
Procurement Project Manager, Specialists, SMEs	Coordinate with Purchasing Agent to solicit bids in accordance with 2 CFR 200 for required services	Begin: Immediately upon award
	Provide bid packets to the City with required federal and program documentation	Completed within: 9 months
	Present homeowners with list of qualified contractors	
	Assist the City in ensuring elevation contracts meet GLO requirements	
	Prepare agreement for elevation, including language indemnifying the City and their contractors from liability associated with the physical elevation	

Methodology : CDBG-MIT

Deliverable	Major Activity	Timeline
Con truction Management Project Manager,	Conduct Pre-Construction meetings Provide per parcel management	Begin: Immediately upon execution of contractor agreements
Specialists, SMEs	Ensure review of specifications by professional	Completed within:
	engineer	12 months
	Develop process to ensure construction is performed in accordance with specifications	
	Review work schedules and monitor contractor compliance	
eporting Project Manager,	Prepare and submit quarterly reports	Begin: Immediately upon award
Specialists, SMEs	Provide statue update to the City staff and officials	Completed within: Ongoing
Clo eout Audit Project Manager,	Prepare all report and forms required for close out	Begin: Immediately upon construction
Specialists, SMEs	Facilitate the establishment and recording of post elevation deed restrictions	completion
	Participate in any review or audit of grant by GLO, internal auditors	
	Respond to any monitoring questions or identified deficiencies	

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STATEMENT OF QUALIFICATIONS

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COMPANY HISTORY

The firm was founded in 1974 as a sole proprietorship by Mr. Thomas E. Barber, P.E. and operated under the name Thomas E. Barber & Associates until 1978. The firm was orga-nized to assist mid-sized cities and other smaller local governments whose lack of understanding and limited staff prevented them from accessing sources of grant financing available through agencies of the state and federal government. a

Business Development

In 1978 Mr. Barber formed a partnership with Mr. Gary R. Traylor and the firm continued under the name Barber-Traylor & Associates until 1981. On January 1, 1985, the specialized application preparation and grant management functions of the firm were taken over by Mr. Traylor, and Gary R. Traylor & Associates, Inc. was formed.

Traylor & Associates, Inc. is a Texas-based corporation, operating since 1974

Gary R. Traylor is the principal, sole owner and point of contact. Corporate Headquarters: Traylor & Associates, Inc.

201 Cambridge Road Tyler, Texas 75703 903.581.0500 (b) info@grtraylor.com

Southeast Texas Field Office: 114 Main Street Newton, Texas 75966

Collectively, our professional staff members have more than 100 years of experience in implementing grant management programs for: community enhancement, economic development, disaster recovery, infrastructure, and housing projects for communities throughout Texas.

The firm has worked extensively in the field of disaster recovery & mitigation, and has deep experience working with all state and federal agencies. Traylor & Associates specializes in the development, implementation, and administration of programs for state and local govern-ment recipients and sub-recipients of federal grant funding.

We pride ourselves at being:

- Responsive to the communities desiring enhancement and improvement;
- Knowledgeable about the various grant programs available to help communities repair and improve;
- Focused on delivering sustainable solutions to position communities to thrive into the future.

When it's challenging, we make it simple. When it's complicated, we bring clarity. We have proven success in improving the efficiency of local governments by providing the right, actionable information and technical support to local leaders and their teams.

EXPERIENCE: FLOOD AND DRAINAGE

From large-scale channel excavations to storm sewers, to creek and river crossings, our communities have received state and federal assistance to implement hardening and resiliency factors to reduce the risk to property and life during future flooding events.



EXPERIENCE:SEWER SYSTEMS

Our experience includes wastewater treatment and collection systems. Projects range from small yard line replacement projects to lift stations, from manhole replacement to construction of new WWTP facilities.







EXPERIENCE: WATER SYSTEMS

We understand the importance of a sound and reliable water supply, particularly during and after disasters. Our firm has helped secure funding to construct water storage tanks, replace undersized water lines, and install generators to ensure continuous operation and keep communities safe and healthy.

> CITY OF ROSE CITY







EXPERIENCE : STREETS

Frequently, the improvements most visible to residents are street projects. Our team has managed hundreds of projects for road reconstruction. Whether providing access to neighborhoods or industrial parks, streets are critical infrastructure required to sustain viable communities.







EXPERIENCE: WEST ORANGE ODBG-MIT

To mitigate loss of life, suffering, and improve access of emergency vehicles and first responders during future events, the City of West Orange is utilizing CDBG-MIT funding to clean and regrade roadside ditches, and remove and replace damaged and undersized driveway and street crossing culverts. The City will also clean, regrade, and remove excessive vegetation from outfall ditches and concrete line outfall ditches to allow for faster dissipation of flood waters.

The City of West Orange has received funding through several agencies following Hurricane Harvey. This project was strategically planned to meet the unmet needs following the completion of these other projects. As a result, the project has required extensive coordination with elected officials, engineers, and City staff to ensure no overlap with other scopes of work or duplication of benefits.

> Project Cost: \$3,828,640 | Timeline: January 2021 - Present Key staff assigned: Melinda Smith, Linda Atkinson-Pettee Client primary contact: Jon Sherwin, Director of Public Works 409-883-3468 | jsherwin@cityofwestorange.com



EXPERIENCE: CAMERON CDBG-MIT

The City has an existing 4 MGD pump station and low water impoundment located on the Little River that is in danger of being cut-off from the river by necking occurring just upstream of the existing pump station. Rain events continue to cause erosion and if nothing is done to either stabilize the bank or move the pump station, the City is in danger of being cut off from its water supply which supplies drinking water to the entire City.

Replacements to the existing sewer effluent line will help mitigate stormwater inflow and infiltration and alleviate the risk of surcharges and overflows, ensuring proper functioning of critical wastewater system components. The project's design and H&H studies are funded through the TWDB-FIF program, making communication with the City staff, engineering firm, and environmental agencies critical to the success of the project.

Project Cost: \$14,268,150 | Timeline: January 2021 - Present Key staff assigned: Melinda Smith, Linda Atkinson-Pettee Client primary contact: Amy Harris, City Secretary 254-697-6646 | aharris@camerontexas.net



EXPERIENCE: SILSBEE CDBG-MIT MGP SUPPLEMENTAL

Originally submitted as a priority project under the Hurricane Harvey DR-4332 HMGP program, Chief Kidd recommended this project move forward under the General Land Office's CDBG-MIT HMGP Supplement Program. Not only did the acceptance of this project by the GLO provide a more efficient timeline for accessing funds, but the match commitment due from the City was reduced to a \$0 local contribution.

The project has progressed quickly and is nearing bid and award of the construction contract. Multiple sites are included, so careful review and consideration of all environmental requirements and contract provisions has been an integral part of the process for both the administrative staff and the engineering firm.

> Project Cost: \$1,254,420 | Timeline: January 2021 - Present Key staff assigned: Melinda Smith, Linda Atkinson-Pettee Client primary contact: DeeAnn Zimmerman, City Manager 409-385-2863 | DeeAnn@cityofsilsbee.com



GRANT ADMINISTRATION EXPERIENCE

			ΡΙΟ			
ІМТ	CDBG-MIT	CDBG-D	HMGP	Α ΡΑ	MA PA	CDBG
Grant Management & Administration	Δ	Δ	\$	Δ	Δ	\$
Procurement & Compliance with 2 CFR 200	Δ	\$	*	\$	${\checkmark}$	
Project Identification & Eligibility Determination	Δ	\$	*	\$	${\checkmark}$	
Project/Program Design & Development	\$	☆	\$			☆
Project Management	\$	\$	*	$\stackrel{\checkmark}{\sim}$	\$	☆
Duplication of Benefits (DOB) Review	Δ	\$	\$	\$	${\rightarrow}$	\$
Financial Assistance	Δ	\$	\$	\overleftrightarrow	${_{\sim}}$	\$
Labor & Wage Compliance	\$	$\stackrel{\checkmark}{\rightarrow}$	\$	\$		${\leftrightarrow}$
Construction Oversight	Δ	\$	\$	\$	\$	\$
Uniform Administration Requirements, Cost Principles, Audit Compliance	Δ	\$	\$	\$	\$	\$
Environmental Review Records	Δ	\$	${\checkmark}$	$\stackrel{\wedge}{\rightarrow}$		\$
Uniform Relocation Act, Fair Housing, Section 504	Δ	\$	\$	\$		${}$
Reporting	Δ	\$	*	\$	${\checkmark}$	\$
Monitoring & Audit	Δ	\$	\$	\$		${}$
Recordkeeping & Document Retention	Δ	\$	*	\$		
Closeout	Δ	\$	\$	\$	${_{\sim}}$	

WORK EXPERIENCE

DISASTER RELIEF/URGENT NEED

We assist long-term recovery efforts and restore damaged infrastructure such as water and sewer facilities, streets, flood and drainage facilities, and housing. Since 2010, we have administered 68 disaster recovery contracts totaling \$152 million in grant funds. We have also prepared more than 200 environmental review records for the Hurricane Ike Disaster Recovery Program.

	DISASTER RELIEF/URGENT NEED				
CLIENT NAME	PROGRAM	VALUE	DESCRIPTION		
Galveston County	CDBG-DR	\$31,558,000	Water, Sewer, Street, and Flood & Drainage Improvements, Install of Generators, and Specially Authorized Public Facilities.		
Newton County	CDBG-DR	\$9,810,187	Street Improvements		
City of Port Arthur	CDBG-DR	\$10,301,777	Water, Sewer, Street, and Flood & Drainage Improvements w/Demo		
City of Rose City	CDBG-DR	\$1,591,500	Construction Expenses		
Smith County	TDEM-CRF	\$5,393,850	Coronavirus Relief		
City of Waskom	TDEM-CRF	\$124,985	Coronavirus Relief		

HAZARD MITIGATION

Texas is prone to a variety of hazards that put all community assets at risk, including buildings, roads, bridges, water and sewer lines, and people. We help create mitigation measures to protect people and structures and to minimize taxpayer costs of disaster response and recovery, ultimately creating safe places to live.

HAZARD MITIGATION				
CLIENT NAME	PROGRAM	VALUE	DESCRIPTION	
City of Bridge City	HMGP	\$3,000,000	Flood & Drainage Improvements	
City of West Orange	HMGP	\$904,471	Critical Infrastructure-Generators	
City of Corsicana	HMGP	\$393,901	Home Buyout & Demolition	







WORK EXPERIENCE

Traylor & Associates is the longest-serving grant management firm in Texas. Since 1974, the firm has successfully managed more than \$1 Billion in federal and/or state-assisted projects for more than 200 public entity clients. We assist in identifying, writing, and administering grant funds in an economically feasible and efficient manner to ensure the health, safety, and welfare of communities. Our expertise is concentrated in, but not limited to:

COMMUNITY ENHANCEMENT

Traylor & Associates strives to revitalize downtowns and promote healthy communities by creating pedestrian friendly environments, encouraging tourism, preserving historic structures, and strengthening the social fabric.

COMMUNITY ENHANCEMENT				
CLIENT NAME	PROGRAM	VALUE	DESCRIPTION	
City of Center	TxCDBG	\$350,000	Solar Power System Installation	
City of Crockett	TxCDBG	\$150,000	Equipment Services and Construction	
City of Kirbyville	TxCDBG	\$350,000	Neighborhood Facilities	
City of Athens	TxCDBG/FAST	\$505,000	Fire Truck	

HOUSING

Traylor & Associates has experience in programs operated by the US Department of Housing and Urban Development and designated state agencies administering HUD funds. Since 1974, the company has been engaged full-time in the field of housing rehabilitation with projects including comprehensive neighborhood revitalization, housing rehabilitation, and slum prevention projects. We have developed and managed housing rehabilitation programs in 70 different non-entitlement jurisdictions that resulted in the collective rehabilitation or reconstruction of more than 4,050 single-family dwelling units at a cost of \$57 million.

	HOUSING				
CLIENT NAME	PROGRAM	VALUE	DESCRIPTION		
City of Center	HOME-HRA	\$413,600	Housing Reconstruction		
City of Eastland	HOME-HRA	\$307,800	Housing Reconstruction		
Newton County	CDBG-DR	\$18,035,447	Homeowner Assistance, Buyout & Demo		
City of Ore City	HOME-RSP	\$97,000	Housing Reconstruction		
City of Troup	HOME-HRA	\$206,800	Housing Reconstruction		







WORK EXPERIENCE

COMMUNITY DEVELOPMENT

The firm finds solutions to financing and managing a variety of community development projects, both tangible and intangible in nature. Traylor & Associates also undertakes endeavors to eliminate a variety of health risks created by contaminated water supplies, inadequate sewer, water, and drainage systems, and damaged infrastructure.

COMMUNITY DEVELOPMENT					
CLIENT NAME	PROGRAM	VALUE	DESCRIPTION		
City of Alto	TxCDBG	\$ 275,000	Sewer Improvements		
City of Mount Vernon	TxCDBG	\$ 275,000	Water Improvements		
City of Pittsburg	TxCDBG	\$ 275,000	Water Improvements		
City of Teague	TxCDBG	\$ 300,000	Water and Sewer Improvements		

ECONOMIC DEVELOPMENT

In rural America, quite often, a community will survive or even exist because of one large employer or industry. To diversify its local economy, incentives are needed to be competitive with other communities. Additionally, business retention and expansion are also vital to the economic wellbeing of a community. We assist communities in identifying grant funding that will accomplish three overall economic development goals:

- 1. Create and retain jobs
- 2. Generate real estate improvement
- 3. Provide the necessary infrastructure or expansion to improve the local economy

ECONOMIC DEVELOPMENT				
CLIENT NAME	PROGRAM	VALUE	DESCRIPTION	
City of Ennis	TCF	\$1,000,000	Street Improvements (Buc-ee's)	
Lamar University	CDBG-DR	\$11,000,000	Specially Authorized Public Facilities & Improvements and Public Services	
Smith County	TCF	\$850,000	Water Improvements (Sanderson Farms	
City of West Orang	e EDA	\$5,000,000	Wastewater Improvements (WWTP)	
*		STRATMENT OF CON	THE OF ACR	

PROJECT REFERENCES

Wesley Traylor, Project Manager

Currently Underway

City of Buffalo

REFERENCE 01

Project Name: Project Location: Funding Agency: Services Provided:	Virginia St. Drainage Alice, Texas CDBG-MIT Successfully applied for and are managing CDBG-MIT statewide competition funds totaling \$6,942,192 to complete flood and drainage improvements.
Project Manager: Date of Completion or Project Status:	Linda Atkinson-Pettee, Project Manager and Melinda Smith, Project Manager
Project Completed on	Pending 100% Design
Time and on Budget:	Project is anticipated to be completed on time and within budget.
The and on Bauget.	riojeet is unterpated to be completed on time and within budget.
Client Name	City of Alice
and Contact Person:	Barbara Reaves, Grant Writer
	(361) 668-7251 / Barbara.reaves@cityofalice.org
REFERENCE 02	
Project Name:	M/M/TD Pohohilitation and Expansion
Project Location:	WWTP Rehabilitation and Expansion Buffalo, Texas
Funding Agency:	CDBG-MIT
Services Provided:	The City will utilize \$9,628,000 in CDBG-MIT funds to rehabilitate and expand the City's only
	wastewater treatment facility.

Project Manager: Date of Completion or Project Status:

Project Completed on

Time and on Budget:

Client Name and Contact Person:

REFERENCE 03

Project Name: Project Location: Funding Agency: Services Provided:	Citywide Flood and Drainage Vidor, Texas CDBG-MIT Detention ponds, crossings and drainage channels will be constructed and improved using \$15,801,291 in CDBG-MIT funds	
Project Manager: Date of Completion or Project Status:	Melinda Smith, Project Manager Construction underway.	
Project Completed on Time and on Budget:	Project is anticipated to be completed on time and within budget.	
Client Name and Contact Person:	City of Vidor Robbie Hood, City Manager (409) 769-5473 / rhood@cityofvidor.com	39

Project is expected to be completed on time and within budget

Rita Baty, Assistant City Secretary/Grant Coordinator

(903) 322-4741 / grants@buffalotex.com

CAPACITY TO PERFORM

Physical Resources:

Traylor & Associates maintains a corporate office in Tyler, Texas with a satellite office located in Southeast Texas. The firm is readily equipped with any resources necessary to process the project efficiently and quickly.

The firm's professional employees are also furnished with advanced technology with the following capabilities:

- Conduct conference calls
- Host web-based meetings
- Ability to share public and private documents
- Access to other secure FTP services

Possessing technology specifically adapted for program management in today's mobile driven environment allows a scalable approach to staffing and overall operations. This technology is supported by in-house IT personnel as well as contracted services

Strength of Resources

The range of our services reflects hundreds of years of experience. Each member of the Traylor & Associates staff has received extensive training and naturally assumed a role best suited to their skill set, education and experience.

Traylor & Associates has the proven capacity required to meet the needs of the City by maintaining an experienced staff capable of providing services on time, in scope and under budget. Our key personnel averages 15 years' experience with federal and state-funded programs, and their extraordinary work is documented by a company track record spanning nearly 50 years.

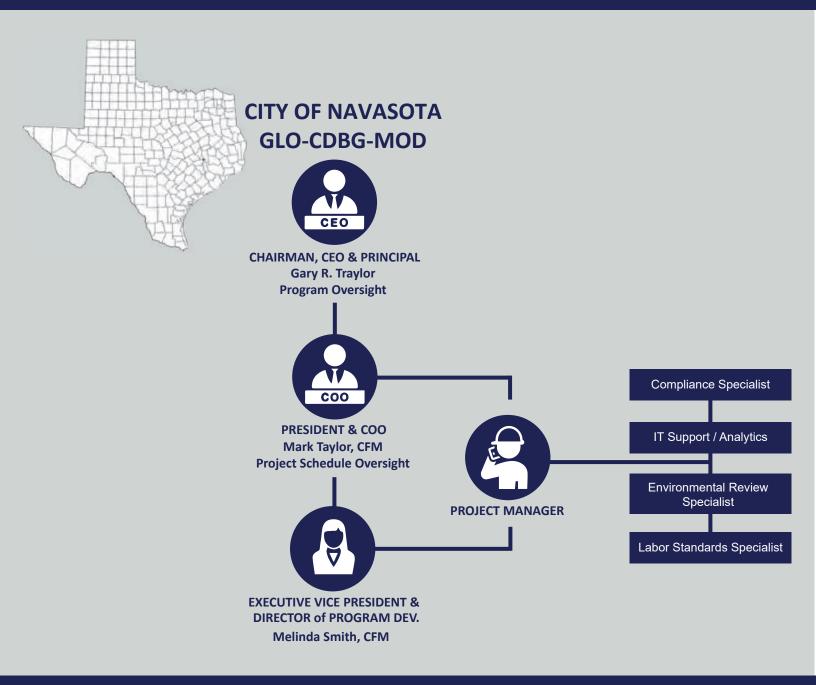
By mobilizing tenured staff to grantee locations, Traylor & Associates can provide an unparalleled level of service and responsiveness to the needs of the City of Navasota. If additional staffing is required on-site during meetings or public forums, our associates can be mobilized quickly due to the proximity of our corporate and Southeast Texas offices. The project manager will provide contact information to the City of Navasota, and as a result, an experienced partner will be just a phone call away.

Understanding Scope of Work

Traylor & Associates understands that, if awarded this project, we will be a partner to the City of Navasota, to accomplish the following:

- Determine which projects qualify for CDBG-MIT funding, prepare applications and then prioritize them so that the most urgent needs are addressed.
- Once projects are approved, we will manage all tasks necessary to fulfill the requirements and success fully implement all approved projects. This will include all administrative services outlined and identified in the RFP Scope of Work.

ORGANIZATIONAL CHART



The range of our services reflects hundreds of years of experience. Each member of the Traylor & Associates staff has received extensive training and naturally assumed a role best suited to their skill set, education, and experience.

As program requirements vary, each grant opportunity will be assigned a team consisting of a Project Manager who will serve as the primary contact for the grant, an Assistant Project Manager who will support financial record keeping and maintenance of project records, an Environmental Compliance Coordinator, and a Labor Standards Specialist. While it is possible that more than one team would be assembled due to the complexity of applications and overlapping deadlines for submittal, a single Project Manager will oversee coordination between team members to ensure that there is no duplication of efforts, provide efficient communication and reduce the amount of time the Town's staff use to distribute information to our team.

Traylor & Associates believes each project undertaken is of vital importance. The company's long and proven history shows that each team assembled will ensure accountability and success.



Gary's career has included serving as a financial/grant consultant for over 170 Texas cities and counties with respect to housing, community development, and economic development projects.

Mr. Traylor is widely respected for his proven record in the procurement of grants involving competitive selection.

CONTACT INFORMATION

PHONE: 903-581-0500 WEBSITE: www.grtraylor.com EMAIL: gary.traylor@grtraylor.com

GARY TRAYLOR CHAIRMAN & CEO

QUALIFICATIONS

- YEARS OF EXPERIENCE
- 48 YEARS OF EXPERIENCE MANAGING FEDERALLY FUNDED PROJECTS Areas of expertise
- DISASTER RECOVERY FUNDING, INCLUDING CDBG-DR AND HMGP HUD Entitlement and non-entitlement funding
- ECONOMIC DEVELOPMENT
- AFFIRMATIVELY FURTHERING FAIR HOUSING REVIEWS AND COMPLIANCE

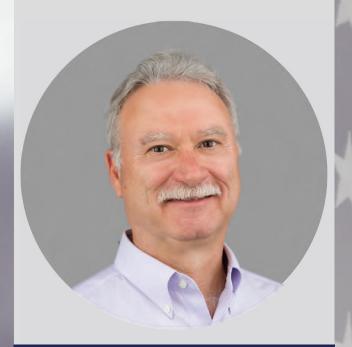
WORK EXPERIENCE

HURRICANE IKE ROUND 2.2 DISASTER RECOVERY GALVESTON COUNTY \$31,558,883 (2013 - PRESENT) Responsible for financial oversight and program management of Large-scale drainage improvements and repairs to streets and water and sewer facilities damaged by hurricane

HURRICANE IKE ROUNDS 1.1. 2.1 AND 2.2 DISASTER RECOVERY CITY OF BRIDGE CITY, TEXAS \$16,864,879 COMBINED (2009-2016) Provided Program Compliance and oversight of multi-faceted contract to repair and harden facilities damaged by extensive citywide flooding as a result of storm surge during hurricane ike.

HURRICANE IKE ROUND 2.1 CITY OF VIDOR, TEXAS \$7,094,004 (2011–2018) Responsible for financial management and contract compliance for multi-phased improvements to schoolhouse ditch requiring extensive regulatory agency coordination, with usace permitting.

- BACHELOR OF SCIENCE, POLITICAL SCIENCE UNIVERSITY OF TEXAS TYLER
- CERTIFIED ADMINISTRATOR TEXAS DEPT OF AGRICULTURE, 1977 PRESENT
- LOCAL GOVERNMENT PROJECT PROCEDURES (LGPP)
- CERTIFICATION TEXAS DEPT OF TRANSPORTATION, 2012 PRESENT
- TDA APPLICATION AND IMPLEMENTATION WORKSHOPS, 1983-2019
- HUD, GLO, AND TDA ENVIRONMENTAL WORKSHOPS, 1983-2019



Mark joined Traylor & Associates in April 2002. He is well versed with experience in residential construction, business management and grant administration.

He has assisted municipalities and counties throughout the state with housing and infrastructure grant administration for over 20 years.

CONTACT INFORMATION

PHONE: 903-581-0500 WEBSITE: www.grtraylor.com EMAIL: mark.taylor@grtraylor.com

MARK TAYLOR, RMLO, CFM

PRESIDENT & CHIEF OPERATING OFFICER

QUALIFICATIONS

YEARS OF EXPERIENCE -20 YEARS OF GRANT ADMINISTRATION, INCLUDING 6 YEARS HUD ENTITLEMENT Administration Areas of Expertise -Disaster Recovery Program administration, including CDBG-DR and HMGP Housing Program administration – TDHCA and GLO Disaster -Recovery Funding Public Outreach and Compliance with Citizen Participation Requirements

WORK EXPERIENCE

HURRICANE IKE ROUND 2.2 DISASTER RECOVERY LAMAR UNIVERSITY \$11,000,000 (AUGUST 2015 - DECEMBER 2018) Responsible for financial management and project coordination of Disaster Recovery funding utilized to construct a building to house the SBDC and Employment training center to develop business technologies AND SUPPORT ENTREPRENEURIAL ENDEAVORS.

2016 FLOODS DISASTER RECOVERY NEWTON COUNTY, TEXAS \$18,035,447 (JULY 2018 – PRESENT) Provide Buyout, residential Repair, reconstruction, elevation and new construction activities throughout the county utilizing funding provided through the general land office.

2016 FLOODS DISASTER RECOVERY NEWTON COUNTY, TEXAS \$10,611,036 (JULY, 2018 – PRESENT) Manage and coordinate infrastructure projects addressing damage Received due to the 2016 floods reconstructing more than 30 miles of Rural County Roads.

- LE TOURNEAU UNIVERSITY BACHELOR OF SCIENCE- BUSINESS MANAGEMENT
- LICENSED RESIDENTIAL MORTGAGE LOAN ORIGINATOR (RML0#410446)
- CERTIFIED ADMINISTRATOR TEXAS DEPT OF AGRICULTURE, 2002 PRESENT
- TEXAS DEPT OF TRANSPORTATION, 2012 PRESENT
- TDA APPLICATION AND IMPLEMENTATION WORKSHOPS, 2002-2019
- HUD, GLO, TDHCA AND TDA ENVIRONMENTAL WORKSHOPS, 2011- 2019
- CERTIFIED FLOOD ADMINISTRATOR



Melinda joined Traylor & Associates in August 2017. She has been dedicated to serving the communities of Texas as a Governmental Consultant since 2011.

Recognizing the importance of ensuring that local governments are provided with the knowledge and resources necessary to comply with federal, state and local regulations, she assists communities throughout every step of the grant process from application to close-out.

CONTACT INFORMATION

PHONE: 903-581-0500 x219 WEBSITE: www.grtraylor.com EMAIL: melinda.smith@grtraylor.com

MELINDA SMITH, CFM EXECUTIVE VICE PRESIDENT

QUALIFICATIONS

- **YEARS OF EXPERIENCE**
- -12 YEARS' GRANT MANAGEMENT EXPERIENCE
- -12 YEARS OF EXPERIENCE IN THE LEGAL FIELD AND REAL ESTATE AREAS OF EXPERTISE
- -DISASTER RECOVERY FUNDING, INCLUDING CDBG-DR, HMGP,FHWA-ER AND EDA-DR
- -TXCDBG AND TXDOT PROJECT MANAGEMENT
- -LARGE-SCALE FLOOD CONTROL AND FLOOD AND DRAINAGE PROJECTS -Acquisition of real property

WORK EXPERIENCE

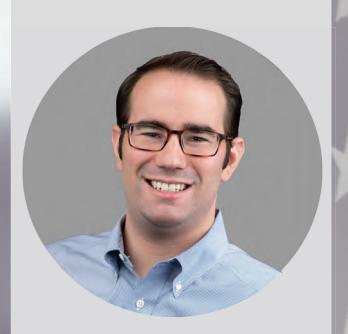
HMGP/CDBG-DR CITYWIDE FLOOD & DRAINAGE IMPROVEMENTS CITY OF BRIDGE CITY, TEXAS \$3,000,000 (JULY 2018 - PRESENT) Coordinate with City Staff, Engineers, and Drainage District to Develop Project Utilizing HMGP and CDBG-DR Funding for Construction of Outfall Improvements and Channel Excavation.

HURRICANE IKE ROUND 2.2 CDBG-DR City of Port Arthur, texas \$10,301,777 (November 2017 – Present), Project Manager for Multi-Project, Multi-Site Contract to Repair and Harden Facilities Damaged by Hurricane IKE. Construction Consisted of

THE INSTALLATION OF WATER/SEWER IMPROVEMENTS, STREET IMPROVEMENTS, FLOOD AND DRAINAGE AND DEMOLITION ACTIVITIES.

EDA/CDBG-DR WWTP EXPANSION CITY OF WEST ORANGE, TEXAS \$6,250,000 (AUGUST 2019 - PRESENT) The City, in Conjunction with the water control district, is utilizing EDA Funds to expand the WWTP and elevate critical components to ensure Continuous operation in Support of a Multi-Billion-Dollar Chemical Treatment Plant Expansion.

- REAL ESTATE LICENSE CERTIFICATION TEXAS A&M COMMERCE, 2008
- CERTIFIED ADMINISTRATOR TEXAS DEPT OF AGRICULTURE, 2011 PRESENT
- LOCAL GOVERNMENT PROJECT PROCEDURES (LGPP)
- CERTIFICATION TEXAS DEPT OF TRANSPORTATION, 2012 PRESENT
- TDA APPLICATION AND IMPLEMENTATION WORKSHOPS, 2011-2019
- HUD FRAUD AND WASTE PREVENTION TRAINING (2020) CFM
- CERTIFIED FLOOD ADMINISTRATOR



Wesley joined Traylor & Associates in 2013 and has been dedicated to serving the communities of Texas as a consultant since 2013.

Recognizing the importance of ensuring that local governments are provided with the knowledge and resources necessary to comply with federal, state and local regulations, he assists communities throughout every step of the grant process from application to close-out.

CONTACT INFORMATION

PHONE:

903-581-0500 x226

WEBSITE:

www.grtraylor.com

EMAIL: wesley.traylor@grtraylor.com

WESLEY TRAYLOR

VICE PRESIDENT & CHIEF FINANCIAL OFFICER

QUALIFICATIONS

- **YEARS OF EXPERIENCE**
- -5 YEARS' GRANT FUNDING EXPERIENCE
- -8 YEARS' RELATED PROFESSIONAL EXPERIENCE
- **AREAS OF EXPERTISE**
- -ECONOMIC DEVELOPMENT AND TAX INCENTIVES
- -DISASTER RECOVERY FUNDING, INCLUDING CDBG-DR AND HMGPBENEFIT COST ANALYSIS
- -COMPLIANCE WITH LOCAL, STATE, AND FEDERAL REQUIREMENTS

WORK EXPERIENCE

FLOOD AND DRAINAGE IMPROVEMENTS CITY OF JEFFERSON, TEXAS \$1,979,625 (JUNE 2019 - PRESENT) Provide Financial and Program Management of Flood and Drainage Improvements to aid in the City's recovery following the 2016 Flood and Storm events.

OCWCID #2 GENERATORS CITY OF WEST ORANGE, TEXAS \$1,500,000 (AUGUST 2018 - PRESENT) Provide Project delivery services to ensure compliance with program Requirements for 10 generators to ensure continuous operation of lift Stations and water wells. Project funded under HMGP'S 5% initiative Program.

OLD SPANISH TRAIL CROSSING IMPROVEMENTS CITY OF VIDOR, TEXAS \$1,658,000 (JULY 2018 - PRESENT)

PROJECT WILL COMBINE HMGP AND CDBG-DR FUNDING TO RECONSTRUCT THE OLD Spanish trail crossing to reduce a risk of loss of life and property due to flooding in future events.

- B.B.A, TEXAS A&M UNIVERSITY, 2012
- CERTIFIED ADMINISTRATOR TEXAS DEPT OF AGRICULTURE, 2013 PRESENT
- LOCAL GOVERNMENT PROJECT PROCEDURES (LGPP)
- CERTIFICATION TEXAS DEPT OF TRANSPORTATION, 2018 PRESENT
- TDA APPLICATION AND IMPLEMENTATION WORKSHOPS, 2013-2019
- HUD, GLO, AND TDA ENVIRONMENTAL WORKSHOPS, 2013-2019



Wanda joined Traylor & Associates in March, 2004, serving numerous cities throughout the state with meeting their current and future needs.

By working closely with the community and its engineering firm, communities are assured of complete compliance with all local, state, and federal regulations for a final project to enhance the community.

CONTACT INFORMATION

PHONE: 903-581-0500 x224 WEBSITE: www.grtraylor.com EMAIL: wanda.vance@grtraylor.com

WANDA VANCE

VICE PRESIDENT & PROJECT MANAGER

QUALIFICATIONS

- **YEARS OF EXPERIENCE**
- -18 YEARS' EXPERIENCE ADMINISTERING HUD-FUNDED GRANTS
- -15 YEARS' CONSTRUCTION MANAGEMENT EXPERIENCE
- **AREAS OF EXPERTISE**
- -TXCDBG COMMUNITY DEVELOPMENT FUND
- -COMMUNITY NEEDS ASSESSMENTS
- -COMPLIANCE WITH LOCAL, STATE, AND FEDERAL REQUIREMENTS

WORK EXPERIENCE

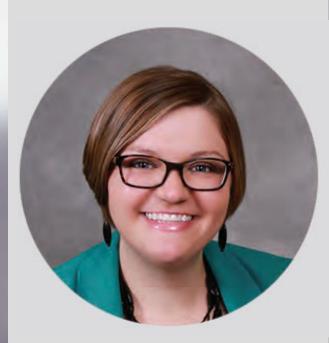
PIN OAK CREEK

CITY OF KIRBYVILLE, TEXAS \$984,550 (APRIL 2018 - PRESENT) Provide Program Management for Channel Improvements funded under The 2015 Flood Program. Project Involves extensive coordination and Permitting with regulatory agencies.

SEWER SYSTEM IMPROVEMENTS City of Kirbyville, Texas \$989,800 (April 2018 - Present) Project Utilizes Disaster Recovery Funding to Repair and Replace Critical Wastewater System Components Damaged as a result of Widespread Flooding During the 2015 Flood and Storms.

FIRE PROTECTION FACILITIES AND EQUIPMENT City of Bridgeport, Texas \$999,348 (July 2018 – Present) Responsible for the Administration of the 2015 flood program grant for The Construction of a New Fire department facility to replace the facility DAMAGED BY EXTENSIVE FLOODING.

- -BUSINESS MANAGEMENT-TYLER JUNIOR COLLEGE
- -CERTIFIED ADMINISTRATOR -TEXAS DEPARTMENT OF AGRICULTURE, 2004-PRESENT
- -TDA APPLICATION AND IMPLEMENTATION WORKSHOPS, 2004- 2019
- -HUD ENVIRONMENTAL WORKSHOP
- -HOMELAND SECURITY CAPACITY BLDG. & SOURCE WATER PROTECTION
- -CAREER TRACK MARKETING & MANAGEMENT



Linda joined Traylor & Associates in July 2020. Having developed standard operational procedures for multiple departmental initiatives, she helps communities throughout Texas establish and implement policies designed to ensure compliance with all programmatic requirements.

CONTACT INFORMATION

PHONE: 903-581-0500 x229 WEBSITE: www.grtraylor.com EMAIL: linda.ap@grtraylor.com

LINDA ATKINSON-PETTEE PROJECT MANAGER

QUALIFICATIONS

YEARS OF EXPERIENCE

-12 YEARS OF EXPERIENCE IN ACADEMIC LEADERSHIP, INCLUDING -EDUCATIONAL GRANT AND PROJECT IMPLEMENTATION AREAS OF EXPERTISE -BUYOUT AND ACQUISITION, INCLUDING CDBG-DR, HMGP, AND FMA -TXCDBG, HMGP, AND TXDOT PROGRAM COMPLIANCE

-ACQUISITION OF REAL PROPERTY FOR LARGE-SCALE PROJECTS

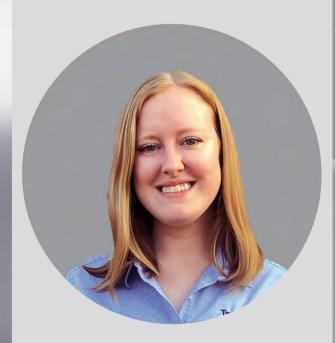
WORK EXPERIENCE

OLD HWY 90 AND BRIDGE IMPROVEMENTS CITY OF ROSE CITY, TEXAS \$2,000,000 (JANUARY 2021 - PRESENT) Coordinate with City Staff and Engineers to Ensure Compliance with Federal, State and Local Regulations for Hurricane Harvey Recovery Project to Ensure Safe Access During Flood Events.

COUNTRY CLUB ROAD ELEVATION CITY OF TAYLOR LANDING, TEXAS \$1,173,343 (FEBRUARY 2021 – PRESENT) Assist project manager in Establishing and Maintaining Recordkeeping System, including financial and labor files. Coordinate with City and Engineer to Ensure Timely Delivery of Project Milestones.

HURRICANE IKE CDBG-DR Galveston County, Texas \$31,558,883 (October 2020 – Present) Assist Project Manager in Reconciling Financial Records, Completing Acquisition Files, and Preparation of Closeout Documents for Multi-Project, Multi-Site Grant Program.

- INDIANA STATE UNIVERSITY MASTER OF SCIENCE HUMAN RESOURCE DEVELOPMENT
- UNIVERSITY OF WISCONSIN STOUT BACHELOR OF SCIENCE
- CERTIFIED ADMINISTRATOR TEXAS DEPT OF AGRICULTURE, 2021 PRESENT
- LOCAL GOVERNMENT PROJECT PROCEDURES (LGPP)
- CERTIFICATION TEXAS DEPARTMENT OF TRANSPORTATION, 2021 PRESENT
- FEMA & GLO PROCUREMENT TRAINING, 2020 PRESENT



Katlin joined Traylor & Associates in October 2021. She conducts environmental assessments to satisfy NEPA and ASTM for federal grants, including documentation and clearance of grant-funded projects.

KATLIN FOX BROWN, P.E., CFM

ENVIRONMENTAL & PROJECT SUPPORT ENGINEER

QUALIFICATIONS

YEARS OF EXPERIENCE

-6 YEARS ENGINEERING EXPERIENCE WITH A FOCUS IN DRAINAGE/ Stormwater management

AREAS OF EXPERTISE

-PREPARATION AND PROCESSING OF ENVIRONMENTAL REVIEWS

-SUBMIT AND MANAGE GRANT APPLICATIONS FOR COMMUNITY AND ECONOMIC Development, hazard mitigation, housing, and disaster relief projects -benefit-cost analyses (bcas) for fema hmgp applications

WORK EXPERIENCE

ENVIRONMENTAL REVIEW RECORDS COMPLETED FOR VARIOUS CITIES AND Counties prepare and process documentation and clearance of Mitigation projects under the texas general land office

HAZARD MITIGATION ACTION PLAN (HMAP) NEWTON COUNTY, TEXAS \$311,941 (2021 – PRESENT) Responsible for updating the existing HMAP and certifying compliance with tdem and fema regulations.

CONTACT INFORMATION

PHONE: 903-581-0500 x242 WEBSITE: www.grtraylor.com EMAIL: katlin.foxbrown@grtraylor.com

EDUCATION/LICENSES/TRAINING

-CERTIFIED ADMINISTRATOR - TEXAS DEPT OF AGRICULTURE, 2019 – PRESENT -TDA APPLICATION AND IMPLEMENTATION WORKSHOPS, 2019 -FLOODPLAIN MANAGEMENT TRAINING (FEMA/TDEM)



Sherry Roberts joined Traylor & Associates in June 2021. With over 20 years of local government experience, she gained first-hand knowledge of municipal policies and procedures that provided a seamless transition to her position as Funding Specialist. This combination of experience and her drive to succeed makes her the perfect partner in a community's efforts to improve quality of life for residents.

CONTACT INFORMATION

PHONE: 903-581-0500 WEBSITE: www.grtraylor.com EMAIL: sherry.roberts@grtraylor.com

SHERRY ROBERTS MPA, CPM, TRMC FUNDING SPECIALIST

QUALIFICATIONS

- **YEARS OF EXPERIENCE**
- 21 YEARS IN MUNICIPAL GOVERNMENT
- 20 YEARS PROJECT MONITORING
- **AREAS OF EXPERTISE**
- AMERICAN RESCUE PLAN ACT FUNDING

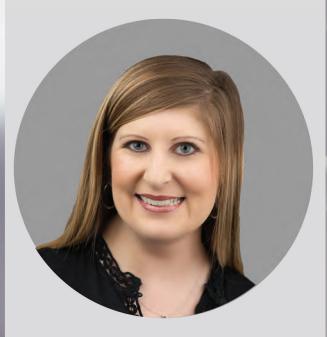
WORK EXPERIENCE

AMERICAN RESCUE PLAN ACT (ARPA) ELEVATED WATER TOWER PROJECT CITY OF ATLANTA, TEXAS \$1,355,884 (JANUARY 2022 - PRESENT) COORDINATE WITH CITY STAFF TO IDENTIFY ELIGIBLE PROJECTS, COMPREHENSIVE ADMINISTRATION IN COMPLIANCE WITH LOCAL AND FEDERAL REGULATIONS, PROJECT DEVELOPMENT AND IMPLEMENTATION, AND PROVIDE ONGOING GUIDANCE TO MAXIMIZE FUNDING.

HAZARD MITIGATION GRANT PROGRAM (HMGP) CITY OF GLADEWATER, TEXAS HMGP-DR 4586 GENERATOR PROJECT \$499,870 (JANUARY 2022 - PRESENT) COORDINATE WITH CITY STAFF AND ENGINEERS TO INSTALL GENERATORS AT THE DALLAS & MOORE LIFT STATIONS AND PERFORM ELECTRICAL FEED MODIFICA-TIONS AT TEN (10) LIFT STATIONS AROUND THE LAKE THAT WILL BE SERVICED BY A PORTABLE GENERATOR.

AMERICAN RESCUE PLAN ACT (ARPA) CITY OF OAK LEAF CITY, TEXAS \$367,714.35 (DECEMBER 2021 - PRESENT) Coordinate with City Staff to Determine Project Eligibility, Comprehen-Sive Administration in Compliance with Federal Requirements, Project Development and Implementation, and Provide Ongoing Guidance to Maximize Impact of Funding.

- MASTER OF PUBLIC ADMINISTRATION : UNIVERSITY OF TEXAS AT TYLER
- CERTIFIED ADMINISTRATOR TEXAS DEPARTMENT OF AGRICULTURE
- REGISTERED MUNICIPAL CLERK
- CERTIFIED PUBLIC MANAGER



Kari Beth joined Traylor & Associates in January 2000 with an extensive customer service and financial background.

She has principal responsibility for hundreds of Environmental Review Records, including documentation and clearance of all CDBG grant funded projects and other federal agencies.

CONTACT INFORMATION

PHONE: 903-581-0500 x228 WEBSITE: www.grtraylor.com EMAIL: karibeth.smith@grtraylor.com

KARI BETH SMITH

ENVIRONMENTAL SPECIALIST / COMPLIANCE COORDINATOR

QUALIFICATIONS

- **YEARS OF EXPERIENCE**
- -22 YEARS' CDBG PROJECT ASSISTANCE AND PROCESSING ENVIRONMENTAL
- **REVIEW RECORDS**
- AREAS OF EXPERTISE
- -PREPARATION AND PROCESSING OF ENVIRONMENTAL REVIEWS
- -NEPA AND 24 CFR 58 COMPLIANT
- -PREPARATION AND COORDINATION OF APPLICATION AND CONTRACT PREPARATION
- -COMPLIANCE WITH CIVIL RIGHTS AND SECTION 3 REQUIREMENTS

WORK EXPERIENCE

ENVIRONMENTAL REVIEW RECORDS

MULTIPLE CITIES AND COUNTIES THROUGHOUT TEXAS (2000 – PRESENT) Research Source documentation and utilize mapping tools to accurately document site conditions in compliance with NEPA and 24 CFR 58 to ensure projects comply with regulatoryand statutory requirements to minimize effects on the human and naturalenvironment.

IMPROVEMENTS TO HISTORIC RUSK AND PALESTINE RAILROAD TEXAS STATE RAILROAD AUTHORITY \$11,495,923 (APRIL 2009 – PRESENT) Responsible for Reviewing Daily Reports to Verify Hours and Payroll Coincide with each other and prepare the Necessary Documentation to Submit to txdot for Reimbursement.

CIVIL RIGHTS COMPLIANCE

MULTIPLE CITIES AND COUNTIES THROUGHOUT TEXAS (2000 – PRESENT) Review and prepare documentation to ensure compliance with required Civil Rights, equal opportunity and section 3 requirements.

- CERTIFIED ADMINISTRATOR TEXAS DEPARTMENT OF AGRICULTURE
- LOCAL GOVERNMENT PROJECT PROCEDURES (LGPP)
- CERTIFICATION TEXAS DEPARTMENT OF TRANSPORTATION
- TDA APPLICATION AND IMPLEMENTATION WORKSHOPS
- HUD, GLO, AND TDA ENVIRONMENTAL WORKSHOPS



Christel joined Traylor & Associates in July 2012. As HOME Administrative Assistant, she has diligently worked with communities to provide grant funded housing options for those in need.

Christel has also served communities with her knowledge and skills related to Davis-Bacon compliance procedures and by completing environmental reviews.

CONTACT INFORMATION

PHONE: 903-581-0500 x235 WEBSITE: www.grtraylor.com EMAIL: christel.kiker@grtraylor.com

CHRISTEL KIKER ADMINISTRATIVE ASSISTANT

QUALIFICATIONS

- YEARS OF EXPERIENCE
- -10 YEARS' CDBG AND HOUSING PROGRAMS EXPERIENCE AREAS OF Expertise
- -GLO-DISASTER RECOVERY & TDHCA HOUSING PROGRAMS
- -ENVIRONMENTAL REVIEW RECORDS
- -DAVIS-BACON LABOR COMPLIANCE
- -COMPLIANCE WITH LOCAL, STATE, AND FEDERAL REQUIREMENTS

WORK EXPERIENCE

DISASTER RECOVERY HOUSING PROGRAM Newton County, Texas \$18,035,447 (July 2018 - Present)

RESPONSIBLE FOR DETERMINING HOMEOWNER ELIGIBILITY, ENSURING COMPLIANCE WITH ENVIRONMENTAL FACTORS, AND MAINTAINING ACCURATE FINANCIAL RECORDS FOR EACH HOUSING PROJECT FUNDED THROUGH THE TEXAS GENERAL LAND OFFICE.

DAVIS-BACON LABOR COMPLIANCE

MULTIPLE COMMUNITIES (2015 – PRESENT) Ensure prevailing wages are paid and equal opportunity laws are followed by construction contractors through the monitoring of contract documentation and reviewing certified payrolls on Federally funded projects.

ENVIRONMENTAL REVIEW

MULTIPLE COMMUNITIES (2012 – PRESENT) ENSURE THAT PROJECTS ARE IN COMPLIANCE WITH A VARIETY OF STATUTES Including Airport Runway Clear Zones, Flood, Contamination, Explosives, ETC. Coordinating with Engineers and Building Contractors to Ensure Mitigation Measures are followed.

- SAM HOUSTON STATE UNIVERSITY B.S., PSYCHOLOGY WITH A MINOR IN BUSINESS ADMINISTRATION
- TWC AND TDHCA FAIR HOUSING WORKSHOPS
- TDA APPLICATION & IMPLEMENTATION CERTIFICATION
- TDHCA, GLO, & TDA ENVIRONMENTAL WORKSHOPS
- HUD DAVIS-BACON COMPLIANCE WORKSHOPS
- TDHCA APPLICATION & INCOME ELIGIBILITY WORKSHOPS



Keith joined Traylor & Associates in April 2015. He has worked in the computer field for over 20 years with an extensive background in network administration.

Before joining the team at Traylor & Associates, he had owned and operated his own computer repair and website design business in which he held an A+ BBB rating.

CONTACT INFORMATION

PHONE: 903-581-0500 x238 WEBSITE: www.grtraylor.com EMAIL: keith.tijerina@grtraylor.com

KEITH TIJERINA I.T. COORDINATOR

QUALIFICATIONS

YEARS OF EXPERIENCE

- -22 YEARS' RELATED PROFESSIONAL EXPERIENCE
- AREAS OF EXPERTISE
- -DEVELOPMENT OF INDUSTRY-SPECIFIC PROGRAMMING AND APPLICATIONS
- -SYSTEMS ANALYST
- -DATA MANIPULATION AND INTEGRATION
- -OFFICE 365 BASED SOFTWARE (SHAREPOINT, DYNAMICS)

WORK EXPERIENCE

OFFICE 365 BASED PROGRAMMING 2018 - PRESENT Responsible for the development of programming and applications to efficiently and accurately document all aspects of grant administration for our firm, including tracking of draw requests, workflow and assignment of tasks, creation of web- based templates, application development and review, as well as compliance with state and federal requirements.

DATA MANIPULATION AND INTEGRATION 2015 - PRESENT Combine data from a variety of sources to produce clear and concise Charts and Projections to aid application development and document Community NEED.

TECHNICAL SUPPORT 2015 - PRESENT

ASSIST FIRM STAFF AND CLIENTS IN THE NAVIGATION OF FEDERAL AND STATE PORTALS Necessary to ensure compliance with Sam.gov registration, accurate and timely reporting to federal agencies and other tasks as needed.

- TYLER JUNIOR COLLEGE COMPUTER NETWORK ADMINISTRATION AND COMPUTER REPAIR
- SELF-EDUCATION MICROSOFT OFFICE 365 SOFTWARE SUITE INCLUDING MICROSOFT Dynamics and sharepoint

COST PROPOSAL

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Cost of Services: Administration Services (Infrastructure)

Indicate No Cost Proposal if your firm is not proposing for the services specified on this Cost of Services page.

The city may apply for all, none, or any combination of the CDBG-MIT infrastructure programs listed below (see the Administration Services—Description of Programs in this RFP) and choose one or more service providers to implement awarded activities.

Maximum amount of grant funds firm is able and/or willing to manage: \$_500,000,000

Indicate pricing for any/all CDBG-MIT programs for which firm is able and/or willing to provide specified services at the level of the total award amount.

Proposed Cost to Provide <u>All</u> Grant Administration Services

General Administrative, Environmental, Construction Mgt, related

Acquisition Duties (Not Buyout)	Total Award Amount				
Program	\$500,000	\$1,000,000	\$3,000,000	\$10,000,000	\$100,000,000
 Regional Mitigation (for declared counties) 	\$30,000	\$60,000			

Proposed Cost to Provide General Administrative, Construction

Management, related Acquisition Duties Only (not Buyout)					
Program	\$500,000	\$1,000,000	\$3,000,000	\$10,000,000	\$100,000,000
 Regional Mitigation (for declared counties) 	\$31,000	\$62,000			

Total Award Amount

Proposed Cost to Provide Environmental Services Only	Total Award Amount				
Program	\$500,000	\$1,000,000	\$3,000,000	\$10,000,000	\$100,000,000
 Regional Mitigation (for declared counties) 	\$11,000	\$22,000			

Proposed Cost to Provide Buyout Services Only (as needed--in

addition to any of the above Service Fees)	Total Award Amount				
Program	\$500,000	\$1,000,000	\$3,000,000	\$10,000,000	\$100,000,000
 Regional Mitigation (for declared counties) 	\$40,000	\$80,000			

*We want to work for the City of Navasota. Our firm is willing to negotiate cost of services. Our proposed fee of **\$41,628.00** is based on the amount of work associated with your \$693,800.00 allocation.*

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REQUIRED DOCUMENTS

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ACORD	

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 02/23/2022

THIS CERTIFICATE IS ISSUED AS A CERTIFICATE DOES NOT AFFIRMAT BELOW. THIS CERTIFICATE OF INS REPRESENTATIVE OR PRODUCER, A	IVELY SURAN	OR NEGATIVELY AMEND, CE DOES NOT CONSTITU	EXTEND OR ALT	ER THE CO	VERAGE AFFORDED BY	THE POLICIES
IMPORTANT: If the certificate holder If SUBROGATION IS WAIVED, subject this certificate does not confer rights t	to the	terms and conditions of th	ne policy, certain p	olicies may		
PRODUCER			CONTACT Wanda M		11.1	······································
StateFarm Linda & George Rowe S	State Fa	rm Insurance Agencies	PHONE (A/C, No, Ext): 903-58	1-2820	FAX (A/C, No): 90	-581-2823
6616 S. Broadway Aver	nue			lindarowetyle		17. 19. THE
Tyler, Texas 75703-37	24			URER(S) AFFOR	DING COVERAGE	NAIC #
			INSURER A : State Fa			25143
INSURED			INSURER B :			
Gary R. Traylor & Associates	s, Inc.		INSURER C :			
P.O. Box 7035			INSURER D :			
Tyler, Texas 75711-7035			INSURER E :			
			INSURER F :			
COVERAGES CER	TIFICA	TE NUMBER:			REVISION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICIES INDICATED. NOTWITHSTANDING ANY R CERTIFICATE MAY BE ISSUED OR MAY EXCLUSIONS AND CONDITIONS OF SUCH	PERTAI POLICII	MENT, TERM OR CONDITION IN, THE INSURANCE AFFORD ES. LIMITS SHOWN MAY HAVE	OF ANY CONTRACT ED BY THE POLICIE BEEN REDUCED BY	OR OTHER S DESCRIBE PAID CLAIMS.	DOCUMENT WITH RESPECT D HEREIN IS SUBJECT TO	TO WHICH THIS
INSR LTR TYPE OF INSURANCE	ADDL SU		POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
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- JECT LOC					PRODUCTS - COMP/OP AGG \$	
OTHER:					\$ COMBINED SINGLE LIMIT	
					(Ea accident)	
					BODILY INJURY (Per person) \$	
AUTOS ONLY AUTOS HIRED NON-OWNED					BODILY INJURY (Per accident) \$ PROPERTY DAMAGE	
AUTOS ONLY AUTOS ONLY					(Per accident)	· · · · · · · · · · · · · · · · · · ·
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X UMBRELLA LIAB X OCCUR		93-PD-7938-1	03/06/2022	03/06/2023		2,000,000
EXCESS LIAB CLAIMS-MADE		33-1 2-7330-1	00/00/2022	00/00/2020	AGGREGATE \$	
DED RETENTION \$					PER OTH- STATUTE ER	
AND EMPLOYERS' LIABILITY Y / N						1,000,000
ANY PROPRIETOR/PARTNER/EXECUTIVE	N/A	93-ER-X049-4	03/06/2022	03/06/2023	E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$	
(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$	1,000,000
Business Office Policy	\square				E.L. DISEASE - POLICY LIMIT \$	1,000,000
Business Onice Policy		93-CT-R011-1	03/06/2022	03/06/2023	Location Bldg	200,300
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHI	CLES (AC	ORD 101, Additional Remarks Schedu	ule, may be attached if mo	re space is requi	red)	
CERTIFICATE HOLDER			CANCELLATION			
				N DATE TH	DESCRIBED POLICIES BE CA IEREOF, NOTICE WILL BE CY PROVISIONS.	
			AUTHORIZED REPRESE	ENTATIVE		
					M. Smith	7
	,				ORD CORPORATION. A	the second se

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STATEMENT OF NO CONFLICT OF INTEREST

No existing or potential conflicts of interest have been identified relative to the performance of the requirements of this RFP, nor have any past relationships between the firm or its employees been identified.

By submitting a proposal in response to this RFP, Traylor & Associates affirms that it has not given, nor intends to give, at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement.

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SAM.GOV[®] TRAYLOR GARY R & ASSOCIATES INC

Unique Entity ID JW81FZ76FN57	CAGE / NCAGE 6Q2T0	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Jul 26, 2023	
Physical Address 201 Cambridge RD Tyler, Texas 75703-5256 United States	Mailing Address P.O. Box 7035 Tyler, Texas 75711-7035 United States	
Business Information		
Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District Texas 01	State / Country of Incorporation Texas / United States	URL (blank)
Registration Dates		
Activation Date Jul 27, 2022	Submission Date Jul 26, 2022	Initial Registration Date Apr 5, 2012
Entity Dates		
Entity Start Date Dec 1, 1970	Fiscal Year End Close Date Dec 31	
Immediate Owner		
CAGE (blank)	Legal Business Name (blank)	
Highest Level Owner		
CAGE (blank)	Legal Business Name (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

Profit Structure For Profit Organization

Entity Structure Corporate Entity (Not Tax Exempt) Entity Type Business or Organization Organization Factors (blank)

Page 1 of 2

-63

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 6Q2T0	
Points of Contact		
Electronic Business		
୨₊ Gary TRAYLOR, Chairman & CEO	P.O. Box 7035 Tyler, Texas 75711 United States	
MARK TAYLOR	P.O. Box 7035 Tyler, Texas 75711 United States	
Government Business		
♀ GARY TRAYLOR	P.O. Box 7035 Tyler, Texas 75711 United States	
MARK TAYLOR	P.O. Box 7035 Tyler, Texas 75711 United States	
Past Performance		
રે∗ Mark Taylor	P.O. Box 7035 Tyler, Texas 75711 United States	
Donald W Traylor, Vice President & CFO	201 Cambridge RD Tyler, Texas 75703 United States	
Service Classifications		
NAICS Codes		
Primary NAICS Codes Yes 541611		NAICS Title Administrative Management And General Management Consulting Services
Disaster Response		

Disaster Response

Yes, this entity appears in the disaster response registry.

Bonding Levels	Dollars
(blank)	(blank)
States Texas	Counties (blank)

Metropolitan Statistical Areas (blank)

Page 2 of 2



Exclusion Search Results 0 Total Results

Filter by:Keyword (ALL)Status"Gary R. Traylor"Active

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity	FORM CIQ
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 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.	
1 Name of vendor who has a business relationship with local governmental entity.	1
Gary R. Traylor & Associates, Inc.	
 Check this box if you are filing an update to a previously filed questionnaire. (The law r completed questionnaire with the appropriate filing authority not later than the 7th busine you became aware that the originally filed questionnaire was incomplete or inaccurate. Name of local government officer about whom the information is being disclosed. 	ss day after the date on which
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 Complete subparts A and B for each employment or business relationship described. Attact CIQ as necessary. A. Is the local government officer or a family member of the officer receiving or other than investment income, from the vendor? Yes No B. Is the vendor receiving or likely to receive taxable income, other than investment officer or a family member of the officer AND the taxable local government al entity? 	t income, from or at the direction
5 Describe each employment or business relationship that the vendor named in Section 1 r 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.	of the officer one or more gifts 003(a-1).
	er 28, 2022 Date

Form provided by Texas Ethics Commission

Revised 11/30/2015

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.

Local Government Code § 176.001(1-a): "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.

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>Gary R. Traylor & Assoc. 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

Mark Taylor, President & Chief Operating Officer Printed Name and Title of Contractor's Authorized Official

October 28, 2022

Date

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 the agency name, if known. For example, the 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 Approved by OMB

0348-0046

Complete this form to disclose lobbying activities pursuant to 31 U.S.((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 filin b. material o				

ooloouvo of Lobbuing Activities

a. cont iling b. gran al change c. coop d. loan e. loan f. loan Name and Address of Reporting Entity: If Reporting Entity in No. 4 is Subawardee, Enter Subawardee Prime Name and Address of Prime: Tier , if Known: Congressional District, if known: Congressional 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: \$ b. Individuals Performing Services (including 10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): address if different from No. 10a) (last name, first name, MI): 11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This Signature: disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or Print Name: Mark Taylor entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public Title: President & Chief Operating Officer inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less Telephone No.: 903-581-0500 Date: October 28, 2022 than \$10,000 and not more than \$100,000 for each such failure. Federal Use Only Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

CERTIFICATE OF INTERESTED PARTIES

				1 of 1	
	Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.				
1 Name of business entity filing form, and the city, sta	Certif	ficate Number:			
of business. Gary R. Traylor & Associates, Inc.		2022	-949115		
Tyler, TX United States		Date	Filed:		
2 Name of governmental entity or state agency that is	a party to the contract for which the form is		10/26/2022		
being filed.		Data	Dete A dimensional		
City of Navasota		Date	Date Acknowledged:		
3 Provide the identification number used by the gover description of the services, goods, or other property		fy the co	ontract, and pro	vide a	
2022 GLO CDBG-MIT-MOD (01609)					
Grant Consulting					
4			Nature o	of interest	
⁴ Name of Interested Party	City, State, Country (place of bus	iness)	(check a	applicable)	
			Controlling	Intermediary	
Traylor, Gary	Tyler, TX United States		х		
		_	-		
		_			
5 Check only if there is NO Interested Party.					
6 UNSWORN DECLARATION					
My name is <u>Mark Taylor</u>	, and my date of	of birth is	10/12/195	9	
My address is 201 Cambridge Road		<u>Fexas</u> ,	75703	_, <u>USA</u> .	
(street)	(city)	(state)	(zip code)	(country)	
I declare under penalty of perjury that the foregoing is tr	ue and correct.				
Executed in Smith	County, State of Texas , on the	e <u>26th </u> d	lay of <u>Octobe</u> (month)	r <u>,</u> 20 <u>22</u> . (year)	
	0411			(, 54.)	
	Cionatura di authorizatione	ntro stir -	business antiti		
	Signature of authorized agent of co (Declarant)	nuacung	y pusiness enuty		

REQUIRED CONTRACT PROVISIONS

Italics – Explanatory; not contract language

All Contracts

THRESHOLD	PROVISION	CITATION
None	(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide Excluded Parties List System in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.	2 CFR 200 APPENDIX II (H)
None	The U.S. Department of Housing and Urban Development (HUD), Inspectors General, the Comptroller General of the United States, and the Texas Department of Agriculture (TDA), and the City/County, or any of their authorized representatives, shall have access to any documents, papers, or other records of the Contractor which are pertinent to the TxCDBG award, in order to make audits, examinations, excerpts, and transcripts and to closeout the City's/County's TxCDBG contract with TDA.	2 CFR 200.336 (former 24 CFR 85.36(i)(10))
None	Grantees or subgrantees must retain all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.	2 CFR 200.333 (former 24 CFR (85.36(i)(11))
None	 Sec. 176.003. CONFLICTS DISCLOSURE STATEMENT REQUIRED. (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if: (1) the vendor enters into a contract with the local governmental entity or the local governmental entity is considering entering into a contract with the vendor; and (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 	<u>Chapter 176</u> of the Local Government Code
	 (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; or has a family relationship with the local government officer.	
	(a-1) A local government officer is not required to file a conflicts disclosure statement in relation to a gift accepted by the officer or a family member of the officer if the gift is:	
	(1) a political contribution as defined by Title 15, Election Code; or	
	(2) food accepted as a guest.	
	(a-2) A local government officer is not required to file a conflicts disclosure statement under Subsection (a) if the local governmental entity or vendor described by that subsection is an administrative agency created under Section 791.013, Government Code.	
	(b) A local government officer shall file the conflicts disclosure statement with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of the statement under Subsection (a).	
	(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non- Federal entity including the manner by which it will be effected and the basis for settlement.	
	Use the following language for contracts > \$ 10,000:	
	Termination for Cause	
>\$10,000	If the Contractor fails to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor violates any of the covenants, conditions, agreements, or stipulations of this Agreement, the City/County shall have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specifying the effective date thereof, which shall be at least five days before the effective date of such termination. In the event of termination for cause, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Contractor pursuant to this Agreement shall, at the option of the City/County, be turned over to the City / County and become the property of the City / County. In the event of termination for cause, the Contractor shall be entitled to receive reasonable compensation for any necessary services actually and satisfactorily performed prior to the date of termination.	2 CFR 200 APPENDIX II(B)

	Notwithstanding the above, the Contractor shall not be relieved of liability to the City/County for damages sustained by the City/County by virtue of any breach of contract by the Contractor, and the City/County may set-off the damages it incurred as a result of the Contractor's breach of contract from any amounts it might otherwise owe the Contractor.	
	Termination for Convenience of the City/County	
	City/County may at any time and for any reason terminate Contractor's services and work at City/County's convenience upon providing written notice to the Contractor specifying the extent of termination and the effective date. Upon receipt of such notice, Contractor shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities and supplies in connection with the performance of this Agreement.	
	[Parties should include the manner by which such termination will be effected and the basis for settlement or any other terms and conditions concerning payment upon such termination.]	
	 (A) Contracts for more than \$50,000 must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. Use the following language for contracts > \$50,000: 	
>\$50,000	Resolution of Program Non-compliance and Disallowed Costs In the event of any dispute, claim, question, or disagreement arising from or relating to this Agreement, or the breach thereof, including determination of responsibility for any costs disallowed as a result of non-compliance with federal, state or TxCDBG program requirements, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, the parties shall consult and negotiate with each other in good faith within 30 days of receipt of a written notice of the dispute or invitation to negotiate, and attempt to reach a just and equitable solution satisfactory to both parties. If the matter is not resolved by negotiation within 30 days of receipt of written notice or invitation to negotiate, the parties agree first to try in good faith to settle the matter by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure. The parties may enter into a written amendment to this Agreement and choose a mediator that is not affiliated with the American Arbitration Association. The parties shall bear the costs of such mediation equally. [This section may also provide for the qualifications of the mediator(s), the locale of meetings, time limits, or any other item of concern to the parties.] If the matter is not resolved through such mediation within 60 days	2 CFR 200 APPENDIX II (A)

	of the initiation of that procedure, either party may proceed to file suit.	
Option Contract Language for Procurement before Grant Funds Awarded	Payment of the fees [described in section] shall be contingent on CDBG funding. In the event that grant funds are not awarded to the City / County by TDA through the TxCDBG program, this agreement shall be terminated by the City / County.	2 CFR 200.319(a)

Additional provisions for administration & engineering contracts associated with construction contracts

contracts		
THRESHOLD	PROVISION	CITATION
THRESHOLD	PROVISION (Italics – Explanatory; not contract language) 2 CFR 200 Appendix II (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." Therefore, include the following EO clause (not in italics) in construction contracts including construction associated administration and engineering contracts > \$10,000: §60-1.4(b) Equal opportunity clause. (b) Federally assisted construction contracts. Except as otherwise provided, each administering agency shall require the inclusion of the following language as a condition of any grant, contract, loan, insurance, or guarantee involving federally assisted construction which is not exempt from the requirements of the equal opportunity clause: The applicant hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contra	CITATION 41 CFR §60-1.4(b) And 2 CFR 200 APPENDIX II (C)

(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The Contractor will not discourage or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September

24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise

	assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.	
	The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.	
	(c) Subcontracts. Each nonexempt prime contractor or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts.	
	(d) Incorporation by reference. The equal opportunity clause may be incorporated by reference in all Government contracts and subcontracts, including Government bills of lading, transportation requests, contracts for deposit of Government funds, and contracts for issuing and paying U.S. savings bonds and notes, and such other contracts and subcontracts as the Deputy Assistant Secretary may designate.	
	(e) Incorporation by operation of the order. By operation of the order, the equal opportunity clause shall be considered to be a part of every contract and subcontract required by the order and the regulations in this part to include such a clause whether or not it is physically incorporated in such contracts and whether or not the contract between the agency and the contractor is written.	
	(f) Adaptation of language. Such necessary changes in language may be made in the equal opportunity clause as shall be appropriate to identify properly the parties and their undertakings.	
	[43 FR 49240, Oct. 20, 1978, as amended at 62 FR 66971, Dec. 22, 1997; 79 FR 72993, Dec. 9, 2014; 80 FR 54934, September 11, 2015]	
>\$100,000	§135.38 Section 3 clause All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):	24 CFR §135.38

A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.	
 B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations. C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin. 	
D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.	
E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.	
F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.	
G. With respect to work performed in connection	

with section 3 covered Indian housing assistance, section
7(b) of the Indian Self-Determination and Education
Assistance Act (25 U.S.C. 450e) also applies to the work to
be performed under this contract. Section 7(b) requires that
to the greatest extent feasible (i) preference and
opportunities for training and employment shall be given
to Indians, and (ii) preference in the award of contracts and
subcontracts shall be given to Indian organizations and
Indian-owned Economic Enterprises. Parties to this contract
that are subject to the provisions of section 3 and section 7(b)
agree to comply with section 3 to the maximum extent
feasible, but not in derogation of compliance with section 7(b).

Construction Contracts

THRESHOLD	PROVISION	CITATION
>\$2,000 for Davis Bacon and Copeland "Anti-Kickback" Act; >\$100,000 for Contract Work Hours and Safety Standards Act	 HUD 4010 Federal labor standards provisions include: Davis Bacon Act (40 U.S.C. 3141 et seq.) as supplemented by DOL regulations (29 CFR part 5); Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3); and Contract Work Hours and Safety Standards Act (40 U.S.C. 3701 et seq.) See HUD 4010 contract language in Appendix F. Inclusion of this language into the construction contract satisfies contract requirements of the separate acts noted. 	
>\$2,000 (Satisfied with inclusion of HUD 4010)	Compliance with the Davis-Bacon Act (40 U.S.C. 3141 et seq.) as supplemented by Department of Labor regulations (29 CFR part 5) and with the Copeland "Anti-Kickback" Act (18 U.S.C. 874; 40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR part 3): (D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non- Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and	2 CFR 200 APPENDIX II (D)

	Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.	
>\$10,000	 (<u>Italics – Explanatory; not contract language</u>) 2 CFR 200 Appendix II (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of <u>"federally assisted</u> <u>construction contract" in 41 CFR Part 60–1.3 must include</u> <u>the equal opportunity clause provided under 41 CFR 60– 1.4(b)</u>, in accordance with Executive Order 11246, <u>"Equal</u> <u>Employment Opportunity"</u> (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, <u>"Amending Executive Order 11246 Relating to</u> <u>Equal Employment Opportunity," and implementing</u> regulations at 41 CFR part 60, <u>"Office of Federal Contract</u> Compliance Programs, Equal Employment Opportunity, Department of Labor." Therefore, include the following EO clause (not in italics) in construction contracts including construction associated administration and engineering contracts > \$10,000: §60-1.4(b) Equal opportunity clause. (b) Federally assisted construction contracts. Except as otherwise provided, each administering agency shall require the inclusion of the following language as a condition of any grant, contract, loan, insurance, or guarantee involving federally assisted construction which is not exempt from the requirements of the equal opportunity clause: The applicant hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government pursuant to a grant, contract, loan insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, in under a such grant, contract, loan, insurance, or guarantee, 	41 CFR §60-1.4(b) And 2 CFR 200 APPENDIX II (C)
	<i>the following equal opportunity clause:</i> During the performance of this contract, the contractor agrees as follows:	
	(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to	

ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

(3) The Contractor will not discourage or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however. That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a

	contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.	
	(c) Subcontracts. Each nonexempt prime contractor or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts.	
	(d) Incorporation by reference. The equal opportunity clause may be incorporated by reference in all Government contracts and subcontracts, including Government bills of lading, transportation requests, contracts for deposit of Government funds, and contracts for issuing and paying U.S. savings bonds and notes, and such other contracts and subcontracts as the Deputy Assistant Secretary may designate.	
	(e) Incorporation by operation of the order. By operation of the order, the equal opportunity clause shall be considered to be a part of every contract and subcontract required by the order and the regulations in this part to include such a clause whether or not it is physically incorporated in such contracts and whether or not the contract between the agency and the contractor is written.	
	(f) Adaptation of language. Such necessary changes in language may be made in the equal opportunity clause as shall be appropriate to identify properly the parties and their undertakings.	
	[43 FR 49240, Oct. 20, 1978, as amended at 62 FR 66971, Dec. 22, 1997; 79 FR 72993, Dec. 9, 2014; 80 FR 54934, September 11, 2015]	
≥\$100,000	(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)— Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also	2 CFR 200 APPENDIX II (I) and 24 CFR §570.303

	disalage any lobbying with non Endered funds that takes	1
	disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award.	
	Such disclosures are forwarded from tier to tier up to the non-Federal award.	
>\$100,000 (Satisfied with inclusion of HUD 4010)	(E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.	2 CFR 200 APPENDIX II (E)
>\$100,000	 §135.38 Section 3 clause All section 3 covered contracts shall include the following clause (referred to as the section 3 clause): A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing. B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations. C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and 	24 CFR §135.38

	location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.	
	D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.	
	E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.	
	F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.	
	G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).	
>\$150,000	(G) Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251– 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).	2 CFR 200 APPENDIX II (G)

Administration/Professional Services Rating Sheet

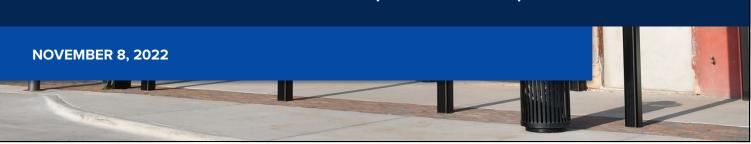
Grant Recipient UTY OF NAVASITA Name of Respondent Ivay 101 and 4550 jates Evaluator's Name Grants COrdinator, Dublin, works

TxCDBG Contract No. Date of Rating Alov 20, 2022

Streets, Goonomic Development, Development Services

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.

Experience Max.Pts. <u>Score</u> **Factors** 1. Related Experience / Background with federally funded projects 10 2. Related Experience / Background with specific project type 5 3 (housing rehabilitation, acquisition of property, coordination with 5 regulatory agency, etc.) 4. Certified Administrator of TxCDBG Program by TDA 5 \mathcal{Q} 5. References from current/past clients 10 21 Subtotal, Experience 30 Work Performance Max.Pts. **Score** Factors 2 1. Submits requests to client/TDA in a timely manner 5 2. Responds to client/TDA requests in a timely manner 5 4 à 3. Past client/TDA projects completed on schedule 5 4. Work product is consistently of high quality with low level of 5 4 errors 5 5. Past client/TDA projects have low level of monitoring findings/concerns 2 6. Manages projects within budgetary constraints 5 Subtotal, Performance 30 Capacity to Perform Max.Pts. **Factors** Score Score 3 1. Qualifications of Professional Administrators / Experience of Staff 5 5 2. Present and Projected Workloads 3. Quality of Proposal/Work Plan 5 6 Ы 4. Demonstrated understanding of scope of the TxCDBG Project 5 n Subtotal, Capacity to Perform 20 **Proposed Cost** Max.Pts. Factors Score 534.900 A = Lowest Proposal 1010 B = Bidder's Proposal \$ 42,750 A ÷ B X 20 equals Respondent's Score 20 TOTAL SCORE Max.Pts. Factors Score Experience 30 **D** Work Performance 30 1 ,Capacity to Perform 20 **Proposed Cost** 20 16 100 **Total Score** 11



PROFESSIONAL ADMINISTRATION SERVICES FOR THE TEXAS GENERAL LAND OFFICE (GLO) COMMUNITY DEVELOPMENT BLOCK GRANT-MITIGATION REGIONAL METHOD OF DISTRIBUTION (CDBG-MIT MOD) PROGRAM

CITY OF NAVASOTA, TEXAS

GrantWorks

BUILDING OUR NATION'S COMMUNITIES: HELP FOR TODAY, HOPE FOR TOMORROW



GrantWorks

Bruce J. Spitzengel President Cell: 713-252-5872 Email: bruce@grantworks.net

November 8, 2022

Evette Fannin Grants Coordinator City of Navasota City Hall 200 E. McAlpine Street Navasota, Texas 77868-0910

Subject: City of Navasota, Texas Request for Proposal: Professional Administration Services for the Texas General Land Office (GLO) Community Development Block Grant-Mitigation (CDBG-MIT) Regional Method of Distribution (CDBG-MIT MOD) Program

Dear Ms. Fannin:

GrantWorks, Inc. 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 \$5 billion in U.S. Housing & Urban Development (HUD) Community Development Block Grant-Disaster Recovery (CDBG-DR), CDBG Mitigation (CDBG-MIT), and Federal Emergency Management Agency (FEMA) Hazard Mitigation (HM) programs for over 260 Texas state and local governments.

Upon contract award, we have the resources and expertise to immediately assist the City of Navasota in implementing CDBG-MIT MOD projects funded through the Texas General Land Office (GLO) following state and federal requirements and the City's project schedule. We are ready to help apply for such funding for construction, engineering, and grant administration activities and implement these projects to meet GLO and HUD standards and the City of Navasota's requirements.

GrantWorks has 370+ employees experienced in all aspects of federal and state grant management. Our team has extensive experience in CDBG-MIT, working for and with local governments in public and private sector roles, HUD, GLO, Texas Division of Emergency Management (TDEM), and the Texas Department of Community Affairs (TDHCA). We handle every aspect of CDBG-MIT MOD implementation, including project development, environmental review, compliance with state and federal regulations, implementation of funded construction projects, and closeout. 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 CDBG, CDBG-DR, CDBG-MIT, and HMGP Programs: GrantWorks has expertise working on multiple CDBG, CDBG-DR, CDBG-MIT, and HMGP programs. We understand the complexities of these grants and how to manage projects with multiple federal funding sources. Our knowledge extends beyond just federal and state requirements. We know how to navigate the internal municipal and external state and federal processes required to manage federal funds at the subrecipient level. Our references will confirm that this knowledge helps us effectively administer federally funded projects in a way that is seamless and creates the least amount of work for our clients.

Proven CDBG-MIT 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 CDBG, CDBG-DR, CDBG-MIT, and other HUD programs. Our staff includes 370 full-time professionals with extensive CDBG and HMGP infrastructure experience. Teams of specialists in labor standards compliance, environmental review, LMI beneficiary documentation, construction management, site inspections, Affirmatively Furthering Fair Housing (AFFH), equal employment opportunity, and case management support our project managers.

Established Working Relationships with HUD, GLO, Local Governments, and Other Entities: The GrantWorks team is fortunate to have excellent working relationships with HUD, GLO, 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 the CDBG-MIT 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, Environmental Assessments, Environmental Impact Statements, 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.

We are confident that you will find our rates competitive and within the range of those previously accepted by the GLO and other municipalities for similar projects. **GrantWorks is willing to work with the City to negotiate our fees before the City makes a final selection if needed.** We appreciate your consideration of our firm.

Sincerely, **GRANTWORKS, INC.**

Bruce J. Spitzengel President

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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.

SECTION 1 I SCOPE OF SERVICES

SECTION 1 – SCOPE OF SERVICES

GrantWorks intends to manage all tasks under each of the service categories listed in the RFP.

1.1 Project Approach

GrantWorks will be 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, construction contractors, and the funding agency
- > Provide all start-up-related documentation, including a file maintenance system
- Provide project engineers with an engineering instruction and forms packet, so they know up-front what information is required by GLO
- Process all invoices, contracts, and change orders received from the project engineer and contractors for recordkeeping and financial management
- Review workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and standing with the GLO
- Work with the GLO from start-up to close out to resolve any issues that may arise with your grant application or funded project.

1.2 Pre-Award Services

1.2.1 Application Development and Submission

GrantWorks prepares, and/or obtains, and compiles the documents and exhibits needed for GLO's application package. We guide the City through the submission process via the online grants.gov system. We also respond to GLO's requests for information through the final program selection/awards.

- Complete all standard application documents
- Develop all required narrative documents
- Prepare supporting exhibits
- Work with other/support entities to complete application items

1.3 Post-Award Services

GrantWorks administers and completes the grant project components approved for funding, including acquisition, structure renovation, new construction, and/or utility improvements. We follow all requirements of the GLO program.

1.3.1 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, contractor coordination, financial management, and other federal grant management requirements.
- Our project management team also includes experts in service-oriented activities, including working with nonprofits, small businesses, and healthcare providers.
- ▶ We use detailed document tracking systems to ensure that 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 in advance.

Our team helps to create a well-run, efficient, and successful GLO program that complies with all state and federal reporting requirements. GrantWorks understands that communication is a vital component of any successful program. We provide elected officials, staff, and the public with regular updates as needed. Consistent communication and transparency help stakeholders understand the program's status and build confidence in the overall process.

As part of our project management services, we will:

- Maintain regular contact with the designated contact, project engineer, construction contractors, and other parties
- > Provide advice and technical assistance on program implementation and regulations
- Establish and maintain a recordkeeping and filing system consistent with program guidelines
- Prepare start-up program documents, forms, notices, and agenda items for review or action
- ▶ Prepare and submit GLO documentation necessary to amend or modify the program
- Prepare and submit reports and other required updates
- Establish procedures to document expenditures associated with the local administration of the project
- ▶ Assist with procurement requirements such as those found in 2 CFR 200
- Assist with real property acquisition in compliance with state and federal law (URA)
- ▶ Track inquiries regarding grant completion dates
- Attend site visits and public meetings as needed
- Serve as a liaison during any monitoring visits by GLO/state staff

1.3.2 Grant Administration Services

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 GLO)
- 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 GLO funds
- Serve as your monitoring liaison between other agencies, including resolving findings
- Assist in responding to requests for information from the GLO 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 database/electronic system for tracking and management of GLO projects
- > 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 GLO requirements

1.3.3 Procurement Services

GrantWorks has a wealth of institutional knowledge and well-established procurement and contracting procedures compliant with 2 CFR 200. Our procurement specialists can guide staff in developing procurement packages that meet program specifications and comply with local, state, and federal requirements.

Working backward from the targeted construction package Notice to Proceed (NTP) dates, we coordinate with all parties to set milestones for contract award, bid opening, pre-bid meeting, bid advertisement, and the issuance of advance bid notices. These milestones are captured in our master schedule and are updated to reflect progress.

Our staff has developed compliant procurement documents to secure engineers, environmental firms, specialized environmental services, multiple construction contractors, IT specialists, and other services needed to complete requirements successfully. The master schedule includes sufficient time to:

- Assemble the bid packages
- Issue notice of pending advertisement
- Advertise the bid
- ▶ Prepare and schedule pre-bid conference and site-walk
- Prepare the bids
- ► Capture/record procurement correspondence and answer Q&As
- Evaluate the bids and make recommendations
- Conduct pre-award conferences
- Execute the contract agreement with the contractor(s)

1.3.4 Financial Management and Reporting

We ensure that all financial processes comply with state and federal regulations, including creating and maintaining a grant ledger and reporting and recordkeeping systems that allows the City to keep physical and digital copies of all documents locally. GrantWorks consistently receives high marks from state and federal monitors on our recordkeeping methodology.

Our financial management services include the following:

- ▶ Help manage grant funds, including submitting required forms and letters to GLO
- Assist with financial management, including reviewing and processing all invoices, contracts, and change orders received from the project engineer and construction contractors
- Assist in reviewing solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project's eligibility and status with GLO
- Facilitate milestone payments to meet all milestones before the City makes the payment
- ► Track invoice submittal and payment processing
- Assist with developing fraud prevention and abuse practices

The most important consideration of the CDBG-MIT program is "document, document, and document. Audits frequently question costs, not because the work in question was improper, but because clients did not document costs adequately. We cannot overemphasize the importance of an effective and welldesigned document management system.

We believe an effective document management system must meet at least five goals:

- 1. Reduce duplicative efforts associated with recurring requests for documents from various stakeholders.
- 2. Help locate documents even in the face of staff transition and attrition.
- 3. Empower staff to continue using the data management processes and maintain records for the recovery duration, even after the departure of the consulting team.
- 4. Support data collection, obligation, and closeout.
- 5. Meet federal document retention requirements.

Our document management database accelerates project closeout because we will have an electronic copy of all relevant source documentation, correspondence, and grant management materials, reducing or eliminating reliance on hardcopy files.

1.3.5 Construction Management

Our project managers have extensive experience reviewing contract/bid packages for compliance, monitoring contractor performance, reviewing change orders, and processing construction pay estimates. The GrantWorks Team also has a long history of providing our clients with contract development assistance. This expertise enables us to review construction contracts for compliance with state and federal requirements and include all necessary GLO contract provisions.

GrantWorks' standardized approach for vetting contractors is documented in our Standard Operating Procedures (SOP) to ensure transparency throughout the project. Our team collects and reviews contractor information and verifies eligibility. We create, use, and update checklists to document and ensure all contractors meet compliance requirements. We perform debarment and SAM registry checks precontract and complete other checklists before a notice to proceed and subsequent tasks.

GrantWorks monitors the construction process to evaluate contractor performance and ensure compliance with equal opportunity and labor standards. During routine but random visits to work sites, we conduct interviews with on-site staff, document progress and findings, and file reports to the City. In addition to unscheduled site visits, the team schedules 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 the City 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 instruction 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 conference 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

1.3.6 Monitoring and Labor Standards

GrantWorks has in-house labor standards specialists who work closely with the designated Labor Standards Officer (LSO) to review employee payrolls. Staff 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 onsite employee interviews. GrantWorks successfully performed labor standards/DBRA duties for two of the largest CDBG-DR projects under Hurricane Ike, 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.

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

1.3.7 Real Property Acquisition/Uniform Relocation Act Duties

Our team establishes acquisition files and assists in completing acquisition activities if required for City projects. Additionally, we submit all acquisition reports and related documents to GLO. Our team of experts also manages the financial components of the acquisition, from offer package generation through closing and draw requests. We keep detailed and comprehensive documentation to assist with file audits and close-out.

A key component of sound community development often requires acquiring or buying specific repetitive loss properties or those in a high-hazard area. We have experience navigating the process of appraisals, federal requirements, including the Uniform Relocation Act (URA) and Real Property Acquisition Policies Act (URA) compliance, and other hurdles. We have prepared acquisition plans for communities that identify vital areas for redevelopment, green space, or eligible use. For the City, our typical acquisition duties include the following:

- Submit acquisition reports and related documents
- Establish and maintain acquisition files
- > Prepare correspondence and assist the City in negotiations with property owners
- Complete acquisition activities

1.3.8 Buyout Duties

GrantWorks has a demonstrated record of work experience in multiple disciplines, including the buyout of private residences and management of URA. Our buyout and project management experience include landowner notification, negotiations, environmental services, URA compliance, and project closeout. We typically procure property title and appraisal company services for title commitments, appraisals, and settlements.

GrantWorks is currently administering 16 buyout programs across Texas. Our staff can offer additional services to the City on eligible end-uses of the properties and assist with land-use disposition strategies. In consultation with the City, GrantWorks can design housing incentives for homeowners voluntarily displaced by the project. These incentives provide program applicants with additional financial resources to purchase replacement homes and ensure maximum participation in the program. GrantWorks understands the technical and practical challenges of delivering a successful buyout program and the best practices for addressing those challenges.

GrantWorks will work with the City through every step of the buyout program process, ensuring that we consider and achieve the City's priorities and goals. Our typical buyout strategy comprises the pre-award and post-award workflows shown in **Figure 1**.

1	Project Planning, Design, and Startup
2	Property Owner Notifications
3	Intake Meetings
4	Eligibility Verification
5	Environmental Reviews and Site-Specific Clearances
6	Offer Package Generation, Approval, and Mailing
7	Offer Meeting
8	Closing
9	Draw/Funding Requests
10	File Audit, Closeout, and Demolition

Figure 1: GrantWorks 10-Step Property Acquisition Process

Our team monitors all updates and guidance published by HUD and GLO to keep our clients compliant with all requirements and eliminate re-work. Years of CDBG program experience and an organized project approach allow us to produce tangible, cost-efficient results. We tailor the process to your needs while adhering to the program-specific guidelines. As outlined in the work plan below, our project management team will ensure that the City's CDBG-MIT MOD program complies with all existing HUD and GLO regulations and administrative best practices.

1.3.9 Environmental Services

GrantWorks has performed environmental reviews for thousands of federally funded construction projects. Our experience includes evaluating environmental impacts on biological resources, air, water quality, wetlands, endangered species, socio-economic 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 understand relevant impacts and clearance needs fully.

Managing environmental challenges can be overwhelming for local governments, frequently resulting in project delays; GrantWorks specializes in designing time and efficient solutions to environmental obstacles. With our deep industry relationships and significant internal expertise, we can help mitigate hazards, ensure compliance with all HUD and GLO infrastructure and environmental compliance, and keep your projects on track and on time

Environmental review services include:

- Review each project to determine the level of environmental review required
- Prepare environmental assessment, including completing and submitting required forms and providing documentation to support environmental findings
- Coordinate environmental clearance procedures with appropriate federal and state agencies and interested parties to facilitate clearance or approval
- Coordinate questions and feedback and prepare responses during the commenting phase of the environmental review
- Maintain coordination with local officials, engineers, and other members of the project team
- ▶ Prepare all public notices and submit them for publication
- Provide documentation of clearance for parties known to be interested
- ▶ Process environmental reviews and clearances following NEPA as required
- Advise and complete environmental re-evaluations per 24 CFR 58.47 when evidence of further clearance or assessment is required
- Prepare and submit monthly status reports
- Participate in regularly scheduled progress meetings
- ▶ Prepare and submit Request for Release of Funds and certifications to GLO

1.3.10 Audit and Close-out Support

GrantWorks operates on an audit and closeout philosophy that all 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 project lifecycle, making final closeout steps routine and predictable. From the beginning, we build an audit-ready program structured for closeout.

Meticulous recordkeeping and documentation, critical milestone checklists, and transparent reporting facilitate routine and predictable final steps of the closeout process.

GrantWorks assists with reconciling financial data in all applicable systems, preparing the City for state and federal audits, and will 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:

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

1.3.11 Performance Schedule

GrantWorks is proud of our strong track record of completing projects on time and within budget. We have a deep bench of proficient and capable professionals who will work closely with the City and GLO to reach all project schedule requirements and milestones successfully. GrantWorks will assist the City with proactively preparing for CDBG-MIT MOD funding and work closely with City staff to determine any specific needs for implementing projects and the type of communication and information that best suits the City's objectives.



SECTION 2 – EXPERIENCE

2.1 Company 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 370+ 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 10 American Institute of Certified Planners (AICP) skilled at implementing a wide variety of grant development projects. Our services include:

- Program/Project Management
- ▶ Grant Administration and Management
- Marketing and Outreach
- Application Development
- 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



GrantWorks administers grants from a wide variety of state and federal funding resources that are very similar to HUD 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)
- ► Federal Emergency Management Agency (FEMA)
- Texas General Land Office (GLO)
- ▶ Texas Department of Housing and Community Affairs (TDHCA)
- ► Texas Department of Agriculture (TDA)
- 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
- CARES Act COVID-19 Response
- Community Development
- Disaster Recovery
- Emergency Rent Relief
- ▶ Economic Development, including Public Works and Economic Adjustment Assistance
- Housing Rehabilitation and Reconstruction
- Infrastructure Projects
- Buyout/Acquisition
- 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 services required by this RFP.

2.2 Related Experience/Background with Federally Funded 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 more than a dozen state and federal agencies. **Figure 2** demonstrates GrantWorks' experience with related state and federal grants.

	PROGRAM EXPERIENCE						
REQUIREMENTS	HUD CDBG	HUD CDBG- DR	HUD CDBG- MIT	FEMA PA	FEMA IA	USDT RESTORE	USDT ARPA
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	•	•	•	•	•	•	٠
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	•	•	•	•	•	•	•

	PROGRAM EXPERIENCE						
REQUIREMENTS	HUD CDBG	HUD CDBG- DR	HUD CDBG- MIT	FEMA PA	FEMA IA	USDT RESTORE	USDT ARPA
Close-Out	•	•	•	•	•	•	•

Figure 2: GrantWorks Experience with Texas-Related State/Federal Grants

2.3 Related Experience/Background with Specific Project Types

2.3.1 Community Development Block Grant Programs

GrantWorks provides expert grant administration and project management services for various state and federal programs. In Texas, our success in implementing HUD CDBG, CDBG-DR, and CDBG-MIT programs is unrivaled. Below is a listing of several of these projects:

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

▶ 50+ local governments 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 subrecipients in implementing Homeowner Reimbursement, Affordable Rental, and Economic Revitalization Program Funds, \$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, \$643+ 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

Over the years, hundreds of local governments have selected GrantWorks as their CDBG, CDBG-DR, and CDBG-MIT Grant Administrator. We have also provided state-level direct administration and monitoring services. In addition to managing more than 2,000 CDBG projects since our founding, GrantWorks has applied for and managed more than 210 CDBG-DR grants for similar projects through the GLO since 2009, as shown in **Figure 3** through **Figure 6**. Project types include management of buyout/acquisition and infrastructure projects like the scope of work in the City's RFP.

SUBGRANTEE GRANT AMOUNT SUBGRANTEE GRANT AMOUNT					
<i>Figure 3:</i> 2017 Hurricane Harvey CDBG-DR Infrastructure and Buyout/Acquisition Projects					

SUBGRANTEE	GRANT AMOUNT	SUBGRANTEE	GRANT AMOUNT
Alvin	\$1,012,332	Liberty County Buyout	\$6,743,065
Angleton	\$154,439	Liverpool	\$191,486
Aransas County	\$53,860,274	Matagorda County (MIC ZIP)	\$6,948,605
Aransas Pass	\$10,696,302	Mathis	\$100,000
Austin County	\$4,301,175	Milam County	\$510,000
Austin County Buyout	\$1,655,654	Milam County Buyout	\$1,325,839
Austwell	\$591,701	Palacios	\$1,414,860
Bay City	\$287,006	Patton Village	\$473,136
Bayside	\$720,132	Point Comfort	\$1,031,252
Bedias	\$167,101	Polk County Buyout	\$4,746,977
Bee County	\$100,645	Port Lavaca	\$5,113,395
Brazoria County	\$10,931,586	Refugio	\$8,419,112
Brookshire	\$252,637	Refugio County (MIC ZIP)	\$11,957,845
Brookside Village	\$999,834	Richwood	\$602,578
Colorado County (MIC ZIP)	\$1,527,327	Rockport	\$8,320,696
Columbus	\$310,663	Rosenberg	\$298,611
Danbury	\$178,095	Santa Fe	\$1,389,501
Eagle Lake	\$220,089	San Jacinto County Buyout	\$11,807,489
East Bernard	\$157,563	San Patricio County	\$2,037,215
Edna	\$730,897	Seadrift	\$1,536,581
Fayette County Buyout	\$8,913,618	Sinton	\$475,228
Fayette County	\$942,778	Somerville	\$167,101
Freeport	\$193,271	Texas City	\$2,211,686
Fulton	\$4,759,465	Texas City Buyout	\$2,270,138
Ganado	\$418,493	Todd Mission	\$167,101
Goliad	\$477,108	Victoria	\$6,056,722
Grimes County	\$334,202	Victoria Buyout	\$2,441,508

Figure 3: 2017 Hurricane Harvey CDBG-DR Infrastructure and Buyout/Acquisition Projects

SUBGRANTEE	GRANT AMOUNT	SUBGRANTEE	GRANT AMOUNT
Grimes County Buyout	\$1,512,129	Victoria County	\$3,515,651
Hempstead	\$421,314	Victoria County Buyout	\$2,545,545
Hitchcock	\$1,463,149	Walker County	\$4,445,805
Holiday Lakes	\$599,008	Waller County Buyout	\$2,244,015
Ingleside	\$1,954,326	Waller County (MIC ZIP)	\$4,036,599
Ingleside Buyout	\$1,215,968	Wallis	\$427,602
lola	\$167,101	West Columbia	\$159,795
Iowa Colony	\$131,675	Wharton	\$1,650,172
Jackson County	\$840,270	Wharton Buyout	\$1,693,784
Jasper Buyout	\$1,000,000	Wharton County	\$2,028,234
Jasper County Buyout	\$6,820,960	Wharton County Buyout	\$2,243,565
Jones Creek	\$200,859	Woodloch	\$249,958
Kirbyville	\$102,597	Woodsboro	\$1,245,322
La Ward	\$297,827	Yorktown	\$793,105
Liberty County	\$4,921,503		

Note: Some Harvey CDBG-DR projects are pending final approval by the GLO.

Figure 4: 2015/2016 Floods CDBG-DR Infrastructure Projects

SUBGRANTEE	GRANT AMOUNT	SUBGRANTEE	GRANT AMOUNT
Anderson	\$167,101	Madison County	\$2,000,000
Arcola	\$643,405	Madisonville	\$2,000,000
Brookshire	\$2,000,000	Navasota	\$2,999,000
Buffalo	\$923,191	Navasota	\$2,000,000
Clifton	\$2,894,980	Normangee	\$331,500
Clifton	\$2,000,000	Orange Grove	\$1,200,000
Corsicana	\$4,000,000	Premont	\$1,459,090
Cross Plains	\$2,000,000	Raymondville	\$992,850
Dawson	\$996,500	Rice	\$606,500
Grimes County	\$2,866,457	San Felipe	\$2,000,000
Grimes County	\$2,000,000	Somerville	\$580,000
Hubbard	\$2,410,589	Wallis	\$2,000,000

Figure 4: 2015/2016 Floods CDBG-DR Infrastructure Projects

SUBGRANTEE	GRANT AMOUNT	SUBGRANTEE	GRANT AMOUNT
Jewett	\$581,284	Wharton (City)	\$2,000,000
Jim Wells County	\$1,635,500	Willacy County	\$1,403,000
Linden	\$2,000,000		

Figure 5: Hurricane Ike/Dolly Round 2.2 CDBG-DR Infrastructure Projects

SUBGRANTEE	GRANT AMOUNT	SUBGRANTEE	GRANT AMOUNT
Alvin	\$2,159,644	Jim Wells County	\$1,000,000
Angleton	\$1,559,011	Kenedy County	\$1,000,000
Bayou Vista	\$805,119	Kleberg County	\$1,000,000
Bayside	\$125,069	La Porte	\$4,721,465
Brazoria	\$190,169	Leona	\$124,470
Brazoria County	\$8,095,357	Madison County	\$692,239
Brooks County	\$1,000,000	Matagorda County	\$3,576,278
Clarksville City	\$319,250	Milam County	\$234,504
Clute	\$1,664,451	Palacios	\$1,522,407
Escobares	\$1,000,000	Rockport/Aransas County	\$1,000,000
Falfurrias	\$1,000,000	Santa Fe	\$2,337,719
Freeport	\$1,539,279	Sweeny	\$235,860
Galveston	\$87,854,043	Texas City	\$13,277,159
Galveston Housing Authority	\$65,392,099	Tiki Island	\$258,788
Hempstead	\$158,424	Trinity	\$1,048,918
Hitchcock	\$6,134,606	Waller County	\$591,576
Houston	\$26,148,986	Wallis	\$750,000
Jamaica Beach	\$623,746	West Columbia	\$269,915

Figure 6: Hurricane Ike/Dolly Round 2.1 CDBG-DR Infrastructure Projects

SUBGRANTEE	GRANT AMOUNT	SUBGRANTEE	GRANT AMOUNT
Alvin	\$719,881	Kleberg County	\$1,000,000
Angleton	\$519,670	La Porte	\$1,524,040
Aransas Pass	\$259,331	Matagorda County	\$651,315
Elkhart	\$610,943	Navasota	\$478,042

Figure 6: Hurricane Ike/Dolly Round 2.1 CDBG-DR Infrastructure Projects

SUBGRANTEE	GRANT AMOUNT	SUBGRANTEE	GRANT AMOUNT
Freeport	\$554,001	Rockport/Aransas County	\$1,000,000
Galveston	\$17,420,900	San Patricio County	\$1,000,000
Hitchcock	\$2,044,869	Santa Fe	\$779,240
Hughes Springs	\$94,755	Texas City	\$4,425,720

In addition, GrantWorks has experience with project delivery services for CDBG-MIT, as shown in **Figure 7**. We are currently working on 53 CDBG-MIT projects with a total grant amount of \$440 million.

Figure 7: The GrantWorks Team's Experience with Project Delivery Services for CDBG-MIT Programs

CLIENT NAME	GRANT AWARD	PROJECT TITLE	GRANT AMOUNT	
2015 State Flood Mitigation				
La Marque	2021	Inflow/Infiltration Manhole & Sewer Line Rehab	\$7,493,145	
Raymondville	2021	Expressway Lateral Flood & Drainage Improvements	\$10,000,000	
2016 HUD Flood Mitig	gation			
Freeport	2021	Sewer Improvements	\$5,931,626	
Jacinto City	2021	Jacinto City Drainage Project	\$5,319,718	
Kingsville	2021	Citywide Sewer System Improvements	\$7,293,111	
Sweeny	2021	Sewer System Improvements	\$5,398,293	
2016 State Flood Miti	gation			
Brazoria	2021	Citywide Sewer System Improvements	\$3,176,375	
Elgin	2021	Flood & Drainage Improvements	\$4,899,840	
Tenaha	2021	Sewer System Improvements	\$3,875,691	
Trinity	2021	Citywide Water System Improvements	\$4,028,986	
HUD Harvey Round 1	Mitigation			
Brazoria	2021	Flood and Drainage Improvements	\$4,311,537	
Daisetta	2021	Citywide Sewer Collection System	\$3,366,142	
Freeport	2021	Citywide Wastewater & Sanitary Sewer Improvements	\$5,991,468	
Galena Park	2021	Drainage System Improvements	\$5,482,132	
Hitchcock	2021	Drainage System Improvements	\$3,598,315	
Jacinto City	2021	Wastewater Treatment Plant Improvements	\$5,319,718	
Kirbyville	2021	Waterline System Improvements	\$3,356,625	
La Marque	2021	Drainage System Improvements \$48,90		

Figure 7: The GrantWorks Team's Experience with Project Delivery Services for CDBG-MIT	
Programs	

CLIENT NAME	GRANT AWARD	PROJECT TITLE	GRANT AMOUNT
Mathis	2021	Sewer System Improvements	\$22,830,172
Oyster Creek	2021	Oyster Creek Improvements	\$5,291,898
Refugio	2021	Drainage System Improvements	\$12,112,636
Refugio County	2021	Drainage System Improvement	\$6,910,131
Rosenberg	2021	Water System Improvements	\$47,585,956
Texas City	2021	Water System Improvements	\$14,965,447
State Harvey Round 1	Mitigation		
Bedias	2021	Drainage & Wastewater System Improvements	\$3,965,736
Beeville	2021	Drainage System Improvements	\$3,844,490
Buckholts	2021	Drainage System Improvements	\$4,479,940
Caldwell	2021	Drainage System Improvements	\$5,094,852
Elgin	2021	Drainage System Improvements	\$10,940,981
Ganado	2021	Drainage System Improvements	\$7,190,981
Goliad	2021	Wastewater System Improvements	\$9,353,554
Hempstead	2021	Drainage Improvements	\$9,395,324
lola	2021	Drainage & Wastewater System Improvements	\$10,934,296
Jim Wells County	2021	Drainage System Improvements	\$9,650,296
Kingsville	2021	Drainage System Improvements	\$36,311,929
Kleberg County	2021	Drainage System Improvements	\$10,000,000
La Ward	2021	Drainage, Sewer, and Water System Improvements	\$3,280,106
Madisonville	2021	Sewer and Wastewater System Improvements	\$6,525,000
Marion	2021	Drainage, Water & Wastewater System Improvements	\$9,946,174
Matagorda County	2021	Drainage, Water & Wastewater System Improvements	\$3,111,101
Milano	2021	Drainage System Improvements	\$4,317,323
Palacios	2021	Drainage, Water & Wastewater System Improvements	\$5,014,832
Pineland	2021	Drainage & Sewer System Improvements	\$3,080,000
Premont	2021	Drainage System Improvements	\$13,115,995
San Augustine	2021	Roads, Drainage & Water Infrastructure Improvements	\$3,472,500
San Felipe	2021	Drainage System Improvements	\$3,209,122
Snook	2021	Drainage System Improvements	\$4,150,000
Wallis	2021	Drainage System Improvements	\$5,748,125
Yorktown	2021	Drainage System Improvements	\$6,183,237

Texas Department of Agriculture

Texas Community Development Block Grant (CDBG) 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 for \$50+ million
- ► Texas Main Street/Downtown Revitalization Program: 54+projects, \$10+ 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
- ▶ Fire, Ambulance, and Services Truck (FAST) Program: 10+ projects, \$5+ million
- ▶ Planning Grants: 220+ projects funded, completed, or underway, \$8+ million

2.3.2 Other Federal and State Grant Programs

Federal Emergency Management Agency

▶ FEMA Public Assistance: 8 Hurricane Harvey contracts, \$80+ million

Texas Department of Emergency Management

- Hazard Mitigation Construction Projects: Homeowner Elevations and Reconstructions: 4 projects, \$65+ million
- ▶ Hazard Mitigation Plans: 35+ projects, \$2.96+ 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 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, project eligibility assessment
 - > Procurement, acquisition, environmental review
 - > Financial management, draw, change order, pay estimates, amendments
 - > Compliance, duplication of benefit analysis, audit, and monitoring support

Texas Department of Transportation

- ▶ County Transportation and Infrastructure Fund: 70+ projects administered, \$131+ million
- ▶ Border Colonia Access Program: \$1.3 million
- Safe Routes to School Program: 25+ projects funded, \$14.5+ million
- Surface Transportation Environment and Planning: \$1 million
- ▶ Transportation Enhancement Act for the 21st Century: \$2.4 million

National Oceanic and Atmospheric Administration/Texas General Land Office

Coastal Management and Coastal Impact Assistance Programs:

► 45+ projects managed

US Treasury Department/Texas Commission on Environmental Quality

RESTORE Act Program:

1 project, \$10 million

Texas Parks and Wildlife

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

2.3.3 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 8** shows recent project experience within the City of Navasota and the Brazos Valley Council of Governments (BVCOG) Region.

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	РСВ	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	РСВ	Planning Studies	\$30,255

Figure 3: Our Relevant BVCOG Region Project Experience

Figure 3: Our Relevant BVCOG Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	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
	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

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	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
	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	РСВ	Planning Studies	\$50,000

Figure 3: Our Relevant BVCOG Region Project Experience

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	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
lola	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
	2014	CD	Water Improvements	\$275,000
	2007	CD	Water System Improvements	\$250,000
	2005	CD	First-Time Sewer Collection System 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

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	2017	CD	Sewer Improvements	\$275,000
	2016	CD	Housing Improvements	\$2,000,000
	2013	РСВ	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
	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	РСВ	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

CLIENT	YEAR STARTED	GRANT TYPE	PROJECT DESCRIPTIONS	GRANT AMOUNT
	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
	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 County	2021	CD	Street Improvements	\$350,000
	2021	ARPA	Administrative Services	\$6,969,658
	2008	CD	Building Renovations	\$235,500

Figure 3: Our Relevant BVCOG Region Project Experience

2.4 Related Experience/Background with Specific Services

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 administration services for CDBG-DR and CDBG-MIT projects similar in size and scope, including the following.



65+ APPLICATIONS

CDBG-MIT PROJECTS

CLIENTS Multiple Cities and Counties Across Texas

CONTRACT NUMBER 65+ Contracts with Multiple Cities and Counties Across Texas

GRANT PROGRAM Texas Community Development Block Grant-Mitigation (CDBG-MIT) Program

TOTAL GRANT AMOUNT \$609,389,718

MATCH AMOUNT \$5,963,221

CONTRACT START DATES
2021

CONTRACT END DATES Ongoing

RELEVANCE/HIGHLIGHTS

- 🛛 Project Management
- ⊠ Construction Management
- \boxtimes Application Development

TEXAS COMMUNITY DEVELOPMENT BLOCK GRANT-MITIGATION PROGRAM

BACKGROUND

The Texas Community Development Block Grant-Mitigation (CDBG-MIT) 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, and HUD was able to allocate 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.

WORK PERFORMED

GrantWorks works with eligible grantees to implement strategic and high-impact mitigation projects. These projects help mitigate disaster risks and reduce future losses. We administer both HUD and state funding programs.

GrantWorks' Texas CDBG-MIT team has performed work, including the 2015 and 2016 Floods and the Hurricane Harvey disaster event for 65+ counties and cities across Texas. Over 65+ CDBG-MIT applications were submitted for grant requests totaling \$609,289,718 and leveraged amounts for CDBG-MIT projects totaling \$5,912,566.

GrantWorks is administering, managing, and completing projects that include improvements to drainage structures (roadside ditches, culverts, flood gates, retention ponds, etc.), streets systems, wastewater infrastructure (collection and treatment systems), water infrastructure (distribution, treatment, and storage systems), and other mitigation enhancement. These projects serve various beneficiary areas, from target areas within cities and counties to broader citywide and countywide efforts.

PERFORMANCE QUALITY

Timeliness: We use project checklists and workflows to keep things on track. We build checkpoints and oversight 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 Control: GrantWorks works proactively with all stakeholders to 1) avoid issues that may result in questioned costs or audit concerns and 2) resolve any identified problems as quickly as possible. For each municipality, GrantWorks assists 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 comply with federal, state, 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.

Timeliness of Service(s) 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, such as environmental reviews, mitigation planning, application development, and risk assessments.

Quality of the Service(s) Provided: 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.

Business Relationships: To provide the best customer service possible, GrantWorks assigns project managers to each jurisdiction 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 go above and beyond to ensure that all projects are successful. 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.

STAFF

Bruce Spitzengel, President Mirenda Harris, Vice President of Applications Robin Alexander, Vice President of Community Development



2,460 FEET

CLIENT Austin County, Texas

REGION Houston-Galveston Area Council (HGAC)

CONTRACT NUMBER 20-065-065-C184

GRANT PROGRAM Texas General Land Office, Hurricane Harvey (DR-4332) CDBG-DR Round 1 Fund

GRANT AMOUNT \$4,301, 174

CONTRACT START DATE January 13, 2020

CONTRACT END DATE April 7, 2022

RELEVANCE/HIGHLIGHTS

- ☑ Grant Administration
 ☑ Project Management
 ☑ Construction Management
- Construction Management

HURRICANE HARVEY (DR-4332) CDBG-DR ROUND 1 FUND: FLOOD, DRAINAGE, AND ROAD IMPROVEMENTS, AUSTIN COUNTY, TEXAS

BACKGROUND

As a result of Hurricane Harvey, Austin County's infrastructure facilities, bridges, and streets were inundated with floodwaters due to inadequate drainage. The County removed some debris, but bridge replacement, roads leading to these bridges, inadequately sized culverts, and low water crossings needed additional funds to be enlarged. Under this grant, Austin County improvement projects include:

- Ives Creek Bridge Replacement from Ives Creek Road to West of Highway 159 – 300 feet of 22-foot wide road improvements leading up to the bridge
- Korthauer Bridge Replacement from North of FM 1456 to SW of SH 159 300 feet of 22-foot wide road improvements leading up to the bridge
- New Breman Bridge Replacement and Road Improvements from East of Texas 36 to South of IH-10 in Sealy, Texas – 300 feet of 22-foot wide road improvements leading up to the bridge
- Yellow Rose Bridge Replacement from North of FM 2502 to West of FM 109 – 300 feet of 22-foot wide road improvements leading up to the bridge
- Peters San Felipe Road at Bullinger Creek from North of IH-10 to East of FM 1459 and West of SH 36 – 270 feet of 25-foot wide road improvements on Peters San Felipe Road. The work will restore the pavement and drainage at the bridge over Bullinger Creek

- Stockhold Road Improvements from East of TX 36 and South of IH-10 in Sealy, Texas 90 feet of 20foot wide road improvements on Stockold Road
- Svoboda Bridge Replacement from SH 60 to FM 1953 300 feet of 22-foot wide road improvements leading up to the bridge
- Wolchik Bridge at Little Bernard Creek and Road Improvements from South US 90 to West of FM 3538 – 600 feet of 20-foot wide road improvements on Wolchik Road

WORK PERFORMED

GrantWorks assisted the County with its CDBG-DR application to obtain funding from the Texas General Land Office (GLO) for roadway improvements. Once the County received the grant funds from the GLO, GrantWorks provided grant management, project management, financial management, and environmental evaluation and consultation services to replace bridges and culverts to improve transportation over low water crossings and creeks. GrantWorks also worked with the County to procure an archeologist to conduct an archeological survey near Stephen F. Austin's homestead. The archeologist completed the archeological study in the area of concern to meet the Texas Historical Commission's (THC) requirements so that the County received GLO's environmental approval and go-ahead.

PERFORMANCE QUALITY

Timeliness: Due to the complex nature of CDBG-DR programs and the multiple governmental agencies, vendors, and personnel involved, processing and executing documentation and meeting lead times for payment presented challenges for meeting the program submission requirements. GrantWorks often compiled and processed Requests for Payment—the sole tool for requesting financial reimbursement from GLO—in less than a week to overcome these challenges.

Cost Control: During the project's environmental phase, GrantWorks discovered that one of the project's areas required an archeological survey to meet THC's requirements and obtained GLO's approval to start construction. GrantWorks worked with the GLO to amend the construction budget to use some grant funds to cover the unanticipated archeological costs.

Timeliness of Service(s) Delivery: The County's roadway improvement project had an initial environmental review lead time of eight months. Because one of the project areas needed an archeological study to comply with THC's requirements, the environmental review took 14 months to complete and caused delays to the start of construction.

Quality of the Service(s) Provided: After the State required archeological work, coordination between the GrantWorks Environmental Team and the Project Manager was paramount for getting the project on track to complete the Environmental Review Record (ERR). Our Project Manager also worked with the County and the Engineer to prepare the final plans and adjust the scope so GrantWorks could complete the project per the state contract with the GLO.

Business Relationships: GrantWorks worked with the County at the beginning of the project to ensure that the County understood what we needed to do and the delays the project would face once we discovered that THC required an archeological study. Our discussions with the County ensured that all stakeholders were well-informed and ready to move to the project's next step. The County and GrantWorks worked well together to procure the archeologist, work with THC, and complete the ERR before going out for construction bids.

STAFF

Ryan Sunvison, Project Manager Wesley McPhail, Labor Standards Specialist



15,000 FEET

14-INCH PVC WATER LINE INSTALLED

CLIENT Fayette County, Texas

REGION Capital Area Council of Governments (CAPCOG)

CONTRACT NUMBER 20-065-028-C091

GRANT PROGRAM

Texas General Land Office, Hurricane Harvey (DR-4332) CDBG-DR Round 1 Fund and FEMA Public Assistance Fund

GRANT AMOUNT \$1,479,371.87

CONTRACT START DATE December 11, 2019

CONTRACT END DATE November 30, 2021

RELEVANCE/HIGHLIGHTS

☑ Project Management☑ Construction Management

HURRICANE HARVEY (DR-4332) CDBG-DR ROUND 1 FUND: WATER SYSTEM IMPROVEMENTS, FAYETTE COUNTY, TEXAS

BACKGROUND

Hurricane Harvey's heavy rainfall caused the Colorado River and Buckners Creek to overflow. The floodwaters inundated the City of La Grange's Well D, which resulted in the water supply contamination for the Well D service area. The pumping station adjacent to and supplied by Well D could not sustain pressure in the area served by the pumping station. Inadequate, contaminated drinking water posed a health and safety risk to the residents in the area. To address this issue, the County, on behalf of the City of La Grange, installed 15,000 feet of 14-inch PVC water line, 1,050 feet of bore and case, gate values, 39 fire hydrants, and reconnections at three locations along W. Northline Street, N. Main Street, and W. Colorado.

The City's engineer designed the water distribution upgrades to improve essential community facilities and services to the project target area, regardless of the socioeconomic status or neighborhood condition. The upgrades provided safe drinking water in the City project target area and, as such, resolved many of the disparities in essential community services. Safe drinking water also supported ongoing community redevelopment activities.

WORK PERFORMED

GrantWorks assisted Fayette County with a Texas CDBG-DR application to obtain funding from the General Land Office (GLO) for water system improvements. GrantWorks provided grant management, project management, financial management, environmental evaluation, and consultation to install water distribution lines, bore and case, gate valves, hydrants, utility relocation, and reconnections, and complete associated improvements to complete the water line installation work detailed in the state contract. GrantWorks identified that this change required official state approval to be eligible to bid under this contract. GrantWorks facilitated the successful approval of this change request in close coordination with the state.

PERFORMANCE QUALITY

Timeliness: Due to the nature of CDBG programs—and the multiple governmental agencies, vendors, and personnel involved—the processing and execution of documentation and lead times for payment processing can present challenges for the timely submission of program requirements. GrantWorks often compiled and processed Requests for Payments—used to request financial reimbursement from GLO—in less than a week. Also, we accounted for and processed eligible invoices frequently on the same day we received them. GrantWorks completed state, federal, and HUD reports before the due dates required. GrantWorks procured a construction contractor, and construction began within one year of the state contract award.

Cost Control: GrantWorks successfully manages the budgetary tracking of local and grant funds throughout this project and facilitates successful correspondence with the City, the County, and the state to manage funds.

Timeliness of Service(s) Delivery: GrantWorks successfully generated, compiled, and submitted all startup grant documentation to the state within the required timeline. Frequently, GrantWorks submitted monthly GLO and HUD reports ahead of schedule and with detailed information regarding status and expenditures. GrantWorks Environmental Team also completed the environmental evaluation within the first six months of the contract and completed a subsequent re-evaluation to the GLO to incorporate requested scope changes.

Quality of the Service(s) Provided: GrantWorks used a vast array of grant and agency-specific knowledge to manage communications and documentation for Fayette County, serving as a conduit between the local and state government. GrantWorks had to officially make multiple changes to the project scope to maximize client satisfaction from what we originally submitted in the application. We have successfully obtained approval for all scope changes because of GrantWorks' experience and strong working relationship with the state.

Business Relationships: Fayette County's local match commitment/contribution was funded directly by the City of La Grange, the project work location. GrantWorks used frequent and effective communication to maintain request and expenditure records and coordinate between the engineer, contractor, City, County, and State representatives to process local and grant fund requests successfully.

STAFF

Brianna Thomas, Project Manager Brice Bloomer, Environmental Specialist Wesley McPhail, Labor Standards Specialist



CLIENT Jackson County, Texas

REGION Golden Crescent Regional Planning Commission (GCRPC)

CONTRACT NUMBER 20-065-096-C267

GRANT PROGRAM

Texas General Land Office, Hurricane Harvey (DR-4332) CDBG-DR Round 1 Fund

GRANT AMOUNT \$840,270

CONTRACT START DATE March 4, 2020

CONTRACT END DATE March 3, 2022

RELEVANCE/HIGHLIGHTS

- ⊠ Grant Administration
- 🛛 Project Management
- \boxtimes Construction Management

HURRICANE HARVEY (DR-4332) CDBG-DR ROUND 1 FUND: FLOOD AND DRAINAGE IMPROVEMENTS, JACKSON COUNTY, TEXAS

BACKGROUND

Hurricane Harvey overwhelmed Jackson County's road and drainage system. Heavy rainfall caused flooding of homes and roads. Throughout the County, undersized culverts prohibited stormwater from draining effectively, and the stormwater inundated streets and threatened public health, safety, and welfare. Jackson County improved street infrastructure to facilitate proper stormwater conveyance and provided continued ingress/egress to the area.

Jackson County repaired and reconstructed the driving surface, subgrade, and road base, excavated and graded ditches, installed culverts, and completed all associated appurtenances. Street infrastructure projects included:

- CR 273 from Bridge at Bushy Creek to CR 256 Upgrade 6,300 feet of roadway and install a 60-inch culvert with headwalls and rail.
- CR 307 from CR 1822 to Dead End Excavate and grade 2,600 feet of ditches, install 240 feet of 18-inch culvert, and repair driveway.
- CR 311 from Floodway to CR 1822 Upgrade 5,600 feet of roadway.
- Residential Streets in Vanderbilt Upgrade 10,180 feet of roadway.

WORK PERFORMED

As the Grant Administrator for these activities, GrantWorks provided application development, project management, financial management, environmental assessment, fair housing, civil rights administration, and project closeout services.

PERFORMANCE QUALITY

Cost Control: Part of GrantWorks' role as the County's Grant Administrator was to guide the Project Engineers toward a regulatory-compliant and budget-conscious grant program implementation. In this instance, GrantWorks worked with Project Engineers to include applicable material and quantity alternates in the bid solicitations. While not a grant requirement, adding these options allowed for the most effective and complete use of grant funds, especially when proposals from prospective bidders did not align with the targeted budget.

During this grant project, the Texas General Land Office (GLO), also known as the pass-through grantor, implemented a new online administration tool, TIGR. This system required a level of accounting detail not previously seen in grant administration. GrantWorks created a detailed budget, allocation breakout, and billing schedule to follow programmatic billing milestones to comply with GLO-mandated quarterly reimbursement requests.

Quality of the Services Provided: GrantWorks also completed the Environmental Review of Record for the project, consisting of a thorough evaluation of site-specific environmental risks. A critical step in this evaluation identified sections of planned roadway improvements encroaching on the federally established FEMA floodway. In coordination with Project Engineers, we removed these high-risk areas from the program during the design phase and accounted for the reduced scope during project closeout reporting. This intervention during the project design ensured that a new roadway was not constructed in the FEMA floodway and decreased the risk of future flood damage to the newly constructed roads.

Business Relationships: Through frequent telephone, email correspondence, and in-person meetings (before the COVID-19 pandemic), GrantWorks' staff developed a positive and collaborative relationship with Jackson County's primary point of contact, allowing for a seamless and efficient implementation of grant requirements.

STAFF

John Groberg, Project Manager Ben Kleesattel, Environmental Specialist Jill Hooks, Labor Standards Specialist



95,570 FEET

ROAD IMPROVEMENTS

CLIENT Liberty County, Texas

REGION Houston-Galveston Area Council (HGAC)

CONTRACT NUMBER 20-065-095-C264

GRANT PROGRAM

Texas General Land Office, Hurricane Harvey (DR-4332) CDBG-DR Round 1 Fund

GRANT AMOUNT \$4,921,503

CONTRACT START DATE February 25, 2020

CONTRACT END DATE February 24, 2022

RELEVANCE/HIGHLIGHTS

- ☑ Grant Administration☑ Project Management
- \boxtimes Construction Management

HURRICANE HARVEY (DR-4332) CDBG-DR ROUND 1 FUND: FLOOD AND DRAINAGE IMPROVEMENTS, LIBERTY COUNTY, TEXAS

BACKGROUND

During Hurricane Harvey, Liberty County received 60 inches of rainfall, which caused widespread flooding and damage to over 1,000 homes and infrastructure. The undersized drainage structures and damaged roads were cleared of debris to make them passable but remained weakened by the floodwater saturation. The County made emergency repairs on washed-out culverts and graded and cleaned the ditches where property owners granted access. Because floodwaters inundated the roadways for over 21 days in some areas, they experienced high degradation levels. The roadways cracked and split, with potholes forming. Over time, these roads continued to weaken and required significant maintenance. Under this grant, the County completed 19 road improvement projects.

WORK PERFORMED

As the Grant Administrator for these activities, GrantWorks provided application development, project management, financial management, environmental assessment, fair housing, civil rights administration, and project closeout services to the County.

PERFORMANCE QUALITY

Cost Control: Part of GrantWorks' role as the County's Grant Administrator was to guide the Project Engineers toward a regulatory-compliant and budget-conscious grant program implementation. In this instance, GrantWorks worked with Project Engineers to include applicable material and quantity alternates in the bid solicitations. While not a grant requirement, adding these options allowed for the most effective and complete use of grant funds, especially when proposals from prospective bidders do not align with the targeted budget.

During this grant project, the Texas General Land Office (GLO), also known as the pass-through grantor, implemented a new online administration tool, TIGR. This system required a level of accounting detail not previously seen in grant administration. GrantWorks created a detailed budget, allocation breakout, and billing schedule to follow programmatic billing milestones to comply with GLO-mandated quarterly reimbursement requests.

Quality of the Services Provided: GrantWorks also completed the Environmental Review of Record for the project, consisting of a thorough evaluation of site-specific environmental risks. A critical step in this evaluation identified sections of planned roadway improvements encroaching on the federally established FEMA floodway. In coordination with Project Engineers, we removed these high-risk areas from the program during the design phase and accounted for the reduced scope during project closeout reporting. This intervention during the project design ensured that we did not construct new portions of the roadway in the FEMA floodway, and we decreased the risk of future flood damage to the newly constructed roads.

Business Relationships: Through frequent telephone, email correspondence, and in-person meetings (before the COVID-19 pandemic), GrantWorks' staff has developed a positive and collaborative relationship with Liberty County's Engineering Department, allowing for a seamless and efficient implementation of grant requirements.

STAFF

John Groberg, Project Manager Ben Kleesattel, Environmental Specialist Wesley McPhail, Labor Standards Specialist



1,500 FEET

BRIDGE RELOCATION AND RECONSTRUCTION

CLIENT Milam County, Texas

REGION Central Texas Council of Governments (CTCOG)

CONTRACT NUMBER 20-065-111-C308

GRANT PROGRAM

Texas General Land Office, Hurricane Harvey (DR-4332) CDBG-DR Round 1 Fund

TOTAL FUNDING \$2,368,584.76

CONTRACT START DATE April 9, 2020

CONTRACT END DATE June 30, 2022

RELEVANCE/HIGHLIGHTS

- ⊠ Grant Administration
- ⊠ Project Management
- ⊠ Construction Management

HURRICANE HARVEY (DR-4332) CDBG-DR ROUND 1 FUND: ROAD, BRIDGE, AND DRAINAGE IMPROVEMENTS, MILAM COUNTY, TEXAS

BACKGROUND

Hurricane Harvey overwhelmed the drainage and street systems in Milam County, and heavy rainfall caused flooding of homes and streets. Undersized culverts throughout the County prohibited stormwater from draining effectively. The stormwater inundated the drainage and street systems and threatened public health, safety, and welfare. The County will perform drainage and street infrastructure improvements to facilitate proper stormwater conveyance, reduce the impact of future flooding, and provide continued ingress/egress to the area.

The County replaced current drainage culverts with new box culverts, concrete pipes, wing walls, riprap, rock filter dams, and concrete paving. The County made 450 feet of flood and drainage improvements along W. Bell Avenue from Pierser to Scarborough Street and 300 feet of flood and drainage improvements along W. Davilla Avenue from Pieser Street to halfway between Scarborough and Burleson Street. The County also removed the washed-out Brushy Slough Bridge along CR 464/CR 443 and relocated and reconstructed a new 1,500 feet bridge with associated road improvements.

WORK PERFORMED

GrantWorks helped Milam County with its Texas Community Development Block Grant (TxCDBG) application to obtain funding from the TexGeneral Land Office (GLO) for flood and drainage facilities and street improvements. GrantWorks provided grant management, project management, financial management, environmental evaluation, acquisition management, and consultation to repair and reconstruct Laneview and Diemer Roads. This was the first project where GLO funds were used as a match for FEMA funds to meet the match requirement of local funds. We completed this project in coordination with FEMA Public Assistance teams to ensure compliance with state and federal requirements.

PERFORMANCE QUALITY

Timeliness: Due to the nature of CDBG programs—the multiple governmental agencies, vendors, and personnel involved—the processing and execution of documentation and lead times for payment challenged the timely submission of program requirements. GrantWorks often compiled and processed Requests for Payments—used to request financial reimbursement from GLO—in less than a week. Also, we accounted for and processed eligible invoices frequently on the same day we received them. GrantWorks completed state, federal, and HUD reports before the required due dates.

Cost Control: GrantWorks tracked the budget for local and grant funds throughout this project and facilitated correspondence with the County and the state to manage these funds. This was the first project where GLO funds were used as a match for FEMA funds to meet the match requirement of local funds.

Timeliness of Service(s) Delivery: GrantWorks successfully generated, compiled, and submitted all startup grant documentation to the state within the required timeline. Frequently, we submitted monthly GLO and HUD reports ahead of schedule with detailed information about project status and expenditures.

Quality of the Service(s) Provided: GrantWorks used its vast grant and agency-specific knowledge to manage communications and documentation for Milam County, serving as a conduit between local and state governments. GrantWorks officially made multiple changes to the project to maximize success and client satisfaction from what we initially submitted in the application.

Business Relationships: GrantWorks facilitated recurrent bi-weekly project meetings, maintained frequent and effective communications, and coordinated activities between the administrator, engineer, contractor, County, state, and FEMA representatives to implement this project successfully. GrantWorks has a good working relationship with Milam County, but coordination with FEMA was challenging.

STAFF

Jill Hooks, Labor Standards Specialist Brice Bloomer, Environmental Specialist



4,950 FEET

36-INCH DIAMETER REINFORCED CONCRETE PIPE INSTALLED

CLIENT

San Patricio County, Texas

REGION Coastal Bend Council of Governments (CBCOG)

CONTRACT NUMBER 20-065-078-C221

GRANT PROGRAM Texas General Land Office, Hurricane Harvey (DR-4332) CDBG-DR Round 1 Fund

GRANT AMOUNT \$2,037,215

CONTRACT START DATE February 3, 2020

CONTRACT END DATE April 30, 2022

 RELEVANCE/HIGHLIGHTS

 ☑ Grant Administration

 ☑ Project Management

 ☑ Construction Management

HURRICANE HARVEY (DR-4332) CDBG-DR ROUND 1 FUND: FLOOD AND DRAINAGE IMPROVEMENTS, SAN PATRICIO COUNTY, TEXAS

BACKGROUND

The drainage systems within the Rancho Chico Colonia and Taft Southwest Census-Designated Place (CDP) were inadequately sized, outdated, and deteriorated with every heavy rain event. Many drainage channels were undersized, and post-Hurricane Harvey was either obstructed or silted in, and in some cases, nonexistent. These drainage ways no longer function properly, causing stormwater to sheet flow through the streets, compromising their integrity, and creating property damage. Hurricane Harvey rains inundated these two subdivisions. During the storm, the drainage systems could not handle the sheet flow, making the areas vulnerable to flooding. Drainage system improvements were needed to redirect water, disperse it away from homes and prevent flooding from submerging streets.

The County improved drainage in the Rancho Chico Colonia by installing 335 feet of 18-inch diameter reinforced concrete pipe, 400 feet of 24-inch diameter reinforced concrete pipe, 100 feet of 30-inch diameter of reinforced concrete pipe, and 2,450 feet of 36inch diameter reinforced concrete pipe. The County installed 8 junction boxes and 40 grate inlets, restored 1,660 square yards of street pavement, and regraded existing ditches.

For the Taft Southwest CDP, the County improved drainage in the Algodon Colonia by installing 800 feet of 18-inch diameter reinforced concrete pipe, 1,400 feet of 24-inch diameter reinforced concrete pipe, 2,000 feet of 30-inch diameter of reinforced concrete pipe, and 2,500 feet of 36-inch diameter reinforced concrete pipe. The County also installed 30 grate inlets and and regraded existing ditches.

WORK PERFORMED

GrantWorks assisted San Patricio County with their Community Development & Revitalization Fund application to obtain funding from the Texas General Land Office (GLO) and the Community Development Block Grant (TxCDBG) Program for flood and drainage improvements. GrantWorks provided grant management, project management, financial management, environmental evaluation, and consultation to improve drainage capabilities in the County's Rancho Chico Colonia and Taft Southwest area.

PERFORMANCE QUALITY

Timeliness: Due to the nature of CDBG programs—the multiple governmental agencies, vendors, and personnel involved—the processing and executing of documentation and lead times for payment challenged the timely submission of program requirements. GrantWorks compiled and processed Requests for Payment for the County promptly.

Cost Control: GrantWorks closely monitored the budget to align with eligible project costs. As the project progressed and the construction phase began, GrantWorks continued monitoring the budget and reviewing payment applications with the engineers to ensure all project costs were eligible.

Quality of the Service(s) Provided: GrantWorks worked closely with the County to complete the environmental assessment following the state contract. GrantWorks kept open lines of communication between all parties involved. GrantWorks was in close contact with the engineer throughout this project's design phase to answer questions and complete this project to scope.

Business Relationships: GrantWorks checked in with all parties involved throughout the different phases of this project. GrantWorks believes that communication kept the project moving forward while answering questions and ensuring compliance with the grant terms.

STAFF

Calvin Poznik, Project Manager Jill Hooks, Labor Standards Specialist Ben Kleesattel, Environmental Specialist



31,175 FEET

EXISTING ROAD SURFACE RECLAIMED

CLIENT Waller County, Texas

REGION Houston-Galveston Area Council (HGAC)

CONTRACT NUMBER 20-065-062-C180

GRANT PROGRAM Texas General Land Office, Hurricane Harvey (DR-4332) CDBG-DR Round 1 Fund

GRANT AMOUNT \$4,036,599

CONTRACT START DATE February 9, 2020

CONTRACT END DATE March 31, 2022

RELEVANCE/HIGHLIGHTS

- \boxtimes Grant Administration
- Project Management
- \boxtimes Construction Management

HURRICANE HARVEY (DR-4332) CDBG-DR ROUND 1 FUND: STREET IMPROVEMENTS, WALLER COUNTY, TEXAS

BACKGROUND

Waller County experienced heavy rains and flash flooding during Hurricane Harvey. As a result, Diemer Road and Lakeview Road experienced extensive immediate and latent road base damage. Diemer Road is within 100 feet of the Brazos River in rural Waller County. Hurricane Harvey increased the river's water volume, which caused extensive erosion near the roadway. The County closed Diemer Road until it could relocate the road safely away from the Brazos River. Laneview Road was also inundated with rain, which caused immediate and latent damages with base collapse, erosion, and potholes. The County patched these potholes until it could implement more permanent solutions. Raveling, pitting, and alligator cracking was evident throughout Laneview Road.

The County re-routed Diemer Road on the original road north of the Brazos River encroachment and reconnected it to the original road south of the encroachment. The project included property acquisition, site preparation, drainage, site, and roadway excavation, road base, and HMAC asphalt. The County also reconstructed Laneview Road by reclaiming 24,875 feet of the existing road surface, reworking the base, and preparing and stabilizing the subgrade.

WORK PERFORMED

GrantWorks assisted Waller County with a Texas Community Development Block Grant (TxCDBG) application to obtain funding from the Texas General Land Office (GLO) for street improvements. GrantWorks provided grant management, project management, financial management, environmental evaluation, acquisition management, appraisal procurement, and consultation to repair and reconstruct Laneview and Diemer Roads.

The GrantWorks project delivery team facilitated and managed challenging and delicate acquisition proceedings. During the design, the Project Delivery team determined that to successfully and amicably design the Diemer Road relocation, it would be beneficial to deviate from the initially designed path. GrantWorks identified that this change required official state approval to be eligible to bid under this contract. GrantWorks worked closely with the state to obtain approval for these changes.

PERFORMANCE QUALITY

Timeliness: Due to the nature of CDBG programs—the multiple governmental agencies, vendors, and personnel involved—the processing and executing of documentation and lead times for payment challenged the timely submission of program requirements. GrantWorks often compiled and processed Requests for Payments—used to request financial reimbursement from GLO—in less than a week. Also, we accounted for and processed eligible invoices frequently on the same day we received them. GrantWorks completed state, federal, and HUD reports before the required due dates.

Cost Control: GrantWorks tracked the budget for local and grant funds throughout this project and facilitated successful correspondence with the County and the state to manage local and grant funds totaling \$\$4,036,599. GrantWorks' Project Delivery team managed a successful bidding process and received bids within the allotted grant budget. GrantWorks completed the environmental assessment and clearance of multiple bidding alternates that allowed for more comprehensive grant funds use.

Timeliness of Service(s) Delivery: GrantWorks successfully generated, compiled, and submitted all startup grant documentation to the state within the required timeline. We frequently submitted monthly GLO and HUD reports with detailed project status and expenditures ahead of schedule. Our GrantWorks Environmental Team completed the environmental evaluation within the first six months of the contract and a subsequent re-evaluation to the GLO to incorporate requested project changes. Both street improvement projects had initial environmental review lead times of 12 months. GrantWorks' efforts in expediting the environmental review and the program's steady day-to-day administration helped facilitate this project's timely delivery nearly six months ahead of schedule.

Quality of the Service(s) Provided: GrantWorks used its vast grant and agency-specific knowledge to manage communications and documentation for Waller County, serving as a conduit between local and state governments. GrantWorks officially made multiple changes to the project to maximize success and client satisfaction from what we initially submitted in the application.

Business Relationships: GrantWorks facilitated recurrent bi-weekly project meetings, maintained frequent and effective communications, and coordinated activities between the administrator, engineer, contractor, County, and state representatives to implement this project.

STAFF

Ben Kleesattel, Environmental Specialist Wesley McPhail, Labor Standards Specialist



12,400 FEET

DIVERSION CHANNEL INSTALLED

CLIENT Wharton County, Texas

REGION Houston-Galveston Area Council (HGAC)

CONTRACT NUMBER 20-065-107-C294

GRANT PROGRAM Texas General Land Office, Hurricane Harvey (DR-4332) CDBG-DR Round 1 Fund

GRANT AMOUNT \$2,028,234

CONTRACT START DATE February 9, 2018

CONTRACT END DATE July 31, 2022

RELEVANCE/HIGHLIGHTS

- \boxtimes Grant Administration
- ⊠ Project Management
- \boxtimes Construction Management

HURRICANE HARVEY (DR-4332) CDBG-DR ROUND 1 FUND: FLOOD AND DRAINAGE IMPROVEMENTS, WHARTON COUNTY, TEXAS

BACKGROUND

During Hurricane Harvey, Wharton County's existing CR 130 diversion channel did not provide sufficient drainage capacity. Water overflowed the diversion channel and drained south across CR 130, inundating homes in the adjacent neighborhood. Not only did the floodwater damage private property and homes, but it also damaged CR 130. The floodwater pooled on top of the roadway and inundated the base and subgrade, creating damage through cracks. By constructing diversion channel improvements, the County significantly reduced future damage to private property, private homes, and CR 130.

Wharton County constructed a 12,400-foot diversion channel, improved and built a 4,500-foot diversion channel and a new concrete berm, improved existing culvert channels, and completed associate appurtenances. The new Lake Nette diversion channel started 1,600 feet south of the Macek Road and Montgomery Road intersection, extending 8,560 feet south along Montgomery Road, then 2,100 feet west along E Alabama Road, then southwest along an existing drainage ditch, terminating at an Oxbow Lake. The two CR 150/CR 133 culvert improvements occurred 120 feet northwest of the CR 150 and CR 133 intersection and south of the CR 150 and CR 133 intersection. The CR 133 culvert improvement occurred at the intersection of a drainage channel and CR 133, 1,700 feet southwest of the intersection of CR 150 and CR 133. A concrete berm extended 800 feet southwest from FM 3012 to the start of the CR 130 diversion channel. The CR 130 diversion channel was located 800 feet southwest of FM 3012 and will extend 4,500 feet southwest, terminating at an existing drainage channel.

WORK PERFORMED

GrantWorks assisted Wharton County with a Texas General Land Office, Hurricane Harvey CDBG-DR Round 1 Fund application to obtain funding from the Texas General Land Office (GLO), Community Development Block Grant Program for flood, drainage, water, and sewer facilities, and a planning study. GrantWorks provided grant management, project management, financial management, and environmental evaluation and consultation services. We conducted a planning study and drainage, water, and sewer infrastructure improvements to facilitate proper stormwater conveyance to reduce the impact of future flooding and ensure the proper functioning of the wastewater systems to reduce sewage contamination backflow and facilitate the distribution of potable water during emergencies.

PERFORMANCE QUALITY

Timeliness: Considering the large-scale acquisition needed for this project, GrantWorks helped guide the County and the Engineer through the URA process in a timely manner.

Cost Control: Billing was timely following the State contract.

Timeliness of Service(s) Delivery: GrantWorks performed startup within the 60-day window. We also submitted Milestone 1 for GrantWorks administration and engineering services on time.

Quality of the Service(s) Provided: Our Project Manager worked with the EA team to ensure engineering designs correlated with scope and application, acquisition remained consistent, and followed URA.

Business Relationships: Our Project Manager, Environmental Specialist, and Labor Specialist worked diligently to provide consistent leadership for this project and worked with the County to provide the necessary information. We quickly turned around and submitted all payment requests to GLO, allowing quick re-payment for services provided. GrantWorks provided Subject Matter Experts (SMEs) to the County to enable them to make informed decisions for the project.

STAFF

Allison Long, Project Manager Wesley McPhail, Labor Standard Specialist Justin Thornton, Senior Environmental Specialist

2.5 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. The best way to evaluate our work performance is to speak to our clients. We have provided references for projects from past/present clients in **Figure 9**. In addition, we have provided references for each of the projects discussed previously.

Figure 9: GrantWorks References from Past/Present Clients

CITY OF BREMOND Ricky Swick City Mayor City of Bremond 201 S. Dallas Bremond, Texas 76629 Telephone: 979-776-9700 rickyg224@gmail.com



CITY OF CENTERVILLE Noal Ray Goosby City Mayor City of Centerville 325 E. St. Mary's Centerville, Texas 75833 Telephone: 903-536-2515 ngoolsby@centervilletx.gov



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.nt



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

SECTION 3 | WORK PERFORMANCE

SECTION 3 – WORK PERFORMANCE

3.1 Submits Requests to the City/GLO in a Timely Manner

GrantWorks' proactive management approach keeps us ahead of the curve. We think, plan, and act in anticipation to ensure that we are constantly communicating, responding, and submitting requests promptly. We allocate adequate staff and resources to implement each project successfully and employ tracking systems, project checklists, weekly and biweekly portfolio reviews, and email management protocols to keep the City, GLO, and the project team connected and on track.

These tools and strategies help us identify potential project risks early, anticipate future project needs, and submit requests promptly. GrantWorks project managers maintain detailed project calendars with 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.

Project managers conduct 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 comprehensive project checklists that we use to plan and send requests for information in advance of agency requests or project deadlines. Additionally, every project manager receives ongoing training and weekly updates on agency requirements and submission deadlines, anticipating future requests. These measures mean that no box is left unchecked, and no request is overlooked.

3.2 Responds to the City/GLO Requests in a Timely Manner

GrantWorks respond to clients and GLO requests promptly. We feel that it is essential to respond to the City and GLO requests in a timely manner. Our goal is to address and handle your concerns professionally, effectively, and swiftly.

With decades of experience, our team has a solid knowledge of GLO requirements. We have used that experience to develop successful management strategies to respond to client requests quickly and accurately. This 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 time management and communication strategies effectively.

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 respond to clients in terms of time management, prioritizing client issues, and, in rare circumstances, dealing with disappointed clients. Our project management training helps employees understand why responding to requests is essential from a client's perspective.

3.3 Past Client/GLO Projects Completed on Schedule

Using our extensive experience, we have the unique ability to predict and mitigate delays early in the project, charting critical paths to timely completion and sticking to the path (**Figure 10**).

- At the start of each project, our project managers meet with clients, engineers, and stakeholders to discuss potential alternative project activities.
- We quickly identify and obtain all necessary permits, easements, and rights-of-way to avoid delays caused by unforeseen amendments or acquisitions.
- At each step of the project, we work with stakeholders to meet the scheduled milestones and ensure procedures meet all federal and state requirements.
- Working closely with local governments, engineers, and other parties ensures that projects conform to project performance statements and schedules.

During engineering design and construction, we frequently identify changes. GrantWorks project managers implement eligible and environmentally cleared programs by communicating regularly with engineers and clients. Staff also work with clients to prepare and submit proposed contract amendments on time. GrantWorks clients benefit from our large team of specialized staff who can quickly complete any necessary environmental reviews, beneficiary surveys, and amendment requests. When we find that a project revision is needed, we work closely with the state, engineers, and clients to evaluate options and amend contracts to comply with programmatic requirements and adhere to the milestones specified in the grant agreement.

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. Project 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 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, engineers, 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. Most projects have scheduled check-in meetings (daily, weekly, and bi-weekly) to keep all stakeholders informed and updated on project progress. We take minutes at all meetings and add them 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 that are integral to project progression, produce excellent results, and satisfy the contractual requirements of the funding agency and the client's needs.	
Follow up with Task Owners:	Following up with task owners ensures 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 10: GrantWorks Strategies for Keeping Projects on Track.

Figure 10: 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 all the necessary resources to complete the task. They also ask if the task owner has any concerns and address them before starting.	
Embrace Project Supporters:	Project supporters are an often-overlooked asset. We identify 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, allowing us to recognize the project's progress and celebrate the team's contributions throughout the engagement.	
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.	

3.4 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 will draft an initial Quality Management Plan (QMP).

- This tool helps establish adequate measures and controls over projects and financial performance and serves as a monitoring guide.
- The QMP 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 QMP means that our work products are consistent with low errors.

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 MANAGEMENT PLAN

Our QMP 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

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 assign project managers and support staff to 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.

3.5 Past Client/GLO 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 GLO 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 GLO 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 access and learn from their more senior colleagues easily. 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.

3.6 Managing Projects with Budgetary Constraints

During the application and project planning phase, GrantWorks staff work closely with the project engineer to ensure that the budget fully reflects anticipated project costs. During project implementation, project managers coordinate with local stakeholders and the engineering team to develop a bid schedule that allows for the flexibility needed to make a construction 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 construction 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 engineers 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 11**, projects often run into three interrelated constraints:

- Budget
- Scope
- Schedule

GrantWorks' project managers proactively address areas where a project could face challenges and propose solutions 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 understand that the best way to fix a problem is to identify it quickly. A hallmark of the GrantWorks project management system is regular and systematic checkpoint scheduling to recognize and address potential budgetary challenges early and expeditiously.

Revisiting the Project Planning Phase: When

faced with unforeseen budget obstacles, GrantWorks reviews the project plan to look for cost-saving opportunities, such as identifying any aspects of the project that could be reassigned to staff members rather than contracting them out to subcontractors or vendors. We also communicate budget constraints to our subcontractors and vendors to determine their flexibility. Because of the positive partnerships and long-standing relationships that we have

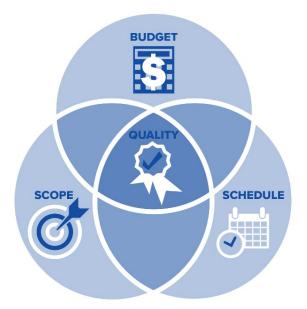


Figure 11: Project Management Constraints. The quality of a project is constrained by the project's budget, schedule, and scope. Our Project Managers know how to adjust the schedule and scope when faced with budget constraints to keep quality high.

built with the vendor community, we can often negotiate solutions that keep the project on budget.

Reevaluating the Workflow: Our project managers understand that time is money. When cost issues arise, they revisit the project schedule to look for opportunities to enhance efficiency and optimize workflow. Our system of checks and balances ensures that streamlining efforts do not negatively impact outcomes. We ensure communication lines remain open to keep the entire project team abreast of changes.

Analyzing Root Causes: GrantWorks clients benefit from the breadth of our grant administration and project management expertise. When our project managers identify a problem contributing to budgetary constraints, they can consult with colleagues and rely on the experience of subject matter experts to identify the root causes that led to the problem and implement corrective actions.

Being Creative: The ability to think outside the box is a strong suit for our project management team. The depth of our problem-solving experience has taught us to look beyond the most obvious answers and search for creative solutions for overcoming budgetary constraints. If all viable options are exhausted, we will ensure the project team fully understands the situation, so we can work together to determine a mutually beneficial solution.

Documenting Lesson Learned: Once GrantWorks completes the project, our project managers and project teams take time for a comprehensive debrief, allowing them to reflect on what went well and where there was room for improvement. We evaluate the challenges and discuss how to manage better any difficult situations moving forward.

SECTION 4 I CAPACITY TO PERFORM

SECTION 4 – CAPACITY TO PERFORM

GrantWorks has the staff and capacity to complete multiple simultaneous large- and small-scale projects and scopes of work. We have experience with ARPA, CARES, CDBG, CDBG-DR, CDBG-MIT, TxCDBG, FEMA Hazard Mitigation, and similar construction and service projects. 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 crosscutting federal regulations, including 2 CFR 200, ARPA, Stafford Act, and Supplemental Appropriations Bills.

Figure 12: Why the City of Navasota Should Select GrantWorks

GRANTWORKS KEY STRENGTHS AND BENEFITS – WHY SHOULD THE CITY OF NAVASOTA SELECT US?		
We have a dedicated Client Services Department that will support you after the projects are complete	✓	
With 370+ 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 do not need to subcontract the work)	✓	
We have experience implementing multiple grant programs in Texas	✓	
We have extensive experience with water, sewer, drainage, and street projects	✓	
We are knowledgeable of the GLO's systems and processes	✓	
We are familiar with local codes and ordinances (zoning, flood plain, permitting, building code)	✓	
We understand federal and Texas statutes and regulations (ARPA, 2 CFR 200, Local Gov't Code)	✓	

4.1 Qualifications of Professional Administrators/Experience of Staff

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**.

4.1.1 Organization Chart

We have provided an organization chart for the GrantWorks GLO Team in **Figure 13**. GrantWorks has provided resumes for key personnel in **Attachment 1**.

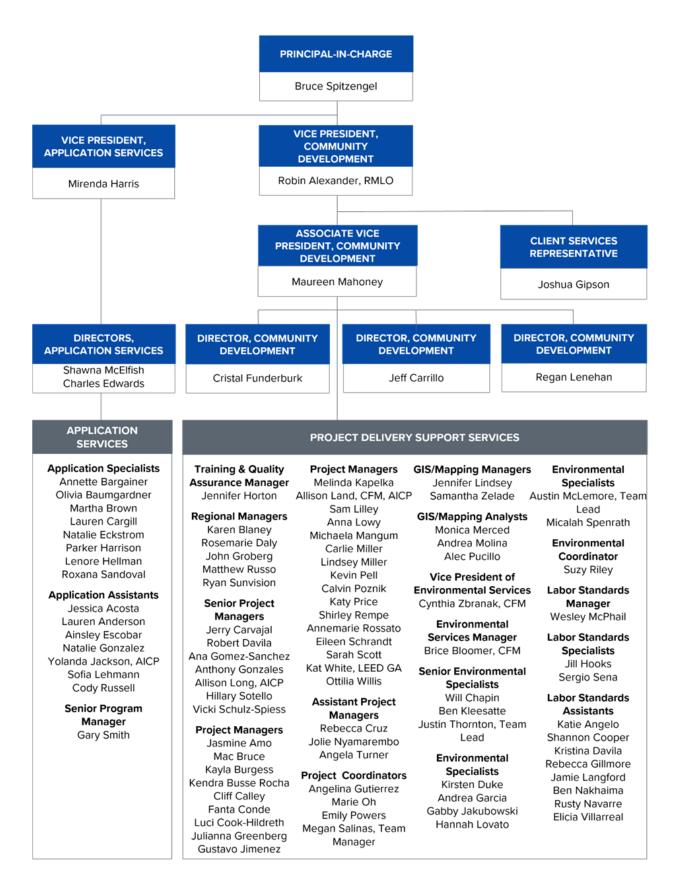


Figure 13: The GrantWorks Team's Detailed Organization Chart for the GLO Program.

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 GLO and other grant applications. Upon GLO grant award, your assigned Project Manager will work closely with Vice President of Community Development Robin Alexander, Associate Vice President of Community Development Maureen Mahoney, 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 GLO 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 GLO requirements.

4.1.2 Leadership and Program Management Services

Bruce Spitzengel, Principal-in-Charge

Bruce 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 370+ employees in 8 primary offices and 86 field locations. GrantWorks is the most successful local government grant services provider in Texas 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 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 used by the GrantWorks applications team. 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.

Shawna McElfish, Director of Application Services

Shawna is a TxCDBG Certified Administrator with five years of application writing experience. 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 over 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 and has a BS from Texas A&M University, Commerce.

Robin Alexander, RMLO, Vice President of Community Development

As Vice President of Community Development, Robin oversees the daily operations of the Community & Economic Development Team. Robin, an integral member of the GrantWorks leadership team, developed the firm's internal procedures for implementing agency regulations, and she assists in training new project management employees. Robin has 28 years of public service experience, much of which has concentrated on working with state and federal grant programs. She has successfully supervised over \$120 million in grant projects for over 70 local governments and has written applications for and managed a wide variety of grant programs, including community development, economic development, disaster recovery, housing, and planning grants through various TxCDBG programs and the Texas Home Investment Partnership Program. Robin also has extensive experience guiding city and county clients through Uniform Relocation Act (URA) property acquisition requirements. She earned her MPA in 1992.

Maureen Mahoney, Associate Vice President of Community Development

Maureen has more than 40 years of grant management experience and joined GrantWorks in January 2021 following 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.

Cristal Funderburk, Director of Community Development

Cristal focuses on internal process improvement, quality control, labor standards, and mentorship of all aspects of project management. 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 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 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 TxCDBGcertified administrator and has successfully managed over 75 federally funded projects. Her experience includes public infrastructure, private property rehabilitation, economic development, downtown revitalization, main street improvements, and disaster recovery. She has also managed the Texas Infrastructure Fund and Safe Routes to School grants funded by the Texas Department of Transportation.

Joshua Gipson, Client Services Representative

As a Client Services Representative, Joshua Crow is responsible for establishing and maintaining client relationships. He assists communities in developing eligible projects, attending meetings with local elected officials, completing employee interviews, and completing site visits. Joshua regularly reviews state regulations and action plans, new legislation, application guides, manuals, and federal registers to keep abreast of grant funding opportunities and program changes. He 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.

4.1.3 Application Services

Annette Bargainer, Application Specialist

Annette Bargainer joined GrantWorks in October 2019, bringing over 20 years of grant application experience. Annette researches, develops, and writes competitive grant applications for projects ranging from \$50,000 to over \$1 million on behalf of cities and counties throughout Texas. She specializes in developing applications to submit to the following funding sources: the Texas Department of Agriculture, Texas Department of Transportation, Texas General Land Office, Texas Department of Parks and Wildlife, and U.S. Economic Development Administration. She has a BA in Journalism from the University of Texas at Austin and is a TxCDBG Certified Administrator.

Olivia Baumgardner, Application Specialist

Olivia Baumgardner deeply understands community needs and how to relay those needs in all grant applications effectively. Before joining GrantWorks, Olivia worked at a regional planning commission

writing state and federal grants for a seven-county region in southeastern Illinois. During her four years at the commission, she served as the primary grant writer and handled all environmental clearances needed for those grants. She also has four years of experience as a community development director, where she learned the importance of organization and time management. Olivia has a BS in Communication Studies from Southern Illinois University.

Martha Brown, Application Specialist

Martha Brown is a Community Development Block Grant (CDBG) expert and works directly with local governments to assess needs that can 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 for funding.

Lauren Cargill, Application Specialist

Lauren Cargill holds a BA in English Language and Literature and is currently working on an MS in Technical Communications from Texas Tech University. She is a TxCDBG Certified Administrator with two years of application development experience at GrantWorks. Lauren is skilled at writing in multiple genres, across various platforms, and for different audiences. She also has strong verbal communication and public speaking skills. Lauren researches best practices for inter-organizational collaboration and enjoys collaborating within a team to solve problems and achieve common goals.

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.

Lenore Hellman, Application Specialist

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 TxDCBG 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.

Roxana Sandoval, Application Specialist

Roxanne 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 entire grant application lifecycle, from inquiry to application, reporting, and archiving files after submitting an application. 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).

Natalie Gonzalez, Application Assistant

Natalie Gonzalez uses her ten years of customer service experience to establish and maintain strong client relationships. Natalie assists communities in developing eligible projects, attending meetings with local elected officials, and performing site visits. She reviews state regulations and action plans, new legislation, application guides, manuals, and federal registers to keep abreast of grant funding opportunities and program changes. As an Application Specialist, Natalie gathers data, monitors the progress of deadlines, and prepares application materials.

Yolanda Jackson, AICP, Application Assistant

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 Assistant

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.

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 for Clemson University and a BA in Criminology and Criminal Justice from the University of Texas at Arlington.

Gary Smith, Application Specialist and Senior Program Manager

Gary Smith is an Application Specialist and Senior Program Manager. He holds an MPA in Public Administration and a BA 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).

4.1.4 Project Delivery Support Services

Jennifer Horton, Training & Quality Assurance Manager

Jennifer Horton began her career at GrantWorks as a Community Development Project Manager in 2018. GrantWorks promoted Jenny to Senior Project Manager in 2020, and in October 2021, Jenny was named Manager of Training and 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 more than 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 many program areas. She has experience with FEMA's Public Assistance and Hazard Mitigation Grants, 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 a broad spectrum of 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 worked as 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 worked as 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 Gonzales 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 U.S. Army Infantryman in Operation Iraqi Freedom and Operation Enduring Freedom.

Allison Long, AICP, Senior Project Manager

As a Project Manager, Allison Long manages federal, state, and local grant-funded projects. She works directly with funding agencies, project engineers, and other key stakeholders, overseeing the successful implementation of grant-funded projects. Allison holds an MS in Community and Regional Planning from the University of Austin and a BS in Sociology from Belmont University. She is also a TxCDBG Certified Administrator and a Certified Planner.

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 subrecipients 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 she 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

Jasmine Amo, Project Manager

Jasmine Amo is a Community Development Project Manager and a TxCDBG Certified Administrator. She coordinates public infrastructure construction projects funded by federal and state grants, primarily from the Community Development Block Grant Program (CDBG). These projects typically include the construction of improvements to public water and wastewater systems but may include road, drainage, building, park, or housing improvement activities and can also be related to disaster recovery. Jasmine coordinates and expedites projects, working directly with the local government contact, state agency staff, third-party project engineer, and subconsultants. She holds a BA in Finance from Midwestern State University.

Mac Bruce, Project Manager

Mac Bruce joined GrantWorks Community Development Team as a Project Manager in April 2021 and has managed over \$2.25 million in projects funded through the Texas General Land Office and the Texas Department of Agriculture. He consistently builds lasting relationships with his clients and goes the extra mile to provide high-quality grant administration services. He has years of experience managing public and private grant funds to create a positive impact on local communities. Mac is skilled at balancing multiple projects and coordinating teams, effectively managing the people and details necessary to bring a project to fruition. He excels at the technical aspects of projects—tracking and balancing budgets, reviewing engineering designs, assisting in developing bid packages, and ensuring grant compliance with state and federal guidelines. Mac earned an MS in Community and Regional Planning from the University of Texas and a BA in English from Rhodes College. He is also a TxCDBG Certified Administrator.

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 public sector procurement, project management, and contract management background. Cliff is an adept negotiator with strong skills in data and contract analysis, 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.

Fanta Conde, PMP, Project Manager

As a Project Manager, Fanta Conde provides planning, project development, and grant program management services for different localities across Texas. She administers public infrastructure construction projects funded primarily by the Texas General Land Office and the Texas Department of Agriculture under Community Development Block Grant Programs (CDBG). Fanta coordinates with City/County staff, engineers, architects, construction contractors, and other local entities to coordinate projects for many different types of infrastructure projects at various stages of implementation. She is a Certified Project Management Professional with an MA in Interdisciplinary Studies from New York University and a BA in English from St. Lawrence University.

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.

Julianna Greenberg, Project Manager

Julianna Greenberg joined the GrantWorks 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, the Texas Department of Agriculture, the Texas Department of Emergency Management, and the Federal Emergency Management Agency (FEMA). Julianna focuses on building relationships with her clients to understand their goals and ensure their total satisfaction completely. She uses her experience coordinating teams and balancing multiple objectives to efficiently and effectively manage projects' technical and financial aspects, including tracking and balancing budgets and invoices, reviewing engineering designs, assisting in developing bid packages, and ensuring overall grant compliance with state and federal regulations. Julianna has a BS in Biological Sciences from the University of Maryland.

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.

Allison Land, CFM, AICP, Project Manager

Allison Land has more than 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.

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

During her time 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.

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 and detail-oriented professional with more than ten years of progressively responsible customer service experience. She is an experienced project and contract manager and specializes in leading process enhancement initiatives and driving 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 working in the 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.

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.

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.

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/Mapping Manager

Jennifer Lindsay 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 has assisted the GIS Analysts with Hazard Mitigation Plan maps.

Samantha Zelade, GIS/Mapping Manager

Samantha Zelade creates 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 Analyst

Monica Merced has three years of experience as a GIS/Mapping Analyst 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 is responsible for collecting 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, Monica 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

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, Buyouts/Acquisitions, HOME, and Client Services.

Environmental

Cynthia Vallejo-Zbranak, CFM, Senior Environmental Manager

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 in-depth 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 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 Specialist

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 Specialist

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.

Justin Thornton, Senior Environmental Specialist 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.

Kirsten Duke, Environmental Specialist

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 is responsible for creating, analyzing, and implementing operational programs, emphasizing team and group relationships and training. She earned a BS in Applied Geography from Illinois State University.

Andrea Garcia, Environmental Specialist

Andrea Garcia joined GrantWorks in June 2021 as an Environmental Specialist. She implements NEPA Environmental Compliance for HUD-funded Texas Community Development Block Grant (TxCDBG) projects. Project types include Community Development, Colonia Construction, Community Enhancement, Disaster Recover, and Disaster Relief Funds. Andrea also 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 fieldwork experience includes monitoring, mapping landscapes, collecting and testing samples, and determining essential 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, Environmental Specialist

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.

Austin McLemore, Environmental Specialist and Team Lead

Austin McLemore joined GrantWorks in March 2020 as an Environmental Specialist. He implements NEPA environmental compliance for HUD-funded TxCDBG projects under various 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.

Hannah Lovato, Environmental Specialist

Hannah Lovato is an Environmental Specialist 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.

Micalah Spenrath, PMP, Environmental Specialist

As an Environmental Specialist with four years of project management experience, Micalah Spenrath manages the environmental aspects of a variety of community development projects. She uses her scientific knowledge and a demonstrated history of working with local, state, and federal government agencies to implement environmental and hazard mitigation projects. Her experience includes project management, quality assurance, benefit-cost analysis, contractor oversight, and technical analyses. Micalah holds an MS in Civil and Environmental Engineering from Stanford University and a BS in Earth and Environmental Science from the University of Texas. She is a Certified Project Management Professional.

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.

Jill Hooks, Labor Standards Specialist and Team Lead

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.

4.2 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.

4.3 Present 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 14**).

- 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 the right level of attention to each project in a manager's portfolio

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.

Figure 14: 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

4.4 Demonstrated Understanding of the Scope of the CDBG-MIT MOD

As a testament to our CDBG management expertise, GLO chose GrantWorks to administer several statelevel grants directly. These include two economic development projects and the implementation of the Galveston Rental Housing Replacement Program. We have a proven record of submitting high-quality, completing paperwork promptly, and finishing projects on schedule.

GrantWorks is familiar with the GLO Grant Administration Services Scope of Work for General, Infrastructure, Rental, and Non-Rental Housing and has performed similar duties for CDBG-DR, FEMA, and Texas HOME Programs. **Figure 15** below summarizes our experience with CDBG-DR activities across a variety of related federal programs:

Figure 15: GrantWorks Experience with CDBG-DR Activities Across a Variety of Related Federal Programs

PROGRAMS	CDBG-DR	TEXAS HOME	FEMA
Experience	260+ Projects \$5 billion	600+ projects \$220 million	90+ projects \$165 million
Activities			
Local Communication	Yes	Yes	Yes
GLO Communication	Yes	N/A	Yes
Application Preparation	Yes	N/A	Yes
Project Scoping	Yes	Yes	Yes
Budgets and Financial Oversight	Yes	Yes	Yes
Environmental Services	Yes	Yes	Yes
Engineer Coordination	Yes	Yes	Yes
Acquisition Reporting	Yes	Yes	Yes
Procurement	Yes	Yes	Yes
Contractor Oversight	Yes	Yes	Engineer
Reimbursements	Yes	Yes	Yes

Figure 15: GrantWorks Experience with CDBG-DR Activities Across a Variety of Related Federal Programs

PROGRAMS	CDBG-DR	TEXAS HOME	FEMA
Experience	260+ Projects \$5 billion	600+ projects \$220 million	90+ projects \$165 million
Activities			
Quarterly Reports	Yes	Yes	Yes
Project Tracking	Yes	Yes	Yes
Project Closeout	Yes	Yes	Yes
Low or No Monitoring Findings	Yes	Yes	Yes

4.5 Statement of Substantiating the Resources and Timeline



Figure 16: GrantWorks Primary Office and Field Locations.

GrantWorks understands and can meet all requirements identified in the RFP. GrantWorks employs 370+ staff members who work out of 8 primary offices and 86 field locations strategically situated throughout Texas (**Figure 16**). We have primary offices in Austin (x3), Galveston, Palestine, Paris, Rockport, and Weslaco. Field locations include Abilene, Alice, Alpine, Amarillo, Aubrey, Barker, Bastrop, Bedford, Bellville/Sinton, Belton, Bryan, Buffalo, Buda, Clute, College Station, Conroe, Corpus Christi, Cypress, Dallas, Denton, Dripping Springs, Edinburg, Elgin, El Paso, Floresville, Fort Worth, Frisco, Georgetown, Gilmer, Halletsville, Harlingen, Hebbronville, Houston, Humble, Hutto, Jarrell, Katy, Kirbyville, Kyle, Lago Vista, League City, Leander, Longview, Lubbock, Lufkin, Marble Falls, McAllen, McGregor, McKinney, New Braunfels, Newton, New Ulm, Odessa, Pearland, Pearsall, Palacios, Pflugerville, Richmond, Rockport, Rosenberg, Round Rock, San Angelo, San Antonio, San Marcos, Seabrook, Seadrift, Spring, Temple, Victoria, Waco, Whitehouse, Wichita Falls, and Wimberley.

SECTION 5 | PROPOSED COST OF SERVICES

SECTION 5 – PROPOSED COST OF SERVICES

5.1 Scope of Services

GrantWorks will implement your GLO project(s) following state and federal requirements and with local satisfaction in mind. Our services include:

Application Services – GrantWorks will assist the City in preparing applications for submission to the GLO; assist in project eligibility determination to increase the probability of funding to program guidelines and local needs; assist in organizing and completing application requirements, including identifying needs, investment impact, and how the proposed project will satisfy GLO's Investment Policy Guidelines; and assist in responding to any requests by GLO for clarification or supplemental application information. The City will be responsible for costs associated with the publication of required application notices. There is no fee for Application Preparation Services, whether the City receives a grant award or not.

Administrative Services – Guide and assist with financial management, recordkeeping, amendments, reporting, environmental clearance, civil rights, acquisition reports, labor standards, contract closeout, and other aspects of program implementation. We prepare all forms, notices, and agenda items and provide them to you in advance. We communicate with the project engineer, state staff, and other parties to ensure the successful completion of your project. As necessary, we attend the site visit, monitoring reviews, and public meetings. We present GrantWorks' proposed fee for project delivery as a percent of the total grant amount in **Figure 17** below.

5.2 Cost of Services: Administration Services

Figure 17 shows the proposed fee to provide grant administration services. **GrantWorks is happy to negotiate the cost and scope of services before final selection, as allowed by state and federal law. We will execute an administrative services contract between GrantWorks and the City only with a GLO award.**

Figure 17: Proposed Fee to Provide Grant Administration Services (including General Administrative, Environmental, Construction Management, and Related Acquisition Duties (Excludes Buyout)

GRANT PROGRAM	ADMINISTRATIVE FEE SCHEDULE
CDBG-MIT MOD Program Allocation: \$996,400	\$50,315 or 5.05% of the total grant award

GrantWorks has broken down this fee into the following payment milestones for the Scope of Services (**Figure 18**).

Figure 18:	GrantWorks Payment Milestones
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PAYMENT MILESTONES		PERCENT OF TOTAL GRANT AMOUNT
1.	Establish Files, Recordkeeping, and Financial Systems	10%
2.	25% of Grant Funds Requested and Administration Activities to Date	20%

Figure 18: GrantWorks Payment Milestones

PAYMENT MILESTONES		PERCENT OF TOTAL GRANT AMOUNT
3.	50% of Grant Funds Requested and Administration Activities to Date	25%
4.	75% of Grant Funds Requested and Administration Activities to Date	20%
5.	90% of Grant Funds Requested and Administration Activities to Date	20%
6.	Close-out Documents Submitted	5%
	Contract Amount	100%

The above fee includes all ancillary services that may be necessary to satisfactorily complete the abovelisted 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, GLO 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.

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)
- 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.

5.3 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.

5.4 Equal Employment Opportunity

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

ATTACHMENTS

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
- Robin Alexander, RMLO, Vice President of Community Development
- Maureen Mahoney, Associate Vice President of Community Development
- Cristal Funderburk, Director of Community Development
- Jeff Carrillo, Director of Community Development
- Regan Lenehan, Director of Community Development
- Joshua Gipson, Client Services Representative

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 370+ employees in 8 primary offices and 86 field locations, with headquarters in Austin, Texas. GrantWorks is the most successful local government grant services provider in Texas due to Bruce's expertise in HUD CDBG, CDBG-DR, CDBG-MIT, 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 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 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

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, JANUARY 2022 – PRESENT/ASSOCIATE VICE PRESIDENT OF APPLICATION SERVICES, JULY 2020 – JANUARY 2022, GRANTWORKS, INC., PALESTINE, TEXAS

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 engineers 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, and state agencies. She wrote, managed, and closed



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

Leads 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

Non-Profit Management Certification 2019 out projects for TDHCA HOME, TDA CDBG, GLO CDBG-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, 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 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 serves as the Director of Application Services and provides day-to-day 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

COMPANY GrantWorks, 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

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 serves as a Director of Application Services and provides day-to-day operational support for the Application Specialists.

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.

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



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 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

ROBIN ALEXANDER, RMLO VICE PRESIDENT OF COMMUNITY DEVELOPMENT

PROFESSIONAL QUALIFICATIONS

Robin Alexander has over 28 years of public service experience in Texas since receiving her Master of Public Administration degree in 1992. She has spent much of her career working with state and federal grant programs. She has successfully supervised over \$120 million in grant projects for over 70 local governments. Robin has written applications for and managed community development, economic development, disaster recovery, housing, and planning grants through various TxCDBG programs and the Texas Home Investment Partnership Program.

Robin also has extensive experience guiding city and county clients through the property acquisition process required under the Uniform Relocation Act (URA) for grant-funded projects. Her expertise includes the timing of acquisition to meet environmental clearance and other grant requirements, procurement of qualified, certified appraisers and review appraisers, drafting notices to and communication with property owners, and guidance in filing and recording final property transfers.

Before rejoining GrantWorks in 2013, Robin provided HOME Program coordination and implementation services for local government clients at Langford Community Management Services in Austin (2005-2013) and TxCDBG-funded planning and grant management services at GrantWorks (1998-2005).

RELEVANT EXPERIENCE

VICE PRESIDENT OF COMMUNITY DEVELOPMENT, GRANTWORKS, INC., AUSTIN, TEXAS, JULY 2021 – PRESENT

Robin manages communities with project implementation and internally provides day-to-day support for the Community Development Project Managers.

DIRECTOR OF APPLICATION SERVICES, GRANTWORKS, INC., AUSTIN, TEXAS, DECEMBER 2020 – JULY 2021

Robin served as the Director of Application Services at GrantWorks. She provided day-to-day support for the Application Specialists.

PROJECT MANAGER AND GRANT APPLICATION SPECIALIST, GRANTWORKS, INC., AUSTIN, TEXAS, APRIL 2016 – DECEMBER 2020

Robin 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



28 YEARS PUBLIC SERVICE EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

Master of Public Administration, Community and Economic Development, Texas Tech University, Lubbock, Texas, 1992 Bachelor of Arts, Psychology and Sociology, University of Texas at Austin, Texas, 1989

HIGHLIGHTS

Extensive experience as a grant writer and project manager for state and federal grant programs

CERTIFICATIONS/ REGISTRATIONS

REGISTRATIONS

Residential Mortgage Loan Originator, NMLS License No. 441391 TxCDBG Certified Administrator,

Texas Department of Agriculture, 2020

development for various programs. These programs include the Texas CDBG's Community Development, Colonia, Capital (economic development), Disaster Relief Funds, and the US Economic Development Administration's infrastructure programs.

She has managed all project implementation tasks, including communications and recordkeeping, financial management of grant and local funds, procurement of construction contractors and third-party professionals, oversight of federal labor standard provisions, implementation of public acquisition requirements, etc.

CDBG-DR GRANT APPLICATION SPECIALIST, GRANTWORKS, INC., AUSTIN, TEXAS, OCTOBER 2018 – DECEMBER 2020

Robin has assisted dozens of local governments in the state's areas hit hardest by these natural disasters in preparing applications to Texas GLO CDBG-DR Program for Hurricane Harvey, the 2016 Floods, and the 2015 Floods. She helped assess unmet needs, gathered data and resources, developed eligible and fundable projects, and prepared grant applications. These successful applications provided more than \$100 million in vital funding to local governments to address their residents' needs, mount an effective recovery response, and mitigate future storms' damage. Communities Robin assisted include Aransas County and the Cities of Rockport and Aransas Pass.

HOME APPLICATION SPECIALIST, GRANTWORKS, INC., AUSTIN, TEXAS, APRIL 2013 – APRIL 2016

Robin reviewed and approved hundreds of individual household applications for single-family reconstruction programs funded through the Texas HOME Program and administered by dozens of local governments across Texas. Robin gained expertise in single-family programs and attained certification as a Residential Mortgage Loan Officer, as required by the Texas Department of Housing & Community Affairs for professionals assisting households with any form of housing loan program.

EMPLOYMENT HISTORY

- Vice President of Community Development, GrantWorks, Inc., Austin, Texas, July 2021 Present
- Director of Application Services, GrantWorks, Inc., Austin, Texas, December 2020 July 2021
- Project Manager and Application Specialist, GrantWorks, Inc., Austin, Texas, April 2013 December 2020
- Project Manager & Application Specialist, Langford Community Management Services, Inc., Austin, Texas, September 2005 – January 2013
- Vice President of Operations, Project Manager, and Application Specialist, GrantWorks, Inc., Austin, Texas, November 1998 – August 2005

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 & ECONOMIC 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 and Economic 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 managed the Environmental Services, Labor Standards, Affirmatively Furthering Fair Housing, Buyouts & Acquisitions, Business Management, Community Oversight (Field Staff), Multi-Family Development, Economic Development, and Special Projects Teams assigned by Deputy Director. Duties included:

 Oversaw the management and operations of the Galveston Public Housing program



42 YEARS

GRANT MANAGEMENT EXPERIENCE

COMPANY

GrantWorks, 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.

MANAGER, DISASTER RECOVERY, TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS, AUSTIN, TEXAS, FEBRUARY 2012 – UNTIL GLO ASSUMED RESPONSIBILITY FOR DISASTER RECOVERY PROGRAMS IN SEPTEMBER 2012

Maureen provided oversight of all housing applications and reviews for Hurricane Ile. She was a management program resource responsible for hiring, human resources, and staff training. Maureen oversaw housing draws and invoices, community outreach, and training for housing applicants.

- Associate Vice President of Community Development, GrantWorks, Inc., Dripping Springs, Texas, January 2022 – Present
- 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

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. She managed over 40 federal and state projects totaling \$30+ million for Texas communities during this time. 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 lowto-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

COMPANY

GrantWorks, 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

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 took the lead project manager role 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 lift station that failed 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 CDBGfunded 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 OF COMMUNITY DEVELOPMENT, OCTOBER 2021 – PRESENT/ASSOCIATE DIRECTOR OF COMMUNITY DEVELOPMENT, SEPTEMBER 2020 – OCTOBER 2021, GRANTWORKS, INC., AUSTIN, TEXAS,

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.



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

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 provides project management 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 201

REGAN LENEHAN DIRECTOR OF COMMUNITY DEVELOPMENT

PROFESSIONAL QUALIFICATIONS

Regan Lenehan has been a valued member of the GrantWorks Community & Economic 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 & Economic 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 & Economic 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 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

JOSHUA GIPSON CLIENT SERVICES REPRESENTATIVE

PROFESSIONAL QUALIFICATIONS

Joshua Gipson is a seasoned veteran with years of mechanical experience. Throughout his time in the U.S. Army and his professional career, Joshua has become adept at establishing and maintaining relationships with clients and finding solutions to meet clients' needs. Joshua has an eye for detail, extensive listening skills, a positive attitude, and solid communication skills.

RELEVANT EXPERIENCE

CLIENT SERVICES REPRESENTATIVE, GRANTWORKS INC., AUSTIN, TEXAS, AUGUST 2022 – PRESENT

Joshua is a Client Services Representative and 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 continuing satisfaction.

MAINTENANCE TECHNICIAN II/CREW SUPERVISOR/TRAINER, EASTERWOOD AIRPORT MANAGEMENT, COLLEGE STATION, TEXAS, SEPTEMBER 2020 – AUGUST 2022

Joshua maintained equipment at the airfield buildings and hangers. He was responsible for supervising crew productivity and training new employees.

EQUIPMENT OPERATOR III, U.S. WELL SERVICES, BRYAN, TEXAS, JUNE 2018 – APRIL 2020

Joshua was responsible for rigging up and down frack equipment and running hose and iron pipe from frack tanks and pump trucks to the oil well. He also maintained, calibrated, and mixed gel for fracking operations.

TEST LINE TECHNICIAN, NATIONAL OILWELL VARCO, ANDERSON, TEXAS, NOVEMBER 2017 – JUNE 2018

Joshua was responsible for rigging frack units. He provided continued maintenance on fracking units, completed endurance tests, and maintained excellent customer testing.

KILN OPERATOR CLASS A, SAINT GOBAIN, BRYAN, TEXAS, JANUARY 2017 – OCTOBER 2018

Joshua unloaded kiln cars and packaged and labeled materials for customers. He also maintained production logs and inventory.



18 YEARS

MECHANICAL EXPERIENCE

COMPANY

GrantWorks, Inc.

EDUCATION

General Courses, Blinn Community College, Brenham, Texas, 2001 – 2004

Course, AIT Generator and Alternator Maintenance and Repair, U.S. Army, 2004

HIGHLIGHTS

Extensive patience, trustworthiness, and active listening

Natural leader

Attention to details

REGISTRATIONS/ CERTIFICATIONS

Certified HVAC Technician I, Blinn Community College, Bryan, Texas, 2008

TRAINING

12-hours CDL Class AM License

Various endorsements: tank vehicle, hazardous materials, and HAZMAT

EXTRUSION OPERATOR LSA, SAINT GOBAIN, BRYAN, TEXAS, DECEMBER 2013 – JANUARY 2017

Joshua set the dimensional characteristics and provided the input for the firing process.

SO1 GEL PRO OPERATOR, HALLIBURTON, CALDWELL, TEXAS, NOVEMBER 2010 – DECEMBER 2013

Joshua drove an 18-wheel truck and was responsible for rigging up and down frack equipment and running hose and 3-inch iron pipe from frack tank and pump trucks to the oil well. He maintained, calibrated, and mixed gel for fracking operations.

SENIOR GENERATOR MECHANIC, U.S. ARMY ACTIVE DUTY, FORT BRAGG, NORTH CAROLINA, JUNE 2004 – FEBRUARY 2008

- Stationed at Fort Brag, NC Senior Generator Mechanic, and Team Leader 1-505 PIR 82nd Division BSB, 2007 2008
- Served in Iraq as Senior Generator Mechanic and 5th Squad Team Leader, 2006 2007
- Stationed at Fort Brag, NC Senior Generator Mechanic, and Team Leader 1-505 PIR 82nd Division BSB, 2005 2006
- Graduated AIT (Advantest Individual Training) with MOS (Military Occupational Specialty) of 52D Generator Mechanic from Aberdeen Proving Ground, Aberdeen, MD, 2004

- Client Services Representative, GrantWorks, Inc., Austin, Texas, August 2022 Present
- Maintenance Technician II/Crew Supervisor/Trainer, Easter Wood Airport Management, College Station, Texas, September 2020 – August 2022
- ▶ Equipment Operator III, U.S. Well Services, Bryan, Texas, June 2018 April 2020
- Test Line Technician, National Oilwell Varco, Anderson, Texas, November 2017 June 2018
- Kiln Operator Class A, Saint Gobain, Bryan, Texas, January 2017 October 2018
- Extrusion Operator LSA, Saint Gobain, Bryan, Texas, December 2013 January 2017
- SO1 Gel Pro Operator, Halliburton, Caldwell, Texas, November 2010 December 2013
- Senior Generator Mechanic, U.S. Army Active Duty, Fort Bragg, North Carolina, June 2004 February 2008

ATTACHMENT 2 – CERTIFICATE OF INSURANCE

GrantWorks has provided a copy of our Professional Liability Certificate of Insurance on the following page.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

\subseteq		_ 1 \							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 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).										
Contact Miles of out of definition of the of out of definition of the of out of the of							6-5059			
Brenham T					ADDRESS: kathy@vandykerankin.com					
					INSURER(S) AFFORDING COVERAGE				NAIC #	
INSURED				GRANINC-01	INSURE		e Underwriter	s Insurance Co.		20702
GrantWorks Cecelia Joh					INSURE					
2201 North	and Drive				INSURER D :					
Austin TX 7	8756				INSURE					
COVERAGE	S CER	TIFIC	CATE	NUMBER: 1810891567	INSURE	RF:		REVISION NUMBER:		
INDICATED. CERTIFICAT	CERTIFY THAT THE POLICIES NOTWITHSTANDING ANY RE FE MAY BE ISSUED OR MAY I IS AND CONDITIONS OF SUCH	QUIR PERT	EMEI AIN,	NT, TERM OR CONDITION THE INSURANCE AFFORDI	OF ANY	CONTRACT	OR OTHER I S DESCRIBEI	DOCUMENT WITH RESPECT	ст то у	WHICH THIS
			SUBR		DEENT	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMIT	s	
	MERCIAL GENERAL LIABILITY	INCE	me			((EACH OCCURRENCE DAMAGE TO RENTED	\$	
	CLAIMS-MADE OCCUR							PREMISES (Ea occurrence)	\$	
								MED EXP (Any one person) PERSONAL & ADV INJURY	\$ \$	
GEN'L AGO	GREGATE LIMIT APPLIES PER:							GENERAL AGGREGATE	\$	
POLIC								PRODUCTS - COMP/OP AGG	\$	
	ER: BILE LIABILITY							COMBINED SINGLE LIMIT	\$ \$	
	AUTO							(Ea accident) BODILY INJURY (Per person)	\$	
	OWNED SCHEDULED AUTOS							BODILY INJURY (Per accident)	\$	
	D AUTOS NON-OWNED AUTOS							PROPERTY DAMAGE (Per accident)	\$	
									\$	
	RELLA LIAB OCCUR ESS LIAB CLAIMS-MADE							EACH OCCURRENCE AGGREGATE	\$ \$	
DED	RETENTION \$								\$	
	COMPENSATION OYERS' LIABILITY Y / N							PER OTH- STATUTE ER		
OFFICER/M	RIETOR/PARTNER/EXECUTIVE	N / A						E.L. EACH ACCIDENT	\$	
(Mandatory If yes, desci								E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	\$	
A Professiona		Y		G28235768 006		7/30/2022	7/30/2023	Each Claim Aggregate Retention	\$5,000 \$5,000 \$25,000),000.),000.
								Retention	φ20,00	
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Certificate Holder is shown as Additional Insured per written contract.										
CERTIFICATE HOLDER CANCELLATION										
	Informational Purposes for GrantWorks, Inc.				SHO THE	ULD ANY OF " EXPIRATION	N DATE THE	ESCRIBED POLICIES BE C. EREOF, NOTICE WILL E Y PROVISIONS.		
2201 Northland Dr Austin TX 78756								All #1~1		
						© 19	00-2014 AC	ORD CORPORATION.	All rigi	nts reserved.

The ACORD name and logo are registered marks of ACORD

ATTACHMENT 3 – STATEMENT OF CONFLICTS OF INTEREST

GrantWorks has identified no potential and/or conflicts regarding the company or with key employees.

Authorized Signature

November 8, 2022

Date

Bruce J. Spitzengel, President Print Name & Title

ATTACHMENT 4 – SYSTEM OF AWARD MANAGEMENT SEARCH RESULTS

GrantWorks is 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.

SAM.GOV®

Entity Information Search Results 1 Total Results

Filter by: Keyword (ALL) "grantworks inc"

Status active Inactive

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

SAM.GOV*

Entity Information Search Results 1 Total Results

Filter by:				
Keyword (ALL)	Status			
"bruce spitzengel"	active			
	Inactive			
GRANTWORKS IN	C • Active Registration		Enti	ity

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

Unique Entity ID UZ9NMVF8SGD8	CAGE / NCAGE 5JH22	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Sep 2, 2022	
Physical Address 2201 Northland DR Austin, Texas 78756-1117 United States	Mailing Address 2201 Northland Drive Austin, Texas 78756-1117 United States	
Business Information		
Doing Business as (blank)	Division Name Grantworks	Division Number (blank)
Congressional District Texas 10	State / Country of Incorporation Texas / United States	URL http://www.grantworks.net
Registration Dates		
Activation Date Aug 4, 2021	Submission Date Aug 3, 2021	Initial Registration Date Jun 16, 2009
Entity Dates		
Entity Start Date Sep 16, 1979	Fiscal Year End Close Date Dec 31	
Immediate Owner		
CAGE (blank)	Legal Business Name (blank)	
Highest Level Owner		
CAGE (blank)	Legal Business Name (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

Profit Structure

For Profit Organization

Entity Types Business Types

Entity Structure Corporate Entity (Not Tax Exempt) Entity Type Business or Organization Organization Factors (blank)

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 Informat	ion		
Accepts Credit Card No	d Payments	Debt Subject To Offset No	
EFT Indicator 0000		CAGE Code 5JH22	
Points of Contact			
Electronic Busin	iess		
୨₊ Bruce Spitzengel,	President	2201 Northland Drive Austin, Texas 78756 United States	
ERIC HARTZELL, E	Executive VP	2201 Northland Drive Austin, Texas 78756 United States	
Government Bus	siness		
୨₊ Bruce Spitzengel,	President	2201 Northland Drive Austin, Texas 78756 United States	
ERIC HARTZELL, Executive VP		2201 Northland Drive Austin, Texas 78756 United States	
Service Classificat	tions		
NAICS Codes			
Primary Yes	NAICS Codes 541611		NAICS Title 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
Any	(blank)

Metropolitan Statistical Areas (blank)

ATTACHMENT 5 – CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ)

GrantWorks has provided a completed and signed Conflict-of-Interest Questionnaire (Form CIQ) on the following page.

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity	FORM CIQ					
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 later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. <i>See</i> 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.						
N/A						
2 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 busines you became aware that the originally filed questionnaire was incomplete or inaccurate.)	s day after the date on which					
3 Name of local government officer about whom the information is being disclosed.						
N/A						
Name of Officer						
 4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary. A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor? Yes No B. Is the vendor receiving or likely to receive taxable income, other than investment officer or a family member of the officer AND the taxable income is not received from the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity? Yes Yes No 						
 Describe each employment or business relationship that the vendor named in Section 1 m other business entity with respect to which the local government officer serves as an c 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 176.0						
	<u>ber 8, 202</u> 2 _{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.

Local Government Code § 176.001(1-a): "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

 $(\bar{\textbf{i}})$ 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 FORM

GrantWorks has provided a completed and signed copy of our Certification Regarding Lobbying Form on the following page.

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

November 8, 2022 Date

ATTACHMENT 7 – DISCLOSURE OF LOBBYING ACTIVITIES FORM

GrantWorks has provided a completed and signed copy of our Disclosure of Lobbying Activities Form on the following page.

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)						
		offer/application I award -award	Report Type: a. initial filing b. material change			
Name and Address of Reporting End Prime Subawarder Tier, if H	e Known:	If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:				
Congressional District, if know Federal Department/Agency:	wn:	Congressional District, if known: 7. Federal Program Name/Description:				
		CFDA Number, <i>if applicable</i> :				
Federal Action Number, if known:		9. Award Amount, if known:\$				
10. a. Name and Address of Lobby (<i>if individual, last name, first name</i>)		b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):				
11. Information requested through this authorized by title 31 U.S.C. section 13 disclosure of lobbying activities is a m representation of fact upon which relia by the tier above when this transaction entered into. This disclosure is require U.S.C. 1352. This information will be re Congress semi-annually and will be av inspection. Any person who fails to file disclosure shall be subject to a civil po than \$10,000 and not more than \$100,0 failure.	852. 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: <i>July Margue</i> Print Name: <u>Bruce J. Spitzengel</u> Title: <u>President</u> Telephone No.: (512) 420-0303 Date: <u>11/08/2022</u>				
Federal Use Only		Authorized for Local Reproduction Standard 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 a Certificate of Interested Parties - Form 1295 on the following page.

CERTIFICATE OF INTE	FORM 1295						
Complete Nos. 1 - 4 and 6 if the Complete Nos. 1, 2, 3, 5, and 6	OFFI	CE USE ONLY					
1 Name of business entity filing form, a entity's place of business.	and the city, state and country of the bus	iness		File			
2 Name of governmental entity or state which the form is being filed.	e agency that is a party to the contract f	or	xt	. ¹⁵			
3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided upde the contract.							
4 Name of Interested Party	City, State, Country	Natu	re of Interes	t (check applicable)			
·····,	(place of business)	Co	ntrolling	Intermediary			
	*///						
	0						
	л.						
	- 1 ¹ -						
	N						
	À						
6	2						
)ii	P						
5 Check only if there interest	ted Party.						
6 UNSWORN DECLARATION My name is	, and my date	of birth is					
My addres							
(street) depage under penalty of perjury that the for	(city) egoing is true and correct.	(sta	ite) (zip coo	ie) (country)			
Executed in County, s	State of day o		, 20 onth) ((year)			
	Signature of authorized	agent of c (Declarant		iness entity			
ADE	ADDITIONAL PAGES AS NECE	SSAR	(Davised 12/22/2017			

Form provided by Texas Ethics Commission

ATTACHMENT 9 – REQUIRED CONTRACT PROVISIONS

GrantWorks acknowledges and will comply with the required contract provisions.

Administration/Professional Services Rating Sheet

Grant Recipient <u>Lity OF Nava(076</u> Name of Respondent <u>HYUNTS WORKS</u> Evaluator's Name <u>HYUNTS WORCI nator, PUBL</u> IC WORKS Streets, Floromic Development, Development Streets					
Experienc		of the Request for Proposal (RFP) by awar		he maximum listed for each	
		sess the Respondent on these criteria ma		er from past experience with	
the Respo	ndent and/or by contactir	g past/current clients of the Respondent	•		
Evertion					
<u>Experien</u>	<u>Ce</u> <u>Factors</u>		Max.Pts.	<u>Score</u>	
1.		ground with federally funded projects	10	8	
2.		ground with specific project type	5		
		equisition of property, coordination with			
	regulatory agency, etc.)			4	
4.	Certified Administrator of	TxCDBG Program by TDA	5		
5.	References from current/	past clients	10	4	
		Subtotal, Experience	30	23	
Work Pe	rformance				
	<u>Factors</u>		<u>Max.Pts.</u>	Score	
1.	Submits requests to clien		5	<u> </u>	
2.		equests in a timely manner	5	4	
3.	Past client/TDA projects of	-	5		
4.	Work product is consister errors	ntly of high quality with low level of	5	Ц	
5.	Past client/TDA projects have low level of monitoring		5	2	
~	findings/concerns		-		
6.			5		
Subtotal, Performance		30	26		
Capacity to Perform		Mary Dec	Capita		
1.	Factors Oublifications of Professio	anal Administrators / Experience of Staff	Max.Pts. 5	<u>Score</u>	
1. 2.	Qualifications of Professional Administrators / Experience of Staff Present and Projected Workloads		5		
2. 3.	Quality of Proposal/Work		5	<u> </u>	
3. 4.		ding of scope of the TxCDBG Project	5		
4.		Subtotal, Capacity to Perform	20		
Proposed		Subtotal, capacity to Perform	20	16	
	<u>Factors</u>		Max.Pts.	Score	
	A = Lowest Proposal	\$ 34.900	<u> </u>		
	B = Bidder's Proposal	\$ 34,900		20	
		A ÷ B X 20 equais Respondent's Score	20		
TOTAL SO	CORE				
,	<u>Factors</u>		Max.Pts.	<u>Score</u>	
ĽŹ.	Experience		30		
	Work Performance		30	<u></u>	
Ū,	Capacity to Perform		20	16	
₽⁄	Proposed Cost		20	_20	
		Total Score	100	ଞ୍ଚ	
				0.5	



REQUEST FOR CITY COUNCIL AGENDA ITEM #9

Agenda Date Requested: <u>November 28, 2022</u> Requested By: <u>Evette Fannin, Grant Coord.</u>

Department: Finance

C Report C Resolution C Ordinance

Exhibits: None

Appropriation		
Source of Funds:	N/A	
Account Number:	N/A	
Amount Budgeted:	N/A	
Amount Requested:	N/A	
Budgeted Item:	🔿 Yes 💽 No	

AGENDA ITEM #9

Consideration and possible action on authorization for the City of Navasota to solicit Request for Proposals (RFP) for administrative services for grant administration and planning services for the Resilient Communities Program administered through the General Land Office.

SUMMARY & RECOMMENDATION

Though last year's scoring was not particularly well, the City of Navasota has been fortunate to be given the opportunity to reapply for this year's funding. The city has potential to rank high in the selection process and has an exceptionally good chance to receive funding.

- Applications will have a maximum of \$300,000 per applicant, first-come first-served.
- At least 50% must address mitigation needs in the CDBG-MIT most impacted and distressed (MID) areas identified by the United States Department of Housing and Urban Development (HUD).
- Units of local government (e.g., cities, counties, federally recognized tribes, and councils of governments) located in a CDBG-MIT eligible area. Entity must have legal authority to adopt and enforce the building code, zoning ordinance, land use plan, and/or comprehensive plan proposed in the RCP application.

Federal Grants require an extensive amount of paperwork throughout the process. To meet all the documentation requirements on federal grants, cities find it beneficial to hire firms that have experience and knowledge to help the Grant Coordinator and to help ensure funding. Therefore, staff is recommending City Council approve a request for proposal process to seek grant administration assistance for the Resilient Community Program administered through the General Land Office.

ACTION REQUIRED BY CITY COUNCIL

Approve authorization to issue Request for Proposals (RFPs) for administrative services for grant administration and planning services for the Resilient Communities Program administered through the General Land Office.

Approved for the City Council meeting agenda

ason Weeks

Jason B. Weeks, City Manager

11/22/22

Date



REQUEST FOR CITY COUNCIL AGENDA ITEM #10

Agenda Date Requested: November 28, 2022			
Requested By:	Evette Fannin, Grant Coord	d.	

Department: Finance

C Report C Resolution C Ordinance

Exhibits: None

Appropriation		
Source of Funds:	N/A	
Account Number:	N/A	
Amount Budgeted:	N/A	
Amount Requested:	N/A	
Budgeted Item:	🔿 Yes 💽 No	

AGENDA ITEM #10

Consideration and possible action on authorization for the City of Navasota to solicit Request for Proposals (RFPs) for grant administration for the 2023 Downtown Revitalization Program administered through the Texas Department of Agriculture.

SUMMARY & RECOMMENDATION

Though last year's scoring was not particularly well, the City of Navasota has been fortunate to be given the opportunity to reapply for this year's funding. Navasota has potential to rank high in the selection process and has an exceptionally good chance to receive funding.

- Due Date: May 3, 2023
- Award Amount: \$250,000 \$500,000
- Requirements to gain maximum application score:
 - Obligate at least 50% of funds to sidewalks and ADA compliance
 - Commit 15% cash match to project (\$75,000 on a \$500,000 grant)
 - Hold a public hearing about application at least 90 days before application due date (also must do this for the 2023-24 CDBG Fund and the MOD so it would be ideal to hold them all at once to cut newspaper advertisement costs)
- Pass Blight Resolution: The City must adopt resolution declaring project area as blighted
- Eligible Activities
 - Sidewalks and lighting
 - Activities required to eliminate architectural barriers for the disabled
 - Water and/or sewer lines

- Road construction/rehabilitation to include curb and gutter and related drainage
- Natural gas lines and related items
- Electric power lines and transformers
- Utilities including natural gas and electric
- High-speed internet infrastructure with prior approval from TDA
- Demolition and clearance activity of non-residential structures

Again, Federal Grants require an extensive amount of paperwork throughout the process. To meet all the documentation requirements on federal grants, cities find it beneficial to hire firms that have experience and knowledge to help the Grant Coordinator and to help ensure funding. Therefore, staff is recommending City Council approve a proposal to seek grant administration assistance for the Downtown Revitalization Program grant process.

ACTION REQUIRED BY CITY COUNCIL

Authorize the City of Navasota to issue a Request for Proposals (RFP) for administrative services for the 2023 Downtown Revitalization Program administered through the Texas Department of Agriculture.

Approved for the City Council meeting agenda

ason Weeks

Jason B. Weeks, City Manager

11/22/22

Date



REQUEST FOR CITY COUNCIL AGENDA ITEM #11

Agenda Date Requested: <u>November 28, 2022</u> Requested By: Jason Katkoski, Chief/EMC

Department: Fire

Report C Resolution C Ordinance

Exhibits: Tower Site License Agreement

Appropriation			
Source of Funds:	N/A		
Account Number:	N/A		
Amount Budgeted:	N/A	<u> </u>	
Amount Requested:	N/A		
Budgeted Item:	C Yes	🖲 No	

AGENDA ITEM #11

Consideration and possible action on ratifying Tower Site License Agreement between the City of Navasota and Broadband Towers, LLC.

SUMMARY & RECOMMENDATION

Brazos Valley Wide Area Communications System (BVWACS) has secured a grant for radio communication equipment for a tower site located at CR 420 to enhance radio communications for public safety in Navasota. The City of Navasota is responsible for securing a tower site and license agreement for the equipment. The term of this agreement is for 10 years with four 5-year renewals. The monthly license fee is \$2,200 with a 3% annual escalator. Legal Counsel has reviewed the agreement and added language allowing City Manager to sign the agreement prior to City Council action to meet a deadline before the sale of the tower to a new owner. Therefore, staff is recommending City Council approve and ratify the tower license agreement between the City and Broadband Towers, LLC that was entered into by the City Manager on November 21, 2022.

ACTION REQUIRED BY CITY COUNCIL

Approve and ratify a Tower License Agreement between the City of Navasota and Broadband Towers, LLC. In the amount of \$2,200 monthly.

Approved for the City Council meeting agenda

<u>Jason Weeks</u> Jason B. Weeks, City Manager

11/22/22

Date

TOWER SITE LICENSE AGREEMENT

THIS TOWER SITE LICENSE AGREEMENT (the "Agreement"), is made this 21st day of May Faller, 2022, by and between Broadband Towers, LLC., a Texas Limited Liability Company ("Licensor"), and The City of Navasota ("Licensee").

1. License of Premises.

Licensor hereby licenses to Licensee space on the site located at <u>30° 22' 06.0" N. 96° 04' 31.0" W. Navasota, TX</u> (the "Site") for location of communications equipment. Licensee shall have the right to install communications equipment within the existing shelter at the base of the tower (the "Equipment Space"), Licensor at its sole discretion may incorporate a building use or site ground use flat fee stated here or to be part of the License Fees stated in item 4, and space on the tower for Licensee's antennas and cabling (the "Tower Space") as further described below and on Exhibit A attached hereto. The Equipment Space and the Tower Space together are defined as the "Premises".

Equipment Space Fee shall be - (indicate by checking method stipulated for this Agreement)

X (i) Licensor has elected to include Equipment Space Fee in the License Fee stated in item 4.

(ii) Licensor will charge a monthly flat fee of \$ _____ Dollars in addition to License Fee stated in item 4

2. Use.

Licensor, for the term set forth herein and subject to the terms and conditions of this Agreement and subject to any Agreement ("Prime Agreement"), by and between Licensor and Licensor's landlord ("Prime Landlord") pursuant to which the Licensor is leasing or licensing the Land or (b) a deed evidencing Licensor as the owner in the fee interest of the Land ("Prime Agreement") hereby grants to Licensee a non-exclusive license to use the Premises ("Licensee's Permitted Use") for (i) the transmission and reception of communication signals pursuant to al l rules and regulations of the Federal Communications Commission ("FCC"), and (ii) the construction, alteration, maintenance, repair, replacement, and relocation of related antennas, equipment, cables, and facilities and improvements related thereto (collectively, the "Communications Equipment") as further described in Exhibit B attached hereto.

3. Term.

A. The initial term ("Initial Term") of this Agreement shall be <u>ten</u> (<u>10</u>) years commencing on the 1st day of the month following installation of equipment or <u>August 31st, 2023</u>, whichever occurs first, ("Commencement Date"). The Initial Term of this Agreement shall expire at Midnight on the day before the <u>10th</u> anniversary of the Commencement Date unless otherwise terminated as provided in this Agreement or the PRIME Agreement, Licensee shall have the right to extend the Term for <u>four</u> (<u>4</u>) successive terms of <u>five</u> (<u>5</u>) year periods (each a "Renewal Term") on the same terms and conditions as set forth herein. This Agreement shall automatically be extended for such successive Renewal Terms unless Licensee notifies Licensor of its intention not to renew this Agreement at least one hundred twenty (120) days prior to the commencement of the succeeding Renewal Term. For the purposes of this Agreement, "Term" shall mean the Initial Term plus any applicable Renewal Term(s).

B. If Licensee shall remain in possession of the Premises at the expiration of the Term of this Agreement without a written agreement, such use shall be deemed a month-to-month use under the same terms and conditions of this Agreement except that the monthly License Fees shall be in the amount of one hundred fifty percent (150%) of the greater of (i) the monthly License Fees in effect at the expiration of this Agreement, or (ii) the fair market License fee for the Premises if used in a similar manner and Licensee shall be responsible to Licensor for damages incurred as a result of the holdover by Licensee. Nothing contained herein shall grant Licensee the right to holdover after the Term of this Agreement has expired.

4. License Fees.

From and after the Commencement Date, Licensee shall pay Licensor two thousand and two hundred Dollars (\$ 2200.00) per month ("License Fees"); provided, however that the License Fees shall increase annually during the Term, effective as of each anniversary of the Commencement Date, by an amount equal to three (<u>3%</u>) per annum above the amount of the License Fees in effect immediately prior to such increase. The License Fees shall be payable on the first day of each calendar month in advance, when due, without demand,

offset abatement, diminution, or reduction, to Licensor at Broadband Towers, LLC. 2700 Thornberry Dr, Bryan, TX. 77808, referencing invoice number or site name. In the event any payment of License Fees due hereunder shall be overdue, it shall thereafter, until paid, bear interest at the rate of one half percent (1/2%) per month or the highest legal rate.

5. Installation and Maintenance.

A. Licensee agrees to maintain its Communications Equipment in proper operating condition and within industry accepted safety standards. All operations in connection with this Agreement by Licensee must be in compliance with all federal, state, and local laws, codes and regulations, including but not limited to local zoning requirements, and will adhere to reasonable technical standards, if any, developed for the Site by Licensor as amended from time to time. Licensor assumes no responsibility for the licensing, operation and/or maintenance of the Communications Equipment. Licensee shall comply with all of the terms of its FCC license.

B. The licensee's in-building Communications Equipment shall be identified with permanently marked, weather proof tags or labels. In addition, any Licensee telephone blocks, demarks, and cables shall be clearly identified with the Licensee's name, type of line, and circuit number.

D. Licensee shall at all times use its best efforts to obtain and maintain any licenses, permits, and approvals necessary for the installation or operation of the Communications Equipment at its sole cost and expense. Licensor agrees to cooperate with Licensee, at Licensee's expense, in obtaining any required permits or zoning approvals as applicable.

E. Upon ninety (90) days written notice to Licensee, Licensor reserves the right to require Licensee to relocate one or more of its antennas, and Licensee agrees to relocate said antenna(s) at Licensee's expense, provided that said relocation does not substantially change or interfere with the operation of the Communications Equipment associated with the relocated antenna(s) or otherwise result in interference with Licensee's business operations, and such relocation occurrence takes place only once during any one Term of this Agreement.

6. Access.

Licensee and its "authorized personnel" shall be entitled to twenty-four (24) hour, seven (7) days per week access to the Premises subject to the security requirements and rules and regulations of the Site.

7. Interference.

A. Licensee shall not use the Premises in any way that interferes with the operation, maintenance and repair of equipment and systems as installed and operating at the Site as of the Commencement Date. The operation of the Licensee's Communications Equipment shall not interfere with the maintenance or operation of the Site, including but not limited to the operation of any radio or telecommunication equipment installed at the Site prior to the Commencement Date of this Agreement ("Existing Licensee(s)"). Licensee shall indemnify Licensor and hold Licensor harmless from all expenses, costs, damages, loss, claims or other expenses and liabilities arising from any such interference, Licensee agrees to cease all operations (except for intermittent testing) until the interference has been corrected to the sole satisfaction of the Licensor. If such interference has not been corrected within thirty (30) days, Licensor may require Licensee to remove the specific items from the Communications Equipment causing such interference or terminate this Agreement.

B. Licensor reserves the right to sublease and/or license other portions of the Site and/or the tower to other parties for telecommunications transmitting or receiving sites ("New Licensees") during the Term of this Agreement. Licensor agrees that any New Licensees who may install equipment subsequent tin the Commencement Date in and/or on the Site will be permitted to install only such equipment or facilities that are of the type and frequency which will not cause material interference to the Communications Equipment. In the event such New Licensee's equipment causes such interference (provided Licensee is operation in accordance with its FCC license), Licensor will cause that interfering New Licensee to take all steps necessary to correct and eliminate the interference within forty-eight hours (48) of receiving notice from Licensee or such interfering New Licensee will be required to remove the specific items causing such interference.

8. Assignment.

Licensee may assign this Agreement and its other rights hereunder (including, without limitation, its right to renew) to any person or business entity that is an "affiliate" of Licensee without the prior consent of Licensor. For purposes of this subparagraph, "affiliate"

Licensor Site Name: Navasota ASR# 1022058 Licensor Acknowledgement Initials Licensee Acknowledgement Initials

shall mean; (i) a corporation which owns fifty percent (50%) or more of the outstanding common stock of Licensee, or (ii) a corporation which has fifty percent (50%) or more of its common stock owned by Licensee, or (iii) a partnership which owns fifty percent (50%) or more of its interest in partnership profits owned by Licensee, or (v) an entity which purchases substantially all of the assets of Licensee, or (vi) an entity which is the surviving entity in a merger pursuant to state corporation or partnership law with the Licensee. Licensee may not otherwise assign this Agreement without the prior written consent of Licensor, which may not be unreasonably withheld. Licensee shall have no right to sublicense or sublet all or any part of the Premises.

9. Taxes and Assessments.

Licensee shall pay any taxes, assessments, charges, fees, or licenses directly attributable to its use of the Premises, including any increase in real property taxes and any use and occupancy taxes.

10. Insurance, Release and Hold Harmless.

A. Licensee, at its own cost and expense, shall carry the following insurance during the Term of this Agreement; (i) "All Risk" property insurance which insures the insuring party's property for is full replacement cost and (ii) Comprehensive General Liability Insurance with a Commercial General Liability endorsement having a minimum limit of liability of \$2,000,000 aggregate, with a combined limit of \$1,000,000 for bodily injury and/or property damage for any one occurrence, and (iii) Excess or Umbrella coverage of \$3,000,000. Licensee shall also carry, at its expense, Commercial Automobile and Workers' Compensation at statutory limits. Such insurance shall name Licensor as additional insured. All policies, including any renewals thereof, must specify that such coverage shall not be canceled or materially changed to reduce limits or to terminate waiver of subrogation without a minimum of thirty (30) days prior written notification to Licensor.

B. To the extent allowed by law, licensee agrees to indemnify, defend and hold Licensor harmless from and against injury, loss, damage or liability (or any claims in respect of the foregoing), costs or expenses (including reasonable attorneys' fees and court costs) which may be imposed upon or incurred by or asserted against Licensor occurring during the Term of this Agreement, or during any period of time prior to the Commencement Date hereof or after the expiration date hereof when Licensee may have been given access to or possession of all or any part of the Premises arising from any work or act done in, on or about the Premises or any part thereof; any negligence or other wrongful act of omission on the part of Licensee or any of its agents, contractors, subcontractors, servants, employees, subtenants, licensees or invitees; any accident, injury or damage to any person or property occurring in or on the Premises or any part thereof, unless caused by the negligence or willful misconduct of Licensor or Licensor, their employees or agents.

C. To the extent allowed by law, licensor agrees to indemnify, defend and hold Licensee harmless from and against any and all injury, loss damage or liability (or any claims in respect of the foregoing), costs or expenses (including reasonable attorneys' fees and court costs) arising from any willful act or omission or the negligence of Licensor or its employees or agents, or the breach of this Agreement except to the extent attributable to the gross negligence or intentional act or omission of Licensee, its employees, agents or independent contractors.

D. Each party hereto hereby waives any and every claim which arises or which may arise in its favor and against the other party hereto during the Term of this Agreement or any extension or renewal thereof for any and all loss of, or damage to, any of its property located within or upon or constituting a part of the Site, to the extent that such loss or damage is recovered under the respective party's insurance policy or policies. Notwithstanding anything in this Agreement to the contrary, each of Licensee and Licensor hereby waives any claim that they may have against the other party with respect to any consequential, punitive, special or incidental damage or lost profits.

E. This Section shall survive the expiration or earlier termination of this Agreement.

11. Removal of the Communications Equipment upon Termination.

Following any termination or expiration of this Agreement, Licensee shall, at its sole cost and expense, immediately remove all of the Communications Equipment and other equipment installed by Licensee on the Premises. In performing such removal, Licensee shall, at its sole cost and expense, restore the Premises to as good a condition as they were prior to the installation or placement of the Communications Equipment, reasonable wear and tear and damage by the elements expected.

12. Hazardous Substances.

Licensor Site Name: Navasota ASR# 1022058 Licensor Acknowledgement Initials Licensee Acknowledgement Initials

Licensee agrees that it will not use, generate, store or dispose of any Hazardous Material on, under, about or within the Site in violation of any law or regulation. Licensor and Licensee each agree to defend, indemnify and hold harmless the other and the other's partners, affiliates, agents and employees against any and all losses, liabilities, claims and/or costs (including reasonable attorneys' fees and costs) arising from any breach of any representation, warranty or agreement contained in this paragraph, As used in this paragraph, "Hazardous Material" shall mean hazardous or radioactive material, polychlorinated biphenyls, friable asbestos or other hazardous or medical waste substances as defined by the Comprehensive Environmental Response, Compensation and Liability Act, as amended, or by any other applicable federal, state or local law statute, rule, regulation or order (including any Governmental Requirements, as hereafter defined) concerning environmental matters, or any matter which would trigger any employee or community "right-to-know" requirements adopted by any such body, or for which any such body has adopted any requirements for the preparation or distribution of a material safety data sheet. "Governmental Requirements" shall mean all requirements under any federal, state or local statutes, rules, regulations, ordinances, or other requirements of any duly constituted public authority having jurisdiction over the Site (including, without limitation, the Demised Premises). This paragraph shall survive the termination of this Agreement.

13. Event of Default.

It shall be an "Event of Default" if any one or more of the following events shall occur:

A. Licensee shall default in the payment when due of any License Fees or other sum of money specified hereunder to be paid by Licensee, and Licensee does not remedy such default within ten (10) days after written notice thereof from Licensor; or

B. Licensee shall default in the performance of any other of the terms, conditions or covenants contained in the Agreement to be performed or observed by Licensee other than that specified in (a) above and the interference provision herein and Licensee does not remedy such default within thirty (30) days after written notice thereof.

C. Upon the occurrence of an Event of Default, Licensor shall have and may pursue all rights and remedies permitted by applicable law, including but not limited to the following:

(i) upon the expiration of the notice period under Section 13 A or B, Licensor may declare to be immediately due and payable, without regard to any early termination of such Term on account of an Event of Default or other right to terminate this. Agreement, a sum equal to (y) all License Fees and other charges, payments, costs and expenses due from Licensee to Licensor and in arrears at the time of the Event of Default, plus (z) the License Fees reserved for the then entire unexpired balance of the Term of this Agreement (taken without regard to any early termination of such Term which shall be capable of precise determination at the time of the Event of Default, less any amounts received or that with reasonable effort could be received by Licensor's reasonable efforts to mitigate damages; or

(ii) whether or not Licensor has elected to recover sum set forth in (i) above, terminate this Agreement on the five (5) days' notice under Section 13 A or B to Licensee and, on the date specified in such notice, the Agreement and the Term hereby demised and all rights of Licensee hereunder shall expire and terminate and Licensee shall thereupon quit and surrender possession of the Demised Premises to Licensor in the condition elsewhere herein required and Licensee shall remain liable to Licensor as herein provided.

14. Termination by Licensee.

Following the Commencement Date, and except as otherwise provided herein, provided that no Event of Default exists at the time of issuance of Licensee's written notice, this Agreement may be terminated by Licensee in the following circumstances:

A. upon thirty (30) days prior written notice and without penalty or further liability, if it is unable to obtain, maintain or reinstate within thirty (30) days any easement, license, permit or governmental approvals necessary for the construction or operation of the Communications Equipment in accordance with Licensee's Permitted Use (Licensee shall at all times use its diligent efforts in good faith to obtain and maintain any Governmental Approvals if it desires to terminate pursuant to this section);

B. upon thirty (30) days prior written notice and without penalty or further liability, if Licensee is unable to operate the Communications Equipment in accordance with Licensee's Permitted Use on the Premises as a result of material interference (other than on a temporary, non-recurring basis) resulting from the act of any third party (other than an Existing Licensee).

Licensor Site Name: Navasota ASR# 1022058 Licensor Acknowledgement Initials: Licensee Acknowledgement Initials.

C. upon thirty (30) days prior written notice and without penalty or further liability, if the City Council of the City of Navasota does not ratify this Agreement.

15. Utilities

Licensee shall provide and pay for all utilities required to operate its Communications Equipment. All installation and maintenance of same shall be at the sole risk and expense of the Licensee. Licensor at its sole discretion may incorporate the use of utilities into the Agreement and charge at a flat fee stated here or to be part of the License Fees stated in item 4.

Utilities shall be - (indicate by checking method stipulated for this Agreement)

 \underline{X} (i) Licensee is responsible for all utilities at its own expense

(ii) Licensor has elected to include utilities in the License Fee stated in item 4.

(iii) Licensor will charge a monthly flat fee of \$ _____ Dollars in addition to License Fee stated in item 4

16. Mechanic's Liens and Additional Construction

If by reason of any alteration, repair, labor performed or materials furnished to the Premises for or on behalf of Licensee any mechanic's or other lien shall be filed, claimed, perfected or otherwise established or as provided by law against the Premises, Licensee shall discharge or remove the lien by bonding or otherwise, within thirty (30) days after Licensee receives notice of the filling of same. Notwithstanding any provision of this License seemingly to the contrary, Licensee shall never, under any circumstances, have the power to subject the interest if Licensor in the Premises of Licensor in the Site to any mechanics' or material men's' liens or liens of any kind, nor shall any provision contained in the Lease ever be construed as empowering Licensee to encumber or cause Licensor to encumber the title or interest of Licensor in the Premises.

17. Casualty and Condemnation.

A. In case of damage to the Site or the Premises or those portions of the Site or the Premises which are essential to the operation of the Communications Equipment, by fire or other casualty, Licensor shall, at its expense, cause the damage to the Premises to be repaired to a condition as nearly as practicable to that existing prior to the damage, with reasonable speed and diligence, subject to delays which may arise by reason of Governmental Regulations, and for delays beyond the control of Licensor, including "force majeure". However, Licensor shall not be required to repair the damage beyond the extent that insurance proceeds are inadequate to pay for such repairs.

B. Licensor shall give immediate notice of any condemnation proceeding or threatened condemnation proceeding affecting the Premises. If at any time during the Term of this Agreement and/or the Prime Agreement all or "substantially all" (meaning the remaining portion thereof shall not be of sufficient size or condition to permit the continuation of Licensee's Permitted Use in a commercially reasonable manner) of the Premises or the Site or buildings and improvements located on the Site shall be taken in the exercise of the power of eminent domain by any governmental or other authority, or by deed in lieu of condemnation, then Licensee may terminate this Agreement by providing written notice to Licensor within thirty (30) days of such condemnation or eminent domain action, which termination shall be effective as of the date of the vesting of title in such taking and any prepaid License Fees shall be apportioned as of said date and reimbursed to Licensee.

18. Non-Recourse.

Anything in this Agreement, either expressed or implied, to the contrary notwithstanding, Licensee acknowledges and agrees that each of the covenants, undertakings and agreements herein made on the part of Licensor are made and intended not as personal covenants, undertakings and agreements of Licensor, or for the purpose of binding Licensor personally or the assets of Licensor, except Licensor's interest in this Agreement; and that no personal liability or personal responsibility is assumed by, nor shall at any time be asserted or enforceable against Licensor, any member of Licensor, any parent, subsidiary, affiliate or partner of Licensor or any partner of Licensor, or any of their respective heirs, personal representatives, successors and assigns.

19. Subordination.

This Agreement is and shall be subject and subordinate to the Prime Lease and all ground or underlying leases of the entire Site, all mortgages, deeds of trust and similar security documents which may now or hereafter be secured upon the Site, and to all renewals, modifications, consolidations, replacements and extensions thereof. This clause shall be self-operative and no further instrument of

subordination shall be required by any lessor or mortgagee, but in confirmation of such subordination, Licensee shall execute, within fifteen (15) days after request, any certificate that Licensor may reasonably require acknowledging such subordination. Notwithstanding the foregoing, the Licensor shall use reasonable efforts to cause any party holding the instrument too which this Agreement is subordinate in the event of any foreclosure sale or possessory action, recognize and preserve this Agreement and if permitted in such case, this Agreement shall continue in full force and effect at the option of the party holding the superior lien and Licensee shall attorn to such party and shall execute, acknowledge and deliver any instrument that has for its purpose and effect the confirmation of such attornment. If applicable, for the benefit of Licensee, Licensor may request (but shall have no obligation to obtain) from its current mortgagee a Subordination, Non- Disturbance and Attornment Agreement (an "SNDA"), in which Licensee shall join, under which this Agreement and the rights of Licensee hereunder shall not be affected or modified by foreclosure of the exercise of any other right or remedy by the mortgagee so long as Licensee shall not be in default under any of the provisions of the Agreement beyond any applicable period of grace, and under which Licensee shall attorn to and recognize the mortgagee or any purchaser at foreclosure sale or other successor-in-interest to the Licensor as Licensee's licensor hereunder. In addition and notwithstanding the first two sentences of this section, Licensee further agrees that this Agreement shall be subject and subordinate to the lien of any mortgages hereafter placed upon the Site or the Premises, provided that the lender/mortgagee thereunder shall have executed an SNDA with Licensee whereby such lender agrees not to disturb Licensee in its rights, use and possession of the Site and the Premises under this Agreement or to terminate this Agreement, notwithstanding the foreclosure or the enforcement of the mortgage or termination or other enforcement of an underlying lease or installment purchase agreement, except to the extent permitted by Licensor pursuant to the terms of this Agreement. The SNDA shall be in the reasonable form required by the lender and reasonably acceptable to Licensee. Licensee covenants and agrees to execute and deliver to Licensor or to the lender the SNDA within ten (10) days after receipt of written demand.

20. Notices.

All notices, demands, requests and other communications hereunder shall be in writing either personally delivered or mailed, via certified mail, return receipt requested, or sent by nationally recognized overnight courier to the following addresses:

To Licensor:

Broadband Towers, LLC. ATTN: Site Lease Administrator 2700 Thornberry Dr Bryan, TX 77808 Reference: Caldwell ASR# 1044889

To Licensee:

<u>The City of Navasota</u> <u>PO Box 910</u> <u>Navasota, TX 77868</u>

Notices will be deemed to have been given upon either receipt or rejection. Unless or until either of the respective addresses is changed by notice in writing sent to the other party as set forth above, thereafter to the address contained in such notice. Any notice herein which is required by Licensor may be given by Licensor and shall be deemed effective for all purposes herein when mailed.

21. Miscellaneous.

A. If any Term of this Agreement is found to be void or invalid, such invalidity shall not affect the remaining Terms of this Agreement, which shall continue in full force and effect.

B. Failure of Licensor to insist on strict performance of any of the conditions or provisions of this Agreement, or to exercise any of Licensor's rights hereunder, shall not waive such rights.

C. This Agreement shall be governed by and interpreted in accordance with the laws of the jurisdiction and proper venue for any litigation hereunder shall be in the courts of the state in which the Premises are located without regard to the principles of conflict of laws thereunder. Both parties desire that the transactions contemplated hereby be effected and carried out in a manner that is in compliance with all Laws.

Licensor Site Name: Navasota ASR# 1022058 Licensor Acknowledgement Initials Licensor Acknowledgement Initials:

D. This Agreement constituted the entire agreement and understanding of the parties and supersedes all offers, negotiations and other agreements. There are no representations or understandings of any kind not set forth herein. Any amendment to this Agreement must be in writing and executed by both parties.

E. Subject to the terms of section 19, this Agreement is binding on all assignees and successors. The covenants, terms and conditions of this Agreement run with the land and extend to and bind all assignees and other successors in interest of the Agreement.

/

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date aforesaid.

LICENSOR:	Broadband Towers, LLC.
By:	
Name:	
Title:	
Date:	
THE STATE OF	TEXAS
COUNTY OF	
This i	instrument was acknowledged before me on the day of, 20, by
	-3
	Notary Public, State of Texas
	Notary Fublic, State of Texus
LICENSEE	
LICENSEE:	City of Navasota
By:	Juan M
Name:	JASON WEEKS
Title:	City MANAGER 11/21/2022
Date:	11/21/2022
THE STATE OF	FTEXAS
	Gaimes
	instrument was acknowledged before me on the 244 day of NOV., 202, by
IASON A	A the c
	Notary Public, State of Texas
OTARY	SUSAN M. HOMEYER

Comm. Expires 11-3-2024 Notary ID 554714-3

ö

EXHIBIT "A"

SITE PLAN & TOWER ELEVATION

General description of site and tower given on this exhibit:

Site Information:

FCC # 1022058 30-22-06.0 N 96-04-31.0 W AGL 87.1 meters 9434 County Road 420 Navasota TX 77868

ASR# 1022058

Equipment Space:

Space for 15' x 20' shelter pad Space for 3' x 9' Generator pad Space for 3' x 9' Propane tank pad

Tower Space:

Space for 1 ea 4280.11-780-Tx or Equivalent antenna at 280' with lea 1 1/4" coax to shelter Space for 1 ea 4280.11-780-Tx or Equivalent antenna at 280' with lea tower top amplifier, lea 7/8" and lea 1/2" coax to shelter Space for 2 ea 2' dish with 3/8" cable to shelter

Licensor Site Name: Navasota ASR# 1022058 Licensor Acknowledgement Initials Licensee Acknowledgement Initials

EXHIBIT "B"

Communications Equipment

General description of communications equipment given on this exhibit:

Communications equipment:

Public safety radio equipment and point-to-point microwave links.



REQUEST FOR CITY COUNCIL AGENDA ITEM #12

Agenda Date Requested: <u>November 28, 2022</u>				
Requested By: <u>Bobbie Ullrich, Director</u>				
Department: Marketing & Communications				
 Report 	C Resolution	Ordinance		

Exhibits: Rail & Rye RFP, Laura's Bartending Service RFP, RFP Document, RFP Analysis Score Sheet

Appropriation		
Source of Funds:	N/A	
Account Number:	N/A	
Amount Budgeted:	N/A	
Amount Requested:	N/A	
Budgeted Item:	🔿 Yes 💿 No	

AGENDA ITEM #12

Consideration and possible action on awarding Alcohol Beverage Services for the 2023 and 2024 Texas Birthday Bash events.

SUMMARY & RECOMMENDATION

In 2023, the City of Navasota will be hosting the 11th Annual Texas Birthday Bash event to celebrate the birth of "Texas." This event is the largest event held in Navasota and brings visitors to our city from throughout Texas. Last year it was estimated that 13,000 to 15,000 people visited our downtown over the 2-day event. As part of this event, alcohol sales (beer, wine, and liquor) have become a staple amenity to our visitors. This past year staff has received several inquiries from alcohol vendors wanting to provide their services for 2023. After reviewing the alcohol sales processes and documents provided to city staff last year, we believed it would be in the best interest of the city to open a Request for Proposal for alcohol beverage services for a two-year period. In the past, Texas Birthday Bash has not been a "break-even" event. Staff understands that this event is to promote Navasota as well as attract visitors to our community. However, staff believes that if alcohol beverage services are being offered at the event, that the city should receive some financial benefit from those sales to assist with offsetting the cost of the event.

The City of Navasota advertised a Request for Proposal (RFP) for Alcohol Beverage Services on our website as well as an advertisement in The Examiner on October 5, 2022. The City received two (2) RFP responses, one from Rail & Rye and another from Laura's Bartending Services. Though Laura's Bartending Services has provided alcohol beverage services at the Texas Birthday Bash for 5 years, staff scored Rail & Rye as the most advantageous vendor to provide alcohol beverage services during the 2023 and 2024 Texas Birthday Bash.

RFP Analysis

An internal city staff committee comprising of 5 members, opened and assessed the RFPs received based on the predetermined scoring criteria included in the RFP as well as the submittal requirements. Rail & Rye (RFP1) submitted an 8-page response to the RFP and Laura's Bartending Services (RFP2) submitted a 4-page response to the RFP. The committee reviewed and analyzed the RFPs based on the information provided. A scenario analysis based on the numbers provided by Rail & Rye and Lauras Bartending Services was measured (please see copy of RFP 223-24 Analysis and a copy of the official RFP in your attachments).

(RFP1) Rail & Rye offered two profit sharing options for the city to consider. Option A is 50% of net profit and Option B is 11% of gross revenue. Also, Rail & Rye is offering a guaranteed minimum sponsorship to the City of Navasota of \$5,000 in exchange for TBB sponsor recognition. Additionally, Rail & Rye will be providing downtown Wi-Fi services during the event (Guest and POS).

(RFP2) Laura's Bartending Services offered one profit sharing option with no further considerations. This only option was for the city to receive 30% of net sales.

Therefore, based on this monetary assessment it would be most advantageous for the city to select Rail & Rye (RFP1)'s Option A - 50% of net sales as a profit-sharing option.

Score Assessment			
Categories	RFP1 (Rail & Rye)	RFP2 (Laura's Bartending Services)	
Responsiveness to the City's RFP	10/10	5/10	
Relevant experience, expertise, and qualifications	20/35	35/35	
Technical proposal	15/15	5/15	
Cost estimate	30/30	15/30	
Scheduled availability to complete job	10/10	0/10	
TOTAL	85/100	60/100	

Responsiveness to the City's RFP:

The committee ranked RFP1 higher than RFP2 in responsiveness to the City's RFP as RFP1 responded appropriately to the submittal requirements. RFP2 had no table of contents, no executive summary outlined and no mention of profit sharing in the letter 6.1.1.

Relevant experience, expertise, and qualifications:

RFP2 ranked higher in the relevant experience category, as RFP2 has completed services for the City's TBB Alcohol sales for the past 5 years. Although RFP1 ranked lower in the experience category it is important to note they are well positioned with staff to effectively manage the event and has a leadership team with experience managing a team of 100 people at Kyle Field during TAMU football game days.

Technical proposal:

With the assessment of the technical proposal, RFP1 ranked higher than RFP2. RFP1's technical proposal is very detailed and provides sufficient information on profit sharing options, proposed product lists, financial summary, and schedule for the event. RFP 2 lacked detail in its technical proposal and focused mainly on its experience resume.

Cost estimate:

After analyzing the numbers based on an example scenario it was determined RFP1 ranked higher in the cost estimate to better advantage the city than RFP2, therefore RFP 2 ranked lower in this assessment (see RFP 223-24 Analysis attachment for financial breakdown).

Schedule availability to complete job:

The final category of scheduled availability, RFP1 ranked higher points based on their detailed schedule provided in their RFP on page 7. RFP1 provided no timeline for a schedule to complete the job.

Recommendation:

After this evaluation staff scored Rail & Rye (RFP1) as the most advantageous vendor to provide alcohol beverage services during the 2023 and 2024 Texas Birthday Bash. Also, staff recommends that when making the motion to award Alcohol Beverage Services for 2023 and 2024 Texas Birthday Bash, that there is a stipulation of incorporation that the selected vendor be fully covered for liability insurance for the event.

ACTION REQUIRED BY CITY COUNCIL

Award Alcohol Beverage Services for 2023 and 2024 Texas Birthday Bash.

When making the motion to Award Alcohol Beverage Services for 2023 and 2024 Texas Birthday Bash, that there is a stipulation of incorporation that the selected vendor be fully covered for liability insurance for the TBB event 2023-24.

Approved for the City Council meeting agenda

rson Weeks

Jason B. Weeks, City Manager

11/22/22

Date

REQUEST FOR PROPOSALS



Navasota Marketing & Communications Department is requesting proposals for:

ALCOHOL BEVERAGE SERVICES AT TEXAS BIRTHDAY BASH (TBB) 2-Year Contract 2023-2024

RELEASE DATE: September 23, 2022

RESPONSE DUE: October 28, 2022



1.0 SUMMARY

1.0 Request for Proposals: Firms with proven experience and expertise performing **Alcohol Beverage Services at Events** are invited to submit profit sharing proposals to provide the operation and management of the sale of alcoholic beverages at Texas Birthday Bash within the City of Navasota.

1.1 The Request for Proposal (RFP) does not constitute a contract for services performed or to be performed. Following the selection of the successful proposer (hereafter referred to as "Contractor"), the City of Navasota (hereafter referred to as "City"), and the Contractor will negotiate a contract including a scope of services.

1.2 Services to Be Performed: The Contractor's services will consist of a single company capable of providing operation and management of necessary equipment, employees, sales items, sales receipts, reports, permits, furnishings, and all other materials required for the full operation of beverage and alcohol stands at Texas Birthday Bash, as specified within this RFP.

1.3 Information release: All proposers are hereby advised the City of Navasota may solicit and secure background information based upon the information, including references, provided in response to this RFP. By submission of a proposal all proposers agree to such activity and release the City of Navasota, its members, and its agents and designees from all claims arising from such activity. Proposals submitted shall be considered part of the public record.

1.4 Notice to all Respondents: During the bid process it is forbidden to communicate information included in the sealed bid proposal with other members of City Staff (except those staff members listed as the contact person(s) for the bid). It is also forbidden to communicate information included within the sealed bid proposal with any elected, or appointed, official representing the City of Navasota. By doing so, you risk immediate disqualification for this bid.

2.0 BACKGROUND

2.0 TBB Profile: Texas Birthday Bash takes place annually, the first weekend in March, on the grounds of City Hall, 200 E. McAlpine Street, Navasota TX. The event is split between two days: Friday and Saturday. The two-day music festival features some of the biggest names in Texas music, Texas flavors, and Made-in-Texas vendors. The purpose of the Texas Birthday Bash is to celebrate and recognize Texas Independence Day, provide an event for the community to come together, to promote tourism in Navasota and support local businesses.

2.1 City's Purpose of Project: The purpose of the project is to provide the sale of alcoholic beverage to event patrons of Texas Birthday Bash within an enclosed (fenced) area in downtown Navasota. With a profit-sharing plan in place the city would hope to offset event costs with a portion of the gross sales.



2.2 Information to be provided to Contractor by the City: The City will provide the Contractor with event dates, times and locations and the general scope of event.

3.0 ENVISIONED SCOPE OF PROJECET

3.1 Scope: The Contractor will have exclusive rights to the sale of beer, wine, and other alcoholic beverages during the specified Texas Birthday Bash event.

3.1 GENERAL

- a. City of Navasota, Texas Birthday Bash
- b. Operation and Management
- c. Equipment
- d. Furnishings
- e. Signage
- f. Employees
- g. Sales Items
- h. Receipts and Reports
- i. Permits

3.2 SPECIFICATIONS

a. City of Navasota, Texas Birthday Bash

Texas Birthday 2023 and 2024: Held the first weekend of March on the grounds of Navasota City Hall (200 E McAlpine St). This two-day event features live music featuring local, regional, and national acts, vendors, and family friendly activities. This event was added in 2012 and continues to grow each year. The estimated attendance of this event over 2 days is 18,000.

- March 3 and 4, 2023
- March 1 and 2, 2024
- **b. Operations and Management:** The Contractor will work with the City of Navasota to determine the number of and location of service areas within the event grounds for Texas Birthday Bash. This City of Navasota will have the final approval of number, location, and hours of service areas. The Contractor will be responsible for the set-up, tear-down, clean-up, and management of each location.
- c. Equipment: The Contractor is responsible for providing, at their sole expense, all items necessary to provide onsite sale of alcohol. The selected Contractor shall be responsible for the items' upkeep, maintenance, repairs, and replacement. All items purchased by the Contractor shall remain the property of the Contractor. The contractor is responsible for the setup, tear down and clean-up of all equipment used and shall remove said equipment from the event grounds within 18 hours following the conclusion of the second day of the events.
 - i. POS
 - ii. Tents or canopies
 - iii. Tables and chairs



- iv. Coolers or troughs for beverage sales
- v. Bars or beverage stands
- vi. Golf carts or mode to transport product from parking lot to the beverage station
- **d.** Furnishings: The Contractor is responsible for providing all furnishings unless otherwise negotiated before the event.
 - i. Utensils
 - ii. Beverage serving ware
- e. Signage: All prices shall be prominently posted at each serving location.
- f. Employees: Contractor is responsible for providing the necessary trained and licensed staff and personnel for each event. All staff will be required to wear a uniform, festival t shirt and/or credential for identification purposes. Staff uniform's must be presented to the City at least 48 hours prior to the event for approval. Apparel and personal cleanliness shall be suitable and in keeping with the atmosphere associated with the proposed operation.
- **d.** Sales Items: The contractor will be the exclusive seller of alcohol on the event grounds at the Texas Birthday Bash 2023 and 2024 event. List of brands sold, and prices are to be negotiated. Prices and brands should reflect market trends and should be comparable to similar events. The vendor is solely responsible for the delivery and handling of alcoholic beverages. <u>Glass containers are not permitted</u>.
- e. Receipts and Reports: Contractor is responsible for maintaining a system of tracking sales. Contractor shall provide the City, immediately following the event, the statements showing gross sales and reports including the number of units of each item sold at each designated location and for what cost, and sales reports from the distributor. The contractor shall provide the City, no more the 30 days following the event, a post event report including all sales numbers and plans or ideas for the future of the event.
- f. **Permits:** The contractor is responsible for securing all licensing and permits to ensure all sales and product conform to local, state, and federal codes and requirements. The contractor shall maintain current knowledge of the City of Navasota ordinances regarding the sale of alcohol.

3.3 CITY PROVIDED SERVICES

The city will provide the following equipment and services for City events to the selected contractor.

- **a.** Utilities The City will provide power to beverage stations for cash registers and lights, if needed by vendor.
- **b.** Dumpster The City shall provide and service a dumpster(s), which shall be available for use by the selected contractor for trash generated solely by the operation for the specified Texas Birthday Bash event.
- **c.** Trash cans The City will provide and place trash receptacles adjacent to the sales counters. City staff will dump these cans as necessary.

For Technical Questions regarding this job please contact:



Bobbie Ullrich Marketing & Communications Director (936) 825-6475 bullrich@NavasotaTX.gov *4.0 DELIVERABLES*

4.0 Deliverable #1: The Contractor is to provide for a Project kickoff meeting – The first deliverable of the project will entail an initial meeting to discuss the scope of the project as outlined in the proposal and perform site tours or inspections. The Contractor must initiate the meeting within thirty (30) calendar days of bid award.

4.1 Deliverable #2: The Contractor is to provide all contract documents, recommendations for items sold and beverage station locations, change order documents, project schedules, QA and QC activities, site observation and payment requests.

4.2 Deliverable #3: The Contractor is to provide the sale of alcoholic beverages at the designated City events in accordance with the scope of work listed in Section 3.0 of this document.

4.3 Deliverable #4: The contractor is to provide receipts and reports after each event in accordance with the scope of work listed in Section 3.0 of this document. The contractor is to include recommendations for changes or improvements to the event.

5.0 COMMERCIAL

5.1 Insurance Requirements: Any contract entered into as a result of this RFP shall require the Contractor to obtain and maintain certain minimum insurance coverage. Without limiting any liabilities or other obligations of proposer, successful proposers performing as independent contractors hereunder, shall be fully responsible for providing Worker's Compensation, General Liability, Professional Liability, and Automotive Liability coverages.

The successful proposer must provide a Certificate of Insurance within fifteen (15) calendar days after notification of award. Certification must include name and address of insurance company (must be authorized to conduct business in Texas or be named on the List of Authorized Insurance maintained by the Texas Department of Insurance), policy number, and liability coverage and amounts. The City of Navasota shall be named as additional insured in the minimum amounts and areas of coverage as stated in this section and shall maintain such coverage throughout the duration of this agreement.

The Contractor shall be responsible for any deductibles associated with the above policies, and shall bear all loss to the Contractor's equipment, supplies and vehicles.

5.2 Indemnification: Contractor shall: (1) faithfully perform said Contract on Principal's part



and satisfy all claims and demands incurred for the same; (2) fully indemnify and save harmless the City from all costs and damages which said City may suffer by reason of failure to do so; and (3) fully reimburse and repay said City all outlay and expenses which said City may incur in making good any default.

The Contractor shall protect, defend, indemnify, and save harmless the City and its' employees, collectively referred to as "Indemnitees", from and against costs and suits, actions, claims, losses, liability or damage of any character, and from and against costs and expenses, including in part attorney fees, incidental to the defense of such suits, actions, claims, sickness, including death, to any person, or damage to property, including in part the loss of use resulting there from, arising from any act or omission of the Contractor, or his employees, servants, agents, subcontractors or suppliers, or anyone else under the Contractor's direction and control, and arising out of, occurring in failure of performance of any work or services called for by the Contract, or from conditions created by the performance or non-performance of said work or services. The Contractor's indemnification hereunder shall apply without regard to whether acts or omissions of one or more of the Indemnitees would otherwise have made them jointly or derivatively negligent or liable for such damage or injury, expecting only that the Contractor shall not be obligated to so protect, defend, indemnify, and save harmless if such damage or injury is due to the sole negligence of one or more of the Indemnitees.

6.0 SUBMITTAL REQUIREMENTS

6.0 General: Please submit one original and two copies (total of three copies) of your proposal in a sealed envelope, no later than **3:00 PM CST, October 28, 2022,** to the attention of:

MAIL	IN PERSON	ELECTRONICALLY
Marketing & Communications	Marketing & Communications	bullrich@NavasotaTX.gov
City of Navasota	Second Floor City Hall	
P.O. BOX 910	200 E McAlpine St	
Navasota, TX 77868	Navasota, TX 77868	

All questions must be addressed to Bobbie Ullrich at <u>bullrich@navasotatx.gov</u> no later than October 7, 2022. A response to all questions will be posted on the navasotatx.gov website by Oct 14, 2022.

Bids will be reviewed and considered after the **3:00PM CST, October 28, 2022, deadline.**

In the interest of fairness to all proposing contractors and to facilitate timely review of all the proposals by the City, proposals received after the scheduled receipt time stated above will not be considered. All proposals received become the property of the City and will not be returned.

6.1 Proposal Organization: To facilitate the City's objective review of the proposals from different Contractors, the Contractors are requested to organize the main document as follows.



If the Contractor wishes to submit additional information in support of or to strengthen the proposal, please provide such information separately in Appendices.

6.1.1 A letter on company letterhead indicated that the proposal represents an offer by the firm to provide services for a stated profit sharing according to the stated schedule. A Principal of the firm authorized to commit the firm must sign the letter.

6.1.2 Table of Contents

6.1.3 Information of the following topics:

6.1.3.1 Executive Summary: Should address the highlights of the proposal, along with the strengths and special expertise of the firm and the associated team to successfully accomplish the objectives of this project. A list of municipalities or events the contractor has previously or is currently working with should be included. Please limit the summary to no more than two pages.

6.1.3.2 Technical Proposal: Identify and describe the services to be provided and the approach/methodology proposed to be used, including QA/QC procedures. Proposal should also include types and brands of alcohol proposer intends to use and a price point of sale items.

6.1.3.3 Financial Compensation: City requests a profit-sharing compensation for this project. Please provide the percentage based on the envisioned scope of work and project deliverables describe in Sections 3 and 4 of this RFP, respectively, with any additional qualifications and clarifications that you may deem appropriate.

6.1.3.4 Schedule: Please provide the proposed time schedule for the completion of the project. The schedule should be detailed enough to show the sequence and duration of implementation of the various tasks involved, any tasks to be performed or information to be provided by the City including their timings, the anticipated critical path, float times provided to accommodate unanticipated delays and other contingencies, and scheduled project milestones.

Note: submittal of qualifications shall be taken as prima facie evidence that the proposing individual/firm has full knowledge of the scope, nature, quality, and quantity of the project to be performed and the detailed requirements and conditions under which the project is to be performed.

7.0 SELECTION OF CONTRACTOR

7.0 General: This RFP does not commit the City to enter into agreement, to pay any costs incurred in the preparation of a proposal in response to this request or in subsequent negotiations, or to procure a contract for the project. The City will require the selected



proposer, if any, to participate in negotiations and to submit such cost, technical and/or other revisions to the proposals as may result from negotiations. The City reserves the right to perform all or some of the services decried in this RFP with its own work force.

7.1 Selection Criteria: Proposals will be evaluated, scored, and ranked based upon the following criteria. The City reserves the right to request an interview for any potential Contractors during the selection process. Should the City see the need to interview potential Contractors, the potential Contractors will be notified as early as possible in the proposal review process, and selection schedules adjusted accordingly.

7.1.1 Responsiveness to the City's RFP;	0-10 points
7.1.2 Relevant experience, expertise, and qualifications;	0-35 points
7.1.3 Technical proposal;	0-15 points
7.1.4 Cost estimate;	0-30 points
7.1.5 Scheduled availability to complete job;	0-10 points

100-point Maximum Score

7.2 Schedule for the Selection Process: The following is the anticipated schedule for the Contractor selection process.

Item	Date
City issues RFP	Sept 23, 2022 @ 8:00 am
Deadline for Questions	Sept 30, 2022
Responses to Questions	Oct 14, 2022
Completed Proposals due to City	Oct 28, 2022, by 3:00 pm
City Council Awards Contract	November 2022
Submittal by the selected Contractor to	November 2022
the City of complete and signed	
Contract documents.	

.	RFP1		RFP2		# Glass/Bottle	Units/Case	# of Case			1 - Total		2 - Total
Business Name	R&R		LBS						R&R		LBS	
Individual Beer \$	•		\$	5.00			30	650		117,000		97,500
Wine \$	\$	6	\$	8		4	12	75		21,600	\$	28,800
Liquor \$ Single	\$	12	\$	9		16	12	7	\$	16,128	\$	12,096
Liquor \$ Double	N/A		\$	18	Inc. in singles a	above						
Sub Totals *Note 650 cases o	f beer sold 2022 per	MHD			*Assuming Ever	rything Sells	Gro	oss Sales	\$	154,728	\$	138,396
	Option B for RFP1				1	1% 11% of Gross Sales			\$	17,020.08		
**Assuming 40% c	of Gross Sales = Ope	rating	Expen	ses		0%	Operating E	xnenses.	\$	(61,891.20)	\$	(55,358.40
		laing	Lipon					Income:		92,836.80		83,037.60
	Option A for RFP1				50% 50% of Net Income				\$	46,418.40		
					3	0% 30% of Net Income					\$	24,911.28
	Only Option RFP2					0070 3070 OF Net Income						
Other Consideratio	ons:		neorsh	ain to City			noncor recognition					
Other Consideratio	ons: Guaranteed minimu	m Spc		• •	of Navasota of \$5	5,000 in exchange for TBB s	ponsor recognition.					
	ons:	m Spc		• •	of Navasota of \$5	5,000 in exchange for TBB s	ponsor recognition.					
RFP1 (R&R)	ons: Guaranteed minimu Offering Downtown N/A	m Spc		• •	of Navasota of \$5	5,000 in exchange for TBB s	ponsor recognition.					
RFP1 (R&R) RFP2 (LBS)	ons: Guaranteed minimu Offering Downtown N/A ew Alcohol	m Spc		• •	of Navasota of \$5	5,000 in exchange for TBB s	ponsor recognition.					
RFP1 (R&R) RFP2 (LBS) TBB 2022 Overvie	ons: Guaranteed minimu Offering Downtown N/A ew Alcohol	m Spc		• •	of Navasota of \$5	5,000 in exchange for TBB s	ponsor recognition.					
RFP1 (R&R) RFP2 (LBS) TBB 2022 Overvie	ons: Guaranteed minimu Offering Downtown N/A ew Alcohol g Services Sales	m Spc	during	• •	of Navasota of \$5	5,000 in exchange for TBB s	ponsor recognition.					
RFP1 (R&R) RFP2 (LBS) TBB 2022 Overvie	ons: Guaranteed minimu Offering Downtown N/A ew Alcohol g Services Sales Friday	m Spc	during	the TBB e	of Navasota of \$5	5,000 in exchange for TBB s	ponsor recognition.					
RFP1 (R&R) RFP2 (LBS) TBB 2022 Overvie	ons: Guaranteed minimu Offering Downtown N/A ew Alcohol g Services Sales Friday Cash	m Spc	during	the TBB e	of Navasota of \$5	5,000 in exchange for TBB s	ponsor recognition.					
RFP1 (R&R) RFP2 (LBS) TBB 2022 Overvie	ons: Guaranteed minimu Offering Downtown N/A ew Alcohol g Services Sales Friday Cash CC	m Spc	during \$	the TBB e	of Navasota of \$5	5,000 in exchange for TBB s	ponsor recognition.					
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Score Assessment							
Categories	RFP1 (Rail & Rye)	RFP2 (Laura's Bartending Services)					
Responsiveness to the City's RFP	10/10	5/10					
Relevant experience, expertise, and qualifications	20/35	35/35					
Technical proposal	15/15	5/15					
Cost estimate	30/30	15/30					
Scheduled availability to complete job	10/10	0/10					
TOTAL	85/100	60/100					

Recommendation:

After this evaluation staff scored Rail & Rye (RFP1) as the most advantageous vendor to provide alcohol beverage services during the 2023 and 2024 Texas Birthday Bash. Staff also recommends that when making the motion to award Alcohol Beverage Services for 2023 and 2024 Texas Birthday Bash, that there is a stipulation of incorporation that the selected vendor be fully covered for liability insurance for the event.

Rail & Rye, LLC 101 S. Railroad Street Navasota, Texas 77868 Chris@RailandRye.com (936) 227-4400



Alcohol Vendor Proposal 2023 - 2024 Texas Birthday Bash – Navasota, Texas

Rail & Rye, LLC (Rail & Rye) agrees to provide alcohol sales and related services to the City of Navasota (City) for the 2023 and 2024 Texas Birthday Bash, occurring during the first weekend in March of each year, respectively. Rail & Rye agrees to provide alcohol vending services and appropriate staffing in all locations provided and designated by the City. Rail & Rye understands that mixed beverages will be available in the VIP area and will plan and permit the event accordingly.

Proposed terms of the agreement are as follow:

1. Rail & Rye is offering two profit sharing options for consideration by the City. The City shall make an election 30 days prior to the event date and may change the election annually with 30 days written notice.

Option A) 50% of Net Profit Option B) 12% of Gross Revenue

These profit-sharing agreements are offered to the City in exchange for the exclusive right to provide alcohol sales and related services for the 2021 Texas Birthday Bash.

- a. There is unlimited upside potential with no maximum cap on profit sharing.
- b. Rail & Rye shall provide an accounting of the Revenue and Expenditures of the event to the City to verify the total amount due under the terms of this agreement.
- 2. Rail & Rye will guarantee a minimum payment of \$5,000 to the City of Navasota, regardless of the success of the event.
 - a. Rail & Rye will be listed as a \$5,000 level equivalent sponsor, with all of the benefits ultimately granted by the City to all other sponsors at the equivalent sponsorship level.
- 3. Rail & Rye will be granted the opportunity to brand the drink tent, and other locations staffed by Rail & Rye, with signage, logos and other branding and marketing material as appropriate for the event and in coordination with City staff.
 - a. VIP Tent and booth space to be provided by the City of Navasota
- 4. Rail & Rye and our employees and contractors will take all necessary precautions to help mitigate viral transmission, specifically related to the COVID-19 (coronavirus) pandemic currently effecting the country.
- 5. In the unfortunate event of a cancelation, for any reason or no reason at all, there will be no obligation by Rail & Rye to make payment to the City of Navasota.

Thank you for your consideration of this proposal and we look forward to working closely with the City of Navasota to ensure another outstanding and successful event! Please do not hesitate to reach out with any questions or concerns related to this proposal.

Christopher W. Tucker Owner, Rail & Rye Rail & Rye, LLC 101 S. Railroad Street Navasota, Texas 77868 Chris@RailandRye.com (936) 227-4400



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Rail & Rye, LLC 101 S. Railroad Street Navasota, Texas 77868 Chris@RailandRye.com (936) 227-4400



Executive Summary

Rail & Rye is a New American Restaurant and Rooftop Bar located in Downtown Navasota! We are excited about the unique opportunity the Texas Birthday Bash presents for our team to provide a critical service for the City. Although I am certain many will respond to this RFP and other organizations have done an excellent job will alcohol service in the past – we have a bit more to offer than two days of service for the event. If we should be selected, our goal would be for visitors to Navasota to have a world class food and beverage experience. What makes Rail & Rye's proposition so unique is that those customers can now come back to Navasota again and again, knowing they can shop downtown and visit our brick-and-mortar establishment one block away from where they experienced great service at the Texas Birthday Bash. We live, work, volunteer and raise our family right here in Navasota and strive for success! As Rail & Rye grows quickly, our team and capabilities expand, positioning us for efficient and effective management of this event. We are well positioned and have the staff to effectively and efficiently manage and event of this magnitude. Our vested interest in the success of Navasota and the reputation of Downtown includes our goals and aspirations being aligning with the City in making the Texas Birthday Bash an event that will increase tourism, shopping and dining.

We have been selected as the catering company for Baylor Scott & White's annual Winter Gala in February and will be serving up to 350 people at that event, located in Brenham. We are happy to provide references upon request.

Leadership Team

Chris Tucker, Owner – Background in commodity trading & logistics with expertise in leading high performing teams and solving complex problems.

Joshua Dean, Exec. Chef & GM – 20+ years' experience in restaurant and catering operations/management. In his previous roll Josh managed a team of 100 people to execute massive off-site operations providing food and alcohol throughout Kyle Field and various other locations on campus during football game days

Braxton Carnes, Restaurant Ops. Manager – Detail oriented and focused on setting our team up for success. Braxton will insure we have the staff prepared and ready to handle a record crowd at the 3023 and 2024 Texas Birthday Bash.

Julie Bailey, Catering & Events Coordinator – A native of Navasota, she has experience in catering operations and event planning with some of the most prestigious and well-run restaurant in Bryan/College Station (Amico Nave & Chuy's). Julie will play a key role in the pre-event planning and coordination. She will work closely with the city to insure we are on schedule and are prepared to meet the needs of the City and the customers.



Technical Proposal

Our approach to an event of this scale is to ensure efficiency in all that we do. We will leverage the assets made available to use from out partnerships with distributors and the expertise of our staff to plan and execute a successful event. Rail & Rye currently employees 43 people and we continue to grow. In addition to our in-house staff, we have access to contract workers who assist when we have large off-site caterings or events. We will maintain the option of exchanging pre-purchased tokens for beverages at the event and will add the additional option of purchasing beverages with cash. This dual payment option will allow for greater revenue generation and alleviate customer frustration.

We will implement the same system used in our restaurant and catering operations to ensure proper inventory and cash management is in place to minimize waste, theft, and loss. Inventory will be taken at the beginning and end of each shift on all alcohol products as well as checked in/out of the secured holding area. Beer inventory will be held in refrigerated trailers provided by the distributors. These trailers will be parked on lots owned by Chris & Jessica Tucker near the former City Warehouse, directly behind the VIP Tent. Liquor and wine inventory will be locked up in the liquor storage area at Rail & Rye.

Regarding pricing, we feel that the with the addition of 16 oz. "Tall Boy" cans for the most popular domestic items and categorizing the remaining 12 oz. cans in the appropriate "Craft Beer" category; the market will easily support a \$6 sales price in a festival environment. There has been some inflationary pressure that requires this price shift, however, a good portion of the 16.6% increase in revenue will go to the City's bottom line on the profit-sharing agreement.

We will utilize the Toast Point of Sale system and will be able to provide real time data to the City during the event and a detailed breakdown of the sales immediately following the event. This world class system will streamline the operations and simplify the reporting aspect of the event.

The following page contains a preliminary list of vendors and products we propose to have available during the event. To establish the par quantities listed we used last year's sales and factored in healthy growth rate to insure we have enough product on hand to meet the needs of customers. Additionally, if we find that we have exceeded the pace of sales expected after the first day we can reorder additional product to have on hand for the following day.



Proposed Product List

Vendor	Product	Propo	osed Price	Par Quantity	UOM
Misc.	Beer Bucket Add-on	\$	5.00	700	Each
Mike Hopkins Dist.	16 oz - Ultra	\$	6.00	400	Cases
	16 oz Bud Light	\$	6.00	125	Cases
	16 oz - Budwiser	\$	6.00	20	Cases
	12 oz - Ranch Water	\$	6.00	40	Cases
	12 oz - White Claw	\$	6.00	50	Cases
	12 oz - Hopadillo	\$	6.00	15	Cases
	12 oz - Crawford Bock	\$	6.00	35	Cases
	12 oz - Love Street	\$	6.00	30	Cases
	12 oz - Ultra Gold	\$	6.00	10	Cases
	12 oz - Bud Light Next	\$	6.00	10	Cases
	12 oz - 12th Man Lager	\$	6.00	50	Cases
Capital Wright Dist	16 oz Dox XX	\$	6.00	125	Cases
Capital Wright Dist.	16 oz Miller Light	\$	6.00	25	Cases
	16 oz Coors Light	\$	6.00	40	Cases
Kristin Dist.	12 oz - Blood & Honey	\$	6.00	25	Cases
Kristin Dist.	12 oz Modelo	\$	6.00	15	Cases
	12 oz Shiner	\$	6.00	10	Cases
	High Noon - Lime	\$	6.00	25	Cases
	High Noon - Watermelon	\$	6.00	25	Cases
Southern Glazers Dist.	Copa di Vino - Cabernet Sauvignon	\$	6.00	5	Cases
Southern Glazers Dist.	Copa di Vino - Chardonnay	\$	6.00	5	Cases
	Copa di Vino - Pinot Grigio	\$	6.00	5	Cases
	Champaign	\$	6.00	5	Cases
Cooter's Liquor	Titos Vodka	\$	12.00	1.50	Cases
	Proper 12 Irish Whiskey	\$	12.00	0.50	Cases
	WhistlePig Farmstock Rye	\$	12.00	1.25	Cases
	Jack Daniels Whiskey	\$	12.00	1.00	Cases
	Empress Gin	\$	12.00	0.25	Cases
	Camerina Tequila	\$	12.00	1.50	Cases
	Dewers White Lable Scotch	\$	12.00	0.25	Cases
	Crown Royal	\$	12.00	0.75	Cases



Financial Compensation

As described in the Executive Summary, Rail & Rye is offering the City of Navasota two percentagebased revenue/profit sharing options which the city my choose, at their sole discretion, 30 days prior to the event start date. Because this proposal includes service for the 2023 and 2024 Texas Birthday Bash celebrations, our team felt it was important to provide the City with optionally in the preferred method of revenue/profit sharing and the freedom to change the election, if needed, for each year's event independently. In addition to the options outline below, Rail & Rye will guarantee a \$5,000 minimum payment to the city, regardless of the success of the event, in exchange for being listed and receiving the benefits of as a sponsor at the corresponding level. In the event that the TBB is canceled, neither the City or Rail & Rye will have any obligation to pay for otherwise provide services to one another related to the terms of this agreement.

We are proud to present the following options for consideration:

Option A – 50% of Net Profit:

This option provides the City with 50% of Net Profit from the event. The Net Profit percentage split will be calculated as follows: ((Gross Revenue – Total Expenses = Net Profit) * 0.50).

Option B – 11% of Gross Revenue:

This option provides the City with 11% of Gross Revenue from the event. The percentage of Gross Revenue due to the City will be calculated as follows: ((Gross Revenue) * 0.11).

Definitions:

- Gross Revenue: Total revenue generated from the sale of alcohol (beer, wine & liquor) during the event.
- Total Expenses: All costs associated with the planning and execution of the event. These expenses may include, but are not limited to, the following categories: COGS, Tent & Equipment Rental, Labor, Supplies, Fuel, etc.



Schedule

Please provide the proposed time schedule for the completion of the project. The schedule should be detailed enough to show the sequence and duration of implementation of the various tasks involved, any tasks to be performed or information to be provided by the City including their timings, the anticipated critical path, float times provided to accommodate unanticipated delays and other contingencies, and scheduled project milestones. Note: submittal of qualifications shall be taken as prima facie evidence that the proposing individual/firm has full knowledge of the scope, nature, quality, and quantity of the project to be performed and the detailed requirements and conditions under which the project is to be performed.

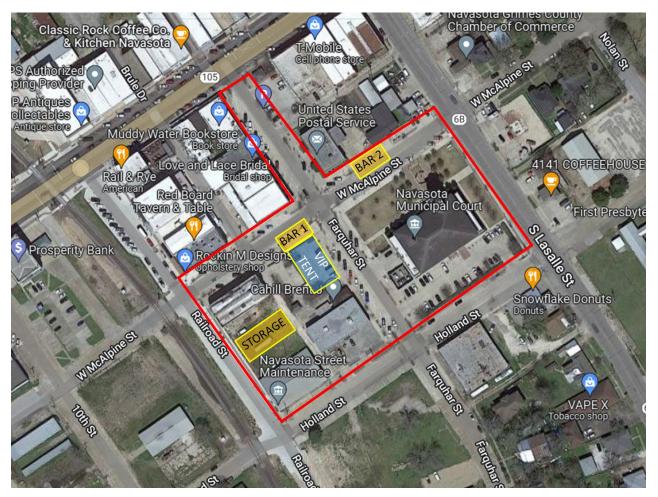
	Key Dates & Milestones		
Month	Date	Date Task	
September Friday, September 23, 2022			
		RFP Published	
October			
	Friday, October 28, 2022	RFP Submitted	
November			
	TBD	RFP Review & Selection	
December			
		Initial Coordination Meeting with City	
January		Any Rental Equipment/Supplies Needed, Sourced and Reserved	
	Wednesday, January 26, 2022	Second Coordination Meeting with City	
	Wednesday, February 1, 2023		
February		Downtown WiFi mesh Installed and Tested (Guest & POS) - Navasota WiFi	
		Final Pre-Event Coordination Meeting with City	
Tuesday, February 28, 2023 Pickup or Accept Delivery of Rental Equipment/Supplies		Pickup of Accept Delivery of Rental Equipment/Supplies	
	Thursday, March 2, 2022	Take control of Alchohol from Distributors - 5:00pm	
		Site Setup - As soon as available from City	
		General Admission Bar Setup, Equipment Setup & Testing, Storage Area,	
		Point Of Sale Systems, Staff Training, Coordination with City Staff, etc.	
	Friday, March 3, 2023	TEXAS BIRTHDAY BASH - DAY 1	
		Bulk Ice Delivery - 8:00am	
March		VIP Tent Bar Setup - 11:00am	
		Site Cleanup and Move Alcohol to Secure Area	
	-	TEXAS BIRTHDAY BASH - DAY 2	
		Bulk Ice Delivery - 8:00am	
		Initial Site Breakdown & Cleanup	
		Site Cleanup and Move Alcohol to Secure Area	
	Sunday, March 5, 2023	Fianl Site Breakdown, Cleanup & Haul off	
Monday, March 6, 2023 Relinquish control of Alchohol fro		Relinquish control of Alchohol from Distributors - 10:00am	



Exhibit A

The diagram below is tentative based on previous years and conversations about plans for future events with City staff. Actual stagging and bar positioning is subject to change based on the final design and layout of the event as directed by the City. We would propose three bar locations. "Bar 1" will serve as the central and primary bar location and will be located adjacent to the VIP tent providing at least 6 lines of general admission drink sales. "Bar 2" will be located in the area designated for food vendors to provide beverage service to customers purchasing food. Additionally, "Bar 2" will provide critical relief to lines that may form at "Bar 1" and will drive additional customer traffic and sales into the food vendor area. The third bar will be located in the "VIP Tent" and will provide beer, wine and liquor service to customers who have access to the VIP area. The "Storage" area will be used to stage refrigerated beer trucks, bulk ice and other miscellaneous supplies and equipment needed to successfully execute the event.

If alcohol service is needed in the Green Room or staff/talent staging area, we will work with the city to establish an appropriate level of service to that area.





To Whom It May Concern:

This letter is to initiate a proposal of an offer by LMG Hospitality, LLC (DBA Laura's Bartending Services) to provide services for the sale and service of alcoholic beverages for the 2023 and 2024 Texas Birthday Bash festivities. I, Laura Gross as a Navasota native and owner of locally run Laura's Bartending Services appreciate both your time and consideration of this proposal.

Respectfully,

Laura Gross Laura's Bartending Services

- As the alcohol vendor for Texas Birthday Bash for the last five years, as well as the first two years of its existence; I am confident that my company can provide more than adequate service for the coming years. Laura's Bartending Services has been in business for over ten years, our experience in special events, weddings, charity events, fundraisers, banquets and festivals are immeasurable.
 - > Texas Birthday Bash, Navasota Texas by City of Navasota
 - **2**012 & 2013, 2017-2022
 - Anderson Holiday Festival, Anderson Texas by Charlie Diggs Entertainment
 - 2019-2022
 - Reference: Charlie Diggs 832-287-2140
 - > Grimes County Fair, Navasota Texas by Grimes County Fair Board
 - **2**015-2022
 - Reference: Rodney Floyd 936-825-5995
 - > Buckles and Bugs Festival, Stephenville Texas by Charlie Diggs Entertainment
 - **2022**
 - Reference: Charlie Diggs 832-287-2140
 - > Music and Mudbugs Festival, Montgomery Texas by Charlie Diggs Entertainment
 - **2021-2022**
 - Reference: Chris Chelli 832-276-5761
 - Montgomery Fall Festival, Montgomery Texas by Charlie Diggs Entertainment and Media Gurus
 - 2021-2022
 - Reference: Brooke Cormier 832-248-6619
 - > Texas Renaissance Festival-After Dark Club by TRF
 - 2014, 2021-Current
 - Reference: Travis Higginbotham 281-513-8102
 - > Texas 90's Festival, Waller Texas by Charlie Diggs Entertainment
 - 2021-Current
 - Reference: Charlie Diggs 832-287-2140
 - Buckle Down South Festival, New Caney Texas by Charlie Diggs Entertainment and The Kailee Mills Foundation
 - **2021**
 - Reference: Charlie Diggs 832-287-2140
 - Grimes County Ducks Unlimited Banquet, Navasota Texas by Grimes County DU
 - 2010-Current
 - Reference: Monica Fultz 936-825-5600 or Carter Benton 979-204-4525
 - > 4th Fest, New Caney Texas by The Signorelli Group and Charlie Diggs Entertainment
 - 2022-Current
 - Reference: Sandra Ferguson 713-452-1765
 - Moore Ranch on the Brazos, Millican Texas
 - Preferred Vendor 2010-Current
 - Reference Harry or Tara Moore 936-492-8553

Technical Proposal

Services Provided

 \triangleright

- Established professional relationships with the local beer companies dating back over 14 years.
 - Mike Hopkins Distributing-Budweiser
 - Kristen Distributing-Coors
 - Capitol Wright Distributing-Miller
- Setup of services.
 - LBS will setup all booths/bar areas within the festival grounds.
- Clean up of services.
 - LBS will tear down and clean up all booths/bar areas for alcohol sales.
- Staff and bartenders
 - All LBS staff is equipped with knowledge and experience as well as licensed by the Texas Alcoholic Beverage Commission.
- Equipment provided included but not limited to...
 - Serving trailers
 - Coolers
 - Troughs
 - Tables
 - Tents
 - POS system and credit card readers
 - TABC License and Insurance
 - Cooler trailer
- Items to be sold (This can be changed/adjusted to reflect any sponsorships the city may receive from any of the beer companies or any liquor companies.)
 - Beer 12oz Cans \$5
 - Bud Light
 - Michelob Ultra
 - Coors Light
 - White Claw
 - Corona Extra
 - Shiner Bock
 - Wine 387mL \$8
 - Red
 - White
 - Sweet
 - Liquor Single \$9 Double \$18
 - Crown
 - Jack Daniels
 - Tito's
 - Malibu

- Captain Morgan
- Jose Cuervo
- Financial Compensation
 - Laura's Bartending Services is willing to work with the city of Navasota on a profit sharing basis wherein LBS will keep 70% of NET sales and the City of Navasota will receive 30% of NET sales.
- ➢ Schedule
 - Laura's Bartending Services is willing and able to work with the City of Navasota on the scheduling of setting up, serve times and tearing down of the festival.



REQUEST FOR CITY COUNCIL AGENDA ITEM #13

Agenda Date Requested: <u>November 28, 2022</u>			
Requested By: <u>Susie Homeyer, City Secretary</u>			
Department: Administration			
C Report C Resolution 💿 Ordinance			
Exhibits: Ordinance No. 1010-22. Ordinance No.			

Exhibits: Ordinance No. 1010-22, Ordinance No. 1011-22, and Ordinance No. 1012-22

Appropriation			
Source of Funds:	N/A		
Account Number:	N/A		
Amount Budgeted:	N/A		
Amount Requested:	N/A		
Budgeted Item:	Yes	🔘 No	

AGENDA ITEM #13

Consent agenda items are:

- A. Approve the second reading of Ordinance No. 1010-22, designating a geographic area within the City of Navasota and its extra-territorial jurisdiction as reinvestment zone number one, City of Navasota, Texas for increment financing purposes pursuant to Chapter 311 of the Texas Tax Code; creating a board of directors for such zone; establishing the tax increment fund; establishing the termination date of the zone; containing findings and provisions related to the foregoing subject; authorizing actions in furtherance of the zone; providing a severability clause; and providing proper notice of meeting.
- B. Approve the second reading of Ordinance No. 1011-22, tax roll ordinance for tax year 2022, Grimes County portion.
- C. Approve the second reading of Ordinance No. 1012-22, tax roll ordinance for the tax year 2022, Brazos County portion.
- D. Approve Change Order No. 4 in the amount of \$9,280 for the new Public Works Warehouse that will be located at the Wastewater Treatment Plant, 108 S. Peeples Street.
- E. Approve the Property Tax Assessment and Collection agreement for the taxing year 2022 with Grimes Central Appraisal District.

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. Staff has placed the second reading of Ordinance No.1010-22, designating a geographic area within the City of Navasota and its extra-territorial jurisdiction as reinvestment zone number one, City of Navasota, Texas for increment financing purposes pursuant to Chapter 311 of the Texas Tax Code; creating a board of directors for such zone; establishing the tax increment fund; establishing the termination date of the zone; containing findings and provisions related to the foregoing subject; authorizing actions in furtherance of the zone; providing a severability clause; and providing proper notice of meeting on the consent agenda for approval.

B. Staff has placed the second reading of Ordinance No. 1011-22, tax roll ordinance for the Grimes County portion on the consent agenda for approval.

C. Staff has placed the second reading of Ordinance No. 1012-22, tax roll ordinance for the Brazos County portion on the consent agenda for approval.

D. Staff has placed Change Order No. 4 in the amount of \$9,280.00 for the new Public Works warehouse that will be located at the Wastewater Treatment Plant at 108 S. Peeples. There is a need for the contractor to add a 5' sidewalk along the building frontage and a 14' x 15' drive to the overhead door at the new Public Works warehouse.

E. Staff has placed approval of the 2022 taxing year property tax assessment and collections agreement with Grimes Central Appraisal District, which includes an evergreen clause for year-to-year renewals unless terminated by written notice.

ACTION REQUIRED BY CITY COUNCIL

Approve Consent Agenda: Approve the second reading of Ordinance No.1010-22, designating a geographic area within the City of Navasota and its extraterritorial jurisdiction as reinvestment zone number one, City of Navasota, Texas for increment financing purposes pursuant to Chapter 311 of the Texas Tax Code; creating a board of directors for such zone; establishing the tax increment fund; establishing the termination date of the zone; containing findings and provisions related to the foregoing subject; authorizing actions in furtherance of the zone; providing a severability clause; and providing proper notice of meeting on the consent agenda for approval; the second reading of Ordinance No. 1011-22, tax roll ordinance for the Grimes County portion on the consent agenda for approval; the second reading of Ordinance No. 1012-22, tax roll ordinance for the Brazos County portion on the consent agenda for approval; Change Order No. 4 in the amount of \$9,280.00 for the new Public Works Warehouse that will be located at the Wastewater Treatment Plant at 108 S. Peeples; and Approve Grimes Central Appraisal District property tax assessment and collections agreement for taxing year 2022.

Approved for the City Council meeting agenda

Jason Weeks Jason B. Weeks, City Manager

11/22/22

Date

AN ORDINANCE DESIGNATING A GEOGRAPHIC AREA WITHIN THE CITY OF NAVASOTA AND ITS EXTRA-TERRITORIAL JURIISDICTION AS REINVESTMENT ZONE NUMBER ONE, CITY OF NAVASOTA, TEXAS, FOR TAX INCREMENT FINANCING PURPOSES PURSUANT TO CHAPTER 311 OF THE TEXAS TAX CODE; CREATING Α BOARD **OF DIRECTORS** FOR SUCH ZONE; ESTABLISHING THE TAX INCREMENT FUND; ESTABLISHING THE **TERMINATION DATE OF THE ZONE; CONTAINING FINDINGS AND** PROVISIONS RELATED TO THE FOREGOING SUBJECT: AUTHORIZING ACTIONS IN FURTHERANCE OF THE ZONE; **PROVIDING A SEVERABILITY CLAUSE; PROVIDING FOR PROPER** NOTICE OF MEETING.

WHEREAS, pursuant to Chapter 311 of the Texas Tax Code, the City may designate a contiguous or non-contiguous geographic area within the City and its extraterritorial jurisdiction as a reinvestment zone if the area satisfies the requirements of certain sections of Chapter 311 of the Texas Tax Code; and

WHEREAS, the City has prepared a preliminary project plan and reinvestment zone financing plan for the designation of a proposed reinvestment zone within a non-contiguous area of the City and its ETJ ("proposed zone") which provides that City of Navasota ad valorem taxes are to be deposited into the tax increment fund; and

WHEREAS, a notice of the public hearing on the creation of the proposed zone was published on November 2, 2022 in The Examiner, a newspaper of general circulation in the City; and;

WHEREAS, at the public hearing on November 14, 2022, interested persons were allowed to speak for or against the creation of the proposed zone, its boundaries, or the concept of tax increment financing; and owners of property in the proposed zone were given a reasonable opportunity to protest the inclusion of their property in the proposed zone; and

WHEREAS, the City has provided information and given proper notice as required by Chapter 311, Texas Tax Code, or other law as a condition to the creation of the proposed zone; and

WHEREAS, the total appraised value of taxable real property in the proposed zone and all other tax increment reinvestment zones previously created by the City is approximately \$45,488,600; and

WHEREAS, the total area within the proposed zone is approximately 2,890 acres, including property that is publicly owned; and

WHEREAS, less than thirty percent (30%) of the property in the proposed zone is currently used for residential purposes, as that term is defined in Code Section 311.006(d); and

WHEREAS, the City intends to participate in the proposed zone by contributing tax increment to the tax increment fund for the proposed zone from taxes levied and collected by the City at fifty percent (50%) of its tax rate, and

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

Section 1. <u>Findings</u>.

(a) That the facts and recitations contained in the preamble of this Ordinance are hereby found and declared to be true and correct and are adopted as part of this Ordinance for all purposes.

(b) That the City Council further finds and declares that the proposed improvements in the zone will significantly enhance the value of all the taxable real property in the proposed zone and will be of general benefit to the City.

(c) That the City Council further finds and declares that the proposed zone meets the criteria and requirements of Code Section 311.005 because the area substantially arrests and impairs the sound growth of the City, retards the provision of housing accommodations and constitutes an economic and social liability, and is a menace to the public health, safety, morals and welfare in its present condition and use because of the presence of:

1. A substantial number of substandard, slum, deteriorated, and deteriorating structures;

2. The predominance of defective or inadequate sidewalk or street layout;

3. Faulty lot layout in relation to size, adequacy, accessibility, or usefulness;

- 4. Unsanitary and unsafe conditions;
- 5. The deterioration of site and other improvements; and

6. Conditions that endanger life or property by fire or other cause

(d) That the proposed zone is a non-contiguous geographic area located wholly within the corporate limits of the City of Navasota and its ETJ.

(e) That the development or redevelopment of the property in the proposed zone will not occur solely through private investment in the reasonably foreseeable future.

(f) That less than thirty percent (30%) of the property in the proposed zone is used for residential purposes within the meaning of Code Section 311.006(d).

(g) That the total appraised value of real property in the proposed zone and in the City's existing reinvestment zones does not exceed fifty percent (50%) of the total appraised value of taxable real property in the City and the industrial districts created by the City.

Section 2. <u>Designation of the Zone</u>

That the City, acting under the provisions of Chapter 311, Texas Tax Code, including Section 311.005(a), does hereby designate as a reinvestment zone, and create and designate a reinvestment zone over the area described in Exhibit "A" (attached hereto and incorporated herein) to promote the redevelopment of the area. The reinvestment zone shall hereafter be named for identification as Reinvestment Zone Number One, City of Navasota, Texas, (the "Zone"). The City Council specifically declares that the Zone is designated pursuant to Section 311.005(a) (1) and (2) of the Texas Tax Code.

Section 3. <u>Board of Directors</u>

That there is created a Board of Directors for the Zone, which shall consist of seven (7) members appointed by the City. Any other taxing unit that levies taxes on real property in the Zone and has approved the payment of all or part of the tax increment produced by the taxing unit into the tax increment fund for the Zone may appoint one director. Any taxing unit that appoints a director shall be assigned a Board position number in the order the appointment is received by the City. Failure of a taxing unit to appoint a director, and the City shall be entitled to appoint persons to the position.

The Mayor is hereby authorized to nominate and appoint, subject to City Council approval, the directors to Positions One through Seven of the Board of Directors, and any position unfilled on January 1, 2024, subject to the consent and approval of the City Council.

The directors appointed to odd-numbered positions shall be appointed for twoyear terms, beginning on the effective date of this Ordinance, while the directors appointed to even-numbered positions shall be appointed to a one year term, beginning on the effective date of this Ordinance. All subsequent appointments shall be for twoyear terms. The member of the Board of Directors appointed to Position One is hereby designated to serve as the chair of the Board of Directors for a one-year term beginning on the effective date of this Ordinance. Thereafter the Mayor shall annually nominate and appoint, subject to City Council approval, a member to serve as chair for a term of one year beginning on the anniversary of the effective date of this Ordinance. The City Council authorizes the Board of Directors to elect from its members a vice-chairman and such other officers as the Board of Directors sees fit.

The Board of Directors shall make recommendations to City Council concerning the administration of the Zone. The Board of Directors shall prepare or cause to be prepared and adopt a project plan and a reinvestment zone financing plan for the Zone as described in Section 311.011, Texas Tax Code, and shall submit such plans to City Council for its approval. The City hereby delegates to the Board of Directors all powers necessary to prepare and implement the project plan and reinvestment zone financing plan, subject to approval by City Council, including the power to employ any consultants or enter into any reimbursement agreements payable solely from the Tax Increment Fund established pursuant to Section 7 of this Ordinance that may be reasonably necessary or convenient to assist the Board of Directors in the preparation of the project plan and reinvestment zone financing plan and in the issuance of tax increment obligations.

Section 4. Duration of the Zone

That the Zone shall take effect immediately upon the passage and approval of this Ordinance, and termination of the operation of the Zone shall occur on December 31, 2052, or at an earlier time as provided in Sec. 311.017, Texas Tax Code.

Section 5. <u>Tax Increment Base</u>

That the Tax Increment Base of the City or any other taxing unit participating in the Zone is the total appraised value of all real property taxable by the City or other taxing unit participating in the Zone and located in the Zone, determined as of January 1, 2022, the year in which the Zone was designated as a reinvestment zone (the "Tax Increment Base").

Section 6 Approval of the City's Level of Participation in the Zone

That the City will participate in the Zone by contributing tax increment to the Tax Increment Fund for the Zone from taxes levied and collected by the City at the rate of fifty percent (50%), which rate may be amended from time to time, beginning on January 1, 2022, to be used for all purposes of the Zone as set forth in the project plan and reinvestment zone financing plan.

Section 7. <u>Tax Increment Fund</u>

There is hereby created and established a Tax Increment Fund for the Zone which may be divided into subaccounts as authorized by subsequent Ordinances. All Tax

Increments, as defined below, shall be deposited in the Tax Increment Fund. The Tax Increment Fund and any subaccount shall be maintained at the depository bank of the City and shall be secured in the manner prescribed by law for funds of Texas cities. The annual Tax Increment shall equal the property taxes levied by the City and any other taxing unit participating in the Zone at its participation rate for that year on the captured appraised value, as defined by Chapter 311 of the Texas Tax Code, of real property located in Zone that is taxable by the City or any other taxing unit participating in the Zone, less any amounts that are to be allocated from the Tax Increment pursuant to Chapter 311 of the Texas Tax Code. All revenues from the sale of any tax increment bonds, notes or other obligations hereafter issued for the benefit of the Zone by the City, if any; revenues from the sale of property acquired as part of the project plan and reinvestment zone financing plan, if any; and other revenues to be used in the Zone shall be deposited into the Tax Increment Fund. Prior to the termination of the Zone, money shall be disbursed from the Tax Increment Fund only to pay project costs, as defined by the Texas Tax Code, for the Zone, to satisfy the claims of holders of tax increments bonds or notes issued for the Zone, or to pay obligations incurred pursuant to agreements entered into to implement the project plan and reinvestment zone financing plan and achieve their purpose pursuant to Section 311.010(b) of the Texas Tax Code.

Section7. <u>Authorization for Necessary Actions</u>

The City Council authorizes the City Manager to take all such actions as are necessary to implement this Ordinance and the establishment of the Zone.

Section 8. <u>Severability</u>

If any provision, section, subsection, sentence, clause or phrase of this Ordinance, or the application of same to any person to set circumstances, is for any reason held to be unconstitutional, void or invalid, the validity of the remaining provisions of this Ordinance or their application to other persons or set of circumstances shall not be affected thereby, it being the intent of the City Council in adopting this Ordinance that no portion hereof or regulations connected herein shall become inoperative or fail by reason of any unconstitutionality, voidness or invalidity of any portion hereof, and all provisions of this Ordinance are declared severable for that purpose.

Section 9. Open Meetings

It is hereby found, determined and declared that a sufficient written notice of the date, hour, place and subject of the meeting of the City Council at which this Ordinance was adopted was posted at a place convenient and readily accessible at all times to the general public at City Hall for the time required by law preceding its meeting, as required by the Open Meetings Law, Texas Government Code, ch. 551, and that this meeting has been open to the public as required by law at all times during which this

Ordinance and the subject matter hereof has been discussed, considered and formally acted upon. The City Council further ratifies, approves and confirms such written notice and the contents and posting thereof.

Section 10. Notices

The contents of the notice of the public hearing, which hearing was held before the City Council on November 14, 2022, and the publication of said notice, are hereby ratified, and confirmed.

PASSED AND APPROVED ON FIRST READING THIS THE 14^{TH} DAY OF NOVEMBER, 2022.

BERT MILLER, MAYOR

ATTEST:

SUSIE M. HOMEYER, CITY SECRETARY

PASSED AND APPROVED ON SECOND READING THIS THE 28^{TH} DAY OF NOVEMBER, 2022.

BERT MILLER, MAYOR

ATTEST:

EXHIBIT "A" Boundary Description

Page Break

Exhibit "B" Preliminary Project Plan and Reinvestment Zone Finance Plan

ORDINANCE NO. <u>1011-22</u>

TAX ROLL ORDINANCE FOR TAX YEAR 2022 CITY OF NAVASOTA Grimes County Portion

WHEREAS, Section 26.09 of the Texas Property Code requires approval by the City Council of the City of Navasota of the appraisal roll with tax amounts entered by the tax assessor, for the tax year 2022 and

WHEREAS, the Chief appraiser, acting as tax-assessor-collector, has calculated, and entered the tax imposed on each property included on the appraisal roll for the Grimes County Portion of the City of Navasota and submitted it by reference to the City Council of the City of Navasota, and

WHEREAS, said City Council voted in open session to approve said roll; therefore,

IT IS HEREBY ORDAINED BY THE City Council of the City of Navasota that on this 14th day of November 2022 the appraisal-roll for the Grimes County portion of the City of Navasota with tax amounts entered totaling \$3,333,589.52 for tax year 2022 is approved and is the tax roll for the Grimes County Portion of the City of Navasota for tax year 2022.

PASSED AND APPROVED ON FIRST READING THIS THE 14TH DAY OF NOVEMBER, 2022.

BERT MILLER, MAYOR

ATTEST:

PASSED AND APPROVED ON SECOND READING THIS THE 28TH DAY OF NOVEMBER, 2022.

BERT MILLER, MAYOR

ATTEST:

ORDINANCE NO. <u>1012-22</u>

TAX ROLL ORDINANCE FOR TAX YEAR 2022 CITY OF NAVASOTA Brazos County Portion

WHEREAS, Section 26.09 of the Texas Property Code requires approval by the City Council of the City of Navasota of the appraisal roll with tax amounts entered by the tax assessor, for the tax year 2022 and

WHERES, the Chief appraiser, acting as tax-assessor-collector, has calculated and entered the tax imposed on each property included on the appraisal roll for the Brazos County Portion of the City of Navasota and submitted it by reference to the City Council of the City of Navasota, and

WHEREAS, said City Council voted in open session to approve said roll; therefore,

IT IS HEREBY ORDAINED BY THE City Council of the City of Navasota that on this 14th day of November,2022, the appraisal roll for the Brazos County portion of the City of Navasota with tax amounts entered totaling \$1,190.83 for tax year 2022 is approved and is the tax roll for the Brazos County Portion of the City of Navasota for tax year 2022.

PASSED AND APPROVED ON FIRST READING THIS THE 14TH DAY OF NOVEMBER, 2022.

BERT MILLER, MAYOR

ATTEST:

PASSED AND APPROVED ON SECOND READING THIS THE 28th DAY OF NOVEMBER, 2022.

BERT MILLER, MAYOR

ATTEST:



7984 HWY 6 Navasota, TX 77868 | <u>www.mbcmusa.com</u> Office: (936) 825-1603 | info@mbcmusa.com | TBPE Firm: F-789

 Wednesday, November 9, 2022

 PROJECT:
 City of Navasota – New Public Warehouse
 CHANGE ORDER No.:
 004

 MBC Proposal No.:
 P-22-CON-006

 Original Contract Date:
 April 19, 2022

CHANGE ORDER # 004 :

THE CONTRACT IS CHANGED AS FOLLOWS:

PO Box 910 Navasota, TX 77868

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

The Original Contract Sum was:	\$	408,660.00
The net change by previously authorized Change Orders:	\$	75,523.00
The Contract Sum prior to this Change Order was:	\$	484,183.00
The Contract Sum will be increased by this Change Order in the amount of:	\$	9,280.00
The new Contract Sum including this Change order will be:	\$	493,463.00
The Contract Time will be increased by: The date of Substantial Completion as of the date of this Change Order therefore is:	5 days 12.24.2022	

NOTE: This Change order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and the Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE OWNER , ARCHITECT AND CONTRACTOR

BUILDER

MBC Management 7964 HWY 6 Navasota, TX 77868

BY: Rylie McKinney, PM____

DATE: 11.09.2022

<u>x: Rylie McKinney</u>

OWNER

City of Navasota

BY:

DATE:

<u>X:</u>

"SCOPE OF WORK"

- 1. <u>Concrete Apron Addition:</u> 5' sidewalk along building frontage. 14'x15' drive @ overhead door per plan attached.
 - a. Excavate & prep slab on grade.
 - b. Dowel into existing foundation. 16" on center.
 - c. 4" concrete sidewalk (305 SF)
 - i. 3000 psi concrete with #3 rebar @ 12" on center.
 - d. 7" concrete drive (210 SF)
 - i. 3000 psi with #4 @ 12" on center.

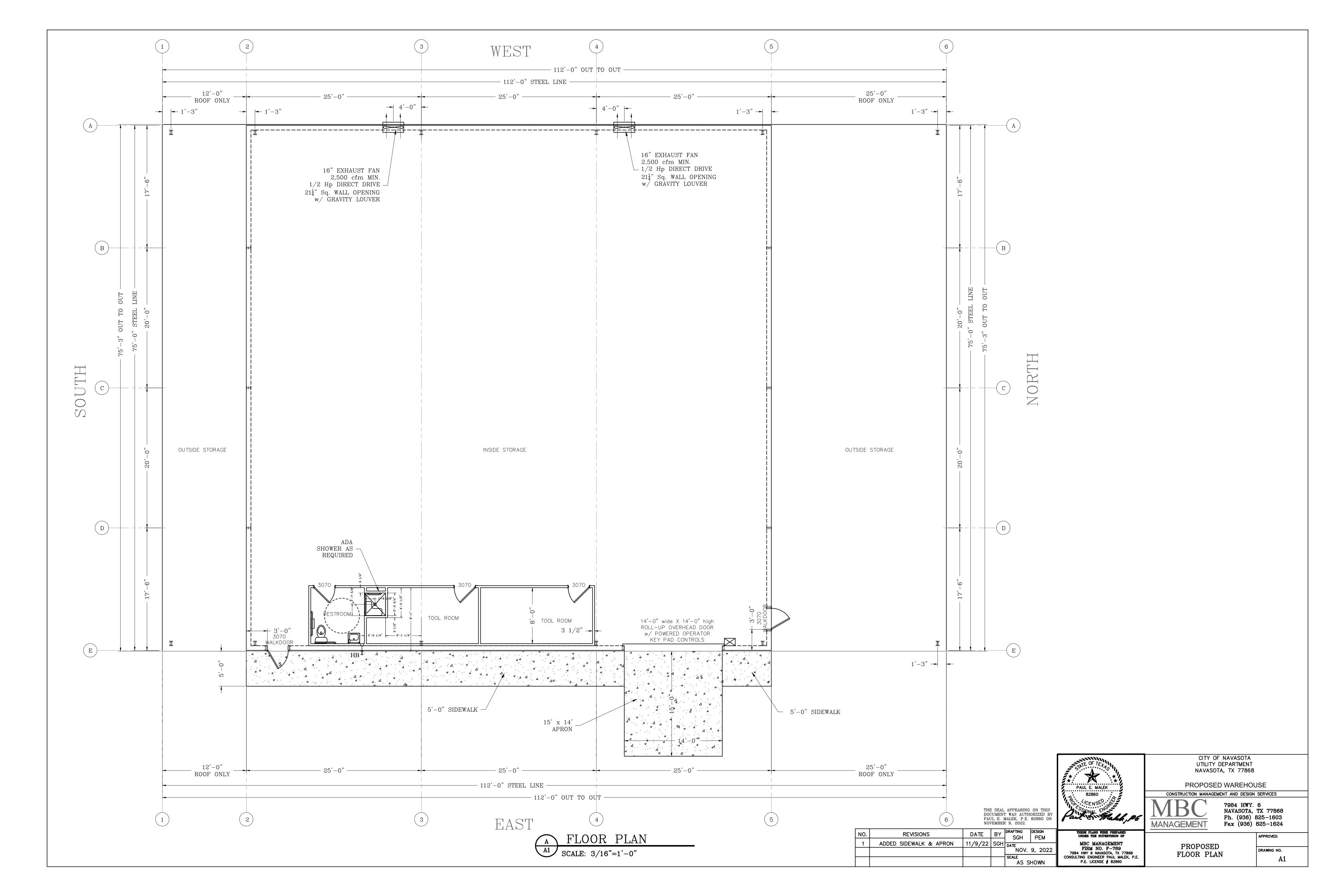
ADDITION AMOUNT: \$9,280.00

SPECIFIC INCLUSIONS:

1. Payment & Performance Bonds

ORIGINAL CONTRACT SUM:	\$ 484,183.00
NET DEDUCTIONS CO 004:	\$ 0.00
NET ADDITIONS CO 004:	\$ 9,280.00
NET DELTA CO 004:	\$ 9,280.00
PROPOSED CONTRACT SUM:	\$ 493,463.00

* END OF DOCUMENT *





Grimes Central Appraisal District P.O. Box 489 Anderson, Texas 77830 (936) 873-2163 Ext. 224 Fax (936) 873-2154

Mark Boehnke Chief Appraiser

Date:September 9, 2022To:All Entities of Grimes CountyFrom:Mark Boehnke, Chief Appraiser GCADSubject:Tax Assessment/Collection Agreement

In an effort to cut back on costs and time, effective for 2023, we will be implementing an evergreen clause for all Tax Assessment/Collection Agreements. An evergreen clause, as a general concept, will automatically extended, year over year, without official action, until terminated by written notice on or before June 1st of the current year. The upcoming change can be found in your agreement under **Paragraph 7: Annual Renewal and Extension of this Agreement/Termination of Agreement**.

We will continue to notify all entities annually of the cost of updated tax assessment/collection service amounts due. If you have any questions or concerns, please feel free to contact out office.

MB/js

TAX ASSESSMENT AND COLLECTION AGREEMENT

State of Texas County of Grimes

On the dates indicated on the signature page of this Agreement, the execution of this Agreement having been authorized by official action of the governing bodies of each party, the Grimes Central Appraisal District (hereinafter called "Grimes CAD") and The City of Navasota, Texas, a municipal corporation, (hereinafter called "taxing unit") enter into the following Agreement:

Paragraph 1: PURPOSE

The parties to this Agreement wish to consolidate the assessment and collection of property taxes in Grimes County in one agency, the Grimes Central Appraisal District. The parties enter this Agreement to eliminate duplication and to promote governmental efficiency.

The parties enter this Agreement pursuant to the authority granted by Section 6.24, Texas Tax Code, and Interlocal Cooperation Act Chapter 791, TX GOVT. CODE.

Paragraph 2: TERM

The initial term of this Agreement shall be from January 1, 2023, to December 31, 2023, and will automatically extend from year to year thereafter as provided by the provisions of Paragraph 7 of this Agreement.

Paragraph 3: SERVICES TO BE PERFORMED

The taxing unit hereby appoints the chief appraiser of the Grimes CAD as its tax assessor-collector and hereby grants all lawful powers which would otherwise be possessed by the tax assessor-collector of the taxing unit to the chief appraiser. The Grimes CAD and the taxing unit agree that the chief appraiser of the Grimes CAD shall perform all the duties required by Texas Tax Code of the assessor-collector of the taxing unit related to the assessment and collection property taxes.

Paragraph 4: COST FOR TAX ASSESSMENT AND COLLECTION SERVICES

The cost of tax assessment and collection services for the taxing unit shall be determined annually as follows:

- a. The Grimes CAD shall include in its annual budget a separate budget indicating the total costs for the assessment and collection of taxes for all taxing units for which the Grimes CAD performs tax assessment and collection services. The tax assessment and collections portion of the budget shall be proposed, adopted, and amended in the same manner as the appraisal portion of the budget as required by the Texas Tax Code.
- b. The cost of tax assessment and collection services shall be allocated to the taxing unit in the following manner: the taxing unit shall pay the portion of the annual budgeted cost of tax assessment and collection services that is equal to the average of (1) the proportion that the total number of collection accounts for the taxing unit in the tax year for which the annual budget is prepared in relation to the sum of the total collection accounts of all taxing units for which the Grimes CAD assesses and collects taxes and (2) the proportion the taxing unit's

tax levy for the tax year for which the annual budget is prepared in relation to the sum of the total tax levy of all taxing units for which the Grimes CAD performs tax assessment and collection services.

c. The allocated cost shall be determined based on the best estimate available of the number of collection accounts and amount of tax levies of all the taxing units for which the Grimes CAD performs tax assessment and collection services at the time the annual budget is adopted. However, the annual costs allocated to the taxing unit shall be adjusted during the year to reflect the actual number of collection accounts and amount of tax levy reflected in the tax rolls of all the taxing units for which the Grimes CAD performs tax assessment and collection services.

Paragraph 5: PAYMENT FOR TAX ASSESSMENT AND COLLECTION SERVICES

(1) The taxing unit shall pay the Grimes CAD for the tax assessment and collection services to be performed in four equal quarterly payments which must be received by the Grimes CAD by December 31, March 31, June 30, and September 30. The annual cost for tax assessment and collection services is subject to adjustments calculated as provided by Paragraph 4.c. above. The following are the *estimated* cost of tax assessment and collection services for the 2023 budget year which are subject to adjustment as provided for by Paragraph 4.c. above:

Quarter	Cost of Tax Assessment/Collection Services	Due Date
First	\$4,025.50	12/31/2022
Second	\$4,025.50	03/31/2023
Third	\$4,025.50	06/30/2023
Fourth	\$4,025.50	09/30/2023

(2) The Grimes CAD shall invoice the taxing unit for each quarterly payment for tax assessment and collection services at least 30 days prior to the due date for the payment.

(3) Delinquent quarterly payments are subject to a penalty of 5% of the amount of payment and interest accrues at a rate of 10%. Note the first quarterly payment is due on December 31 of prior year.

(4) Appraisal cost allocations for each tax year and payment schedules are in accordance with provisions of the Texas Tax Code and are not subject to this Agreement. Appraisal costs are not reflected in the cost of assessment /collection services set forth in Paragraph 5.(1) above.

(5) If the total amount of the payments made or due to be made by the contracting taxing units exceeds the amount actually spent or obligated to be spent during the term of this Agreement, the Grimes CAD shall credit the excess amount against each taxing unit's allocated fourth quarter payment for the following year in proportion to the amount of each contracting taxing unit's budget allocation for the term in which the payments were made.

(6) The Grimes CAD shall retain all fees for the preparation and issuance of tax certificates, interest earned on all account balances, and miscellaneous revenue as other compensation from the taxing unit.

Paragraph 6: ADMINISTRATIVE PROVISIONS

The Grimes CAD agrees to obtain a surety to assure proper performance of the tax collecting function as provided for in this Agreement.

The Grimes CAD agrees to secure and furnish to the taxing unit an annual fiduciary fund type financial report by an independent certified public accountant.

The Grimes CAD shall establish the fee for preparation and issuance of tax certificates, provided said fee is in accordance with Sec. 31.08, Texas Property Tax Code.

The Grimes CAD shall maintain separate accounting records concerning expenses and revenues associated with the assessment and collection of taxes. Such records will be kept in the offices of the Grimes CAD and shall be available for public inspection.

Taxes collected for the taxing unit shall be deposited into accounts in the duly designated depository of the Grimes CAD daily and transferred to the taxing unit's account as soon thereafter as practicable.

The Grimes CAD shall arrange for its duly designated depository to maintain at all times a pledge of securities, as authorized by law, in an amount not less than the combined account balance less applicable FDIC coverage.

The taxing unit authorizes the Grimes CAD to contract on its behalf with an attorney for the effective collection of delinquent taxes owed the taxing unit. Compensation paid to an attorney for the collection of delinquent taxes shall not exceed the maximum amount specified in Sec. 6.30 (c). The taxing unit further authorizes the Grimes CAD to institute lawsuits and initiate other collection actions authorized by the Texas Tax Code for the collection of delinquent taxes.

The chief appraiser of the Grimes CAD shall (1) calculate and submit to the governing body of the taxing unit the no-new- revenue tax rate and the voter-approval tax rate (2) assist the taxing unit in the preparation of any required notice of proposed tax rate, motion to adopt tax rate, tax rate adoption document, and tax roll approval document, and (3) provide other information and perform other duties regarding the tax rate adoption process as requested by the taxing unit. However, the taxing unit shall be solely responsible for publishing the notice of proposed tax rate and paying the cost of publication.

The taxing unit authorizes the Chief Appraiser of the Grimes CAD, in place of the taxing unit's auditor, to agree to a refund of overpayment or erroneous payment of property taxes, in an amount not exceeding \$2,500, under Sec. 31.11 Texas Property Tax Code.

Paragraph 7: Annual Renewal and Extension of this Agreement/ Termination of Agreement

This Agreement between the Grimes CAD and the taxing unit shall automatically extend and renew from year to year on the same terms and conditions without official action of the governing body of either the taxing unit or the Grimes CAD and shall remain in effect until terminated by written notice of either party to the other party, such notice of termination to be delivered no later than June 1st of the current year. In the event of notice of termination, the terminating taxing unit shall be obligated to pay such payments as required by Paragraph 5 of this Agreement through the entire balance of the current

year in which such notice of termination is delivered and the Grimes CAD shall be obligated to provide services as herein above set forth, during balance of the current year.

If the taxing unit terminates this Agreement, the taxing unit may obtain all original tax records of taxing unit for the prior five tax years. The taxing unit shall pay the reasonable costs of reproducing copies of the original tax records for the previous five tax years in the possession of the Grimes CAD. The Grimes CAD shall transfer to the taxing unit the record of all delinquent taxes owing to the taxing unit for the past twenty tax years as of the last day of the current year.

If this Agreement should terminate for any reason other than the result of changes in state law, the termination by mutual consent of the parties, or termination by judicial decree, the tax records of the taxing unit for the prior five tax years shall be returned to the taxing unit.

Any notices necessary to or required by this Agreement shall be delivered by United States certified mail, postage prepaid, return receipt requested, and addressed as set out below, or to such other address as may hereafter be designated.

Official

Chief Appraiser P O Box 489

Party

Grimes Central Appraisal District

The City of Navasota, Texas

City Manager 200 E. McAlpine Street Navasota, TX 77868

Anderson, Texas 77830

This AGREEMENT is hereby executed as authorized by the official actions of the governing bodies of the respective parties hereto.

Chairman of the Board of Directors Grimes Central Appraisal District

Mayor The City of Navasota, Texas, a municipal corporation

Attested: Secretary of The City of Navasota, Texas

Date

Date

Date