

City of Richwood TEXAS

CITY COUNCIL MEETING AGENDA

Monday, September 12, 2022 at 6:15 PM

Richwood City Hall, 1800 Brazosport Blvd. N.

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, September 12, 2022, beginning at 6:15 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

- I. CALL TO ORDER
- II. ROLL CALL OF COUNCIL MEMBERS
- III. PUBLIC COMMENTS
- IV. CONSENT AGENDA
 - A. Approval of minutes from regular meeting held August 8, 2022.
 - B. Investment Report, Q3 FY 2022
 - C. Budget Report, July 2022
 - D. Budget Report, August 2022
- V. PUBLIC HEARING ON PROPOSED 2022-2023 BUDGET
- VI. PUBLIC HEARING ON PROPOSED 2022-2023 TAX RATE
- VII. DISCUSSION AND ACTION ITEMS
 - A. Discussion and possible action concerning any final changes to the FY 2022-2023 Proposed Budget.
 - B. Discussion and consider adopting Ordinance 22-497, an ordinance appropriating adopting a budget for the fiscal year beginning October 1, 2022 and ending September 30, 2023.
 - C. Discuss and consider Ordinance 2022-498, an ordinance adopting a tax rate of \$0.606810 and levying taxes for the use and support of the Municipal Government of the City of Richwood, Texas and providing for the interest and sinking fund of the taxable year 2022.
 - D. Discuss and consider approval of resolution #22-R-67 setting a joint public hearing before the Planning and Zoning Commission and City Council for October 10, 2022 at 6:00 p.m. for purposes of considering amendments to Appendix B Zoning Ordinance of the Richwood Code of Ordinances.
 - E. Discuss and consider Ordinance 496 amending Chapter 20 Traffic and Vehicles of the City of Richwood Code of Ordinances to establish speed limits for listed streets and correct street name at established stop intersections.
 - F. Discuss, consider, and select an engineering service provider to complete project implementation for the Community Development Block Grant - Mitigation (CDBG-MIT) funding administered by the Texas General Land Office (GLO)
 - G. Discuss and consider approval of a \$25,000 increase to the City of Angleton/City of Richwood Annual Animal Control Services Contract.
 - H. Discuss and consider resolution #22-R-68 designating representative and alternate to serve on the Houston-Galveston Area Council (HGAC) 2023 General Assembly Board of Directors.
 - I. Discuss and consider approving City Manager to execute contracts for Insurance Coverage.

- J. Discuss and consider awarding Richwood's 2022 Asphalt Crack Sealing Project to SRC Civil Construction, LLC inclusive of 15% contingency in an amount not to exceed \$100,334.00.

- VIII. CAPITAL IMPROVEMENT PROJECTS UPDATE
- IX. CITY MANAGER'S REPORT
- X. COUNCIL MEMBER COMMENTS & REPORTS
- XI. MAYOR'S REPORT
- XII. FUTURE AGENDA ITEMS
- XIII. ADJOURNMENT

The City Council may go into Executive Session on any item listed on the Agenda in accordance with Section 551-071 of the Government Code (attorney-client privilege).

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 (979) 265-2082 or FAX (979) 265-7345 for further information.

I, Kirsten Garcia, do hereby certify that I did, on September 9, 2022 at 5:00 PM post this notice of meeting on the bulletin board at 1800 N. Brazosport Blvd., Richwood, TX, in compliance with the Texas Open Meetings Law.

Kirsten Garcia, City Secretary
City of Richwood

MINUTES

RICHWOOD CITY COUNCIL MEETING

Monday, August 08, 2022 at 6:30 PM

BE IT KNOWN THAT a City of Richwood City Council will meet Monday, August 8, 2022, beginning at 6:30 PM at Richwood City Hall, located at 1800 Brazosport Blvd. N., Richwood, Texas 77531 with the following agenda:

I. CALL TO ORDER

The meeting was called to order at 6:30 pm.

II. INVOCATION

Invocation was held during the Board of Adjustments meeting.

III. PLEDGES OF ALLEGIANCE

The pledges were led during the Board of Adjustments meeting.

IV. ROLL CALL OF COUNCIL MEMBERS

Steve Boykin, Mayor:	Present
Mike Johnson, Position 1:	Present
Melissa Strawn, Position 2:	Present
Matthew Yarborough, Position 3:	Absent
Rory Escalante, Position 4:	Present
Carey Lankford, Position 5:	Absent

Others present: Eric Foerster, City Manager; Kirsten Garcia, City Secretary; Patricia Ditto, Finance Director; Clif Custer; Public Works Director; Stephen Mayer, Chief of Police; Philip Knop, City Attorney.

V. PUBLIC COMMENTS

There was no public comment.

VI. CONSENT AGENDA

A. Approval of minutes from regular meeting held July 11, 2022

B. Approval of minutes from special meeting held July 18, 2022.

Motion to approve consent agenda.

Motion made by Mike Johnson, Seconded by Rory Escalante.

Voting Yea: Mike Johnson, Melissa Strawn, Rory Escalante

Motion carries.

VII. DISCUSSION AND ACTION ITEMS

A. Discuss and consider adopting Ordinance 22-495, amending Appendix C - Fee Schedule of the Code of Ordinances, adding replat fee schedule.

Kirsten Garcia presented need for changes to fee schedule.

Motion to approve Ordinance 22-495, amending Appendix C - Fee Schedule of the Code of Ordinances, adding replat fee schedule.

**Motion made by Mike Johnson, Seconded by Melissa Strawn.
Voting Yea: Mike Johnson, Melissa Strawn, Rory Escalante**

Motion carries.

- B. Public hearing and action on FY 2022-2023 proposed budget of the Crime Control and Prevention District.

Public comment from resident, Josh Strawn. He has concerns regarding doubling community outreach and training and travel increase. He expressed opinions regarding the purchase of a portable radar trailer, stating he has seen people racing that. Mr. Strawn recommended the department look at ballistic plates with possibility of schools in our area being targeted and possibly look at license plate readers.

Discussion held on travel and training and what this costs is going up.

Motion to approve FY 2022-2023 proposed budget of the Crime Control and Prevention District.

**Motion made by Mike Johnson, Seconded by Rory Escalante.
Voting Yea: Mike Johnson, Melissa Strawn, Rory Escalante**

Motion carried.

- B. Consider and record vote for proposed tax rate for the 2022-2023 Fiscal year of \$0.606810 which is a tax increase up to 2.9% above the No New Revenue Tax Rate for the City of Richwood, to be adopted at a future meeting.

Patricia Ditto presented the proposed tax rates for FY 2023.

Motion to approve 2022-2023 Fiscal year of \$0.606810 which is a tax increase up to 2.9% above the No New Revenue Tax Rate for the City of Richwood, to be adopted at a future meeting.

**Motion made by Mike Johnson, Seconded by Melissa Strawn.
Voting Yea: Mike Johnson, Melissa Strawn, Rory Escalante**

Motion carried.

- D. Discuss and consider approving a resolution setting the date and time for public hearing for FY 2023 proposed tax rate for September 12, 2022, at 6:00 p.m.

Motion to approve a resolution setting the date and time for public hearing for FY 2023 proposed tax rate for September 12, 2022 at 6:00 p.m.

**Motion made by Rory Escalante, Seconded by Mike Johnson.
Voting Yea: Mike Johnson, Melissa Strawn, Rory Escalante**

Motion carried.

- E. Discuss and consider approving a resolution setting the date and time for the Public Hearing for FY 2022-2023 Annual Budget for September 12, 2022, at 6:00 p.m.

Motion to approve a resolution setting the date and time for the Public Hearing for FY 2022-2023 Annual Budget for September 12, 2022, at 6:00 p.m.

**Motion made by Melissa Strawn, Seconded by Rory Escalante.
Voting Yea: Mike Johnson, Melissa Strawn, Rory Escalante**

Motion carried.

- F. Discussion regarding the City's water usage from Brazosport Water Authority.
 Discussion held on tracking processes and looking for loss within residential meters.
 Discussion held on usage trends and why spikes occur when BWA usage is higher.
 Discussion held on how to manage water usage within the drought.
 Discussion held on possible notice to citizens on how to identify leaks and be conservative in drought contingency.

VIII. CAPITAL IMPROVEMENT PROJECTS UPDATE

Clif Custer presented.

IX. CITY MANAGER'S REPORT

Eric presented his report.

Discussion held on welfare of officers out with Covid.

X. COUNCIL MEMBER COMMENTS & REPORTS

Mike reported he attended the KRB meeting, it went well. He expressed appreciation to our first responders, especially Fire Department for their hard work in this heat. He also expressed appreciation to the public works department.

XI. MAYOR'S REPORT

Mayor reported on the TCEQ public meeting held.

Mayor urged everyone to be careful during these extreme drought conditions. Be mindful of accidentally starting fires within the city.

XII. FUTURE AGENDA ITEMS

No report.

XIII. ADJOURNMENT

Being there no further business, the meeting was adjourned at at 7:27 p.m.

These minutes were read and approved on this 12th day of September 2022.

Mayor

ATTEST:

City Secretary

City of Richwood, Texas
Quarterly Investment Report
Fiscal Year 2022, Quarter 3
04/01/2022 - 06/30/2022

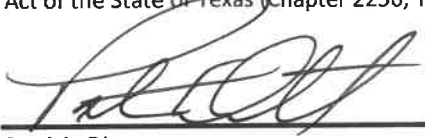
Portfolio	March 31, 2022		June 30, 2022	
	Book Value	Market Value	Book Value	Market Value
Cash	2,544,136.31	2,544,136.31	2,642,628.90	2,642,628.90
Investment Pools	6,593,764.77	6,593,764.77	6,107,067.91	6,107,067.91
Certificates of Deposits	520,487.06	520,487.06	520,663.54	520,663.54
TOTAL INVESTMENTS	9,658,388.14	9,658,388.14	9,270,360.35	9,270,360.35

Quarterly Investment Income 13,534.09
 Weighted Average Yield 0.19%

Simplified calculation for information only - Investment income/investment accounts beginning balance

Items of Note:

The attached information comprises the quarterly investment report for the City of Richwood, Texas for the period ended June 30, 2022. The undersigned acknowledge that the City's investment portfolio has been and is in compliance with the policies and strategies as contained in the City's Investment Policy and also in compliance with the Public Funds Investment Act of the State of Texas (Chapter 2256, Texas Government Code).



 Patricia Ditto
 Finance Director



 Eric Foerster
 City Manager

INVESTMENTS as of 6/30/2022

	INT RATE	TOTAL	GENERAL 10	CAPITAL IMPR 11-55	REPLCMT 13	CCPD 15	TRANSPT 25	2019A BOND 26	WS 30-30	MTR DEPS 30-23	WS RB I&S 30-25	2019B BOND 33	40	EARNINGS YTD	EARNINGS QTR
TEXSTAR	0.0676%	1,417,103.07	235,858.34		13,839.85	15,421.52	500,861.41							2,445.04	2,297.69
TEXPOOL	0.0800%	240,233.73	240,233.73	0.00		0.00				0.00				457.31	384.46
TEXPOOL PRIME	0.1400%	2,030,640.35	525,496.71					1,505,143.64						6,547.10	4,983.86
BONDS FUND															
LOGIC - UTIL CAP PROJ	0.1504%	2,077,102.10										2,077,102.10		6,267.83	4,952.90
LOGIC - GF	0.1504%	341,988.66	281,548.54	2.38	5.83		60,429.56				0.83		1.52	852.78	684.23
CERTIFICATES OF DEPOSIT:															
FNB 25765	0.5000%	92,943.46	18,628.22	23,001.41					29,418.04				21,895.78	34.37	11.46
matures every 3mo - July 27															
FNB 25718	0.5000%	128,865.02	33,891.51	28,092.57					28,221.44				28,221.44	63.88	31.94
matures every 6 mos - Dec 27															
FNB 25741	0.5000%	60,116.68	0.00											14.90	0.00
matures every 6 mos - July 13															
FNB 25766	0.5000%	130,660.86	33,971.83	11,759.48					65,330.42				19,599.13	32.21	0.00
matures every 6mo - July 27															
BNB 601286	0.5000%	108,077.51	28,100.15	9,726.98					54,038.76				16,211.63	398.75	133.08
Issue date 2/14/90 - 3 mos - Sept 4															
TOTAL		6,627,731.44	1,397,729.03	72,582.82	13,845.69	15,421.52	561,290.97	1,505,143.64	177,008.66	0.00	0.83	2,077,102.10	85,929.50	17,114.17	13,479.62

CITY OF RICHWOOD, TEXAS
Cash and Investment Schedule

Section IV, Item B.

Description	Investment	Purchase Date	Maturity Date	Book Value 03/31/2022	Deposits /Purchases	Withdrawals /Maturities	Interest this quarter	Book Value 06/30/2022	Interest Rate end of quarter	% of total Cash/Investments
Pooled Investment Fund										
General Fund	TexPool-449001			239,849.27			384.46	240,233.73	1.3425%	2.59%
General Fund	TexStar -1110			1,414,805.38			2,297.69	1,417,103.07	1.4010%	15.29%
General Fund	Logic -9001			341,304.43			684.23	341,988.66	1.6538%	3.69%
General Fund	TexPool Prime 559001			524,206.97			1,289.74	525,496.71	1.4853%	
Restricted Funds										
2019/2021 Bond Funds	TexPool Prime 559001			1,501,449.52			3,694.12	1,505,143.64	1.4853%	16.24%
2019 Util Cap Proj Fund	Logic-9002			2,572,149.20		500,000.00	4,952.90	2,077,102.10	1.6538%	22.41%
Total Pools				6,593,764.77	-	500,000.00	13,303.14	6,107,067.91		65.8774%
First National Bank	CD-25765		12/27/2021	92,932.00			11.46	92,943.46	0.0500%	1.00%
First National Bank	CD-25718		12/29/2021	128,833.08			31.94	128,865.02	0.0500%	1.39%
First National Bank	CD-25741		1/13/2022	60,116.68			-	60,116.68	0.0500%	0.65%
First National Bank	CD-25766		12/27/2021	130,660.86			-	130,660.86	0.0500%	1.41%
Brazos National Bank	CD-601286		12/6/2021	107,944.44			133.08	108,077.52	0.0500%	1.17%
Total Certificates of Deposits				520,487.06	-	-	176.48	520,663.54		5.6164%
Total Investment Accounts				7,114,251.83	-	500,000.00	13,479.62	6,627,731.45		71.4938%
Cash Accounts										
Pooled Cash-NOW ACCT	First Natl -3073			2,543,113.04	**	**	54.44	2,641,605.57	0.0100%	28.50%
Seizure Fund -NOW ACCT	First Natl -5076			1,023.30			0.03	1,023.33	0.0100%	0.01%
Total Cash Accounts				2,544,136.31	-	-	54.47	2,642,628.90		28.5062%
Total Cash and Investments				9,658,388.14	-	500,000.00	13,534.09	9,270,360.35		100.00%

** Cash balances for previous and current quarter reflects reconciled balance from system.



AGENDA MEMORANDUM – SEPTEMBER 12, 2022

ITEM # CONSENT

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Monthly Budget Summary Report

SUMMARY: Receive and/or approve the July 2022 Budget Report

BACKGROUND INFORMATION:

The information provided is for the FY 2021-2022 budget period, month ending July 31, 2022. This summary highlights several key points related to the current month’s activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include corrections from prior months.

DISCUSSION:

Attached is the budget report for July 2022, which is the tenth month of Fiscal Year 22. 83% of the year has passed. The report reflects the original budget as approved for FY22 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. *This budget report is a preliminary report reflecting current year to date figures that are unaudited and may be adjusted at a future time.*

10-General Fund

As of July 31, 2022, General Fund revenues total \$2,757,185. General Fund expenditures total \$2,291,054.

Revenue (GF)

Total Revenue collected in the General fund is at 89.45% of budget.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of June is \$1,898,037, 99.04% of projection for the year.
- Sales Tax revenue received in July, earned in May, is \$65,972. CCPD received \$16,491 and for Transportation fund the amount is \$16,493. Sales tax is 10% ahead of FY21 at this same time with a total of \$469,032 in general fund revenue, \$120,080 in CCPD revenue and \$117,258 in Transportation Fund revenue. This represents sales tax revenue earned October – May (8 months). Sales tax revenue is reflected when earned, not collected. Therefore, we currently show 8 months of revenue, or 66% of the year.
- Permits and Licenses revenues total \$3,525 for July, \$70,925 year to date. Inspection fees collected, year to date are \$25,300 while fees paid for inspections to date are \$26,818.

Impact fees on new construction are posted to Fund 32 Utility Capital Improvements. To date, we have collected \$31,382 for 13 Water Impact Fees. No impact fees have been collected this year for sewer.

- Court revenue for July is \$9,792 for a YTD total of \$91,025, or 65.02 % of projection. While we are slightly behind for the year as a percentage of projection, we are \$15,655 ahead of this time last year.



Expenditures (GF)

Expenditures in the General Fund are 90.03% of budget.

30-Water, Sewer and Solid Waste Fund

Operating Revenues received through July total \$2,032,122, 83.04% of projection for the year. Total operating expense through July is \$1,557,103, 80.94% of budget.

RECOMMENDATION: Council to approve July 2022 Budget Summary Report for General Fund and the Water & Sewer Enterprise Fund.

**City of Richwood
Operational Budget Report
10/1/2021 - 07/31/2022**

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Revenue							83% of year
Taxes	2,355,474.69	94,509.90	2,528,251.46	2,786,463.00	2,786,463.00	258,211.54	90.73%
Property taxes, including delinquent & penalties	1,766,311.28	18,977.45	1,898,037.24	1,916,463.00	1,916,463.00		99.04%
Franchise Taxes	162,463.71	9,560.18	161,182.66	190,000.00	190,000.00		84.83%
Sales Tax	426,699.70	65,972.27	469,031.56	680,000.00	680,000.00		68.98%
Licenses and permits	73,691.17	3,525.00	70,925.42	96,100.00	96,100.00	25,174.58	73.80%
Intergovernmental revenue	209,864.36	0.00	15,719.85	1,000.00	1,000.00	(14,719.85)	Ahead of Budget
Charges for services	4,077.00	379.88	5,519.88	10,000.00	10,000.00	4,480.12	55.20%
Fines and forfeitures	75,370.03	9,791.83	91,024.90	140,000.00	140,000.00	48,975.10	65.02%
Special Revenues	1,182.37	0.00	41.51	1,500.00	1,500.00	1,458.49	2.77%
Interest	1,468.90	1,690.96	4,938.91	1,200.00	1,200.00	(3,738.91)	Ahead of Budget
Miscellaneous revenue	36,438.50	3,265.53	40,763.22	46,000.00	46,000.00	5,236.78	88.62%
Inspection Fees	25,275.00	2,530.00	25,300.00	30,000.00	30,000.00		
Miscellaneous Income	7,738.50	310.53	12,163.22	10,000.00	10,000.00		
Parks & Recreation - Park Pavillion Rentals	3,425.00	425.00	3,300.00	6,000.00	6,000.00		
Total Revenue	2,757,567.02	113,163.10	2,757,185.15	3,082,263.00	3,082,263.00	325,077.85	89.45%
Expenditures							
General Government							
Administration							
Personnel & Benefits	346,074.05	34,873.37	375,776.86	445,617.00	445,617.00	69,840.14	84.33%
Supplies	8,194.07	1,689.59	10,406.41	18,700.00	18,700.00	8,293.59	55.65%
Maintenance & Repair	3,210.59	1,465.92	4,232.75	5,000.00	5,000.00	767.25	84.66%
Utilities	13,040.57	1,257.14	10,646.57	14,000.00	14,000.00	3,353.43	76.05%
Professional Services	208,342.89	8,021.80	133,375.22	128,300.00	128,300.00	(5,075.22)	Over Budget
Other Services	47,777.42	2,248.79	53,502.41	62,680.00	62,680.00	9,177.59	85.36%
Capital Equipment	6,653.05	612.29	3,681.11	5,100.00	5,100.00	1,418.89	72.18%
Total Administration	633,292.64	50,168.90	591,621.33	679,397.00	679,397.00	87,775.67	87.08%
Judicial							
Personnel & Benefits	52,191.52	5,167.82	55,002.06	70,402.00	70,402.00	15,399.94	78.13%
Supplies	1,180.81	77.68	330.35	2,300.00	2,300.00	1,969.65	14.36%
Professional Services	14,715.68	720.00	18,978.40	18,350.00	18,350.00	(628.40)	Over Budget
Other Services	280.00	0.00	205.00	1,000.00	1,000.00	795.00	20.50%
Total Judicial	68,368.01	5,965.50	74,515.81	92,052.00	92,052.00	17,536.19	80.95%
Permitting & Inspections							
Personnel & Benefits	25,355.50	0.00	26,817.50	68,100.00	68,100.00	41,282.50	39.38%
Supplies	581.27	773.00	1,304.20	5,000.00	5,000.00	3,695.80	26.08%
Professional Services	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total Permitting & Inspections	25,936.77	773.00	28,121.70	74,600.00	74,600.00	46,478.30	37.70%
Special Revenue Expenditures							
Supplies	0.00	0.00	1,141.50	1,500.00	1,500.00	358.50	76.10%
Total Special Revenue Expenditures	0.00	0.00	1,141.50	1,500.00	1,500.00	358.50	76.10%
Total General Government	727,597.42	56,907.40	695,400.34	847,549.00	847,549.00	152,148.66	82.05%
Public Safety							
Police Department							
Personnel & Benefits	721,796.46	60,929.20	618,375.67	870,078.00	870,078.00	251,702.33	71.07%
Supplies	29,734.58	12,331.99	43,847.59	32,000.00	32,000.00	(11,847.59)	Over Budget
Maintenance & Repair	28,964.26	5,036.48	28,096.38	31,400.00	31,400.00	3,303.62	89.48%
Utilities	11,719.62	1,570.17	13,104.07	13,000.00	13,000.00	(104.07)	Over Budget
Professional Services	37,917.08	6,061.00	107,521.28	146,028.00	152,028.00	44,506.72	73.63%
Other Services	17,698.35	0.00	15,595.93	14,600.00	14,600.00	(995.93)	Over Budget
Capital Equipment	9,269.00	187.10	4,247.00	4,625.00	4,625.00	378.00	91.83%
Total Police Department	857,099.35	86,115.94	830,787.92	1,111,731.00	1,111,731.00	286,943.08	74.73%
Fire Department							
Personnel & Benefits	10,267.85	0.00	16,354.60	31,934.00	31,934.00	15,579.40	51.21%
Supplies	14,592.82	2,229.69	7,848.07	16,400.00	16,400.00	8,551.93	47.85%
Maintenance & Repair	18,278.02	4,748.82	28,621.84	21,100.00	21,100.00	(7,521.84)	Over Budget
Utilities	3,573.34	476.50	4,405.73	5,100.00	5,100.00	694.27	86.39%

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned / Used
Professional Services	105,000.00	76,622.00	146,515.75	110,000.00	110,000.00	(36,515.75)	Over Budget
Other Services	18,115.88	0.00	22,992.62	15,450.00	15,450.00	(7,542.62)	Over Budget
Capital Equipment	56,782.75	0.00	49,025.63	64,712.00	64,712.00	15,686.37	75.76%
Total Fire Department	226,610.66	84,077.01	275,764.24	264,696.00	264,696.00	(11,068.24)	Over Budget
Code Enforcement							
Personnel & Benefits	(254.00)	0.00	500.00	1,000.00	1,000.00	500.00	50.00%
Supplies	139.07	0.00	125.00	0.00	0.00	(125.00)	Over Budget
Professional Services	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Other Services	736.00	0.00	0.00	800.00	800.00	800.00	0.00%
Total Code Enforcement	621.07	0.00	625.00	2,800.00	2,800.00	2,175.00	22.32%
Total Public Safety	1,084,331.08	170,192.95	1,107,177.16	1,379,227.00	1,385,227.00	278,049.84	80.28%
Public Works							
City Maintenance							
Personnel & Benefits	81,864.59	9,192.66	85,913.21	101,555.00	101,555.00	15,641.79	84.60%
Supplies	11,828.66	1,631.11	15,737.11	17,000.00	17,000.00	1,262.89	92.57%
Maintenance & Repair	18,540.20	8,318.27	38,309.02	43,500.00	43,500.00	5,190.98	88.07%
Utilities	21,663.81	401.66	20,119.50	35,900.00	35,900.00	15,780.50	56.04%
Other Services	9,321.79	133.30	8,943.73	6,300.00	6,300.00	(2,643.73)	Over Budget
Capital Equipment	2,125.86	0.00	59,422.00	60,000.00	60,000.00	578.00	99.04%
Total City Maintenance	145,344.91	19,677.00	228,444.57	264,255.00	264,255.00	35,810.43	86.45%
Parks and Recreation							
Supplies	2,237.98	127.09	2,704.78	2,800.00	2,800.00	95.22	96.60%
Maintenance & Repair	21,941.87	1,358.84	29,674.18	25,000.00	25,000.00	(4,674.18)	Over Budget
Utilities	1,693.51	189.10	1,990.82	2,700.00	2,700.00	709.18	73.73%
Other Services	10,634.53	0.00	9,735.47	16,300.00	16,300.00	6,564.53	59.73%
Total Parks and Recreation	36,507.89	1,675.03	44,105.25	46,800.00	46,800.00	2,694.75	94.24%
Emergency/Disaster							
Contract Labor	0.00	0.00	215,926.90	0.00	312,500.00	96,573.10	69.10%
Total Emergency/Disaster	0.00	0.00	215,926.90	0.00	312,500.00	96,573.10	0.00%
Miscellaneous	38,208.36	0.00	0.00	7,000.00	7,000.00	7,000.00	0.00%
Development Agreements	0	0	0	7,000.00	7,000.00	7,000.00	0.00%
Total Expenditures	2,031,989.66	248,452.38	2,291,054.22	2,544,831.00	2,863,331.00	572,276.78	90.03%
Other Financing Sources and Uses							
Sources							
Transfers In	0.00	7,000.00	134,218.50	127,500.00	133,500.00	(718.50)	Over Budget
Total Sources	0.00	7,000.00	134,218.50	127,500.00	133,500.00	(718.50)	Over Budget
Uses							
Transfers Out	317,000.00	0.00	454,128.00	454,128.00	454,128.00	0.00	100.00%
Total Uses	317,000.00	0.00	454,128.00	454,128.00	454,128.00	0.00	100.00%
Total Other Financing Sources and Uses	(317,000.00)	7,000.00	(319,909.50)	(326,628.00)	(320,628.00)	(718.50)	Ahead of Budget
Total - 10 GENERAL FUND	408,577.36	(128,289.28)	146,221.43	210,804.00	(101,696.00)	247,917.43	Ahead of Budget

City of Richwood Operational Budget Report 10/1/2021 - 07/31/2022							
30 Water & Sewer Enterprise Fund	Prior YTD	Current Period	Current YTD	Annual Budget	Revised Budget	Remaining Budget	% Earned/Used
Net Operating Income (Loss)							
Operating income							83% of year
Sewer Department	725,611.39	91,110.61	768,543.90	907,100.00	907,100.00	138,556.10	84.73%
Water Department	961,565.31	117,245.59	989,762.95	1,230,000.00	1,230,000.00	240,237.05	80.47%
Solid Waste Department	263,009.80	28,220.70	273,815.14	310,000.00	310,000.00	36,184.86	88.33%
Total Operating income	1,950,186.50	236,576.90	2,032,121.99	2,447,100.00	2,447,100.00	414,978.01	83.04%
Operating expense							
Sewer Department							
Personnel & Benefits	124,854.28	12,272.64	126,985.10	180,056.00	180,056.00	53,070.90	70.53%
Supplies	4,913.90	1,782.95	6,777.91	11,500.00	11,500.00	4,722.09	58.94%
Maintenance & Repair	25,262.28	4,900.24	66,471.92	59,950.00	59,950.00	(6,521.92)	Ahead of Budget
Utilities	7.99	0.00	0.00	25,000.00	25,000.00	25,000.00	0.00%
Professional Services	512,360.89	146,265.87	479,143.18	574,580.00	574,580.00	95,436.82	83.39%
Other Services	8,831.46	0.00	5,122.09	5,100.00	5,100.00	(22.09)	Ahead of Budget
Total Sewer Department	676,230.80	165,221.70	684,500.20	856,186.00	856,186.00	171,685.80	79.95%
Water Department							
Personnel & Benefits	122,950.72	17,181.34	154,213.45	205,579.00	205,579.00	51,365.55	75.01%
Supplies	20,855.28	3,687.03	17,027.72	21,300.00	21,300.00	4,272.28	79.94%
Maintenance & Repair	106,317.78	5,313.92	94,206.81	78,010.00	78,010.00	(16,196.81)	Ahead of Budget
Utilities	65,923.89	6,466.65	46,638.10	84,500.00	84,500.00	37,861.90	55.19%
Professional Services	69,096.73	2,593.09	48,869.63	51,500.00	51,500.00	2,630.37	94.89%
Other Services	287,153.36	24,591.35	300,823.27	343,000.00	343,000.00	42,176.73	87.70%
Capital Equipment	3,383.83	300.77	3,007.70	3,610.00	3,610.00	602.30	83.32%
Total Water Department	675,681.59	60,134.15	664,786.68	787,499.00	787,499.00	122,712.32	84.42%
Solid Waste Department							
Professional Services	197,835.66	46,455.62	207,816.23	280,000.00	280,000.00	72,075.77	74.22%
Total Solid Waste Department	197,835.66	46,455.62	207,816.23	280,000.00	280,000.00	72,183.77	74.22%
Total Operating expense	1,549,748.05	271,811.47	1,557,103.11	1,923,685.00	1,923,685.00	366,581.89	80.94%
Total Net Operating Income (Loss)	400,438.45	(35,234.57)	475,018.88	523,415.00	523,415.00	48,396.12	90.75%
Non-Operating Items							
Non-operating income							
Interest income	628.97	16.10	261.62	1,000.00	1,000.00	738.38	26.16%
Grants	37,513.60	0.00	0.00	0.00	0.00	0.00	At Budget
Other income	2,770.26	9.93	740.47	0.00	0.00	(740.47)	not budgeted
Transfers In	80,000.00	0.00	10,000.00	10,000.00	10,000.00	0.00	At Budget
Total Non-operating income	120,912.83	26.03	11,002.09	11,000.00	11,000.00	2.09	100.02%
Non-operating expense							
Debt Service	114,622.50	51,261.75	322,886.00	336,949.00	336,949.00	14,063.00	95.83%
Transfers Out	81,752.25	0.00	56,000.00	56,000.00	56,000.00	0.00	At Budget
Total Non-operating expense	196,374.75	51,261.75	378,886.00	392,949.00	392,949.00	14,063.00	96.42%
Depreciation Expense	0.00	0.00	0.00	300,000.00	300,000.00	300,000.00	0.00%
Total Non-Operating Items	(75,461.92)	(51,235.72)	(367,883.91)	(681,949.00)	(681,949.00)	314,065.09	Ahead of Budget
Total - 30 Water & Sewer Enterprise Fund	324,976.53	(86,470.29)	107,134.97	(158,534.00)	(158,534.00)	265,668.97	Ahead of Budget



AGENDA MEMORANDUM – SEPTEMBER 12, 2022

ITEM # CONSENT

CONTACT: Patricia Ditto, Finance Director

SUBJECT: Monthly Budget Summary Report

SUMMARY: Receive and/or approve the August 2022 Budget Report

BACKGROUND INFORMATION:

The information provided is for the FY 2021-2022 budget period, month ending August 31, 2022. This summary highlights several key points related to the current month’s activity for the General Fund and for the Water and Sewer Enterprise Fund. The attached report is unaudited, and this month may include corrections from prior months.

DISCUSSION:

Attached is the budget report for August 2022, which is the eleventh month of Fiscal Year 22. 91.7% of the year has passed. The report reflects the original budget as approved for FY22 as well as the revised budget reflecting all budget amendments approved by council since the original budget was approved. *This budget report is a preliminary report reflecting current year to date figures that are unaudited and may be adjusted at a future time.*

10-General Fund

As of August 31, 2022, General Fund revenues total \$2,886,547. General Fund expenditures total \$2,503,143.

Revenue (GF)

Total Revenue collected in the General fund is at 92.92% of budget.

- M & O (Maintenance and Operations) Property tax (including current, delinquent and penalties) received through the end of August is \$1,913,304, 99.84% of projection for the year.
- Sales Tax revenue received in August, earned in June, is \$64,814. CCPD received \$16,173 and for Transportation fund the amount is \$16,204. Sales tax is 9.5% ahead of FY21 at this same time with a total of \$533,846 in general fund revenue, \$136,253 in CCPD revenue and \$133,461 in Transportation Fund revenue. This represents sales tax revenue earned October – June (9 months). Sales tax revenue is reflected when earned, not collected. Therefore, we currently show 9 months of revenue, or 75% of the year. We are ahead of budget with 78.51% of budget collected.
- Permits and Licenses revenues total \$9,511 for August, \$80,436 year to date. Inspection fees collected, year to date are \$27,830 while fees paid for inspections to date are \$26,818.

Impact fees on new construction are posted to Fund 32 Utility Capital Improvements. To date, we have collected \$36,210 for 15 Water Impact Fees. No impact fees have been collected this year for sewer.

- Court revenue for August is \$7,294 for a YTD total of \$98,319, or 70.23 % of projection. While we are behind for the year as a percentage of projection, we are \$14,472 ahead of this time last year.



Expenditures (GF)

Expenditures in the General Fund are 98.36% of budget.

Note: A budget amendment will come to council in October for certain items that have exceeded the original budget. The largest overage exists in the Fire Department in Professional Services for ambulance services. At the time the FY22 budget was prepared, the new contract had not been negotiated. Billing is based on usage and has exceeded budget. More information regarding the budget amendment will come to council prior to the October meeting after the fiscal year has ended.

30-Water, Sewer and Solid Waste Fund

Operating Revenues received through August total \$2,248,900, 91.9% of projection for the year. Total operating expense through August is \$1,635,780, 85.03% of budget.

RECOMMENDATION: Council to approve August 2022 Budget Summary Report for General Fund and the Water & Sewer Enterprise Fund.

**City of Richwood
Operational Budget Report
10/1/2021 - 08/31/2022**

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Revenue							91.7% of year
Taxes	2,445,864.21	108,233.27	2,636,484.73	2,786,463.00	2,786,463.00	149,978.27	94.62%
Property taxes, including delinquent & penalties	1,778,439.26	15,267.02	1,913,304.26	1,916,463.00	1,916,463.00		99.84%
Franchise Taxes	180,015.73	28,151.81	189,334.47	190,000.00	190,000.00		99.65%
Sales Tax	487,409.22	64,814.44	533,846.00	680,000.00	680,000.00		78.51%
Licenses and permits	76,171.89	9,510.52	80,435.94	96,100.00	96,100.00	15,664.06	83.70%
Intergovernmental revenue	218,239.72	0.00	15,719.85	1,000.00	1,000.00	(14,719.85)	Ahead of Budget
Charges for services	4,371.50	1,200.00	6,719.88	10,000.00	10,000.00	3,280.12	67.20%
Fines and forfeitures	83,847.06	7,294.04	98,318.94	140,000.00	140,000.00	41,681.06	70.23%
Special Revenues	1,185.37	19.14	60.65	1,500.00	1,500.00	1,439.35	4.04%
Interest	1,572.98	20.20	4,959.11	1,200.00	1,200.00	(3,759.11)	Ahead of Budget
Miscellaneous revenue	39,428.50	3,085.00	43,848.22	46,000.00	46,000.00	2,151.78	95.32%
Inspection Fees	27,805.00	2,530.00	27,830.00	30,000.00	30,000.00		
Miscellaneous Income	7,973.50	280.00	12,443.22	10,000.00	10,000.00		
Parks & Recreation - Park Pavillion Rentals	3,650.00	275.00	3,575.00	6,000.00	6,000.00		
Total Revenue	2,870,681.23	129,362.17	2,886,547.32	3,082,263.00	3,082,263.00	195,715.68	93.65%
Expenditures							
General Government							
Administration							
Personnel & Benefits	394,433.14	36,474.66	412,251.52	445,617.00	445,617.00	33,365.48	92.51%
Supplies	8,361.51	5.12	10,411.53	18,700.00	18,700.00	8,288.47	55.68%
Maintenance & Repair	3,517.57	214.25	4,447.00	5,000.00	5,000.00	553.00	88.94%
Utilities	14,612.55	2,911.65	13,558.22	14,000.00	14,000.00	441.78	96.84%
Professional Services	215,107.56	0.00	133,375.22	128,300.00	128,300.00	(5,075.22)	Over Budget
Other Services	48,621.06	301.76	53,804.17	62,680.00	62,680.00	8,875.83	85.84%
Capital Equipment	6,994.03	(201.64)	3,479.47	5,100.00	5,100.00	1,620.53	68.22%
Total Administration	691,647.42	39,705.80	631,327.13	679,397.00	679,397.00	48,069.87	92.92%
Judicial							
Personnel & Benefits	59,019.43	7,380.69	62,382.75	70,402.00	70,402.00	8,019.25	88.61%
Supplies	1,658.81	0.00	330.35	2,300.00	2,300.00	1,969.65	14.36%
Professional Services	17,795.68	0.00	18,978.40	18,350.00	18,350.00	(628.40)	Over Budget
Other Services	280.00	0.00	205.00	1,000.00	1,000.00	795.00	20.50%
Total Judicial	78,753.92	7,380.69	81,896.50	92,052.00	92,052.00	10,155.50	88.97%
Permitting & Inspections							
Personnel & Benefits	28,045.50	0.00	26,817.50	68,100.00	68,100.00	41,282.50	39.38%
Supplies	761.43	0.00	1,304.20	5,000.00	5,000.00	3,695.80	26.08%
Professional Services	0.00	0.00	0.00	1,500.00	1,500.00	1,500.00	0.00%
Total Permitting & Inspections	28,806.93	0.00	28,121.70	74,600.00	74,600.00	46,478.30	37.70%
Special Revenue Expenditures							
Supplies	5,573.00	0.00	1,141.50	1,500.00	1,500.00	358.50	76.10%
Total Special Revenue Expenditures	5,573.00	0.00	1,141.50	1,500.00	1,500.00	358.50	76.10%
Total General Government	804,781.27	47,086.49	742,486.83	847,549.00	847,549.00	105,062.17	87.60%
Public Safety							
Police Department							
Personnel & Benefits	795,280.03	87,760.88	706,136.55	870,078.00	870,078.00	163,941.45	81.16%
Supplies	32,908.38	65.66	43,913.25	32,000.00	32,000.00	(11,913.25)	Over Budget
Maintenance & Repair	31,224.11	390.31	28,486.69	31,400.00	31,400.00	2,913.31	90.72%
Utilities	12,931.06	1,610.12	14,714.19	13,000.00	13,000.00	(1,714.19)	Over Budget
Professional Services	37,917.08	37,000.57	144,521.85	146,028.00	152,028.00	7,506.15	95.06%
Other Services	17,698.35	0.00	15,595.93	14,600.00	14,600.00	(995.93)	Over Budget
Capital Equipment	9,516.45	187.10	4,434.10	4,625.00	4,625.00	190.90	95.87%
Total Police Department	937,475.46	127,014.64	957,802.56	1,111,731.00	1,111,731.00	159,928.44	86.15%
Fire Department							
Personnel & Benefits	10,267.85	5,988.80	22,343.40	31,934.00	31,934.00	9,590.60	69.97%
Supplies	14,943.45	568.00	8,416.07	16,400.00	16,400.00	7,983.93	51.32%
Maintenance & Repair	35,004.95	3,044.85	31,666.69	21,100.00	21,100.00	(10,566.69)	Over Budget
Utilities	4,016.35	717.11	5,122.84	5,100.00	5,100.00	(22.84)	Over Bu

10 General Fund	Prior YTD	Current Period	Current YTD	Original Budget	Revised Budget	Remaining Budget	% Earned/Used
Professional Services	105,000.00	0.00	146,515.75	110,000.00	110,000.00	(36,515.75)	Over Budget
Other Services	18,115.88	0.00	22,992.62	15,450.00	15,450.00	(7,542.62)	Over Budget
Capital Equipment	61,043.75	6,261.00	55,286.63	64,712.00	64,712.00	9,425.37	85.43%
Total Fire Department	248,392.23	16,579.76	292,344.00	264,696.00	264,696.00	(27,648.00)	Over Budget
Code Enforcement							
Personnel & Benefits	(254.00)	0.00	500.00	1,000.00	1,000.00	500.00	50.00%
Supplies	139.07	0.00	125.00	0.00	0.00	(125.00)	Over Budget
Professional Services	0.00	0.00	0.00	1,000.00	1,000.00	1,000.00	0.00%
Other Services	736.00	0.00	0.00	800.00	800.00	800.00	0.00%
Total Code Enforcement	621.07	0.00	625.00	2,800.00	2,800.00	2,175.00	22.32%
Total Public Safety	1,186,488.76	143,594.40	1,250,771.56	1,379,227.00	1,385,227.00	134,455.44	90.69%
Public Works							
City Maintenance							
Personnel & Benefits	92,666.68	10,829.68	96,742.89	101,555.00	101,555.00	4,812.11	95.26%
Supplies	16,154.37	244.23	15,981.34	17,000.00	17,000.00	1,018.66	94.01%
Maintenance & Repair	21,090.30	5,361.32	43,670.34	43,500.00	43,500.00	(170.34)	Over Budget
Utilities	24,131.16	2,523.76	22,643.26	35,900.00	35,900.00	13,256.74	63.07%
Other Services	8,825.79	0.00	8,943.73	6,300.00	6,300.00	(2,643.73)	Over Budget
Capital Equipment	2,125.86	0.00	59,422.00	60,000.00	60,000.00	578.00	99.04%
Total City Maintenance	164,994.16	18,958.99	247,403.56	264,255.00	264,255.00	16,851.44	93.62%
Parks and Recreation							
Supplies	2,541.01	0.00	2,704.78	2,800.00	2,800.00	95.22	96.60%
Maintenance & Repair	25,669.26	1,425.01	31,099.19	25,000.00	25,000.00	(6,099.19)	Over Budget
Utilities	1,829.98	424.01	2,414.83	2,700.00	2,700.00	285.17	89.44%
Other Services	10,634.53	600.00	10,335.47	16,300.00	16,300.00	5,964.53	63.41%
Total Parks and Recreation	40,674.78	2,449.02	46,554.27	46,800.00	46,800.00	245.73	99.47%
Emergency/Disaster							
Contract Labor	0.00	0.00	215,926.90	0.00	312,500.00	96,573.10	69.10%
Total Emergency/Disaster	0.00	0.00	215,926.90	0.00	312,500.00	96,573.10	0.00%
Miscellaneous	38,208.36	0.00	0.00	7,000.00	7,000.00	7,000.00	0.00%
Development Agreements	0	0	0	7,000.00	7,000.00	7,000.00	0.00%
Total Expenditures	2,235,147.33	212,088.90	2,503,143.12	2,544,831.00	2,863,331.00	360,187.88	98.36%
Other Financing Sources and Uses							
Sources							
Transfers In	0.00	0.00	134,218.50	127,500.00	134,500.00	281.50	99.79%
Total Sources	0.00	0.00	134,218.50	127,500.00	134,500.00	281.50	99.79%
Uses							
Transfers Out	317,000.00	0.00	454,128.00	454,128.00	454,128.00	0.00	100.00%
Total Uses	317,000.00	0.00	454,128.00	454,128.00	454,128.00	0.00	100.00%
Total Other Financing Sources and Uses	(317,000.00)	0.00	(319,909.50)	(326,628.00)	(319,628.00)	281.50	97.94%
Total - 10 GENERAL FUND	318,533.90	(82,726.73)	63,494.70	210,804.00	(100,696.00)	164,190.70	Ahead of Budget

City of Richwood Operational Budget Report 10/1/2021 - 08/31/2022							
30 Water & Sewer Enterprise Fund	Prior YTD	Current Period	Current YTD	Annual Budget	Revised Budget	Remaining Budget	% Earned/Used
Net Operating Income (Loss)							
Operating income							91.7% of year
Sewer Department	797,058.46	81,031.65	849,575.55	907,100.00	907,100.00	57,524.45	93.66%
Water Department	1,056,603.25	107,628.39	1,097,391.34	1,230,000.00	1,230,000.00	132,608.66	89.22%
Solid Waste Department	289,351.85	28,118.02	301,933.16	310,000.00	310,000.00	8,066.84	97.40%
Total Operating income	2,143,013.56	216,778.06	2,248,900.05	2,447,100.00	2,447,100.00	198,199.95	91.90%
Operating expense							
Sewer Department							
Personnel & Benefits	141,209.73	30,989.34	157,974.44	180,056.00	180,056.00	22,081.56	87.74%
Supplies	9,303.13	0.00	6,777.91	11,500.00	11,500.00	4,722.09	58.94%
Maintenance & Repair	41,813.64	587.81	67,059.73	59,950.00	59,950.00	(7,109.73)	Ahead of Budget
Utilities	7.99	0.00	0.00	25,000.00	25,000.00	25,000.00	0.00%
Professional Services	512,360.89	0.00	479,143.18	574,580.00	574,580.00	95,436.82	83.39%
Other Services	8,831.46	0.00	5,122.09	5,100.00	5,100.00	(22.09)	Ahead of Budget
Total Sewer Department	713,526.84	31,577.15	716,077.35	856,186.00	856,186.00	140,108.65	83.64%
Water Department							
Personnel & Benefits	139,645.74	22,420.19	176,633.64	205,579.00	205,579.00	28,945.36	85.92%
Supplies	27,465.96	105.76	17,133.48	21,300.00	21,300.00	4,166.52	80.44%
Maintenance & Repair	106,713.24	15,445.06	109,651.87	78,010.00	78,010.00	(31,641.87)	Ahead of Budget
Utilities	74,565.48	8,827.95	55,466.05	84,500.00	84,500.00	29,033.95	65.64%
Professional Services	81,430.78	0.00	48,869.63	51,500.00	51,500.00	2,630.37	94.89%
Other Services	311,048.16	0.00	300,823.27	343,000.00	343,000.00	42,176.73	87.70%
Capital Equipment	3,684.60	300.77	3,308.47	3,610.00	3,610.00	301.53	91.65%
Total Water Department	744,553.96	47,099.73	711,886.41	787,499.00	787,499.00	75,612.59	90.40%
Solid Waste Department							
Professional Services	219,829.41	0.00	207,816.23	280,000.00	280,000.00	72,075.77	74.22%
Total Solid Waste Department	219,829.41	0.00	207,816.23	280,000.00	280,000.00	72,183.77	74.22%
Total Operating expense	1,677,910.21	78,676.88	1,635,779.99	1,923,685.00	1,923,685.00	287,905.01	85.03%
Total Net Operating Income (Loss)	465,103.35	138,101.18	613,120.06	523,415.00	523,415.00	(89,705.06)	Ahead of Budget
Non-Operating Items							
Non-operating income							
Interest income	789.62	0.00	261.62	1,000.00	1,000.00	738.38	26.16%
Grants	37,513.60	0.00	0.00	0.00	0.00	0.00	At Budget
Other income	2,784.36	685.71	1,426.18	0.00	0.00	(1,426.18)	not budgeted
Transfers In	80,000.00	0.00	10,000.00	10,000.00	10,000.00	0.00	At Budget
Total Non-operating income	121,087.58	685.71	11,687.80	11,000.00	11,000.00	687.80	106.25%
Non-operating expense							
Debt Service	283,427.50	(3,608.75)	319,277.25	336,949.00	336,949.00	17,671.75	94.76%
Transfers Out	81,752.25	0.00	56,000.00	56,000.00	56,000.00	0.00	At Budget
Total Non-operating expense	365,179.75	(3,608.75)	375,277.25	392,949.00	392,949.00	17,671.75	95.50%
Depreciation Expense	0.00	0.00	0.00	300,000.00	300,000.00	300,000.00	0.00%
Total Non-Operating Items	(244,092.17)	4,294.46	(363,589.45)	(681,949.00)	(681,949.00)	318,359.55	Ahead of Budget
Total - 30 Water & Sewer Enterprise Fund	221,011.18	142,395.64	249,530.61	(158,534.00)	(158,534.00)	408,064.61	Ahead of Budget

ORDINANCE NO. 22-497

AN ORDINANCE OF THE CITY OF RICHWOOD, TEXAS, MAKING CERTAIN FINDINGS OF FACT REGARDING THE FILING OF A PROPOSED BUDGET FOR SAID CITY BY THE MAYOR THEREOF; ADOPTING A BUDGET FOR SAID CITY FOR THE FISCAL YEAR OCTOBER 1, 2022 - SEPTEMBER 30, 2023; PROVIDING A SEVERANCE CLAUSE; AND PROVIDING FOR AN EFFECTIVE DATE FOR THIS ORDINANCE.

WHEREAS, on August 09, 2022, the City Manager of the City of Richwood submitted the proposed Budget for the City of Richwood Fiscal Year 2022-2023 to the City Council; and

WHEREAS, on August 12, 2022, the City Manager of the City of Richwood filed with the City Secretary the proposed Budget for the City of Richwood Fiscal Year 2022-2023; and

WHEREAS, a public hearing on said budget was duly held on September 12, 2022 and all interested persons were given an opportunity to be heard for or against any item thereof.

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

SECTION 1: That the City Council hereby adopts and approves the budget as filed with the City Secretary and amended for the fiscal year beginning October 1, 2022, through September 30, 2023, and hereby appropriates the amounts as specified therein at the fund level.

SECTION 2: That the City Manager shall cause copies of the budget to be filed with the City Secretary and the County Clerk of Brazoria County.

SECTION 3: That in the event any section of provision of this ordinance is found to be unconstitutional, void or inoperative by the final judgment of a court of competent jurisdiction, such defective section or provision, if any, is hereby declared to be severable from the remaining sections and provisions of this ordinance such remaining sections and provisions shall remain in full force and effect.

SECTION 4: This Ordinance shall be effective as of October 1, 2022.

PASSED AND APPROVED on the first and final reading this 12th day of September 2022.

CITY OF RICHWOOD

Steve Boykin, Mayor

ATTEST:

Kirsten Garcia, City Secretary

APPROVED AS TO FORM:

Matthew Allen, City Attorney

ORDINANCE 22-498

AN ORDINANCE LEVYING AN AD VALOREM TAX FOR THE USE AND SUPPORT OF THE MUNICIPAL GOVERNMENT FOR THE CITY OF RICHWOOD, TEXAS FOR THE FISCAL YEAR 2022-2023; APPORTIONING THE LEVY FOR SPECIFIC PURPOSES; AND PROVIDING WHEN TAXES SHALL BECOME DUE AND WHEN THE SAME SHALL BECOME DELINQUENT IF NOT PAID.

WHEREAS, City Council finds it necessary that an ordinance be passed levying an ad valorem tax to provide for current expenditures and improvements for the City of Richwood, Texas during fiscal year 2022-2023; and

WHEREAS, City Council further finds that an ad valorem tax must be levied to provide for the payment of principal and interest on outstanding bonded indebtedness maturing in fiscal year 2022-2023; and

WHEREAS, after due deliberation, study and consideration of the proposed tax rate for fiscal year 2022-2023, City Council has determined that adoption of the rate is in the best interest of the taxpayers of the City and it should be adopted in accordance with law

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

SECTION ONE. There is hereby levied and there shall be collected for the use, support and maintenance & operations of the General Fund of the City of Richwood, Texas and to provide interest & sinking funds to support the debt payments of the I&S Debt Service Fund of the City of Richwood for the Fiscal Year 2022-2023, a tax of \$0.606810 on each one hundred (\$100.00) dollars of assessed valuation upon all property, real and personal, and mixed, within the corporate limits of the City of Richwood subject to taxation, apportioned for the following specific purposes herein set forth;

- a) For the current expenditures of the General Fund of the City of Richwood, Texas, and for the general use, support and improvement of the City and its property, there is hereby levied and ordered to be assessed and collected for the fiscal year 2022-2023 on all property situated within the corporate limits of the City, and not exempt from taxation by law, an ad valorem tax rate of \$0.490081 on each one hundred (\$100.00) dollars valuation of such property, and
- b) For the purpose of paying principal and interest payments of the I&S Debt Service Fund for each issue of tax supported debt of the City of Richwood, Texas, there is hereby levied and ordered to be assessed and collected for the fiscal year 2022-2023 on all property situated within the corporate limits of the City and not exempt by law, an ad valorem tax rate of \$0.116729 on each one hundred (\$100.00) dollars of assessed valuation of such property.

SECTION TWO. In accordance with the provisions and requirements of Section 26.05 (b) of the Texas Tax Code, as amended, the City Council hereby states as follows:

THIS YEAR’S TAX LEVY TO FUND MAINTENANCE AND OPERATIONS EXPENDITURES DOES NOT EXCEED LAST YEAR’S MAINTENANCE AND OPERATIONS TAX LEVY.

SECTION THREE. The ad valorem taxes levied under this ordinance shall be due October 1, 2022, and may be paid up to and including January 31, 2023, without penalty; but if not paid on or before January 31, 2023, shall immediately become delinquent on February 1, 2023, provided, however, in accordance with Section 31.03(a) of the Texas Tax Code, the ad valorem taxes due hereunder may, at the option of the tax payer, be paid in two payments without penalty or interest so long as the first payment of one-half of the taxes levied is paid before December 1, 2022, and the remaining one-half is paid before July 1, 2023.

SECTION FOUR. No discounts are authorized on property tax payments made prior to January 31, 2023.

SECTION FIVE. All taxes become a lien upon the property against which assessed and the designated City tax collector for the City is authorized and empowered to enforce the collection of such taxes according to the Constitution and Laws of the State of Texas an ordinances of the City, and shall by virtue of the tax rolls, fix and establish a lien by levying upon such property, whether real or personal, for the payment of said taxes, penalty and interest. All delinquent taxes shall bear interest and other charges from the date of delinquency as prescribed by state law.

PASSED AND APPROVED THIS THE 12TH DAY OF SEPTEMBER 2022 BY RECORD VOTE WITH THE FOLLOWING MOTION, “I MOVE THAT THE PROPERTY TAX RATE BE DECREASED BY THE ADOPTION OF A TAX RATE OF \$0.606810, WHICH IS EFFECTIVELY A 6.97 PERCENT DECREASE IN THE TAX RATE.” MOTION WAS MADE BY COUNCILMEMBER [REDACTED], MOTION SECONDED BY COUNCILMEMBER [REDACTED]. MOTION CARRIED THIS 12th DAY OF SEPTEMBER 2022.

Name/Position	Present	Vote		
		Aye	Nay	Abstain
Mike Johnson, Position 1				
Melissa Strawn, Position 2				
Matt Yarborough, Position 3				
Rory Escalante, Position 4				
Carey Lankford, Position 5				

ATTEST:

**KIRSTEN GARCIA
CITY SECRETARY**

**STEVE BOYKIN
MAYOR**

APPROVED AS TO LEGALITY:

**PHILLIP KNOP
CITY ATTORNEY**

RESOLUTION NO. 22-R-67

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS, SETTING A JOINT PUBLIC HEARING BEFORE THE PLANNING AND ZONING COMMISSION AND CITY COUNCIL FOR OCTOBER 10, 2022, AT 6:00 P.M. FOR PURPOSES OF CONSIDERING AMENDMENTS TO APPENDIX B ZONING ORDINANCE OF THE CODE OF ORDINANCES.

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS:

Section 1. That the City Council, pursuant to Section 211.006 of the Local Government Code, hereby schedules a public hearing for October 10, 2022, at 6:00 p.m. to consider amendments to Appendix B Zoning Ordinance of the Code of Ordinances, to include but not limited to, changes in definitions, all zoning district setbacks, violations and penalties, and other zoning regulations.

Section 2. The public hearing will be conducted at 1800 Brazosport Blvd N in the City Council chambers of City Hall, and members of the public have the right to appear at the hearing to present evidence for or against the amendments.

PASSED AND APPROVED on this 12th day of September 2022.

Steve Boykin, Mayor

ATTEST:

Kirsten Garcia
City Secretary

Schley at W. Mahan	126	10-18-77	Section VII, Item E.
Shadow Bend at its intersection with South Yaupon Street	18-422	03-12-18	
Success at W. Mahan	126	10-18-77	
Sycamore at Brazosport Blvd.	126	10-18-77	
Timbercreek Dr. at Brazosport Blvd.	126	10-18-77	
W. Mahan at Moore	126	10-18-77	
Wahoo Ct. at Amberjack Dr.	365	04-11-11	
Walnut at Brazosport Blvd.	126	10-18-77	
Walnut at N. Mahan	126	10-18-77	
Wisteria at Audubonwoods Dr.	126.89	01-12-04	
Wisteria at Oyster Creek Dr.	126	10-18-77	

(Ord. No. 367, Art. 2(7), 7-16-11; Ord. No. 387, § 1, 10-14-13; Ord. No. 401, § 1, 7-13-15; Ord. No. 18-422, § 1, 3-12-18)

City of Richwood — TEXAS —

AGENDA MEMORANDUM

CONTACT: ERIC FOERSTER-CITY MANAGER

SUBJECT: ORDINANCE CHANGE- SEC. 20-127 STOP INTERSECTIONS

SUMMARY: An error was found that one street is mislabeled on our list of Stop Intersection streets. Ordinance #365 on 04/11/11, lists Wahoo Ct. at Amberjack as the location. This location is now Blue Marlin Dr at Amberjack Dr and Wahoo Ct does not exist.

ISSUE: Incorrect Street listed as a Stop Intersection

FISCAL IMPACT: None

RECOMMENDATION: Approve the change to ordinance #365 on 04/11/11 from Wahoo Ct at Amberjack Drive to Blue Marlin Drive at Amberjack Drive.

ORDINANCE 22-496

AN ORDINANCE AMENDING CHAPTER 20 TRAFFIC AND VEHICLES OF THE CITY OF RICHWOOD CODE OF ORDINANCES TO ESTABLISH THE SPEED LIMIT WITHIN CERTAIN RESIDENTIAL AREAS AND AMEND STREET NAME AT STOP INTERSECTION; PROVIDING THAT ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH SHALL BE REPEALED TO THE EXTENT OF THE CONFLICT ONLY; PROVIDING FOR A PENALTY; PROVIDING FOR A SAVINGS CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Richwood adopted Ordinance 367 enacting a Master Traffic Plan on July 16, 2011.

WHEREAS, the City Council of the City of Richwood wishes to amend Section 20-124 and Section 20-127 of Chapter 20 Traffic and Vehicles.

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

Section 1: That section 20-124 – Same - Schedule for certain public streets and ways is hereby amended to reflect the following additional streets:

The following prima facie speed limits are hereafter indicated for vehicles and are hereby determined and declared to be reasonable and safe; and such speed limits are hereby fixed at the rate of speed indicated for vehicles traveling upon the named public streets and highways, or parts thereof, of the city, said speed limit to be in force and effect unless otherwise limited as prescribed by the provisions of this article. The streets and highways hereby regulated, and the maximum prima facie speed limits thereof, are as follows:

<i>STREET AND LOCATION</i>	<i>MILES PER HOUR</i>
<i>Blue Jay Court</i>	25
<i>Blue Jay Drive</i>	25
<i>Brazos Drive</i>	25
<i>Burr Oak</i>	25
<i>Creek Bend</i>	25
<i>E. Yaupon Drive</i>	25
<i>Kindle Court</i>	25
<i>Majors Court</i>	25
<i>Mossy Oak</i>	25
<i>Oakwood Shores Drive</i>	30

<i>Park Drive</i>	25
<i>Shadow Bend</i>	25

Section 3: That section 20-127 – Stop Intersections is hereby amended to read as follows:

Wahoo Ct. Blue at Amberjack Dr.	365	04-11-11
--	-----	----------

Section 4: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of the conflict only.

Section 5: A violation of this ordinance shall be a Class C misdemeanor and the penalty for violating this ordinance shall be as provided for in Section 1-6 of the Code of Ordinances of the City of Richwood.

Section 6: If any part or portion of this ordinance shall be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect or impair any remaining portions or provisions of this ordinance.

Section 7: The City Secretary shall publish the caption of this ordinance within ten (10) days of the final passage in the official newspaper of the City. This ordinance shall take effect immediately after adoption.

PASSED AND ADOPTED on this 12th day of September, 2022.

Steve Boykin, Mayor

Kirsten Garcia, City Secretary



AGENDA MEMORANDUM

CONTACT: Kirsten Garcia

SUBJECT: Discuss, consider, and select an engineering service provider to complete project implementation for the Community Development Block Grant - Mitigation (CDBG-MIT) funding administered by the Texas General Land Office (GLO)

SUMMARY: Proposals were accepted for the CDBG-MIT MOD allocation and after scoring each proposal we wish to award the contract to the highest scorer.

BACKGROUND INFORMATION: A panel consisting of Eric, Kirsten, Clif and Tricia rated each bid and the average results were as follows:

- JDM&A: 94.5
- Strand Associates: 98
- Huitt-Zollars: 94.25
- TLC Engineering: 95.75

All procurement and rating guidelines were provided to us by the GLO and that is what we followed when scoring the bids received. An example score sheet along with bids submitted are attached.

RECOMMENDATION: We recommend awarding Strand Associates with the engineering services contract.

RESOLUTION 22-R-69

A RESOLUTION OF RICHWOOD, TEXAS, AUTHORIZING PROFESSIONAL SERVICE PROVIDER SELECTION FOR COMMUNITY DEVELOPMENT BLOCK GRANT-MITIGATION (CDBG-MIT) REGIONAL METHOD OF DISTRIBUTION (MOD) PROGRAMS THROUGH THE TEXAS GENERAL LAND OFFICE (GLO).

WHEREAS, participation in CDBG-MIT MOD programs requires implementation by professionals experienced in the engineering of federally-funded projects and creation of design and construction documents;

WHEREAS, in order to identify qualified and responsive providers for these services a Request for Qualifications (RFQ) process for engineering and design services has been completed in accordance with the GLO requirements;

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

NOW, THEREFORE, BE IT RESOLVED:

- Section 1. That Strand Associates is selected to provide application and project-related engineering and design services for CDBG-MIT MOD program(s).

- Section 2. That a cost-price analysis will be conducted to determine the negotiated fee to be appropriate and reasonable based upon program requirements and rules.

- Section 3. That any and all project-related services contracts or commitments made with the above-named service provider(s) are dependent on the successful negotiation of a contract with the service provider(s).

PASSED AND APPROVED this 12th day of September 2022.

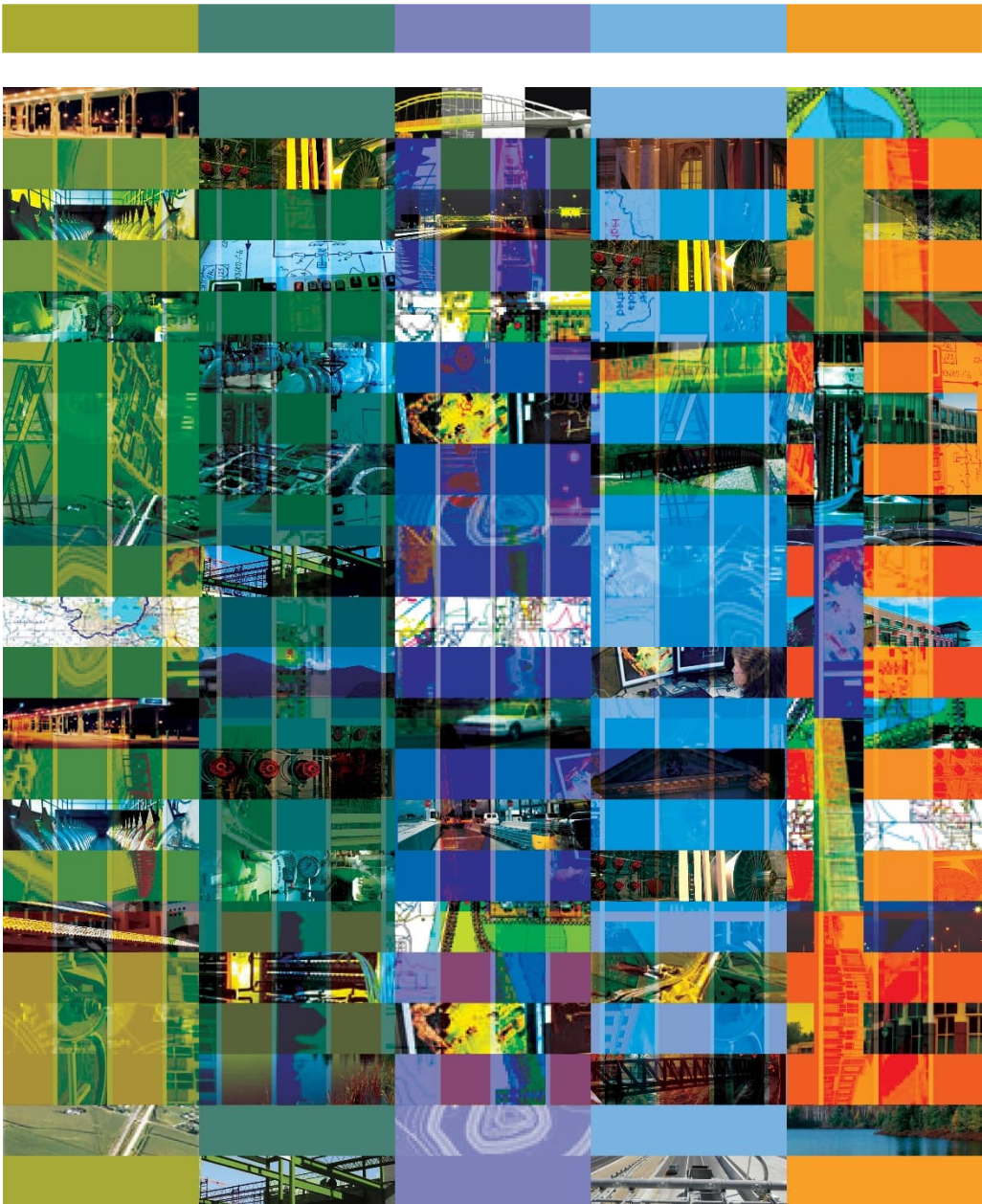
Steve Boykin, Mayor

ATTEST:

Kirsten Garcia, City Secretary

Professional
Engineering
Services

Texas GLO
CDBG-MIT
MOD Program
– Briar Creek
Street
Reconstruction



Statement of Qualifications

City of Richwood, TX
September 6, 2022





September 6, 2022

Ms. Kirsten Garcia
1800 N. Brazosport Blvd
Richwood, TX 77531

Re: Request for Qualifications (RFQ) – Texas General Land Office (GLO) Community Development Block Grant - Mitigation (CDBG-MIT) Regional Method of Distribution (MOD) Program – Briar Creek Street Reconstruction

Dear Ms. Garcia:

Thank you for the opportunity to submit our Statement of Qualifications (SOQ) to assist the City of Richwood with the Briar Creek Street Reconstruction project. We understand the City would like to use these funds for a street reconstruction and drainage improvements project in the Glenwood Bayou Subdivision. Stormwater runoff from this area is conveyed to the City’s eastern ditch. Additional improvements to the City’s eastern ditch may also be included. Once the City is awarded grant funding, we will provide engineering design and bid- and construction-related services to see this project through to completion.

This SOQ demonstrates our ability to provide unsurpassed engineering and surveying services for this type of project. Our *client first* philosophy means that the interests of our clients are a priority. Toward this end, we are excited to offer a highly qualified and responsive team to assist the City in completing this project.

With our selection, the City will realize sound solutions that are effective for its budget and schedule, while achieving the goals of the project. The following unique features of our team will result in successful service to the City:


- **First-hand knowledge of Richwood area site conditions provides essential value to this project.**
- **Record of proven performance with application, plan development, design, and construction-phase services for similar projects results in technically sound solutions.**
- **Extensive relevant application, design, and contract administration experience on many federally funded projects results in smooth project financing.**
- **Available and committed staff through a local office and a national resource base provides responsive service to the City.**


Our firm meets the appropriate state licensing requirements to perform engineering services in the state of Texas (Registration Number F-8405).

If there are any questions concerning our SOQ, please do not hesitate to contact us. We value the opportunity to help the City meet its engineering needs.

Sincerely,

STRAND ASSOCIATES, INC.®


Jared D. Engelke, P.E.
Project Manager


Ryan D. Tinsley, P.E., ENV SP
Quality Control Engineer – Overall

P220.787/JDE;acl

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Project Approach

Approach Delivers Solutions That Enhance the Value of City Infrastructure

Our philosophy for quality-of-life infrastructure initiatives begins with the end goal in mind. By thoroughly understanding the motivations and desired outcomes of our project partners, we can help chart the proper approach to achieving project objectives. The manner in which we communicate with the City will set the stage for a successful project.

Interaction with City Staff

We will start this assignment by holding a kickoff meeting with City staff and the grant consultant to understand their goals and objectives for the project. We will outline a communication structure with the City with points of contact, project schedules, and a communication schedule clearly identified. We find that weekly or biweekly status updates by phone, with e-mail summaries of decisions and issues discussed, and face-to-face meetings with the client (as desired) keep things moving. This communication structure and reporting will be important throughout any service we provide.

Project Approach

Our typical approach to the engineering functions of a project is divided into four phases, hereinafter referred to as the *application phase*, *preliminary design phase*, *final design phase*, and *bid and construction phase*. Our team is fully committed to providing excellence in engineering throughout each of these phases. When the City needs a single task or project performed – such as a survey or an environmental study – we will apply the same work ethic to that singular task or project. Through discussions with City staff, we will develop a thorough understanding of the scope of the project and employ the approach below.

It is our intent to fully utilize available funding opportunities. Our proven project approach will deliver cost-effective improvements that result in significant benefits. We have been highly successful optimizing grant funding for many projects and will do so for the City of Richwood, as well.

We understand the City would like to use the funds for a street reconstruction and drainage improvements project in the Glenwood Bayou Subdivision. Stormwater runoff from this area is conveyed to the City’s eastern ditch. Additional improvements to the City’s eastern ditch may also be included.

Our team has extensive experience with grant funded projects, giving us intimate knowledge of the processes and requirements of funding agencies, including the Texas General Land Office (GLO). We also have experience working on projects for the City of Richwood, giving us insight into local conditions. We will work with the City and the grant consultant to find the highest scoring project for funding.

- **Application Phase**

Our initial task will be to assist with the grant application process. We will meet with City staff and the grant consultant to determine the nature and scope of the City’s infrastructure improvement projects. Once the scope of a project has been well-defined, we will prepare the budget tables and necessary maps required for the application and provide them to the grant consultant and City.

- **Preliminary Design Phase**

During the preliminary design phase, two tasks will receive initial emphasis. First, we will hold a preliminary design conference with the City to review the scope of the project and establish or confirm expectations, project objectives, and priorities.

By thoroughly understanding the motivations and desired outcomes of our project partners, we can help chart the proper approach to achieving project objectives.



Our holistic approach is centered on maximizing the City’s return on investment.

Next, we will collect the information required for design of the proposed improvements. Collected information will include any field surveys required to develop background drawings for the proposed improvements along with geotechnical and utility information required for design.

We begin developing construction costs during the planning phase of a project when budgets are first established.

Following the predesign conference and data collection, we will begin work on preliminary designs and assist the grant consultant with the environmental documents. Preliminary cost opinions and other appropriate deliverables will also then be prepared.

- **Final Design Phase**

Following preliminary design of improvements, we will meet with the City and other stakeholders to review the preliminary information. We will also coordinate with owners of utilities that may be impacted. After City approval of the preliminary engineering documents, we will proceed with final design, including preparing contract documents, final drawings, specifications, and bid schedules.

Final designs will comply with local codes and design standards. Our goal is to produce clear, concise plans that are easy for owners and contractors to read and understand, while including the information required by various regulatory agencies and Utilities. Following final design document approval by City staff, final cost opinions will be prepared.

Our firm has always prioritized quality control and compliance with local codes and design standards.

- **Bid and Construction Phase**

The bid phase will begin with authorization to advertise for construction bids for the project. We will prepare the bid advertisement, distribute plans and specifications, answer questions from bidders, assist with the bid opening, analyze bids, and provide information to assist with awarding contracts. We will also assist with preparation and execution of construction contracts. Following these steps, a preconstruction conference will be held.

During construction, we will provide construction-phase tasks, including contract administration, preparation and certification of monthly payment applications, issuance of additional instructions to the contractor, continued coordination with Utilities – as warranted – and periodic visits to the site.

Our engineers have extensive experience dealing with issues raised by contractors. Our approach is to resolve each issue without the need for change orders, an approach that has proven highly successful. The same individuals responsible for project design will remain involved throughout project construction. Once construction is complete, we will make a final inspection, develop lists of necessary items to be corrected or completed, and, ultimately, ‘certify’ completion of the project.

Project Management

Our overall project management approach includes developing a communication plan, tracking schedules and costs, preparing project reports, and providing quality control reviews. Our project delivery will instill confidence that the completed project will meet desired outcomes, schedules, and budgets.

Project management approach instills confidence.

Proactive Management Approach





Conclusion

We are excited for the opportunity to continue serving the City of Richwood and are committed to providing a high level of engineering service in an efficient manner. The City will receive excellent and responsive service with our straightforward approach to engineering.

Firm Profile

Seventy-Six Years of Service Signifies Organizational Strength and Commitment to Quality

We have been providing exceptional civil and environmental engineering service to clients since 1946. We attribute our organizational strength to our talented engineers, effective management, and, most of all, commitment to nurturing long-term client relationships. Our Corporate Mission states that we are “dedicated to helping clients succeed through excellence in engineering.” In accordance with this mission, we are continually expanding our staff and service offerings to broaden our base of experience and knowledge so that we can provide more creative and comprehensive solutions to meet the continually evolving needs of each client.

In an ongoing commitment to serve our Texas clientele effectively and efficiently, our Brenham staff has now grown to 26 and we anticipate continuing to add to this talented group to provide an even broader array of expertise and greater depth of experience for clients. Additionally, the nature of our projects continues to evolve in harmony with the increasingly complex needs of clients.

Through trust, reliance, and professional relationships, clients have enabled us to achieve 76 years of excellence in engineering.



New, relocated Brenham office.

Wide Range of Services Meet All Project Needs

Our areas of specialization include the following:

- **Civil and municipal engineering**
- **Transportation engineering**
- Wastewater treatment and conveyance engineering
- Water supply engineering
- **Stormwater management**
- Electrical and heating, ventilation, and air conditioning (HVAC) engineering
- Building/facility engineering, architecture, and sustainable design
- Aviation
- Natural gas distribution
- Wetland delineation, mitigation, and restoration
- Ecosystem study and restoration
- Geographic information systems (GIS) and mapping
- **Surveying and right of way acquisition**
- Land development
- **Construction-related services**
- **Financial assistance**

Our services are tailored to the needs of clients.

Strategic Office Locations Conveniently Serve Clients Throughout the Region

To serve our national client base efficiently, we have multiple offices throughout the U.S.



Civil and environmental engineering and science services are provided from multiple offices throughout the U.S.

Reliable Consulting Service Has Cultivated Long-Standing Client Relationships

Clients rely on us as a partner in addressing their engineering and science needs. We have developed and continue to maintain long-standing affiliations, many extending into several decades of service. Our service is flexible and tailored to the unique needs of each client. For some, we serve as appointed engineers and are active committee members; for others, we serve as specialty consultants to their in-house staff on an as-needed basis.

Our commitment to long-term client relationships is a major factor in our success.

We understand the value clients place on *consistency* of personnel, *continuity* in project development, and *responsiveness* to questions or concerns. Accordingly, we expend every effort to make sure that the team initially chosen is involved with a project from beginning to end.

Effective Management Practices Provide a Stable Foundation

To serve clients effectively, we employ a *horizontal project management structure*. For each project, a principal engineer is assigned to provide technical and office resource support. Other day-to-day decisions, however, are made at the project level by the engineers most familiar and involved with the work.

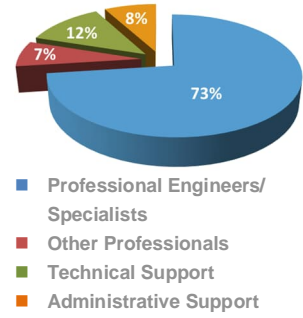
With our organizational structure, critical decisions are made by those most familiar with the day-to-day work on the project.

Clients find reassurance in the fact that each of our engineers is supported by the expertise of a multidisciplinary engineering firm. This approach enables use of all the resources of our firm while maintaining the personal involvement associated with a single point of contact – a person who has been trained to assist through plan development, design, and implementation.

Only with solid management practices could a company thrive in this industry for 76 years.

High Level of Service Made Possible Because of Dedicated, Results-Oriented Staff

Our expert staff of 495 embodies the academic backgrounds and experience of all disciplines normally necessary to complete a project successfully. More than 60 colleges and universities are represented on our staff. Our engineers average more than 11 years of experience and the majority are licensed or have advanced degrees. We are managed by our active engineering staff.



2022 Staff Resources

- **Total Staff**.....**495**
- **Engineers****360* (73%)**
 - Environmental engineers/specialists88
 - Civil engineers.....119
 - Transportation engineers.....88
 - Aviation engineers.....10
 - Structural engineers.....23
 - Electrical engineers.....21
 - Mechanical engineers.....11
- **Other Professionals**..... **35 (7%)**
 - Business development.....13
 - Architects.....2
 - Information technologists.....10
 - Right of way acquisition agents.....3
 - Professional land surveyors.....7
- **Technical Support** **62 (12%)**
 - Field technicians.....25
 - Office technicians/CADD operators.....37
- **Administrative Support**..... **38 (8%)**
 - Clerical, accounting, human resources.....38

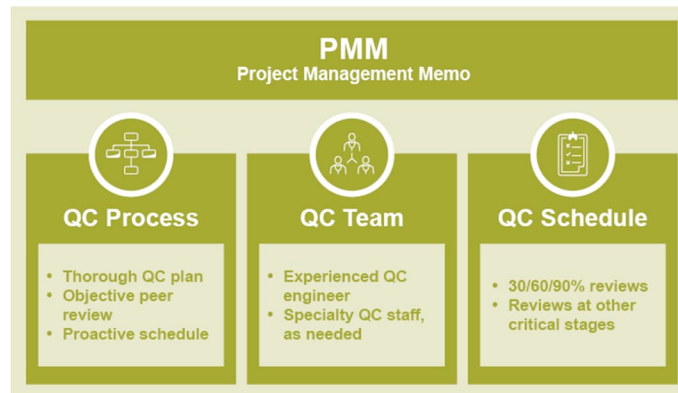
* Fifteen (15) of these are LEED® accredited or ISI envision professionals.

Innovative Project Management Techniques Produce Quality, On-Time, Cost-Effective Projects

Our internal Quality Control (QC) program focuses on applying quality peer review at each stage in the design process. As each project is scoped, the Project Manager issues a Project Management Memorandum (PMM) describing the individual QC plan for the project and identifying a key Quality Control Engineer – an individual responsible for critiquing the design for technical accuracy, constructability, and conformance to project objectives at critical stages throughout project development.

Our approach to managing projects effectively involves ongoing quality control reviews.

We have a corporate-wide scheduling program that can give us up-to-date status reports on the schedule of every staff member at each of our offices. Because we know the 2-year workload of every employee, we can make a commitment to a client’s schedule.



Quality review program defines commitment to excellence.

State-of-the-Art Facilities and Technology Enable Us to Maximize the Level of Effort Applied to a Project While Minimizing Cost

To serve clients better, we continually upgrade the technology at each of our offices and train our staff on the effective use of the latest tools available. Our offices are comparably equipped with videoconferencing equipment, enabling face-to-face communications between our clients and our experts around the nation. Our Vidyo system is linked to our offices via real-time voice and high-definition video. The videoconferencing computers are integrated with our Local Area Network (LAN) and Wide Area Network (WAN), permitting direct digital sharing of Computer-Aided Design (CAD) and other drawings across the videoconferencing network.

Our equipment enables the resources of each office to be shared with all other offices.

The system also includes data-sharing via remote-operated video cameras, television monitors, high-definition computer monitors, and high-speed computers. Our system enables teams in different offices to interact seamlessly. With ready access, we can bring our experts together without the added expenses of time and travel.



Videoconferencing enables us to meet efficiently with team members across all our offices.

Because of our considerable history with state-of-the-art interoffice communications, despite the unprecedented awareness of social distancing we are still able to utilize all our staff from local as well as national offices, seamlessly.

Awards and Recognition Demonstrate Leadership in Evolution and Application of Innovative Technology

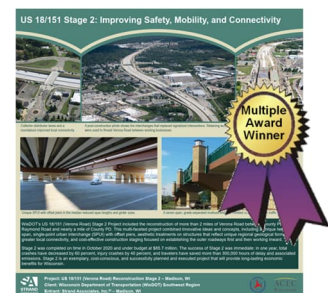
Our designs have gained local and national acclaim and our firm has consistently been included in *Engineering News-Record's (ENR)* lists of top design firms. These rankings are based on annual engineering fees generated through our Brenham office as well as across our entire firm. Our 2022 rankings are: Texas and Louisiana Top Design Firms – 93; national Top 500 Design Firms – 173. As there are hundreds of engineering firms in Texas and thousands across the country, these rankings indicate the relative depth of services we provide each year – a direct result of the high value we place on long-term client relationships.



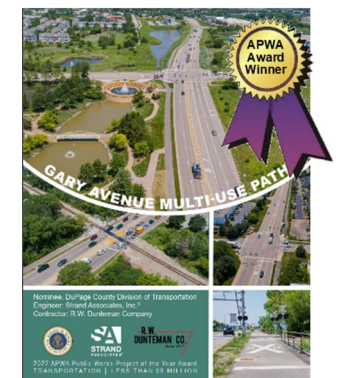
We have received distinctions and client praise for our ability to coordinate and facilitate challenging projects that solve problems and create opportunities for multiple stakeholders.

Below is a partial list of awards we have recently received.

- 2022 ACEC Wisconsin Engineering Excellence Best of State Award – USH 18/151 (Verona Road) Reconstruction Stage 2 – Madison, WI
- 2022 ACEC Wisconsin Engineering Excellence State Finalist Award – Marquette Interchange Green Infrastructure Project – Milwaukee, WI
- 2022 ACEC Wisconsin Engineering Excellence State Finalist Award – Janesville Town Square – Janesville, WI



- 2022 ACEC National Recognition Award – USH 18/151 (Verona Road) Reconstruction Stage 2 – Madison, WI
- 2022 ACPA Indiana Chapter Excellence in Concrete Pavement Award – INDOT R41066 Concrete Pavement Restoration, State Road 19
- 2022 ACEC Ohio Engineering Excellence Outstanding Achievement Award – Lick Run Valley Conveyance System and Greenway – Cincinnati, OH
- 2022 ACEC Indiana Engineering Excellence QBS Award – Hope Town Square – Hope, IN
- 2022 APWA Illinois Chicago Metro Chapter-Southwest Branch Public Works Project of the Year – Environment: \$5-\$25 Million – Channahon’s Strategic Master Planning Facilitated Cost-Effective Phased Improvements – Channahon, IL
- 2022 APWA Illinois Chicago Metro Chapter-Suburban Branch Public Works Project of the Year – Transportation: Less than \$5 Million – Gary Avenue Multi-Use Path – DuPage County, IL
- ASHE Triko Valley Section Donald C. Schramm Transportation Improvement Award – US 22 (Montgomery Road) & SR 26 (Ronald Reagan Highway) Roundabout – Montgomery, OH
- 2022 APWA WI Small Cities/Rural Communities Public Works Project of the Year Award – Structures – East Town Square – Janesville, WI
- 2022 APWA WI Public Works Project of the Year Award – Environment: Less than \$5 Million – Ecological Restoration in UW-Madison Arboretum – Madison, WI
- 2021 ACEC Illinois Engineering Excellence Honor Award – Joliet CSO Tunnel and Wet-Weather Treatment Facility – Joliet, IL
- 2021 ACEC Illinois Engineering Judge’s Choice Award – Joliet CSO Tunnel and Wet-Weather Treatment Facility – Joliet, IL
- 2021 ACEC National Recognition Award – Joliet’s Collaborative Approach to CSOs – Joliet, IL
- 2021 ACEC Ohio Engineering Excellence Honor Award – Cincinnati Art Museum Art Climb – Cincinnati, OH
- 2021 ACEC Indiana Engineering Excellence Honor Award – Bargersville Wastewater Treatment Plant Improvements – Bargersville, IN
- 2021 ACEC Kentucky Engineering Excellence Grand Award – Completing the Legacy: Fourth Street Corridor & Legacy Trail Phase 3 – Lexington, KY
- 2021 ACEC National Recognition Award – Completing the Legacy: Fourth Street Corridor & Legacy Trail Phase 3 – Lexington, KY
- 2021 ACEC Wisconsin Engineering Excellence State Finalist Award – East Johnson Street Reconstruction – Madison, WI
- 2021 APWA Illinois Chicago Metro Chapter-Southwest Branch Project of the Year Award – Joliet’s Collaborative Approach to CSOs – Joliet, IL
- 2021 APWA Illinois Chicago Metro Chapter Project of the Year Award – Joliet’s Collaborative Approach to CSOs – Joliet, IL
- 2021 ACEC National Recognition Award – Joliet’s Collaborative Approach to CSOs – Joliet, IL
- 2021 APWA National Public Works Project of the Year – Environment \$25 million to \$75 Million —Joliet’s Collaborative Approach to CSOs – Joliet, IL
- 2021 IRWA Region 5 Project of the Year Award – Bridging Kentucky – Louisville, Kentucky
- 2021 Excellence in Concrete Pavement Award – Concrete Overlays (Highways) – R-37704 Road Reconstruction/Overlay – Grant County, IN
- 2021 Water and Wastes Digest Top Project — Joliet CSO Tunnel and Wet-Weather Treatment Facility — Joliet, IL
- 2021 Kentucky Chapter of the American Society of Landscape Architects Merit Award — South Fourth Street Streetscapes Improvements — Louisville, KY



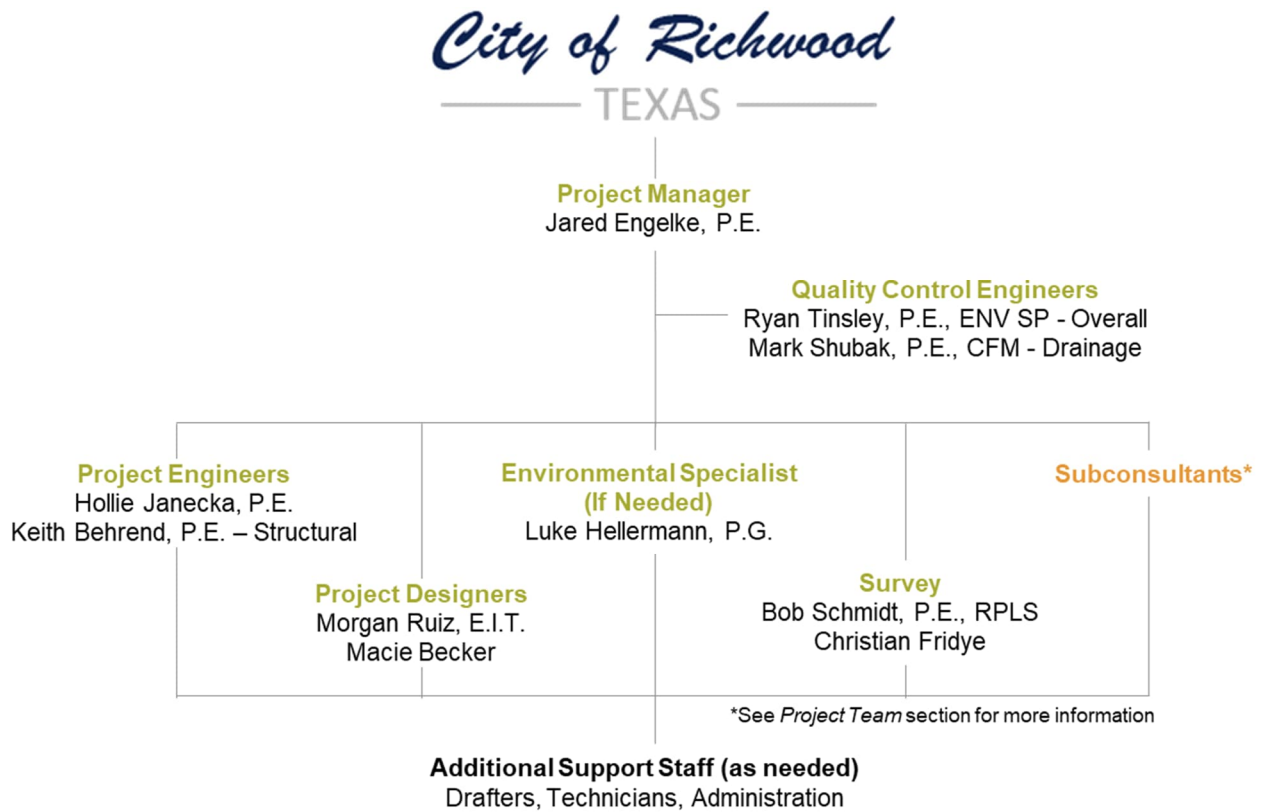
Project Team

Team’s Record of Proven Performance Results in Technically Sound Solutions

This section provides information on the key personnel who comprise our project team. These individuals will be responsive to the City’s needs, provide smooth and effective communications, and capitalize on the talents of both in-house and client-team members. Jared Engelke, P.E.; Ryan Tinsley, P.E., ENV SP; Mark Shubak, P.E., CFM; Hollie Janecka, P.E.; Keith Behrend, P.E.; and Bob Schmidt, P.E., RPLS, are licensed Professional Engineers registered to practice in the state of Texas and, per the Texas Engineering Practice Act, are in good standing.

Our team will be responsive to the City’s needs, provide smooth communication, and capitalize on the talents of both in-house and client-team members.

Below is an organizational chart of our team followed by a brief description of each team member and their role. Resumes are included at the end of this section.



Project Manager

Jared D. Engelke, P.E., has 15 years of experience in design, planning, and construction staging management and administration of drainage projects. Jared moved to our Brenham office in 2020 after spending 13 years in our Madison, Wisconsin, office.

Jared’s recent project experience includes the 2021 Stormwater Master Plan Drainage Improvements – Phases 1 and 2, 2020 Richwood Street Improvements and South Yaupon Sidewalk and Pedestrian Bridge for the City of Richwood, Aransas County Sidewalk Improvements in Rockport; Aransas County Airport Drain Line Repair; City of Hempstead TxCDBG 12th Street Sidewalk Revitalization project and the 2020 DRP Austin Street Sidewalk and Drainage project; Washington County Old Mill Creek Road Improvements; City of Dayton SH 321 and SH 90 Sidewalks; and the City of Brenham Salem Road Street Improvements and Old Chappell Hill Road Street Improvements.



Jared has 15 years of drainage and roadway project experience.

Jared is currently managing the City of Brenham’s 2016 Flood GLO CDBG-MIT Hogg Branch Creek and the City of Hempstead’s Hurricane Harvey GLO CDBG-MIT City-wide Drainage Improvements projects.

Quality Control Engineer

Ryan D. Tinsley, P.E., ENV SP, will serve as the overall quality control engineer. He has 20 years of experience providing planning, design, and construction-related services on a variety of municipal and water supply assignments. Ryan serves as the Director of Operations for the Brenham office as well as the Discipline Coordinator for the Municipal, Stormwater, Pumping-Conveyance, and Transportation Group. In these roles, Ryan provides operations support and oversight for a wide variety of projects ranging from small utility extensions to large transportation projects.



Ryan has 20 years of experience as a municipal and water supply engineer.

Ryan’s experience includes more than 200 miles of water mains, gravity storm and sanitary sewers, and force mains, ranging from 3 to 42 inches in diameter; water wells; wastewater treatment plant rehabilitations; large pumping stations (water and wastewater pumping up to 20 MGD, flood pumping up to 1.2 billion gallons per day); ground and elevated storage tanks ranging from 300,000 to 3 million gallons in capacity; water, wastewater, natural gas, and stormwater master plans; roadway construction and rehabilitation; urban streetscape improvements; bridge and culvert assessments (more than 500 total); and land acquisition (right-of-way and easements for over 500 parcels). His experience also includes several years at the U.S. Army Corps of Engineers, where he worked on a variety of military and civil works projects.

Some examples of Ryan's relevant project experience includes the City of Richwood’s 2020 Street Improvements, Stormwater Management Master Plan, and 2021 Stormwater Master Plan Drainage Improvements; the City of Brenham’s Salem Road Street Improvements; and the City of Sealy’s Downtown Water Main Replacements, which included reconstruction of Main Street, Silliman Street, and Fowlkes Street.

Drainage Quality Control Engineer

Mark K. Shubak, P.E., CFM, Senior Associate, will serve as the drainage quality control engineer and has 28 years of practical experience as a stormwater drainage engineer. Mark has recently served as the Senior Drainage Engineer for several major drainage improvement and flood mitigation plan development and design projects in the cities of Richwood, Brenham, Bastrop, and Sealy, Texas.



Mark has 28 years of experience as a municipal stormwater and water resource engineer.

Mark’s background includes hydrologic and hydraulic (H&H) analyses using a variety of software packages; plan development, design, and construction administration of stormwater conveyance and storage facilities; preparation of stormwater utility feasibility studies and implementation plans; preparation of floodplain and floodway studies/maps; Phase 1 and 2 National Pollutant Discharge Elimination System (NPDES) stormwater permitting and grant writing; and streambank restoration plan development and design.

Mark currently provides stormwater drainage review services on development projects for the cities of Brenham, Hempstead, and Snook, and he recently updated the City of Bastrop’s stormwater drainage ordinance and design manual. Mark was directly involved with the City of Richwood’s recently completed city-wide Stormwater Management Master Plan and the Bastrop Bayou Flood Gates and Detention Pond Flood Study project. Mark was also the Lead Stormwater Drainage Engineer for the recently completed Texas Gulf Coast Regional Airport Drainage Study project located in Brazoria County.

Project Engineers

Hollie A. Janecka, P.E., will serve as a Project Engineer. Hollie has 6 years of experience and serves as the Discipline Coordinator for Water and Wastewater groups in our Brenham office. She has engineering experience working with various software to provide design for sanitary sewer systems, water supply and distribution systems, drainage systems, site layout, and grading. Hollie also has experience working with many governmental agencies, including GLO, FEMA, and CDBG.



Hollie has managed many federally funded projects, including drainage and roadway projects.

Hollie's recent drainage project experience includes the City of Richwood Stormwater Management Master Plan; Brenham Community Development Corporation (BCDC) Detention Pond; City of Brenham Louanna Estates Drainage project and Hohlt Park Stream Restoration; and the City of Magnolia GLO Timberbrook Estates Drainage Improvements project and Unity Park Drainage Repair project (FEMA). Hollie's recent roadway experience includes the City of Somerville's 2021 Street, Water, and Sanitary Sewer Bond Improvements project; City of Jacksboro's 2017-2018 TxCDBG Street Rehabilitation; and the City of Schulenburg's Wolters Avenue Street Improvements and 2019 Street and Utility Improvements projects.

Structural

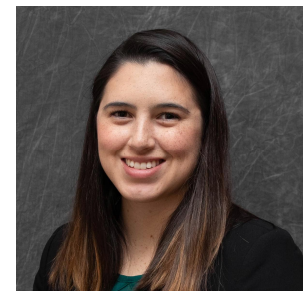
Keith R. Behrend, P.E., will serve as the structural project engineer. Keith has 17 years of experience in structural design, is a licensed Professional Engineer in Texas, and works in our Madison office. Keith provides extensive experience with load and resistance factor design (LRFD), including site layout and design of highway structures, such as box culverts, single- and multi-span concrete slab and prestressed girder structures, pedestrian bridges, retaining walls, and sign structures. Keith has prepared preliminary and final plans, including structure survey reports, design study reports, special provisions, quantity calculations, and cost estimates. He has worked on structures for city streets, town roads, county highways, and state and interstate highway systems.



Keith has more than 17 years of structural design experience.

Project Designers

Morgan E. Ruiz, E.I.T., joined our firm in 2019 and has experience designing water lines and water plants consisting of water wells, ground storage tanks, and booster pump stations. Other experience includes elevated storage tank analysis and calculating when water system improvements are needed to stay in TCEQ compliance based on future expected development. She also has experience working on TxCDBG and GLO funded projects.



Morgan has water distribution, sanitary sewer, generator, and RPR experience.

Morgan's recent projects include the City of Richwood's north water plant, Walnut Drive water improvements, pipe-bursting project, and sanitary sewer replacement; the City of Sweeny's waterline improvements and water well consultation; the City of Snook's 2019 TxCDBG ground storage tank and generator; and the City of Sealy's downtown water well.

Macie A. Becker joined our firm in 2020 and has experience with survey, design, development, and construction services in the municipal discipline. Macie's experience includes serving as a member of the field crew for construction staking and topographic surveying. Her experience includes sidewalk reconstruction, as well as water and sanitary sewer replacement. She has provided construction-phase services on sanitary sewer, storm sewer, and street improvements projects for the City of Brenham. Macie also has experience with plan and plat reviews for new developments in Brenham and Sealy.



Macie has diverse design, construction administration, and RPR experience.

Macie's recent projects include the City of Richwood Stormwater Management Master Plan and 2021 Magnolia Lane Sanitary Sewer; City of Somerville 2021 Street, Sanitary Sewer, and Water Bond Improvements; City of Hempstead 2020 TxCDBG Sidewalks; and the City of Brenham Baker Katz Development Sanitary Sewer Improvements. Macie is currently designing the City of Brenham Hurricane Harvey GLO CDBG-MIT Drainage Improvements project.

Environmental Specialist (if needed)

Luke T. Hellermann, P.G., is a Professional Geologist with 31 years of experience in environmental investigation, documentation, and permit preparation. Luke has completed National Environmental Policy Act (NEPA) documentation for projects of all types ranging from Categorical Exclusions (CE) to Environmental Impact Statements (EIS). Luke is very comfortable navigating the NEPA process and coordinating with necessary federal and state agencies to obtain permits. He has completed impact analyses related to effects on historic properties (Section 106 process), primary environmental effects, noise and air impacts, and hazardous materials impacts, as well as effects on the natural environment.



Luke has 31 years of experience preparing environmental documents.

We understand the grant consultant may perform the necessary environmental services for the City’s project. Luke will be available as an additional resource, if needed.

Lead Surveyor

Robert C. Schmidt, P.E., RPLS, has 44 years of experience and is a registered Professional Engineer and Professional Land Surveyor in Texas. Bob’s expertise includes plan development, design, and construction supervision of emergency generators, drainage improvements, large diameter storm sewers, paving, pumping stations, water storage facilities, water transmission lines, water wells, water supply and distribution mains, sanitary sewage collection systems, lift stations, force mains, sewage treatment plants, and gas distribution facilities. In Bob’s role as Lead Surveyor, he will work with Christian Fridye to provide comprehensive surveys and, if easements are needed, make sure those are accurate and complete.



Bob has 44 years of surveying experience.

Bob’s experience also includes preparing environmental information documents/assessments, presentations at public meetings, and coordination with public and private agencies, such as City and County governments, Texas Railroad Commission, Texas Department of Licensing and Regulation, Flood Control Districts, Texas Department of Transportation (TxDOT), U.S. Army Corps of Engineers (USACOE), U.S. Environmental Protection (USEPA), Texas Water Development Board (TWDB), Texas Commission on Environmental Quality (TCEQ), Texas Historical Commission, Texas Parks and Wildlife, and the Federal Emergency Management Agency (FEMA).

Survey Crew Chief

Christian J. Fridye has 12 years of survey experience. He specializes in field surveys, civil surveys, sewer evaluations and inspections, and construction observation services. Christian has provided boundary survey services, courthouse deed research, field surveys, ALTA surveys, oil field unit development, and lease surveys. His topographic survey experience includes sonar and depth sounding of fracking ponds for Laredo Energy, as well as topographic surveys for clients located in Brazoria, Brenham, Cleveland, Dallas, Dayton, Richwood, Schulenburg, Sealy, and Sweeny, Texas.



Christian has 12 years of surveying experience.

Christian also has knowledge of and experience with TxDOT permits, roads and streets, ROW and easement acquisitions, pipeline surveys, drainage improvements, parks, trails, and construction staking.

Successful Relationship with Potential Subconsultants Supports Ability to Meet City’s Project Schedule

Though our firm provides a wide variety of services, we do work with specialty subconsultants, as needed. For the City’s project, we would be open to working with subconsultants selected by the City. We anticipate that the City will hire specialty subconsultants directly for this project, should the need arise. If the City prefers having all specialty consultants working through us, we propose utilizing the following firms. We have successfully completed many projects with both firms.

Geotechnical Investigations

Terracon Consultants, Inc. (Terracon) is a multidisciplinary firm with expertise in geotechnical, construction inspection, materials testing and engineering, mining, and geologic and hydrogeologic engineering. Terracon’s success as a responsive, resourceful, and reliable firm led it to achieve a ranking of 21 in *Engineering News Record’s (ENR’s)* 2022 listing of the Top 500 Design Firms. Terracon is a nationwide firm, but has multiple offices located in Texas. Terracon will assist with any needed geotechnical services.



Archaeological Studies

Cultural Resource Analysts, Inc. (CRA), is recognized as one of the most respected full-service cultural resource consulting firms in the United States. Headquartered in Lexington, Kentucky, CRA has offices located throughout the country. A Certified Small Business, CRA’s mission is to meet client needs in delivering appropriate, high-quality, cost-effective consulting services in the study of archaeology and the historic-built environment.



Integrated, Corporate-Wide Scheduling Program Proves Availability of Staff

We understand the City desires a consultant whose team has ample availability to complete its project efficiently and effectively. Because we have a customized, integrated staff scheduling program for all our employees, we can provide demonstrable proof that our team will be able to complete the City’s project.

Our customized, integrated staff scheduling program gives us up-to-date status reports on the schedule of every staff member.

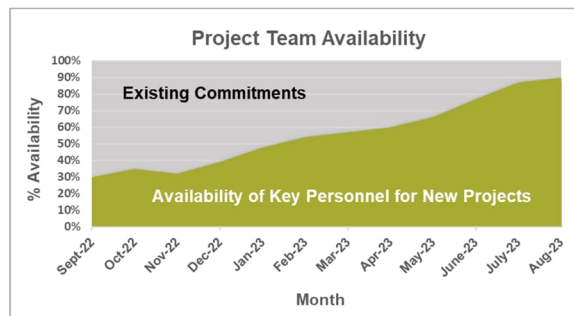
Statement of Availability

The personnel on the proposed project team have time available in their schedules to assist the City. If awarded the contract and once a project is fully defined, we will input project hours into our scheduling program to dedicate the time necessary to the schedules of each project team member. Once assigned, the personnel on the project will not change.

About Our Scheduling Program

Our customized staff scheduling program helps determine staff availability relative to project deadlines. The program contains all currently scheduled hours for all employees up to 2 years from the present date. Project Managers can run reports to determine how many total hours are scheduled for a staff member and which projects they are assigned to in any given month. This program is also integrated with our accounting system to facilitate billing.

At the start of every project, the Project Manager enters the associated hours assigned for each staff member each month. All projects in the scheduling program are updated monthly and staff availability is reviewed at that time to distribute workload appropriately among employees. We can then confirm that ample time is available for staff to meet project deadlines. By utilizing our integrated scheduling program to project current staff workload and upcoming project deadlines, we can determine if completing tasks or meeting deadlines for any specific project may become an issue. We can then reallocate internal efforts and resources, as necessary, before an issue develops. We are confident the availability of our team is more than sufficient to meet the City’s project schedule, as substantiated by the adjacent graph.



Team’s percentage of availability leads to responsive service.

Resumes

Project Manager

Jared D. Engelke, P.E.

Quality Control Engineer

Ryan D. Tinsley, P.E., ENV SP – Overall
Mark K. Shubak, P.E., CFM, Senior Associate – Drainage

Project Engineers

Hollie A. Janecka, P.E.
Keith R. Behrend, P.E. – Structural

Project Designers

Morgan E. Ruiz, E.I.T
Macie A. Becker

Environmental Specialist (If Needed)

Luke T. Hellermann, P.G.

Lead Surveyor

Robert C. Schmidt, P.E., RPLS

Survey Crew Chief

Christian J. Fridye

Jared D. Engelke, P.E.



AREAS OF EXPERTISE

- Roadway and Utility Design
- Real Estate Acquisition
- Plan Preparation
- Construction Observation
- Owner and Agency Coordination

PROFESSIONAL EXPERIENCE

Jared has been with our firm for 15 years. He has extensive transportation engineering experience on a wide variety and complexity of projects. Some of his recent project experience includes:

- **2021 Stormwater Master Plan Drainage Improvements – Phases 1 and 2, City of Richwood, Texas** – Project Manager for the design and construction of city-wide drainage improvements. The improvements primarily consist of expanding and concrete lining existing drainage ditches. This project is anticipated to bid soon and anticipated to be completed in the first half of 2022. Construction is estimated to be approximately \$1.3 million.
- **2020 Richwood Street Improvements, City of Richwood, Texas** – Project Manager for the plan development, design, and reconstruction of 10,000 feet of residential street repairs and the addition of 2,500 feet of new sidewalk. This project is currently under construction.
- **2020 South Yaupon Sidewalk Project, City of Richwood, Texas** – Project Manager for this 1,800 feet of sidewalk and deteriorated pedestrian bridge replacement. The existing timber-framed pedestrian bridge was at the end of its useful life and was replaced with a new pre-engineered steel truss pedestrian bridge founded on new concrete abutments. This project was completed in 2021.
- **GLO CDBG-MIT City-wide Drainage Improvements, City of Hempstead, Texas** – Project Manager for the design and construction of city-wide drainage improvements. This project includes reshaping of existing ditches, appropriately sizing culvert pipes, and hydrologically enhancing an existing drainage channel. The project is currently in the design phase and construction is anticipated to start in the second half of 2023. Construction cost is anticipated to be approximately \$7.7 million.

- **2020 DRP Austin Street Sidewalk and Drainage Project, City of Hempstead, Texas** – Project Manager for this \$450,000 Texas Department of Agriculture grant construction project. This project is located on the north and south sides of Austin Street (State Highway 159), with spot improvements on 11th Street and Bremond Street. The project includes demolition of existing concrete sidewalk and curb and gutter and the installation of new concrete sidewalks, ADA compliant ramps, decorative and enhanced lighting, replacement and installation of existing storm sewer, and related appurtenances. This project is currently in design and is anticipated to be completed in early 2022.
- **Aransas County Sidewalk Improvements, City of Rockport, Texas** – Project Manager for design and P.S.&E. preparation for approximately 2 miles of sidewalk along several streets in downtown Rockport, Texas. The construction cost is anticipated to be approximately \$800,000.
- **Drain Line Repair, Aransas County Airport, Texas** – Project Manager for the design and construction of a storm sewer line experiencing failures. The pipe failures are under existing taxiway pavement. The project is currently in design and construction is anticipated in the spring of 2022.
- **TxCDBG 12th Street Sidewalk Revitalization, City of Hempstead, Texas** – Project Manager for this \$350,000 construction project that is part of the City’s ongoing downtown improvements. This project is located along the east and west sides of 12th Street between Austin Street and Wilkins Street, and along the west side of 12th Street between Bremond Street and Austin Street, encompassing one and a half blocks. The project included demolition of existing concrete sidewalks and curb and gutter and the installation of

YEARS OF EXPERIENCE
15

YEARS WITH FIRM
15

EDUCATION
B.S. Civil/Environmental Engineering – University of Wisconsin-Madison, 2007

Technical Communication Certificate – University of Wisconsin-Madison, 2007

REGISTRATION
Professional Engineer in Texas and Wisconsin

Local Government Project Procedures Qualification – University of Texas-Arlington #80823, Expires October 2023

Jared D. Engelke, P.E.



new concrete sidewalks, ADA compliant ramps, decorative and enhancing lighting, and all related appurtenances.

- **Old Mill Creek Road Improvements, Washington County, Texas** – Project Manager for the design and reconstruction of approximately 1-mile of Old Mill Creek Road near Burton, Texas. The roadway is being widened to better accommodate large truck traffic. The project includes drainage upgrades and is currently under construction. The construction cost is anticipated to be \$600,000.
- **Old Chappell Hill Road Improvements, City of Brenham, Texas** – Project Manager for the design and reconstruction of approximately 1,500 feet of Old Chappell Hill Road east of FM 577 and intersection improvements at FM 577. The roadway and intersection are being widened and the pavement is being upgraded from asphalt to concrete. The project is currently in the design phase and construction is estimated to be approximately \$1.1 million.
- **Salem Road Improvements, City of Brenham, Texas** – Project Manager for the design and reconstruction of approximately 2,100 feet of Salem Road from Highway 36 westward to the BNSF Railroad tracks. The project was recently completed and the pavement section was widened, and upgraded from asphalt to concrete. The construction cost was \$1.3 million.
- **City of Dayton Sidewalk Improvements, City of Dayton, Texas** – Project Manager for design and P.S.&E. preparation for approximately 2.7 miles of sidewalk along US 90 and SH 321 in the City of Dayton, Texas. The design included stormwater enhancements along the north section of SH 321. The construction cost was approximately \$1.6 million.
- **I-294 Central Tri-State Tollway, City of Chicago, Illinois** – Project Engineer and Roadway Design Lead for a 2-mile section of the I-294 Central Tri-State Tollway project in the Chicago suburbs with estimated construction cost of \$185 million. The total project is 22 miles long and estimated at \$4 billion construction. Our firm’s portion included the reconstruction of the existing 8- to 12-lane interstate and the addition of 1 to 2 travel lanes in each direction.

- **McKee Road Reconstruction, City of Fitchburg, Wisconsin** – Project manager for the design and reconstruction of a 1-mile section of a four-lane urban roadway. The project included the addition of bicycle and pedestrian facilities, including a pedestrian overpass bridge and adjacent retaining walls. The project construction was completed in 2020 and the construction cost was approximately \$9 million.
- **Verona Road (US 18/151) Reconstruction, Phase II, City of Madison, Wisconsin** – Assistant Project Manager and Roadway Design Lead responsible for plans, specifications and estimate for two new interchanges (Verona Road-CTH PD and Verona Road-Williamsburg Way) along this urban freeway reconstruction project in Madison, Wisconsin. The project includes the addition of travel lanes on Verona Road and CTH PD and many unique project features, including a single-point urban interchange at Verona Road and CTH PD, the addition of a collector-distributor road system connecting the CTH PD and Williamsburg Way interchanges, and a roundabout on Williamsburg Way. The mainline, Verona Road (US 18/151), reconstruction was approximately 2 miles in length and construction costs were \$87 million.
- **Verona Road (US 18/151) Reconstruction, Phase I, City of Madison, Wisconsin** – Assistant Project Manager and Roadway Design Lead responsible for plans, specifications and estimate for the Madison Beltline Highway – Verona Road Interchange in the City of Madison. The project included the reconstruction and addition of travel lanes along 2 miles of the Beltline and 0.75 miles of Verona Road. The high-profile project had many unique project features, including the State’s second single-point urban interchange, a roundabout under a bridge structure (one of only a few in the country), and the reconfiguration of the Verona Road frontage road system. Construction costs were \$107 million.

Ryan D. Tinsley, P.E., ENV SP



AREAS OF EXPERTISE

- Water Conveyance and Production
- Wastewater Collection and Treatment
- Flood Pumping and Protection
- Roadway, Streetscape and Trails
- Bridge and Culvert Replacements
- Land Acquisition

PROFESSIONAL EXPERIENCE

Ryan serves as the Director of Operations for our Brenham office, responsible for developing staff and providing technical oversight on a variety of projects. Ryan is also the Discipline Coordinator for the Brenham office’s Municipal, Stormwater, Pumping-Conveyance, and Transportation group. Ryan oversees the group’s efforts on projects ranging from smaller utility replacements to larger transportation projects.

- **2020 Richwood Street Improvements – City of Richwood, Texas** – Senior Project Manager for the design and reconstruction of 10,000 feet of residential street repairs and reconstructions. This project builds upon the 2018 Pavement Asset Inventory, which inventoried and assessed the condition of all the City-maintained streets using the Pavement System Evaluation and Rating (PASER) guidelines. The project included geotechnical investigations, conceptual design alternatives, and cost opinions for roughly 27,000 feet of roadway rated a four or below, which were used to prioritize the initial 10,000 feet of pavement replacements.
- **North Water Plant, City of Richwood, Texas** – Project Manager for a \$4M project to construct a 600 GPM water well, a 350,000-gallon ground storage tank, a 1,500 GPM booster pumping station, and 5,980 linear feet of 12-, 8-, and 6-inch water main extensions to improve both water supply and water pressures within the northern parts of the City’s water distribution system, including the Oakwood Shores Subdivision.
- **Salem Road Street Improvements – City of Brenham, Texas** – Senior Project Manager for the design and reconstruction of approximately 2,100 feet of Salem Road from Highway 36 westward to the BNSF Railroad tracks. The pavement section was upgraded from asphalt to concrete with curb and gutter, and widened as a minor arterial roadway.
- **Water Master Plans, Capital Improvement Plans, and Preliminary Engineering Studies, Texas** – Project Manager for plans prepared for the Cities of Hearne, Richwood, Sealy, and Splendora, and Quality Control Engineer for plans prepared for the City of Magnolia and the South Cleveland Water Supply Corporation.
- **Downtown Water Well and Raw Water Main, City of Sealy, Texas** – Project Manager for the design and construction of a 1,000 GPM water well with 2,000 linear feet of 10-inch raw water main connecting the well site to the Silliman Road Water Plant to improve water supply and redundancy within the City’s water distribution system.
- **North Water Plant, City of Sealy, Texas** – Project Manager for the design and construction of a 1,500 GPM water well, a 500,000-gallon ground storage tank, and a booster pumping station to improve water supply and water pressures, and to keep up with increased demands within the northern parts of the City’s water distribution system.
- **FY2019 Water Main Replacements, City of Brenham, Texas** – Project Manager for the installation of 11,365 linear feet of 8-, 6-, and 4-inch water main to upsize and replace the City’s aging cast iron and asbestos cement water mains. Replacements were primarily located under streets in downtown Brenham and throughout Blinn College.
- **Downtown Water Main Replacement, City of Sealy, Texas** – Project Manager for a \$2.6 million project to install 11,360 linear feet of 12-, 8-, 6-, and 4-inch water main to upsize and replace the City’s aging water mains on Main Street, Silliman Street, and Fowlkes Street. Replacements

YEARS OF EXPERIENCE

20

YEARS WITH FIRM

17

EDUCATION

M. Eng. Civil Engineering – Structural Emphasis, University of Louisville, Kentucky, 2005

B.S. Civil Engineering – University of Louisville, Kentucky, 2004

REGISTRATION

Professional Engineer in Kentucky and Texas

CERTIFICATIONS

Envision Sustainability Professional

Grade & Drain, Level 1

ACI Concrete Field-Testing Technician, Grade 1

KYTC Highway Structural Inspector, Level 1

Ryan D. Tinsley, P.E., ENV SP



also included bores under three different railroads and two TxDOT highways.

- **Baker Katz Development Sanitary Sewer Improvements, City of Brenham, Texas** – Project Manager for a \$1.1 million project to construct 6,900 linear feet of 12-inch, 10-, and 8-inch gravity sanitary sewer, 2,720 linear feet of 6-inch force main, 23 manholes, three aerial creek crossings, a new 380 GPM lift station with a wet well sized for a 900 GPM ultimate flow and an emergency generator, and the decommissioning of an existing lift station. The project was constructed across a City-owned park property to serve a proposed commercial development, future residential development, and the Brenham State Supported Living Center.
- **Highway 36 Sanitary Sewer Extension, City of Sealy, TX** – Project manager for the installation of 6,090 LF of 8-inch gravity sanitary sewer, 5,620 LF of 6-inch force main, 21 manholes, and a new 270 gpm lift station with a wet well sized for a 1,700 gpm ultimate flow to extend sanitary sewer service north of Sealy on Highway 36. This project is expected to bid in 2021.
- **Ralston Creek Lift Station Elevation, City of Brenham, TX** – Project manager for a \$360,000 project to elevate an existing lift station located in TxDOT right-of-way and delineated within a FEMA Special Flood Hazard Area and regulatory floodway. The lift station becomes flooded due to heavy rains along Ralston Creek, resulting in stormwater inflow. The lift station was raised seven feet to an elevation three feet above the 500-year floodplain. A reinforced concrete retaining wall was constructed along three sides of the lift station to limit fill placement within the floodplain.
- **20-Year Comprehensive Facilities Plan, Louisville-Jefferson County Metropolitan Sewer District, Kentucky** – Technical lead and writer for the flood protection volume of the plan, evaluating each of MSD’s 16 flood pumping stations for needed reliability, capacity, and electrical redundancy improvements. The evaluation considered current level of service, rainfall atlas updates,

level of development, increased frequency of extreme storms, and secondary power alternatives. The evaluation recommended 34 projects and annual allocations totaling more than \$466 million to improve the reliability and capacity of MSD’s flood pumping stations, floodwalls, and levees.

- **Small Bridge Replacements – Louisville Metro Government, Kentucky** – Project Manager responsible for inventorying roughly 100 bridges and culverts per year for a 5-year program. Ryan developed a scoring system for each of the bridge and culvert’s structural components, which was then weighted and used to develop a composite rating. Those structures that were rated as failed, very poor, or poor were then prioritized for replacement. Ryan also prepared cost opinions and performed hydrologic and hydraulic modeling to properly size the bridge and culvert replacements. Five to 10 of the lowest ranked structures were then designed for replacement each year of the program.
- **South 4th Street, Guthrie Street, and Chestnut Street – Louisville Metro Government, Kentucky** – Project Manager and Construction Engineer for this streetscape project to revitalize the historic South Fourth Street corridor in downtown Louisville. The project included 1,615 feet of architecturally enhanced streetscape improvements, including new sidewalks, planters, parking spaces, a tabled intersection, and the conversion of Guthrie Green, an urban park, into a local street.

AWARDS AND HONORS

- American Society of Civil Engineers
 - Distinguished Service Award, 2019
 - KY Young Engineer of the Year, 2014
 - KY Young Engineer of the Year, 2012

Mark K. Shubak, P.E., CFM

Senior Associate



AREAS OF EXPERTISE

- Stormwater Management and Permitting
- Floodplain and Floodway Studies
- Hydrologic and Hydraulic Modeling
- Highway Drainage Engineering
- Municipal Engineering
- Site Civil Planning and Design

PROFESSIONAL EXPERIENCE

Municipal Engineering experience includes design and construction of urban and rural streets, sanitary sewers, water mains, and stormwater conveyance and storage facilities as well as intercepting sewers and separation of combined sewers, construction observation and contract administration.

Site Civil Planning and Design experience with major site development projects involving parking, grading, soil erosion and sedimentation control, stormwater drainage and management, lighting, traffic, permitting, landscaping, utilities, and roadway systems with commercial, industrial, institutional, and/or retail developments.

Best Management Practice Evaluation and Design experience includes managing wet weather with various stormwater green infrastructure technologies such as wet detention basins, bioretention ponds, constructed wetlands, infiltration basins, vegetated swales, rain gardens, green roofs, rain harvesting, downspout disconnection, permeable pavements, and establishment of riparian buffers.

Streambank Restoration Project experience includes several projects to restore highly degraded urban streams. These projects incorporated the following streambank restoration techniques: vegetated geogrids, vegetated boulder revetments, sack gabions, gabion mattress, instream ledge rock drops, coir fiber rolls, riprap, erosion mat (temporary and permanent), articulated concrete blocks, and in-line stormwater treatment devices.

Floodplain and Watershed Management experience includes hydraulic and hydrologic modeling, watershed planning, shoreline and streambank stabilization/restoration, bridge hydraulics, floodplain and floodway analysis, floodplain mapping, and FEMA NFIP requirements and standards.

Stormwater Management and Permitting experience includes stormwater master planning, conservation and sustainable site design, stormwater conveyance and storage facility design, soil erosion control design and monitoring, stormwater review engineer for municipal and county governments, and permitting experience. Performed permitting/planning services that included stormwater system mapping, stormwater and erosion control ordinances, public information and education programs, illicit discharge detection and elimination, stormwater pollution prevention plans (SWPPs), annual reporting and stormwater quality management planning including Stormwater BMP alternatives analysis and design.

Specific Project Experience:

- **Stormwater Management Master Plan – City of Richwood, Texas** – Project Manager and Lead Stormwater Engineer for preparation of a communitywide Stormwater Management Master Plan to evaluate measures to relieve long-standing flooding and drainage issues in the city. The master plan, which was completed in 2021, included development of a long-term stormwater and drainage capital improvement project budget and plan, including exploring potential sources and methods of funding assistance.
- **Bastrop Bayou Flood Gates and Detention Pond Flood Study – City of Richwood, Texas** – Project Manager and Lead Stormwater Engineer for development a comprehensive flood mitigation plan that sought to relieve catastrophic Hurricane Harvey flood damage experienced by over 340 structures in the City of Richwood. The recommended flood control master plan included over \$8.8 million in drainage improvement projects that

YEARS OF EXPERIENCE

28

YEARS WITH FIRM

21

EDUCATION

B.S. Civil Engineering – University of Wisconsin-Platteville, 1993

REGISTRATION

Professional Engineer in Texas, Illinois, Iowa, Ohio, and Wisconsin

Certified Floodplain Manager

Mark K. Shubak, P.E., CFM

Senior Associate



includes five flood gates structures, a 50 acre-foot detention basin, 15,000 gpm flood pumping station and a flood control facility that will create 75 acre-feet of Bastrop Bayou floodplain storage.

- **2017 GLO CDBG-DR Hurricane Harvey-Houston Street Drainage Culvert – City of Cleveland, Texas –** Stormwater/Drainage Quality Control Engineer for project consisting of design and ditch regrading for a new 8-foot by 3-foot box culvert to parallel an existing culvert travelling underneath a Houston Street, which is a TxDOT roadway located in the downtown portion of the city.
- **Melba Circle Drainage Improvements – City of Bryan, Texas –** Stormwater/Drainage Quality Control Engineer for the study and analysis of existing drainage system using 2D-Modeling software. Provided cost estimates, preliminary design options, and report. Designed the City’s preferred option that consisting of approximately 1,600 feet of 18-, 24-, 30-, 36-, and 48-inch RCP installed by open-cut with and additional section of 27-inch pipe rehabilitated by cured-in-place pipe. This project was to mitigate flood of three homes in the area.
- **Stormwater Drainage Study-Texas Gulf Coast Regional Airport – Brazoria County, Texas –** Project Manager and Lead Stormwater Engineer for development of a comprehensive drainage study to evaluate long standing flooding issues experienced at the airport, including catastrophic flooding events in 2016 and 2017. The drainage study was completed in 2021 and included establishment of a comprehensive flood mitigation capital improvements plan.
- **Brenham BCDC Detention Pond, Brenham Community Development Corporation –Texas –** Stormwater/Drainage Quality Control Engineer for the design-phase of regional detention pond for 152-acre business park, including drainage area delineation, storm sewer design, and pond routing.
- **Louanna Estates Drainage Project – City of Brenham, Texas –** Stormwater/Drainage Quality Control Engineer for the design- and construction-phase of storm sewer system improvements to relieve flooding in the subdivision.
- **2020 GLO CDBG-DR Front Street and Alleyway Drainage Improvements – City of Sealy, Texas –** Stormwater/Drainage Quality Control Engineer for design and construction phase services for the rehabilitation of the existing drainage channel located within a 24-foot easement between residential properties. The project consists of concrete lining approximately 3,000 linear-feet the existing alley channel and regrading approximately 1,500 linear-feet of the earthen channel along Front Street. Hydrologic and hydraulic analysis was completed for this project using a 2D-modeling software. The goal of this project was to improve drainage of the adjacent properties and mitigate erosion of the channel.
- **Stormwater Management Design Standards – City of Bastrop, Texas –** Project Manager and Lead Stormwater Engineer that was responsible for drafting new stormwater management and drainage design standards for the rapidly developing community of Bastrop, Texas. Mark helped lead a robust and highly successful public engagement process that included attending multiple focus group meetings with development community representatives and affected stakeholders, conducting several public involvement meetings, and presenting the final technical design standards and ordinances to the City Council.

PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers
- Association of State Floodplain Managers
- Wisconsin Association of Floodplain Stormwater, and Coastal Management

Hollie A. Janecka, P.E.



AREAS OF EXPERTISE

- Utility Engineering
- Land Development
- Construction Management
- Stormwater Analysis
- Federally Funded Projects
- Water Storage Tanks

PROFESSIONAL EXPERIENCE

Hollie joined Strand Associates, Inc.[®] in 2016, and has performed various engineering tasks, including design services, construction inspection, drafting, estimating, and construction management. She has been involved throughout all phases of work, including design, bid, construction management, and project management. Hollie has performed engineering design for water supply and distribution, sanitary sewer collection, storm sewer, water main, site layout and grading, and roadway construction. She has engineering design experience using AutoCAD Civil 3D, StormCAD, SewerCAD, and GIS software to create and modify construction drawing. She has worked with many governmental agencies, including Cities, Counties, the Texas General Land Office (GLO), TxDOT, and the TCEQ.

Drainage Project Experience:

- **Stormwater Management Master Plan – City of Richwood, Texas** – Project Engineer who assisted in identifying and preparing cost opinions for various alternatives for preparation of a communitywide Stormwater Management Master Plan to evaluate measures to relieve long-standing flooding and drainage issues in the city. The master plan included development of a long-term stormwater and drainage capital improvement project budget and plan.
- **2017 GLO CDBG-DR Hurricane Harvey-Houston Street Drainage Culvert, City of Cleveland, Texas** – Project consists of design of a new 8- by 3-foot box culvert to parallel an existing culvert underneath Houston Street (SH 321), a TxDOT roadway, the main roadway through the heart of the city. This project also consists of ditch regrading and installation of concrete slope paving on the upstream end to route the stormwater more efficiently, as well as installation of some downstream erosion

control to avoid future washouts. This ditch was heavily eroded because of significant rainfalls during Hurricane Harvey.

- **Louanna Estates Drainage Project, City of Brenham, Texas** – Design- and construction-phase of storm sewer system to decrease flooding in the subdivision. This analysis was to make sure the storm pipes and inlets carried certain flow.
- **Hohlt Park Stream Restoration, City of Brenham, Texas** – Design and construction-phase of installing rock riprap along the eroded creek at the park because of flooding. This included analysis of water velocities and stresses.
- **Gill Branch Drainage Channel Replacement, City of Bastrop, Texas** – Design-phase services for replacement of approximately 5,000 square feet of an existing concrete channel that was damaged during high velocity flooding.
- **Brenham Drainage Area Analysis, City of Brenham, Texas** – Delineated drainage areas, performed runoff, and hydraulic calculations for storm sewer drainage improvements for multiple areas within the City.
- **Brenham BCDC Detention Pond – Brenham Community Development Corporation** – Design-phase of regional detention pond for 152-acre business park, including drainage area delineation, storm sewer design, and pond routing. Design was in accordance with the City of Brenham Drainage Design Criteria.
- **MARS Plant, Boldt Construction** – Design phase of regional detention pond for 145-acre drainage area to be developed. Design was in accordance with the City of Waco Drainage Design Criteria.

YEARS OF EXPERIENCE

6

YEARS WITH FIRM

6

EDUCATION

B.S. Civil Engineering
Texas A&M University, 2016

REGISTRATION

Professional Engineer in
Texas

Hollie A. Janecka, P.E.



Roadway Project Experience:

- **2021 Street, Water, and Sanitary Sewer Bond Improvements, City of Somerville, Texas** – Design and construction-phase services for replacement of water, sanitary sewer, and streets in downtown. The sanitary sewer is along 8th Street from Highway 36 to Avenue L, the water is along 8th Street from Highway 36 to Thornberry Drive, and the streets are along 8th Street from Highway 36 to Thornberry Drive as well as sections of Memory Lane, 6th Street, and 7th Street. This project includes replacement of service lines, sanitary sewer manholes, old piping, and new road reconstruction to mitigate drainage issues.
- **2019 Street and Utility Improvement, City of Schulenburg, Texas** – Design and construction-phase services for rehabilitation of water and sewer lines along three streets for the City. To address drainage issues, the design involved new curb and gutter in some areas and relay of asphalt pavement.
- **Wolters Avenue Street Improvements, City of Schulenburg, Texas** – Design-phase services for new grading of asphalt pavement along three blocks of Wolters Avenue. This involved new curb and gutter and street overlay. The City constructed this project.
- **2017-2018 TxCDBG Street Rehabilitation, City of Jacksboro, Texas** – Design and construction-phase services for a street rehabilitation along several roadways in town. This included new single-course asphaltic surface treatment along existing asphalt and gravel roadways.

Federally Funded Experience:

- **ARPA 2021 CLFRF New Elevated Storage Tank, City of Cleveland, Texas** – Design- and construction-phase services for a new 500,000-gallon steel multilegged elevated storage tank to provide water supply to a new elementary and middle school on the northwest side of the City.

A water model was done to verify adequate supply and distribution consumptions during fire flow and peak demand situations. This project includes new 12-inch water piping, an altitude valve system, a mixing system to prevent stagnant water, site grading and an asphalt driveway. The project is anticipating construction completion in summer 2022.

- **2017 GLO CDBG-DR Hurricane Harvey-Water Plant No. 3 Generator, City of Cleveland, Texas** – Project consists of design and replacement of a diesel engine driven generator with weatherproof enclosure, automatic transfer switch, wiring conduit, controls, concrete foundation, and all related appurtenances for a fully operational system. The existing generator was damaged due to significant rainfalls during Hurricane Harvey.
- **2020 TxCDBG Henderson Hill Ground Storage Tank, City of Schulenburg, Texas** – Design-phase services for a new 200,000-gallon welded steel ground storage tank with a new fiberglass aerator on a support structure located next to the tank. Project included tying in two different raw water well lines, rerouting the chlorine line and electrical line, and demolition of the existing tank. This new tank was constructed in the same location as the existing ground storage tank, thus demolition of the existing tank and the necessary backfill was needed before any new construction could begin.
- **2018 TxCDBG Wolters Avenue Ground Storage Tank, City of Schulenburg, Texas** – Design and construction-phase services for a new 300,000-gallon prestressed concrete ground storage tank. Project included tying in existing well piping, demolition of the existing tank, and designing a new aerator.

PROFESSIONAL AFFILIATIONS

- Texas Society of Professional Engineers, Brazos Chapter Treasurer

Keith R. Behrend, P.E., S.E.



AREAS OF EXPERTISE

- Structural Engineering
- Bridge Design
- Project Management
- Bridge Inspection
- Industrial Facility Design
- Municipal Facility Design

PROFESSIONAL EXPERIENCE

Consulting experience in the field of structural engineering with emphasis on bridge design and inspection, project management, wastewater and water treatment plants, and industrial structures.

Bridge Design experience includes utilizing Load and Resistance Factor Design (LRFD) methodology to prepare preliminary and final structure plans for single and multispan new and rehabilitated structures. Substructure design experience includes designing cast-in-place concrete abutments and piers supported by shallow and deep foundation systems including cast-in-place pipe piles, steel H-piles, micropiles and augered helical anchors. Superstructure design experience includes concrete flat and haunch slab structures, prestressed concrete girder and box beam structures, hot-rolled steel girder structures, and built-up steel plate girder structures. Culvert design experience includes single and multicell cast-in-place box culverts and three-sided precast arch structures. Pedestrian bridge design experience includes steel truss, timber and concrete structures.

Bridge Load Rating experience includes performing Load Factor Ratings (LFR) and Load and Resistance Factor Ratings (LRFR) for single- and multispan structures, including concrete flat and haunch slab structures, prestressed concrete girder structures, hot-rolled steel girder structures, and built-up steel plate girder structures.

Bridge Inspection experience includes inspection of slab and prestressed girder highway bridges and cast-in-place box culverts, and preparation of assessment and rehabilitation recommendation reports.

Retaining Wall Design experience includes gravity modular block walls, cast-in-place concrete cantilever walls, steel sheet pile walls, mechanically stabilized earth modular block and panel walls, and soil nail walls.

Drainage Structure Design experience includes above and below grade precast and cast-in-place box and arch culvert conveyance structures, cast-in-place detention pond inlet and outlet structures, and modifications to existing drainage infrastructure.

Project Management experience for numerous bridge, industrial, and municipal projects. Experience includes coordination of bridge and structural designs with various governmental agencies (Department of Transportation, Department of Natural Resources; Department of Commerce, State Historical Society), railroads, survey crews, and support design disciplines (HVAC, electrical, and drafting).

Sign Structure Design experience includes structural steel cantilevered and overhead steel sign bridges and cast-in-place concrete foundations for federal and state highways.

Industrial Facility Design experience includes structural design of single and multistory additions, secondary containment structures, mezzanines, catwalks, overhead cranes and piping supports.

Municipal Facility Design experience includes structural design of wastewater and water treatment facilities. Design experience includes projects ranging from small to \$50 million plus construction cost.

- Texas** experience includes:
- South Yaupon Sidewalk and Pedestrian Bridge – City of Richwood, Texas
 - North Water Plant – City of Richwood, Texas
 - Mason County Airport Drainage Improvements – Mason County, Texas
 - La Grange Water Line Improvements – Fayette County, Texas

YEARS OF EXPERIENCE

17

YEARS WITH FIRM

13

EDUCATION

M.S. Civil and Environmental Engineering – University of Wisconsin-Madison, 2008

B.S. Civil Engineering – University of Wisconsin-Madison, 2004

B.S. Wildlife Ecology – University of Wisconsin-Stevens Point, 2000

REGISTRATION

Professional Engineer in Texas and Wisconsin

Structural Engineer in Arizona, Illinois, Nevada and Utah

Keith R. Behrend, P.E., S.E.



- Water Improvements – City of Snook, Texas
- Blinn College Box Culvert Extension – City of Brenham, Texas
- Front Street Drainage Improvements – City of Sealy, Texas
- Wastewater Treatment Plant Expansion – City of Magnolia, Texas
- Unity Park Drainage Improvements – City of Magnolia, Texas
- Gill Branch Drainage Channel Replacement – City of Bastrop, Texas
- Baker Katz Sanitary Sewer Improvements – City of Brenham, Texas
- Munz Lift Station – City of Brenham, Texas
- Ralston Creek Lift Station – City of Brenham, Texas
- Wharton Regional Airport Hangar Improvements – City of Wharton, Texas
- Van Zandt County Regional Airport Hangar Improvements – City of Wills Point, Texas
- Liberty Municipal Airport T-Hangar Project – City of Liberty, Texas
- Kraft-Heinz – City of Garland, Texas

Keith served as Project Manager for the following Wisconsin bridge replacement or rehabilitation projects:

- CTH HHH, Shawano County, Wisconsin
- CTH H, Washington County, Wisconsin
- CTH A, Dane County, Wisconsin
- CTH F, Dane County, Wisconsin
- Duplainville Road – Village of Pewaukee, Wisconsin
- Drammen Valley Road – Town of Perry, Wisconsin
- Silver Creek Cascade Road – Sheboygan County, Wisconsin
- Brookside Drive – Brown County, Wisconsin
- Risseeuw Road – Sheboygan County, Wisconsin
- Capital City Path Pedestrian Bridge – City of Madison, Wisconsin
- Vilas Park Pedestrian Bridges – City of Madison, Wisconsin
- Wingra Creek Pedestrian Bridge – City of Madison, Wisconsin
- Marston Avenue Bridge Rehabilitation – City of Madison, Wisconsin
- Sherman Avenue Bridge Rehabilitation – City of Madison, Wisconsin
- Tenney Park Pedestrian Bridge – City of Madison, Wisconsin

Morgan E. Ruiz, E.I.T.



AREAS OF EXPERTISE

- Water Supply and Distribution
- Utility Engineering
- Project Management
- Water Wells
- TCEQ Compliance
- Wastewater Collection
- Road Improvements

PROFESSIONAL EXPERIENCE

Morgan joined our firm in November 2019. She has been involved in design, bidding, and construction management services for water, wastewater, and municipal projects.

Water Supply and Distribution experience:

- **North Water Plant, City of Richwood, Texas** – Project Designer for the construction of a 450 gpm water well, 350,000-gallon ground storage tank, booster pumping station, chlorine building, diesel generator, and water main extensions to improve water supply and water pressure in the northern part of the City’s water distribution system. These improvements also increased the City’s overall water capacity to keep up with TCEQ’s requirements for the growing community.
- **Walnut Drive Water Improvements, City of Richwood, Texas** – Replaced 1,530 linear feet of 6- and 8- inch water main. Replaced waterline on Cedar Drive to install gate valves needed for maintenance on street. TxDOT permitting for tie-ins within the TxDOT right-of-way.
- **Water Storage Tank, City of Snook, Texas** – Replaced a 48,000 gallon ground storage tank with a 53,000 gallon bolted steel ground storage tank. The outdated storage tank was removed and disposed of and a liquid propane generator was installed as a backup power source.
- **Water Well Consultation, City of Sweeny, Texas** – Assisted the City with water softener equipment upgrades, corrosion study, administrative documentation, and other items required to obtain TCEQ approval to put existing well back into service.
- **Waterline Improvements, City of Sweeny, Texas** – Design- and construction- related services for the installation of 32,310 linear feet of 6-, 8-, 10-, and 12- inch water main to upsize and replace the City’s aging system.

- **Downtown Water Well, City of Sealy, Texas** – Design- and construction-related services to construct a 1,000 gpm water well and 2,000 linear feet raw water main. The raw water main transported the well water to an existing booster pumping station.

Wastewater experience:

- **Pipe-Bursting, City of Richwood, Texas** – CDBG-DR funded project to pipe burst 2,900 linear feet of clay sanitary sewer lines in residential areas and replace 12 manholes with precast concrete manholes.
- **Sanitary Sewer Replacement, City of Richwood, Texas** – Sanitary sewer replacement and manhole installation. Additional manhole needed to realign sewer slope to TCEQ compliance.

Municipal experience:

- **Street Rehabilitation, City of Todd Mission, Texas** – Project Designer providing street rehabilitation, which includes replacing the existing road with cement stabilized base, cold mix asphalt, and replacing culverts. The culvert sizes were increased to increase the conveyance capacity of the drainage system, with associated ditch grading.
- **Street Rehabilitation, City of Magnolia, Texas** – Project Designer for a street rehabilitation project consisting of six streets for a total of 8,700 linear feet of road rehabilitation. Each road was milled and mixed the existing base and asphalt to create the base with an asphalt surface.
- **Utility Relocation, City of Magnolia, Texas** – Member of drafting team to draw and update existing utility locations. Created a Traffic Control plan to dig up and survey existing manholes that were covered with asphalt on a TxDOT roadway.

YEARS OF EXPERIENCE

3

YEARS WITH FIRM

3

EDUCATION

B.S. Civil Engineering, Iowa State University, Ames, Iowa, 2019

REGISTRATION

Engineer-in-Training

Macie A. Becker



AREAS OF EXPERTISE

- Sidewalk Design
- Stormwater Master Plan
- Topographic Survey

PROFESSIONAL EXPERIENCE

Macie joined our firm in 2020 and has experience in surveying, designing, and development services and construction-phase services in the municipal discipline. Macie’s experience includes serving as a member of the field crew for construction staking and topographic surveying. She also has experience in the design of sidewalk reconstruction, as well as water and sewer replacement.

A sampling of Macie’s project experience is listed below.

- **Stormwater Management Master Plan, City of Richwood, Texas** – Performed topographic survey of stormwater system for entire City and imported survey data for GIS. Project included preparation of a communitywide Stormwater Management Master Plan to evaluate measures to relieve long-standing flooding and drainage issues in the city. The master plan, which was completed in 2021, included development of a long-term stormwater and drainage capital improvement project budget and plan, including exploring potential sources and methods of funding assistance.
- **GLO CDBG-MIT Hurricane Harvey Drainage Project, City of Brenham, Texas** – Design-, bid-, and construction-phase services for drainage improvements at 11 sites throughout Brenham. The improvements include underground storm sewer, culverts, and streambank stabilization measures. This project is currently in the preliminary design stage and is anticipated to start construction in 2023. The construction cost is anticipated to be approximately \$4 million.
- **Stormwater Drainage Study-Texas Gulf Coast Regional Airport, Brazoria County, Texas** – Performed drainage analysis of the stormwater system using HydroCAD for the modeling. Also performed topographic survey of ditch and stormwater system for entire Airport.

- **TxCDBG 12th Street Sidewalk Revitalization, City of Hempstead, Texas** – Performed topographic survey and design of sidewalk replacement project. This project is located along the east and west sides of 12th Street between Austin Street and Wilkins Street, and along the west side of 12th Street between Bremond Street and Austin Street, encompassing one and a half blocks. The project included demolition of existing concrete sidewalks and curb and gutter and the installation of new concrete sidewalks, ADA-compliant ramps, decorative lighting, and all related appurtenances.
- **2021 Street, Sanitary Sewer, and Water Bond Improvements, City of Somerville, Texas** – Performed topographic survey and design of sanitary sewer and water line replacement on 8th Street. This project includes 2,090 feet of 8- and 12-inch gravity sanitary sewer lines and nine manholes; 5,270 feet of new 6- and 8-inch water line underneath City streets; and 6,950 feet of asphalt street improvements. This project included TCEQ and TxDOT permitting.
- **Baker Katz Development Sanitary Sewer Improvements, City of Brenham, Texas** – Resident Project Representative performing field observation during construction. This project involved design, permit assistance, bid-, and construction-related services to serve future recreational, commercial, and residential developments on US 290. The project included approximately 6,900 linear feet (LF) of gravity sewer ranging from 8 to 12 inches, 2,735 linear feet of 6-inch force main, four aerial crossings, a 380 gallon-per-minute (GPM) lift station with a precast concrete wet well sized for an ultimate 900 GPM pumping capacity, an emergency generator, bypass pumping, and the decommissioning of an aging lift station at the Brenham State Supported Living Center.

YEARS OF EXPERIENCE

1

YEARS WITH FIRM

1

EDUCATION

B.S. Civil and Environmental Engineering – Texas A&M University, 2020

Luke T. Hellermann, P.G.



AREAS OF EXPERTISE

- Environmental Documentation
- Environmental Compliance and Permitting
- Site Redevelopment and Waste Management
- Hydrogeologic Site Characterization
- Contaminated Site Investigation
- Groundwater Flow Modeling

PROFESSIONAL EXPERIENCE

Environmental Documentation experience includes environmental analysis and environmental impact studies for the preparation of NEPA- and WEPA-compliant environmental documents. For WisDOT transportation projects, environmental documentation has included pER, CEC-, ER-, EA-, and EIS-level documents. For non-transportation construction projects that have utilized federal funds, ER- and EA-level environmental documentation has been completed, including public involvement. Familiar with necessary federal and state agency coordination and impact analysis, including effects to archaeological and historical properties, noise and air quality impacts, contaminated sites, indirect and cumulative effects, environmental justice, as well as effects to the natural environment.

Site Redevelopment and Waste Management experience includes preparing grant applications and reimbursement requests, site investigation, redevelopment planning, and remediation for redevelopments projects in Cincinnati, Dubuque, Whitewater, New Glarus, Lake Mills, Monona, Fond du Lac, Marshfield, and other communities in Wisconsin. Evaluated contaminated material reuse and treatment/disposal options for numerous construction projects and has written contract special provisions and Material Handling Plans for management and reuse of wastes. Construction projects requiring these services have included redevelopment areas, stormwater channels and ponds, new industry and public utilities, and numerous transportation projects, including projects from local roads and bridges to lengthy corridor reconstruction such as WIS 13, WIS 23, US 12, and US 51.

Groundwater Flow Modeling experience includes municipal well and remediation well zone of influence and capture zone delineation

and well field siting, design, and analysis. Modeling efforts have evaluated potential aquifer yields, well interference, and potential impacts to sensitive receptors such as springs and wetlands. Has completed assessments of regional aquifers and citywide wellhead protection areas. Has analyzed field data for aquifer characterization and remediation system design. Refined and modified large, countywide groundwater flow models for well field evaluations. Proficient in the use of the following groundwater modeling programs and supporting software – Groundwater Vistas, MODFLOW, MODPATH, and Aqtesolv.

Contaminated Site Investigation and Remediation experience includes designing and implementing numerous contaminated site investigations to assess the vertical and horizontal extent of contaminated media. Designed and implemented soil, sediment, air, and water sampling programs; aquifer slug tests, pump tests, and tracer tests; and completed hydraulic data collection and interpretation for hydrogeologic assessment reports and groundwater modeling.

CONTINUING EDUCATION

- University of Wisconsin-Extension
 - OSHA 40-hour Health and Safety Training, 1991
 - OSHA 8-hour Managers’ Training, 1991
 - OSHA Annual 8-hour Refresher Training, Current
- Microbial Processes in the Degradation of Groundwater Contaminants – City of Louisville, Kentucky, 1992
- Wright State University IRIS Program – Modeling Groundwater Flow, 1994
- Improving the Performance and Analysis of Slug Tests – City of Madison, Wisconsin, 1999

YEARS OF EXPERIENCE

31

YEARS WITH FIRM

27

EDUCATION

B.S. Geology – University of Wisconsin-Madison, 1990

REGISTRATION

Professional Geologist in Wisconsin

Luke T. Hellermann, P.G.



- WDNR Air Enforcement Seminar – City of Milwaukee, Wisconsin, 2000
- Low-Cost Remediation Strategies for Contaminated Soil and Groundwater – City of Milwaukee, Wisconsin, 2001
- The MODFLOW Course, Using Visual Modflow – City of Orlando, Florida, 2001
- Brownfield Grant Application Writing Seminar – City of Madison, Wisconsin, 2004
- EPA’s All Appropriate Inquiry Rule – City of Chicago, Illinois, 2005
- NEPA and Transportation Decision-Making – City of Madison, Wisconsin, 2006
- NEPA Indirect and Cumulative Effects Training, WisDOT – City of Madison, Wisconsin, 2006
- Webinar-Efficient NEPA Environmental Reviews for Project Decision Making, FHWA – City of Madison, Wisconsin, 2007
- American Water Resources Association, Wisconsin Section Annual Meeting – City of Brookfield, Wisconsin, 2008 Wisconsin
- Groundwater Association, Annual Meeting – City of Brookfield, Wisconsin, 2008
- Midwest Groundwater Conference – City of Dubuque, Iowa, 2008
- NEPA Environmental Justice Webinar – City of Madison, Wisconsin, 2012
- Webinar, NEPA Section 106, Transportation Research Board (TRB), 2019
- PFAS: Life Cycle, Regulations and Solutions, 2019
- Section 106 Training, Webinar Hosted by WisDOT and SHPO, 2021

PRESENTATIONS/PUBLICATIONS

- 53rd Annual Midwest Groundwater Conference, 2008 – Well Field Siting Using a Regional Groundwater Flow Model, Fond du Lac County, Wisconsin

PROFESSIONAL AFFILIATIONS

- National Groundwater Association
- Wisconsin Groundwater Association

Robert C. Schmidt, P.E., RPLS



AREAS OF EXPERTISE

- Project Management
- Construction Management
- Planning
- Topographic and Boundary Surveying
- Engineering Design

PROFESSIONAL EXPERIENCE

At Strand Associates, Inc.[®], Bob has performed a wide range of engineering tasks, including developing plans and designs, and providing construction administration services for utilities, streets, and drainage in residential and commercial developments, water, sewer and gas utilities, drainage channels, parks and recreation facilities, and pumping stations.

Topographic Surveying Experience:

- **City of Sealy and TxDOT, Yoakum District, Texas** – Topographic survey for PS&E development of the roadway widening project for FM 3013 for the addition of left-turn/right-turn, and acceleration lanes from 0.3-mile South of Brast Road to 0.9-mile North of Brast Road.
- **City of Huntsville and TxDOT, Bryan District, Texas** – Topographic survey for PS&E development of the roadway widening project on FM 2821 from SH 19 to FM 247.
- **City of Caldwell and TxDOT, Bryan District, Texas** – Topographic survey and design of the roadway widening of Loop 83 from SH 21 to SH 26.
- **City of Brenham and TxDOT, Bryan District, Texas** – Topographic survey for PS&E development of intersection improvements on US 290 at FM 577 and BUS 290 intersections.
- **City of Brenham, Texas** – Topographic surveying and construction staking of \$2 million new athletic facilities, including site grading, drainage, utilities, paving, four buildings, lighting and electrical.
- **Brookwood Community at Brookshire, Texas** – Topographic surveying and design of more than \$1 million in site improvements relating to new Reynolds Building. Work included utilities, paving, drainage, and site lighting.

- **City of Brenham Higgins Branch, Texas** – Topographic surveying and construction staking of drainage improvements, including hydraulic calculations, channel improvements and FEMA LOMR. Project included more than a mile of topographic surveys.
- **City of College Station, Texas** – Topographic survey of 150-acre Veterans Park and Athletic Complex.
- **City of Brenham, Texas** – Topographic survey and construction staking for approximately 13-mile-long, 24-inch raw water transmission.
- **Cities of Brenham, Caldwell, Bellville, Schuenburg, Dayton, Eagle Lake and Sealy, Texas** – Topographic surveying and construction staking for numerous water and sewer line rehabilitation/replacement projects.
- **City of Brenham, Texas** – Topographic survey for Brenham Greenways project, including downtown pocket parks and approximately 1 mile of sidewalks.
- **Cities of Brenham, Fredericksburg, La Grange, Wharton, Pleasanton and Carrizo Springs, and Angelina County (Lufkin), Texas** – Topographic surveys for extension, rehabilitation or overlay of airport runways.
- **City of Schulenburg, Texas** – Numerous subdivision plats, including Highland Meadows Sections 7, 8, and 9, Overlook Estates Sections 1 and 2, T&L Business Park and Schulenburg Corporate Park.

YEARS OF EXPERIENCE
44

YEARS WITH FIRM
40

EDUCATION
B.S. Civil Engineering – Texas A&M University, 1977

REGISTRATION
Professional Engineer in Texas

Registered Professional Land Surveyor in Texas

Christian J. Fridye



AREAS OF EXPERTISE

- Civil Surveying
- Boundary Surveying
- Sewer Evaluation/Inspection
- Construction Observation

PROFESSIONAL EXPERIENCE

During his 11 years of employment, Christian’s duties have consisted of boundary surveys, civil surveys, sewer evaluations and inspections, and construction observation services.

Boundary Surveying includes:

- Courthouse deed research
- Field surveys
- Alta surveys
- Oil field unit development and lease surveying for CML Petroleum
- Platting
- Elevation Certificates

Construction Observation includes:

- Magnolia utility extension to box store
- Brenham surface water plant rehabilitation
- Prairie View A&M University water well and ground storage tank
- Brenham animal shelter concrete pour

Sewer evaluation and inspection: smoke testing and physical inspection of sanitary sewer systems for:

- City of Giddings, Texas
- City of La Grange, Texas
- City of Schulenburg, Texas
- City of Brenham, Texas
- City of Snook, Texas
- City of Huntsville, Texas
- City of Caldwell, Texas
- City of Cuero, Texas

Topographic surveying: sonar/depth sounding of Frac Ponds for Laredo Energy, plant survey:

- Kraft Foods – Dallas, Texas
- Blue Bell Creameries – Brenham, Texas
- Monogram Foods – Schulenburg, Texas
- Global Tubing – Dayton, Texas
- Mars Candy – Waco, Texas

Airport work includes general surveying, PAPI surveys, scanning for penetrations, base verifications, and construction staking:

- Aransas County Airport, Texas
- Navasota Airport, Texas
- Brenham Airport, Texas
- Lago Vista, Texas
- Burnet Airport, Texas
- Olney Airport, Texas
- Pecos Airport, Texas
- Sonora Airport, Texas
- Wilbarger County Airport, Texas
- Caldwell Airport, Texas
- Marshall Airport, Texas
- Van Zandt County Airport, Texas
- Harrison County Airport, Texas
- Lee County Airport, Texas
- Fayette Regional Air Center, Texas
- Cameron Airport, Texas
- Hillsboro Airport, Texas
- Wharton Airport, Texas
- Gillespie County Airport, Texas
- Graham Municipal Airport, Texas
- Quanah Airport, Texas
- Gainesville Airport, Texas

Surveying for Various Projects:

- Water lines
- Sewer lines
- Gas lines
- Sidewalks
- Parks
- Trails
- Baseball and football fields
- TxDOT Permits
- Roads and streets
- ROW and easement acquisition
- Pipeline surveying
- Drainage improvements
- Construction staking
- Level loops
- GPS, Robotic Total Station

YEARS OF EXPERIENCE

12

YEARS WITH FIRM

12

EDUCATION

Blinn College 2005 – 2007
Texas A&M 2007 – 2009,
B.S. Animal Science

Lone Star Community
College 2011 – 2012,
Surveying Coursework

Project Experience

Expertise and Experience with Relevant Local and National Projects Instill Confidence in Successful Project for the City of Richwood

Our team has worked together to complete many similar projects, some of which are described below. Following these project descriptions, we have included tables that demonstrate our experience with federally funded, drainage, and roadway projects. These tables include our most recent projects. We can provide additional project examples upon request.

In addition to the projects featured in this section, our firm is very familiar with local site conditions in the Richwood area – we are currently serving the nearby cities of Brazoria, Sweeny, El Campo, and Rosenberg.

Expertise and experience with relevant local and national projects instill confidence in successful project for the City of Richwood.

STORMWATER / DRAINAGE PROJECTS

Stormwater Management Master Plan and Drainage Improvements – Richwood, TX

To build upon our efforts to develop the Bastrop Bayou Flood Gates and Detention Pond Flood Study, we prepared a communitywide Stormwater Management Master Plan for the City of Richwood to further evaluate potential measures to relieve long-standing flooding and drainage issues.

**Reference:
Clif Custer
Public Works Director
979-265-2082**

Project tasks that were completed for this project include:

- Field survey and preparation of GIS system maps of existing stormwater infrastructure on a city-wide basis.
- Field condition assessment of existing stormwater infrastructure, including televising of all storm sewer systems in the city.
- Identification and prioritization of stormwater drainage and flooding issues in the city.
- Analysis of existing hydrologic and hydraulic conditions of known flooding and stormwater drainage issues in the city. We also developed potential future stormwater and drainage issue mitigation project plans, including stormwater modeling of proposed conditions and development of construction cost opinions.
- Development of a long-term stormwater and drainage capital improvement project budget and plan, including exploring potential sources and methods of funding.



Proposed drainage improvement plan for area on city's west side.

This city-wide Stormwater Management Master Plan that was completed in the spring of 2021 has created a roadmap for successfully addressing existing flooding and drainage issues throughout the city and will help reduce future flood-related damage and losses.

Design and bidding have been completed and construction is currently ongoing.



Construction of drainage improvements on the west side of the city.

Bastrop Bayou Flood Gates and Detention Pond Flood Study – Richwood, TX

Based on available documentation of flood damage, 340 structures within the City of Richwood reported flood damage from Hurricane Harvey. In response to this catastrophic event, the City hired our firm to conduct a flood mitigation study to identify potential mitigation projects that will help relieve flood damage from future extreme rainfall events. The result of the flood mitigation improvement plan included several component projects, including five flood gate structures, a proposed 50-acre-foot stormwater detention basin, a 15,000-gallon-per-minute (GPM) flood pumping station, and a flood control facility that will create 75 acre-feet of Bastrop Bayou flood storage.

Reference:
Clif Custer
Public Works Director
979-265-2082



Hurricane Harvey drone flyover footage showing extensive flood damage.

We prepared a cost-benefit analysis indicating that the reduction in flood damages over the 50-year design life of the projects would be more than \$14 million, thereby, justifying funding for the project. We have assisted the City with pursuit of available grant funding opportunities, including Hazard Mitigation Grant Program (HMGP) funding through the Texas Division of Emergency Management (TDEM).

2017 GLO CDBG-DR Hurricane Harvey-Houston Street Drainage Culvert – Cleveland, TX

This project consists of design of a new 8-foot by 3-foot box culvert to parallel an existing culvert underneath Houston Street (SH 321), a TxDOT roadway and the main roadway through the heart of the city. This project also consists of ditch regrading and installation of concrete slope paving on the upstream end to route the stormwater more

Reference:
Robert Reynolds
Interim City Manager
281-592-2667

efficiently, as well as installation of some downstream erosion control to avoid future washouts. This ditch was heavily eroded because of significant rainfalls during Hurricane Harvey.

GLO CDBG-MIT Hurricane Harvey Drainage Project – Brenham, TX

This project consists of design-, bid-, and construction-phase services for drainage improvements at 11 sites throughout Brenham. The improvements include underground storm sewer, culverts, and streambank stabilization measures. This project is currently in the preliminary design stage and is anticipated to start construction in 2023. The construction cost is anticipated to be approximately \$4 million.

Reference:
Dane Rau
Public Works Director
979-337-7407

GLO CDBG-MIT Hurricane Harvey Drainage Project – Brazoria, TX

This project consists of design-, bid-, and construction-phase services for city-wide drainage improvements. The project includes reshaping existing ditches and sizing culverts. This project is currently in the preliminary design stage and is anticipated to start construction in early 2023. The construction cost is anticipated to be approximately \$3.5 million.

Reference:
Sheila Williams
City Manager
979-798-2489

GLO CDBG-MIT City-wide Drainage Improvements – Hempstead, TX

We are providing design- and construction-phase services for city-wide drainage improvements. This project includes reshaping of existing ditches, appropriately sizing culvert pipes, and hydrologically enhancing an existing drainage channel. The project is currently in the design phase and construction is anticipated to start in the second half of 2023. Construction cost is anticipated to be approximately \$7.7 million.

Reference:
Rooster Smith
Chief of Staff
979-826-2486

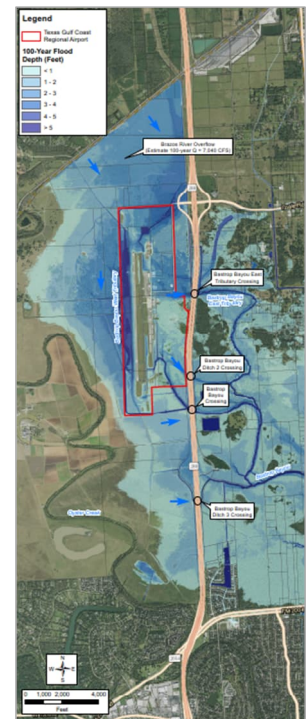
Stormwater Drainage Study – Texas Gulf Coast Regional Airport – Brazoria County, TX

The Texas Gulf Coast Regional Airport in cooperation with TxDOT hired our firm to develop a comprehensive drainage study to investigate recurring drainage and flooding issues at the airport. The airport property, encompassing approximately 863 acres, experienced significant flooding in June 2016 (DR-4332-TX) and, again, during Hurricane Harvey in 2017 (DR-4272-TX). The flooding during these events entirely inundated County Road 220B, the only entrance to the airport, for more than a week. During this period, local officials needed to ferry airport staff via airboat to the airport to assess flood damage. One of the highest priorities for this project was to develop a flood mitigation plan that would help establish vehicular access to the airport during extreme flooding events like those that occurred in 2016 and 2017.



June 2016 flooding near the airport terminal building.

The scope of the drainage study included completing a field topographic survey of existing stormwater drainage infrastructure located at the airport and creating GIS-based mapping identifying drainage basin divides, major drainage structures, channels, culverts, and detention basins.



Existing conditions H&H modeling results showing flooding extents and depths at the airport.

Our team of stormwater drainage experts developed existing conditions hydrologic and hydraulic (H&H) models to simulate existing flooding conditions and identify existing drainage infrastructure deficiencies. The study involved developing proposed drainage and flood mitigation improvement solutions to relieve identified drainage capacity deficiencies and flooding problems at the airport. The final drainage study report, completed in the summer of 2021, included establishment of a comprehensive flood mitigation capital improvements plan.

Reference:
Jeff Bilyeu, AAE
Aviation Director
979-849-5755

2020 GLO CDBG-DR Front Street and Alleyway Drainage Improvements – Sealy, TX

We performed design and construction-phase services for the rehabilitation of the existing drainage channel located within a 24-foot easement between properties. The project consists of concrete lining approximately 3,000 linear-feet of the existing alley channel and regrading approximately 1,500 linear-feet of the earthen channel along Front Street. A hydrologic and hydraulic analysis was completed for this project using a 2D-modeling software. The goal of the project was to improve drainage of the adjacent properties and mitigate erosion of the channel.

Reference:
Rudy Flores, Jr.
Director of Public Works
979-627-6113

May 2016 Flooding Drainage and FEMA-Related Projects – Brenham, TX

We have assisted the City of Brenham in addressing the impacts of the May 2016 flood at various locations throughout the city. The federally funded drainage improvement projects included the following:

Reference:
Dane Rau
Public Works Director
979-337-7407

- **Six Separate Drainage Projects**

We assisted the City of Brenham in addressing multiple erosion and infrastructure impacts in six separate drainageways within the city. These storm damage repair (SDR) projects included the Water Plant, Jackson Street, Ralston Creek, Gun and Rod Road, Alamo Street, and Schulte Boulevard. Our firm and the Cultural Resource Analysts (CRA) worked together to complete the environmental documents necessary for this project.

- **Bank Protection at the WWTP**

Because of severe erosion that occurred as a result of these flood events, several critical structures at the WWTP had high exposure to potential damage from future flood events. We assisted the City with development of plans and designs for a sheet piling flood wall and streambank stabilization improvements, which will provide significant flood and erosion protection to the WWTP. This work included preparation of a HEC-RAS floodway model of existing and proposed conditions.

- **Raw Water Line**

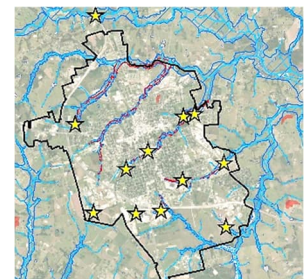
The sole line that brings raw water from Somerville Lake was exposed at a creek crossing and would have a major impact on the City’s water service if damaged. We designed a new water crossing that involves options to open cut, jack and bore, or horizontal directional drill to place the pipe under the creek.

- **Industrial Road**

This key roadway was severely impacted at a stream crossing. We designed a new culvert to mitigate this issue. That design required careful coordination with the design of an existing regional detention basin.

- **Munz and Ralston Creek Lift Stations**

We designed improvements to two separate sanitary pumping stations to address flooding impacts to operation. These projects include the Munz Lift Station SDR and the Ralston Creek Lift Station.



FEMA drainage project locations in Brenham.

- **Jackson Street and Schulte Boulevard**

Heavy rain events caused severe erosion to these two drainage crossings. On Jackson Street, grouted rock riprap with reinforced slope paving was utilized to correct and prevent further erosion. On Schulte Boulevard, multiple sections of 48-inch reinforced concrete pipe were reinstalled utilizing cement-stabilized sand bedding, a new 48-inch safety end-treatment was installed, and three existing 42-inch safety end treatments were replaced with a reinforced concrete headwall, wingwalls, and concrete apron constructed with dissipation blocks. In addition, rock riprap was installed over the existing utilities that were exposed because of the erosion.

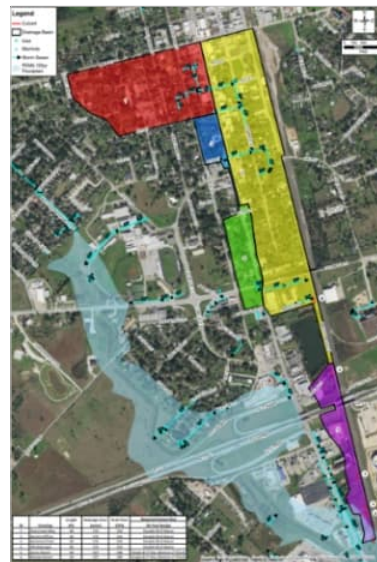
Anita Heights Subdivision Damage Repair – Somerville, TX

We provided street and drainage infrastructure repairs throughout Anita Heights Subdivision, a low- and moderate-income (LMI) neighborhood. This subdivision suffered from street flooding during storms because of silted gutter lines and inlets. The storm sewer was minimal and needed to be improved and gutter lines throughout the neighborhood needed to be cleaned out to improve flow. **This was a GLO-funded project.**

Reference:
Kathy Pollock
Assistant to the City
Administrator
979-596-1122

Front Street Improvements – Sealy, TX

We were hired for hydraulics and hydrology model preparation, plan development, and stormwater infrastructure design to improve the drainage capacity of the Front Street Drainageway (open ditch) and culverts from Moody Street to Overcreek Way, approximately 4,400 linear feet. The culverts are designed to convey the 4 percent (25-year) storm event and confirm that the 1 percent (100-year) storm event does not impact neighboring structures.



Front Street watershed map.

Reference:
Rudy Flores, Jr.
Director of Public
Works
979-627-6113

Replacement roadway culverts were designed at Moody Street, Jason Street, and Overcreek Way, along with three additional commercial entrances. The improvements include installing 8- by 5-foot precast concrete box culverts at Moody and Jason Streets, and double 8- by 3-foot precast concrete culverts at the remaining crossings. This project was FEMA funded.

Hurricane Ike Drainage Improvements, Phases 1 and 2 – Dayton, TX

We provided design- and construction-phase services for improvements to two drainage channels in the City of Dayton. The first phase of this project entailed improving a drainage channel to the north of the Union Pacific railroad tracks. These improvements included jacking and or tunneling approximately 83.5 feet of 9- by 6-foot-span box culvert, installation of wingwalls, and removal of debris, vegetative overgrowth, and sediment buildup and reshaping and regrading, as necessary, in other areas of the channel. Improvements for the second phase of the project included continuing a concrete-lined, 10-foot, flat-bottom trapezoidal ditch for approximately 420 feet. **This was a GLO-funded project.**

Reference:
Kimberly Judge
Assistant City
Manager/Director of
Development
Services
936-258-2642

TX 321 Outfall Ditch Improvements, Phase 3 – Dayton, TX

Phase 3 of this project consisted of installing reinforced concrete sloped paving (i.e., channel liner) in an existing drainage channel. Phase 3 was a continuation of two previous projects and completed the channel lining improvements. Approximately 735 linear feet of the channel length was lined with reinforced concrete sloped paving. The project required stripping of vegetation and grading to install the concrete channel liner.



Views of the completed reinforced concrete slope paving in an existing drainage channel.

Reference:
Kimberly Judge
Assistant City
Manager/Director of
Development Services
936-258-2642

The segment of channel liner constructed connected to an existing channel liner located on both the easterly and westerly ends of the phase 3 segment. **This was a GLO-funded project.**

Drainage Improvements – Brazoria Garden Acres – Brazoria, TX

Brazoria Garden Acres, a residential subdivision with open ditch streets, had historically experienced flooding of homes during large rainfall events because of inadequate ditch and culvert capacity and excessively high street crown elevations. To reduce the frequency of flooding, we prepared a drainage study and designed plans and specifications for deepening the existing roadside ditches along the primary street serving the area. The plans also called for installing direct traffic box culverts to increase the culvert capacity and to enable water to flow over the streets during extreme rainfalls, thus, preventing water from entering the residences. The project has been tested by several major rainfall events, with no flooding of any residences.

Reference:
Sheila Williams
City Manager
979-798-2489

Hohlt Park Stream Restoration – Brenham, TX

The City received Natural Resources Conservation Service (NRCS) funding for the reestablishment of the side slopes of the waterways at Hohlt Park that had eroded away because of multiple rainfall events. We assisted the City in the reconstruction of creek banks with new installation of rock riprap, giving a natural appearance. We performed hydraulic modeling to analyze the shear stresses the waters created against the banks and used that information to determine the size of the rock. There were multiple site visits and conversations with City staff to determine the most heavily impacted locations that needed repair. Greater repairs were needed in the locations that were near the walking trail.

Reference:
Dane Rau
Public Works Director
979-337-7407



Hohlt Park before and after reconstruction of creek banks.

Louanna Estates Drainage Improvements – Brenham, TX

We assisted the City of Brenham in addressing flooding and drainage issues in the Louanna Estates Subdivision because of multiple extreme rainfall events. This project consisted of upsizing existing storm pipes and existing curb inlets to convey the 4 percent (25-year) storm event. This provided relief to the homeowners downstream of the storm sewer system by collecting the stormwater underground quicker than under previous conditions. There was correspondence with TxDOT during design and construction to

Reference:
Dane Rau
Public Works Director
979-337-7407

verify our approach and make the installation as smooth as possible with correct traffic control planning. Because this was located within a neighborhood, the construction crew had to maintain access to residential driveways.

Gill Branch Drainage Channel Replacement – Bastrop, TX

We assisted the City of Bastrop in addressing drainage channel issues in the Gill Branch channel, at the intersection of Lovers Lane and College Street, stemming from multiple high velocity rainfall events. The existing concrete channel was broken and failing to adequately convey stormwater. This project consisted of replacing approximately 5,000 square feet of existing concrete slope paving to redefine the channel alongside Highway 71. We designed three different locations where the concrete failed the most and provided structural designs for the new concrete lining. We also assisted the City in the bid-phase of this project.

Reference:
Trey Job
Assistant City
Manager
512-332-8920

Gun Range Road Storm Damage Repair – Somerville, TX

We completed hydrology and hydraulics (H&H) model preparation, plan development, and stormwater infrastructure design, including reconstructing a damaged road during the May 2016 floods and increasing the capacity of the drainage crossing. Drainage improvements included roadway crossing precast, clear span, box culvert installation, and open-channel improvements. This was a FEMA-funded project.

Reference:
Kathy Pollock
Assistant to the City
Administrator
979-596-1122



Road condition after significant flooding from FEMA Disaster DR-4272.



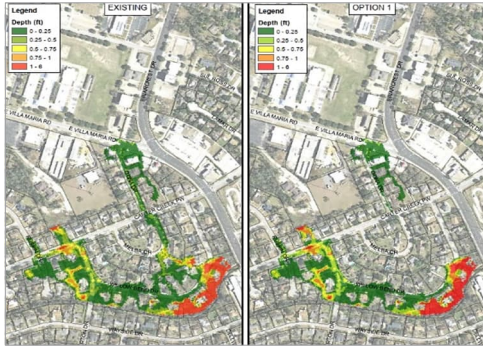
Completed concrete culvert and asphalt pavement repair.

Melba Circle and Willow Bend Drive Drainage Study and Improvements – Bryan, TX

The City’s existing 24- to 30-inch storm sewer system outfalls into Burton Creek. Several homes in the Melba Circle and Willow Bend Drive area had experienced frequent flooding whenever the capacity of the existing system was exceeded. We developed an XP-SWMM 2D stormwater model to simulate the H&H performance of the existing storm sewer system. The model interfaced the existing storm sewer system with surface topographic data collected from critical locations within the study area, as well as LIDAR topographic data, enabling identification of deficiencies within the existing system. The model indicated that the existing system capacity could convey approximately a 7-year design storm. Additionally, we determined that the high tailwater of Burton Creek was significantly affecting the lower reaches of the existing system.

Reference:
Paul Kaspar
City Engineer
979-209-5030

We assisted the City in conducting meetings with the public to inform residents of proposed future improvements and validate the information we had obtained from the model. We provided the City with two options and cost estimates to mitigate flooding of the affected homes for the 100-year design storm. Proposed improvements to the storm sewer system involved utilizing a portion of the existing system and rerouting a significant portion of the runoff around Melba Circle and down Willow Bend Drive. The selected alternative helped eliminate the need for significant improvements within city drainage easements through residential properties, while rerouting the flow within City ROW. This project was completed in 2020.



Example XP-SWMM 2D existing versus proposed flooding extents and depths results.



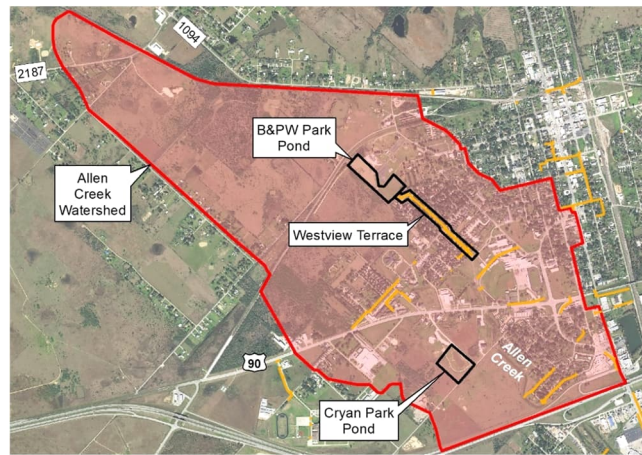
Several existing properties experienced frequent flooding.

Allen Creek Watershed Drainage Study – Sealy, TX

We assisted the City of Sealy with preparation of a comprehensive drainage study of the Allen Creek watershed that evaluated multiple drainage improvement projects. The study included evaluation of the performance and capacity of the existing Cryan Park Detention Pond. Efforts for this project were critical, as the outcome had an impact on a significant new business location in the area. Off-site detention, which had been a past point of contention because the area was known for having prior flooding problems, was approved via the economic development branch of the City.

Reference:
Rudy Flores, Jr.
 Director of Public Works
 979-627-6113

Through completion of a detailed study of the project watershed and pond outlet structure, we evaluated and confirmed the capacity of the pond and recommended proposed detention improvements to increase pond capacity. The Westview Terrace subdivision, located in the upper reaches of Allen Creek, has been impacted with repetitive flooding problems for many years. We were asked to evaluate drainage improvements proposed by the City of Sealy’s public works department.



Allen Creek watershed map showing locations of multiple drainage projects, including two regional detention ponds.

Based on our analysis, we were able to identify additional drainage improvements that would enable the drainage facilities to function such that a 25-year design storm could be conveyed effectively, and a 100-year storm would not negatively impact nearby structures.

Low Water Crossing for the 2.0 MGD WWTP Expansion – Sealy, TX

We provided design of the WWTP expansion in response to growth within the city. Since this site is known for flooding, the entrance road to the WWTP was designed with a low water crossing. This new plant is critical infrastructure, so everyday access is needed, even during a flood event. The design of the low water crossing included six barrels of 12-inch reinforced concrete pipe with concrete slope paving and elevation changes. The top of the concrete was shown to convey the 100-year water surface elevation.

Reference:
Rudy Flores, Jr.
 Director of Public Works
 979-627-6113



Reinforced roadway bed with multiple cross-drainage ports.

STREETS / ROADWAY PROJECTS

2018 Pavement Asset Inventory – Richwood, TX

We conducted a Pavement Asset Inventory with the Director of Public Works. We drove each street in the city to perform a visual inspection of pavement conditions. We used Pavement Surface Evaluation and Rating (PASER) guidelines, as published by the Wisconsin Transportation Information Center, to rate each street or street segment on the PASER rating scale of 1 to 10. The results were compiled and mapped for the City in GIS, with maps provided in electronic and paper formats for use by the City in determining which roads need basic maintenance, major maintenance, or reconstruction. As part of this project, we also located every pedestrian ramp in the city and noted if the detectable warning (truncated dome) panel was in place on each ramp. We provided the City with the mapped ramp locations.

Reference:
Clif Custer
Director of Public Works
979-265-2082

2020 Richwood Street Improvements – Richwood, TX

We provided plan development, design, and reconstruction services for 10,000 feet of residential street repairs and the addition of 2,500 feet of new sidewalk. This project built upon the 2018 Pavement Asset Inventory we prepared that inventoried and assessed the condition of all the City-maintained streets using the PASER guidelines. This project included geotechnical investigations, three conceptual design alternatives, and cost opinions for replacement of roughly 27,000 feet of roadway; a PASER rating of four or below was used to prioritize the initial 10,000 feet of pavement improvements.

Reference:
Clif Custer
Director of Public Works
979-265-2082

Old Mill Creek Road Improvements – Washington County, TX

This project includes design and reconstruction of approximately 1 mile of Old Mill Creek Road near Burton, Texas. The roadway is being widened to better accommodate large truck traffic. The project includes drainage upgrades and is under construction. The construction cost is anticipated to be \$600,000.

Reference:
Wesley Stolz
County Engineer
979-277-6275

Old Chappell Hill Road and FM 577 Intersection – Brenham, TX

This project includes design and reconstruction of approximately 1,500 feet of Old Chappell Hill Road from FM 577 to the east, and intersection improvements to FM 577 in conjunction with the Texas Department of Transportation (TxDOT). The pavement section on Old Chappell Hill Road is being upgraded from asphalt to concrete and the road is being widened to better accommodate high truck traffic and turning movements. Two sets of plans were prepared so the City could let Old Chappell Hill and TxDOT let the FM 577 intersection improvements. Construction on the City-let portion of the project is complete. The TxDOT-let portion of the project is anticipated to be completed in 2022. The combined construction cost is estimated to be \$1.1 million.

Reference:
Dane Rau
Public Works Director
979-337-7407

2020 GLO CDBG-DR Street Rehabilitation – Todd Mission, TX

We are providing design, bid, and construction-related services for street improvements in the City of Todd Mission, including excavating three sections of roadway and replacing with a cement-stabilized base and an asphalt surface, as well as culvert replacement, ditch grading, and repaving approximately 100 feet of roadway. This project

Reference:
Neal Wendele
City Manager
936-894-3001

will protect these roads from storm damage and increase the conveyance capacity of the drainage system.

2019 CDBG-DR Drainage and Street Improvements – Somerville, TX

We provided design- and construction-phase services for approximately 1,860 linear feet of street rehabilitation, including four cul-de-sacs and 650 linear feet of storm sewer with inlets to decrease drainage by curb and gutter. Street improvements included removing and replacing curb and gutter, pulverizing existing asphalt surface and base, installing double course asphaltic treatment, valley gutters, storm sewer pipe and inlets, sidewalks, and all associated site work, including seeding. This project also includes approximately 650 linear feet of storm sewer with inlets to decrease the amount of runoff in the streets.

Reference:
Kathy Pollock
Assistant to the City
Administrator
979-596-1122

Westwood Lane Improvements – Brenham, TX

We created the plans, specifications, and estimates for 1,000 linear feet of street improvements. This project included grading, storm sewer, driveway and parking lot adjustment, utility relocation, concrete, pavement, and hot-mix asphalt pavement. This project required close coordination with TxDOT because TxDOT was concurrently constructing a median project on U.S. 290 at the Westwood Lane intersection.

Reference:
Dane Rau
Public Works Director
979-337-7407



Westwood Lane improvements – Brenham, Texas.

Salem Road Improvements – Brenham, TX

This project included design and reconstruction of approximately 2,100 feet of Salem Road from State Highway (S.H.) 36 westward to the BNSF Railroad tracks. The pavement section was upgraded from asphalt to concrete and widened as a minor arterial roadway. In addition to widening, the roadway was converted from a rural typical section with ditches to an urban typical section with curb and storm sewer. This project required close coordination with TxDOT because of its intersection with S.H. 36. Construction on this project was completed in June 2021.

Reference:
Dane Rau
Public Works Director
979-337-7407

Holly Street Water Line, Drainage, and Roadway Improvements – Liberty, TX

We performed design- and construction-phase services for the installation of approximately 2,100 linear feet of 6-inch water line, and 1,400 linear feet of new storm sewer. This project included a drainage study to determine the increased capacity that was needed because of a future development. Design also included repaving the entire street (approximately 1300 linear feet).

Reference:
Tom Warner
City Manager
936-336-3684

U.S. 290 Frontage Road / Stringer Street Intersection – Brenham, TX

We performed design- and construction-phase services for the widening and realignment of Stringer Street at the intersection of U.S. 290 Frontage Road, including grading, storm sewer, curb and gutter, concrete driveways, and HMA pavement. Because of the intersection with the U.S. 290 Frontage Road, there was a significant amount of TxDOT coordination.

Reference:
Dane Rau
Public Works Director
979-337-7407



Left: Widening and realignment of intersection with US 290 Frontage Road. Right: Widening and realignment of Stringer Street.

Masonic Street Project – Bellville, TX

We provided design, bid, and construction-related services for the reconstruction of Masonic Street from Austin Street to Hacienda Street. This project includes approximately 13,775 square yards of pavement rehabilitation. The existing pavement was pulverized and mixed with cement for a new stabilized base, and the new pavement section includes 2 inches of new hot mix asphalt overlay. This project also includes the replacement of some failed concrete curb and gutter, as well as regrading of sections of the roadway to improve drainage. This project was completed in 2020.

Reference:
Shawn Jackson
City Administrator
979-865-3136

FM 3538 Roadway Improvements to Walmart Distribution Center – Sealy Economic Development Corporation (EDC), TX

We provided design- and construction-phase engineering services for major roadway improvements to construct the new FM 3538 for the City of Sealy EDC to provide transport truck access to the new Walmart Distribution Center located on the edge of Sealy. This project included a schematic, environmental study, right-of-way acquisition, utility adjustments, and development of plans and specifications with cost estimates for a new roadway from FM 3013 to SH 90.

Reference:
Rudy Flores, Jr.
Director of Public Works
979-627-6113

This project also included the addition of entrance and exit ramps at the FM 3538/IH 10 grade separation, including grading, multiple drainage culverts, bridge-class culverts, both hot mix asphalt and concrete paving, signage, and striping.



FM 3538 Roadway improvements to Walmart Distribution Center – Sealy, Texas.

Because of the project location and the creation of a new TxDOT highway, our firm worked closely with the City of Sealy, Austin County, and the TxDOT Yoakum District to successfully complete this project. Special attention was given to traffic control as construction at a major intersection with I-10 posed potential hazards to commuters and construction workers. As a result, work zone traffic control devices, permanent signs, and pavement markings were also a major part of this project.

Distribution Center FM 3013 Widening – Sealy EDC, TX

Our firm provided design services for new acceleration and deceleration lanes on FM 3013 in Sealy. This project included pavement widening, signing, striping, and signaling for the truck entrance to the new Walmart Distribution Center. Upon completion of our design services, the project was turned over to TxDOT for bid and construction with TxDOT funds.

Reference:
Rudy Flores, Jr.
Director of Public Works
979-627-6113

Federally Funded Project Experience*				
Project Name	Services Provided	Construction Cost	Completed	Contact
GLO CDBG-MIT City-wide Drainage Improvements – City of Hempstead, Texas	Design- and construction-phase services for city-wide drainage improvements. This project includes the reshaping of existing ditches, appropriately sizing culvert pipes, and hydrologically enhancing an existing drainage channel. The project is currently in the design phase and construction is anticipated to start in the second half of 2023.	Estimated: \$7,700,000	Anticipated 2023	Rooster Smith Chief of Staff (979) 826-2486
GLO CDBG-MIT Hurricane Harvey Drainage Project – City of Brenham, Texas	This project consists of design-, bid-, and construction-phase services for drainage improvements at 11 sites throughout Brenham. The improvements include underground storm sewer, culverts, and streambank stabilization measures. This project is currently in the preliminary design stage and is anticipated to start construction in 2023. The construction cost is anticipated to be approximately \$4 million.	Estimated: \$4,000,000	Anticipated 2023	Dane Rau Public Works Director (979) 337-7407
GLO CDBG-MIT Hurricane Harvey Drainage Project – City of Brazoria, Texas	This project consists of design-, bid-, and construction-phase services for city-wide drainage improvements. The project includes reshaping existing ditches and sizing culverts. This project is currently in the preliminary design stage and is anticipated to start construction in early 2023. The construction cost is anticipated to be approximately \$3.5 million.	Estimated: \$3,500,000	Anticipated 2023	Sheila Williams City Manager (979) 798-2489
2020 DRP Austin Street Sidewalk and Drainage Project – City of Hempstead, Texas	This project requires substantial coordination with TxDOT. We are providing design-phase services for this Texas Department of Agriculture grant project. Located along the north and south sides of Austin Street (State Highway 159) in Hempstead, there will be spot improvements on 11th Street and Bremond Street as well. The scope includes replacement of concrete sidewalk, curb and gutter, and storm sewer, and the addition of ADA-compliant ramps, decorative and enhanced lighting, and related appurtenances.	Estimated: \$450,000 Actual: \$447,545	July 2022	Rooster Smith Chief of Staff (979) 826-2486
GLO Generator at Well No. 7 – City of Sealy, Texas	Design-, bid-, and construction-phase services for the installation of a 250kW natural gas engine-driven emergency standby generator. The generator was installed at the City Well No. 7/Silliman Street Water Plant.	Estimated: \$292,558 Actual: \$204,855	2022	Rudy Flores, Jr. Director of Public Works (979) 627-6113
TxCDBG 12th Street Sidewalk Revitalization – City of Hempstead, Texas	This project is part of the City's ongoing downtown improvements. This project is located along the east and west sides of 12th Street between Austin Street and Wilkins Street, and along the west side of 12th Street between Bremond Street and Austin Street, encompassing one-and-a-half blocks. The project included demolishing existing concrete sidewalks, curb and gutter, and installing new concrete sidewalks, ADA-compliant ramps, decorative and enhancement lighting, and all related appurtenances. <i>*The cost was higher than originally estimated because the City made a request that resulted in a change order after the project was bid/awarded.</i>	Estimated: \$387,300 Actual: \$404,287*	2021	Rooster Smith Chief of Staff (979) 826-2486
2020 Sealy TxCDBG Sanitary Sewer Replacements – Sealy, Texas	Design- and construction-phase services for the installation of 12-, 8-, and 6-inch PVC gravity sanitary sewer by open cut in various streets in Sealy, Texas. The project included connections to existing services, tie-ins to existing manholes, pavement repair, culvert replacements, and related appurtenances.	Estimated: \$311,500 Actual: \$296,485	2021	Rudy Flores, Jr. Director of Public Works (979) 627-6113

*We included our past CDBG projects in our listing of federally funded projects because the TxCDBG, TCF, and TCDP funds originate from the federal government and have generally the same regulatory requirements as other federal programs.

Federally Funded Project Experience*				
Project Name	Services Provided	Construction Cost	Completed	Contact
2019 CDBG-DR Drainage and Street Improvements – City of Somerville, Texas	Design- and construction-phase services for approximately 1,860 linear feet of street rehabilitation, including four cul-de-sacs and 650 linear feet of storm sewer with inlets to decrease drainage by curb and gutter. Street improvements included removing and replacing curb and gutter, pulverizing existing asphalt surface and base, installing double course asphaltic treatment, valley gutters, sidewalks, and providing all associated site work, including seeding.	Estimated: \$481,000 Actual: \$496,950	2021	Kathy Pollock Assistant to the City Administrator (979) 596-1122
TxCDBG Lift Station – City of Caldwell, Texas	Design- and construction-phase services for the replacement of an existing lift station. The new 700 gpm lift station included new submersible pumps, polymer concrete wet well, piping, valves, fencing, electrical, and controls.	Estimated: \$280,533 Actual: \$280,533	2020	Camden White City Manager (979) 567-3901
TxCDBG Wolters Avenue Ground Storage Tank – City of Schulenburg, Texas	Design- and construction-related services for a new 300,000-gallon ground storage tank, associated piping, and new aerator at the existing main water plant site. Design included options for either welded steel or pre-stressed concrete tanks for the City to better decide on the most cost-effective solution. The concrete tank option was selected and a new aerator constructed on the roof of the new tank.	Estimated: \$1,200,000 Actual: \$1,014,600	2020	Tami Walker City Administrator (979) 743-4126
2017 TxCDBG Business Park Lift Station Improvements – City of Giddings, Texas	Design- and construction-phase services for the replacement of an existing lift station and the addition of 1000 LF of trunkline to a new lift station site. The new 440 gpm polymer concrete lift station was installed using the caisson method, and included new submersible pumps, piping, valves, fencing, electricals, and controls. A new, permanent standby generator and automatic transfer switch were installed to provide emergency power. The project also included decommissioning the existing lift station and a 300-foot bore underneath TxDOT pavement.	Estimated: \$700,000 Actual: \$624,585	2020	Spencer Schneider City Manager (979) 540-2710
TxCDBG Hwy 21 Sewer – City of Madisonville, Texas	Design- and construction-phase services for the replacement of more than 2,400 feet of 6-inch gravity sanitary sewer lines serving more than 17 residential and commercial sewer customers/connections. This line was installed by pipe bursting underneath TxDOT right of way. The original cost estimate was prepared based on significant open cut of the TxDOT highway and extensive traffic control. Pipe bursting helped reduce overall construction as well as traffic control costs.	Estimated: \$406,670 Actual: \$233,606	2019	Kevin Story Public Works Director (936) 348-2748
2016 TxCDBG Church Street Elevated Storage Tank Rehabilitation – City of Brenham, Texas	Design services for rehabilitating a 300,000-gallon elevated water storage tank. The project included lead abatement, miscellaneous structural repairs, and interior and exterior recoating of the tank.	Estimated: \$400,000 Actual: \$346,000	2018	Dane Rau Public Works Director (979) 337-7407
2019 TCF U.S. 290 Deceleration Lane for New CEFCO – City of Giddings, Texas	A new service station development proposed along Highway 290 in Giddings increased automobile traffic and the number of 18-wheelers slowing down and turning in to the new business. The project included approximately 300 LF of new turn-lane pavement, restriping, and a new signal for the intersection.	Actual: \$448,573	2018	Spencer Schneider City Manager (979) 540-2710

*We included our past CDBG projects in our listing of federally funded projects because the TxCDBG, TCF, and TCDP funds originate from the federal government and have generally the same regulatory requirements as other federal programs.

Drainage / Culvert Upgrade Project Experience

Project Name	Services Provided	Construction Cost	Completed	Contact
2021 Stormwater Master Plan Drainage Improvements – Phases 1 and 2, City of Richwood, Texas	Design and construction of city-wide drainage improvements. The improvements primarily consist of expanding and concrete lining existing drainage ditches. This project will be completed in 2022.	Estimated: \$1,300,000	Anticipated 2022	Clif Custer Public Works Director 979-265-2082
GLO CDBG-MIT City-wide Drainage Improvements – City of Hempstead, Texas	Design- and construction-phase services for city-wide drainage improvements. This project includes the reshaping of existing ditches, appropriately sizing culvert pipes, and hydrologically enhancing an existing drainage channel. The project is currently in the design phase and construction is anticipated to start in the second half of 2023.	Estimated: \$7,700,000	Anticipated 2023	Rooster Smith Chief of Staff (979) 826-2486
GLO CDBG-MIT Hurricane Harvey Drainage Project – City of Brenham, Texas	This project consists of design-, bid-, and construction-phase services for drainage improvements at 11 sites throughout Brenham. The improvements include underground storm sewer, culverts, and streambank stabilization measures. This project is currently in the preliminary design stage and is anticipated to start construction in 2023. The construction cost is anticipated to be approximately \$4 million.	Estimated: \$4,000,000	Anticipated 2023	Dane Rau Public Works Director (979) 337-7407
GLO CDBG-MIT Hurricane Harvey Drainage Project – City of Brazoria, Texas	This project consists of design-, bid-, and construction-phase services for city-wide drainage improvements. The project includes reshaping existing ditches and sizing culverts. This project is currently in the preliminary design stage and is anticipated to start construction in early 2023. The construction cost is anticipated to be approximately \$3.5 million.	Estimated: \$3,500,000	Anticipated 2023	Sheila Williams City Manager (979) 798-2489
2020 GLO CDBG-DR Front Street and Alleyway Drainage Improvements – City of Sealy, Texas	Prepared design and performed construction-phase services for the rehabilitation of the existing drainage channel located within a 24-foot easement between properties. The project consists of concrete lining approximately 3,000 LF of the existing alley channel and regrading approximately 1,500 LF of the earthen channel along Front Street. A hydrologic and hydraulic analysis was completed for this project using a 2-D modeling software. The goal of the project was to improve drainage of the adjacent properties and mitigate erosion of the channel.	Estimated: \$1,670,000 Actual: \$1,430,796	2022	Rudy Flores, Jr. Director of Public Works (979) 627-6113
2017 GLO CDBG-DR Hurricane Harvey-Houston Street Drainage Culvert – City of Cleveland, Texas	This project consists of design of a new 8-foot by 3-foot box culvert to parallel an existing culvert underneath Houston Street (SH 321) – a TxDOT roadway – the main roadway through the heart of the city. This project also consists of ditch regrading and installation of concrete slope paving on the upstream end to route the stormwater more efficiently, as well as installation of some downstream erosion control to avoid future washouts. This ditch was heavily eroded because of significant rainfalls during Hurricane Harvey.	Estimated: \$140,000 Actual: \$103,025	2021	Robert Reynolds Interim City Manager (281) 592-2667
Stormwater Management Master Plan – City of Richwood, Texas	Building upon our efforts to develop the Bastrop Bayou Flood Gates and Detention Pond Flood Study, we prepared a communitywide Stormwater Management Master Plan for the City of Richwood to further evaluate potential measures to relieve long-standing flooding and drainage issues. This citywide Stormwater Management Master Plan is a roadmap for successfully addressing reoccurring flooding and drainage issues throughout the city and will help reduce future flood-related damage and losses.	N/A (Study)	2021	Clif Custer Director of Public Works (979) 265-2082

Drainage / Culvert Upgrade Project Experience				
Project Name	Services Provided	Construction Cost	Completed	Contact
Industrial Road (May 2016 Flooding, Drainage, and FEMA-Related Projects) – City of Brenham, Texas	This key roadway was severely impacted at a stream crossing and we prepared a new culvert design to mitigate this issue. Coordination of the design with an existing regional detention basin was required.	Estimated: \$359,544 Actual: \$321,885	2020	Dane Rau Public Works Director (979) 337-7407
Anita Heights Subdivision Damage Repair – City of Somerville, Texas	We provided street and drainage infrastructure repairs throughout Anita Heights Subdivision, a low- and moderate-income neighborhood. This subdivision suffered from street flooding during storms because of silted gutter lines and inlets. The storm sewer was minimal and needed to be improved and gutter lines throughout the neighborhood needed to be cleaned out to improve flow. This was a GLO-funded project.	Estimated: \$559,000 Actual: \$496,450	2021	Kathy Pollock Assistant to the City Administrator (979) 596-1122
Gill Branch Drainage Channel Replacement – City of Bastrop, Texas	We assisted the City of Bastrop in addressing drainage channel issues in the Gill Branch channel, at the intersection of Lovers Lane and College Street, stemming from multiple high velocity rainfall events. This project consisted of replacing approximately 5,000 square feet of existing concrete slope paving to redefine the channel alongside Highway 71.	Estimated: \$200,000 Actual: \$193,200	2020	Trey Job Assistant City Manager (512) 332-8800
Hohlt Park Stream Restoration – City of Brenham, Texas	The City received Natural Resources Conservation Service (NRCS) funding to reestablish the side slopes of the waterways at Hohlt Park that had been eroded because of multiple rain events. We assisted the City in reconstructing the creek banks with new installation of rock riprap, giving a natural appearance. We modeled the shear stresses the waters created against the banks and used that data to determine the size of the rock.	Estimated: \$392,000 Actual: \$371,460	2020	Dane Rau Public Works Director (979) 337-7407
Melba Circle and Willow Bend Drive Drainage Study and Improvements – City of Bryan, Texas	We developed an XP-SWMM 2-D stormwater model to simulate the hydrology and hydraulics performance of the existing storm sewer system. The model indicated that the existing system capacity could convey approximately a 7-year design storm. We provided the City with two options, with cost estimates, to mitigate flooding of the affected homes for the 100-year design storm. The selected alternative helped eliminate the need for significant improvements within the City's drainage easement through residential properties, while rerouting the flow within City ROW.	Estimated: \$858,000 Actual: \$748,970	2020	Paul Kaspar City Engineer (979) 209-5030
Bastrop Bayou Flood Gates and Detention Pond Flood Study – City of Richwood, Texas	Based on available flood damage documentation, 340 structures within the City of Richwood reported flood damage from Hurricane Harvey. The City hired our firm to conduct a flood mitigation study to identify potential flood mitigation projects to help relieve flood damage from future extreme rain events. The result of the flood mitigation improvement plan included several component projects, including five flood gate structures, a proposed 50-acre-foot stormwater detention basin, a 15,000-gallon-per-minute (GPM) flood pumping station, and a flood control facility, which will create 75 acre-feet of flood storage in Bastrop Bayou. We performed a cost-benefit analysis, indicating that the reduction in flood damages over the 50-year design life of the projects would be more than \$14 million, thereby justifying funding for the project.	Estimated: \$8,800,000	2019	Clif Custer Public Works Director (979) 265-2082

Roadway Project Experience

Project Name	Services Provided	Construction Cost	Completed	Contact
2020 Richwood Street Improvements – City of Richwood, Texas	Plan development, design, and reconstruction services for 10,000 feet of residential street repairs and the addition of 2,500 feet of new sidewalk. This project built upon the 2018 Pavement Asset Inventory we prepared that inventoried and assessed the condition of all the City-maintained streets using the PASER guidelines. This project included geotechnical investigations, three conceptual design alternatives, and cost opinions for replacement of roughly 27,000 feet of roadway; a PASER rating of four or below was used to prioritize the initial 10,000 feet of pavement improvements.	Estimated: \$1,472,000 Actual: \$1,522,000	2022	Clif Custer Director of Public Works (979) 265-2082
Old Chappell Hill Road and FM 577 Intersection – City of Brenham, Texas	This project includes the design and reconstruction of approximately 1,500 feet of Old Chappell Hill Road from FM 577 to the east and intersection improvements to FM 577 in conjunction with the Texas Department of Transportation (TxDOT). The pavement section on Old Chappell Hill Road is being upgraded from asphalt to concrete and widened to better accommodate high truck traffic and turning movements.	Estimated: \$780,800 Actual: \$728,600	Anticipated August 2022	Dane Rau Public Works Director (979) 337-7407
Old Mill Creek Road Improvements – Washington County, Texas	This project includes design and reconstruction of approximately 1-mile of Old Mill Creek Road near Burton, Texas. The roadway is being widened to better accommodate large truck traffic. The project includes drainage upgrades and is under construction.	Estimated: \$600,000 Actual: \$603,000	2021	Wesley Stolz County Engineer (979) 277-6275
Salem Road Improvements – City of Brenham, Texas	Design and reconstruction of approximately 2,100 feet of Salem Road from Highway 36 westward to the BNSF Railroad tracks. The pavement section was upgraded from asphalt to concrete and widened as a minor arterial roadway. In addition to widening, the roadway was converted to a rural typical section with ditches to an urban typical section with curb and storm sewer.	Estimated: \$1,550,000 Actual: \$1,320,894	2021	Dane Rau Public Works Director (979) 337-7407
2019 CDBG-DR Drainage and Street Improvements – City of Somerville, Texas	Design- and construction-phase services for approximately 1,860 linear feet of street rehabilitation, including four cul-de-sacs and 650 linear feet of storm sewer with inlets to decrease drainage by curb and gutter. Street improvements included removing and replacing curb and gutter, pulverizing existing asphalt surface and base, and installing double course asphaltic treatment, valley gutters, storm sewer pipe and inlets, and sidewalks, and all associated site work, including seeding. This project also includes approximately 650 linear feet of storm sewer with inlets to decrease the amount of runoff in the streets.	Estimated: \$481,000 Actual: \$496,950	2021	Kathy Pollock Assistant to the City Administrator (979) 596-1122
Holly Street Water Line, Drainage, and Roadway Improvements – City of Liberty, Texas	We performed design- and construction-phase services for the installation of approximately 2,100 linear feet of 6-inch water line and 1,400 linear feet of new storm sewer. This project included a drainage study to determine the increased capacity that was needed because of a future development. Design also included repaving the entire street (approximately 1300 linear feet).	Estimated: \$1,150,000 Actual: \$896,793	2019	Tom Warner City Manager (936) 336-3684
2018 Pavement Asset Inventory – City of Richwood, Texas	Conducted a Pavement Asset Inventory with the Director of Public Works. Drove each street in the city to visually inspect pavement conditions and using pavement surface evaluation and rating (PASER) guidelines, as published by the Wisconsin Transportation Information Center, rated each street or street segment on the PASER rating scale of 1 to 10. The results were compiled and mapped for the City in GIS with maps provided in electronic and paper formats for use by the City in identifying those roads in need of basic maintenance, major maintenance, or reconstruction.	N/A	2018	Clif Custer Director of Public Works (979) 265-2082

Roadway Project Experience

Project Name	Services Provided	Construction Cost	Completed	Contact
2015 Seal Coat Street Rehabilitation – City of Sealy, Texas	Design- and construction-phase services for single course pavement rehabilitation. The project consisted of approximately 37,700 square yards of surface area primarily located in the northwest portion of the city. City crews repaired potholes prior to the start of construction of this project.	Estimated: \$100,00 Actual: \$97,685	2015	Rudy Flores, Jr. Director of Public Works (979) 627-6113
2014 Seal Coat Street Rehabilitation – City of Sealy, Texas	Design- and construction-phase services for single course pavement rehabilitation encompassing approximately 33,000 square yards of surface area. The streets that were seal coated were all located on the east side of the city. City crews repaired potholes prior to the start of construction of this project.	Estimated: \$97,500 Actual: \$92,160	2014	Rudy Flores, Jr. Director of Public Works (979) 627-6113
2013 Paving Improvements – City of Navasota, Texas	Design- and construction-phase services for installation of new HMAC overlay on various streets throughout the city. Project required the contractor to set all utility manholes, valve boxes, and clean outs at the appropriate grade to match new pavement surfaces. Project also required the edges of the new HMAC pavement to be beveled on open ditch streets.	Estimated: \$255,000 Actual: \$262,805	2014	Lupe Diosdado Development Services Director (936) 825-2961
2013 Masters Drive for Fairways Subdivision – City of El Campo, Texas	Design- and construction-phase services for the construction of approximately 260 linear feet of 28-foot-wide concrete street with curb and stabilized subgrade, and approximately 64 linear feet of 18-inch RCP culvert with sloped end treatments.	Estimated: \$90,000 Actual: \$76,977	2013	Jerry Lewis Director of Utilities (979) 541-5000
2013 Seal Coat Street Rehabilitation – City of Sealy, Texas	Design- and construction-phase services for single course pavement rehabilitation encompassing approximately 33,700 square yards of surface area for streets located in the southwest quadrant of the city.	Estimated: \$100,000 Actual: \$95,276	2013	Rudy Flores, Jr. Director of Public Works (979) 627-6113
2012 Collector Street HMAC Overlay – City of Brenham, Texas	Design- and construction-phase services for installation of new 2-inch HMAC overlay on various collector streets throughout the city. Project encompassed approximately 112,000 square yards of pavement and required the adjustment of existing manhole, valve box, and clean out elevations. Project also included milling out a straight edge a minimum of 1.5-inch deep to create a smooth butt joint at all locations where the new HMAC overlay is to tie-in to existing asphaltic concrete pavement.	Estimated: \$1,245,000 Actual: \$1,068,058	2013	Dane Rau Public Works Director (979) 337-7407
Westwood Lane Improvements – City of Brenham, Texas	Plans, specifications, and estimate for 1,000 linear feet of street improvements, including grading, storm sewer, driveway and parking lot adjustments, utility relocation, concrete, and hot mix asphalt pavements.	Estimated: \$363,928 Actual: \$263,965	2013	Dane Rau Public Works Director (979) 337-7407

References

References Attest to Success of Similar Projects

Our Corporate Mission states that we are “dedicated to helping clients succeed through excellence in engineering.” In accordance with this mission, we are continually expanding our staff and service offerings to broaden our base of experience and knowledge so that we can provide more creative and comprehensive solutions for our clients.

Long-standing relationships demonstrate quality of engineering services.

We have developed and continue to maintain long-standing affiliations, many extending into several decades of service. For some clients, we serve as appointed engineers and are active committee members; for others, we serve as specialty consultants to their in-house staff on an as-needed basis. Our service is flexible and tailored to the unique needs of each client.

We encourage the City to contact our references, as we are confident that they will attest to our capabilities. We have also provided letters of commendation on the pages that follow.

References	
Rudy Flores, Jr. Director of Public Works City of Sealy 979-627-6113	Clif Custer Director of Public Works City of Richwood 979-265-2082
Spencer Schneider City Manager City of Giddings 979-540-2716	Frank Menefee Assistant City Manager City of La Grange 979-968-5805
Dane Rau Public Works Director City of Brenham 979-337-7407	Tami Walker City Administrator City of Schulenburg 979-743-4126



CITY OF GIDDINGS

118 E. RICHMOND STREET, GIDDINGS, TX 78942

979 540-2710 FAX 979 542-0950

March 7, 2022

Re: Recommendation for Strand Associates

To Whom It May Concern:

This letter is to inform you that Strand Associates, Inc. has been the City of Giddings' engineering firm since the 1980s. They have performed all of the City of Giddings' engineering work which has included an expansion of our wastewater treatment facilities, new water production facilities, and many utility replacement projects. They have also completed thorough reviews on many developments within the City. We have been very satisfied with their work and highly recommend their services.

Sincerely,

A handwritten signature in black ink that reads "Spencer Schneider". The signature is written in a cursive style.

Spencer Schneider

City Manager

City of Schulenburg

May 13, 2021

Re: Recommendation for Strand Associates, Inc.
Municipal Engineering Services

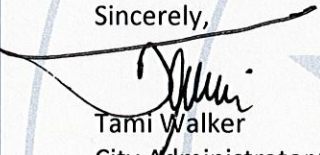
To Whom It May Concern:

I am the City Administrator for the City of Schulenburg and I am pleased to provide a recommendation for Strand Associates. Since the early 1980's, Strand has been the City Engineer and has provided the vast majority of the engineering services needed by the City of Schulenburg.

Strand's services have included topographic surveying, design, construction administration and infrastructure planning. They also review all plats and design plans for development in Schulenburg.

In closing, based on my experience working with Strand Associates, I highly recommend them for municipal engineering services in your community.

Sincerely,



Tami Walker
City Administrator/City Secretary
City of Schulenburg

535 N. Main St.
P.O. Box 8
Schulenburg, Texas 78956
979.743.4126
979.743.4760 Fax



June 24, 2020

Re: Reference for Strand Associates, Inc

To Whom It May Concern:

The City of Brenham has utilized Strand Associates, Inc for over 50 years on many of our infrastructure projects ranging from small sanitary sewer extensions to large facility/infrastructure projects. Over this time, the City of Brenham has come to know Strand to be a reliable firm that provides and expects quality engineering work. Strand is also focused on customer relationships and goes above and beyond to provide assistance when called upon.

Strand's ability to customize their services to the specific needs of each project is a testament to the quality, reliability, and responsiveness that they rightfully take pride in. Strand delivers upon all of the city's expectations and services as a professional and courteous extension of our city's staff. I personally have 20 years of experience working with Strand Associates, Inc. I am confident in Strand's expertise and abilities and do not hesitate to call upon Strand staff for advice on projects and to discuss ongoing and future projects. Based on my experience, I would recommend Strand's services to other municipalities for their project needs.

Sincerely

Dane Rau
Director of Public Works

Insurance and Conflicts of Interest

Excellent Insurance Coverage Attests to Strong Business Practices

We carry comprehensive insurance coverage, including general liability, automobile liability, employer’s liability, worker’s compensation, umbrella coverage, and professional liability. In addition, we have had uninterrupted professional liability insurance coverage since 1969. As our carrier will attest, our annual coverage for and record of claims involving professional liability is superior with respect to other firms.

Attached is our Certificate of Liability Insurance that indicates the insurance coverage that may be applicable to this work. We believe in protecting our investments and our clients by maintaining more than adequate coverage in all areas.

We believe in protecting our investment and our clients by maintaining more than adequate coverage.

No Known Conflicts of Interest

A key element of our business plan is to avoid conflicts of interest. We do this by working with municipal clients almost exclusively and, typically, not with private developers. This enables us to represent the City without the fear of a perceived or real conflict of interest. Once a client relationship is established, we avoid future assignments within that community where the interests of one client could be at odds with those of another. Simply stated, it is our policy not to become involved in a situation that may lead to a conflict of interest. This is one of the first questions we ask when deciding whether to pursue a potential client. In this manner, we can provide our best efforts for the benefit of our clients.

A key element of our business plan is to avoid conflicts of interest.

Verification Not Debarred

Confirmation from www.SAM.gov

Attached is a printout of Strand Associates, Inc.'s® status with the System for Award Management (www.SAM.gov) confirming that neither the firm nor any principal of the firm has been excluded from participating in federally funded projects.



Download Follow

Entity Registration
Exclusions
Active Exclusions
Inactive Exclusions
Responsibility / Qualification
Entity Reporting

STRAND ASSOCIATES INC

Unique Entity ID
RXYLDYEKKHS3

CAGE/NCAGE
3PLA7

Registration Status	Expiration Date
Active Registration	May 23, 2023

Purpose of Registration
All Awards

Physical Address
**910 W Wingra DR
Madison, Wisconsin
53715-1943, United States**

Mailing Address
**910 W Wingra DR
Madison, Wisconsin
53715-1943, United States**

Version

Current Record

There may be instances when an individual or firm has the same or similar name as your search criteria, but is actually a different party. Therefore, it is important that you verify a potential match with the excluding agency identified in the exclusion's details. To confirm or obtain additional information, contact the federal agency that took the action against the listed party. Agency points of contact, including name and telephone number, may be found by navigating to the Agency Exclusion POCs page within Help.

ACTIVE EXCLUSIONS

There are no active exclusion records associated to this entity by its Unique Entity ID.

INACTIVE EXCLUSIONS

There are no inactive exclusion records associated to this entity by its Unique Entity ID.

CONFLICT OF INTEREST QUESTIONNAIRE

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.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY
Date Received

1 Name of vendor who has a business relationship with local governmental entity.

Strand 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

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 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 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

Provide professional engineering services.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7


Signature of vendor doing business with the governmental entity

8/24/22
Date

Certification Regarding Lobbying

(To be submitted with each bid or offer exceeding \$100,000)

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

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31, U.S.C. § 1352 (as amended by the Lobbying Disclosure Act of 1995).

The Contractor, Strand Associates, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

Joseph M. Bunker
Signature of Contractor's Authorized Official

Joseph M. Bunker, Corporate Secretary
Printed Name and Title of Contractor's Authorized Official

8/24/2022
Date



Prepared by

JOHN D. MERCER

PROFESSIONAL ENGINEER

Lynn Engineering dba John D. Mercer & Associates

Ph: 361.782.7121

Email : john.mercer@lynngroup.com

Prepared for

CITY OF RICHWOOD

ATTN: KIRSTEN GARCIA

1800 N. Brazosport Blvd.

Richwood, TX 77531

kgarcia@richwoodtx.gov

Statement of Qualifications

WE THINK **BIG**. TO WORK **BIG**. TO GIVE **BIG**.



LYNNENGINEERING

BAY CITY | EDNA | PORT LAVACA | ROCKPORT | CORPUS CHRISTI | GRAPEVINE

Lynn Engineering DBA John D Mercer and Associates: Texas Registered Engineering Firm F-324

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John D. Mercer, PE
David W. Sheblak, PE
Brian M. Kramer, PE

August 23, 2022

City of Richwood
Attn: Kirsten Garcia
1800 N. Brazosport Blvd.
Richwood, TX 77531
kgarcia@richwoodtx.gov

RE: STATEMENT OF QUALIFICATIONS
CDBG – MIT Engineering RFQ

Dear Ms. Garcia:

Lynn Engineering, LLC dba John D. Mercer & Associates is pleased with the opportunity to present our qualifications to the City of Richwood as the City Council selects an engineering firm for a potential General Land Office Hurricane Harvey CDBG – MIT Grant funded project.

The City is seeking to contract with an experienced engineering firm, licensed to practice in Texas to perform the following services:

- Pre-Funding Services:
 - Assist with development of grant applications, as necessary
- Post-Funding Services:
 - Initial Engineering and Design Support
 - Engineering and Final Design Support
 - Bid and Award Support
 - Contract Management and Construction Oversight
 - Specialized Services
 - Other special engineering services required to complete project as described.

The tasks to be performed under each of the above categories will be as defined in the attached EXHIBIT A – SCOPE OF WORK except for the following Specialized Services which will be sub-contracted to qualified firms as may be needed.

- Geotechnical Investigations
- Site Specific Testing
- Archeological Studies
- Phase I and II environmental site assessments

State Licensing

The Firm, which is registered with the Texas Board of Professional Engineers and Land Surveyors as Firm F-324, is wholly owned by Stuart Lynn, PE. John D. Mercer, PE, who is licensed as a professional engineer in

the State of Texas (No. 40374), is an authorized representative for the Firm in the Edna Office and will be the Engineer of record on the project.

Standards and Ethics

The Firm does not have a record of substandard work nor has the Firm engaged in any unethical practices within the last five (5) years.

Experience Related to Municipal Utility Systems

John D. Mercer & Associates was founded in 1980 to serve cities and water districts in the Central Gulf Coast area of Texas. Over the past 42 years, the firm has provided services to over 35 city clients and over 20 water district clients. Within the past five (5) years, services have been provided to twenty-five (25) different cities, seventeen (17) water districts and eight (8) counties. With six (6) of these clients, the firm has enjoyed a long-term relationship lasting over 30 years.

In the past five (5) years, the engineers in the Firm have designed in excess of \$30 million of projects for our city and water district clients.

Experience with Federally Funded Projects

The Firm has been retained by eight (8) communities and two (2) counties to assist with Hurricane Harvey Disaster Recovery Projects and by three (3) communities to assist on FEMA funded recovery projects following Hurricane Harvey. The Firm has been retained to design GLO funded mitigation grant projects for two (2) cities and two (2) counties.

The Firm designed forty-nine (49) separate projects having a total construction cost of over \$18 million following Hurricane Ike that were funded through the Texas General Land Office in thirteen (13) separate communities.

The Firm has current HMGP projects in the City of Victoria, City of Palacios, Matagorda County, and Bee County. The Firm has assisted with applications for future HMGP grants for the City of Edna and the City of Yoakum.

The Firm has successfully completed three (3) projects funded by the USDA – Rural Development Program in the past and is currently in the close-out phase of a project consisting of both water and sanitary sewer improvements.

The Firm has an extensive record of performance with Federal and State funded projects. Not only has the Firm been designing projects funded by the Community Development Block Grant Program since the Program's inception, but the Firm also has considerable experience with Disaster Recovery projects funded through the Texas General Land Office. In the past five (5) years, eight (8) CDBG projects have been completed for the Firm's municipal clients. In the past fifteen years, the Firm has completed twenty-seven (27) CDBG funded projects and six (6) Texas Capital Fund projects.

The Firm has also successfully completed projects funded by the U.S. Economic Development Administration (EDA), U.S. Department of Agriculture - Rural Development, and the Texas Water Development Board.

Previous Work Locally or in General Region

Since the beginning of John D. Mercer & Associates, Inc. in 1980, the primary focus of our efforts has been to provide engineering services to communities located in the Central Gulf Coast of Texas that are located within approximately 100 miles of Edna. Within the past few years, the Firm has successfully completed projects in the City of Santa Fe (Galveston County WCID No. 8), City of Goliad, City of Palacios, Aransas County (City of Rockport), the City of Seadrift, the City of Shiner, the City of Columbus and other Central Gulf Coast cities. A more complete list of current municipal and water district clients is given in the attached company brochure. Completed projects have included street reconstruction, drainage improvements, water distribution system expansions, new ground storage tanks, new wells, storage tank rehabilitation, sewage collection line rehabilitation, wastewater treatment plant upgrades, and other miscellaneous projects and consultations.

Project Construction Management Experience

The professional engineers on staff with the Firm have a combined experience of over 72 years. During that time of experience, there have been very few times when projects were not under construction with the contract administration being performed by the engineers of the firm. Within the past five (5) years, there have been times when there were fifteen (15) or more contracts under construction at the same time. With all of these projects, the project inspection and contract management were performed by staff personnel. The Firm has two full time employees who perform project inspections as needed for each current construction project.

Capacity of Firm

The Firm has the staff and experience to provide the scope of services described in the Request for qualifications and to complete the services in a timely manner.

References

Herewith you will find a company brochure that gives a list of current clients and the contact information for several of those clients. Included in the brochure are the resumes of, John D. Mercer, PE, who would be the in charge of any project for the city, David W. Sheblak, PE, and Brian M. Kramer, PE, Project Engineers.

Certificate of Insurance

See attached Certificate.

Conflicts of Interest

There are no known conflicts of interest regarding the providing of the proposed engineering services.

SAM.gov

Attached is a recent copy of a response from SAM.gov in reference to the Firm.

Form CIQ

See attached.

Certification Regarding Lobbying

See attached.

Disclosure of Lobbying Activities

See attached.

Form 1295

To be provided upon award of contract.

Required Contract Provisions

See attached.

I look forward to the City giving a favorable consideration to the qualifications of John D. Mercer & Associates.

Sincerely,



John D. Mercer, PE

JDM/lm

EXHIBIT A

SCOPE OF SERVICES

The Firm shall render the following professional services necessary for the implementation of Phase I and Phase II of the project: (Choose appropriate contracted services)

1. Attend preliminary conferences with the City regarding the requirements of the project.
2. Prepare H & H Study as outlined in HMGP Contract.
3. Prepare revised BCA.
4. Prepare PRG Analysis.
5. Determine necessity for acquisition of any additional real property/easements/rights-of-way (ROWs) for the FEMA project and, if applicable, furnish to the City:
 - 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.
6. 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 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's representative in connection with any such services.
7. Prepare railroad/highway permits.
8. Prepare/acquire USACE permits.
9. 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, 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.
10. Furnish the City copies of the preliminary report, if applicable (additional copies will be furnished to the City at direct cost of reproduction).
11. Furnish the City 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 I.
12. Submit detailed drawings and plans/specifications to appropriate regulatory agency(ies) and obtain clearance.
13. Prepare bid packet/contract documents/advertisement for bids. At the time the bid packet is completed, the Firm shall also furnish to the City an updated written Estimate of Probable Costs for the Project.
14. Make 10-day call to confirm prevailing wage decision.
15. Incorporate any and all wage rate modifications or supersedes via bid addendum (if applicable).
16. Conduct bid opening and prepare minutes.
17. Tabulate, analyze, and review bids for completeness and accuracy.
18. Accomplish construction contractor's eligibility verification through www.SAM.gov.
19. Conduct pre-construction conference and prepare copy of report/minutes.
20. Issue Notice to Proceed to construction contractor.

- 21. 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.
- 22. Design for access by persons with disabilities for those facilities to be used by the public in accordance with Public Law 504.
- 23. Use TDA-approved forms for instructions to bidders, general conditions, contract, bid bond, performance bond, and payment bond.
- 24. 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.
- 25. Consult with and advise the City during construction; issue to contractors all instructions requested by the City; and prepare routine change orders if required, at no charge for engineering services to the City 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 and the Firm and submit to FEMA for approval prior to execution with the construction contractor.
- 26. 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).
- 27. Resolve all payment requests within 14 days of receipt of signed pay request from the construction contractor.
- 28. 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, 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.
- 29. Recommend that a 10% retainage is withheld from all payments on construction contracts until final acceptance by the City and approval by FEMA, unless State or local law provides otherwise.
- 30. 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).
- 31. Conduct interim/final inspections.
- 32. Revise contract drawings to show the work as actually constructed and furnish the City with a set of "record drawings" plans.
- 33. 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 not 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. 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.

SUBCONTRACTS

1. No work under this Agreement shall be subcontracted by the Firm without prior approval, in writing, from the City.
2. The Firm shall, prior to proceeding with the work, notify the City 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 at any time during progress of the work, the City determines that any subcontractor is incompetent or undesirable, the City 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.
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 FEMA 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.
6. 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 including the manner by which it will be affected 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 pmt 3)
 - c. Contracts greater than \$10,000, the inclusion of the Equal Opportunity clause provided under 41 CFR 60-1.4(b) (Executive Order 11246);
 - d. Section 3 of the Housing and Urban Development Act of 1968;
 - 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 Recovered Materials.
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, TDEM, the Texas Comptroller of Public Accounts, 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 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 has made final payment to the contractor and all other pending matters are closed.

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 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 the City and at the Firm's expense if the deficiency is due to Firm's negligence. The City 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 under applicable state or federal law.
- 4. The Firm agrees to and shall hold harmless the City, 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.

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What it looks like

01. SELECTION OF ENGINEER / STUDY & REPORT

Following selection of an engineering firm by a client, the project should proceed approximately as follows:

- Client/Firm meeting to define needs and desired results
- Contract negotiation
- Study and report phase
- Client/Engineer review and revision of report

If the work effort is only a Study & Report, completion of the work will be final acceptance of the report by the client.

02. ENGINEERING THROUGH PROJECT CONSTRUCTION

If the Study & Report is the initial engineering phase of the work effort, intended to culminate in a project of construction, the following would also be tasked in the engineer's contract:

- Preliminary design phase
- City/Engineer review, revision and approval of preliminary design documents
- Final design phase
- City/Engineer review, revision and approval of final design documents
- Obtain reviewing agency approval
- Bidding phase
- Construction of project
- Project close-out

Project Approach

----- PROPOSED METHODOLOGY

THE FIRM'S GOAL IS TO BE THE CONSULTANT THAT ESTABLISHES LONG-TERM RELATIONSHIPS WITH CLIENTS BY PERFORMING A HIGHLY COMPETENT SERVICE WITH INTEGRITY AND CONCERN FOR THE CLIENT AS WELL AS THE GENERAL PUBLIC. WE PRIDE OURSELVES ON OUR ABILITY TO DESIGN FOR EASE OF OPERATION AND MAINTENANCE AND ALWAYS STRIVE TO KEEP IN MIND THE DESIRES AND CAPABILITIES OF THE CLIENT.



STUDY AND REPORT



PRELIMINARY DESIGN

1. STUDY AND REPORT



- Consult with the client to define its needs, review existing available data, and establish required additional data.
- Provide an analysis or overview of the client's needs.
- Provide general economic analysis of the client's requirements as an allocation for expenditures, comparison of existing cost estimates, and/or a statement of "not-to-exceed" values.
- Prepare a report and/or a design premise containing the engineer's recommendations and opinions.
- Meet with the client to review the established data and to solidify a project description relative to its magnitude, complexity, responsibilities, and tentative schedules.

2. PRELIMINARY DESIGN

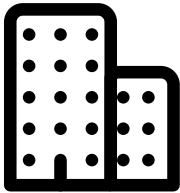


- Prepare preliminary design documents consisting of, but not limited to, a Design Premise which includes final design criteria, preliminary design drawings, outlines of specifications, and a detailed written description of the project including its goals and projections.
- Advise the client of additional data required, services which need to be accomplished, or final criteria definitions which have to be established.
- Prepare a revised opinion of probable project costs for the client.
- Review all facets of the Preliminary Design with the client and modify the Design Premise for its final form.

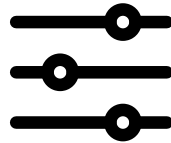
Here's how it works.

3. FINAL DESIGN >>

- Based on the client's acceptance of the Preliminary Design and the resulting Design Premise or criteria, prepare the Final Design, Plans, and Specifications.
- Submit the Final Design, Plans, and Specifications to the proper reviewing authorities.
- Prepare and review with the client, legal counsel, and other advisors all contract related documents, forms, and conditions.
- Present and review all Designs, Plans, Specifications, and applicable Code Compliance requirements with the client, their advisors, and / or their third-party review representative.



FINAL DESIGN



BIDDING AND NEGOTIATION

4. BIDDING AND NEGOTIATION >>

- Compile completed and approved construction plans, specifications, and applicable contract documents for distribution to prospective bidders.
- Assist the client, as established in phase one, with the distribution of bid packages and respective advertising for bids.
- Conduct the "Pre-Bid" conference and prepare applicable minutes of the meeting.
- Conduct "Bid Opening" and prepare applicable meeting minutes and bid comparisons.
- Advise the client as to the qualification of the bidders and make recommendations on the award of the contract as well as any pertinent stipulations.
- Assist the client in securing and executing contracts based on the bid award and resulting recommendations.
- Issue respective "Notice to Proceed."

- Conduct pre-construction conferences keeping applicable minutes and provide appropriate direction or guidance.
- Conduct inspection of the construction or project site at appropriate or predetermined intervals (by a professional engineer or qualified staff member) to determine project progress and applicable compliance with intent of design and contract documents.
- Provide sufficient interim inspections by qualified personnel to assure the quality of materials and workmanship.
- Act as the client’s representative, per the client’s

direction, in all matters pertaining to the contractor and consult with or advise the client in all matters relative to the contract and project matters.


- Review and take appropriate action to contractor’s submittals, construction or shop drawings, or requests for payment.
- Conduct required inspections to determine the completion of all work in accordance with the contract and applicable codes.
- Conduct a final inspection and certify completion of all project work and support documentation in accordance with the contract and applicable codes.



FIELD TESTING AND INSPECTIONS



OTHER SPECIAL SERVICES



TWO

NUMBER OF FIRMS

The merging of Lynn Engineering and John D. Mercer & Associates has provided access to additional engineering experience and technical expertise.

- Accomplish and complete site, property, or equipment surveys, if required.
- Provide soil and materials testing. (Through a third-party subcontractor)
- Provide the client with project progress updates at appropriate intervals.
- Work with project administrator as necessary to provide for timely project completion and close-out.
- Prepare a certificate of construction completion and lien certificate.
- Provide “third-party” inspection and/or project management services.

PROJECT APPROACH

The best approach begins with an experienced and proven Engineer-in-Charge who is committed to customer satisfaction by providing responsive and practical project solutions. **The Engineer-in-Charge will be responsible for the overall project administration and management including thorough coordination with the client’s key decision-makers to ensure the client’s needs are kept at the forefront of the work effort.**

The Project Manager, if different from the Engineer-in-Charge, is responsible for the “in-house” project coordination. This includes communication between the technical engineering experts, the engineers-in-training, and the CADD technicians and also includes assigning project tasks, preparation of monthly status reports, managing the project schedule, controlling project costs, ensuring project documentation is being maintained and being the main client contact for most project issues.

A successful project depends upon the technical abilities, project management skills, and commitment of the project team members. Our philosophy is to commit key team members to an active role in every project from start to finish.

The initial role of the client is to define a problem or problems that need to be solved. A problem may be a lack of information that makes it difficult for the client to make short-term decisions and/or do long-term planning. It may be that there is an obvious problem with the client’s infrastructure.

For a municipal entity there is often the need, or a statutory requirement, that a licensed professional engineer be involved in the process to resolve the problem. If such is the case, the municipal entity must follow statutory guidelines in selecting and procuring the services of an engineering firm who will assist the client in defining what the needs are and what the desired results should be.



The firm works and performs its duties under the guidance of Mr. Stuart A. Lynn, PE.

Experience: Mr. Lynn has more than twenty (20) years of civil, structural and windstorm engineering experience. He is responsible for approximately fifty (50) employees. His career includes design for private and public residential, commercial, and infrastructure development projects. Mr. Lynn has overseen projects on the Texas Coast from Padre Island to Galveston, TX.

Qualifications: BS Civil Engineering, University of Houston; Professional Engineer in Texas

Stuart A. Lynn, PE

PROFESSIONAL ENGINEER

Mr. Mercer is the founder of John D. Mercer & Associates, and since the Lynn Engineering acquisition, maintains the duties of managing the operations of its Edna office.

Experience: Mr. Mercer has more than forty-two (42) years of civil and environmental engineering experience. He is responsible for approximately eleven (11) employees. His career includes both design and construction of municipal water and wastewater facilities. This combination of experience provides for an approach to design that is not easily found in other consulting or design firms.

Mr. Mercer is Engineer-in-Charge of projects in Galveston, Jamaica Beach, Santa Fe, Richwood, Tiki Island, Freeport and Surfside Beach.

Qualifications: BS Civil Engineering, Lamar University; Professional Engineer in Texas; Registered Professional Land Surveyor in Texas, NACE Coating Inspector Level 1.

Professional Organizations: National Society of Professional Engineers/Texas Society of Professional Engineers; Texas Society of Professional Surveyors; American Water Works Association; Texas Municipal League; American Concrete Institute; American Society of Civil Engineers; NACE International.



John D. Mercer, PE, RPLS

PROFESSIONAL ENGINEER

Experience: Mr. Sheblak has more than thirty-six (36) years of experience in design of municipal improvements and related systems in the Gulf Coast Area of Texas. He serves as principle-in-charge and project engineer for our Edna office by performing civil design, project inspections, project documentation and the supervision of technical personnel. He is a native of Edna, Texas. Mr. Sheblak is Engineer-in-Charge of projects in Columbus, Seadrift, Cuero, Shiner, and Oyster Creek.

Qualifications: BSChE, Texas A&M University; Professional Engineer in Texas; Certified OSSF Site Evaluator;

Professional Organizations: National Society of Professional Engineers/Texas Society of Professional Engineers; Texas Society of Professional Surveyors.



**David W.
Sheblak, PE**

PROFESSIONAL ENGINEER



**Brian M.
Kramer, PE**

PROFESSIONAL ENGINEER

Experience: Mr. Kramer has more than twenty-two (22) years of experience in the design and construction of Municipal, Private and Industrial Projects across southeast Texas. His career includes the design and construction of numerous land development projects, field engineer and project manager for the \$8 Billion Motiva Crude Oil Expansion Project in Port Arthur, Texas and the Construction Manager for a Civil Construction Company. The combination of both design and construction experience gives Mr. Kramer a unique and valuable perception in the design of new projects.

Mr. Kramer is a design engineer on projects in Wallis, Jamaica Beach and Port O'Connor.

Qualifications: BS Civil Engineering, Lamar University; Professional Engineer in Texas.

Professional Organizations: American Society of Civil Engineers (ASCE); National Society of Professional Engineers/Texas Society of Professional Engineers.



N. Mitchell Carrillo, PE

PROFESSIONAL ENGINEER

Mr. Carrillo oversees the operations in the firm’s Bay City, Port Lavaca, Rockport, Corpus Christi and Grapevine offices.

Experience: Mr. Carrillo specializes in structural engineering and has experience designing projects that utilize timber, steel, and concrete. Mr. Carrillo also manages the operations of Lynn Engineering’s sister company, Lynn Steel Buildings. As a result, Mr. Carrillo has a vast knowledge in the design, detailing and construction of pre-engineered metal buildings. Mr. Carrillo has overseen projects on the Texas Coast from Padre Island to Galveston, TX.

Qualifications: BS Civil Engineering, Lamar University; Professional Engineer in Texas

Professional Organizations: American Society of Civil Engineers (ASCE)

Experience: Mr. Bird is a registered Professional Engineer in Texas with more than fifteen (15) years of structural engineering experience. Sam graduated Cum Laude with a B.S. in Civil Engineering from Florida State University.

He is Lynn Engineering’s Structural Operations Manager supporting the firm’s structural and windstorm services along the Texas Coast.

Qualifications: BS Civil Engineering, Florida State University (cum laude); Professional Engineer in Texas

Professional Organizations: American Society of Civil Engineers; Tau Beta Pi Engineering Honor Society



Samuel E. Bird, PE

PROFESSIONAL ENGINEER

Experience: Mr. Rojas has more than four (4) years of experience in the design and construction of commercial and residential structures in Texas.

Javiel graduated from Texas A&M University–Kingsville with a bachelor’s degree in Civil Engineering and minored in Mathematics.

He has direct experience in designing residential projects for coastal construction and TDI windstorm certification. He is extremely personable, and prides himself on client relationships.

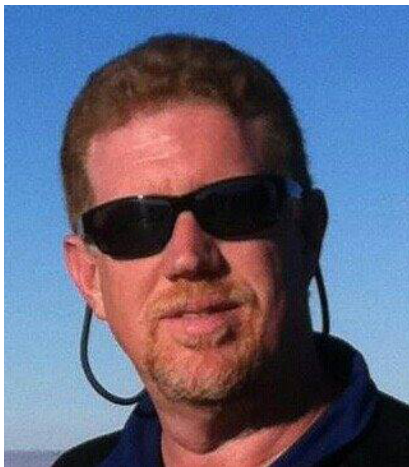
Qualifications: BS Civil Engineering, Texas A&M University–Kingsville; Professional Engineer in Texas.

Professional Organizations: American Society of Civil Engineers (ASCE); Coastal Bend Homebuilders Association



**Javiel L.
Rojas, PE**

PROFESSIONAL ENGINEER



**Mark Hickman,
PE, MBA**

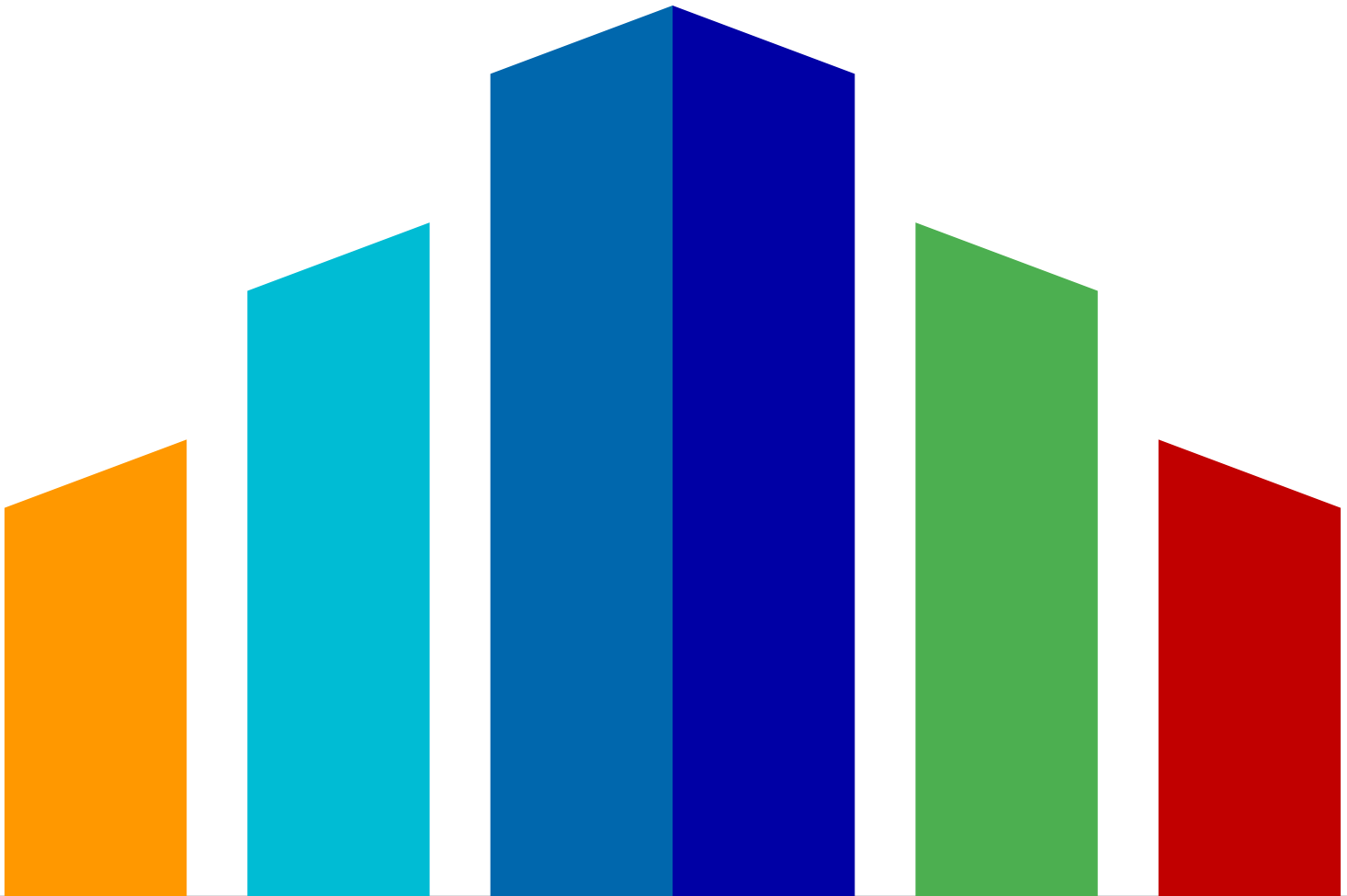
PROFESSIONAL ENGINEER

Experience: Mr. Hickman is an experienced professional with a 35-plus year history of leadership and working in the Civil Engineering industry. He is skilled in AutoCAD, drainage, site development, construction management and Entitlements. Mr. Hickman is a strong business development professional with a Master of Business Administration (M.B.A.) focused in Business Administration and Management from Averett University. For more than twenty-five (25) years he managed his own boutique engineering firm, Hickman Consulting Engineers, in McKinney, TX before joining the LynnGroup in early 2020.

Qualifications: BS Civil and Structural Engineering, Texas A&M University; Master of Business Administration (MBA), Averett University

The registered professional engineers of Lynn Engineering strive to ensure that every client is properly represented at all times by competent, professional personnel.

Our professional engineers have a combined total of more than 150 years of responsible charge experience in design and engineering.



ELECTRICAL & CONTROLS:

Sherrel A. Mercer, PE

Sherrel A. Mercer, PE, is well known in the central Gulf Coast area of Texas for his expertise in the design and repair of the electrical and controls components found in municipal water and wastewater systems. His experience includes design and construction of control installation and design, construction, and programming of SCADA facilities.

Mr. Mercer, PE, operates S. A. Mercer, PE, Inc. to provide electrical, controls and SCADA design for specific municipal projects. Mr. Mercer has more than forty (40) years of experience associated with construction of municipal utility infrastructure. He has an extremely strong record of performance throughout his career in working with worst-case design constraints, emergency operation of water and wastewater systems, and component longevity requirements. He is also experienced in forensic analysis and lightning mitigation.

Mr. Mercer normally is found in the office of Mercer Controls at 804 Apollo Drive in Edna. The Controls company manufactures and services motor control panels and associated hardware. Mercer Controls began in 1992 as a division of Mercer Construction Company and became a separate corporate entity in 2004. Mr. Mercer serves as its president, where he provides corporate and technical management as well design of motor control panels and SCADA systems. He also continues to serve as Technical Director of Mercer Construction Company, 909 North Colorado in Edna, having previously served as Chairman of the Board (2000-2006), President (1984-2000) and Executive Vice-President (1971-1984).

Mr. Mercer's long experience in design and manufacture of control products leads to designs that are both cost effective and dependable. His insight and experience have resulted in the development of quality standards for design, with attention to component choices, assembly techniques, and functional reliability that insure a high level of customer satisfaction.

SURVEYING:

Ganem & Kelly Surveying, Inc.

Ganem & Kelly Surveying, Inc. was established in 1989 by George A. Ganem, Jr. RPLS and Gary J. Kelly, RPLS and currently has forty-two (42) employees with offices in Point Comfort, Victoria and Edna, Texas. Thier personnel have diverse backgrounds, extensive surveying knowledge and use

innovative equipment and software. They provide boundary surveys, topographic surveys, as-built surveys, route surveys and construction staking for various industrial facilities, pipeline companies, construction companies and engineering companies.

MECHANICAL, ELECTRICAL & PLUMBING ENGINEERING, PROJECT MANAGEMENT, AND COMMISSIONING SOLUTIONS:

Sutton Eldridge Engineering, LLC

Sutton Eldridge Engineering, LLC is a Mechanical, Electrical, and Plumbing (MEP) design firm in Plano, Texas dedicated to providing excellence in all aspects of engineering services – delivering projects in an efficient, comprehensive, and economical manner.

Their goal is to form long-term relationships with each client by implementing appropriate design solutions that are responsive to time and budget.

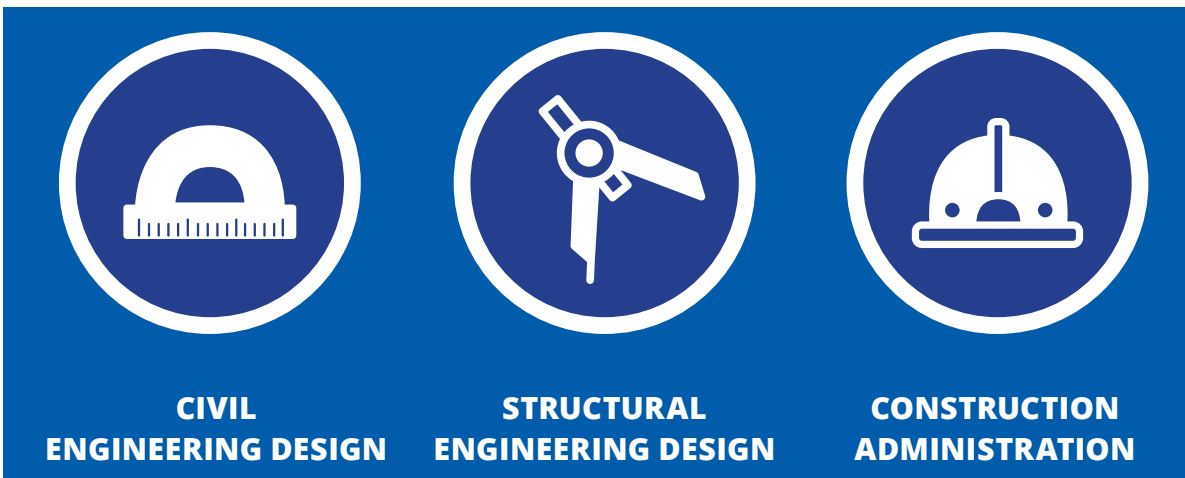
SEE holds Professional Engineering registrations in more than seventeen (17) states and has significant design experience in engineering design, contract administration and commissioning in multiple commercial projects – delivering projects in an efficient, comprehensive, and economical manner.

SEE is capable of providing engineering services utilizing the latest tools including AutoCAD and REVIT.

SEE provides engineering design services of HVAC, Plumbing, Electrical Distribution, Critical Power Systems, Site Lighting, Energy Modeling and MEP Commissioning.

Their staff has the knowledge and experience to assist our clients in the following areas:

- HVAC Systems
- Energy Systems
- Energy Modeling
- Cost Analysis
- Emergency Power Systems
- Electrical Power Distribution
- Lighting Systems
- Building Automation
- Critical Power Systems
- Master Planning
- LEED Design
- Commissioning
- Facility Assessment
- Contract Administration
- Value Engineering.





John D. Mercer & Associates has the experience and expertise to provide professional engineering services in most of the disciplines needed by municipalities.

Our expertise extends to the following:

- Water Supply – Wells
- Water Storage – Ground and Elevated Tanks
- Hydro-pneumatic Tanks
- Water Plants – Pumps, Piping, Disinfection, and Controls
- Reverse Osmosis Treatment
- Waste Water Collection Systems – New and Rehabilitations
- Lift Stations – New and Rehabilitations
- Waste Water Treatment Plants – New, Expansions, and Rehabilitations
- Waste Water Treatment Plant Permitting – New, Amendments, and Renewals
- Streets – New and Rehabilitation
- On-Site Sewer Systems – Design and Permitting
- Storm Drainage Pipes, Ditches, and Detention/Retention
- Engineering Studies and Plans
- Utility System Mapping
- Bond Applications and Reports
- On-site Construction Observation



The affiliate offices of Lynn Engineering have expertise in the following areas:

- Concrete and Piling Foundation Design
- Wood, Steel, and Concrete Structural Design
- Pre-Engineered Steel Buildings
- Windstorm Design and Permitting
- Residential Building Planning and Design
- Commercial Building Planning and Design
- Residential and Commercial Subdivision Planning and Design
- RV Camp Sites

Lynn Engineering has become a primary provider in the Central Gulf Coast for windstorm design and permitting. Their reputation for structural design is expanding and their structural design services are being requested more often. Their growth in clientele and reputation testifies to their engineering and technical capability.

About Us



LYNN ENGINEERING

Lynn Engineering is a windstorm, structural and civil engineering firm specializing in private and public residential, commercial and infrastructure development projects on the Texas Gulf Coast.

WHO WE ARE



Formerly known as Lynn & Associates, Lynn Engineering was founded by Stuart A. Lynn, P.E. in 2008. In the early years, Lynn & Associates' primary focus was to assist residential contractors and homeowners throughout Matagorda, Calhoun and Brazoria counties with their Texas Department of Insurance (TDI) windstorm certifications.

In 2011, Lynn & Associates acquired Eichstadt & Associates located in Rockport, Texas. This new office in Rockport effectively doubled our staff and service area.

Two years later, in 2013, Lynn & Associates acquired Sample Engineering of Corpus Christi, Texas. This allowed us to provide windstorm inspections and certifications for the coastal residents and contractors from Brazoria County to Kleberg County.

At the close of 2018, we added John D. Mercer & Associates – a municipal civil engineering firm with more than forty (40) years of experience servicing the municipalities and counties of the

Texas Coastal Bend – to our team. This acquisition allowed our firm to become more dynamic by providing more services to a larger clientele.

On January 1, 2019, Lynn & Associates became Lynn Engineering as the firm adjusted its branding for consistency with its sister companies in LynnGroup.

On January 1, 2020 Lynn Engineering acquired Hickman Consulting Engineers – a professional engineering firm specializing in private land development projects for residential and commercial markets – in McKinney, Texas. HCE has more than thirty (30) years of experience working with the counties and municipalities in the DFW area.

These resources and experience allow Lynn Engineering to quickly and efficiently complete large-scale residential developments in a fraction of the time of our competitors. Our team maintains excellent working relationships with public officials, subconsultants and contractors in the areas we serve.



John D. Mercer & Associates is a municipal civil engineering firm with more than 40 years of experience servicing the municipalities and counties of the Texas Coastal Bend.

The firm was founded in 1980 to provide engineering services to smaller cities and water districts within approximately 125 miles of Edna, Texas. The current list of clients includes more than fifty-five (55) public entities for which work has been performed in the past five (5) years.

In January 2019, the assets of the firm were purchased by Stuart A. Lynn, P.E. and the firm now exists as Lynn Engineering dba John D. Mercer & Associates. Day-to-day management of the engineering performed by the firm remains with John D. Mercer, P.E.

The merging of the two firms has provided access to additional engineering and technical personnel as may be needed to increase productivity on engineering projects.

The firm is licensed as Firm No. 324 to perform engineering in the State of Texas as Lynn Engineering, dba John D. Mercer & Associates.

The professional engineers in the firm take pride in designing projects that are cost effective and maintenance friendly. Their experience is extensive in water supply, storage and distribution, and in wastewater collection, transportation and treatment, and in streets and drainage.

Having specialized in providing engineering services to smaller communities and water districts, the firm employees understand the importance of being responsive to the inquiries and needs of our clients.

Following Hurricane Ike, the firm provided engineering services under a contract with the Texas General Land Office on forty-nine (49) separate construction projects for twelve (12) separate public entities. All of the projects had a maximum professional fee and a maximum construction budget that could not be exceeded and a required schedule for completion. All projects were completed within the required budgets and schedules.

The ability of the firm to efficiently design and manage multiple projects effectively within required budgets and schedules is thereby confirmed.

The responsibility for maintenance of product quality lies with John D. Mercer, P.E., who has more than forty-two (42) years of experience being in responsible charge of engineering projects since the founding of the firm in 1980.

The firm has no history of litigation within the past five (5) years.

Firm Experience

– ROADWAY PROJECT

City of Goliad – Fannin Street Reconstruction Project included repair or reconstruction of 5,200 LF of city street with associated drainage improvements. Total Contract: \$660,000. Project was completed April 2020.

– WATER PROJECTS

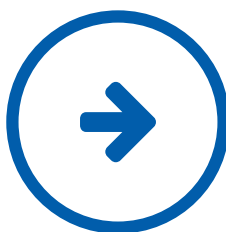
Port O’Connor Improvement District – TWDB Bond Project includes five (5) new wells, a ground storage tank and reverse osmosis treatment form 1,200 gallons per minute of treated water. Construction budget is \$4,556,000. Project is in design with construction completion scheduled for January 2022.

City of Goliad – Ward Street Water Plant Project includes a new 600 gallon per minute well, a 200,000-gallon welded steel ground storage tank, disinfection facilities, booster pumps and an emergency generator. Construction budget is \$950,000. The well is nearing completion and design of the storage tank and booster pump is complete with bidding scheduled for June 2021.

– DRAINAGE PROJECTS

City of Lake Jackson – Willow-Blossom Drainage Improvements Project included increasing the existing capacity of a neighborhood drainage by upsizing box culverts and concrete lining ditches in back yard easements. Construction Budget \$610,000. Completion of Project in May 2020.

City of Lake Jackson – Yaupon Ditch Drainage Improvements Project included concrete lining approximately 1,300 LF of major outfall ditch and upsizing three (3) street crossings with multi-box culverts. Total budget approximately \$1,200,000. Project is under construction, completion to be determined.



– WASTE WATER PROJECTS

City of Palacios - WWTP Mechanical Bar Screen Project included installation of a mechanical bar screen on the gravity flow influent line into the main plant lift station together with installation of variable speed drives on the tri-plex pump lift station. Project cost was \$1,025,000. Construction complete in December 2019.

Jackson County WCID No. 1 – CDBG Sewer Rehabilitation Project was for rehabilitation of approximately 5,000 LF of sewer mains by pipe-bursting and replacement of sewer service lines. Construction cost was \$238,300. Construction completed March 2020.

– SURVEYING PROJECT

Port O’Connor Improvement District – TWDB Bond prepared plats and legal descriptions for lease tracts for two (2) wells, three (3) sanitary control easements around the wells and two (2) utility easements for water line construction. Completed April 2020.

OUR UNIQUE APPROACH

Our approach of designing the project for not only the needs of the client, but also from the perspective of the contractor, allows for transparent bids, less change orders, and shorter construction times.

CONT. EXPERIENCE



EXPERIENCE WITH JURISDICTION AUTHORITIES

The professional engineers in the firm have presented project plans and specifications for review and approval to:

- Local Communities and Utility Districts
- Texas Commission on Environmental Quality
- Texas Water Development Board
- Texas General Land Office
- Texas Department of Agriculture
- US Department of Agriculture, Rural Development

FUNDING FOR PROJECTS THE FIRM HAS DESIGNED HAS BEEN OBTAINED FROM:

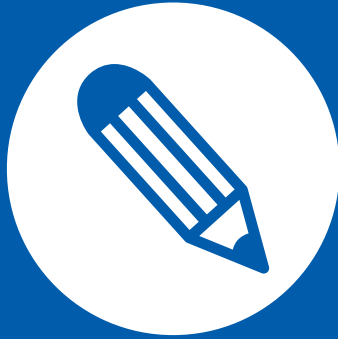
- Local Funds/Open Market Bonds
- Texas Water Development Board
- Texas General Land Office
- Texas Department of Agriculture
- US Department of Agriculture, Rural Development
- Texas Department of Emergency Management
- Federal Emergency Management Agency

PERMITS FOR CONSTRUCTION OF PROJECTS HAVE BEEN OBTAINED FROM:

- Texas Department of Transportation
- USA Corp of Engineers
- Railroads

Quality

OF CLIENT SERVICES



THE FIRM IS COMMITTED TO BEING RESPONSIVE TO THE NEEDS OF ALL OUR CLIENTS.

Having limited change orders on a project is generally the direct result of having a thoroughly designed project on which the engineer has made quality of the design product a priority. There are fewer “unforeseen” conditions and less chance of the project needing changes in design when particular attention is placed on the details of the design. When attention is paid to completeness of design, potential bidders see less risk in the cost of construction and the client is given a better and more competitive bid resulting in an overall reduced project cost.

The quality of the service that is provided to our clients is shown by the large number of repeat clients who utilize our services. The firm has been performing engineering services for several clients for over fifteen (15) years. **For example:**

- **The City of Columbus since 1987**
- **The City of Shiner since 1991**
- **The City of Oyster Creek since 1990**
- **The City of Palacios since 2000**
- **The Village of Surfside Beach since 1998**
- **The City of Seadrift since 2004**
- **Wharton County WCID No. 1 since 1994**
- **Jackson County WCID No. 2 since 1986**

QUALITY ASSURANCE PROGRAM

The firm has a current work force capable over a twelve (12) month period of designing projects having a combined \$10 million - \$20 million construction cost. An expansion of the number of employees is always considered on an as needed basis.

All engineering design performed by the firm is subject to the review of other engineers in the firm. Close attention is given to constructibility, cost of maintenance and the specific desires of the project owner. Timelines of completion relative to specific deadlines is given emphasis in work scheduling and utilization of employees.

ADDITIONAL INFORMATION

The firm emphasizes a team approach to accomplish completion of engineering design. The project owner's staff members are essential components of the team as are project stakeholders when appropriate.

From project concept planning through securing funding to completion of design and construction, team members are encouraged to have input to the total project work effort where specific input ability is appropriate and/or needed to facilitate the total project. Beginning with the earliest efforts to define a project, including meetings with the project owners, the public and specific stakeholder groups or other entities, the engineers strive to represent the owner's best interest as project schedules, budgets and financing options are evaluated.

References



City of Columbus

City of Columbus
PO Box 87
Columbus, Texas 78934
Attn: Donald Warschak,
City Manager
Phone: (979) 762-2366
Email:
drw89@columbus-texas.net

City of Palacios

City of Palacios
PO Box 845
Palacios, Texas 77465
Attn: Cynthia Raleigh,
City Manager
Phone: (361) 972-3605
Email:
craleigh@cityofpalacios.org

City of Shiner

City of Shiner
PO Box 308
Shiner, Texas 77984
Attn: Natalie Fric,
City Secretary
Phone: (361) 594-3362
Email:
Natalie.fric@shinertexas.gov

City of Goliad

City of Goliad
PO Box 939 | 152 W. End St.
Goliad, Texas 77963
Attn: Earl Henning
Public Works Director
Phone: (361) 405-9041
Email:
earl.henning@goliadtx.net

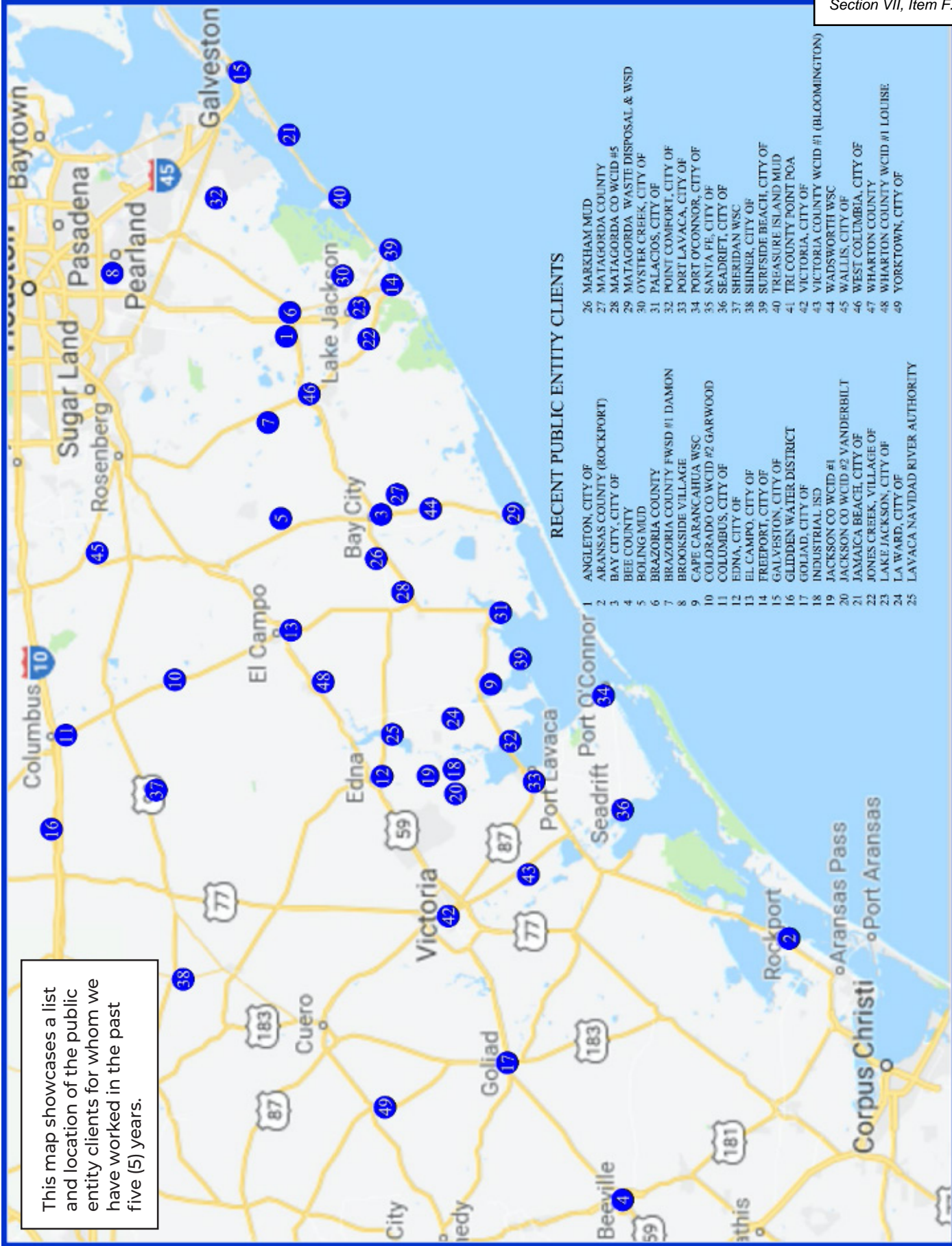
Galveston County WCID No. 8

Galveston County WCID No. 8
PO Box 337
Santa Fe, Texas 77510
Attn: James Newman
Manager
Phone: (409) 925-0941
Email:
wcid8@comcast.net



RECENT CLIENTS

This map showcases a list and location of the public entity clients for whom we have worked in the past five (5) years.



RECENT PUBLIC ENTITY CLIENTS

- | | | | |
|----|--------------------------------|----|---------------------------------------|
| 1 | ANGLETON, CITY OF | 26 | MARKHAM MUD |
| 2 | ARANSAS COUNTY (ROCKPORT) | 27 | MATAGORDA COUNTY |
| 3 | BAY CITY, CITY OF | 28 | MATAGORDA CO WCID #5 |
| 4 | BEE COUNTY | 29 | MATAGORDA WASTE DISPOSAL & WSD |
| 5 | BOLING MUD | 30 | OYSTER CREEK, CITY OF |
| 6 | BRAZORIA COUNTY | 31 | PALACTOS, CITY OF |
| 7 | BRAZORIA COUNTY FWSO #1 DAMON | 32 | POINT COMFORT, CITY OF |
| 8 | BROOKSIDE VILLAGE | 33 | PORT LAVACA, CITY OF |
| 9 | CAPE CARANGAHUA WSC | 34 | PORT O'CONNOR, CITY OF |
| 10 | COLORADO CO WCID #2 GARWOOD | 35 | SANTA FE, CITY OF |
| 11 | COLUMBUS, CITY OF | 36 | SEADRIFT, CITY OF |
| 12 | EDNA, CITY OF | 37 | SHERIDAN WSC |
| 13 | EL CAMPO, CITY OF | 38 | SHINER, CITY OF |
| 14 | FREERPORT, CITY OF | 39 | SURFSIDE BEACH, CITY OF |
| 15 | GALVESTON, CITY OF | 40 | TREASURE ISLAND MUD |
| 16 | GLIDDEN WATER DISTRICT | 41 | TRI COUNTY POINT POA |
| 17 | GOLIAD, CITY OF | 42 | VICTORIA, CITY OF |
| 18 | INDUSTRIAL ISD | 43 | VICTORIA COUNTY WCID #1 (BLOOMINGTON) |
| 19 | JACKSON CO WCID #1 | 44 | WADSWORTH WSC |
| 20 | JACKSON CO WCID #2 VANDERBILT | 45 | WALLIS, CITY OF |
| 21 | JAMAICA BEACH, CITY OF | 46 | WEST COLUMBIA, CITY OF |
| 22 | JONES CREEK, VILLAGE OF | 47 | WHARTON COUNTY |
| 23 | LAKE JACKSON, CITY OF | 48 | WHARTON COUNTY WCID #1 LOUISE |
| 24 | LA WARD, CITY OF | 49 | YORKTOWN, CITY OF |
| 25 | LAVACA NAVIDAD RIVER AUTHORITY | | |

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.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY	
Date Received	

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 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

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 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 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.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7



 Signature of vendor doing business with the governmental entity

 8/23/22
 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

- (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, John D. Mercer & Assoc., 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.

John D. Mercer
Signature of Contractor's Authorized Official

John D. Mercer, PE, Authorized Representative
Printed Name and Title of Contractor's Authorized Official

8/23/22
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: <u> b </u> a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	Status of Federal Action: <u> a </u> a. bid/offer/application b. initial award c. post-award	Report Type: <u> a </u> a. initial filing b. material change
Name and Address of Reporting Entity: ___ Prime ___ Subawardee Tier _____, if Known: Congressional District, if known:	If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: 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: \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): John D. Mercer & Associates 118 E. Main St. Edna, TX 77957	
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>John D. Mercer</u> Print Name: <u>John D. Mercer</u> Title: <u>PE, Authorized Representative</u> Telephone No.: <u>361-782-7121</u> Date: <u>8/23/22</u>	
Federal Use Only	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)	

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	<p>Sec. 176.003. CONFLICTS DISCLOSURE STATEMENT REQUIRED.</p> <p>(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:</p> <p>(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</p> <p>(2) the vendor:</p> <p>(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:</p> <p>(i) a contract between the local governmental entity and vendor has been executed; or</p> <p>(ii) the local governmental entity is considering entering into a contract with the vendor;</p> <p>(B) has given to the local government officer or a family member of the officer one or more gifts that have an</p>	<p><u>Chapter 176</u> of the Local Government Code</p>

	<p>aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:</p> <p>(i) a contract between the local governmental entity and vendor has been executed; or</p> <p>(ii) the local governmental entity is considering entering into a contract with the vendor; or has a family relationship with the local government officer.</p> <p>(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:</p> <p>(1) a political contribution as defined by Title 15, Election Code; or</p> <p>(2) food accepted as a guest.</p> <p>(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.</p> <p>(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).</p>	
<p>>\$10,000</p>	<p><i>(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.</i></p> <p>Use the following language for contracts > \$ 10,000:</p> <p><u>Termination for Cause</u></p> <p>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.</p>	<p>2 CFR 200 APPENDIX II(B)</p>

	<p>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.</p> <p><u>Termination for Convenience of the City/County</u></p> <p>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.</p> <p>[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.]</p>	
<p>>\$50,000</p>	<p><i>(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.</i></p> <p>Use the following language for contracts > \$50,000:</p> <p><u>Resolution of Program Non-compliance and Disallowed Costs</u></p> <p>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</p>	<p>2 CFR 200 APPENDIX II (A)</p>

	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

THRESHOLD	PROVISION	CITATION
>\$10,000	<p><i>(Italics – Explanatory; not contract language)</i></p> <p><i>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.”</i></p> <p>Therefore, include the following EO clause (not in italics) in construction contracts including construction associated administration and engineering contracts > \$10,000:</p> <p>§60-1.4(b) Equal opportunity clause.</p> <p>(b) <i>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:</i></p> <p><i>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, 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:</i></p> <p>During the performance of this contract, the contractor agrees as follows:</p>	<p>41 CFR §60-1.4(b) And 2 CFR 200 APPENDIX II (C)</p>

	<p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(6) The contractor will furnish all information and reports required by Executive Order 11246 of September</p>	
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	<p>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.</p> <p>(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.</p> <p>(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.</p> <p>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.</p> <p>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</p>	
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	<p>assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.</p> <p>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.</p> <p>(c) Subcontracts. Each nonexempt prime contractor or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>[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]</p>	
<p>>\$100,000</p>	<p><i>§135.38 Section 3 clause</i> <i>All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):</i></p>	<p>24 CFR §135.38</p>

	<p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>G. With respect to work performed in connection</p>	
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	<p>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).</p>	
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Construction Contracts

THRESHOLD	PROVISION	CITATION
<p>>\$2,000 for Davis Bacon and Copeland “Anti-Kickback” Act; >\$100,000 for Contract Work Hours and Safety Standards Act</p>	<p><i>HUD 4010 Federal labor standards provisions include:</i></p> <ol style="list-style-type: none"> 1. <i>Davis Bacon Act (40 U.S.C. 3141 et seq.) as supplemented by DOL regulations (29 CFR part 5);</i> 2. <i>Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3); and</i> 3. <i>Contract Work Hours and Safety Standards Act (40 U.S.C. 3701 et seq.)</i> <p><i>See HUD 4010 contract language in Appendix F. Inclusion of this language into the construction contract satisfies contract requirements of the separate acts noted.</i></p>	
<p>>\$2,000 (Satisfied with inclusion of HUD 4010)</p>	<p><i>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):</i></p> <p>(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</p>	<p>2 CFR 200 APPENDIX II (D)</p>

	<p>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.</p>	
<p>>\$10,000</p>	<p><i>(Italics – Explanatory; not contract language)</i></p> <p><i>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.”</i></p> <p><i>Therefore, include the following EO clause (not in italics) in construction contracts including construction associated administration and engineering contracts > \$10,000:</i></p> <p>§60-1.4(b) Equal opportunity clause.</p> <p><i>(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:</i></p> <p><i>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, 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:</i></p> <p>During the performance of this contract, the contractor agrees as follows:</p> <p>(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</p>	<p>41 CFR §60-1.4(b) And 2 CFR 200 APPENDIX II (C)</p>

	<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.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>(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</p>	
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	<p>purposes of investigation to ascertain compliance with such rules, regulations, and orders.</p> <p>(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.</p> <p>(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.</p> <p>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.</p> <p>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.</p> <p>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</p>	
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	<p>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.</p> <p>(c) Subcontracts. Each nonexempt prime contractor or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts.</p> <p>(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.</p> <p>(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.</p> <p>(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.</p> <p>[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]</p>	
<p>≥\$100,000</p>	<p>(l) 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</p>	<p>2 CFR 200 APPENDIX II (l) and 24 CFR §570.303</p>

	<p>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.</p>	
<p>>\$100,000 (Satisfied with inclusion of HUD 4010)</p>	<p>(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.</p>	<p>2 CFR 200 APPENDIX II (E)</p>
<p>>\$100,000</p>	<p><i>§135.38 Section 3 clause</i> <i>All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):</i></p> <p>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.</p> <p>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.</p> <p>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</p>	<p>24 CFR §135.38</p>

	<p>location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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).</p>	
<p>>\$150,000</p>	<p>(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).</p>	<p>2 CFR 200 APPENDIX II (G)</p>



LYNN ENGINEERING, LLC

ALERT! This entity is only available FOR OFFICIAL USE ONLY.

Unique Entity ID FYKGPSWE8MZ4	CAGE / NCAGE 89RQ8	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Mar 22, 2023	
Physical Address 118 E Main ST Edna, Texas 77957-2827 United States	Mailing Address 118 E Main ST Edna, Texas 77957-2827 United States	

Business Information

Doing Business as John D. Mercer and Associates	Division Name (blank)	Division Number (blank)
Congressional District Texas 27	State / Country of Incorporation Texas / United States	URL (blank)
MPIN *****e123		

Registration Dates

Activation Date Mar 23, 2022	Submission Date Mar 22, 2022	Initial Registration Date Mar 29, 2019
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Entity Dates

Entity Start Date Jan 1, 2019	Fiscal Year End Close Date Dec 31
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Immediate Owner

CAGE 8KSR6	Legal Business Name LYNN ENGINEERING, LLC
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Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
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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 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	Entity Type	Organization Factors
Partnership or Limited Liability Partnership	Business or Organization	Subchapter S Corporation
Profit Structure		
For Profit Organization		

Socio-Economic Types

Self Certified Small Disadvantaged Business

Check the registrant's Reqs & 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	Debt Subject To Offset
Yes	No

EFT Indicator	CAGE Code
0000	89RQ8

Electronic Funds Transfer

Account Type	Routing Number	Lock Box Number
Checking	****3065	(blank)
Financial Institution	Account Number	
FIRST STATE BANK	****72	

Automated Clearing House

Phone (U.S.)	Email	Phone (non-U.S.)
9792443000	(blank)	(blank)
Fax		
(blank)		

Remittance Address

John D. Mercer & Associates
1221 AVE F
Bay City, Texas 77414
United States

Taxpayer Information

EIN	Type of Tax	Taxpayer Name
****5645	Applicable Federal Tax	LYNN ENGINEERING LLC
Tax Year (Most Recent Tax Year)	Name/Title of Individual Executing Consent	TIN Consent Date
2019	Member	Mar 22, 2022
Address	Signature	
1221 AVE F	Stuart A Lynn	
Bay City, Texas 77414		

Points of Contact

Accounts Receivable POC

Jackie Miller
jackie.miller@lynngroup.com
9792458900

Electronic Business

Jackie Miller
jackie.miller@lynngroup.com
9792458900
1221 AVE F
Bay City, Texas 77414
United States

Leea Mercer
Leea.Mercer@lynngroup.com
3617827121
118 E. Main ST
Edna, Texas 77957
United States

Government Business

John Mercer
john.mercer@lynngroup.com
3617827121
118 E. Main ST
Edna, Texas 77957
United States

David Sheblak
David.Sheblak@lynngroup.com
3617827121
118 E Main
Edna, Texas 77957
United States

Security Information

Company Security Level (blank)
Highest Level Employee Security Level (blank)

Service Classifications

NAICS Codes

Primary NAICS Codes NAICS Title
Yes 541330 Engineering Services

Size Metrics

IGT Size Metrics

Annual Revenue (from all IGTs) (blank)

Worldwide

Annual Receipts (in accordance with 13 CFR 121) \$5,900,000.00
Number of Employees (in accordance with 13 CFR 121) 43

Location

Annual Receipts (in accordance with 13 CFR 121) \$1,620,000.00
Number of Employees (in accordance with 13 CFR 121) 11

Industry-Specific

Barrels Capacity (blank) Megawatt Hours (blank) Total Assets (blank)

Electronic Data Interchange (EDI) Information

This entity did not enter the EDI information

Disaster Response

This entity does not appear in the disaster response registry.



LYNNENGINEERING

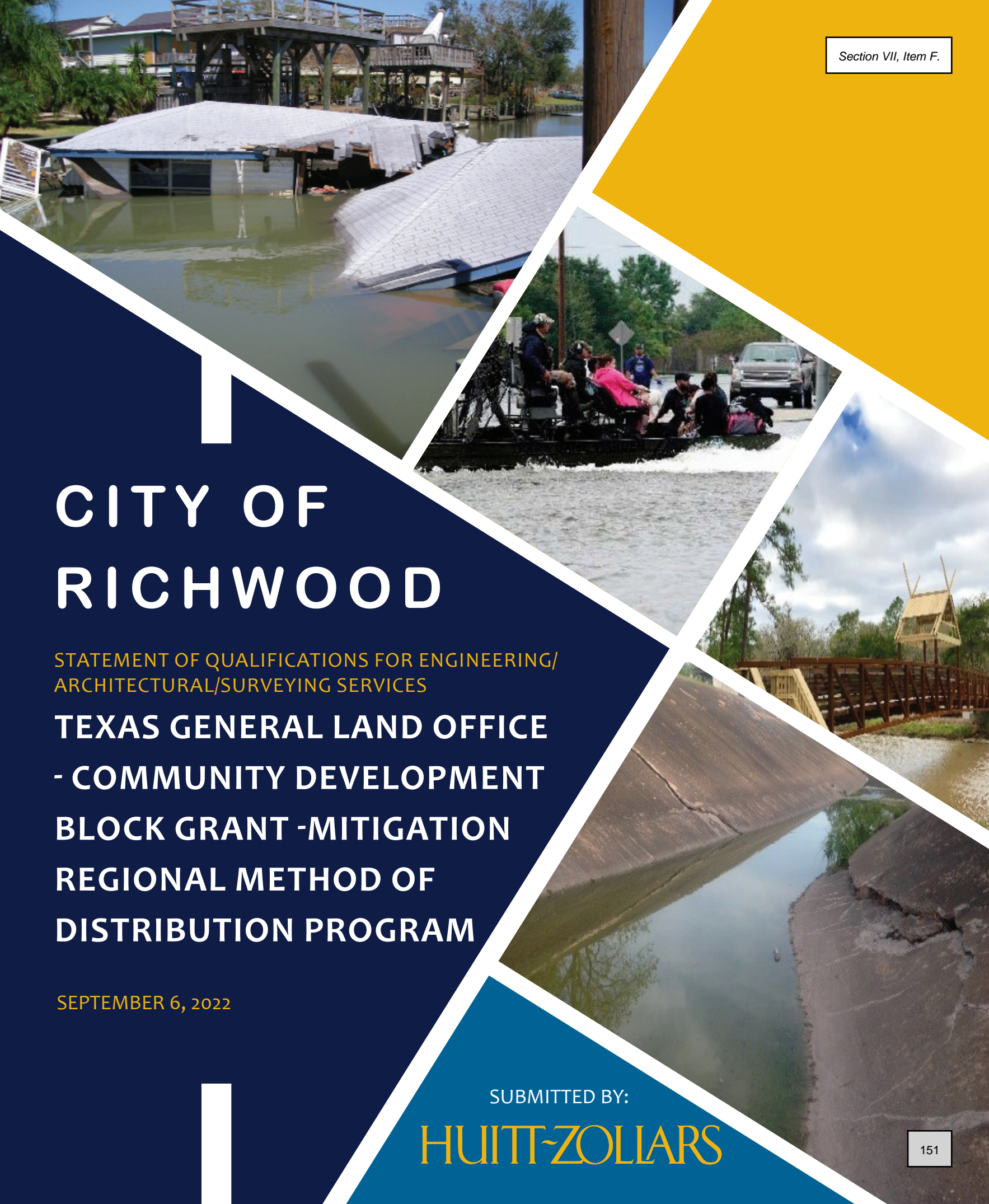
let's start the project.

Bay City Office
1221 Ave F
Bay City, TX 77414
979-245-8900

Edna Office
118 E Main St
Edna, TX. 77957
361-782-7121

LYNN-ENGINEERING.COM
FACEBOOK.COM/LYNNENGINEERING





CITY OF RICHWOOD

STATEMENT OF QUALIFICATIONS FOR ENGINEERING/
ARCHITECTURAL/SURVEYING SERVICES

**TEXAS GENERAL LAND OFFICE
- COMMUNITY DEVELOPMENT
BLOCK GRANT -MITIGATION
REGIONAL METHOD OF
DISTRIBUTION PROGRAM**

SEPTEMBER 6, 2022

SUBMITTED BY:

HUITT-ZOLLARS

HUITT-ZOLLARS

MISSION STATEMENT

We are people committed to understanding and meeting the needs of our clients with quality and integrity.

CORPORATE IDEOLOGY

PURPOSE + CORE VALUES + GOAL + COMMITMENT = SUCCESS

Purpose

To constantly improve the quality of life in our world

Core Values

- To achieve the highest level of quality in everything we do
 - To always conduct ourselves with consummate integrity
- To achieve client satisfaction through uncompromised personal service
- To provide the appropriate environment for people to work, grow, and prosper
 - To maintain consistent growth and a reasonable profit in order to perpetuate a healthy company
 - To always strive to advance our services to new horizons

Goal

To be the very best in our industry

Commitment

To be unrelenting in the pursuit of our goal, while always maintaining our sense of purpose and never compromising our core values

Success

Huitt-Zollars "The Very Best"

CITY OF RICHWOOD

ENGINEERING SERVICES/ARCHITECTURE/SURVEYING
SERVICES FOR
TEXAS GENERAL LAND OFFICE COMMUNITY DEVELOPMENT
BLOCK GRANT - MITIGATION REGIONAL METHOD OF
DISTRIBUTION PROGRAM



September 6, 2022

City of Richwood
City's Secretary Office
Attn: Kirsten Garcia
1800 N. Brazosport Boulevard
Richwood, Texas 77531

Reference: **STATEMENT OF QUALIFICATIONS FOR ENGINEERING, ARCHITECTURAL AND SURVEYING SERVICES FOR TEXAS GENERAL LAND OFFICE COMMUNITY DEVELOPMENT BLOCK GRANT - MITIGATION REGIONAL METHOD OF DISTRIBUTION PROGRAM**

Dear Kirsten Garcia:


Following Tropical Storm Allison in 2001, Hurricane Rita in 2005, Hurricane Ike in 2008, the Memorial Day 2015 floods, the Tax Day 2016 floods, Hurricane Harvey in 2017 and, most recently, COVID-19, **Huitt-Zollars** has provided responsive engineering and architectural services to local Texas Cities and Counties for state and federal grant-funded projects. **We have a complete understanding of the scope of work to be performed due to our recent and relevant CDBG-DR and -MIT funded project planning and design experience which includes:**

- ✓ Design of CDGB-DR funded Pin Oak Drainage Project for City of Dickinson
- ✓ Design of CDGB-DR funded Tributary to Gum Bayou Widening Project for City of Dickinson
- ✓ Design of CDGB-DR funded Nicholstone Drainage Improvements Project for City of Dickinson
- ✓ Design of CDGB-MIT funded Hughes Road Bypass and Deats Road Drainage Project for City of Dickinson
- ✓ Design of CDGB-DR funded Fortuna Drive Drainage Improvements for City of Katy
- ✓ Design of CDGB-DR funded Beaumont Place Subdivision Drainage for Harris County
- ✓ Design of HMGP funded Drainage Improvements on 9th and 11th Avenues for Galveston County
- ✓ Design of HMGP funded Bacliff Villas Subdivision Drainage for Galveston County
- ✓ Design of HMGP funded Drainage Improvements to Countryside & Rustic Oaks Subdivisions for League City
- ✓ Design of FEMA-PA Bolivar Peninsula Roadways Reconstruction Project for Galveston County
- ✓ Design of FEMA-PA/MIT Replacement of the Paul Hopkins Park Bridge for Galveston County
- ✓ Design of FEMA-HMGP funded new emergency generator for the Bayou Vista City Hall Building

We are committing our most experienced Top CDBG Program Project Manager, **Mike Tehrani, PE, CFM, PMP** to your project. Mike is most knowledgeable of the GLO's Community Block Grant Program funding requirements and has successfully worked with Public Management, Inc. and the City of Dickinson to develop, plan and secure nearly \$60 million in CDBG funding in just the past three years. In addition, Huitt-Zollars has selected the following local small business firms to be on our Team. Wild Associates, a woman-owned local, small business, has completed several challenging local environmental projects. Geotechnical Engineering and Testing, a local DBE, has significant local geotechnical engineering experience. Both of these firms have a long history of providing quality services to Huitt-Zollars on similar type projects.

We appreciate this opportunity and look forward to your continuing interest in our qualifications. Thank you.

Respectfully submitted,
Huitt-Zollars, Inc.



Gregory R. Wine, P.E., LEED AP
Executive Vice President

CITY OF RICHWOOD

ENGINEERING SERVICES/ARCHITECTURE/SURVEYING
SERVICES FOR
TEXAS GENERAL LAND OFFICE COMMUNITY DEVELOPMENT
BLOCK GRANT - MITIGATION REGIONAL METHOD OF
DISTRIBUTION PROGRAM

ENGINEERING, ARCHITECTURAL AND SURVEYING SERVICES FOR TEXAS GENERAL LAND OFFICE'S COMMUNITY DEVELOPMENT
BLOCK GRANT - MITIGATION REGIONAL METHOD OF DISTRIBUTION PROGRAM

❑ Brief History of Service Provider and General Background

Legal Firm Name:

HUITT-ZOLLARS, INC.

Office Location:

**10350 Richmond Avenue
Suite 300**

Houston, Texas 77042

Date Formed:

Firm established in Texas in 1975

Legal Business Description:

Corporation (Texas)

Contact Person Information:

Gregory R. Wine, P.E., LEED AP; 281-496-0066; gwine@huitt-zollars.com

HUITT-ZOLLARS, INC. is a Texas-based, full-service engineering, architectural, surveying and construction management firm with more than 100 professional, technical, and support personnel with the diversified skills capable of handling the City of Richwood's (City) most complex assignments and demanding project schedules. Our core business is working with local Texas cities and towns to assist them and their Grant Administrator with applying and securing grant funding and to design and successfully deliver their much-needed infrastructure and drainage projects. We have considerable GLO CDBG-MIT and -DR projects along with professional design experience in Harris County. **Huitt-Zollars has adequate resources and our staff members identified in this submittal are committed to carrying out the scope of work requested on the City's timeline. We are the most qualified firm to work with the City on this contract.**

We also have significant CDBG-DR and -MIT funded project experience along with several other state and federally grant-funded projects which includes:

- ✓ Design of CDGB-DR funded Pin Oak Drainage Project for City of Dickinson
- ✓ Design of CDGB-DR funded Tributary to Gum Bayou Widening Project for City of Dickinson
- ✓ Design of CDGB-DR funded Nicholstone Drainage Improvements Project for City of Dickinson
- ✓ Design of CDGB-MIT funded Hughes Road Bypass and Deats Road Drainage Project for City of Dickinson
- ✓ Design of CDGB-DR funded Fortuna Drive Drainage Improvements for City of Katy
- ✓ Design of CDGB-DR funded Beaumont Place Subdivision Drainage for Harris County
- ✓ Design of HMGP funded Drainage Improvements on 9th and 11th Avenues for Galveston County
- ✓ Design of HMGP funded Bacliff Villas Subdivision Drainage for Galveston County
- ✓ Design of HMGP funded Drainage Improvements to Countryside & Rustic Oaks Subdivisions for League City
- ✓ Design of HMGP funded Erosion Protection Improvements for the Nature Center for League City
- ✓ Design of FEMA-PA Bolivar Peninsula Roadways Reconstruction Project for Galveston County
- ✓ Design of FEMA-PA/MIT Replacement of the Paul Hopkins Park Bridge for Galveston County
- ✓ Design of FEMA PA funded replacement of the Bayshore Park Boat Ramp for Galveston County
- ✓ Design of FEMA PA funded improvements to Wayne Johnson Community Center for Galveston County

Huitt-Zollars has the local technical skilled staff with unmatched disaster recovery services in the Houston-Galveston area. **Review of our project portfolio in this submittal will show our strong expertise in both Pre- and Post-Funding Services associated on State and Federal grant programs.** We have prepared engineering documents for grant applications to FEMA for its Public Assistance, Section 404 and Section 406 Grant Programs; to the TxGLO for its CDBG-DR and CDBG-MIT programs; and to TDEM for its HMGP.

We also provided the planning and engineering services for the application of the **City of Dickinson's successful grant approvals for \$9 million in TxGLO CDBG-DR projects** on Pin Oak Drainage Improvements and the Tributary to Gum Bayou Widening. **We also worked closely with the City of Dickinson on its application, engineering and construction management of FEMA-PA funding for Desilting of the City of Dickinson's Roadside Ditches and Culvert Replacements.**

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Finally, **we worked closely with the City of Dickinson's Grant Administrator, Public Management Inc., to secure nearly \$50 million in CDBG-Mitigation funds to address flooding along Deats Road and for the Dickinson Bayou Hughes Road Bypass.** In addition, we recently completed the on-site resident engineering and construction inspection for an FTA-funded Bus Maintenance Facility for the Fort Bend County Transit Authority.

For Galveston County, we have provided the engineering and construction administration on several FEMA-funded projects to include the replacement of the Pedestrian Bridge in Paul Hopkins Park, FEMA-HMG project at Johnson Community Center, FEMA-PA Roadway Paving Improvements on Bolivar Peninsula, FEMA-HMP drainage improvement projects in Bacliff and FEMA-HMP for dry proofing the MEP systems in several county facilities.

Most recently, we prepared an application for the Texas Water Development Board's Flood Infrastructure Fund, which included the **preparation of a benefit cost analysis** that substantiated a \$360 million project to address bank erosion on the Brazos River in Fort Bend County.

Huitt-Zollars offers the City of Richwood our Top Team of CDBG-DR experienced professionals led by our Top Drainage Project Manager, **Mike Tehrani, PE, CFM, PMP**. He is uniquely suited to advance the plan and design of the City of Richwood's projects for this assignment. Mike was the technical professional which helped plan and design four (4) GLO CBDG funded projects to include the Pin Oak Drainage Improvements, the Widening of West Gum Bayou, Nicholstone Drainage Improvements and the Dickinson Bayou Hughes Road Bypass & Deats Road Drainage Improvements for the City of Dickinson. He also has significant drainage expertise and experience on projects throughout the Houston-Galveston areas. He is quite familiar with FEMA's HMGP requirements and has been certified by FEMA as a Substantial Damage Estimator.

Mike has been working with Public Management, Inc. for nearly 4 years. He possesses the exact technical qualifications, relevant GLO CDBG and FEMA HMGP experience and innovative approaches to lighten the workload for the City of Richwood's personnel while successfully working with your Grant Administrator to develop, design and deliver your project in accordance with the requirements for federal funding.

Our staff is highly qualified to provide outstanding services to the City of Richwood on their assigned responsibilities. In addition, each has completed the scope of services the City Richwood requires for their discipline on this project. Our design Task Managers have all completed detailed construction plans and specifications for numerous relevant Federal-funded and non-funded municipal projects.

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ENGINEERING, ARCHITECTURAL AND SURVEYING SERVICES FOR TEXAS GENERAL LAND OFFICE'S COMMUNITY DEVELOPMENT BLOCK GRANT - MITIGATION REGIONAL METHOD OF DISTRIBUTION PROGRAM

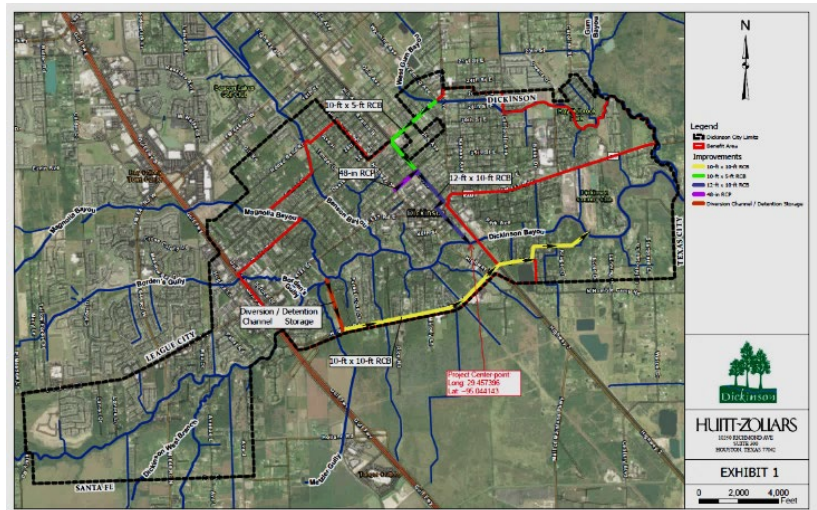
Related Experience Applying/ Managing Federally Funded Local Projects and Recent Experience

Huitt-Zollars has significant GLO CDBG project experience on post-disaster damage assessments and grant funded (FEMA PA & HMP, CDBG-MIT, CDBG-DR, etc.) project application and design of numerous local government projects in response to federally declared disasters including Tropical Storm Allison in 2001, Hurricane Ike in 2008 and Hurricane Harvey in 2017. We have worked with and in Galveston County for over 14 years to conduct Disaster Response Damage Assessments and design grant-funded infrastructure projects following Hurricanes Ike and Harvey. We have also performed similar assignments for the City of Dickinson, City of League City, City of Houston, Harris County Flood Control District, Fort Bend County Drainage District and METRO. The following are examples of our Texas GLO CDBG-MIT and -DR funded work.

CDBG-MIT PROJECT – DICKINSON BAYOU HUGHES ROAD BYPASS AND DEATS ROAD DRAINAGE IMPROVEMENTS, Dickinson, Texas

Huitt-Zollars worked with Public Management, Inc. (PMI) to develop the project scope and prepare the application for the TxGLO's competition for CDBG-MIT funded projects in October 2020. Our project was selected for funding by the TxGLO. The proposed project was developed after months of meetings between city representatives and the disaster recovery consulting team. The team incorporated detailed data derived from historical flood impacts, LIDAR and elevation patterns within the community, as well as impacts of the proposed benefits to LMI communities. The team focused on limiting the devastating impacts of future storms and developing long-term recovery projects that will provide immediate and meaningful relief to residents and businesses during extreme storm events. Additionally, the City plans to incorporate this methodology with future long-term recovery efforts that will complement and enhance the City's overall well-being and mitigate the impacts of severe flood events.

Huitt-Zollars also contributed to the Community Needs Assessment to describe the current conditions of the facilities and actions taken on the project to address the damage along with the specific disaster-related impacts to infrastructure and housing. The scope of work includes surveying, geotechnical investigations, environmental investigation (PMI's scope) and permitting (Huitt-Zollars' scope), engineering design, traffic control planning, bidding, contract administration and construction management. The work includes construction of a new 2,400 linear foot open channel connecting to Dickinson Bayou, control structure, 2.25 miles of 10'x10' reinforced box culverts, a railroad crossing, new outfall to Dickinson Bayou as well as utility relocations, service connections and all associated appurtenances.



Client Reference: Theo Melancon, City Manager, City of Dickinson, 281-337-6204.

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CITY OF DICKINSON'S PLANNING AND ENGINEERING SERVICES (FOLLOWING HURRICANE HARVEY), Dickinson, Texas

Huitt-Zollars is currently providing comprehensive planning and engineering services to the City of Dickinson's address its drainage issues following Hurricane Harvey in 2017. The project area includes Dickinson Bayou within the City of Dickinson's limits and its tributaries, which include Gum Bayou, Tributary to Gum Bayou, Benson Bayou, Magnolia Bayou, Borden's Gully and Unnamed East Branch. The first phase of the project includes identifying areas experiencing frequent flooding from 5-year to 10-year rainfall events. We conducted site visits, reviewed the hydrology and hydraulics (H&H) for the sub-watershed, and developed feasible alternatives to address the flooding problems. In association with the City of Dickinson's staff, we are conducting public meetings for each sub-watershed to present the feasible alternatives and to gain public insight, input and buy in. Following the public meetings, Huitt-Zollars will provide engineering design and prepare detailed plans and specifications for the proposed improvements. In addition, Huitt-Zollars will provide H&H design support and prepare cost benefit analyses in support of FEMA's Section 406 and 404 Hazardous Mitigation Grants, NOIs and Community Development Block Grants – Disaster Recovery administered by the Texas Department of Emergency Management.



Huitt-Zollars also prepared construction documents for the desilting of 15 miles of roadside ditches and culverts and clearing and grubbing and hydro-mulch seeding of 3 miles of tributaries. Huitt-Zollars is also providing construction management services for this work and maintaining quantities and site location documentation for submission to FEMA for Public Assistance grants.

Huitt-Zollars also prepared Section 406 Hazardous Mitigation grant documentation to address flooding at the City of Dickinson's Historic Railroad Depot Museum.

We successfully assisted the City of Dickinson in securing over \$9 million in CDBG-DR funding as well as over \$49 million in CDBG-MIT competitive funding for Hurricane Harvey relief. In addition, we met with FEMA and provided the City of Dickinson technical assistance in securing FEMA-PA funding for its drainage system as well as NRCS federal funding for clearing its tributaries to Dickinson Bayou.

We also prepared construction documents (plans and specifications) to repair Hurricane Harvey damage to the roof, electrical and mechanical systems at the City of Dickinson's Fire Station No. 1.

Client Reference: Theo Melancon, City Manager, City of Dickinson, 281-337-6204.

CDBG-DISASTER RECOVERY PROJECT – PIN OAK DRIVE DRAINAGE IMPROVEMENTS, Dickinson, Texas

Huitt-Zollars worked with the City of Dickinson's (City) Grant Administrator Consultant to develop this project and assisted in the preparation of the Hurricane Harvey Community Development Block Grant – Disaster Recovery Infrastructure Application to successfully secure funding from the Texas General Land Office (TxGLO) for this project. The proposed project was developed after months of meetings between City's representatives and the disaster recovery consulting team. The Team incorporated detailed data derived from historical flood impacts, LIDAR and elevation patterns within the community, as well as impacts of the proposed improvements on existing facilities. The Team focused on limiting the devastating impacts of future storms



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and developing long-term recovery projects that will provide immediate and meaningful relief to residents and businesses during extreme storm events. Additionally, the City plans to incorporate this methodology with future long-term recovery efforts that will complement and enhance the City's overall well-being and mitigate the impacts of severe flood events.

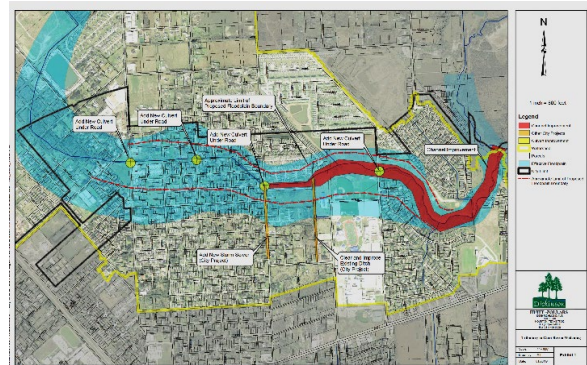
Huitt-Zollars also contributed to the Community Needs Assessment to describe the current conditions of the facilities and actions taken on the project to address the damage along with the specific disaster-related impacts to infrastructure and housing. Huitt-Zollars also prepared an exhibit documenting the specific disaster condition. Finally, Huitt-Zollars prepared the preliminary project cost estimate. Huitt-Zollars is also providing engineering services for this project, which will provide adequate conveyance for the associated watershed encompassing Pin Oak Drive, Oak Drive and Gill Road.

Project includes surveying, geotechnical investigation and preparation of construction documents to install a new 36-inch and 42-inch Reinforced Concrete Pipe (RCP) storm sewer with grated inlets to augment the existing roadside ditches. The new RCPs shall be installed under the existing pavement to avoid costly relocations of existing utilities. The work includes removal of existing asphalt paving and base and placement of reinforced concrete pavement and treated subgrade. In addition, the existing culverts on the downstream end of Pin Oak Drive shall be modified and the roadside ditches desilted. Huitt-Zollars will also provide bidding and construction administration services for this project.

Client Reference: Theo Melancon, City Manager, City of Dickinson, 281-337-6204.

CDBG-DISASTER RECOVERY PROJECT – WEST GUM BAYOU WIDENING, Dickinson, Texas

Huitt-Zollars worked with the City's Grant Administrator Consultant to develop this project and assisted in the preparation of the Hurricane Harvey Community Development Block Grant – Disaster Recovery Infrastructure Application to successfully secure funding from the Texas General Land Office (TxGLO) for this project. The proposed project was developed after months of meetings between city representatives and the disaster recovery consulting team. The team incorporated detailed data derived from historical flood impacts, LIDAR and elevation patterns within the community, as well as impacts of the proposed improvements on existing facilities. The team focused on limiting the devastating impacts of future storms and developing long-term recovery projects that will provide immediate and meaningful relief to residents and businesses during extreme storm events.



Additionally, the City plans to incorporate this methodology with future long-term recovery efforts that will complement and enhance the City's overall well-being and mitigate the impacts of severe flood events.

Huitt-Zollars also contributed to the Community Needs Assessment to describe the current conditions of the facilities and actions taken on the project to address the damage along with the specific disaster-related impacts to infrastructure and housing. Huitt-Zollars also prepared an exhibit documenting the specific disaster condition. Finally, Huitt-Zollars prepared the preliminary project cost estimate. Huitt-Zollars is also providing engineering services for this project, which will increase the conveyance and storage capacity of the Tributary to Gum Bayou by excavating a bench on the south side of the channel to accommodate high flow events. The limits of the work include the Tributary to Gum Bayou from its confluence to Gum Bayou upstream to approximately 400 feet west of the dead /end on Baker Drive (approximately 6,300 linear feet). The area shall be cleared, grubbed, new channel cross-section excavated, and the disturbed area shall be hydro mulched seeded. Adjustments to three (3) pipeline

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crossings shall be required along with installation of additional culverts at Owens Street, California Avenue, Texas Avenue and Dickinson Avenue. Finally, new rights of way and easements will be acquired. Huitt-Zollars will also provide bidding and construction administration services for this project.

Client Reference: Theo Melancon, City Manager, City of Dickinson, 281-337-6204.

CDBG-DISASTER RECOVERY PROJECT – NICHOLSTONE DRAINAGE IMPROVEMENTS, Dickinson, Texas

Huitt-Zollars, as the City’s drainage consultant, worked with the City’s Grant Administrator Consultant and other team members to develop this project and assisted in the preparation of the Hurricane Harvey Community Development Block Grant – Disaster Recovery Infrastructure Application to successfully secure funding from the Texas General Land Office (TxGLO) for this project. The proposed project was developed after months of meetings between city representatives and the disaster recovery consulting team. The team incorporated detailed data derived from historical flood impacts, LIDAR and elevation patterns within the community, as well as impacts of the proposed improvements on existing facilities. The team focused on limiting the devastating impacts of future storms and developing long-term recovery projects that will provide immediate and meaningful relief to residents and businesses during extreme storm events. Additionally, the City plans to incorporate this methodology with future long-term recovery efforts that will complement and enhance the City's overall well-being and mitigate the impacts of severe flood events.



Huitt-Zollars also contributed to the Community Needs Assessment to describe the current conditions of the facilities and actions taken on the project to address the damage along with the specific disaster-related impacts to infrastructure and housing. As the drainage consultant, Huitt-Zollars is also providing H&H engineering services for this project, which will provide improved surface transportation and roadside drainage. Construction consists of the removal of asphalt surfacing and replace with concrete pavement. In addition, the project will consist of clearing of roadside ditches with the removal installation of new culverts at street crossings as well as any utility relocations and all associated appurtenances.

Client Reference: Theo Melancon, City Manager, City of Dickinson, 281-337-6204.

INTERIOR DESIGN SERVICES FOR CITY HALL IMPROVEMENTS DUE TO COVID-19, Dickinson, Texas

The City of Dickinson selected Huitt-Zollars to design the interior renovations and build-outs within its existing City Hall. The scope of work included architectural, interior design, MEP engineering, Data/IT communications and A/V services to improve:



- City Council Chambers with millwork for a new dais design and modifications to the platform, new power and data communications to accommodate new monitors with camera and microphone as the Mayor’s and each Council Members seat, A/V improvements to enable video-streaming for public meetings with large monitors for audience viewing and social distancing, improved lighting for better visual clarity, and improved finishes for walls, ceiling and floors.
- Conference Room 1 was expanded into an adjacent office space to provide direct access to exterior entry, new A/V equipment was added for videoconferencing and improved lighting was provided for better visual clarity and improved finishes were provided for the walls, ceiling and floors.

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- Conference Room 2 was equipped with new A/V equipment for videoconferencing, improved lighting for better visual clarity, and improved finishes for walls, ceiling and floors.
- Water Utilities' lobby space was expanded and a new exterior service window added for public access. New finishes and lighting were provided.

As no record drawings of the City Hall were available, Huitt-Zollars surveyed the existing wall and ceiling/lighting layouts at areas of work and used Revit to develop 3D BIM models and CADD files illustrating these spaces. We then met with the City staff and collaboratively prepared space plans for the proposed layout of the City Hall. We also coordinated with WCID #1. After approval by the City, we developed the design, illustrating elevations of millwork, power and lighting layout, as well as two finish schemes for City Staff's review and approval. We prepared construction bid documents including a demolition plan, floor plans illustrating power, lighting, data, and finishes, reflected ceiling plan and millwork elevations. Huitt-Zollars also provided bidding services and construction administration for this project.

Client Reference: Ray Stutzman, City of Dickinson, 281-337-6204.

DESIGN SERVICES FOR STRUCTURAL AND DRAINAGE IMPROVEMENTS TO DICKINSON PUBLIC LIBRARY, Dickinson, Texas

The City of Dickinson selected Huitt-Zollars to design improvements to the Dickinson Public Library to address the movement of its structural foundation. The scope of work included surveying and the design of pressed piles to support the building's foundation and drainage improvements around the library. Huitt-Zollars also provided bidding services and construction administration for this project.



Client Reference: Ray Stutzman, City of Dickinson, 281-337-6204.

FEMA DAMAGE ASSESSMENTS AND DESIGN FOR GALVESTON COUNTY (FOLLOWING HURRICANE HARVEY), Galveston County, Texas

Following the flooding and high winds due to Hurricane Harvey in August and September 2017, Huitt-Zollars was competitively selected by Galveston County (County) to assist them in conducting damage assessments for the County's facilities and infrastructure. During a four-week period, our assessment teams, to include representatives an architecture firm and other engineering firms, inspected 197 county roads totaling nearly 85 miles in length, 32 county facilities, one bridge, two observation decks in County parks and one lift station; prepared damage assessments report and cost estimates; and provided quality control.



The observations and assessments were documented using damage assessment worksheets that contained location of the asset, the longitude and latitude of the asset, locations of observed damaged with corresponding photographs. For the roadways, measurements of each distress area were obtained in order to quantify the degree of damage. The longitude and latitudes for the beginning and ending of the damage were noted, as applicable. These measurements were used to estimate the cost of repair for each damaged area. Cost estimates for roadway repairs were based on the current Texas Department of Transportation (TxDOT) local area unit rate costs prepared in December 2017. The construction cost for repairs to the buildings and other county assets were estimated using the 2018 edition of the RS Means Building Construction Costs. Each repair cost included a soft cost calculated at 40% of the construction cost to cover design, surveying, geotechnical work, environmental work, construction materials testing and construction management. Following an orientation training on the

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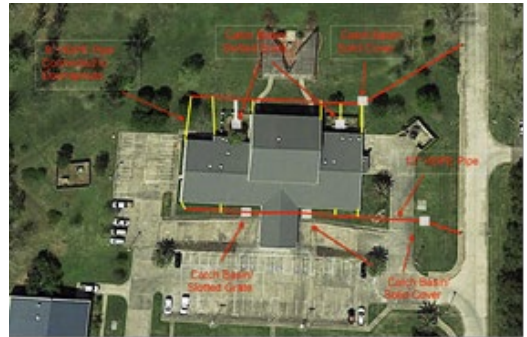
field procedures, the damage assessment form, cost estimating format and a safety briefing, multiple teams were mobilized throughout the County to conduct the assessments.

For ease of locating the damaged assets, Huitt-Zollars, Inc. prepared the final report using a GIS database and geo-linked a PDF of each damage assessment report with photographs and cost estimate for all of the County assets, which were assessed for damage due to Hurricane Harvey. Huitt-Zollars, Inc. also met with FEMA at the County's Courthouse following completion of the damage assessments. FEMA stated that once the County's information is submitted, they will schedule site visits with the County and Huitt-Zollars to review the damage assessments in the field.

Client Reference: Michael Shannon, P.E., County Engineer, Galveston County, 409-770-5557.

FEMA – PA & HMGP FUNDED WAYNE JOHNSON COMMUNITY CENTER, Galveston County, Texas

Following Hurricane Harvey, Galveston County contracted with Huitt-Zollars, Inc. to perform a FEMA damage assessment, develop flood hazard mitigation alternatives, and provide design, bidding, and construction phase services for drainage improvements and facility repairs for the Wayne Johnson Community Center in Galveston County, Texas. Huitt-Zollars prepared plans, specifications and estimates for the design of this FEMA-Funded Public Assistance and Hazardous Mitigation Project. This project includes drainage improvements along with significant interior renovation due to extensive flooding from Hurricane Harvey. Huitt-Zollars also prepared a Project Manual for the project based on the County's standard construction contract including the writing of Special Provisions, as required.



Bid Phase Services included attending the pre-bid meeting, issuing addenda, attending bid opening, and preparing bid tabulations with recommendations for award. Construction Administration services were provided during the construction contract, including Construction Inspection and Materials Testing services. Huitt-Zollars and its subconsultants attended the preconstruction conference and monthly project progress meetings. They also monitored the project progress, provided weekly inspection and progress reports, and reviewed the contractor's monthly pay estimates, submittals, and Requests for Information (RFIs). Huitt-Zollars monitored and managed the activities of construction inspectors and the materials testing laboratory, reviewed lab test reports for conformity with technical specifications, reviewed submittals from the contractor, and prepared change orders. Huitt-Zollars participated in the substantial completion site visit, prepared a punch list of incomplete items, and conducted a final site visit.

Client Reference: Michael Shannon, P.E., County Engineer, Galveston County, 409-770-5557.

FEMA – PA & HMGP FUNDED BAYSHORE PARK BOAT RAMP Galveston County, Texas

Galveston County contracted with Huitt-Zollars, Inc. to perform a damage assessment, coordinated and successfully negotiated with FEMA to obtain funding, prepared construction documents, and provided bidding, and construction phase services for the FEMA-Funded Repairs and Improvement to the Bayshore Park Public Boat Ramp in Galveston County, Texas. The project replaces the damaged boat ramp and pier and mitigates future damage with a different pavement design with toe wall. The project required coordination with the US Army Corps of Engineers. Huitt-Zollars prepared drawings, specifications, and an opinion of probable construction cost for the project. Huitt-Zollars also prepared a



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Project Manual for the project based on the County's standard construction contract including the writing of Special Provisions, as required.

Client Reference: Michael Shannon, P.E., County Engineer, Galveston County, 409-770-5557.

FEMA – PA FUNDED REPLACEMENT OF PAUL HOPKINS PARK PEDESTRIAN BRIDGE, Galveston County, Texas

Galveston County contracted with Huitt-Zollars, Inc. to perform a damage assessment due to Hurricane Harvey, coordinated and successfully negotiated with FEMA to obtain funding, coordinated permit requirements with the US Army Corps of Engineers, designed, and provided bidding, and construction phase services for the FEMA-Funded Replacement of the Paul Hopkins Park Bridge in Dickinson for Galveston County, Texas. The project replaces the damaged timber piling and bridge with a single span self-weathering bridge designed to have the original, iconic mid-span timber canopy along with ADA accessibility.



The scope of work included surveying, geotechnical investigation, and engineering and construction inspection. Huitt-Zollars prepared drawings, specifications, and an opinion of probable construction cost for the project. The drawings included plan view drawings, typical pavement sections, traffic control plans, and details. Huitt-Zollars also prepared a Project Manual for the project based on the County's standard construction contract including the writing of Special Provisions, as required. Bid Phase Services included attending the pre-bid meeting, issuing addenda, attending bid opening, and preparing bid tabulations with recommendations for award.

Construction Administration services were provided during the construction contract, including Construction Inspection and Materials Testing services. Huitt-Zollars and its subconsultants attended the preconstruction conference and monthly project progress meetings. They also monitored the project progress, provided weekly inspection and progress reports, and reviewed the contractor's monthly pay estimates, submittals, and Requests for Information (RFIs). Huitt-Zollars monitored and managed the activities of construction inspectors and the materials testing laboratory, reviewed lab test reports for conformity with technical specifications, reviewed submittals from the contractor, and prepared change orders. Huitt-Zollars participated in the substantial completion site visit, prepared a punch list of incomplete items, and conducted a final site visit.

Client Reference: Michael Shannon, P.E., County Engineer, Galveston County, 409-770-5557.

PROJECT BRAZOS – ADDRESSING THE BRAZOS RIVER BANK EROSION IN FORT BEND COUNTY, Fort Bend County, Texas

Following Hurricane Harvey in 2017 and the completion of a Meander Migration Study along the 89 miles of the Brazos River through Fort Bend County, the Fort Bend County Drainage District selected Huitt-Zollars to prepare a conceptual design at thirteen (13) critical bank erosion sites in Fort Bend County. The continued erosion jeopardizes the structural integrity of bridges, pipelines, electrical transmission towers, other infrastructure, levees, roads, parks and drainage outfalls. Our scope of work included coordination with the US Army Corps of Engineers' (USACE) Engineer Research and Development Center (ERDC) of a conceptual design using stone toe dikes and stone tie-backs to provide erosion protection. In accordance with USACE's Engineer Manual 1110-2-1601, Hydraulic Design of Flood Control Channels, Huitt-Zollars conducted a scour analysis, sized the erosion protection stone, computed the quantities of stone for erosion protection and launching of stone for underwater erosion protection.



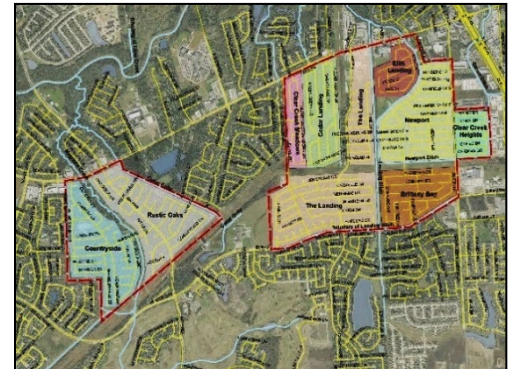
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Huitt-Zollars also met with the USACE - Galveston District Regulatory Branch to discuss the stone toe dike repair alternative and to discuss permitting requirements. Conceptual plans with typical cross-sections for the stone toe dikes and stone tie backs were prepared for all thirteen sites. In addition, probable project costs for each of the sites were calculated. Working with the Fort Bend County Commissioners Court appointed Task Force and the City of Sugar Land, Huitt-Zollars prepared the Project Charter and presented Project Brazos to our local stakeholders. We also gave a presentation to members of the Texas Legislature along with site visits in December 2019. Since that time, the Project Brazos Executive Committee and its Steering Committee are continuing to develop support for the project in preparation for applying for federal funding. On June 15, Huitt-Zollars prepared and submitted to the Texas Water Development Board an application for the Flooding Infrastructure Fund for Project Brazos. This application included a Benefit-Cost Analysis which resulted in a B-CR of 18.7 for this \$360 million project. Huitt-Zollars is currently working with the County, City of Sugar Land and other stakeholders to submit a CDBG-MIT application to the TxGLO for funding for Project Brazos.

Client Reference: Mark Vogler, P.E., General Manager and Chief Engineer, Fort Bend County Drainage District, 281-342-2863.

FEMA DRAINAGE STUDY AND IMPROVEMENTS TO COUNTRYSIDE AND RUSTIC OAKS SUBDIVISIONS, City of League City, Texas

Following Hurricane Harvey, the City of League City selected Huitt-Zollars to provide professional engineering services to review existing documents, conduct site investigations, analyze drainage issues, develop recommendations to address drainage issues, and prepare and submit a Preliminary Engineering Report (PER) documenting drainage problem remediation recommendations and probable construction costs for thirty (30) separate locations in nine (9) subdivisions - Brittany Bay, Cedar Landing, Clear Creek Heights, Clear Creek Meadows, Countryside, Ellis Landing, Newport, Rustic Oaks and The Landing for submission of FEMA funding. Huitt-Zollars conducted site visits and met with residents for informal discussions of drainage issues at the beginning of the project. The existing storm sewer outfalls for each subdivision were modeled using the Rational Method with City of Houston intensity values. The intensity values and peak discharges in this report are slightly higher and more conservative than the original design in the record drawings. The difference between the 100-yr flow and the design capacity in the outfall pipes was used as the baseline for making recommendations for extreme event overflow swale improvements in the drainage easements. Based on the study, Huitt-Zollars recommended that the capacity of the extreme event overflows in the drainage easements be increased in order to prevent excessive ponding in the streets as described in the PER.



Huitt-Zollars conducted site visits, met with residents, performed topographic and boundary surveys, reviewed the existing drainage and evaluated proposed drainage improvements effects on each tributary; developed conceptual designs of drainage improvements in the Countryside and Rustic Oaks Subdivisions. Huitt-Zollars also determined permit requirements with the US Army Corps of Engineers (USACE). Huitt-Zollars also prepared the final design using Atlas 14 drainage design criteria, prepared construction documents and probable construction cost estimate, and provided bidding and construction phase engineering services. Huitt-Zollars conducted public meetings to present the project to the residents.

Client Reference: Jack Murphy, P.E., Lead Drainage Engineer, City of League City, 281-554-1433.

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FEMA - HMGP FUNDED 9TH AND 11TH AVENUES DRAINAGE IMPROVEMENTS, Galveston County, Texas

Galveston County contracted with Huitt-Zollars to provide design, bidding, and construction phase services for drainage improvements of the roadside ditches and culverts along 9th and 11th Avenues in the unincorporated areas of Bacliff in Galveston County, Texas. Huitt-Zollars prepared plans, specifications and estimates for the design of this FEMA-Funded drainage improvement project. This project improves the drainage in a six-block by eight-block area of unincorporated Bacliff that is highly developed. The local area benefiting from this project is 7th Street to 13th Street and from Avenue A to the Bacliff outfall ditch. Included in this project is the re-grading of 5,200 lineal feet of roadside ditches on 9th & 11th Avenue and 250 linear feet of replacement storm drainpipe. Scope of work includes surveying, subsurface utilities investigation, and engineering and construction inspection. Coordination requirements included utility service providers for electrical, telecommunications, natural gas, water and sewer. Huitt-Zollars prepared drawings, specifications, and an opinion of probable construction cost for each road. The drawings included plan view drawings, typical pavement sections, traffic control plans, and details. Huitt-Zollars also prepared a Project Manual for the project based on the City's standard construction contract including the writing of Special Provisions, as required.



Bid Phase Services included attending the pre-bid meeting, issuing addenda, attending bid opening, and preparing bid tabulations with recommendations for award. Construction Administration services were provided during the construction contract, including Construction Inspection and Materials Testing services. Huitt-Zollars and its sub consultants attended the preconstruction conference and monthly project progress meetings. They also monitored the project progress, provided weekly inspection and progress reports, and reviewed the contractor's monthly pay estimates, submittals, and Requests for Information (RFIs). Huitt-Zollars monitored and managed the activities of construction inspectors and the materials testing laboratory, reviewed lab test reports for conformity with technical specifications, reviewed submittals from the contractor, and prepared change orders. Huitt-Zollars participated in the substantial completion site visit, prepared a punch list of incomplete items, and conducted a final site visit.

Client Reference: Shannon, P.E., County Engineer, Galveston County, 409-770-5557.

CITY OF DICKINSON FEMA – PA FUNDED DESIGN AND CONSTRUCTION MANAGEMENT OF DESILTING ROADSIDE DITCHES AND CULVERTS, Dickinson, Texas

Huitt-Zollars, Inc. performed topographic surveys, coordinated with public utilities, designed the removal of silt from roadside ditches and culverts, provided bidding and full-time construction management inspection for the FEMA – Public Assistance Funding for Desilting Roadside Ditches and Culverts due to Hurricane Harvey in Dickinson, Texas. Huitt-Zollars also worked with the City to successfully negotiate funding with FEMA for the project.



Huitt-Zollars prepared plans and profiles for the regrading of ditches to drain and upsizing of culverts. We also prepared the bid proposal form for separating FEMA reimbursable and City funded work, technical specifications, and an opinion of probable construction cost. Huitt-Zollars also prepared a Project Manual for the project based on the City's standard construction contract.

We led the Pre-Construction meeting and provided full-time, on-site personnel to make observations of the work in progress and track daily quantities of work by street segment, provided daily work reports to the City; provided daily photos of the progress of the work; provided consultation and advice to the City

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during construction; monitored the contractor's disposal of excavated material; attended progress meetings with the Contractor to review actual progress and to review the two-week look ahead schedule; monitored the contractor's operations and production to determine that the work was in general conformance with the drawings and specifications; established and maintained files including contracts, drawings, specifications, correspondence, RFI's, schedules, and other documents; ensured coordination and marking of public and private utilities; corresponded with residents and third parties; and provided a final Punch List of construction items.

Client Reference: Theo Melancon, City Manager, City of Dickinson, 281-337-6204.

FEMA - HMGP FUNDED BACLIFF VILLAS SUBDIVISION DRAINAGE RESTORATION, Galveston County, Texas

Galveston County contracted with Huitt-Zollars, Inc. to provide design, bidding, and construction phase services for drainage improvements for the FEMA-Funded project in the Bacliff Villas Subdivision in Galveston County, Texas. The existing storm sewer system consists of seven (7) separate underground systems draining between residences to a main outfall ditch. All storm water sheet flows to these underground systems. The outfall pipes, street inlets, and inlet leads have become ineffective and deteriorated by time and past disasters. The project replaces the obsolete underground storm drainage systems by open cut and slip-lining of existing storm sewer lines to reduce flooding issues in the area. Scope of work includes surveying, subsurface utilities investigation, and engineering and construction inspection. Coordination requirements included utility service providers for electrical, telecommunications, natural gas, water and sewer. Huitt-Zollars prepared drawings, specifications, and an opinion of probable construction cost for each road. The drawings included plan view drawings, typical pavement sections, traffic control plans, and details. Huitt-Zollars also prepared a Project Manual for the project based on the City's standard construction contract including the writing of Special Provisions, as required.



Bid Phase Services included attending the pre-bid meeting, issuing addenda, attending bid opening, and preparing bid tabulations with recommendations for award. Construction Administration services were provided during the construction contract, including Construction Inspection and Materials Testing services. Huitt-Zollars and its sub consultants attended the preconstruction conference and monthly project progress meetings. They also monitored the project progress, provided weekly inspection and progress reports, and reviewed the contractor's monthly pay estimates, submittals, and Requests for Information (RFIs). Huitt-Zollars monitored and managed the activities of construction inspectors and the materials testing laboratory, reviewed lab test reports for conformity with technical specifications, reviewed submittals from the contractor, and prepared change orders. Huitt-Zollars participated in the substantial completion site visit, prepared a punch list of incomplete items, and conducted a final site visit.

Client Reference: Michael Shannon, P.E., County Engineer, Galveston County, 409-770-5557.

FEMA - PA FUNDED BOLIVAR PENINSULA ROAD RECONSTRUCTION, Dickinson, Texas

Galveston County (County) contracted with Huitt-Zollars to provide design, bidding, and construction phase services for the repair and repaving of fifteen (15) asphalt streets on Bolivar Peninsula damaged by Hurricane Ike in September 2008. The repairs to the roads had previously been identified by the Federal Emergency Management Agency (FEMA) – Public Assistance as eligible for reimbursement. The County provided Huitt-Zollars with FEMA Project Worksheets (PW),



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which identified the roads to be repaired, the limits of the repairs, and the types of repairs authorized. FEMA also divided the repairs by street into Large PW projects and Small PW projects. For accounting purposes, all costs associated with the two different PW project types had to be kept separate. The limits of the Segment 2 repairs were in the Crystal Beach area, from North & South Tinkle Roads on the west to Moms Road on the east, inclusive, and included repairs to 42 roads.

The work included design of a 2-inch asphalt overlay and selective base repairs for the damaged roads. Field surveys were conducted to measure the lengths and widths of the existing roadways since there was some discrepancy concerning widths between the FEMA PW reports and Galveston County records. The existing roadway dimensions were essential to accurately to prepare construction drawings and estimate bid quantities. Huitt-Zollars prepared drawings, specifications, and an opinion of probable construction cost for each road. The drawings included plan view drawings, typical pavement sections, traffic control plans, and details. Huitt-Zollars also prepared a Project Manual for the project based on the City's standard construction contract and TXDOT's Standard Specifications for Construction and Maintenance of Highway Streets and Bridges, 2004, including the writing of Special Provisions, as required.

Bid Phase Services included attending the pre-bid meeting, issuing addenda, attending bid opening, and preparing bid tabulations with recommendations for award. Construction Administration services were provided during the construction contract, including Construction Inspection and Materials Testing services. Huitt-Zollars and its sub consultants attended the preconstruction conference and monthly project progress meetings. They also monitored the project progress, provided weekly inspection and progress reports, and reviewed the contractor's monthly pay estimates, submittals, and Requests for Information (RFIs). Huitt-Zollars monitored and managed the activities of construction inspectors and the materials testing laboratory, reviewed lab test reports for conformity with technical specifications, reviewed submittals from the contractor, and prepared change orders. Huitt-Zollars participated in the substantial completion site visit, prepared a punch list of incomplete items, and conducted a final site visit.

Client Reference: Michael Shannon, P.E., County Engineer, Galveston County, 409-770-5557.

FEMA DAMAGE ASSESSMENTS FOR MONTGOMERY COUNTY FOLLOWING HURRICANE HARVEY, FEDERAL EMERGENCY MANAGEMENT AGENCY, Montgomery County, Texas

Huitt-Zollars, as a consultant to Tetra Tech, is conducting FEMA SDE assessments of flood-damaged residences in Montgomery County, Texas. Within 24 hours of notice-to-proceed (NTP), Huitt-Zollars mobilized two assessment teams and conducted door to door assessments. The assessors prepared SDE using FEMA assessment forms.



Client Reference: Richard Box, Tetra Tech, 832-251-5175.

FEMA DAMAGE ASSESSMENTS FOR FORT BEND COUNTY FOLLOWING HURRICANE HARVEY, FEDERAL EMERGENCY MANAGEMENT AGENCY

Fort Bend County, Texas

Huitt-Zollars, as a consultant to Tetra Tech, is conducting FEMA SDE assessments of flood-damaged residences in Fort Bend County, Texas. Within 24 hours of notice-to-proceed (NTP), Huitt-Zollars mobilized two assessment teams and conducted door to door assessments. The assessors prepared SDE using FEMA assessment forms.



Client Reference: Richard Box, Tetra Tech, 832-251-5175.

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FEMA DAMAGE ASSESSMENTS FOR GALVESTON COUNTY IN SAN LEON FOLLOWING HURRICANE IKE, Galveston County, Texas

Huitt-Zollars worked with Galveston County and other consultants to prepare a plan for conducting the FEMA damage assessments. Within 24 hours of notice-to-proceed, Huitt-Zollars mobilized six two-man assessment teams. These teams first conducted a windshield survey of the disaster area to determine the magnitude of the assessment effort.



Following this survey, the teams then conducted door to door assessments of all residential and commercial properties within the floodplain and coastal areas in the **San Leon area**. A total of 800 properties were assessed. Swift completion of this work was critical, as assessments had to be conducted because residents could not get their power restored to their homes until the reports had been filed with the City.

Client Reference: Sean Welch, Galveston County, Assistant Floodplain Administrator, 409-770-5557.

FEMA DAMAGE ASSESSMENTS FOR GALVESTON COUNTY IN BOLIVAR PENINSULA FOLLOWING HURRICANE IKE, Galveston County, Texas

Huitt-Zollars worked with Galveston County and other consultants to prepare a plan for conducting FEMA damage assessments. Within 24 hours of NTP, Huitt-Zollars mobilized six two-man assessment teams. These teams first conducted a windshield survey of the disaster area to determine the magnitude of the assessment effort. Following this survey, the teams then conducted door-to-door assessments of all residential and commercial properties within the floodplain and coastal areas in the **Bolivar Peninsula area**. A total of 1,200 properties were assessed. Swift completion of this work was critical, as assessments had to be conducted because residents could not get their power restored to their homes until the reports had been filed with the County.



Client Reference: Sean Welch, Galveston County, Assistant Floodplain Administrator, 409-770-5557.

FEMA DAMAGE ASSESSMENTS FOR HARRIS COUNTY FOLLOWING TROPICAL STORM ALLISON

Harris County Flood Control District, Harris County, Texas

Following the record flooding caused by Tropical Storm Allison in June 2001, Huitt-Zollars was called upon by Harris County Flood Control District to assist it in its emergency response efforts. Within 24 hours of the event, Huitt-Zollars mobilized four assessment teams to inspect the condition of and assess the damages to over 50 miles of federally-assisted channels in Harris County, Texas.



The facilities inspected included Brays Bayou, White Oak Bayou, Vince Bayou, Little Vince Bayou, Sims Bayou and the Clear Lake Second Outlet Channel and Gated Structure. Detailed inspection reports with digital photographs documenting damage caused by the storm along with probable construction costs were prepared and submitted to Harris County Flood Control District within seven calendar days. These inspection reports supported HCFCD's preparation of Damage Survey Reports as required by the Federal Emergency Management Agency (FEMA). Huitt-Zollars later prepared construction documents to repair the damage from Tropical Storm Allison.

Client Reference: Jason Krahn, Harris County Flood Control District, 346-286-4000.

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FEMA-FUNDED FACILITY ASSESSMENTS AND IMPROVEMENTS TO COUNTY FACILITIES FOLLOWING HURRICANE IKE, Galveston County, Texas

Huitt-Zollars, Inc. was retained by Galveston County, Texas to provide architectural and mechanical, electrical and plumbing engineering services for the assessment and preparation of plans and specifications to repair flood damages to county facilities from Hurricane Ike. This project was partially funded by FEMA. These facilities, all located near the Galveston County Courthouse at 722 Moody on Galveston Island, included:

- Courthouse Annex First Floor
- Old North Jail First Floor
- North Jail Elevator Replacement
- Courthouse Annex Elevator Replacement
- South Jail / Parking Garage Elevator Replacement
- Records Storage Facility



The scope of work included removal and replacement of mechanical, electrical and plumbing equipment (HVAC systems, lighting, restrooms, ductwork and elevators); improvements to restrooms to comply with current codes and accessibility standards; build-out for record storage areas and interior improvements and finishes to walls and floors.

Client Reference: Sean Welch, Galveston County, Assistant Floodplain Administrator, 409-770-5557.

FEMA DAMAGE ASSESSMENTS FOR CITY OF HOUSTON FOLLOWING TROPICAL STORM ALLISON, Houston, Texas

Following the record flooding caused by Tropical Storm Allison in June 2001, Huitt-Zollars was called upon by the City of Houston to assist it in its emergency response efforts. Within 48 hours of notice to proceed from the City of Houston, Huitt-Zollars mobilized emergency response teams to conduct flood damage assessments of residential areas within the City of Houston. Our teams inspected nearly 700 flood-damaged residences using the requirements of FEMA's Substantial Damage Estimator, documented the damage to the structures and electronically prepared the data for submission to the City of Houston and FEMA.



Client Reference: Showri Nandagiri, P.E., Former City of Houston City Engineer, 281-440-3924

FEDERAL EMERGENCY REPAIRS TO FLOOD CONTROL PROJECTS FOLLOWING HURRICANE IKE U.S. Army Corps of Engineers, Galveston District, Texas

Emergency Repairs to White Oak Bayou: Following Hurricane Ike in September 2008, Huitt-Zollars conducted a damage assessment and prepared construction drawings, specifications and cost estimates to repair approximately four hundred fifty (450') feet of channel embankment on White Oak Bayou that had been damaged during Hurricane Ike. Huitt-Zollars performed a topographic survey to document the existing conditions, identify the repair area, and provide a baseline condition for estimating project unit quantities for bidding and constructing the repair work.



Huitt-Zollars prepared construction drawings and specifications for the repair of damaged area and made design submittals at the 65%, 90%, and 100% design milestones. The drawings and specifications identified the project area as well as concrete scour pad plan sections and details required for the repair. An MII cost estimate was prepared and submitted at the 90% and 100% submittals. The drawings, specifications and

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cost estimate were prepared in accordance with applicable USACE Technical Manuals, Criteria and Standards. Huitt-Zollars prepared a Design Documentation Report in accordance with ER 1110-2-1150 for the 90% and 100% submittals.

Based on engineering calculations by Huitt-Zollars, the weep holes and sand filter bedding originally identified in the Corps's Preliminary Design were determined to be unnecessary which significantly reduced the cost of the construction. Huitt-Zollars participated in Technical Reviews; an Over-the-Shoulder Review and a Biddability, Constructibility, Operability, and Environmental (BCOE) Review with members of the District's Project Team. Completed the project ahead of schedule.

Client Reference: Nancy Young, P.E., US Army Corps of Engineers, 409-766-3147.

Clear Creek Second Outlet Gate Structure Repairs: Again, after Hurricane Ike in September 2008, Huitt-Zollars conducted a damage assessment and prepared plans, specifications and cost estimates for repairs to the access road and Gated Structure at the Clear Creek Second Outlet in Seabrook, Texas. The road and structure sustained significant damage from Hurricane Ike.



Huitt-Zollars also prepared construction drawings and specifications for the reconstruction of the access road, repair and replacement of the handrails and walkway support system, replacement of the upper and lower protective stem covers and replacement of the sanitary sewer tank. Design submittals were made at the 65%, 90%, and 100% milestones. The construction documents identified the project area as well as plan views, cross-sections, and details required for the repairs. An MII cost estimate was prepared and submitted with the 90% and 100% submittals. The drawings, specifications and cost estimate were prepared in accordance with applicable USACE Technical Manuals, Criteria and Standards. Huitt-Zollars prepared and submitted a Design Documentation Report in accordance with ER 1110-2-1150 for the 90% and 100% submittals. Huitt-Zollars participated in Technical Reviews; an Over-the-Shoulder Review and a Biddability, Constructibility, Operability, and Environmental (BCOE) Review with members of the District's Project Team. The project was completed ahead of schedule.

Client Reference: Nancy Young, P.E., US Army Corps of Engineers, 409-766-3147.

FEDERAL EMERGENCY REPAIRS TO GULF COAST JETTIES & THE TEXAS CITY DIKE FOLLOWING HURRICANES IKE AND DOLLY - U.S. Army Corps of Engineers, Galveston District

Huitt-Zollars conducted an aerial reconnaissance of nine jetties and the Texas City Dike along the Texas Gulf Coast. The first site (from north to south) included the two jetties at the Sabine Pass for the Sabine-Neches Waterway. The second site included the two jetties for Galveston Harbor. The third site included the Texas City Dike in Galveston Bay. The fourth site included the two jetties at Freeport Harbor. The fifth site includes the south jetty at Matagorda Bay. The sixth site included the two jetties at the Brazos Island Harbor near Brownsville, Texas. Huitt-Zollars established survey control at the base of each jetty and dike and obtained quality assurance cross-sections along the jetties and dike to ascertain data obtained from both an aerial LiDAR and hydrographic surveys done on the jetties and dike.



Huitt-Zollars also prepared 35% design plans and specifications for the repair of damaged areas of the jetties and dike. Huitt-Zollars prepared a Request for Proposal (RFP) for the procurement of a MATOC Design-Build Contractor for the design and reconstruction of the jetties and the dike. An MII cost estimate was prepared and submitted with the 50%, Draft Final and Final submittals. The plans, RFP and cost

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estimate were prepared in accordance with applicable USACE Technical Manuals, Criteria and Standards. Huitt-Zollars prepared a Design Document Report in accordance with ER 1110-2-1150, Appendix D for the Draft Final and Final submittals. Huitt-Zollars also conducted a Value Engineering (VE) Workshop and prepared a VE report; conducted an Independent Technical Review; participated in an Over-the-Shoulder Review and a Biddability, Constructibility, Operability, and Environmental Review with members of the Galveston District's Project Team.

Client Reference: Willie Joe Honza, P.E., U.S. Army Corps of Engineers, 409-766-3161.

IMPROVEMENTS TO LA MARQUE AND TEXAS CITY PUMP STATIONS, Galveston County, Texas

Huitt-Zollars prepared construction drawings, technical specifications and cost estimates and performed construction phase services for replacing the Low-Flow Gate at the La Marque Pump Station, a part of the Texas City Hurricane-Flood Protection Project. The structure was originally designed and constructed by the US Army Corps of Engineers – Galveston District. The existing Low-Flow Gate had not been opened in some time and needed replacement prior to hurricane season.



Huitt-Zollars' scope of work included preparation of construction drawings, specifications and cost estimates for the selective demolition and removal of the existing deteriorated gate, construction of a new stainless-steel roller gate for the low-flow channel of the pump station, construction of a new pneumatic hoist and hoist frame atop the structure to raise and lower the low-flow stop log, and painting of the low-flow pump discharge pipes. The scope of services included design of the low-flow gate and hoist assembly; hoist system; preparation and review of construction documents; participation in preconstruction conferences; coordination, management and inspection of all construction activities; preparation of daily work reports; submittal review and routing; certification of invoices; and participation in substantial and final completion inspections and testing of the gate and pneumatic hoist. Huitt-Zollars completed the design work and construction was completed two weeks ahead of schedule and prior to the 2008 hurricane season that included Hurricane Ike.

Huitt-Zollars also prepared construction drawings and technical specifications for the fabrication of a new Stop Log for the Low-Flow Gate at the Texas City Pump Station. Work consisted of the design and preparation of construction drawings and specifications for a new stainless-steel stop log to replace the bar screen in the low-flow channel of the pump station in case the gate failed. The scope of services included design of the low-flow stop log; preparation and review of construction documents; participation in preconstruction conferences; coordination, management and inspection of all construction activities; preparation of daily work reports; submittal review and routing; certification of invoices; and participation in substantial and final completion inspections.



Client Reference: Sean Welch, Galveston County, Assistant Floodplain Administrator, 409-770-5557.

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FEDERAL EMERGENCY REPAIRS TO THE ADDICKS & BARKER RESERVOIRS FLOODGATES FOLLOWING HURRICANE IKE, U.S. Army Corps of Engineers, Galveston District

Rehabilitation of the gates and outlet structures for Addicks and Barker Reservoirs in Houston, Texas following Hurricane Ike. Following Hurricane Ike, the US Army Corps of Engineers called on Huitt-Zollars to design the replacement of the non-functioning Gate #1 at Barker Reservoir; installation of new standby diesel generators at both Addicks and Barker to operate the gates during utility outage conditions; new buildings to house the generators, transfer switches, associated equipment and the installation of new electrical service conduit and wiring; additional lighting at the inlet and outlet structures to enhance security at the dams and facilitate maintenance operations; replacement of existing fiberglass walkway grating on the service bridges and intake structures with galvanized steel grating; and painting of the gates and support structures.



Huitt-Zollars also prepared evaluation reports for the mechanical and electrical components of the floodgates and operators. A Design Document Report and cost estimate were also prepared. Huitt-Zollars also reviewed submittals and shop drawings during construction.

Client Reference: Willie Joe Honza, P.E., US Army Corps of Engineers – Galveston District, 409-766-3161.

FTA FUNDED – CONSTRUCTION MANAGEMENT ON BUS TRANSIT MAINTENANCE SERVICE CENTER Fort Bend County, Texas

Huitt-Zollars provided full-time construction management and inspection services for the construction of an extension of approximately 1,900 linear feet of Bamore Road with a major culvert crossing, utilities and a new Bus Transit Maintenance Service Center for the Fort Bend County Transit Authority. The Maintenance Service Center includes: 18,000 square feet Administration Facility; 29,000 square feet Maintenance Facility; Fuel Station Building; 6,000 sf Wash Station Building; Fuel Island Canopy; two 20,000 square feet Bus Parking Canopies; associated Parking; Sitework; Lighting; Emergency Generator; Mechanical Yards, Security and Landscaping.



Huitt-Zollars performed a comprehensive constructability review, conducted bidding services, negotiated with the Low Bidder, conducted the Pre-Construction meeting and provided full-time, on-site personnel to make observations of the work in progress and provided daily work reports to the Client; provided daily photos of the progress of the work; provided consultation and advice to the Client during construction; prepared biweekly SW3P environmental inspections and daily barricade inspections; coordinated with the UPRR and private utility relocations; received and logged the status of submittals/shop drawings from the Contractor; verified the work described in the submittals was incorporated into the project; received and logged the status of the Contractor's Requests for Information (RFI); monitored the contractor's materials testing schedule to verify that quality assurance sampling and testing of subgrade, embankment and concrete was performed according to the contract; managed and scheduled the Owner's oversight testing of materials using an independent laboratory; verified that any work represented by a failing test report was reworked for acceptance or obtained the Owner's disposition; attended weekly progress meetings with the Contractor to review actual progress and to review the two-week look ahead schedule; monitored the contractor's

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operations and production to determine that the materials furnished and incorporated into the project were in general conformance with the drawings and specifications; reviewed and made comments on change orders for execution by the Contractor and Owner; reviewed the contractor's monthly construction estimate to verify proper progress was being paid for the work completed; established and maintained files including contracts, drawings, specifications, correspondence, RFI's, submittals, shop drawings, change orders, schedules, and other documents; provide a final Punch List of construction items and monitored changes in the plans to be included in the final as-built plans.

Client Reference: Perri D'Armond, Director Public Transportation, Fort Bend County, 281-633-7433.

CITY OF RICHWOOD

ENGINEERING SERVICES/ARCHITECTURE/SURVEYING
SERVICES FOR

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□ Description of Work Performance

- Proof of Meeting Schedules and Budgets

Evidence of our proven ability to provide our services within the timeframe and budget established during negotiations is shown on the chart below:

HUITT-ZOLLARS' COST AND SCHEDULE PERFORMANCE								
Project Name	Owner	Huitt-Zollars' Estimate	Bid Amount	Variance	Within Owner's Budget w/ Contingency	Design Schedule (Calendar Days)	Actual Completion (Calendar Days)	Within Owner's Schedule
Slip Lining of Sugar Creek Drive Culverts	City of Sugar Land	\$281,850.00	\$226,125.00	-24.6%	YES	60	60	YES
University Boulevard South	City of Sugar Land	\$20,100,000.00	\$19,500,000.00	-3.1%	YES	325	325	YES
Robinson Bayou Bioengineering Bank Stabilization	City of League City	\$1,650,000.00	\$1,575,000.00	-4.8%	YES	210	210	YES
Pedestrian Plaza	Fort Bend County	\$775,000.00	\$798,000.00	2.9%	YES	180	180	YES
Memorial Park at the Brazos River	City of Sugar Land	\$2,098,000.00	\$1,946,000.00	-7.8%	YES	190	190	YES
Falcon Boulevard	Fort Bend County	\$2,097,000.00	\$2,066,000.00	-1.5%	YES	240	240	YES
Improvements to the Texas City Hurricane Flood Protection Levee	Galveston County	\$55,950.00	\$50,800.00	-10.1%	YES	45	45	YES
Water and Wastewater Improvements along FM 518 and Cullen Boulevard	City of Pearland	\$900,000.00	\$785,000.00	-14.6%	YES	195	195	YES
Water and Wastewater Improvements along Pearland Parkway	City of Pearland	\$93,500.00	\$96,122.00	2.7%	YES	120	120	YES
Big League Dreams Parkway & Utilities	City of League City	\$1,804,000.00	\$1,765,000.00	-2%	YES	125	125	YES
Reconstruction of Valley Forest Drive	City of Missouri City	\$892,000.00	\$925,000.00	4%	YES	110	110	YES

QUALITY OF WORK PRODUCT

An ISO 9001:2015 compliant firm, Huitt-Zollars' Quality Management Program serves as the foundation for continuous performance improvement in all aspects of our work. We strive to meet the expectations of our Clients while striving for continuous improvement of our project delivery.

We have established project delivery processes with include Project Work Plans, Quality Plans, Discipline-specific and Interdisciplinary Design Checklists, internal quality audits, quality controls and constructability reviews of deliverables prior to submittal to the City.

Huitt-Zollars' most recent **TXGLO CDBG-DR PROJECTS** include:

- Engineering Application and Design services for TxGLO **CDBG-MIT** for Dickinson Bayou Hughes Road By-Pass Project for City of Dickinson. Worked with **Public Management, Inc.** on this application & project.
- Engineering Application and Design services for TxGLO **CDGB-DR** Tributary to Gum Bayou Widening Project for City of Dickinson. Worked with **Public Management, Inc.** on this application & project.
- Engineering Application and Design services for TxGLO **CDGB-DR** Pin Oak Drive Drainage Improvements for City of Dickinson. Worked with **Public Management, Inc.** on this application & project.
- Engineering Application and Drainage Design services for TxGLO **CDGB-DR** Nicholstone Improvements Project for City of Dickinson. Worked with **Public Management, Inc.** on this application & project.
- Design services for TxGLO **CDGB-DR** Beaumont Place Drainage Improvements Project for Harris County
- Design services for FEMA HMGP Drainage Improvements on 9th and 11th Streets for Galveston County
- Design services for TxGLO **CDGB-DR** Fortuna Drive Drainage Project for City of Katy
- Design services for FEMA HMGP Bacliff Villas Drainage Improvements Project for Galveston County
- Numerous Design assignments on federal channels throughout Harris County

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List of Past Local Government Clients

DATE	PROJECT NAME	PROJECT TYPE	CONTRACTING MUNICIPALITY	MUNICIPALITY CONTACT	CONSTRUCTION COST
On going	Drainage Planning; Plat, Subdivision and Building Code Reviews and Engineering Services following Hurricane Harvey	Drainage, Roadways, Facilities, Plat Reviews	City of Dickinson	Theo Melancon City Manager 281-337-6204	\$60,000,000
2019	Buffalo Bayou Drainage Study Hydraulic Evaluation of Bridge Crossings and High Flow Bypasses from State Highway 6 To Congress Street Bridge In Downtown Houston	Drainage	Harris County Flood Control District	Nasiha Alibegovic, P.E., CFM Project Manager 346-286-4000	\$500,000 (Fee)
2021	FEMA-HMGP 9th and 11th Avenues Drainage Restoration in Bacliff	Drainage	Galveston County	Michael Shannon, P.E. County Engineer 409-770-5557	\$500,000 (Fee)
2021	FEMA-HMGP Drainage Improvements in Bacliff Villas Subdivision	Drainage	Galveston County	Michael Shannon, P.E. County Engineer 409-770-5557	\$500,000 (Fee)
On-going	Pre-Engineering of Storm Water Capital Improvement Projects	Drainage	City of Houston	Paresh Lad, P.E. Project Manager 832-395-2690	\$1,500,000
2018	Linkwood Subdivision Paving and Drainage	Street, Drainage, Water and Wastewater	City of Houston	Mohammed Sabzevari, PE Managing Engineer-PWE 832-395-2287	\$11,000,000
On going	Hillcroft Paving and Drainage	Street, Drainage, Water and Wastewater	City of Houston	Mohammed Sabzevari, PE Managing Engineer-PWE 832-395-2287	\$12,000,000
On going	South Lockwood Paving and Drainage	Street, Drainage, Water and Wastewater	City of Houston	Mohammed Sabzevari, PE Managing Engineer-PWE 832-395-2287	\$9,700,000
2016	Robinson Bayou Bank Stabilization	Drainage and Pedestrian Bridge	City of League City	Jack Murphy, PE, CFM Senior Drainage Engineer 281-554-1430	\$2,500,000
2018	Brazos River Bank Erosion Study following Hurricane Harvey	Drainage	City of Sugar Land	Chris Steubing, P.E., CFM City of Sugar Land 281-275-2700	\$150,000 (Fee)
2018	Brazos River Bank Erosion Study following Hurricane Harvey	Drainage	City of Richmond	Howard Christian Director of Public Works 281-232-6871	\$25,000 (Fee)

ENGINEERING, ARCHITECTURAL AND SURVEYING SERVICES FOR TEXAS GENERAL LAND OFFICE'S COMMUNITY DEVELOPMENT
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▪ References

City of Dickinson

4403 Highway 3
Dickinson, Texas 77539
Theo Melancon
City Manager
281-337-6204

e-mail: tmelancon@ci.dickinson.tx.us

Relevant Projects: FEMA PA Design and Construction Management Experience on Drainage and Facility Projects and Significant CDBG-DR and CDBG-MIT Planning and Design Experience.



Galveston County Engineering

722 Moody, 1st Floor
Galveston County, Texas 77550
Michael Shannon, P.E.
County Engineer
409-770-5557

e-mail: Michael.Shannon@co.galveston.tx.us

Relevant Projects: FEMA Damage Assessments and HMGP Design Experience on Drainage and Facility Projects.



Public Management, Inc.

15355 Vantage Parkway West, Suite 108
Houston, Texas 77032
Patrick K. Wiltshire
President
281-592-0439, ext. 28
e-mail: pwiltshire@publicmgt.com

Public Management, Inc.

Fort Bend County Drainage District

1124 Blume Road
Richmond, Texas 77471
Mark Vogler, P.E.
General Manager and Chief Engineer
281-342-2863

e-mail: Mark.Vogler@fortbendcountytexas.gov

Relevant Projects: CDBG-MIT Planning Experience and Design Experience on Roadways and Drainage.



City of Sugar Land

2700 Town Center Boulevard North
Sugar Land, Texas 77478
Chris Steubing, P.E., CFM
Assistant City Manager
281-275-2276

e-mail: csteubing@sugarlandtx.gov

Relevant Projects: CDBG-MIT Planning Experience and Design Experience on Roadways and Drainage.



CITY OF RICHWOOD

ENGINEERING SERVICES/ARCHITECTURE/SURVEYING
SERVICES FOR

TEXAS GENERAL LAND OFFICE COMMUNITY DEVELOPMENT
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Scope Provider
Propose to Perform



**ENGINEERING, ARCHITECTURAL AND SURVEYING SERVICES FOR TEXAS GENERAL LAND OFFICE'S COMMUNITY DEVELOPMENT
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Huitt-Zollars has selected two (2) local small, minority and woman-owned businesses to provide environmental and geotechnical engineering services for your work. **Wild Associates, Inc. is a woman-owned environmental firm with substantial relevant experience and Geotech Engineering and Testing is a minority-owned geotechnical engineering and testing firm.** We have worked with these firms on numerous other similar projects and can attest to their quality of services. All other services shall be provided with Huitt-Zollars' local, in-house personnel.

CITY OF RICHWOOD

ENGINEERING SERVICES/ARCHITECTURE/SURVEYING
SERVICES FOR

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Capacity to
Perform

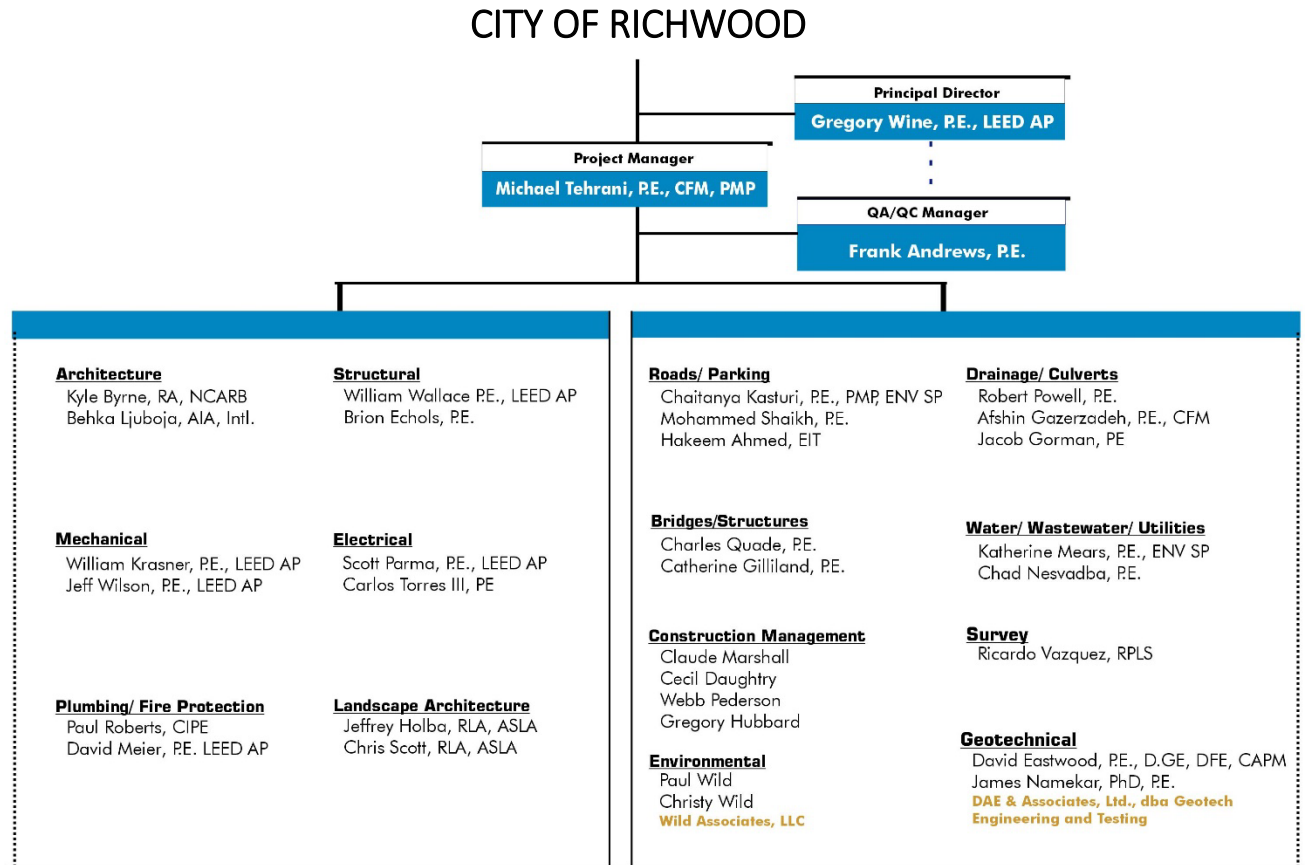
HUITT-ZOLIARS
ADVANCEDDESIGNSM

ENGINEERING, ARCHITECTURAL AND SURVEYING SERVICES FOR TEXAS GENERAL LAND OFFICE'S COMMUNITY DEVELOPMENT BLOCK GRANT - MITIGATION REGIONAL METHOD OF DISTRIBUTION PROGRAM

Capacity To Perform

Organizational Chart

Below you will find the project team presented in an organizational chart. Our proposed team's organization structure has been specifically crafted in response to the best practices and lessons learned from our hands-on experience with CDBG-DR and -MIT projects. **Huitt-Zollars'** team is organized to provide you Top Service with **Greg Wine, P.E., LEED AP**, as Project Director; **Mike Tehrani, P.E., CFM, PMP**, as Project Manager and **Bob Powell, P.E.**, as Lead Civil Engineer plus dedicated oversight of our quality control manager, **Frank Andrews, P.E.** Resumes immediately following this page.



* All names listed on this organization chart are employees of Huitt-Zollars, Inc. unless otherwise noted.

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- Resumes of Staff

MICHAEL TEHRANI, PE, CFM, PMP

Project Manager

Tehrani has more than 20 years of relevant hydraulic and hydrologic (H&H) investigations, storm water quality and detention, modeling, studies and design project experience. His experience includes drainage master plans, watershed studies, sewer systems, floodplain mitigation and detention ponds. He is well-versed in hydraulic modeling of watersheds, scour studies, sediment transport and storm water drainage. Tehrani has considerable experience dealing with the Federal Emergency Management Agency (FEMA) on Letters of Map Revisions for FIRM maps. He is experienced in Geographic Information Systems (GIS) data bases, sediment transport, storm water quality management practices and open channel analysis and has extensive drainage experience. Tehrani is a Certified Floodplain Manager and has completed the innovative drainage designs for numerous streets, roadway and flood control projects. Tehrani is proficient with both Innowyze InfoWorks SD 2D Version 12.5 and ID XP SWMM 2012 Version 14.10. He has been certified by the Project Management Institute as a Project Management Professional.

RELEVANT PROJECT EXPERIENCE

- **City of Dickinson CDBG-MIT Hughes Road, Dickinson, Texas**
- **CDBG-Disaster Recovery Project – Pin Oak Drive, Drainage Improvements, Dickinson, Texas**
- **CDBG-Disaster Recovery Project – Tributary to Gum Bayou Widening, Dickinson, Texas**
- **CDBG-Disaster Recovery Project – Nicholstone, Drainage Improvements, Dickinson, Texas**
- **FEMA - HMP FUNDED Galveston County - 9th and 11th Street Drainage - Galveston, Texas**
- **FEMA - HMP FUNDED Galveston County - Bacliff Villas Subdivision Drainage Restoration - Bacliff, Texas**
- **FEMA Post Storm Damage Assessment, (Following Hurricane Harvey), Galveston County, Texas**
- **FEMA Residential Substantial Damage Estimates in San Leon following Hurricane Ike - Galveston County, Texas**
- **FEMA Residential Substantial Damage Estimates on Bolivar Peninsula following Hurricane Ike, - Galveston County, Texas**
- **FEMA Certification of the Texas City Hurricane-Flood Protection Levee – Galveston County, Texas**
- **Erosion Protection and Improvements, Clear Lake Second Outlet Channel and Gated Structure, Harris County Flood Control District – Harris County, Texas**
- **Cedar Hill State Park Flood Damage Repairs, Texas Parks & Wildlife Department**
- **Erosion Repair to the Clear Lake Second Outlet Channel and Gated Structure due to Hurricane Ike, US Army Corps of Engineers -**
- **Pre-Engineering Services of Storm Water Drainage Improvements, City of Houston, Houston, Texas**
- **Bank Stabilization of Robinson Bayou, City of League City, League City, Texas**

EDUCATION

2001 Master of Science, Engineering (Hydraulics), University of Houston

1994 Bachelor of Science, Civil Engineering, Azad University

REGISTRATION

Professional Engineer: Civil/Texas/#94931

Certified Floodplain Manager (CFM)

CITY OF RICHWOOD

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GREGORY R. WINE, PE, LEED AP

Project Director

For more than the past 26 years, Wine has been responsible for the management, quality assurance/ quality control, planning, design, and construction management of a broad range of municipal projects. He is well versed in low impact site design of public agency campuses and has led the needs assessment, facility condition assessments, space planning, programming and design of numerous local municipal projects. In addition, Wine has hands-on, multi-discipline project experience on pump and lift stations; coastal engineering projects involving wetlands creation and jetties; erosion control protection; levees, dams, and hydraulic structures; streets and roads; dredging operations; pilings, foundations, and retaining walls; and storm water drainage systems, water lines, and sanitary sewer lines. He is a graduate of the U.S. Army Corps of Engineers Coastal Engineering Research Center Shore Protection Course and Civil Works Construction Cost Engineering Course as well as a two-week Concrete Design Course conducted by the Bureau of Reclamation.

RELEVANT PROJECT EXPERIENCE

FEMA Post Damage Drainage Improvements for the City of Dickinson following Hurricane Harvey - Dickinson, Texas

Wine, as Principal in Charge. Huitt-Zollars is currently providing comprehensive planning and engineering services to the City of Dickinson, Texas to address its drainage issues following Hurricane Harvey in 2017. The project area includes Dickinson Bayou within the City’s limits and its tributaries, which includes Gum Bayou, Tributary to Gum Bayou, Benson Bayou, Magnolia Bayou, Borden’s Gully and Unnamed East Branch. The first phase of the project includes identifying areas experiencing frequent flooding from 5-year to 10-year rainfall events. We conducted site visits, and reviewed the hydrology and hydraulics for the sub-watershed and developed feasible alternatives to address the flooding problems. In association with the City’s staff, we are conducting public meetings for each sub-watershed to present the feasible alternatives and to gain public insight, input and buy in. Following the public meetings, Huitt-Zollars will provide engineering design and prepare detailed plans and specifications for the proposed improvements. In addition, Huitt-Zollars will provide H&H design support and prepare cost benefit analyses in support of FEMA’s Section 406 and 404 Hazardous Mitigation Grants, NOIs and Community Development Block Grants – Disaster Recovery administered by the Texas Department of Emergency Management. Huitt-Zollars also prepared construction documents for the desilting of 15 miles of roadside ditches and culverts and clearing and grubbing and hydro-mulch seeding of 3 miles of tributaries. Huitt-Zollars is also providing construction management services for this work and maintaining quantities and site location documentation for submission to FEMA for Public Assistance grants. In addition, Huitt-Zollars also prepared Section 406 Hazardous Mitigation grant documentation to address flooding at the City of Dickinson’s Historic Railroad Depot Museum. We also prepared construction documents (plans and specifications) to repair Hurricane Harvey damage to the roof, electrical and mechanical systems at the City of Dickson’s Fire Station No. 1

FEMA Post Damage Assessments for Galveston County following Hurricane Harvey, Galveston County, Texas

Project Manager assisted Galveston County in conducting damage assessments for the City’s facilities and infrastructure. During a four-week period, the assessment teams inspected 197 county roadways totaling nearly 85 miles in length, 32 county facilities, one bridge, two observation decks in the City’s parks and one lift station; prepared damage assessment reports and cost estimates; and provided quality control.

FEMA Damage Assessments for Galveston County in San Leon following Hurricane Ike - Galveston County, Texas

Wine was the Principal in Charge for conducting FEMA damage assessments in San Leon of Galveston County. Within 24 hours of notice-to-proceed, Huitt-Zollars mobilized six two-man damage assessment teams. These teams first conducted a windshield survey of the disaster area to determine the magnitude of the assessment effort. Following this survey, the teams then conducted door to door assessments of all residential and commercial properties within the floodplain and coastal areas in the San Leon area. A total of 800 properties

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were assessed. Swift completion of this work was critical as assessments had to be conducted because residents could not get their power restored to their homes until the reports had been filed with the City.

FEMA Damage Assessments for Galveston County on Bolivar Peninsula following Hurricane Ike - Galveston County, Texas

Wine was the Principal in Charge for conducting FEMA damage assessments on Bolivar Peninsula of Galveston County. Within 24 hours of notice to proceed, Huitt-Zollars mobilized eight two-man damage assessment teams. These teams first conducted a windshield survey of the disaster area to determine the magnitude of the assessment effort. Following this survey, the teams then conducted door to door assessments of all residential and commercial properties within the floodplain and coastal areas in the Bolivar Peninsula area. A total of 1,200 properties were assessed. Swift completion of this work was critical as assessments had to be conducted because residents could not get their power restored to their homes until the reports had been filed with the City.

FEMA Damage Assessments for Montgomery County following Hurricane Harvey – Montgomery County, Texas

Wine was the Principal in Charge for conducting FEMA damage assessments on over 250 residential and commercial properties within the floodplain area of Spring Creek in Montgomery County, Texas.

FEMA Damage Assessments for Fort Bend County following Hurricane Harvey – Fort Bend County, Texas

Wine was the Principal in Charge for conducting FEMA damage assessments on over 300 residential and commercial properties within the floodplain area of the Brazos River in Fort Bend County, Texas.

FEMA Damage Assessments for Federal Channels in Harris County for the Harris County Flood Control District following Tropical Storm Allison – Houston, Texas

Wine was the Project Manager for conducting FEMA damage assessments on over 50 miles of federally-constructed channels in Harris County, Texas. The facilities inspected included Brays Bayou, White Oak Bayou, Vince Bayou, Little Vince Bayou, Sims Bayou and the Clear Lake Second Outlet Channel and Gated Structure. Detailed inspection reports with digital photographs documenting damage caused by the storm along with probable construction costs were prepared and submitted to Harris County Flood Control District within seven calendar days. These inspection reports supported HCFCD's preparation of Damage Survey Reports as required by the Federal Emergency Management Agency (FEMA). Huitt-Zollars later prepared construction documents to repair the damage from Tropical Storm Allison.

FEMA Damage Assessments for City of Houston following Tropical Storm Allison – Houston, Texas

Wine was the Project Manager for conducting FEMA damage assessments on over 700 flood-damaged residences using the requirements of FEMA's Substantial Damage Estimator, documented the damage to the structures and electronically prepared the data for submission to the City of Houston and FEMA.

EDUCATION

- 1989 Master of Engineering, Structures, University of Florida
- 1979 Bachelor of Science, United States Military Academy, West Point

REGISTRATION

Professional Engineer: Civil/Texas /#73646

ORGANIZATION

Leadership in Energy and Environmental Design (LEED) Certification by the U.S. Green Building Council

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FRANK ANDREWS, PE

QA/QC Manager

Andrews has more than 40 plus years of experience in development of major transit and transportation engineering programs. His experience demonstrates the ability to manage all functions of projects and programs. He managed METRO's Real Estate Department. He also prepared budgets for operating needs and capital improvement programs, developed contract specifications for design and construction projects, performed quality assurance/ quality control and constructability reviews, and developed technical standards and criteria. Andrews acted as liaison with the private and public utility companies including establishment of schedules, budget, and policy for support of capital programs. He also managed, supervised, and oversaw the development of relocation and reimbursement agreements with private utility companies.

RELEVANT PROJECT EXPERIENCE

- **City of Dickinson CDBG-MIT Hughes Road, Dickinson, Texas**
- **Design Services for Structural and Drainage Improvements to Dickinson's Public Library, Dickinson, Texas**
- **FEMA Post Storm Damage Assessment, (Following Hurricane Harvey), Galveston County, Texas**
- **FEMA Post Storm Damage Assessment, (Following Hurricane Harvey), Dickinson, Texas**
- **CDBG-Disaster Recovery Project – Pin Oak Drive, Drainage Improvements, Dickinson, Texas**
- **CDBG-Disaster Recovery Project – Tributary to Gum Bayou Widening, Dickinson, Texas**
- **CDBG-Disaster Recovery Project – Nicholstone, Drainage Improvements, Dickinson, Texas**
- **FEMA PA & HMP Funded Wayne Johnson Community Center, Galveston County, Texas**
- **FEMA PA & HMP Funded Bayshore Park Boat Ramp Galveston County, Texas**
- **FEMA HMP FUNDED Galveston County, 9th and 11th Street Drainage, Galveston, Texas**
- **FEMA HMP FUNDED Galveston County, Bacliff Villas Subdivision Drainage Restoration, Bacliff, Texas**
- **FEMA PA Funded Replacement of Paul Hopkins Park Bridge, Galveston County, Texas**
- **Preparation of FEMA HMG Application Historic Railroad Museum - Dickinson, Texas**
- **Brays Bayou Erosion Repairs, Harris County, Texas**
- **Gulf Coast Water Authority, Operations Center, Texas City, Texas**
- **5910 Navigation Boulevard, Harris County, Texas**
- **Fort Bend County 2017 Mobility Bond Program, Old Richmond Road Project, Houston, Texas**

EDUCATION

1997 Bachelor of Science, Civil Engineering, Georgia Tech University

REGISTRATION

Professional Engineer: Civil/Texas/#82200

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Byrne has led many multi-disciplinary design teams to deliver projects meeting client goals. His professional experience includes needs assessment, space planning, programming and design of various public works facilities. He has operated on a variety of scales and market sectors, from five-thousand square foot government office renovations to 5.4 million square foot mixed-use developments. His flexibility and ability to adapt has consistently led to success and client satisfaction.

RELEVANT PROJECT EXPERIENCE

- **Architectural Design Services for Texas Department of Transportation (TxDOT) Corpus Christi D Headquarters, Texas**
- **Architectural Design Services for City of Baytown Operations Building, Baytown, Texas**
- **Architectural Design Services for the Texas Facilities Commission on the Renovation of the South Gessner Driver's License Facility, Houston, Texas**
- **Architectural Design Services for the Fort Bend County - Precinct 3 North Library, Fulshear, Texas**
- **Architectural Design Services for the City Hall and Police Department Building, Fulshear, Texas**
- **Architectural Design Services for the TxDOT-Lockhart Maintenance Facility, Lockhart, Texas**
- **Architectural Design Services for the TxDOT La Marque Area Engineering and Maintenance Facility, Texas**
- **Architectural Design Services for the City of La Porte Public Works Service Center, La Porte, Texas**
- **Architectural Design Services for the METRO Work Authorization No. 2 Polk Bus Operating Facility, Harris County, Texas**

EDUCATION

2014 Bachelor of Architecture, Rice University

REGISTRATION

Registered Architect: Architecture/Texas/#26080

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WILLIAM KRASNER, PE, LEED AP

Mechanical Engineer

Krasner has been with Huitt-Zollars, Inc. for more than 4 years and his work includes the engineering design, specification, and construction administration of HVAC systems, the buildings' energy analysis, and field investigation. He has designed a wide variety of systems including central plants, large air handling units, energy recovery, laboratory, and exhaust systems. Krasner has extensive expertise in chilled/hot water systems, DX split and packaged systems, heat exchange, and VRV systems. He is a licensed engineer in Texas

RELEVANT PROJECT EXPERIENCE

- **FEMA Post Damage Assessments for Galveston County (following Hurricane Harvey), Galveston County, Texas**
- **Need Assessment and Facility Condition Assessment, Family Law Center, Harris County, Texas**
- **Facility Condition Assessment, City-wide facilities, City of Sugar Land, Texas**
- **Facility Condition Assessment and Building Feasibility Study, City of Huntsville, Texas**
- **Facility Condition Assessment, Mental Health Mental Retardation Authority Office Building and Community Center, Harris County, Texas**
- **Facility Condition Assessment, Administration Building, Harris County Flood Control District, Houston, Texas**
- **Camp Hubbard Administration Building, Texas Department of Transportation**
- **Chilled Water System and Condenser Water System Retro- Commissioning, Lone Star College System, Harris County, Texas**
- **Computer Classrooms HVAC Heat Load Analysis Study, North Harris Campus, Texas, North Harris Campus, Texas**

EDUCATION

2011 Master of Science, Engineering Management, University of Austin at Austin

1991 Bachelor of Science, Mechanical Engineering, Rice University

REGISTRATION

Professional Engineer: Mechanical/Texas/#93782

ORGANIZATION

Leadership in Energy and Environmental Design (LEED) Certification by the U.S. Green Building Council

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Roberts has 40 years of experience in the engineering design field of plumbing, fire protection, process piping, steam systems, fueling, irrigation, pumping stations, lift stations, well/hydro-pneumatic tank water systems and site utility systems. His project responsibilities include project management, department supervision, project engineer, studies, contract document preparation, and a variety of engineering design roles on numerous facilities.

RELEVANT PROJECT EXPERIENCE

- **Plumbing Design Services on the Sheriff Office's Administration Building, Harris County, Texas**
- **Plumbing Design Services on the New East EZ Tag Store, Harris County toll Road Authority, Harris County, Texas**
- **Plumbing Design Services on the Coastal Water Authority, Luce Bayou Interbasin Transfer Project Canal Maintenance Facility, Dayton, Texas**
- **Plumbing Design Services on the TxDOT - Area Architectural & Engineering IDIQ, Maintenance Facility, Angleton, Texas**
- **Plumbing Design Services on the Gulf Coast Water Authority Addition and Renovation to Thomas Mackey Water Treatment Plant, Texas City, Texas**
- **Plumbing Design Services on the Gulf Coast Water Authority - Operations Center, Texas City, Texas**
- **Plumbing Design Services on the City of Pearland - Orange Street Service Center, Pearland, Texas**
- **Plumbing Design Services on the TxDOT - La Marque Area Engineering and Maintenance Facility, La Marque, Texas**
- **Plumbing Design Services on the Fort Bend County, Fulshear Library, Fort Bend County, Texas**
- **Plumbing Design Services on the City of Port Arthur's Transit Maintenance Building and Charging Depot Expansion, Port Arthur, Texas**

EDUCATION

Undergraduate Studies

REGISTRATION

1987/Certified Plumbing Designer

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With 30 years of practicing mechanical engineering, David has been a principal-in-charge and responsible for management, design and construction administration for large design projects in Texas and Colorado. As a mechanical engineer, David has extensive experience in fire protection for new construction and renovation of existing buildings. He has conducted numerous fire protection evaluations, assessment and designs for commercial, governmental buildings, distribution warehouse and distribution buildings, aircraft hangars and aircraft assembly plants. David will be responsible for providing fire protection consultation early in the project design, provide engineering support throughout the project and provide final designs for the installation of fire sprinkler systems for each of the buildings.

RELEVANT PROJECT EXPERIENCE

- **Public Storage Fire Protection and Sprinkler Designs - Houston, Texas**
- **Museo Plaza Medical Office Building, Houston, Texas**
- **Dickens County Courthouse Renovations - Dickens County, Texas**
- **Star Telegram Building Renovation - Fort Worth, Texas**
- **Frost Tower, Fire Sprinkler Design and Consultation - Fort Worth, Texas**
- **Fire protection, new Trinity River College Campus - Downtown Campus, Fort Worth, Texas**
- **TxDOT Abilene Headquarters HVAC and Fuel Facilities - Abilene, Texas**
- **Tarrant County Office Renovations Fire Protection Designs - Fort Worth, Texas**

EDUCATION

1989 – Bachelor of Science, Mechanical Engineering, University of New Mexico, Albuquerque, New Mexico
2008 – Fire Technology Certification Program, Oklahoma State University, Stillwater, Oklahoma

REGISTRATION

Professional Engineer: Mechanical-Fire Protection/Texas/#90657
Certified Plumbing Designer, ASPE 2000/CIPE/CPD #1-17566
LEED AP USGBC, 2003

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Wallace has more than 38 years of experience as a Structural Engineer. He has been involved in the design of many highly complex structures for flood control and soil and water conservation construction programs for the US Army Corps of Engineers (USACE) and the Natural Resources Conservation Service (NRCS). Projects have included reinforced concrete hydraulic structures such as trapezoidal channel paving, rectangular channels, impact basins, drop structures, retaining walls, and reinforced concrete for principal and auxiliary spillways of lakes and dams. Wallace provided the structural design or provided peer reviews of projects where the objectives of the project was to design modifications to dams and their appurtenant structures to mitigate risks related to dam safety concerns; and to meet current regulations and standards as provided by Conservation Districts, NRCS, USACE, and various Departments of Water Resources.

RELEVANT PROJECT EXPERIENCE

- **General Services Administration (GSA) Mickey Leland Federal Building Design-Build RFP, Houston, Texas**
- **Assessments of 24 Historic Wood-Framed Warehouse, Fort Bliss, Texas**
- **GSA USGS Initial Space Alterations, Fort Worth, Texas**
- **Corpus Christi Border Patrol Station, Corpus Christi, Texas**
- **City of Denton for the Denton Solid Waste for the Administration Building Alterations, Denton, Texas**
- **R&D Facility, Building G, WEIR SPM, Fort Worth, Texas**
- **City of Dallas for the Southeast Service Center, Dallas, Texas**
- **Soldier Service Center, Fort Hood, Texas**
- **Red River Army Depot Maneuver Systems Sustainment Center, Texarkana, Texas**
- **GSA IDIQ for A-E Services in Support of GSA Region 7, Zone 2, Fort Worth, Texas**

EDUCATION

1982 Master of Science, Civil Engineering (Structures), University of Texas at Arlington

1978 Bachelor of Science, Civil Engineering, University of Texas at Arlington

REGISTRATION

Professional Engineer: Structural/Texas/#59641

Structural Engineering Certification Board (SECB) No. 2158/2008

NCEES Model Law Structural Engineer (MLSE) 2014

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SCOTT PARMA, PE, LEED AP

Electrical Engineer

Parma's engineering experience includes power distribution, electrical systems analysis, system planning, electrical system design, and construction administration. He has completed a wide array of facilities projects in the utility, transportation, municipal, infrastructure, and commercial sectors of construction. His main expertise is in medium-and low-voltage power systems design and analysis. He also has experience in lighting, telecommunications, and fire alarm system design.

RELEVANT PROJECT EXPERIENCE

- **Design Electrical Services for R & D Facility, Weir SPM, Fort Worth, Texas**
- **Design Electrical Services for North Texas Municipal Water District, Environmental Laboratory Facility, Wylie, Texas**
- **Design Electrical Services for the Upgrade HVAC and Fire Alarm Systems, Fritz G. Lanham Building, Fort Worth, Texas**
- **Design Electrical Services for the Transit Operations and Maintenance Building, Denton County Transit Authority, Denton County, Texas**
- **Design Electrical Services for the Victor Valley Transit Authority, Administration, Operations and Maintenance Facility, Hesperia, California**
- **Design Electrical Services for the James Avenue Service Center, Fort Worth, Texas**
- **Design Electrical Services for the Northwest Service Center, Dallas, Texas**
- **Design Electrical Services for the University of Oklahoma Transportation Operations Center, Norman, Oklahoma**
- **Design Electrical Services for the Dallas Area Rapid Transit: Northwest Rail Operations Facility, Dallas, Texas**
- **Design Electrical Services for the Tarrant County College District, Fort Worth Opportunity Center, Fort Worth, Texas**
- **Design Electrical Services for the Texas Christian University Worth Hills Village, Fort Worth, Texas**
- **Design Electrical Services for the GSA Midland Odessa Arc Flash Study, Midland, Texas**

EDUCATION

1981 Bachelor of Science, Electrical Engineering, Texas A&M University

REGISTRATION

Professional Engineer: Electrical/Texas/#75690

ORGANIZATION

LEED Accredited Professional

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Torres' HVAC experience consists of chillers and cooling towers, ground-source heat pumps, packaged rooftop systems, computer room systems and other HVAC systems. Torres' design engineering experience also includes utility and lighting design; electrical systems analysis; facilities electrical design including lighting, power, communication, fire alarm, security; and grounding using AutoCAD and REVIT.

RELEVANT PROJECT EXPERIENCE

- **Design Services for FEMA Post Damage Assessments for Galveston County (following Hurricane Harvey), Galveston County, Texas**
- **Design Services for FEMA Damage Assessments for Montgomery County following Hurricane Harvey – Montgomery County, Texas**
- **Design Services for FEMA Damage Assessments for Fort Bend County following Hurricane Harvey – Fort Bend County, Texas**
- **Design Service for the Cedar Hill State Park Flood Damage Repairs, Texas Parks & Wildlife Department, Texas**
- **Design Electrical Services Renovation of Mustang Island State Park, Texas Parks & Wildlife Department, Corpus Christi, Texas**
- **Design Electrical Services for Texas Department of Transportation for Camp Hubbard Parking Lot Improvements, Texas**
- **Design Electrical Services for Texas Facilities Commission for the 5th Floor Building 6 Camp Hubbard Renovation, Austin, Texas**
- **Design Electrical Services for the Texas Department of Transportation for Roof Replacements at Six TxDOT Buildings, Texas**
- **Design Electrical Services for the Lone Star College System for the Computer Classroom HVAC Analysis, Harris County, Texas**
- **Design Electrical Services for the University of Houston for the Intramural Field Complex Development, Houston, Texas**
- **Design Electrical Services for the University of Houston for the Clear Lake Campus Sports Fields, Houston, Texas**
- **Design Electrical Services for the City of Stafford Police Department Facilities, Stafford, Texas**

EDUCATION

2013 Bachelor of Science, Architectural-Engineering, Texas A&M University @ Kingsville

REGISTRATION

Professional Engineer: Electrical/Texas / #141920

**ENGINEERING, ARCHITECTURAL AND SURVEYING SERVICES FOR TEXAS GENERAL LAND OFFICE'S COMMUNITY DEVELOPMENT
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JEFFREY HOLBA, RLA, ASLA

Landscape Architect

Holba is a Landscape Architect with Huitt-Zollars. His past project experience ranges from master planning and visioning of urban land developments, community amenity design and aesthetics, hike and bike trail development, multi-family, town home, and student housing developments, assisted and independent living facilities, commercial and retail developments, multi-use urban developments, streetscapes, private and public park development, restaurant and hotel development, tree preservation and identification, and federal and military housing and urban development. He is a registered landscape architect with a Bachelor of Arts in Landscape Architecture. Experience relevant to the specific aspects and anticipated services for the proposed public works projects are listed below.

RELEVANT PROJECT EXPERIENCE

- **Design Landscape Architectural Services for the Improvements to Dickinson's Public Library, Dickinson, Texas**
- **Design Landscape Architectural Services for the Cedar Hill State Park Flood Damage Repairs, Texas Parks & Wildlife Department**
- **Design Landscape Architectural Services for the Fort Bend Courthouse and Pedestrian Plaza, City of Richmond, Texas**
- **Design Landscape Architectural Services El Franco Lee Park, Houston Parks Board, Houston, Texas**
- **Design Landscape Architectural Services Citywide Park Improvements, City of El Paso, Texas**
- **Design Landscape Architectural Services Lomax Park Improvements, City of La Porte, Texas**
- **Design Landscape Architectural Services Pedestrian Plaza near Travis Building, Fort Bend County, Texas**
- **Design Landscape Architectural Services Minor League Baseball Stadium, City of Sugar Land, Texas**
- **Design Landscape Architectural Services Atlantic Aviation FBO and Hangar Complex Expansion at Hobby Airport, Texas**
- **Design Landscape Architectural Services Cameron Park, Waco, Texas**
- **Design Landscape Architectural Services on Southeast Beltway 8, Harris Count, Texas**

EDUCATION

1999 Bachelor of Arts, Landscape Architecture, Oklahoma State University

REGISTRATION

Registered Landscape Architect:/Texas/#2378

PROFESSIONAL ASSOCIATIONS

American Society of Landscape Architects

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Robert Powell has more than 27 years of experience in the design and preparation of construction documents for flood control projects. He is also well versed in providing construction management supervision and inspection, and design detailing. He has served as the Project Manager for the Maintenance Engineering of federally-assisted channels in Harris County, Texas for over ten years. In this role he has provided annual inspection of the assets in the program and condition assessment reports for each asset. He has also provided construction document packages for the repair of the deficiencies.

RELEVANT PROJECT EXPERIENCE**Maintenance Engineering for the Federally- Assisted Channels, Harris County, Texas**

Powell served as Project Manager and Lead Civil Engineer for the maintenance of federally-assisted channels in Harris County, Texas. Channels in this program include Brays Bayou (24 miles), White Oak Bayou (ten miles), Vince Bayou (four miles), Little Vince Bayou (three miles), Sims Bayou (five miles), and Clear Lake Second Outlet Channel and Gated Structure. Scope of work includes an annual inspection of the assets in the program. Deficiencies are digitally photographed, repair cost calculated and categorized according to the priority of the repair. A comprehensive condition assessment report for each asset was prepared for Harris County Flood Control District (HCFC) and the U.S. Army Corps of Engineers, Galveston District.

Non-Federal Channel Assessment, Harris County Flood Control District, Harris County, Texas

Powell served as Project Manager for the condition assessment of all non-federal channels maintained by Harris County Flood Control District. Field teams utilized GPS data collectors with Laser Rangefinders and digital cameras to collect the inventory and deficiency data. The data is downloaded, coordinated with digital photos, and incorporated into GIS with aerial imagery, all of which are used to estimate current values and repair costs for identified deficiencies on the 2,500 miles of county channels.

Clear Lake Second Outlet Scour Study, Harris County Flood Control District, Seabrook, Texas

Powell served as Project Manager for 2002 and 2004 scour studies and reports: inspecting for scour in channel at gated structure including hydrographic survey of channel bottom and comparison of findings to 1991 channel design record drawings. Data was incorporated into GIS, which was used to generate report exhibits.

Brays Bayou Desilt Project, Harris County Flood Control District, Harris County, Texas

Powell served as Project Manager for engineering services including survey, preparation of construction documents, and construction cost estimate for a sediment removal project on Brays Bayou from US 59 upstream to Old Westheimer, in support of HCFC's engineering and maintenance program. Surveying was provided to coordinate with GIS contour data used to generate plans and cross sections for desilt project.

Repairs on White Oak Bayou at Yale and at Stude Park, Harris County Flood Control District – Houston Texas

Powell served as Project Manager for survey, preparation of construction documents, and construction cost estimates for repairs to two significant failures of Concrete Channel Lining on the federal portion of White Oak Bayou near Yale and Stude Park, in support of HCFC's engineering and maintenance program.

EDUCATION

2007 Master of Engineering, Prairie View A&M University

1982 Bachelor of Science, Building Construction, Texas A&M University

PROFESSIONAL REGISTRATION

Professional Engineer: Civil/Texas/#102329

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AFSHIN GAZERZADEH, PE, CFM

Drainage Engineer

Gazerzadeh has more than 12 years of engineering experience dedicated to research, modeling and solving water resources engineering problems. He is experienced in numerical simulation and modeling for riverine, estuarine, coastal systems. He is skilled in flood risk analysis and coastal inundation hazard modeling. His Expertise is in drainage studies, watershed analysis, conveyance design and fluvial hydraulics. He has in-depth knowledge of flood modeling and computational hydro-science.

RELEVANT PROJECT EXPERIENCE

- **City of Dickinson CDBG-MIT Hughes Road, Dickinson, Texas**
- **Design Drainage Services for the FEMA Post Storm Damage Assessment, (Following Hurricane Harvey), Galveston County, Texas**
- **Design Drainage Services for the FEMA Post Storm Damage Assessment, (Following Hurricane Harvey), Dickinson, Texas**
- **Design Drainage Services for the CDBG-Disaster Recovery Project – Pin Oak Drive, Drainage Improvements, Dickinson, Texas**
- **Design Drainage Services for the CDBG-Disaster Recovery Project – Tributary to Gum Bayou Widening, Dickinson, Texas**
- **Design Drainage Services for the CDBG-Disaster Recovery Project – Nicholstone Drainage Improvements, Dickinson, Texas**
- **Design Drainage Services for FEMA PA Funded Replacement of Paul Hopkins Park Bridge, Galveston County, Texas**
- **Design Drainage Services for the Preparation of FEMA HMG Application Historic Railroad Museum - Dickinson, Texas**
- **Design Drainage Services for the Drainage Engineering (following Hurricane Harvey), City of Dickinson, Dickinson, Texas**
- **Design Drainage Services for the Pre-Engineering Services Stormwater Drainage Improvements, City of Houston, Houston, Texas**
- **Design Drainage Services for Brazos River Bank Erosion, Sugar Land, Texas**
- **Design Drainage Services for South Lockwood Roadway and Drainage, Houston, Texas**
- **Design Drainage Services for Buffalo Bayou Study, Harris County Flood Control, Harris County, Texas**
- **Design Drainage Services for Dam Spillway Gates Replacement, Friends of Lake McQueeny,, Texas**
- **Design Drainage Services for 2018 Bond Program, Fort Bend Independent School District, Fort Bend County, Texas**
- **Design Drainage Services for Kingsland Boulevard at Westgreen Boulevard Intersection Improvements, Harris County, Texas**

EDUCATION

2016 Master of Science, Civil Engineering Computational Hydroscience, University of Mississippi
 2010 Master of Science Hydraulic Structures Engineering, Shahldchamran University, Iran
 2007 Bachelor of Science, Civil Engineering, Shahldchamran University, Iran

REGISTRATION

Professional Engineer: Civil/Texas/#135980
 Certified Floodplain Manager (CFM) #3461-19N

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KATHERINE MEARS, PE, ENV SP

Water/Wastewater/Utilities Coordinator

Mears brings a diverse background of 25 years of project experience in water, wastewater, drainage, roadways, sidewalks, bikeways, traffic signals, and environmental documentation with clients ranging from municipalities, counties, and state agencies to utility districts. Her clients include numerous municipalities, counties, state agencies, and utility districts. She earned her Bachelor of Science in Civil Engineering from Texas A&M University and is a licensed engineer in Texas with an Envision Sustainability Professional Certification (ENV SP) from the Institute of Sustainable Infrastructure. Mears is very active in the local community and with a number of professional associations. She currently serves on the Board of Directors for ACEC Houston and previously served as Programs Committee Chair. She is also an APWA Officer and is the Southeast Branch Programs Chair.

RELEVANT PROJECT EXPERIENCE

- **City of Dickinson On-Call Engineering Services, Dickinson, Texas**
- **City of Webster City Engineer, Webster, Texas**
- **Galveston County Water Control and Improvement District No. 1 Relief Sanitary Sewer, Dickinson, Texas**
- **Harris County Flood Control District, Brays Bayou Federal Flood Damage Reduction Project Willow, Harris County, Texas**
- **Galveston County Water Control and Improvement District No. 1 Deats Road Utility Relocations, Dickinson, Texas**
- **City of League City Water Line, League City, Texas**
- **City of Missouri City Cangelosi Watershed Facility Improvements Engineering Evaluation, Missouri City, Texas**
- **City of Tomball, Hufsmith-Kohrville Utilities Extension, Tomball, Texas**
- **City of Bryan, FM 1179 Utility Relocations, Bryan, Texas**

EDUCATION

1997 Bachelor of Science, Civil Engineering, Texas A&M University

REGISTRATION

Professional Engineer: Civil/Texas/#90230

Institute for Sustainable Infrastructure Certified Envision Sustainability Professional (ENV SP), 2013

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Nesvadba has over 23 years of experience in the planning, design, and construction management for various commercial, municipal and county projects in the greater Houston Galveston area. Nesvadba has hands-on project experience on channels, streets, roadways, drainage systems, water and sewer utilities and facilities.

RELEVANT PROJECT EXPERIENCE

- **City of Dickinson CDBG-DR Engineering Services, Dickinson, Texas**
- **City of Dickinson Oak Park, Dickinson, Dickinson, Texas**
- **City of Dickinson On-Call Engineering Services, Texas**
- **Harris County, Beaumont Place, Harris County Engineering Department, Harris County, Texas**
- **West Harris County Regional Water Authority, Contract 26, Harris County, Texas**
- **Fort Bend County Emergency Services District No. 4, Fort Bend County, Texas**
- **City of Galveston Seawall Improvement Project - Amenities for All - Galveston, Texas**
- **City of Rosenberg, Downtown Drainage System Rehabilitation, Rosenberg, Texas**
- **City of Friendswood, FM 518 Drainage Improvement, Friendswood, Texas**
- **City of Houston, South Braeswood (Stella Link Road to Buffalo Speedway) Paving, Drainage & Utility Reconstruction –Houston, Texas**

EDUCATION

1997 Bachelor of Science, Civil Engineering, Texas A&M University

1993 Associates in Applied Science, Drafting Technology, Wharton County Junior College

REGISTRATION

Professional Engineer: Civil/Texas/#91092

**ENGINEERING, ARCHITECTURAL AND SURVEYING SERVICES FOR TEXAS GENERAL LAND OFFICE'S COMMUNITY DEVELOPMENT
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RICARDO VAZQUEZ, RPLS

Survey/ Metes & Bounds

Vazquez is well versed in the many aspects of land surveying. He has particular expertise in engineering design surveys, boundary determination, construction staking, high-precision surveys, and preparation of survey plats, exhibits, and legal descriptions. His experience ranges from performing single lot surveys to an "as-built" of a chemical plant under construction. He has extensive commercial real estate experience and has been involved in the platting process of many subdivisions in the City of Houston and in Harris, Fort Bend, and Montgomery Counties. His construction experience spans from tunnels to high rise building construction.

RELEVANT PROJECT EXPERIENCE

Evergreen Contract – Harris County Flood Control District, Harris County, Texas

Vazquez prepared boundary and topographic surveys throughout the county for Harris County Flood control District as part of an evergreen contract. In addition, he prepared surveys for the Inverness Forest subdivision. This project involved channel improvements to Cypress Creek and included the building of a levee. Provided construction staking and volume calculations for the contractors as well as design surveys for the project engineer for Harris County Flood Control District. Vazquez also performed the calculations and directed the field crew in the office and the field. Vazquez oversaw the topographic survey for the design of Sesquicentennial Park Phase Two, located in downtown Houston next to the Wortham Center and the channel improvements of Cypress Creek at the Inverness Forest subdivision in north Houston.

Harris County Downtown Tunnel System Flood Study, Harris County, Texas

This project was a flood study for the downtown tunnel system used by Harris County employees to get from the Harris County garage to the Harris County buildings and Congress Plaza. The survey took and located detailed elevations in front of all doorways, elevators, changes in flooring, top of steps, horizontal and vertical angle points, and each side of the flood gates. The project began with Mr. Vazquez visiting the site to direct the field crews as to methodology initially and later from the office, reviewed the data for accuracy, and prepared the cad drawings.

Sugar Land Ditch 'H' and Oyster Creek Drainage Study, Sugar Land, Texas

This project was a flood study to determine capacity of Ditch 'H' in Sugar Land and to aid in the storm system design of property located on Oyster Creek at Creek Bend Drive. Vazquez directed the field crew and provided QA/QC on the project.

City of Texas City 34th Street Water Shed Drainage Study, Texas City, Texas

This project was a flood study along 34th Street from Palmer Highway to the Rainwater Pump Station located at 25th Avenue (Loop 197) in Texas City. Vazquez began the project by directing the field crew on site to begin the project and directing them from the office. He reviewed the field data and prepared the cad drawings.

F.M. 1960 from Lee Road to Aldine-Westfield Road, Harris County, Texas

Vazquez was responsible for the mapping and the acquisition of additional right-of-way along F.M. 1960 from Lee Road to Aldine-Westfield Road (4.4 miles). Extensive client and graphics consultant interfacing were required. Vazquez researched the real property records of numerous abstracts to ascertain current property ownerships, supervised the field crews (Directed them in the field during the Polaris star observations), performed all the control and boundary calculations, wrote the legal descriptions, and edited the right-of-way map for accuracy and completeness.

EDUCATION

Undergraduate Courses

REGISTRATION

Registered Public Land Surveyor, #4902/Texas

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Kasturi has more than 15 years of civil, transportation, and utility engineering experience. Her background includes design, supervision, preparation of plans and specifications, and inspection of roads, paving, bridges, storm drainage, water and wastewater, traffic control plan structures, parking lots, and coastal protection projects. She too is extremely well-versed in drainage, roadway design, utilities, traffic control plans, and construction issues relating to urban street and drainage projects.

RELEVANT PROJECT EXPERIENCE

- **City of Dickinson CDBG-MIT Hughes Road, Dickinson, Texas**
- **City of Dickinson Roadway Improvement, Dickinson, Texas**
- **FEMA PA – Funded Bolivar Peninsula Road Reconstruction, Galveston County, Texas**
- **City of Houston, City-wide Storm Water Drainage, Pre-Engineering Design of CIP Projects, Houston, Texas**
- **City of Katy Fortuna Drive Drainage Improvements, Katy, Texas**
- **USACE Emergency Repairs to Gulf Coast Jetties and the Texas City Dike, Galveston, Texas**
- **City of Houston Linkwood Subdivision Paving and Drainage, Houston, Texas**
- **City of Houston Hillcroft Avenue Paving and Drainage, Houston, Texas**
- **City of Houston Lockwood Paving and Drainage, Houston, Texas**
- **City of Sugar Land, University Boulevard South, Sugar Land, Texas**
- **City of League City Downtown Redevelopment Program, League City, Texas**
- **City of League City FM 518 By-Pass, City of League City, Texas**
- **Fort Bend County, Falcon Landing Boulevard, Fort Bend County, Texas**
- **Harris County Engineering Department of Jarvis Road, Barker Cypress Road and Bridge, and Perry Roads, Harris County, Texas**

EDUCATION

2004 Master of Engineering, University of Kansas

2001 Bachelor of Science, Civil Engineering, Osmania University College

REGISTRATION

Professional Engineer: Civil/Texas/#101073

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CHARLES QUADE, PE

Structural (Bridge) Engineer

Quade has 29 years of experience as a structural engineer. His experience ranges from research, design, inspection, analysis, and rehabilitation of bridges to highways, freeways, airports, and other transportation projects. He has an in-depth knowledge for the design of, steel, reinforced concrete, prestressed concrete, and post-tensioned concrete structures. He has been responsible for structural analysis, design, and plan preparation for a large variety of highway, railroad, and light rail bridge projects. Quade has designed several storm drainage structures such as aerial utility crossings, junction boxes and unique culverts.

RELEVANT PROJECT EXPERIENCE

- **FEMA Post Damage Assessments for Galveston County (following Hurricane Harvey), Galveston County, Texas**
- **University Boulevard South Extension – City of Sugar Land, Texas**
- **SH 146 @ Spur 330 Interchange, TxDOT Houston District – Baytown, Texas**
- **US 90A Railroad Overpasses, TxDOT Houston District Houston, Texas**
- **Barker Cypress Road Reconstruction – Harris County, Texas**
- **Jarvis Road Reconstruction – Harris County, Texas**
- **Downtown Corridor, METRO Solutions – METRO of Harris County, Texas**
- **Texas Department of Transportation Bridge Design Pool – Austin, Texas**
- **US 77 Bridge Replacements – TxDOT Bridge Division /Austin District**
- **Fort Sill Bridge Inspections – Lawton, Oklahoma**
- **Spillway Bridge Inspections – States of Oklahoma and Kansas**
- **Denton County Bridge Replacement Program – Denton, Texas**

EDUCATION

1988 Master of Science, Structural Engineering, University of Texas @Austin

1984 Bachelor of Science, Civil Engineering, University of Texas @Austin

REGISTRATION

Professional Engineer: Structural/Texas/#69396

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Gilliland has 20 years of engineering experience. Her background includes design of structural engineering plans for residential and commercial, new construction and renovation to existing buildings, including wood, concrete and steel framing, and foundation windstorm design coastal properties. She has updated and created details for framing and lateral designs. Gilliland was responsible for the design of concrete repairs on existing structures, such as crack injection, protection of reinforcing, patching concrete spalls, holes in floors and roof.

RELEVANT PROJECT EXPERIENCE

- **Design Services for Structural And Drainage Improvements to Dickinson's Public Library, Dickinson, Texas**
- **Post Storm Damage Assessment Services of Facilities and Infrastructure, Galveston County, Texas**
 - **Structural analysis and reports for the roof damage on several buildings that were damaged during Hurricane Harvey**
 - **Structural engineering services for a new steel platform for a new emergency generator for the Bayou Vista City Hall Building**
 - **FEMA PA Funded Paul Hopkins Park Bridge in Dickinson, which was damaged during Hurricane Harvey**
- **Post Storm Damage Assessment Services of Facilities and Infrastructure, Dickinson, Texas**
- **Repair of Hurricane Damage to Goose Island State Park, Texas Parks & Wildlife Department, Rockport, Texas**
- **Repair of Hurricane Damage to Cedar Hill State Park Flood Damage, Texas Parks & Wildlife Department, Cedar Hill, Texas**
- **TxDOT - Architectural Indefinite Delivery/ Indefinite Quantity - Facility Condition Assessment - Houston, Texas**
- **Construction Management Services, Bus Transit Maintenance Facility, Fort Bend County, Texas**

EDUCATION

1997, Bachelor of Science, Civil Engineering, Rice University

1994, Bachelor of Arts, Architecture, Rice University

REGISTRATION

Professional Engineer: Civil/Texas/#90140

Appointed Qualified Windstorm Inspector through the Texas Department of Insurance

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CLAUDE MARSHALL

Construction Manager

Marshall has more than 20 years of experience in the construction industry. His years of experience encompasses years of surveying drafting and design, inspection, and project management on municipal street, drainage and utility projects. Marshall was the Project Manager for the \$7 million Hurricane Lane Extension project for the City of Missouri City, which partnered with consultants, contractors, and others involved in the planning, preliminary design, design development bidding, permitting, construction process and inspections, RFI's, change orders, final occupancy, project closeout, and warranty phase.

RELEVANT PROJECT EXPERIENCE

- **Construction Management/Inspection Services on FTA Funded Bus Transit Maintenance Service Center, Fort Bend County, Fort Bend County, Texas**
- **Construction Inspection Services on Federally Funded Tiger Project for White Oak Bayou Trial, City of Houston/Houston Parks Board, Houston, Texas**
- **Construction Management/Inspection Services on FEMA PA Funded Replacement of Paul Hopkins Park Bridge, Galveston County, Texas**
- **Construction Management/Inspection Services on FEMA Post Damage Assessments for Galveston County (following Hurricane Harvey), Galveston County, Texas**
- **Construction Management on FEMA - HMP FUNDED Galveston County - 9th and 11th Street Drainage - Galveston, Texas**
- **Construction Management/Inspection Services on East Water and NE Water Purification Plants, City of Houston, Houston, Texas**
- **Construction Management/Inspection Services on Luce Bayou Canal Maintenance Facility, Coastal Water Authority, Liberty, Texas**
- **Construction Engineering Inspection Services, TxDOT Houston**
- **Gregory Boulevard Reconstruction Project - City of Missouri City, Texas**
- **Turtle Creek Drive Reconstruction Project - City of Missouri City, Texas**
- **MS4 Storm Water Administrator - City of Missouri City, Texas**
- **Waste Water Inspection for Clean and TV Citywide Contracts, Houston, Texas**
- **Reconstruction of Maintenance Zone 1078 - City of Tulsa**

EDUCATION

1994 Associates Degree in Engineering, Southwest Virginia Community College

REGISTRATION

TCEQ Wastewater Collection III License

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Daughtry has more than 35 years of experience in the construction industry. His experience encompasses years of construction inspection on a myriad of Municipal Street, drainage and utility projects. Most recently, Daughtry was the Lead Inspector for the 24/7 inspection for the \$21 million Shepherd Drive Paving and Drainage project for the City of Houston. This complete street, drainage and utility reconstruction project through one of the most influential business and residential streets in Houston, Texas required around the clock inspection and involved an 84-inch tunnel for a new storm sewer outfall to Brays Bayou and reconstruction of several signalized intersections. Significant coordination with businesses and local residents was required as well as coordination of the traffic control management plan.

RELEVANT PROJECT EXPERIENCE

- **Construction Management on FEMA - HMP Funded Galveston County - 9th and 11th Street Drainage - Galveston, Texas**
- **Post Storm Damage Assessment for Galveston County, Texas**
- **Monitoring Inspection of Texas City Hurricane Protection Levee, Galveston County, Galveston County, Texas**
- **Construction Management & Inspection for Shepherd Drive Paving and Drainage, City of Houston, Texas**
- **Construction Management & Inspection for West Little York Paving and Drainage, City of Houston, Texas**
- **Construction Inspection of Bayou Greenways 2020 Program, Houston Parks Board, Houston, Texas**
- **Construction Inspection of Bayou Greenways 2020 Program, Houston Parks Board, Houston, Texas**
- **Sanitary Sewer Rehabilitation Ashland Boulevard, Harris County Water Control & Improvement District (WC&ID) No. 84, Harris County, Texas**
- **Wastewater Reuse Design, Harris County WC&ID No. 84, Harris County, Texas**
- **Bulkhead Replacement, Colony Grant Subdivision, Fort Bend County, Texas**
- **Construction Engineering Inspection Services, TxDOT Houston**

EDUCATION

Undergraduate Courses

CERTIFICATIONS

City of Houston - Certified Construction Inspector

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Pederson has 31 years of experience working on public works engineering and land development projects, including construction contract administration and full-time field inspection services. A prior construction inspector for the Harris County Flood Control District and the City of Houston, Pederson has provided Field Inspections and Construction Management Inspection Services on streets, water and sewer utilities, drainage systems, sanitary lift stations; wastewater treatment plants rehabilitations and upgrades; and drainage channel repairs. Pederson is proficient in the documenting daily construction activities, traffic control plan implementation and storm water quality activities.

RELEVANT PROJECT EXPERIENCE

- **Construction Management on White Oak Bayou Trails, Segments A, B, C & D, Houston Parks Board, Harris County, Texas**
- **Maintenance of Federally-Assisted Channels for the Harris County Flood Control District (HCFCD) – Harris County, Texas**
- **Channel Repairs, Montgomery County #Drainage District 6, Montgomery County, Texas**
- **Supervisor, Development Coordination and Inspection Section, Harris County Flood Control District, Texas**
- **Montgomery County Drainage District 6, District Administration, Montgomery County DD #6, Texas**
- **Construction Management on Drive Drainage and Paving, City of Houston, Houston, Texas**
- **Elkins Lake Dam Concrete Spillway Improvements, Elkins Lake Recreation Corporation**
- **Paving Improvements, Rancho Verde Subdivision, Harris County, Texas**
- **Engineering Services, Point Aquarius Municipal Utility District, Montgomery County, Texas**
- **Engineering Services, Brazoria County Municipal Utility District, Brazoria County, Texas**

EDUCATION

Undergraduate Courses

CERTIFICATIONS

City of Houston - Certified Construction Inspector

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PAUL WILD (*Wild Associates – SBE Firm*)

Environmental Specialist

Wild has 36 years of experience in environmental and health and safety consulting, geotechnical and construction materials testing programs, contractor quality assurance, and business management applied to the oil and gas, petrochemicals, power, waste management, and manufacturing industries. Technical experience with field exploration programs, contractor construction monitoring, NEPA documentation, bid spec and bid tab development, constructability analysis, remedial construction management, drilling operations, data analysis, regulatory analysis and auditing, permitting, ISO 9001, and technical document preparation.

RELEVANT PROJECT EXPERIENCE

Phases I and II - Environmental Site Assessments (ESA) - General Land Office (GLO), Galveston Island Development Areas 3, 4, and 5 - Galveston, Texas

Responsible for Phases I and II ESAs for select areas on Galveston Island to evaluate the potential for environmental impacts from recognized environmental conditions.

Environmental Reviews GLO/Galveston Housing Authority, Disaster Recovery Scattered Sites Department for Housing and Urban Development (HUD), Galveston, Texas

Provided the development of NEPA Environmental Review Records under the direction of the Community Development Block Grant (CDBG) to assist with the selection of the optimal tracts for development of scattered housing sites to replace units lost in Hurricane Ike.

Condition Assessment, Threatened and Endangered Species (T&ES) Survey, and Corps Permitting -GLO/ City of Orange, Disaster Recovery Coopers Gully Stream, Orange, Texas

Directed the stream condition assessment, T&ES survey, and Corps 404 permitting under the CDBG for the Post-Hurricane Ike's Channel Improvements project.

Wastewater Treatment Plant and Incinerator Studies - GLO/City of Galveston, Disaster Recovery Utility Corridor, Water Plant, Galveston, Texas

Responsible for the ACM/LBP surveys, abatement plan development, demolition bid review, Phases I and II ESAs, indoor vapor intrusion surveys, and general environmental consulting under the CDBG for multiple infrastructure projects.

Debris Management, Wetlands Delineations, Historical/ Surveys, Corps Permitting, Marsh Degradation Survey GLO/FEMA/City of Port Arthur, Disaster Recovery HUD Environmental Reviews, HazMat - Port Arthur, Texas

Responsible for the development of the NEPA Environmental Review Records and various resource surveys for US Army Corps of Engineers' permitting and FEMA disaster recovery operations under the CDBG.

Disaster Recovery HUD Environmental Reviews, GLO/URS CORPORATION - Bellaire, Webster, Deer Park, Seabrook, and Galena Park, Texas

Responsible for the development of the NEPA Environmental Review Records for disaster recovery projects under the CDBG.

EDUCATION

Bachelor of Science, Chemistry (Zoology minor): Marshall University, 1983

CERTIFICATION

TCEQ Corrective Action Project Manager Reg. #CAPM00385; OSHA Certified for Hazardous Waste Site Work (OSHA 29 CFR 1910.120); OSHA 29 CFR 1910.120 Supervisor Training Asbestos Hazard Emergency Response Act (AHERA) building inspector and management planner; and Illinois Licensed Asbestos Inspector #100-7145 (lapsed)

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CHRISTY WILD (*Wild Associates – SBE Firm*)

Environmental Specialist

Horticulturist with 12 years of experience in greenhouse management and plant propagation including regulations for pesticide use and application issues under Texas Department of Agriculture; plant propagation using Integrated Pest Management (IPM) for pest and disease control and plant nutrition; plant compatibilities in landscape design and selection of suitable plants based on site-specific criteria for irrigation, soil types, and erosion control; wetland delineations; stream condition assessments; Phase I Environmental Site Assessments (ESA); Threatened and Endangered Species Surveys; Historical and Cultural Resource Surveys; and oilfield remediation monitoring. Develops US Army Corps of Engineers' Nationwide and Individual Permits for drainage improvement and bank stabilization projects.

RELEVANT PROJECT EXPERIENCE

- **Galveston Island Development Areas 3, 4, and 5 Phase I Environmental Site Assessments, General Land Office, Galveston, Texas**
- **Disaster Recovery Coopers Gully Stream Condition Assessment, Corps Individual Permit, General Land Office/City of Orange, Orange, Texas**
- **Wetlands and Water Bodies Mitigation Monitoring, Corps Permit Compliance, City of League City, League City, Texas**
- **Disaster Recovery Wetlands and Water Bodies Delineations, Hist./Cult & T&ES Surveys (Huitt-Zollars) Texas Parks and Wildlife Department, Cedar Hill, Texas**
- **Stream Condition Assessment and Ecological Risk Assessment, Nucor Steel, Jewett, Texas. Conducted a Stream Condition Assessment of Brushy Creek to support Nucor Steel and TCEQ in their Ecological Risk Assessment of the area surrounding the plant.**
- **Wetlands and Water Bodies Delineations, Phase I ESAs, Hist/Cult & T&ES Surveys, Corps Regional General Permits, Harris County Public Infrastructure Department, Harris County, Texas**
- **Phase I ESA Water Line and Booster Station, CDM/City of League City, League City, Texas**
- **Phase I ESAs, HazMat Surveys Conducted Phase I Houston Independent School District, Houston, Texas, ESAs and provided quality assurance review for hazmat surveys**
- **North Harris County Regional Water Authority, Harris County, Texas, Phase I ESA, Wetlands Delineation, Threatened and Endangered Species Survey for a 2-mile water line.**

EDUCATION

1998-1999; Undergraduate Courses, Houston Community College

1993-1996 Undergraduate Courses, University of Texas Austin

CERTIFICATIONS

US Army Corps of Engineers Wetland Delineation Training, Richard Chinn Environmental Training, Inc., 2013

Advanced Hydric Soils, Wetland Training Institute, 2014

Keying Grasses, Sedges, and Rushes, Wetland Training Institute, 2014

**ENGINEERING, ARCHITECTURAL AND SURVEYING SERVICES FOR TEXAS GENERAL LAND OFFICE'S COMMUNITY DEVELOPMENT
BLOCK GRANT - MITIGATION REGIONAL METHOD OF DISTRIBUTION PROGRAM**

JORGE GARCIA-HERREROS, MA, RPA, CRD (*Wild Associates – SBE Firm*)

Archaeologist

Garcia-Herrerros has 25 years of professional experience in the field of cultural resource management, anthropology, and archaeology. Additionally, he is currently the Archaeology Commissioner for the City of Houston's Archaeological and Historical Commission and has taught anthropology and archaeology courses at the University of Houston, Ashford University, Lone Star College, and Houston Community College. His responsibilities include management of field operations including establishing survey protocols, training personnel, and developing excavation methodologies, and obtaining clearances pursuant to Section 106 of the Historic Preservation Act, including formal and informal consultations with State Historic Preservation Officers, FERC, United States Army Corps of Engineers and Department of Defense. He has extensive experience planning, conducting, and managing site investigations of varying sizes, conducting agency consultations, and obtaining the necessary clearances for proposed projects. Garcia-Herrerros has conducted over 150 phase I, II, and III archaeological investigations for private sector, government, and academic projects. Scopes have ranged from small urban sites of one-acre or less to large linear projects encompassing hundreds of miles. His geographical project experience covers 18 U.S. states, Puerto Rico, and areas in Central and South America. His primary areas of interests are conflict, coastal and contact period archaeology. In addition, he has a great deal of experience in the identification and curation of significant historic and prehistoric artifacts. He has conducted archival research including examination of deeds, death certificates, wills, census records, tax records, and land grants.

RELEVANT PROJECT EXPERIENCE

- Principal Investigator - Directed a Phase I survey of two coastal areas planned for the construction of Gravity Based Structures in Nueces and Galveston County, Texas. This included background research, field investigations and report write up.
- Principal Investigator - Directed a Phase I survey of a ROW in Harris County, Texas, for the Propose Park Row Expansion Project. No archaeological sites were found. This included background research, field investigations, artifact analysis and report write up.
- Principal Investigator - Directed a Phase I survey of a coastal area planned for the construction of a mitigation wetland area in Aransas County, Texas. One prehistoric site was recorded during this survey. This included background research, field investigations and report write up.
- Principal Investigator - Directed a Phase I survey of two coastal areas planned for the construction of Gravity Based Structures in Nueces and Galveston County, Texas. This included background research, field investigations and report write up.
- Principal Investigator - Directed a Phase I survey of a coastal area planned for beach front development in Bolivar Peninsula in Galveston County, Texas. No archaeological sites were recorded during this survey. This included agency consultation, background research, field investigations and report write up.

EDUCATION

M.A., Anthropology, University of Houston, 1998

B.A., Anthropology and Sociology, University of Houston, 1995

REGISTRATIONS/CERTIFICATIONS

Register of Professional Archaeologists; Council of Texas Archaeologists; Society for Historical Archaeology, Society for American Archaeology, Texas Archaeological Society

**ENGINEERING, ARCHITECTURAL AND SURVEYING SERVICES FOR TEXAS GENERAL LAND OFFICE'S COMMUNITY DEVELOPMENT
BLOCK GRANT - MITIGATION REGIONAL METHOD OF DISTRIBUTION PROGRAM****DAVID EASTWOOD, PE, D.GE, DFE, C.A.P.M., F FPA F ASCE (Geotech Engineering and Testing – MBE Firm)**
Geotechnical Engineer

Eastwood has practiced consulting engineering for about 43 years, serving in key technical project management and administrative roles. His specialties are in geotechnical, environmental, materials and geoforensic engineering. Eastwood's experience in these functions includes a wide range of project types, ranging from public infrastructure, public works, municipal work, industrial facilities, and commercial developments to waste disposal facilities, power plants, dams, marine terminals and underground storage tank contamination studies. Eastwood has the ability to provide clients with cost effective alternatives to difficult problems. One of Eastwood's greatest attributes is his ability to contribute constructively, responsively, and professionally as a member of the client's project design team.

RELEVANT PROJECT EXPERIENCE

- **City of Dickinson CDBG-MIT Hughes Road, Dickinson, Texas**
- **To conduct Geotechnical Studies of SH 99 (FM 1093 to IH-10 and Southbound Frontage Road to FM 1093) to Fry Road, Fort Bend and Harris County, Texas**
- **Conducted Geotechnical Studies of SH 99 (SH 146 East) to FM 1405, Chambers and Harris County, Teas**
- **Conducted Geotechnical Studies of Mechanically Stabilized Earth (MSE) Retaining Wall from IH 61 to IH 10, Chambers, County, Texas**
- **Conducted Geotechnical Studies of Scour Analysis at IH 10 at Turtle Bayou Bridge, Chambers County, Texas**

EDUCATION

1978 Master of Science, Civil Engineering, University of Houston

1977 Bachelor of Science, Civil Engineering, University of Houston

REGISTRATION

Professional Engineer: Civil/Texas/#51419

**ENGINEERING, ARCHITECTURAL AND SURVEYING SERVICES FOR TEXAS GENERAL LAND OFFICE'S COMMUNITY DEVELOPMENT
BLOCK GRANT - MITIGATION REGIONAL METHOD OF DISTRIBUTION PROGRAM****JAMES NAMEKAR, PHD, PE** (*Geotech Engineering and Testing – MBE Firm*)*Geotechnical Engineer*

Namekar is a Project Manager at Geotech Engineering and Testing (GET) with the responsibility for the daily operations of geotechnical and environmental engineering, data analyses and the preparation of report recommendations. He has 15 years of experience in the fields of geotechnical, environmental, materials and forensic engineering. His experience is in public infrastructure, including water, wastewater, roads, bridges, freeways, retaining walls, embankments, commercial and high-rise buildings, rail, parks, underground utilities, airports, ports, flood control channel, and subdivisions. His other experience includes planning and supervising geotechnical explorations, subsurface investigations, coordinate laboratory testing and analyze results, date review, report preparation and post-design services. His other experience includes research and development in the field of deep foundations, slope-stability, retaining walls, unsaturated soil mechanics. Namekar's geotechnical experience has been in landslide investigations, static and seismic slope stability analysis for embankments, cut slopes, ground improvements, jet grouting, shallow and deep foundation design and special inspection, horizontal directional drilling, settlement, lateral earth pressure, rigid pavement design. He has a lot of experience with design of foundations on expansive soils.

RELEVANT PROJECT EXPERIENCE

- **Conducted Geotechnical Studies of SH 99 (FM 1093 to IH-10 and Southbound Frontage Road to FM 1093) to Fry Road, Fort Bend and Harris County, Texas**
- **Conducted Geotechnical Studies of SH 99 (SH 146 East) to FM 1405, Chambers and Harris County, Teas**
- **Conducted Geotechnical Studies of Mechanically Stabilized Earth (MSE) Retaining Wall from IH 61 to IH 10, Chambers, County, Texas**
- **Conducted Geotechnical Studies of Scour Analysis at IH 10 at Turtle Bayou Bridge, Chambers County, Texas**

EDUCATION

2013 Ph.D. – University of Hawaii at Manoa, Manoa, Hawaii

2008 Master of Science, ./Ocean and Resources - University of Hawaii at Manoa, Manoa, Hawaii

2004 Master of Science, Civil Engineering, Institute of Technology, Bombay, India

1999 Bachelor of Science, Civil Engineering, University of Pune, Pune, India

REGISTRATION

Professional Engineer: Civil/Texas/#131521

CITY OF RICHWOOD

ENGINEERING SERVICES/ARCHITECTURE/SURVEYING
SERVICES FOR

TEXAS GENERAL LAND OFFICE COMMUNITY DEVELOPMENT
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Provider Statement
to Carry out Scope



ENGINEERING, ARCHITECTURAL AND SURVEYING SERVICES FOR TEXAS GENERAL LAND OFFICE'S COMMUNITY DEVELOPMENT
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□ Statement Regarding Resources of the Service Provider to Carry out the Scope of Work

Workload

Huitt-Zollars is fully committed to assisting the City of Richwood (City) with addressing all of the City's infrastructure (streets, drainage and facilities) needs. We have and are offering our Top Team of CDBG-MIT, CDBG-DR, GLO and FEMA experienced drainage professionals to the City. Our current and projected workload will enable us to provide the City with prompt technical services. We have the local engineers, architects, surveyors and construction managements to ensure we meet the City's needs on its most technically challenging and schedule-sensitive projects.

Demonstrated Understanding of Scope of the Project

Since September 2018, Huitt-Zollars has provided responsive technical drainage engineering and construction management services to the City of Dickinson. The projects have included GLO CDBG-MIT, FEMA-reimbursable, GLO CDBG-DR and City of Dickinson's funded projects. Through the GLO CDBG-DR program, we have provided drainage engineering for \$9 million dollars of roadway and drainage improvements. Additionally, we represented the City of Dickinson when dealing with FEMA on the documentation of storm damage to its roadway and drainage infrastructure. Following award of these grants, we worked with the City of Dickinson and its grant administrator to secure the funding and provide design, bidding, construction, and project closeout processes. Huitt-Zollars has a full and complete understanding of the scope of work required during Pre-funding application period, which includes development of alternative projects and approaches, delineation of benefit area, **project evaluation to include calculations of the project's benefit-cost analysis**, preparation of construction, and engineering costs.

Recently to address the continuing bank erosion of the Brazos River in Fort Bend County, Huitt-Zollars prepared and submitted to the Texas Water Development Board an application for the Flooding Infrastructure Fund for Project Brazos. This application included a Benefit-Cost Analysis which resulted in a B-CR of 18.7 for this \$360 million project.

Pre-Funding Services

More specifically, during Pre-Funding, Huitt-Zollars will:

- Work with the City and its Grant Administrator to advance the formulation of CDBG-MIT project(s) and provide technical expertise to the Team for the submission of a successful grant application(s)
- Prepare Exhibits and the Benefit-Cost Analysis, as required, to support the applications
- Provide all services in accordance with GLO's CDBG-MIT Method of Distribution (MOD) requirements

We previously worked closely with the City of Dickinson and its Grant Administrator successfully to secure \$9 million in CDBG-DR funding and \$50 million in CDBG-MIT funding for the City of Dickinson's drainage and paving needs.

Initial Engineering and Design Support (Post-Funding)

During the Post-Funding phase, we are to provide responsive engineering services, which follows the GLO's grant requirements for project funding. These services include Engineering and Final Design, Bid and Award Support, and Contract Management and Construction Oversight.

More specifically, during the Post-Funding Phase, we will:

- Prepare a topographic and boundary survey and boundary of the project area
- Conduct a thorough review of available drawings, contact public and private utilities and pipelines and conduct SUE investigations, if necessary, to develop drawings of existing utilities. Coordinate with pipelines

**ENGINEERING, ARCHITECTURAL AND SURVEYING SERVICES FOR TEXAS GENERAL LAND OFFICE'S COMMUNITY DEVELOPMENT
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will be documented along with the requirements for crossing the pipeline. A Utility Conflict List will be developed to track the resolution of all utility's conflicts associated with the project.

- Work with environmental consultant to document US Army Corps of Engineer (USACE) Wetland Section 404 and Section 10 survey investigations, Threatened and Endangered Species Report and a Cultural Resources Report approved by the Texas Historical Commission. Obtain USACE's Nationwide Permits or a General Permit, as required.
- Prepare meeting agenda and subsequent meeting minutes for City and design team meetings and meetings with regulatory agencies, utilities, and consultants.
- Work with the GLO, City and its Grant Administrator following review of permit requirements, project constraints, preliminary engineering evaluation, and cost estimates, to see what changes may be required to progress the project. Primary consideration in making a project modification should be to maintain the originally intended benefits of the project without increasing project cost, extending timeline to deliver the project, or affecting environmentally sensitive issues.

Engineering and Final Design Support (Post-Funding)

Huitt-Zollars shall advance the design of the selected project alternative in accordance with our ISO-9001:2015 compliant Quality Management Project and in coordination with the City and GLO's requirements. We will prepare construction plans and technical specifications that specify the level of quality to be achieved during construction. Drawings will include plan and profile drawings (horizontal/vertical control), typical and proposed sections, design cross sections, standard details, construction notes, project layouts, demolition plan sheets, SWPPP sheets and phased traffic control plans. Project Manuals will include the City's front-end documents to include contract specific requirements for GLO CDBG-MIT MOD funded projects along with technical specifications. Huitt-Zollars will also prepare an updated construction cost estimate with each design submittal.

Contract Procurement (Bid Phase and Award) Support (Post-Funding)

Huitt-Zollars shall provide the following services:

- Prepare contract document based on City's front-end documentation, technical specifications and the bid proposal form developed per the construction cost estimate.
- Assist the City with advertising of the project on CivCast to maximize contractor interest
- Conduct pre-bid conference, respond to bidder's questions, and issue addenda, as necessary.
- Upon receipt of bids and bid opening, prepare a bid tabulation, analyze bids and prepare a letter of recommendation for award of a construction contract.
- Oversee contractor's submission of contract required documents to include bonds and insurance certificates.
- Prepare construction contract documents and have contractor sign and deliver to the City.
- Work with the City to issue a notice-to-proceed and schedule the pre-construction conference.

Contract Management and Construction Oversight (Post-Funding)

Huitt-Zollars has an experienced construction management and inspection staff on federally-funded projects. For your project, we will:

- Conduct the pre-construction conference and record and distribute the meeting minutes.
- Perform daily observations and monitoring of the construction work and progress to ensure it is in general conformance with the Contract Documents. Prepare daily reports documenting observations and progress.

**ENGINEERING, ARCHITECTURAL AND SURVEYING SERVICES FOR TEXAS GENERAL LAND OFFICE'S COMMUNITY DEVELOPMENT
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- Review the Contractor's schedule to ensure that it indicates duration, sequencing for major construction activities, and identifies critical activities.
- Prepare and process construction contract change orders. Maintain a record of all field orders, directives, time extensions, and requests for information, proposals, and change orders. Evaluate and negotiate change orders as authorized and approved by the City and make recommendations regarding change orders to the City.
- Review working drawings and specifications related to the project design where appropriate. Provide advice and consultation concerning such documents, including particularly their adequacy, accuracy, and constructability.
- Administer the testing laboratory contract. Monitor the required testing to ensure that sufficient testing is performed, secure, and distribute (or cause to be distributed) information from the testing laboratories to the City regarding necessary field and laboratory tests and review the results of such tests with the City for compliance with the construction documents for the project, assisting the City when necessary.
- Processing of product submittals, laboratory, shop, and mill tests of material and equipment for general conformity with construction document requirements and report to the City.
- Process and respond to Request for Information (RFI) and maintain a log of all RFIs and their disposition.
- Establish and maintain document control (filing) system to include all records, certificates, guarantees, warranties, and releases required from the construction contractor(s). Maintain an all-inclusive file for transmittal to the City at the completion of the project.
- Prepare and submit project close-out documentation per the requirements of the GLO.

Specialized Services

Huitt-Zollars offers the City the unique combination of all required professional services to support its Infrastructure (streets, drainage and facilities) needs under one roof. Plus, Huitt-Zollars is separately licensed by the State of Texas to offer professional Engineering, Architecture, Interior Design and Surveying Services.

Our team has the following technical expertise to assist the City with its most complex and demanding projects:

- | | |
|-----------------------------|-----------------------------|
| ✓ Civil Engineers | ✓ Architects |
| ✓ Transportation Engineers | ✓ Interior Designers |
| ✓ Traffic Engineers | ✓ Landscape Architects |
| ✓ Drainage (H&H) Engineers | ✓ Planners |
| ✓ Bridge Engineers | ✓ Surveyors |
| ✓ Structural Engineers | ✓ Construction Managers |
| ✓ Mechanical Engineers | ✓ Construction Inspectors |
| ✓ Electrical Engineers | ✓ Geotechnical Engineers |
| ✓ Plumbing Engineers | ✓ Environmental Specialists |
| ✓ Fire Protection Engineers | ✓ Archaeologist |

CITY OF RICHWOOD

ENGINEERING SERVICES/ARCHITECTURE/SURVEYING
SERVICES FOR

TEXAS GENERAL LAND OFFICE COMMUNITY DEVELOPMENT
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HUITT - ZOLLARS, INC.

Unique Entity ID
TE2UF5DKK3B7

Registration Status

Expiration Date

● Active Registration

Jul 14, 2023

CAGE/NCAGE
3ZSE6

Purpose of Registration
All Awards

Physical Address
**10350 Richmond AVE STE 300
 Houston, Texas
 77042-4248, United States**

Mailing Address
**10350 Richmond AVE STE 300
 Houston, Texas
 77042-4248, United States**

CONFLICT OF INTEREST QUESTIONNAIRE **FORM CIQ**
For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY
Date Received

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 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

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 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 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.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7
Gregory R. Wine
Signature of vendor doing business with the governmental entity Gregory R. Wine, PE, LEED AP, Huitt-Zollars, Inc. September 6, 2022
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

- (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:

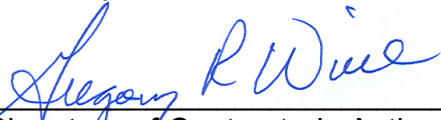
(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection 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, Huitt-Zollars, Inc, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.



Signature of Contractor's Authorized Official

Gregory R. Wine, P.E., LEED AP/ Executive Vice President
Printed Name and Title of Contractor's Authorized Official

September 6, 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 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: <u> a </u> a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	Status of Federal Action: <u> a </u> a. bid/offer/application b. initial award c. post-award	Report Type: <u> a </u> a. initial filing b. material change
Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if Known: Huitt-Zollars, Inc. 10350 Richmond Avenue Suite 300 Houston, Texas 77042 Congressional District, if known:		If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: <p style="text-align: center;">Non-Applicable</p> Congressional District, if known:
Federal Department/Agency: <p style="text-align: center;">Non-Applicable</p>	7. Federal Program Name/Description: <p style="text-align: center;">Non-Applicable</p> CFDA Number, if applicable: _____	
Federal Action Number, if known: <p style="text-align: center;">Non-Applicable</p>	9. Award Amount, if known: <p style="text-align: center;">Non-Applicable</p> \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): <p style="text-align: center;">Non-Applicable</p>	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): <p style="text-align: center;">Non-Applicable</p>	
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>Gregory R. Wince</u> Print Name: <u>Huitt-Zollars, Inc.</u> Title: <u>Executive Vice President</u> Telephone No.: <u>281-496-0066</u> Date: <u>9-06-2022</u>	
<p style="text-align: center;">Federal Use Only</p>	<p style="text-align: center;">Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)</p>	



OUR COMMITMENT IS TO UNDERSTAND
THE NEEDS OF OUR CLIENTS AND TO MEET
THOSE NEEDS BY DELIVERING PROFESSIONAL
SERVICES WITH THE HIGHEST LEVEL OF
QUALITY AND INTEGRITY.

HUITT-ZOLLARS

ADVANCEDDESIGNSM

10350 RICHMOND AVENUE, SUITE 300
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Ship To:

City of Richwood, Texas
Office of City Secretary and Human Resources
Ms. Kirsten Garcia
City Secretary and Human Resources
1800 North Brazosport Boulevard
Richwood, Texas 77531

Phone: (979) 265-2082 / Option 3

Email: kgarcia@richwoodtx.gov

Statement of Qualifications to Provide:

**ENGINEERING/ARCHITECTURAL/SURVEYING SERVICES FOR PROJECTS UNDER GLO'S
CDBG MIT-MOD PROGRAM(S)**

Due: Tuesday, September 6, 2022; 2:00 P.M. (CST) (Submitted via Electronic Mail)

Contains/Comprised: Documents

8204 WESTGLEN DRIVE | HOUSTON, TEXAS 77063

ENGINEERING/ ARCHITECTURAL/ SURVEYING SERVICES

Submitted to:



The City of Richwood, Texas

Opening:

Tuesday, September 6, 2022
@ 2:00 P.M. (CST)



**DOCUMENT
ORIGINAL**



Mission Statement:

TLC Engineering, Inc. is committed to providing safe, efficient, and environmentally responsible solutions to an ever-changing global community



September 6, 2022

City of Richwood, Texas
Office of City Secretary and Human Resources
Ms. Kirsten Garcia
City Secretary and Human Resources
1800 North Brazosport Boulevard
Richwood, Texas 77531

Submitted via Email: kgarcia@richwoodtx.gov

Subject: Engineering/Architectural/Surveying Services for Projects Under GLO's CDBG MIT-MOD Program(s)

Dear Ms. Garcia,

On behalf of TLC Engineering, Inc. (TLC) and our team, we are honored to have the opportunity to submit this package toward your Request for Qualifications (RFQ) Professional Engineering and Architectural Services.

So that we are completely prepared for the real and potential needs of the City of Richwood for the engineering services, TLC will partner with Zarinkelk Engineering Services, Inc. (ZESI), STOA International Architects, Inc. (STOA) and MBCO Engineering, LLC. (MBCO) to assume the responsibilities of Professional Engineering, Architecture, and Surveying Services, as stipulated in the Scope of Services in your RFQ document and realized by our nearly thirty (30) years of work in these disciplines.

Other companies will join for various specialized services. The requirements for professional services include standards for design, impacts analysis, and implementation – including letting. This will require a firm that has extensive expertise in all disciplines associated with project development from project scoping to public involvement and environmental analyses.

Two (2) attributes of TLC and our team distinguish us as the team best suited for this project.

1. Subject Matter Expertise

TLC's expertise in engineering services covers all civil and MEP branches of the discipline, and we have completed numerous projects for cities and counties across the Houston Metropolitan Area. Our team has decades-long practitioners in engineering, architecture, construction management and inspections, environmental, grant management, and disaster recovery services, plus the subconsultants that we use have similar extents of experience in their disciplines.

2. Abundant Resources

TLC has the personnel in all critical fields of the work needed by the City of Richwood. Our personnel use cutting edge equipment, machines, and software. In certain cases, where water makes it difficult to get up-close to the subject for inspection, we have a fleet of amphibious vehicles to ensure we get the

necessary details to develop solutions. We also employ unmanned aerial vehicles (UAVs/drones) for projects that are in areas or have elements that cannot be readily (perhaps because of spatial constraints) and/or safely seen with up-close inspection. Our team also has very sophisticated unmanned terrestrial vehicles (UTVs/drones) that we use for inspections on pipelines and other subterranean linear facilities. All of these resources enable us to achieve and deliver the best solutions for which our clients rely on us.

TLC, and our team, has all of the necessary certifications, registrations, and licenses to practice Engineering and Architecture in the state of Texas, as evidenced in the data below.

Entity/Practitioner	License Number	Expiration Date
TLC Engineering, Inc.	F-4066	07/31/2023
Tony Lucido Council, P.E.	PE-77730	06/30/2023
Mijanur Rahman Roku, P.E.	PE-93941	03/31/2023
Zarinkelk Engineering Services, Inc.	F-4270	09/30/2023
Michael J. Bagstad, P.E.	PE-81193	12/31/2022
Piyushkumar K. (PK) Patel, P.E.	PE-83363	12/31/2022
STOA Architects, Inc.	BR 89	01/31/2023
Chao-Chiung (C.C.) Lee	Arch. #8167; Reg. ID #1707	11/30/2022
MBCO Engineering, LLC.	F-16850	04/30/2023
Marion R. Clark	RPLS-1881	12/31/2022
Callie Faye Bletsch	PE-95836	03/31/2023

All other professional services that may be required will be provided by practitioners who are registered, certified, and licensed in their disciplines, as applicable.

Please also note that not within the last five (5) years, nor ever, has TLC had a record of substandard work; and, not within the last five (5) years, nor ever, has TLC engaged in any unethical practices.

By signing this letter and submitting our qualifications to you, I, Tony L. Council, P.E., on behalf of the TLC team, affirm that we are willing and ready to enter into a contract with the City of Richwood to provide comprehensive engineering, architectural, and surveying services to assist, coordinate, and support projects throughout the pre-design, design, and construction phases for City-owned facilities. I also confirm that all material in this qualifications package is correct and accurate to the best of my understanding at the time of my signature.

If, after reviewing our proposal, you have any questions regarding the materials that we have provided to the City, please contact Mr. Bill Buckmaster at (832) 319-7146, or b_buckmaster@tlceng.com. Mr. Buckmaster has full authority to represent the TLC team and will be the City's Point-of-Contact until the team is formally established. However, if you need to contact me, please do so at (713) 868-6900 or tonycouncil@tlceng.com.

Sincerely,



Tony L. Council, P.E.
President & CEO

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1. INTRODUCTION

1.1 Background of Service Provider Team

1.1.1 TLC Engineering, Inc.



ENGINEERING

TLC Engineering, Inc. (TLC) was founded by Tony L. Council, P.E., in Texas on September 2, 1994, and is headquartered in Houston with branch offices in California, Georgia, Florida, Louisiana, and Tennessee. Since 1994, TLC has been providing the services associated with this RFQ to communities, counties, and other agencies throughout the Houston Metropolitan Area, Texas, the Gulf Coast Region, and nationally.

TLC is a Minority Business Enterprise (MBE) and a Small Business Enterprise (SBE) certified by the City of Houston and the Houston Minority Business Council, respectively, and a Historically Underutilized Business (HUB) certified by the State of Texas. TLC is a member of the U.S. Green Building Council with LEED (Leadership in Energy and Environmental Design) accreditation and has a firm commitment to the conservation of natural resources. State certifications and registrations for TLC and the Team are included in **Appendix A**. TLC will be administrating this project from its Houston headquarters offices.

1.1.2 Zarinkelk Engineering Services, Inc.



Zarinkelk Engineering Services, Inc. (ZESI) is a civil engineering company with technical activities including, but not being limited to, development and review of PS&E packages, quality control, design services during construction including contractor interfacing, attendance at pre-construction meetings, submittal review, review and processing of RFIs, etc. Established in 2001, ZESI is a Texas-based, woman-owned, HUB certified consulting engineering firm with a client base that includes primarily municipal agencies. ZESI's mission is to provide reliability to our clients and deliver excellence in a timely manner.

1.1.3 STOA International Architects, Inc.



STOA International Architects, Inc. (STOA) is a Minority Business Enterprise (MBE) firm certified by the City of Houston, a METRO and Port of Houston Authority Small Business Enterprise (SBE), and a Historically Underutilized Business (HUB) firm certified by the State of Texas founded in 1983 by C. C. Lee, AIA, LEED AP in Houston, Texas. STOA is one of the nation's few master practitioners of Feng Shui design and has developed a Holistic Design Approach that achieves a stable, healthy, balanced, peaceful, and harmonious relationship between the built environment and its natural surroundings. Since our inception, STOA has designed projects that are diverse in size, type, and budget, including multi-family housing,

educational facilities, libraries, health care institutions, multi-purpose service centers, community centers, public park support facilities, and convention centers..

1.1.4 MBCO Engineering and Surveying, LLC.



MBCO Engineering and Surveying has built a solid reputation as a full-service engineering and surveying firm committed to quality customer service, accurate, rapid response, and dependable surveying services.

MBCO’s team can provide services that include the traditional conventional survey, GPS surveying, terrestrial scanning, and aerial control. Our team is composed of multiple Registered Professional Land Survey professionals and project managers that have a vast knowledge and experience working across the state and has helped us forge strong relations with the master planners of major capital improvement and public works projects with multiple city, county, and state agencies.

1.2 Scope of Work Parts of Qualified Services

The TLC team is comprised of companies that each have well-established histories of providing high-caliber work in the region in their respective fields of expertise. All are registered and certified to provide their services in the State of Texas. As a result, the TLC team is ready and poised to provide the City of Richwood needed qualified services for all parts of the Scope of Work identified in the RFQ. **Table 1** provides a breakdown of the team and how primary and specialized services will be divided.

Table 1: Services Providers for Richwood, Texas	
Service	Company
Primary Services	
Engineering	TLC Engineering, Inc. (TLC)
• Drainage	Zarinkelk Engineering Services, Inc.
Architecture	STOA International, Inc. (STOA)
Surveying	MBCO Engineering and Surveying, LLC. (MBCO)
Specialized Services	
Geotechnical Investigations and Mat. Testing	HVJ Associates, Inc.
Site Specific Testing	HVJ Associates, Inc.
Planning Studies	STOA and TLC
Feasibility Studies	TLC Engineering, Inc.
Legal Documentation	MBCO Engineering and Surveying, LLC.
Environmental Analysis	Separation System Consultants, Inc.
Archaeological Studies	Search, Inc.
Phase I and Phase II ESA	TLC Engineering, Inc.
Federal Funding Compliance	TLC Engineering, Inc.
Asbestos, Lead, and Mold	Envirotest, LLC.

1.3 Organizational Chart

The TLC team has specialized providers for the work to be performed. Because the practitioners that handle the tasks have done such tasks so frequently, the City of Richwood can rely on the findings,

conclusions, and/or recommendations that are delivered. Additionally, such specialization means that the work is also performed in an expedited manner for maximum efficiency. **Figure 1** provides the team organizational chart.

TLC provides clients with a full range of professional skills, personal attention, and the right team for each project. TLC’s project managers, engineers, architects, designers, drafters, and support staff provide a complete level of experience and services deployed to ensure that project goals are efficiently achieved.

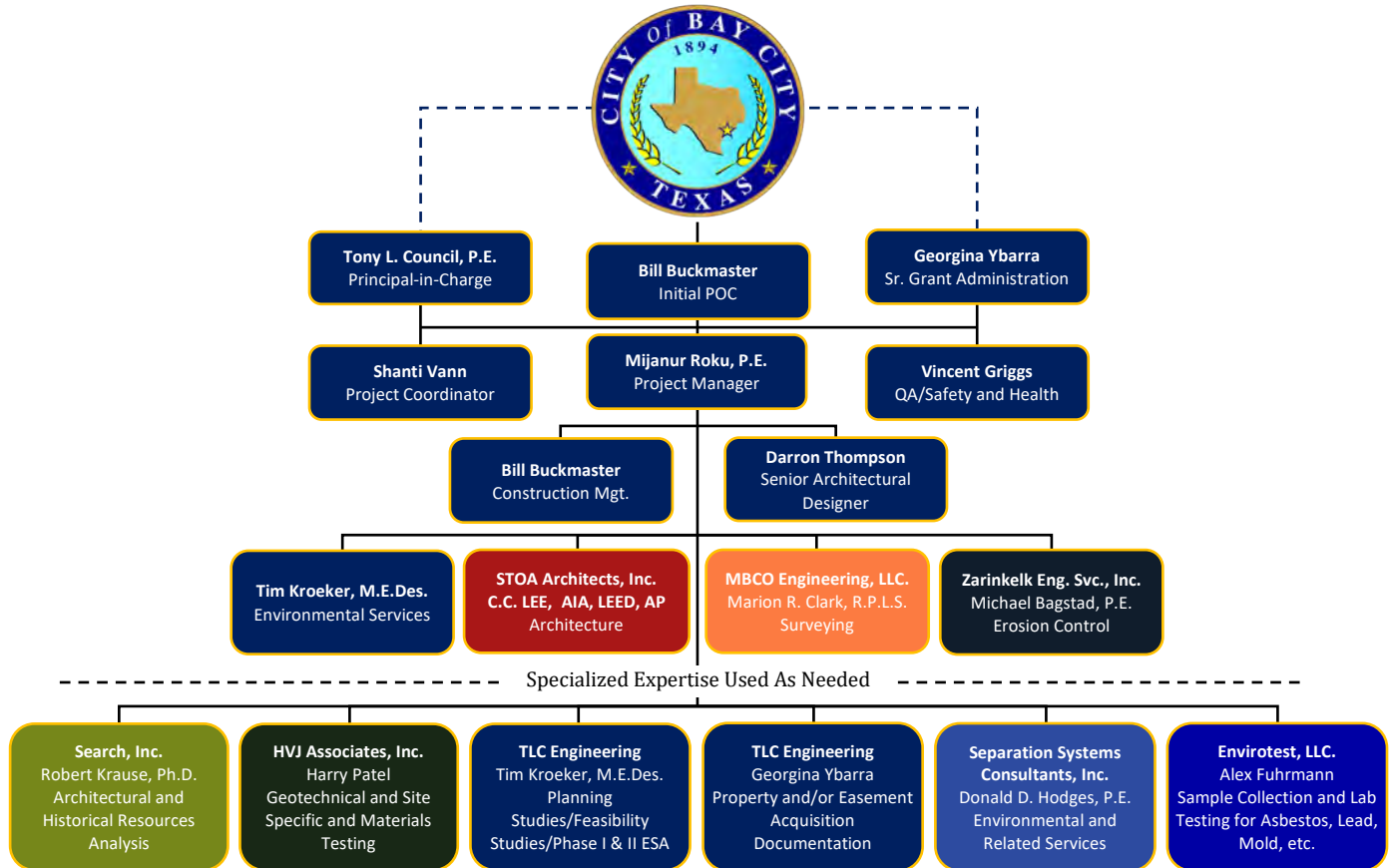


Figure 1: Organization Chart

1.4 Project Communication Chart and Plan

TLC feels very strongly that for any project to be completed on or ahead of schedule and at or below budget without faltering in quality and exceeding the client’s expectations of workmanship and attention to detail, the team must have an effective and efficient communications program. The image in **Figure 2** is a graphic representation of TLC’s communication protocols.

The communication plan will denote proper channels for the flow of communication between TLC, the City of Richwood, and its subcontractors, and will eliminate any possibility for gross

miscommunication or misunderstanding to occur between the parties that could result in a potential loss of valuable time and money.

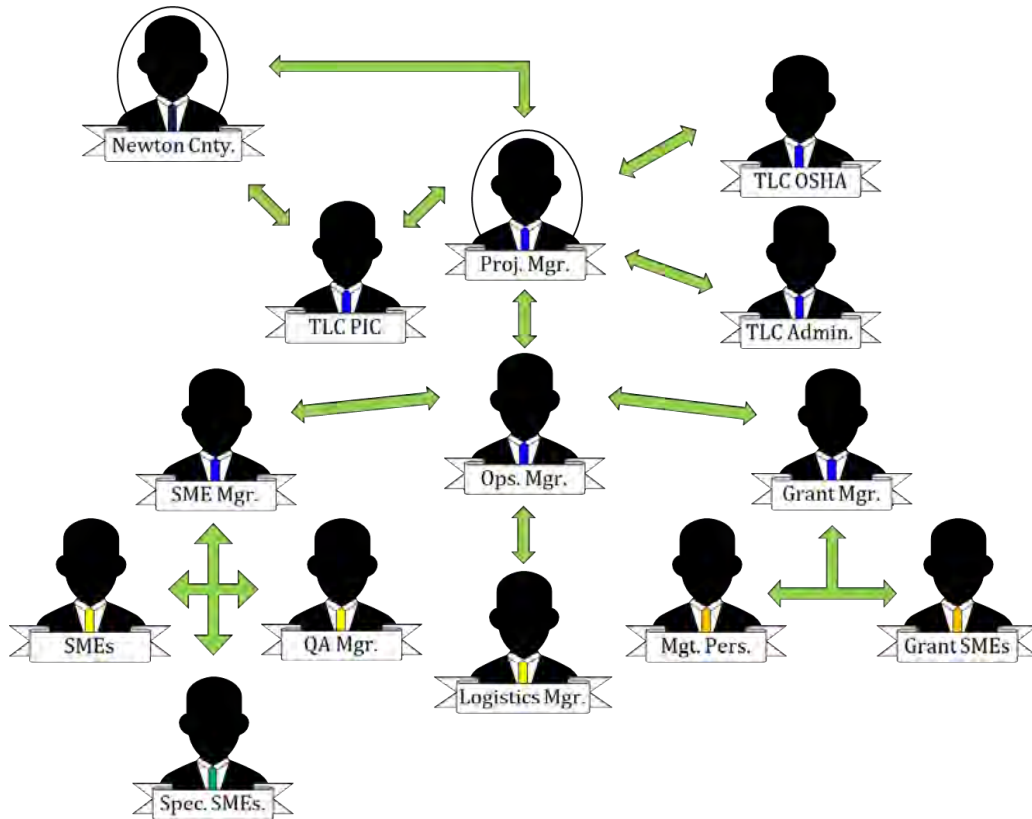


Figure 2: Project Communication Protocol Chart

The communications protocols guide the project and team in how the project is moves forward. All team members have appropriate reporting points through which they will pass data that they generate, questions/issues that they encounter, and other types of communication needs. Managers routinely meet to discuss the project progress. Reporting by the Project Manager to the Client occurs on a scheduled and as-needed basis.

TLC will coordinate with the City of Richwood and present a communication plan that will clearly identify communication protocols and chains of command throughout the duration of the project.

TLC will develop a clear plan that will keep the City of Richwood abreast of project status, outstanding issues, and plans of action.

1.4.1 Texas-Registered Certificate of Fact

Tony L. Council, P.E., established TLC Engineering, Inc. (TLC) under the laws of Texas as a “C” Corporation on September 2, 1994 (Figure 2). TLC has been functioning continually for approximately twenty-six (26) years.



The State of Texas

SECRETARY OF STATE
CERTIFICATE OF INCORPORATION
OF
TLC ENGINEERING, INC.
CHARTER NO. 1325099

The undersigned, as Secretary of State of Texas, hereby certifies that the attached Articles of Incorporation for the above-named corporation have been received in this office and are found to conform to law.

ACCORDINGLY, the undersigned, as Secretary of State, and by virtue of the authority vested in the Secretary by law, hereby issues this Certificate of Incorporation.

Issuance of this Certificate of Incorporation does not authorize the use of a corporate name in this state in violation of the rights of another under the federal Trademark Act of 1946, the Texas trademark law, the Assumed Business or Professional Name Act, or the common law.

Dated: September 2, 1994
Effective: September 2, 1994



Rowell Kirk
Secretary of State

Come visit us on the internet at

Figure 3: Facsimile of Secretary of State Certificate of Incorporation

2. RELATED EXPERIENCE

2.1 TLC Engineering, Inc.

The engineers of TLC have decades of experience providing civil design services for projects similar to those for which the City of Richwood has specific and general need now and may also discover as the project proceeds.

To ensure that our projects satisfy all compliance matters and achieve all client objectives and goals, TLC's personnel remain current with best practices in engineering, meeting, or exceeding the required minimums for professional development of their sub-disciplines. We then apply the most advanced techniques, methods, and processes to surpass our clients' expectations. This commitment to satisfaction has afforded our involvement with elite legacy firms including AECOM, CDM Smith, CH2MHill (now Jacobs) Freese and Nichols, Fluor Daniel, Jacobs, MWH Global (now Stantec), Parsons, and Stantec.

2.1.1 Project and Construction Management and Inspection (CM&I)

Since its formation, TLC has specialized in providing program and construction contract review and management services, applying Construction Industry Institute (CII) best practices to all projects, from small to complex multi-million-dollar facilities. TLC focuses on five critical elements: cost control, quality construction, safety, timely completion, and efficient project delivery.

Also, since the company began, TLC has provided Construction Inspection services for a wide range of projects from very large and complex public utilities to localized street improvements, and from large private sector developments to single family residential. In all engagements, TLC exceeds our clients' needs and wins continued approval.

Regardless of which aspects of CM&I services and functions in which they are engaged, all personnel maintain their certification under the Organizational Safety and Health Administration's (OSHA's) Hazardous Waste Operations and Emergency Response (HAZWOPER) program, while some are also certified inspectors for the City of Houston.

2.1.2 Site Development

Site development is fraught with special requirements and processes that can, if not cripple, certainly delay projects, which increase costs and diminish investment rewards. Even public sector projects are susceptible to regulatory delays, particularly with State and Federal permitting.

Not even cities are immune to bureaucratic entanglement. Since its earliest site development projects, TLC, with its skilled development practitioners, has established and built upon its track record of charting pathways through regulatory mazes. In addition to whatever zoning and site requirements that a municipal project must meet, projects that involve State and/or Federal funds must comply with additional standards for design and environmental protection. A simple project of improving a drainage channel can incur the same regulatory challenges as a new thoroughfare as can nearly routine infrastructure improvements and stormwater detention. TLC has found efficient and cost-effective solutions numerous complications, even being called upon to provide expedited handling of matters that were inadvertently missed during design phases.

2.1.3 Construction Estimating and Constructability Review

Construction estimating requires a sophisticated knowledge of multiple factors from materials to labor. TLC utilizes specialized software to produce solid estimates. However, the construction industry is affected by local nuances of both; these can reduce the effectiveness of technology. For example, advance knowledge that a major regional roadway project is imminent can increase the cost and supply of reinforcing bar beyond what the budget for a local utility upgrade project could bear.

When providing constructability review services, knowledge of the local construction industry is also critical. The value of being able to identify elements of the project that could require additional design effort can manifest itself in various ways. For example, clarifying an issue up front prevents bidders from using an error or ambiguity from leveraging to their benefit during the course of work.

2.1.4 Environmental Services

Environmental stewardship is extremely important to TLC and is a primary focus for our professional staff. TLC provides a full range of natural resources services, including field investigations, wetland delineation services, ecological planning, and accelerated permitting. Staff support includes scientists, environmental engineers, technical managers skilled in developing strategies to protect and manage our natural resources while efficiently moving projects to completion. TLC is conversant with National Environmental Policy Act (NEPA) requirements as well as state and local regulations. TLC conducts field studies and assessments, geographic information system (GIS) mapping and data gathering to support compliance documents. TLC also partners with project teams to assure that comprehensive reports are accurate, all appropriate agencies are involved, and all required permits are obtained and current. TLC has worked successfully with numerous regulatory agencies in Texas, California, Louisiana, Tennessee, Florida, and Georgia. These include the Environmental Protection Agency (EPA), U.S. Army Corps of Engineers (USACE), Texas Water Development Board (TWDB), numerous Texas Counties and Cities, and many other state and local agencies throughout the country.

In addition to Engineering and Architecture services, the City of Richwood has also identified Environmental services as a critical element of project success. TLC has provided Environmental services for various federal, state, and local agencies and jurisdictions, including the General Land Office (GLO), for projects funded through various programs, and has also prepared applications for various Nationwide Permits (NWP) and Individual Permits (IP) and has performed all constituent studies such as Cultural Resources, Threatened and Endangered Species, Phase I Environmental Site Assessments, etc.

TLC's agency environmental reviews of design sets have consistently been performed in timely fashions to ensure no delays. Since it is the stated goal of the *National Environmental Policy Act of 1969* (NEPA), as amended, and several executive orders to have public input on projects at the earliest stage of development as possible, TLC openly and heartily welcomes the City's desire to have the public process integral to design. Our work in the past has managed to ensure that grantees are able to maintain all of the Texas General Land Office's contract schedule.

TLC has worked with various clients on projects that required nationwide or individual permits (NWP/IP). Our process meets or exceeds all requirements for detail and comprehensiveness and are

performed in professional and timely fashion. As with all client projects, TLC will work within the guidelines and timing that the USACE provides in its permitting process.

2.1.5 GIS, Mapping, and CADD Software

TLC uses state-of-the-art technology and the most advanced systems available in the 21st Century to provide clients with the highest levels of quality and accuracy in design and other applicable disciplines.

2.1.6 Pipeline and Utility Design and Inspection

TLC has recognized experience providing design and inspection services. Pipelines and utility pipes require similar design and inspection practices. TLC has provided route selection, land surveying, environmental studies, regulatory compliance, and inspection services are provided. TLC has also provided engineering design, right-of-way acquisition services, Federal Energy Regulatory Commission (FERC) permitting, wetland mitigation, and construction management. TLC's range of services on individual projects spans across project coordination and progress meetings; budgeting; scheduling; bidding and negotiating contracts; cost analysis; and fully coordinated commissioning of facilities.

2.1.7 Water/Wastewater Management

TLC has provided innovative engineering solutions to water and wastewater design projects, including construction management services for the rehabilitation of ground storage tanks for the City of Houston. TLC's experienced staff is skilled in evaluating challenges, providing solutions, obtaining all permits, and creating responsive designs for water and wastewater facilities.

2.1.8 Disaster Recovery

TLC is highly experienced and proficient in the skills required for successful disaster recovery programs. TLC supervises, monitors, and documents demolition, hazardous waste abatement, historical selective salvage, and debris removal after a major damage-creating event according to Federal Emergency Management Agency (FEMA) guidelines. Further, TLC also oversees partial and full reconstruction of impacted structures, re-elevations, and structural damage assessments. TLC is also experienced in grant management, data management, contract negotiation and management, cost/billing management, operations management, quality control, logistics coordination, damage assessment training, and coordination with local, state, and federal agencies to maximize funding and expedite reimbursement.

The remainder of this page is intentionally left blank.

2.2 Zarinkelk Engineering Services, Inc.

Established in 2001, Zarinkelk Engineering Services, Inc. (ZESI), is an award-winning Houston, Texas-based engineering firm. ZESI staff has been serving the City of Houston for more than twenty-one (21) years. Throughout those years of service, ZESI has provided expertise in a wide range of professional services including, but not limited to:

- Drainage Analysis/Modeling
- Feasibility Studies
- Federal Relief Funding Applications
- Program Management
- Project Management
- Stormwater Design
- Wastewater Design
- Water Resource Planning

ZESI's project personnel possess the professional qualifications, knowledge, and experience for all aspects of this project as well as the ability to deliver excellence on all of the services required to make each portion of this project a success.

As an active member of several engineering societies (i.e., ACEC, and SAME), as well as being a Texas Board-Registered engineering firm (F-4270), ZESI's operational philosophy is, and they are known by their clients as, providing Reliability – Excellence – Timeliness.

ZESI's experienced staff of managers, engineers, and designers utilize the latest versions of Microstation, Geopak (20+ years of continual use), AutoCAD, GIS, SWMM, HECRAS, Microsoft Project, RS Means, and CIPMS on enhanced state-of-the-art computer hardware. The company's related experience can be characterized in the following terms:

- Project Managers with more than thirty-four (34) years of experience,
- Combined experience of Project Managers is over a century,
- Ninety-six percent (96%) of work is for public sector organizations, and
- A company-wide focus on issues and needs associated with Civil and Hydraulic design.

ZESI's Quality Management process is designed and codified to systematically and purposefully review all work plans, drawings, specifications, and cost estimates to ensure that all documents are completely coordinated, standards have been followed, cross referencing is correct, specifications and drawings are properly interrelated, and cost estimates have been accurately and properly prepared. Their Program Directive Manual includes a step-by-step project management procedure from start to finish, scheduling directives, quality management forms, procedures for each submittal stage, and a QA checklist.

2.3 STOA Architects

STOA has extensive experience addressing complex renovation and new construction projects which require forethought and understanding of the design and phasing processes that will be required. We are well acquainted with the design and construction standards of various municipalities and institutions, having worked alongside various in developing project-specific designs to ensure the requirements of complex and of-the-shelf projects are met.

Being a part of the vibrant, innovative, and diverse Houston community since 1983, our firm is continually inspired by the growth of the region and the opportunity to create an environment that engages the unique character and vision of the area. As Houston grows, we hope to advance goals of

contributing to healthy and sustainable growth. STOA has been very fortunate to partner with higher education clients repeatedly to provide architectural services across the State of Texas, and we are especially proud of our relationships with the UT Health, the University of Houston, Rice University, Houston Community College, Blinn College, and Texas Southern University.

STOA's project management and design/modeling software includes, but it not limited to:

- Sketchup
- Autodesk CAD
- Revit
- Bluebeam
- eBuilder
- Procore
- CAD Standards and Technology
- MakerBot Print (3D Printing)
- Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Revit and BIM Technology
- Adobe Photoshop, Illustrator, InDesign

We believe the ultimate responsibility for the completeness and accuracy of the design and construction documents resides with our Quality Assurance (Q/A) Manager and the Project Manager. Therefore, STOA's QA Manager is charged with the responsibility of both integrating formal QA procedures into the project structure and instilling in project team members the critical importance of their role in the QA process. One of the most common problems found in design documents is conflicting information prepared by two different disciplines. Understanding the importance of coordination between the various design systems, STOA coordinates specific consultant disciplines, which will be an ongoing process. The most effective method of keeping the numerous components of complex projects coordinated is regularly scheduled consultant coordination meetings and regularly scheduled exchange of progress drawings among the disciplines.

2.4 MBCO Engineering, LLC.

MBCO Engineering has been active in surveying and property abstracting and research for many years. This is a summary of some of their most recent work.

2.4.1 2018-2019

- Thompson Ten Business Park, Baytown, Texas. Provided Boundary surveys, topographic design surveys, and subdivision platting for various tracts in a commercial business park. (T. Baker Smith)
- WalkOns, (commercial restaurants various sites in Houston). Boundary and topographic surveys for design, subdivision platting, final as-built surveys.
- Harris County Flood Control District, Houston, Texas. Provided aerial drone topographic survey for flood control ditches, post construction.
- Well Pad sites for various oil companies, statewide. Staked wells and pad sites. Provided topographic surveys of pad sites for site drainage plans.

2.4.2 2016-2017

- Woodlands Parkway extension, The Woodlands, Texas. Provided ROW mapping and design surveys for five (5) miles of new ROW.
- Thompson Ten Business Park, Baytown, Texas. Provided Boundary surveys, topographic design surveys, and subdivision platting for various tracts in a commercial business park.

2.4.3 2015-2016

- Compressor Station surveys, various statewide. Provided terrestrial laser scanning topographic/design surveys for site expansions.
- TxDOT Design surveys, various statewide. Provided design surveys of existing TxDOT highways for widening and improvements to paving and utilities.

2.5 Providers for Specialized Services

The team that we have developed for this project are vastly skilled and highly regarded for their services. However, TLC believes in being equally prepared for any project eventuality or development, regardless of the amount of perceived unlikeliness of need at the start of the project. Therefore, the team also comprises vastly skilled and highly regarded practitioners for each of the specialized services that the City has identified that may become needed as the project progresses. Specialized services providers are identified with their discipline in **Table 1**.

2.5.1 Envirotest, Inc.



Envirotest, Inc. (Envirotest) is a full-service environmental consulting company, founded in 1987, providing services nationwide including: asbestos and lead consulting and inspection services, environmental due diligence / risk assessment, indoor air quality, industrial hygiene services, laboratory services, training services, and tank seal inspections. Their client base is diverse, including Fortune 500 commercial and industrial firms. Envirotest has a commitment to providing high quality, cost effective environmental services to assist clients in managing costs as well as minimizing risk. Envirotest offers one of the most complete arrays of environmental consulting, laboratory, and environmental training services available in the U.S.

2.5.2 HVJ Associates, Inc.



Herbert V. Johnson, PE, established the HVJ in 1985. We have become one of the largest specialty, minority-owned engineering companies in Texas. We have broadened our service lines by consistently listening to our clients' needs and in response, building our technical capabilities and expertise, providing intelligent analysis of projects and always providing value-added service. We are now recognized as a leader in our fields of expertise and for our knowledge of Texas soil, pavement, and construction conditions.

2.5.3 Search, Inc.



SEARCH, Inc. (Search) is the largest archaeology and cultural resources management company in the world, and SEARCH₂O is the largest underwater archaeology program. Specializing in mega infrastructure projects and emergency response on land and water, Search delivers high capacity and high-performance cultural resource services directly to every region in the US and globally. Since 1993, Search has completed more than 3,500 projects across forty-four (44) US States and thirty-

seven (37) countries spanning five continents and three oceans. Commercial and government customers in the Energy, Power, & Renewables, Defense, Federal, Transportation, and Development markets have selected Search for more than \$250M in Prime contracts and \$2.3B in Team contracts.

2.5.4 Separation Systems Consultants, Inc. (SSCI)



Separation Systems Consultants, Inc. (SSCI) is a full service-environmental and engineering company. In addition to their services in the areas of site assessment and consulting, sampling and analytical services, remedial investigation and feasibility studies, hazardous waste remediation, environmental compliance evaluations and audits, fuel storage tank management programs, training, and non-hazardous oilfield waste pit closures SSCI also provides disaster debris removal monitoring as well as other services required in disaster recovery.

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3 PERFORMANCE ON SIMILAR ASSIGNMENTS AND REFERENCES

3.1 TLC Reference Projects

Project Name:	Sagemont Storm Drainage Improvements
Location:	Houston, Texas
Client:	City of Houston
Contract Cost:	\$3.5 million
Contact:	Mohammad Zaheri, Managing Eng. (281) 558-8700 Mohammad.Zaheri@houstontx.gov



Project Description: TLC Engineering, Inc. provided third party Construction Management and Inspection Services for the COH. This project scope was for the design and construction of storm drainage improvements, necessary concrete paving, curbs, sidewalks, driveways, and underground utilities in the Kirkwood South and Sagemont areas of Houston, Texas. In preparation for this project, TLC Engineering, Inc. provided a constructability review for the purpose of decreasing the number of third-party utility conflicts, which appear to be the primary source of project delays for the COH. TLC Engineering, Inc. worked with the Engineer of Record (EOR), and CDM Smith to identify these potential conflicts as well as other items that could result in change orders after the project has been awarded. This job began in July 2017 and lasted approximately one (1) year to completion.

Project Name:	Midtown Super Block
Location:	Houston, Texas
Client:	Midtown Redevelopment Authority
Contract Cost:	\$1,293,992
Contact:	Marlon Marshall, CPM, (713) 526-7577 marlonm@houstonmidtown.com



Project Description: TLC provided Construction Management, Inspection, and Materials Testing for the Superblock Parking Garage and Park Project, under two (2) separate contracts. This project is located at 2800 Main Street in Houston and includes a fifty thousand square foot (50,000 SF) underground parking garage approximately fourteen (14) feet below existing with a mid-rise residential development and two (2) story retail development constructed above on one (1) side of the garage and a three-acre (3-ac.) park on the other side. The construction was completed by Camden Development, which was responsible for the design of the residential and retail development as well as the parking garage on its portion of the structure. Our Client, Midtown Redevelopment Authority (TIRZ #2) selected Walter P. Moore, for Project Engineer, responsible for the design of the garage beneath the park and the park. TLC provided inspection services under a separate contract where IDS was the Construction Manager. The park included a thirty thousand square foot (30,000 SF) main

lawn with entertainment facilities. The park also features a water feature, along with other vegetation and landscaping and a retail facility along the north end of the tract.

Project Name:	Covenant Glen United Missionary Church
Location:	Rosharon, Texas
Client:	Covenant Glen United Missionary Church
Construction Cost:	\$1,700,000
Contact:	Pastor Robert Childress (346) 304-2432 Rchildress@covenantglen.org



Project Description: TLC is providing architectural and engineering design and construction management services for this large remodeling project. Concept and Development Phase including Master Plan includes:

- Working Drawings and Specifications Phase
- Bidding Phase
- Construction Phase
- Design Concept and Development Phase (includes but is not limited to):
 - Program Clarification
 - Scheduling Concerns
 - Project Cost Estimates
 - Cost-Value Trade Offs
 - Engineering Requirements
 - Quality Requirements
 - Bidding Phase Requirements
 - Communications Requirements
 - ADA Requirements
 - Special Material Requirements
 - Existing Site Conditions Requirements

Project Name:	Chimney Rock Road Connectivity @ Fort Bend Toll Road
Location:	Houston, Texas
Client:	City of Houston (COH)
Budget:	\$5.3M
Contact:	Lucia Lee, P.E., Project Manager (832) 395-2325 lucia.lee@houstontx.gov



Project Description: TLC Engineering, Inc. was selected to provide the Engineering Design Services that will result in construction of the feeder roads that run alongside Fort Bend Tollway between Main Street and Orem Street. This project will be handled as a work order task and includes approximately two thousand four hundred linear feet (2,400 LF) of two (2)-lane roadway with associated drainage and utility modifications. Additionally, two (2) local streets are extended (Altair and Abide, approx. 165 LF each) to provide additional outlets for the neighboring community. TLC was responsible for coordination with the COH, Harris County, and Harris County Toll Road Authority

to determine right-of-way (ROW) limits and property ownership. There was also coordination with the utility companies that could have had easements in the project area. A geotechnical study, topographic survey, and a Phase I Environmental Site Assessment (ESA) were conducted during Phase I Design.

Design Scope for local roads included the following:

- Review Drainage Area Maps to check drainage flow patterns, etc. – i.e., any potential for flow cross-over between neighborhoods via a street connection. At Altair Way there are lower ponding spots on GIMS and overland flow paths thru the ROW.
- Determine how to handle horizontal paving transition from twenty-inch to twenty-eight-inch (20 to 28 in.) widths.
- Determine how to handle vertical paving transition from open-ditch to curb-and-gutter. This would address the typical two-foot to three-foot (2 to 3-ft) vertical transition between elevated open-ditch to depressed curb-and-gutter (of course, it can vary +/- inches/feet as needed).
- Check geotechnical reports and ensure roadway cross-section is built to City of Houston standards for longer-term maintenance purposes.

Project Name:	Yorkshire Paving and Drainage: Sub-Project #2
Location:	Houston, Texas
Client:	City of Houston
Budget:	\$5.3M
Contact:	Hien Pham, Managing Engineer (832) 395-2386 Hien.Pham@houstontx.gov



Project Description: Project provides for the right-of-way (ROW) acquisition, design, and construction of storm drainage improvements necessary concrete paving, curbs, sidewalks, driveways, and underground utilities to serve the Nottingham and Yorkshire areas, Buffalo Bayou watershed. Additionally, the project addressed and reduced the risk of structural flooding and improved street conveyance and provide improved storm water sheet flow from roadways as needed for mitigation.

3.2 ZESI Reference Projects

Project Name:	HCFC D G103-80-03.1-X010 and O105-04-00-X006 Channel Repairs and Sediment Removal
Location:	Harris County, Texas
Client:	Harris County Flood Control District
Construction Cost	
Contact:	Jason Krahn, P.E. Phone: (713) 684-4000 jason.krahn@hcfcd.org



Project Description: ZESI was asked to prepare PS&E packages for the channel repair of G103-80-03.1-X010 (Taylor Gully) in the San Jacinto River Watershed. ZESI visited the project site along with the HCFC D Project Manager and walked the entire distance approximately four thousand linear feet (4,000 L.F.) to observe the bank erosion. ZESI’s surveying team member provided ROW, underground utility locations, and topographic surveying for this project. In addition to erosion, sedimentation in the channel bottom was noted for removal. Sediment causes drainage back-ups, which can unnecessarily inundate the bank slopes. The construction plans included slope repairs, slope and channel top deep plough limits, channel bottom toe repair and anchor rip rap wedges, flow line regarding, armor repair at outfall structures, and repair, or placement of new, backslope interceptor structures as required along each channel. ZESI provided engineering services during construction.

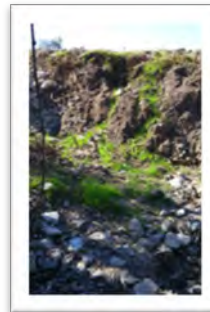
Project Name:	White Oak Bayou Project
Location:	Harris County, Texas
Client:	Carter & Burgess
Construction Cost:	\$165 Million
Contact:	Wayne Crull, P.E. (713) 684-4087 wayne.crull@hcfcd.org



Project Description. ZESI provided assistance to Carter & Burgess for the federally sponsored White Oak Bayou 211(f) project. ZESI engineers provided modeling assistance, modeling QA and assistance in preparing the General Reevaluation Report documentation. The project identified \$165 million in needed improvements that include channel widening, detention facilities, and structure relocation, and were compared and selected based on net economic benefits. The primary objective was to assess the existing flood problems; evaluate alternative plans to mitigate the effect of the flood damage; investigate the potential environmental impact of alternative plans; and recommend a cost-

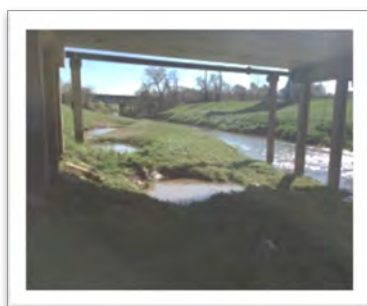
effective improvement plan. The recommended plan included channel modifications, detention facilities, bypass channels, bridge modifications, and levees.

Project Name:	Local Drainage Projects Channel Repairs
Location:	City-Wide
Client:	City of Houston
Construction Cost:	Not Available
Contact:	Dane Schneider, P.E. (Formerly) (832) 651-5871 dane.schneider@freese.com



Project Description. ZESI initiated work on eleven (11) projects in FY 2015 and 2016, including street flooding, failed outfalls, guide specifications, and a program directive manual. Projects addressed storm drainage problems that required an immediate fix including cave-ins that threatened roadway and other facilities, and outfalls where erosion had disrupted bank stability. These projects could not wait for the normal CIP process. Some warranted skipping the seventy percent (70%) submittal stage to accelerate the project. For example:

- **WO#5 & 15 Buffalo Bayou – Outfall & Slope Repair:** The ZESI team was tasked to provide outfall evaluation and slope repair for services for areas along buffalo bayou. ZESI personnel’s experience with field inspection services and engineering reporting were critical. These work orders also included various outfall repairs and slope improvements to improve conveyance in local watersheds.
- **WO#10, 12, 13 & 17 Outfall Repair –** For these work orders Zarinkelk prepared plan and profile designs for drainage channels around the City where outfalls had failed, and channel erosion was occurring. Shown in the pictures below are the locations including Greens Bayou and Willow Waterhole Bayou.



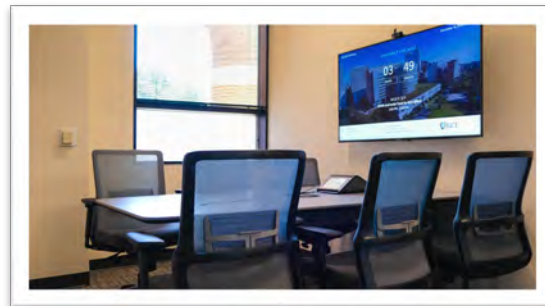
Project Name:	Finfrock/Mobile Channel Improvements
Location:	Channel Length
Client:	City of Pasadena, Texas
Construction Cost:	Not Available.
Contact:	Mark Gardemal, P.E. (713) 475-7835 mgardemal@ci.pasadena.tx.us



Project Description. ZESI was the prime consultant on this project. This channel system, located in a power easement between Finfrock Street and Mobile Drive, was being rebuilt after damages sustained in Hurricane Ike. The project was approximately four thousand linear feet (4,000 L.F.) and concrete lined. The project was funded by a CDBG-DR grant, administered by the Texas Department of Rural Affairs (TDRA) to provide for disaster recovery and restoration of infrastructure for communities impacted by the 2008 hurricanes. The high point in the channel is midway of Harris Street. From there it drains north to Jackson and south to Southmore. Existing culverts remained while the channel was tied into them with new headwalls. To provide maximum capacity within the available easement, a rectangular channel cross section was selected. The channel cross section consists of eight-inch (8”) thick formed concrete with a double matt of reinforcement. ZESI also provided engineering services during construction.

3.3 STOA Projects

Project Name:	William Marsh Rice University - Duncan Hall School of Engineering, Dean's Suite Remodel
Location:	Houston, Texas
Client:	Rice University
Construction Cost	\$240,000
Contact:	Tina Hicks, Rice Senior Project Manager (713) 348-4296 tinah@rice.edu



Project Description: In 2015 STOA was chosen to do design feasibility studies by incorporating the Rice Space Standard for office areas. The goal was to maximize the existing space by downsizing the offices per the Rice Space Standard and gain more offices. STOA provided eight (8) concept layouts for pricing during this time. In 2018 STOA was again selected to pursue the design of maximizing area for the existing Dean's Suite by re-evaluating the entire office including lobby, break rooms, and circulation space. This study revamped the entire suite and produced four (4) new offices and a new huddle room. The challenge for the reconfigured office was the location of existing concrete columns

and the existing in-wall fan coil units. Coordination of the MEP systems with new layout was vital to the success remodel.

Project Name:	George H.W. Bush Community Center
Location:	Harris County, Texas
Client:	Harris County
Construction Cost	TBD
Contact:	Amber Thibodeaux, Engineering Department (713) 435-2210 Amber.Thibodeaux@eng.hctx.net



Project Description: Located in the heart of the Cypress Creek Cultural District, the center will serve more than 1.4 million residents and civic organizations. STOA Architects was tasked with breathing new life into the community center to become an integral part of the neighborhood. The modern makeover included a two (2)-phase renovation for this 24,500-square-foot center. Phase I consisted of the renovation of the 1960s era facilities façade. STOA choose materials that related well to the neighborhood's nearby Barbara Bush Branch Library, was contemporary but would not soon feel dated. Phase II included the reconfiguration and enhancements of the interior for better circulation in the lobby, administrative spaces, and aerobics/dance facility and updates to the mechanical systems and finished. Additional improvements on the site included accessible walking paths, benches, landscaping, and a new memorial dedicated to George H.W. Bush.

Project Name:	Southeast Wastewater Purification Plant Phase I / Admin Building
Location:	Houston, Texas
Client:	City of Houston - Department of Public Works and Engineering
Construction Cost:	\$168 Million / ~\$1,260,314
Contact:	Lisa Lattu P.E., Managing Engineer (831) 395-5676 Lisa.Lattu@houstontx.gov



Phase I Project Description: STOA Architects was responsible for the architectural design of the administration co-participants building, the chemical storage building, the treatment train control electrical room, and the UV disinfectant building. The total project included major engineering additions to the water purification plant in addition to the architectural design.



Administration Building Project Description: The service building is owned and operated by the City of Houston (COH) and was built in 1986. The facility serves as the main hub for all the other facilities on the plant. This facility is currently home to the Mechanical / Electrical Maintenance, Laboratory, and Administrative staff, but also doubles as an events and meeting location. The City is having the laboratory sector relocated which allows an expansion for improving their flow of operations within the space. This multi-use facility rehabilitation included bringing the building up to code and laying out a new conference room, offices, and open workspaces. STOA conducted an in-depth space planning field observation and existing conditions document to produce a functional and efficient floor plan to fit their needs.

3.4 MBCO Projects

TxDOT, Corpus Christi, Texas – As Project Manager, Mr. Clark provided DTM/Design Surveys for four miles of US 181 in Portland, Texas utilizing Real Time Kinematics (RTK) GPS technology. Field work was also collected with conventional total stations. Final data sets were compared with results of aerial mapping. RTK proved to be highly accurate and cost effective. Fee: \$125,000.00.

Contact: Randall Kircher, RPLS, Corpus Christi TxDOT District Surveyor: ph: 361-808-2521, Randall.kircher@txdot.gov

Houston Ship Channel, JacintoPort, Texas – Mr. Clark provided boundary, topographic, aerial mapping, hydrographic surveys of a one thousand five hundred-acre (1500-ac.) industrial property (former US Government Ordinance Depot) located adjacent to the Houston Ship Channel. He also surveyed a three hundred-acre (300-ac.) Dredge Spoil site and performed hydrographic surveys for pre- and post-dredging operations and established a GPS network for horizontal and vertical control.

Owner: Senterra Development. Total Fee: \$450,000.00

Design Survey, IH 610 at IH 45, HNTB/TXDOT Houston District, Harris County, Texas – Project Principal responsible for project quality, resource allocation, and overall success for design surveys to support engineering services required for the preparation of plans, specifications, and estimates (PS&E) for the 2.013 mile direct connector between IH 610 East to IH 45 North, 0.275 mile SH 35 North Connector, and bridge widening at IH 610 Eastbound at Telephone Road and IH 45 Northbound at Griggs Road. Fee: \$70,000.00.

Contact: Ivor Walker, RPLS, Houston TxDOT District Surveyor: ivor.walker@txdot.gov

Survey Design, IH 45 North from North of West Road to South of Shepherd, RTG/TXDOT Houston District, Harris County, Texas – Project Principal responsible for project quality, resource allocation, and overall success of supplemental field surveying services necessary to verify the existing Digital Terrain Model, produce topographic maps, establish the project baseline on the ground, locate and tie existing utilities and soil boring locations, update topography, and complete/extend the original main lane cross sections. Fee: \$85,000.00

Contact: Ivor Walker, RPLS, Houston TxDOT District Surveyor: ivor.walker@txdot.gov

City of Houston, Greater Houston Wastewater Program. Provided GPS Control and aerial Mapping for 750 square mile City of Houston Extra -Territorial Jurisdiction. Fee: \$500, 000.00

City of Houston, Public Works Department: Provided detailed Feasibility Study to update and modernize the existing City of Houston Monumentation System using GPS technology. Fee: \$250,000.00.

Contact: Jimmy Schindewolf, Public Works Director

Central Business District Topographic Survey, Houston Metro, Houston, Texas – Provided horizontal and vertical control and topographic mapping of a 30-block area of downtown Houston. Fee:\$150,000.00

New Campus Police Site, University of Houston, Houston, Texas – Provided topographic/design survey and CADD mapping for new police site University of Houston Main Campus. Fee: \$15,000.00

MD Anderson Cancer Center, University of Texas, Houston, Texas – Provided boundary and topographic survey and AutoCAD mapping for the International Rotary House site within the Texas Medical Center at the southwest intersection of Braeswood Avenue and Holcomb Boulevard. Fee: \$12,500.00

Harris County Flood Control District, White Oak Bayou, Harris County, Texas – Provided GPS control and aerial mapping for approximately 11 miles from Buffalo Bayou to Cole Creek. Fee: \$80,000.

The remainder of this page is intentionally left blank.

REFERENCES

Note: Additional Subconsultant References are provided in **Section 3.1** of the document.

Reference #1

Organization Name: City of Houston

Contact Name/Telephone No.: Mohammad Zaheri., Managing Engineer / (281) 558-8700

E-mail Address: Mohammad.Zaheri@houstontx.gov

Address: 611 Walker Street, Houston, Texas 77002

Services provided: TLC Engineering, Inc. provided third party Construction Management and Inspection Services for the COH. This project scope was for the design and construction of storm drainage improvements, necessary concrete paving, curbs, sidewalks, driveways, and underground utilities in the Kirkwood South and Sagemont areas of Houston, Texas. In preparation for this project, TLC Engineering, Inc. provided a constructability review for the purpose of decreasing the number of third-party utility conflicts, which are the primary source of project delays for the COH. TLC Engineering, Inc. collaborated with the Engineer of Record (EOR), and CDM Smith to identify these potential conflicts as well as other items that could result in change orders after the project was awarded. This job began in July 2017 and lasted approximately one (1) year to completion.

Reference #2

Organization Name: Midtown Redevelopment Authority

Contact Name/Telephone No.: Marlon Marshall, CPM / (713) 526-7577

E-mail Address: marlonm@houstonmidtown.com

Address: 410 Pierce Steet, Suite #355, Houston, Texas 77002

Services provided: TLC provided Construction Management, Inspection, and Materials Testing for the Superblock Parking Garage and Park Project, under two (2) separate contracts. This project was located at 2800 Main Street in Houston and included a 50,000-square foot (sq.ft.) underground parking garage approximately fourteen (14) feet below existing with a mid-rise residential development and two (2) story retail development constructed above on one side of the garage and a three-acre (3-ac.) park on the other side. The construction was completed by Camden Development, who was responsible for the design of the residential and retail development as well as the parking garage on their half of the structure. Our client was Midtown Redevelopment Authority (TIRZ #2). Walter P. Moore, Project Engineer selected by Midtown Redevelopment, was responsible for the design of the garage beneath the park and the construction of the park. TLC provided inspection services under a separate contract where IDS was the Construction Manager. The Park includes a 30,000-sq.ft. main lawn with entertainment facilities. There is a water feature along with other vegetation and landscaping. A retail facility resides along the north end of the tract.

Reference #3

Organization Name: Covenant Glen United Methodist Church

Contact Name/Telephone No.: Pastor Robert Childress / (346) 304-2432

E-mail Address: Rchildress@covenantglen.org

Address: 5243 Savannah Parkway, Rosharon, Texas 77583

Services provided: TLC is providing architectural and engineering design and construction management services for this large construction project. Concept and Development Phase including Master Plan includes:

- Working Drawings and Specifications Phase
- Bidding Phase
- Construction Phase
- Design Concept and Development Phase:
 - o Program Clarification
 - o Scheduling Concerns
 - o Existing Site Conditions
 - o Project Cost Estimates
 - o Cost-Value Trade Offs
 - o Quality Requirements
 - o Special material Requirements
 - o Communications Requirements
 - o Engineering Requirements

REFERENCES

Reference #4

Organization Name: Thompson Construction Group
 Contact Name/Telephone No.: Brett Reeves / (713) 594-2414
 E-mail Address: breeves@thompsonind.com
 Address: 104 North Main Street, Sumter, South Carolina 29150

Services provided: Hurricane Harvey produced significant damage to residential structures. However, many of the homes were only moderately damaged by the event. The Texas General Land Office (GLO) began a program to address these lesser damaged structures. TLC worked as construction program managers for Thompson Construction Group. Homes that did not require extensive repairs were entitled to limited restoration of major systems so that residents could move back into them and continue the restoration work independently. TLC would dispatch inspectors to candidate properties to ensure that they met the basic requirements. If they did, builders would go in and begin limited repairs. Upon completion of the repairs the home would be re-inspected to ensure that all work was code compliant.

One of the unfortunate results of the project was what was found behind walls of certain homes. In some cases, the basic structure of the residence was damaged severely by rot and/or termites. Since these deficiencies were only revealed by opening the walls, and since, in some case, there were no studs on which to mount drywall, additional work was expended.

Reference #5

Organization Name: _____
 Contact Name/Telephone No.: _____
 E-mail Address: _____
 Address: _____

Services provided: _____

Reference #6

Organization Name: _____
 Contact Name/Telephone No.: _____
 E-mail Address: _____
 Address: _____

Services provided: _____



12630 Water Works Way
Humble, TX 77396
617-590-7614
www.cdmsmith.com

April 9, 2019

Ms. Theola Petteway, Executive Director
OST/Alameda Corridors Redevelopment Authority and TIRZ No. 7
5445 Alameda Road, Suite 545
Houston, Texas 77004

Re: Letter of Reference for TLC as Construction Manager

Dear Ms. Petteway,

This reference letter is in support of TLC Engineering, Inc. (TLC) inclusion as Construction Manager for the Authority and TIRZ's Architecture, Engineering & Construction Management Firms for the On-Call List. TLC is currently supporting a similar role for the City of Houston's Northeast Water Purification Plant Expansion Project that is currently underway under the direction of the Houston Waterworks Team (HWT), a Joint Venture of CDM Smith and CH2MHill (Jacobs Engineering). Apart from this project, CDM Smith has worked with TLC on other projects of diverse types wherein TLC provided Construction Management and Inspection Services (CM&I).

In all of our experiences, CDM Smith has found TLC to have the skills and experience to complete their assignments on time and within budget. Specifically:

1. Effective time managers, making sure their work is performed in timely fashion consistent with the requirements of the contract and needs of the Owner;
2. Excellent and strong communicators, providing for concise and pertinent discussion of project needs and details;
3. Strict and secure document handlers, ensuring that all project documentation is handled professionally, promptly, and confidentially, to protect the pace and integrity of the project; and
4. Excellently qualified, meaning that they are fully trained and certified and have the field knowledge and skills needed to make accurate and precise construction management observations and decisions, identify product quality control measures, and anticipate program needs well enough in advance to prevent program delays.



Ms. Theola Petteway

April 9, 2019

Page 2

I herein recommend TLC for the role of CM&I. In their work I have consistently observed the excellent technical, organizational, and interpersonal skills that are needed to make a truly exceptional and responsible practitioners.

Please do not hesitate to contact me if additional assurances and explanations are needed.

Sincerely,

Joseph S. Kowalczyk, PE
Vice President CDM Smith
Construction Quality Manager, HWT
Mob: 617-590-7614



midtown
HOUSTON

Ms. Theola Petteway, Executive Director
OST/Almeda Corridors Redevelopment Authority and TIRZ No 7
5445 Almeda Rd., Suite 545
Houston, TX 77004

April 10, 2019

Subject: Construction Management Reference for TLC Engineering, Inc.

Dear Ms. Petteway,

This letter is to encourage by recommendation that the OST/Almeda Corridors Redevelopment Authority and TIRZ No 7 assigns TLC Engineering, Inc. (TLC) to Construction Management for the Authority and TIRZ's Architecture, Engineering & Construction Management Firms for On-Call List. We have worked with TLC on several projects for our TIRZ. The list of projects includes:

- Midtown Holman Street, Houston, Texas, April 2015
- Midtown Superblock Parking Garage, April 2015
- Midtown Superblock Park, March 2016
- Midtown Entry Portals, October 2016
- Caroline Street Reconstruction, September 2017

TLC has been an excellent partner for those projects. Their expertise and capabilities have repeatedly been shown in the following ways.

- Keeping the project moving smoothly by ensuring that the resources needed for various tasks are there when they are needed,
- Being aware of the project needs several steps in advance of when the needs will become real, and
- Keeping the TIRZ abreast of all necessary developments so that there are no surprises in budgets and schedules.

Mostly, TLC handled the project confidently and authoritatively so that we did not need to worry that work was being done on a sub-par basis. We were therefore able to focus on the more pressing needs of economic development for Midtown.

We are very confident in TLC and very much look forward to and anticipate doing more work with them. They are up for whatever challenge they may encounter, and I strongly recommend you allow them to be involved with your projects. If you need more information, please contact me.

Sincerely,

Marlon Marshall
Director, Engineering & Construction
Midtown Redevelopment Authority



Thompson

Ms. Theola Petteway, Executive Director
OST/Alameda Corridors Redevelopment Authority and TIRZ No 7
5445 Alameda Rd., Suite 545
Houston, TX 77004

April 9, 2019

Subject: Reference Letter for TLC Engineering, Inc. for Construction Management

Dear Ms. Petteway,

This reference letter is to demonstrate our confidence in TLC Engineering, Inc. (TLC) as Construction Manager for the Authority and TIRZ's Architecture, Engineering & Construction Management Firms for On-Call List. TLC most recently provided these services for our GLO post-Harvey Residential Construction Repair Services for Disaster Recovery project. TLC was responsible for assembling and distributing repair crews throughout the area impacted by Hurricane Harvey. This was performed in the most efficient and effective manner, making it possible for us to service the maximum number of properties in a minimal amount of time and affording us the ability to complete more repairs than expected initially. TLC is directly one of the most important reasons for the excellent success we had in this project.

The characteristics of how TLC handled their multiple task orders can best be summarized as:

- a. Knowing how to keep the project ahead of expectations by making sure that down time was systematically reduced,
- b. Making sure that all aspects of the project had all the tools and resources needed to effectively do their work,
- c. Keeping all documentation carefully organized, and,
- d. Ensuring that the right trades people at all times were where they were needed.

I very strongly recommend TLC for the role of CM&I. They have more than clearly demonstrated to us that they are capable of handling the types of projects that the Authority and TIRZ will need.

Please do not hesitate to contact me if there is anything else that I need to provide you to validate our confidence in TLC.

Sincerely,

Brett Reeves
Project Manager

4. CAPACITY TO PRFORM

4.1 Project Approach and Proposed Methodology

4.1.1 Pre-Funding and Post-Funding Services

Having managed programs for Federal funding on many projects, TLC is well-versed in providing application and contract-related management services. We understand the importance of document preparation for all types of funding opportunities. TLC's experience covers, but is not limited to, utilities and infrastructure design; surveying; preparation of plans, specifications, and engineer's reports; cost estimating and scheduling; permitting; bidding and award; construction administration and resident engineering inspection; project record-keeping and close-out services; and all other related services.

4.1.2 Project Design Approach

4.1.2.1 Demonstrated Technical Competence and Management Qualifications

We at TLC look at each project independently. And so, each project must be assessed through its own lens. The primary concern is two-fold, flooding damage and public safety. These two issues will require a team with unique experience in those Engineering disciplines which is why we choose team members for their expertise. Secondly, we feel the geotechnical and structural integrity will add the next layer to the foundation. In this instance we selected TTL. The MEP services will be standard procedures and unlike the preceding layers will not require a specialized or unique set of design skills, however TLC staff will handle complete those tasks.

4.1.3 TLC Engineering Approach to Professional Services

4.1.3.1 Project Approach Summary

TLC has the technical expertise and resources to assist the City of Richwood with any of its current and future funded infrastructure projects. Our firm's experience and application of quality control program ensures a comprehensive review and assessment of infrastructure alternatives and constructability issues.

4.1.4 Post-Funding Services

4.1.4.1 Initial Engineering and Design Support

Site Assessment

TLC's professionals believe the evaluation process is of the utmost importance when determining a proper solution. Each planning, construction, reconstruction, or rehabilitation of identified capital improvement projects problem is unique; therefore, a specific site assessment must be performed to accurately identify the contributing factors to the problem. Trained specialists will perform a site visit to collect site specific data related to the geomorphology, hydraulic characteristics, soils, geology, any environmental impacts, and topographic data.

Engineering Design (Initial and Final)

Once a Site Assessment has been completed, TLC's professionals can develop an alternative analysis matrix with input from engineering, design, environmental and regulatory as well as our construction experts. From this matrix, an appropriate design is developed to meet the needs of the client. TLC understands each problem is unique and does not generalize a solution for every problem. TLC's goal is to complete all requested tasks efficiently, on schedule, and within budget.

- Existing site constraints will be reviewed and analyzed for construction techniques during evaluation of analysis matrix
- Preliminary engineering and design support may include but not be limited to:
 - Assist with reporting requirements for the City of Richwood, as necessary.
 - Provide all project information necessary to ensure timely execution and completion of any permitting requirements.
 - Provide preliminary engineering and drawings enough to achieve the preliminary design milestone, including but not limited to:
 - Cross Sections,
 - Project Layout and Staging Areas,
 - Any permits that may be required,
 - Specifications (+/- 25%),
 - General Notes,
 - Utility Conflict Identification,
 - Estimate of Construction costs within,
 - Updated schedules for design, permitting, bidding and construction.
 - Special Notes,
 - Design Details,
 - Construction limits, including environmentally sensitive areas that should be avoided during construction.
 - Prepare horizontal alignment layouts to fully describe the project scope, anticipate limits, and potential impacts for any design alternatives.
 - Recommend value engineering options that may improve efficiency, expedite schedule, or reduce project cost.
 - All necessary deliverables to the appropriate entity.
 - Prepare plan, profile, and cross section for selected alternative.
 - Identify and address potential obstacles to project implementation prior to moving forward with final design.
 - Support the City of Richwood with acquisition or property/servitudes/right-of-way documentation as required to facilitate the project.
 - Provide project schedules from cradle to grave in MS Project format or equal as approved by the City of Richwood.
- Final engineering and design support may include but not be limited to:
 - Provide plans and profiles, including necessary design information for the selected alternative enough to achieve all detailed design milestones, including but not limited to those items in the preliminary engineering and drawings.
 - Provide hard copy, if necessary, reproducible plan drawings and bid documents, in addition to electronic copies, to the City of Richwood upon design completion and as requested during

design. Electronic copies should be in the native format (AutoCAD DWG) along with PDF packages and should contain all corresponding references, databases, or files associated with the completed design documents.

- Assist the City of Richwood and any service provider related to the project with all necessary documentation to ensure compliance with all Program requirements and regulations.

4.1.4.2 Contract Procurement (Bid and Award) Support

The Bid Package is the primary task involved in Contractor Procurement. TLC will work with the City and all other relevant agencies to ensure that the process complies with all procurement regulations and standards.

TLC will begin by undertaking the five steps of the Good Faith Process for S/M/W/DBE procurement. The steps are (further discussion is available in section 4.14):

- Developing a contact list for Small, Minority, Woman-owned, and Disadvantaged Business Enterprises.
- Making sure that Small, Minority, Woman-owned, and Disadvantaged Business Enterprises are aware of the bidding opportunity.
- Making sure that the project scope is achievable by S/M/W/DBE.
- Making sure that S/M/W/DBEs have the time to submit.
- Using additional resources of outreach to S/M/W/DBEs

We will also develop a comprehensive Bid Package which will contain:

- The scope of work
- Specifications
- Drawings
- General conditions for a project or job
- Any other relevant project details

Once the time for Requests for Proposals ends, TLC will then assist the City in selecting the appropriate contractor for the work.

TLC will be in a consulting and assistance role to step in when and wherever the City needs our help, to whatever extent, from advising to undertaking the process

4.1.4.3 Contract Management and Construction Oversight

As a Construction Management and Inspections Company, TLC has a thorough understanding of the tasks needed in this phase. The work has four (4) main elements and includes, but may not be limited to:

1. Prepare for Construction
 - 1.2 Develop a Contract for Construction Manager
2. Initiate Construction
 - 2.1 Receive Transfer of Contract & Project Documents
 - 2.2 Setting Up Project Files
 - 2.3 Validating and Updating Project Database, including pay estimates
 - 2.4 Upon direction from the City, either Assist in the Issuance or the Issue Notice To Proceed to the Contractor

- 2.5 Conduct Pre-Construction Conference
- 2.6 Conduct Community Communications
- 3. Project Progress
 - 3.1 Processing Pay Estimates
 - 3.2 Conducting Progress Meetings
 - 3.3 Responding to Requests for Information (RFIs)
 - 3.4 Reviewing and Preparing, for the City, Change Orders from the Contractor
 - 3.5 Processing Construction Management Invoices
 - 3.6 Inspecting the Project Throughout the Course of the Work.
- 4. Close Construction
 - 4.1 Conduct Substantial Completion Inspections
 - 4.2 Conduct Final Completion Inspections
 - 4.3 Prepare Request for Council Action
 - 4.4 Process Final Payment
 - 4.5 Conduct Warranty Inspection
 - 4.6 Archive Project Documents
 - 4.7 Authorize Destruction of Records

4.1.4.4 Specialized Services

Depending on the project, there are a number of specialized services that may be required. These services must be undertaken judiciously and promptly, otherwise the project may not remain on course for completion time and budget.

- Geotechnical Investigations
- Detailed Surveying
- Site Specific Testing
- Archeological Studies
- Planning Studies
- Feasibility Studies
- Legal Documentation
- Phase I and Phase II environmental site assessments

For the most part, these specialized services involve the following steps, though some may have other tasks and subtasks that are unknown at the start of the project:

1. Literature Review – Includes reports, aerial images, maps, etc.
2. Site Reconnaissance – Ground-truthing and condition verification, including development of maps, etc.
3. Consultation with Subject Matter Experts – Determining if there is particular data that has not yet been uncovered but may have an affect on the fulfillment of the service.
4. Testing and Disclosure of Results – which means that the City receives a document that explains the work undertaken for the service, the findings, conclusions, and recommendations.

Documentation for ROW and Easement Acquisition is different.

- Application and Compliance with Regulatory Frameworks.
- Provision of information to Existing Owners.

- Pre-Appraisal Contact.
- Establishment of Just Compensation Required.
- Present the Landowner’s Bill-of-Rights and Written Initial Offer to Purchase.
- Allow for Existing Owner Retention of Improvements.
- Negotiation with Existing Owner including Contacts and Reports.
- Updating Offer of Just Compensation.
- Requesting Federal Assistance in Acquiring Private Property (optional under certain circumstances).
- Transition of Title.

4.1.5 Authorization to Provide Engineering Services

Figure 3 is an image of TLC’s Certificate of Registration with the Texas Board of Professional Engineers and shows us in full compliance with the requirements to offer and perform engineering services in the State of Texas.



Figure 4: Texas Board of Professional Engineers and Surveyors Certificate of Registration (2022-2023)

4.2 System for Award Management

In addition to being registered with the state of Texas as being authorized to perform services in the state of Texas and registered with the Texas Board of Professional Engineers to provide engineering services in Texas. TLC, as well as all of our team members, is in good standing with the System for

Award Management (SAM) and not debarred from providing services. TLC is also registered through SAM on the Disaster Response Registry. The **Attachments** also contain a Certificate of Insurance verifying TLC's Professional Liability Coverage. Upon execution of an agreement for services, TLC will immediately replace this generic certificate with one showing the City of Richwood as an "also insured."

4.3 Capacity to Perform Tasks Associated with the Scope of Work

4.3.1 Program / Project Management

TLC policy requires that every Project Manager follow the management systems. Success is not only proven by project performance (on-time and on budget) but is also dependent upon a positive relationship that is developed with the client and all stakeholders.

TLC Management requires every Project Manager to follow TLC Program/Project Management Systems. TLC understands that these management successes are project driven.

TLC attempts to provide the best quality performance in the most efficient way possible. Communication and coordination are key elements to success. An initial meeting with the client is conducted, to identify potential problem areas and ensure that there is an awareness to project milestones and a strategy to meet them despite delays of various origins, types, sources, causes, durations, or severities. To effectively manage costs, it is necessary to rank time and shift priorities to reflect the most immediate needs. Our approach to completing assignments will be as follows:

1. The TLC Team will collaborate with the City of Richwood to identify all data that will be collected during the Preliminary Engineering Phase.
2. TLC's project managers will keep the City of Richwood informed of real-time progress of the project. A communication plan will be developed through coordination with the City of Richwood to establish proper protocols and lines of communication. TLC has experience with complex projects and has systems in place to properly execute and manage any project. TLC project managers will work in a consistent flow to create synergy and management systems that provide an approach that effectively serves the City of Richwood's need.
3. We will create a project schedule that includes review by the City of Richwood. Work Orders will determine the percent complete that requires review (i.e., 50%, 75%, 100%) by the City of Richwood and other stakeholders. TLC will conduct review meetings as needed to allow the City of Richwood to participate in the design process.
4. Once the project is approved and permitted, unless otherwise preferred by the City of Richwood, TLC will provide Construction Inspection and Administrative Services to ensure that the project is constructed according to plans and specifications.

4.3.2 Communication Plan

TLC will coordinate with the City of Richwood and present a communication plan that will clearly identify communication protocols and chains of command throughout the duration of the project.

TLC is adamant about establishing a solid and effective communication plan. We believe that adherence to established communication and documentation protocols is key to a project's success.

The strategy will denote proper channels for the flow of communication between TLC, the City of Richwood, and its subcontractors, and will eliminate any possibility for gross miscommunication or misunderstanding to occur between the parties that could result in a potential loss of valuable time and money.

TLC will develop a clear plan that will keep the City of Richwood abreast of project status, outstanding issues, and plans of action.

4.3.3 Work Plan for the City of Richwood

- Scheduling
 - Project and Scope Understanding
 - Contract Terms
1. Receive Notice to Proceed (NTP) and Fully Executed Contract:
 - NTP
 - Document Negotiations
 - Contract Document Review
 - Document Fully Executed
 2. Mobilize:
 - Establish working meetings with design team to mature design, begin coordinating design meetings once awarded contract
 3. Design Services:
 - Preliminary Engineering and Reporting (PER)
 - Final Design (establish submittal intervals; 50%, 75%, 90%, 100% CD)
 - Permitting (if applicable)
 - Construction Administration and Management
 - Close-out (Prepare as-builts and documentation (e-book) for final submission to client)
 4. Pre-Construction Services:
 - Team Relationships
 - Scheduling
 - Project and Scope Understanding
 - Contract Terms
 - Assist designers with site lay-out coordination and constructability reviews
 - Coordinate with the Designer's geo-tech consultant
 - Coordinate with the Designer's Surveyor

4.4 Substantiating Statement of Abilities

The following summaries of team organization and key personnel substantiate our statement that we have the abilities to successfully accomplish all of the needed tasks, goals, and objectives of the City of Richwood for this project.

4.5 Summaries of Key Personnel

This section provides narratives of each of the project team key personnel, including their duties. Full resumes and relevant professional certifications for these personnel, as well as for certain secondary personnel and specialized services personnel, are included in **Appendix B**.

4.5.1 Tony L. Council, P.E.; TLC Engineering, Inc: Principal-in-Charge

With more than thirty (30) years of engineering and project management experience, Mr. Council is uniquely qualified to assess, understand, and creatively address the full spectrum of projects and their challenges. As the owner of TLC Engineering, Inc., he brings a talented pool of professionals to each project and develops cost estimates and provides skill in design, installation, construction management, and commissioning facilities. His management and analytical skills are recognized in the industry and validated by appointments to the Coastal Water Authority (CWA) Board of Directors and to the Co-Chairmanship of Houston Mayor Sylvester Turner's Transition Team Public Works Committee, among many others.

Mr. Council serves as 1st Vice President on the Board of Directors for the CWA, appointed by the former Houston mayors Mr. Bill White and Ms. Annise Parker. Mr. Council also serves as the Chairman of the Professional Engineering Selection Committee which manages the bidding and awards of major contracts. Responsibilities include supervision and approval of budgets for capital improvement projects, maintenance projects, and operating expenditures.

4.5.2 Mijanur R. Roku, P.E.; TLC Engineering, Inc: Project Manager/ Engineering

Mr. Roku's experiences gained in a variety of civil and structural engineering projects during a career spanning over twenty (20) years provide exceptional knowledge and skill regarding national and international building codes, AISC, ASCE, ACI, ASTM, and other common codes. His work with engineering design and construction teams allows an exceptional perspective on large and small projects alike. Mr. Roku's experience includes management and design of steel and concrete structures, foundation design, and dynamic analyses of structures and foundations. He also has detail experience in support of standard details and project specifications preparation, site evaluation, feasibility studies, conceptual design sketches and layout and design of industrial and commercial projects.

4.5.3 Darron Thompson; TLC Engineering, Inc: Architectural Design

Mr. Thompson has over ten (10) years of architectural project management and estimating experience. He has been involved in architectural projects that cover multiple forms and types of structures, from houses of worship to residential and office/commercial. Mr. Thompson is a systems thinker with the ability to effectively cultivate and communicate with the diverse range of stakeholders. His experiences have covered the entire design process from planning and design to construction and closeout. Although his special area of focus is on sustainable design and green buildings, Mr. Thompson has also provided inspection and project management services for utilities and other public works projects.

4.5.4 Georgina C. Ybarra; TLC Engineering, Inc: Senior Grant Administration

Ms. Ybarra brings nearly thirty (30) years of experience servicing municipalities and other sub-political divisions. Having performed in various capacities including city administrator, risk manager, and project manager, she currently specializes in technical grant writing and administration. She has managed funding from such federal and state programs as Community Development Block Grants, U.S. Economic Development, FEMA Grant Disaster Project Management, General Land Office Grants, and USDA Enterprise Grant Funds. Ms. Ybarra has also overseen the completion of Federal Aviation, Parks and Wildlife, and CDBG Sewer Line grants. She also draws on professional experience in risk management, city management, grant management, and finance.

4.5.5 Bill Buckmaster; TLC Engineering, Inc: Assistant Project Manager/Construction

Mr. Buckmaster has more than forty (40) years of expertise in all aspects of construction and in his role as Senior Construction Project Manager he manages and directs the Construction Management and Inspection functions for TLC projects. Exceptional leadership skills enable him to inspire his teams with the energy to achieve successful results, and to create strategies and solutions that reduce costs, improve efficiencies, support organizational goals, and maximize technology investment. His accomplishments in defining, building, and optimizing infrastructure plans and operations are well known within the industry.

4.5.6 Vincent Griggs; TLC Engineering, Inc: Quality Assurance and Safety Officer

Mr. Griggs has over forty (40) years of labor management expertise and serves as a Senior Construction Manager and Occupational Safety and Health Officer for TLC Engineering. He manages, recruits, trains, and supervises inspection teams and handles safety and other site meetings. As TLC's Safety Officer, Mr. Griggs provides safety management, advice, monitoring, and reporting in the workplace, and engages staff in programs that ensure safe practices in the workplace. He also ensures that all labor and worker protection regulations and laws are properly followed, identifying issues that could lead to job site incidents. Mr. Griggs also maintains all labor and incident records.

4.5.7 Tim Kroeker, M.E.Des.; TLC Engineering, Inc: Environmental Services

Mr. Kroeker is responsible for managing TLC Engineering disaster recovery projects, hazardous materials assessments, and environmental planning. With roughly twenty (20) years of experience in the field, his expertise encompasses a broad range of technical practice areas, including environmental planning for road and infrastructure projects, as well as land development for both the public and private sectors. In addition, he is skilled in conducting and managing field studies and assessments, data gathering and interpretation, preparing comprehensive reports, and coordinating the specialists required for complex environmental reviews. His familiarity with the needs of public agencies, including the U.S. Army Corps of Engineers, the Texas Department of Transportation, the Texas Water Development Board, the U.S. Department of Housing and Urban Development, the Texas General Land Office, the City of Houston, and both Harris and Fort Bend Counties provides a client with critical knowledge and improved efficiency.

4.5.8 Debbie J. Anders; TLC Engineering, Inc: Business Development

Ms. Anders is a solutions-oriented business development professional with proven success in identifying opportunities for accelerated growth and sustained corporate revenue throughout public and private industries. She is highly organized, detailed, and persistent in building new client relationships and maintaining current client relationships. She develops and implements teaming partnerships that capitalize on unique client strengths. She is a leader in developing a business structure that includes business development, operations management, community outreach, inside and outside sales, marketing, account and client management, customer service, and project management. Ms. Anders also has skill in developing effective team building, with direct interaction to Presidents and CEO's, including business outreach to local owners, stakeholders, and small business owners throughout all municipalities, multi-city, and multi-county communities.

4.5.9 Michael Bagstad, P.E.; ZESI: Drainage Design and Engineering

Mr. Bagstad is a professional engineer with more than forty (40) years of experience in civil engineering, planning, design, and project management in municipal water resources including water, wastewater, storm drainage, and flood control. He has extensive experience in stormwater master planning, flood recovery and mitigation design.

4.5.10 Piyush Kumar (PK) Patel, P.E.; ZESI: Hydrology and Hydraulic Design

Mr. Patel has more than thirty-three (33) years of experience in the hydraulics and hydrology, supplements, analysis and design of relief storm drain systems for existing drainage systems, floodplain studies, and design of channel, culvert and bridge based on the related hydrological studies; involved in roadway, railroad, sub-division and construction management projects. He has experience in the analysis and design of storm sewer systems, bridge hydraulics, open ditches, detention basins, waterlines and wastewater collection systems.

4.5.11 C.C. Lee, AIA, LEED AP; STOA: Architecture

Mr. Chao-Chiung (C.C.) Lee is a world-renowned architect who has successfully built and managed STOA, an architectural practice, since 1983, now with offices in Houston, Texas; Pensacola, Florida; and Shanghai, China. His strong and internationally proven, systematic design method helps clients worldwide with modern design and development challenges. Under C.C.'S leadership, the firm has designed diverse hospitality and higher education – including several maintenance facilities and service centers – and infrastructure projects. C.C. Lee is also a Feng Shui Master who has been teaching interactive workshops at Rice University since 1999 as well as many other universities around the world.

4.5.12 Marion R. Clark, R.P.L.S.; MBCO: Surveying

Mr. Clark brings more than fifty (50) years of surveying experience in all aspects of land surveying, including oil and gas surveys, pipeline surveys, boundary, as-built, topographic design for engineering and public infrastructure projects, transportation, right-of-way, subdivision platting and land development, horizontal and vertical control, utilizing GPS technology, industrial, hydrographic, and institutional surveys for hospitals and schools.

4.5.13 Hirendra “Harry” Patel, P.E.; HVJ: CME Project Manager

Mr. Patel manages HVJ’s Houston Construction Materials Testing Department. His experience expands more than thirty (30) years and includes construction inspection, construction materials testing and geotechnical engineering. Mr. Patel’s material management experience includes a wide range of state, county, municipal, and commercial projects. His management responsibilities include development and implementation of materials testing quality control and assurance plans, oversight of field and laboratory testing procedures for project compliance, interfacing with clients and contractors for smooth project flow, providing recommendations or alternative approaches for non-compliant construction materials, and project budget management.

4.5.14 Dr. Robert Krause, Ph.D.; Search: Cultural Resources

Dr. Robert Krause, Ph.D. is the practice lead at Search for Disaster Management service line and has over fifteen (15) years’ background as a planner and project manager in both the private sector and federal, state, and local government. As a subject matter expert in architectural and environmental history, Dr. Krause has wide-ranging experience in cultural resource management and preservation planning projects across the United States. As a published historian, he has completed documentary research in archives across the country; his current research focuses on the nexus of Historic Preservation and Disaster Management on the Texas Gulf Coast. As a client liaison for Disaster Management services, Dr. Krause’s duties include overview and coordination for Section 106, 110, NHPA, and NEPA reviews; cultural landscape analysis; CDBG-DR program administration; FEMA 404/406 programs; review of Environmental Impact Assessments and Statements; Endangered Species Act (ESA) review.

4.5.15 Donald E. Hodges, P.E.; SSCI: Environmental Analysis

Mr. Hodges, P.E. has over fourteen (14) years of experience in the engineering, construction, and environmental consulting industries; specializing in storm water compliance, drainage control, petroleum storage tank (PST) systems, and civil design and engineering. Mr. Hodges serves as a Project Manager, and as the Director of Engineering for SSCI. As a civil engineer, Mr. Hodges performed PST design, installation, and removal of various types of fueling systems, above and below ground. He has served as the Project Manager and technical lead for the design and installation of a fueling system in Williamson County, Texas that includes high speed diesel and gasoline fueling, a diesel exhaust fluid (DEF) system, and a propane system. Mr. Hodges has completed numerous as-built designs for fueling stations consisting of both underground and aboveground storage tank (UST & AST) systems for the City of Houston. He has completed tank inspections to ensure compliance prior to placement of ASTs into service, and integrity testing of existing PST systems. In support of several local area hospitals, Mr. Hodges has performed fuel quality testing to assess if diesel fuel in emergency generator tanks comply with applicable regulations.

4.6 Availability for City of Richwood Assignments

All staff proposed in this Qualifications package as key personnel on our TLC team have the capacity to provide focused engineering services to the City of Richwood. As shown in **Figure 5**, our current and future projected workload capacity allows plenty of time to effectively implement the City of Richwood Projects and carry out all Scop es of Work within proposed timelines.

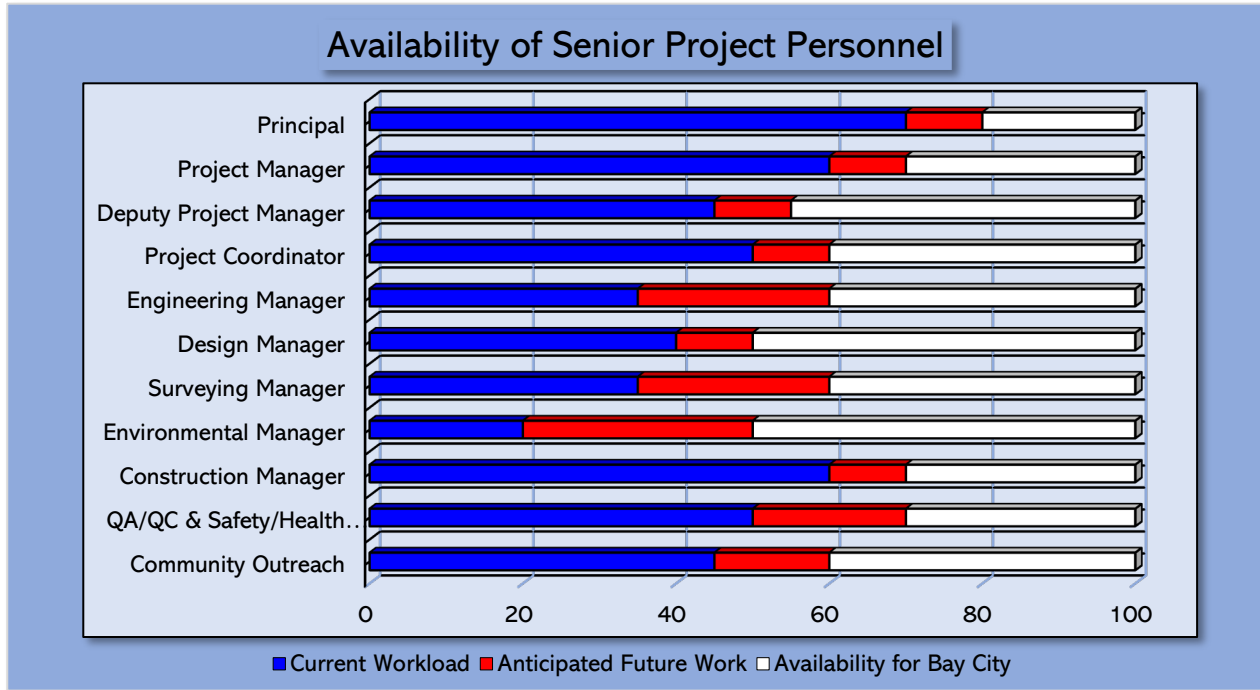


Figure 5: Senior Personnel Availability

4.7 TLC Management Philosophy

A management philosophy is the set of values shared by its members, with respect to relations with internal and external parties, services, technology, and the organization itself. It ultimately expresses how things are done at TLC Engineering.

4.7.1 Rooted in Policy

The environment in which we complete our assignments is built on our labor policy.

1. People, not organizations or management systems, complete tasks and, therefore, subordinates must be given authority and responsibility early in their careers.
2. Our managers permit their people the freedom to seek added work and greater responsibility.

TLC strives to create an environment which promotes "respect" among its staff. We strive to create a genuine 'team spirit' as a way of creating positive and productive energy, both professionally and personally. Creativity is the ability to imagine what does not already exist and that ability is what

leads to innovation. TLC, although small in size, strives to be mighty in its ability to provide customized, innovative solutions for its customers.

Our management philosophy is based on seven criteria:

1. Human Resources
 - a. Respect for employees and customers
 - b. Considers Staff to be its most precious asset
 - c. Recognizes the skills and collective contributions of its employees
 - d. Enhances the knowledge, skills, ideas, and creations of everyone
 - e. Encourages cooperation among employees
 - f. Trusts its staff and entrusts them with specific responsibilities
 - g. Subscribes to fair employment practices
2. Communications
 - a. Encourages frank and direct communications
 - b. Welcomes ideas and suggestions from employees and customers
 - c. Encourages and exchange of information and the free circulation of information needed to perform tasks at hand
 - d. Encourages better understanding among the staff of all aspects of their work and their contribution to achieving organizational goals
3. Environment
 - a. Provides staff with a superior environment
 - b. Considers members and customers to be vital partners and acts accordingly
 - c. Sees to the physical and mental wellbeing of its employees
 - d. Supports participatory management
 - e. Encourages creativity
 - f. Encourages teamwork
4. Administration
 - a. Subscribes to a policy of excellence and has adopted continuing improvement practices
 - b. Favors a results-orientated approach
 - c. Deploys its full resources to provide its employees with the tools they need to perform their duties
 - d. Seeks optimal management of all its resources
5. Commitments
 - a. Management agrees to respect this management philosophy and ensure its respect by others
 - b. Makes this management philosophy a part of all its decisions and relations with its employees and customers
 - c. Provides support in the implementation and realization of its management philosophy
 - d. Makes this management philosophy a part of its endeavors and a part of its relationships with staff members, as well as with its members and customers

6. Recourse – Any staff member who believes he or she has not been fairly treated in terms of this management philosophy may at any time speak with an immediate or departmental supervisor, or directly with the President of TLC.
7. Key to Quality Management
 - a. Audit quality of deliverables to assure client satisfaction
 - b. Skilled leadership
 - c. Comprehensive Programming
 - Detailed manuals providing procedures and guidelines
 - d. Technical Reviews and Quality Monitoring
 - e. Team Approach
 - Shared commitment and teamwork to guide towards collective and individual decisions, strategies, and actions
 - f. Team Spirit
 - Positive and productive synergy
 - Creativity
 - Open Management
 - Trust, fairness, encouragement, effective communication

4.8 Timeline for Deliverables

Preliminary Modeling	Develop scope for project.
Surveys	Survey site of potential project.
Geotechnical Data	If applicable.
Preliminary Engineering Report (PER)	Full review of scope and ancillary data.
Design Plan and Parameters	Review all data with Project manager.
Preliminary Design - 50%	Initial generation of documents for 30% Design.
50% Design	Post 30% review continue to develop project up to 50% Design.
95% Design	Post 50% review continue to develop project up to 95% Design.
100% Design	Complete Design of all incorporated comments and concerns with the City of Richwood.
Permitting	If applicable.
Construction Documents	Produce documents for "letting" of the project.

Figure 6: Design Timeline

4.9 Local Government Clients

Below is a partial list of municipal clients and a table of additional references, with client contact information shown in **Table 2**.

- Cameron County, Texas
- City of Houston, Texas (Building Services, Public Works, Aviation, and Solid Waste Depts.)
- City of Richmond, Texas
- Federal Emergency Management Agency (FEMA)
- General Services Administration (GSA)
- Houston Independent School District (HISD)
- Houston Community College System (HCCS)
- Harris County Metropolitan Transit Authority (Metro)
- Texas Department of Rural Affairs (TDRA)

Table 2: Additional References		
Client	Type of Project	Contact
City of Houston (COH) Solid Waste Dept.	Construction Inspection Services, Hurricane Ike	John Buri jburi@BeckDr.com 713-737-5763
General Land Office (formally TDRA)	Environmental Reviews	Amy Stubbs astubbs@HNTB.com, 210-541-1936, 210-349-2277
COH Housing and Community Development	Multi-Family Housing Inspections	Eliezer Arce, Jr. Eliezer.arce@houstontx.gov, 713-868- 8456
Houston Community College	Inspection Services, Central Parking Lot San Jacinto Memorial Building	Reynaldo Pradia Reynaldo.pradia@hccs.edu, 713-718- 5168
City of Houston Public Works	Open Drainage Assets Inventory and Survey Project	Eric Dargan eric.dargan@houstontx.gov, 832-395- 2318
Federal Emergency Management Agency (FEMA)	Public Assistance First Appeals Service	Kevin Williams Kevin.d.williams@dhs.gov, 202-646- 1359

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4.10 Sample Design Schedule

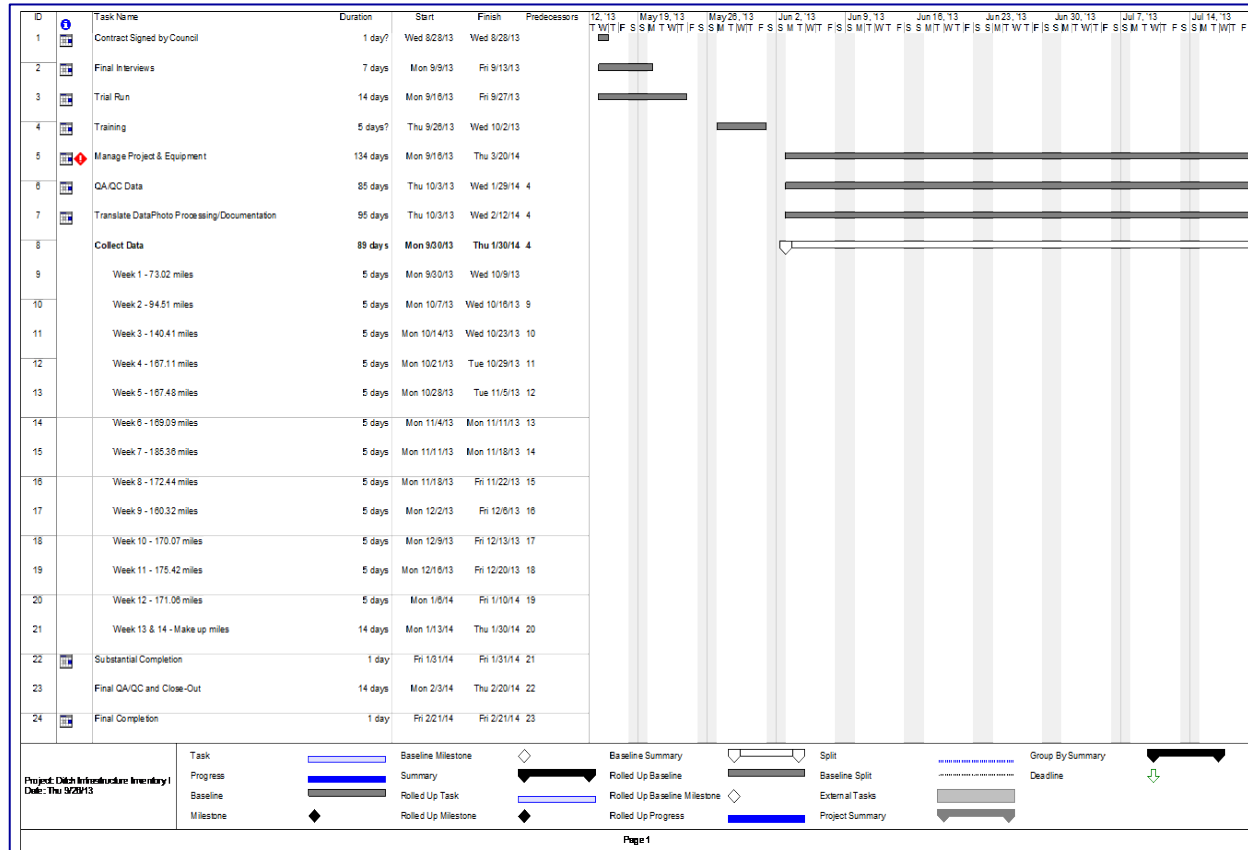


Figure 7: Sample Design Schedule

Figure 7 is an example of the way the team will structure our work. This is only an example and will be more thoroughly delineated with higher definition of tasks, etc. once the project is awarded and during the kick-off phase of the work.

4.11 Quality of Client Service

Based on the Quality Assurance Plan (QAP) and the Quality Assurance Structure (QAS) that will be in place for the duration of the project, the TLC team will have the capability of identifying potential problems long before they become time and cost-incurring delays. Our team has created and developed various checklists and work instruction sheets that clearly define step-by-step procedures and instructions for each task that will be completed under this contract. The plan and system were designed to identify all potential problems and execute preventative and corrective actions.

4.11.1 Commitment

Our goal is to provide the highest customer service possible. The TLC Team agrees to respect your management philosophy and ensure its respect by others. We will make your management philosophy a part of all decisions and relations with employees and customers. We will also provide support regarding implementation, the realization of the management philosophy, and make the

management philosophy a part of all endeavors and relationships with staff members, as well as with its members and customers.

4.11.2 Emergency Business Services Contact Notice

During a natural disaster, or homeland security event, the City of Richwood may need access to TLC after normal business hours and/or on holidays. Our team is available to you whenever the need arises. After hours contact information is shown below:

- Business Name: TLC Engineering, Inc.
- Contract #: TBD
- Description: All Services

Contact	Contact Rank	Number to Call	Project Role
Bill Buckmaster	Primary	(832) 849-7693	CM&I
Vince Griggs	Secondary	(832) 661-6168	Health and Safety
Tim Kroeker, M.E.Des.	Secondary	(713) 446-3098	

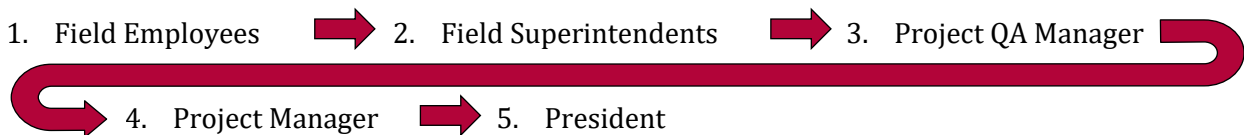
4.11.3 Availability

The TLC Team furthers pledges that its Principal and/or Project Managers will be available at the client’s convenience for meetings, joint field work, and other combined efforts, as well as a commitment to timely delivery of work products and communication with the City of Richwood staff.

4.11.4 Quality Assurance (QA) Program

TLC follows a proven and documented Quality Assurance Program (QAP) that establishes a formal structure and management responsibility to ensure the technical integrity and quality of all services provided. Once TLC is selected for a particular project, our QAP is reviewed in the context of how it applies to the specific project. The objective of our QAP is to ensure that client needs and project requirements are met, that applicable industry codes and standards are complied with, and that corporate and professional goals are satisfied.

TLC has the overall responsibility for structure, implementation, and operation of the organization's QAP. The Quality Manager has the responsibility for documenting the QAS and to ensure that it is reviewed on regular intervals. All employees have the responsibility and authority for implementation through the organizational chain of command as follows:



4.11.4.1 Method

The QAP adopted by the organization is based on the following practices:

- **Customer Focus**

Customer focus will be achieved by understanding the requirements and expectations of the customer for the services provided as outlined in the proposal. Before executing any order,

the team shall ensure that the needs and expectations of the client are in line with the stated quality policy and objectives of TLC team and that the requirements of the customer with respect to the quality and delivery will be met one hundred percent (100%) with the available materials, tools, and the training/motivation level of the people.

- **Leadership**

The TLC team will establish good leadership and deploy an effective method of responsibility and reporting system by establishing an organization hierarchy chart. Team leadership will formulate a clear vision and objectives of the organization, set challenging yet achievable goals and targets, create and sustain shared values, fairness and ethical roles at all levels of the organization, and hold employees responsible and accountable through the provision of required resources, training, safety, and freedom, as well as recognize and encourage contribution of employees at all levels.

- **Improvement of People**

The motivation, commitment, and involvement of people will be graded within the organization. Innovation and creativity among people at all levels will be enhanced for meeting and exceeding company's goals and objectives. Employees will be held accountable in their own performance. Employees must take pride in making continuous improvement of their performance.

- **Process Approach**

The team shall identify and manage numerous interrelated and interacting processes for its effective functioning as the output from one process will directly from the input into the next process.

- **System Approach**

The team shall identify and manage numerous interrelated and interacting processes that contribute to its effectiveness and efficiency in achieving objectives. The quality management system approach will be defined and implemented in a way that can analyze customer requirements, define the processes that contribute to the achievement of a service provided, which is acceptable to the customer, and keep these processes under control. The team shall implement a proper internal and external auditing system.

- **Continual Improvement**

The team shall implement a continual improvement process within the quality management system to increase the probability of enhancing the satisfaction of the client.

The actions for improvement will include but not be limited to include the following:

- Analyzing and evaluating the existing situation to identify areas of improvement
- Establishing the objectives for improvement
- Searching for possible solutions to achieve the objectives
- Evaluating these solutions and making selection

- Implementing the selected solution
- Measuring and analyzing the results of the implementation to determine that the objectives of the contract have been met

● **Factual Approach to Decision Making**

The team shall implement a factual approach so that it can obtain, but not limited to, the following benefits:

- Informed decisions
- An increased ability to demonstrate the effectiveness of past decisions through reference to factual records
- Increased ability to review, challenge, and change opinions and decisions

The team shall make sure that the data and information are sufficiently accurate and reliable by implementing, but not be limited to, an Internet web portal system where each and every required document, data, etc., will be entered and reviewed with reports. The team shall make decisions and take actions based on factual analysis, balanced with experience and intuition.

● **Mutually Beneficial Supplier Relationships**

The team shall maintain a mutually beneficial relationship with its suppliers, which will lead to the enhancement of ability of both to create value for each other. The team shall establish and maintain the relationship that balance short term gains with long term considerations/visions for improvements and obtain, but not be limited to, the flexibility and speed of joint responses from emergency parts to meet the needs and expectations of the client.

4.12 Demonstrated Reliable Expertise

TLC has been working in Houston and the surrounding areas for many years and is proud to have formed strong relationships with all of our clients. This partial list of repeat clients is our demonstration to the City of Richwood that our expertise is reliable and fully sufficient to meet all of the City’s needs for the project

Below is a partial list of some of the clients we have or are currently working with:

- Arc, Inc.
- Arcadis Assisted Living Facility
- Atlas Engineering, Inc.
- Beck Disaster Recovery, Inc. (Tetra Tech)
- Bethesda Missionary Baptist Church
- Bison Engineering, Inc.
- BP Chemicals
- CDM Smith
- CDR Maguire
- Empire Construction
- Federal Emergency Management Agency (FEMA)
- Fluor Daniel
- Freese and Nichols
- Hart Freeland Roberts, Inc.
- Houston Community College System
- Houston Housing Authority
- Houston Independent School District, Houston, Texas
- Johnson Controls, Inc.

- CH2M Hill, Inc. (now Jacobs)
- Chevron Pipeline Company
- City of Fort Stockton
- City of Houston, Texas (Aviation Dept.)
- City of Houston, Texas (Building Services)
- City of Houston, Texas (Public Works)
- City of Houston, Texas (Solid Waste Dept.)
- City of La Marque
- City of Richmond, Texas
- County of Cameron, Texas
- County of Fort Bend, Texas
- County of Harris, Texas
- Echologics (A Division of Mueller)
- Metro Transit Authority, Houston, Texas (METRO)
- Mitchell Gas Services
- OST- Almeda Redevelopment Authority
- Parsons Corporation
- Phillips 66
- Resolution Performance Products, LLC.
- RHJ-JOC, Inc.
- Shell Oil Company
- Texas Department of Rural Affairs, Houston, Texas
- Midtown Redevelopment Authority, Houston, Texas
- U.S. General Services Administration (GSA)
- WCW International, Inc.
- Williams (Energy Company)

4.13 Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms

TLC is certified by the City of Houston as a Small, Minority, Disadvantage Business Enterprise (S/M/DBE) and by the State of Texas as an Historically Underutilized Business (HUB). Since the company began, TLC has been fortunate and blessed to be helped and supported by larger firms that provided TLC with subcontracting opportunities. Likewise, TLC has always striven to help other S/M/DBE and HUB firms secure work and develop their individual expertise.

In every case, TLC meets the minimums for S/M/DBE and HUB participation and in most cases, TLC provides far more than the required proportion of contracting opportunities for these underutilized and disadvantaged business enterprises.

For this project, TLC will contract with seven (7) subcontracting team members, for use where and when needed. Of this roster, six (6)¹ will be some form of Small and/or Minority Businesses, Women's Business Enterprises, and/or Labor Surplus Area Firms. **Table 3** identifies which of the teaming companies can be classified as Small and/or Minority Businesses, Women's Business Enterprises, and/or Labor Surplus Area Firms.

	Team							
	TLC	ZESI	STOA	MBCO	SSCI	Enviro-test	HVJ	Search
Small	X	X	-	X	X	-	-	-
Minority	X	-	X	-	-	-	X	-
Woman Owned	-	X	-	X	X	-	-	X
Labor Surplus Area	-	-	-	-	-	-	-	-
Other DBA (HUB)	X	X	X	X	X	-	X	-

¹ Envirotest would be, by local, state, and federal standards, a small business. However, the proprietor of the company has never seen the value and rationale to become registered as such at any level.

4.13.1 Good Faith Effort

A “Good Faith Effort” is defined as a series of actions taken by a contractor that are intended to identify and, if present, remove barriers to minorities and women within its workforce, or expand employment opportunities for minorities and women within its workforce. There are five (5) widely recognized actions that fulfill the objective of achieving a good faith effort to increase the opportunity for S/M/DBE and HUB firms in this project. **Table 4** lists the five (5) actions and identifies which of these TLC used in the development of its team for this project.

Table 4: Good Faith Efforts for this Project		
Taken		Effort Description
Y	N	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
<input checked="" type="checkbox"/>	<input type="checkbox"/>	2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
<input checked="" type="checkbox"/>	<input type="checkbox"/>	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;
<input checked="" type="checkbox"/>	<input type="checkbox"/>	4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
<input type="checkbox"/>	<input checked="" type="checkbox"/>	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.

With decades of experience in engineering practice, TLC has worked for and with a broad spectrum of companies and government agencies. We understand the dynamics of team membership and project management, and we provide specialized services to clients and partners. As a certified S/M/DBE/HUB firm, TLC can guarantee that all the City of Richwood’s diversity goals for their project will be exceeded. TLC and teaming company certifications are shown in **Table 5** and copies of those certifications are included in **Appendix A**.

Table 5: Certifications and Registrations			
Entity		Certification	Dates
TLC Engineering			
City of Houston			
Office of Business Opportunity		MBE # 21-1-8339	Expiration:
Office of Business Opportunity		SBE #21-1-8339S	Expiration:
Office of Business Opportunity		DBE #18-12-8339	Expiration:
Housing and Community Development		Section 3 #1802	Expiration: 10/18/2024
Metropolitan Transit Authority of Harris County, Texas			

† No Longer Identified on Certificates †† Secretary of State

Table 5: Certifications and Registrations			
Entity	Certification	Dates	
Office of Business Opportunity	SBE #6102072001	Expiration:	03/21/2024
Port of Houston			
Small Business and Maritime Education	SBE	Expiration:	03/21/2024
The State of Texas			
Certificate of Incorporation (S.O.S.) ++	Charter No. 1325099	Effective:	09/02/1994
HUB Certificate	1760445812900	Expiration:	12/31/2023
Green Building Certification Institute (LEED Accreditation)	N/A	Effective:	2009
Zarinkelk Engineering Services, Inc.			
City of Houston			
Office of Business Opportunity	DBE #21-3-8967	Expiration:	N/A
Office of Business Opportunity	WBE #21-3-8967	Expiration:	
Metropolitan Transit Authority of Harris County, Texas			
Office of Business Opportunity	SBE #0210072241	Expiration:	02/25/2025
Port of Houston			
Small Business and Maritime Education	SBE	Expiration:	02/25/2025
The State of Texas			
HUB Certificate	1760683855900	Expiration:	03/26/2025
STOA International Architects, Inc.			
City of Houston			
Office of Business Opportunity	MBE #18-2-1579	Expiration:	N/A
The State of Texas			
Texas Board of Architectural Examiners	1707 8176	Expiration:	11/30/2022
HUB Certificate	1760488940600	Expiration:	04/22/2024
Green Building Certification Institute (LEED Accreditation)	N/A	Effective:	03/24/2009
MBCO Engineering, LLC.			
City of Houston			
Office of Business Opportunity	DBE #19-8-13225	Expiration:	N/A
Office of Business Opportunity	WBE #19-8-13225	Expiration:	
Metropolitan Transit Authority of Harris County, Texas			
Office of Business Opportunity		Expiration:	10/22/2022
The State of Texas			
HUB Certificate	1472783752900	Expiration:	07/16/2023
HVJ Associates, Inc.			
City of Houston			
Office of Business Opportunity	DBE #18-2-1211	Expiration:	N/A
Metropolitan Transit Authority of Harris County, Texas			
Office of Business Opportunity		Expiration:	08/02/2022
The State of Texas			
HUB Certificate	1760146410400	Expiration:	16/08/2025
Separation Systems Consultants, Inc.			
City of Houston			

Table 5: Certifications and Registrations			
Entity	Certification	Dates	
Office of Business Opportunity	DBE #15-10-2837	Expiration:	N/A
Office of Business Opportunity	WBE #15-10-2837	Expiration:	
Port of Houston			
Small Business and Maritime Education	SBE	Expiration:	03/21/2024
The State of Texas			
HUB Certificate	1760192206900	Expiration:	01/03/2023

The remainder of this page is intentionally left blank.

ATTACHMENTS: MANDATORY FORMS

TLC Engineering, Inc. Statement on Russian Aggression Against Ukraine

Conflict of Interest Questionnaire

Certification Regarding Lobbying

Disclosure of Lobbying Activities

Certificate of Interested Parties

Statement of Insurance Certification

Certificate of Liability Insurance

System of Award Management (SAM) Company Report

System of Award Management (SAM) Search Results

Statement of Civil Rights Compliance

TLC Engineering, Inc. Non-Collusion Affidavit

Non-Federal Entity Required Contract Provisions



TLC ENGINEERING INC

Unique Entity ID C1JNG2NNGJ56	CAGE / NCAGE 3TUV0	Purpose of Registration All Awards
Registration Status Active Registration	Expiration Date Jun 14, 2023	
Physical Address 8204 Westglen DR Houston, Texas 77063-6308 United States	Mailing Address 8204 Westglen DR Houston, Texas 77063-6308 United States	

Business Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District Texas 07	State / Country of Incorporation Texas / United States	URL http://www.tlceng.com
MPIN *****on01		

Registration Dates		
Activation Date Jun 16, 2022	Submission Date Jun 14, 2022	Initial Registration Date Apr 8, 2004

Entity Dates	
Entity Start Date Nov 4, 2001	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

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 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)	Entity Type Business or Organization	Organization Factors (blank)
Profit Structure For Profit Organization		

Socio-Economic Types

- Minority Owned Business
- Self Certified Small Disadvantaged Business
- DOT Certified DBE
- Black American Owned

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
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EFT Indicator 0000	CAGE Code 3TUV0
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Electronic Funds Transfer

Account Type Checking	Routing Number ****0023	Lock Box Number (blank)
Financial Institution BANK OF AMERICA, N.A.	Account Number ****4057022	

Automated Clearing House

Phone (U.S.) 8004321000	Email dowens@tlceng.com	Phone (non-U.S.) (blank)
Fax (blank)		

Remittance Address

Tony Council
8204 Westglen Drive
Houston, Texas 77063
United States

Taxpayer Information

EIN ****5812	Type of Tax Applicable Federal Tax	Taxpayer Name TLC ENGINEERING INC
Tax Year (Most Recent Tax Year) 2019	Name/Title of Individual Executing Consent President	TIN Consent Date Jun 14, 2022
Address 8204 Westglen DR Houston, Texas 77063	Signature Tony L Council	

Points of Contact

Section VII, Item F.

Accounts Receivable POC

✂
 Tony Council, Mr.
 tonycouncil@tlceng.com
 7138686900

Electronic Business

✂
 Tony Council, President
 tonycouncil@tlceng.com
 7138686900

8204 Westglen Drive
 Houston, Texas 77063
 United States

DeShante Owens
 dowens@tlceng.com
 7138686900

8204 Westglen Drive
 Houston, Texas 77063
 United States

Government Business

✂
 Tony Council, President
 tonycouncil@tlceng.com
 7138686900

8204 Westglen Drive
 Houston, Texas 77063
 United States

DeShante Owens
 dowens@tlceng.com
 7138686900

8204 Westglen Drive
 Houston, Texas 77063
 United States

Security Information

Company Security Level (blank)	Highest Level Employee Security Level (blank)
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Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	541330	Engineering Services
	236220	Commercial And Institutional Building Construction
	237110	Water And Sewer Line And Related Structures Construction
	238290	Other Building Equipment Contractors
	238990	All Other Specialty Trade Contractors
	541340	Drafting Services
	541350	Building Inspection Services
	541370	Surveying And Mapping (Except Geophysical) Services
	541420	Industrial Design Services
	541620	Environmental Consulting Services
	562910	Remediation Services

Product and Service Codes

PSC	PSC Name
B510	Special Studies/Analysis- Environmental Assessments
C211	Architect And Engineering- General: Landscaping, Interior Layout, And Designing
C212	Architect And Engineering- General: Engineering Drafting, Not Cad/Cam
C213	Architect And Engineering- General: Inspection (Non-Construction)
C214	Architect And Engineering- General: Management Engineering
C219	Architect And Engineering- General: Other
F108	Environmental Systems Protection- Environmental Remediation
F112	Environmental Systems Protection- Oil Spill Response

Section VII, Item F.

F999	Other Environmental Services
H338	Inspection- Construction, Mining, Excavating, And Highway Maintenance Equipment
H346	Inspection- Water Purification And Sewage Treatment Equipment
H399	Inspection- Miscellaneous
H999	Other Quality Control, Testing, And Inspection- Miscellaneous
N059	Installation Of Equipment- Electrical And Electronic Equipment Components
R404	Support- Professional: Land Surveys-Cadastral (Non-Construction)
R408	Support- Professional: Program Management/Support
R410	Support- Professional: Program Evaluation/Review/Development
R425	Support- Professional: Engineering/Technical
R499	Support- Professional: Other
R706	Support- Management: Logistics Support
Y1PD	Construction Of Waste Treatment And Storage Facilities

Size Metrics

IGT Size Metrics

Annual Revenue (from all IGTs)
(blank)

Worldwide

Annual Receipts (in accordance with 13 CFR 121)	Number of Employees (in accordance with 13 CFR 121)
\$210,067,220.00	40

Location

Annual Receipts (in accordance with 13 CFR 121)	Number of Employees (in accordance with 13 CFR 121)
\$210,067,220.00	40

Industry-Specific

Barrels Capacity (blank)	Megawatt Hours (blank)	Total Assets (blank)
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Electronic Data Interchange (EDI) Information

This entity did not enter the EDI information

Disaster Response

Yes, this entity appears in the disaster response registry.
No, this entity does not require bonding to bid on contracts.

Bonding Levels	Dollars
	(blank)

States Any	Counties (blank)	Metropolitan Statistical Areas (blank)
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SYSTEM FOR AWARD MANAGEMENT SEARCH RESULTS

TLC ENGINEERING, INC.

Unique Entity ID C1JNG2NNGJ56	Registration Status Active	Expiration Date Jun 14, 2023
CAGE/NCAGE 3TUV0	Purpose of Registration All Awards	
Physical Address 8204 Westglen Drive Houston, Texas 77063-6308, United States	Mailing Address 8204 Westglen Drive Houston, Texas 77063-6308, United States	

ZARINKELK, ENGINEERING SERVICES, INC.

Unique Entity ID MKLHU5J6LSC9	Registration Status Active	Expiration Date Mar 25, 2023
CAGE/NCAGE 3M3C9	Purpose of Registration All Awards	
Physical Address 617 Caroline Street, Suite #2 Houston, Texas 77002-3533, United States	Mailing Address 617 Caroline Street, Suite #2 Houston, Texas 77002-3533, United States	

STOA INTERNATIONAL/FLORIDA, INC.

Unique Entity ID QDS7DMF5G8J3	Registration Status Active	Expiration Date Nov 22, 2022
CAGE/NCAGE OCKW8	Purpose of Registration All Awards	
Physical Address 121 East Government Street Pensacola, Florida 32502-5801, United States	Mailing Address 121 East Government Street Pensacola, Florida 32502-5801, United States	

MBCO ENGINEERING, LLC.

Unique Entity ID LNGAHMBMAZE3	<i>Registration Status</i> Active	<i>Expiration Date</i> Jan 6, 2023
CAGE/NCAGE 87UU5	Purpose of Registration All Awards	
Physical Address 1505 Highway 6 South, Suite 180 Houston, Texas 77077-1726, United States	Mailing Address 1505 Highway 6 South, Suite 180 Houston, Texas 77077-1726, United States	

ENVIROTEST, LLC.

Unique Entity ID PMN3KMVBCJ3	<i>Registration Status</i> Active	<i>Expiration Date</i> JUN 23, 2023
CAGE/NCAGE 1V8V8	Purpose of Registration All Awards	
Physical Address 3902 Braxton Drive Houston, Texas 77063-6304, United States	Mailing Address 3902 Braxton Drive Houston, Texas 77063-6304, United States	

HVJ ASSOCIATES, INC.

Unique Entity ID ULN2FWQV7HH3	<i>Registration Status</i> Active	<i>Expiration Date</i> Mar 22, 2023
CAGE/NCAGE OYTS1	Purpose of Registration All Awards	
Physical Address 6120 South Dairy Ashford Road Houston, Texas 77072-1010, United States	Mailing Address 6120 South Dairy Ashford Road Houston, Texas 77072-1010, United States	

SEPARATION SYSTEMS CONSULTANTS, INC.

Unique Entity ID LR2SCC4NMV23	Registration Status Active	Expiration Date Mar 2, 2023
CAGE/NCAGE 0MD51	Purpose of Registration All Awards	
Physical Address 17041 El Camino Real, Suite 200 Houston, Texas 77058-2646, United States	Mailing Address 17041 El Camino Real, Suite 200 Houston, Texas 77058-2646, United States	

SOUTHEASTERN ARCHAEOLOGICAL RESEARCH, INC.

Unique Entity ID MNMMZXMQT873	Registration Status Active	Expiration Date Oct 11, 2022
CAGE/NCAGE 1LWJ0	Purpose of Registration All Awards	
Physical Address 3117 Edgewater Drive Orlando, Florida 32804-3721, United States	Mailing Address 3117 Edgewater Drive Orlando, Florida 32804-3721, United States	

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.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY	
Date Received	

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 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

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.

N/A

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 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 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.

N/A

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1). N/A

7


Signature of vendor doing business with the governmental entity

09/06/2022
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

- (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

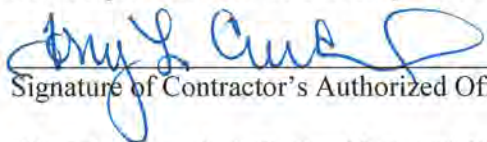
(To be submitted with each bid or offer exceeding \$100,000)

The undersigned Tony L. Council, P.E. 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, TLC Engineering, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 *et seq.*, apply to this certification and disclosure, if any.


Signature of Contractor's Authorized Official

Tony L. Council, P.E., President and CEO
Printed Name and Title of Contractor's Authorized Official

09/06/2022
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.

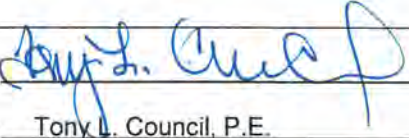
1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused 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 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)

<p>1. Type of Federal Action: <input checked="" type="checkbox"/> a. contract <input checked="" type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance</p>	<p>2. Status of Federal Action: <input checked="" type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award</p>	<p>3. Report Type: <input checked="" type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change</p>
<p>4. Name and Address of Reporting Entity: <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if Known; TLC Engineering, Inc. 8204 Westglen Drive Houston, Texas 77063 Congressional District, if known: Texas 7th</p>		<p>5. If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: N/A Congressional District, if known: N/A</p>
<p>6. Federal Department/Agency:</p>	<p>7. Federal Program Name/Description: CFDA Number, if applicable: _____</p>	
<p>8. Federal Action Number, if known: _____ N/A</p>	<p>9. Award Amount, if known: \$ _____ N/A</p>	
<p>10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI): TLC Engineering, Inc. 8204 Westglen Drive Houston, Texas 77063</p>	<p>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI): N/A</p>	
<p>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.</p>	<p>Signature:  Print Name: Tony L. Council, P.E. Title: President and CEO Telephone No.: (713) 868-6900 Date: 09/06/2022</p>	
<p>Federal Use Only</p>	<p>Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)</p>	

CERTIFICATE OF INTERESTED PARTIES		FORM 1295																			
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 ONLY																			
1 Name of business entity filing form, and the city, state and country of the business entity's place of business. TLC Engineering, Inc.; Houston, Texas, U.S.A.		Must file online at www.ethics.state.tx.us/File																			
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed. City of Richwood																					
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 under the contract. RFQ #Unspecified: Professional Engineering/Architectural Services																					
4	Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)																		
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%;">Controlling</th> <th style="width: 50%;">Intermediary</th> </tr> <tr> <td style="text-align: center;">X</td> <td></td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	Controlling	Intermediary	X															
Controlling	Intermediary																				
X																					
5 Check only if there is NO Interested Party. <input type="checkbox"/>																					
6 UNSWORN DECLARATION My name is <u>Tony L. Council, P.E.</u> , and my date of birth is <u>June 26, 1956</u> . My address is <u>10901 Cranbrook Street</u> , <u>Houston</u> , <u>Texas</u> , <u>77042</u> , <u>U.S.A.</u> <small>(street) (city) (state) (zip code) (country)</small> I declare under penalty of perjury that the foregoing is true and correct. Executed in <u>Harris</u> County, State of <u>Texas</u> on the <u>6th</u> day of <u>September</u> , 20 <u>22</u> . <small>(month) (year)</small> <div style="text-align: center; margin-top: 10px;">  _____ Signature of authorized agent of contracting business entity (Declarant) </div>																					
ADD ADDITIONAL PAGES AS NECESSARY																					



TLC Engineering, Inc. Statement on Russian Aggression Against Ukraine

March 10, 2022

TLC Engineering, Inc. (TLC) stands with President Biden and most of the people and countries of the world in condemning the invasion of Ukraine by Russia on February 24, 2022. Russia’s invasion of Ukraine was illegal and unprovoked, and its continued assault remains so and unjustified. TLC emphasizes that the continuing and wholly unnecessary suffering and harm caused and wrought by Russia upon and unto the people and nation of Ukraine, and its eagerness to inflict destruction on civilians (including the sick, elderly, and very young) and non-strategic public infrastructure has also caused and is deepening massive refugee and humanitarian crises. We also stand with Volodymyr Zelenskyy in believing that Russia’s actions represent an assault against not just Ukraine, but all of Europe and the institution of Democracy and those responsible and who profit from it must be given the harshest rebuke that can be leveled.

TLC believes that Russia is acting in a way that is inconsistent with our shared values. TLC also believes that companies that are owned, operated, or otherwise controlled by Russia, Russian interests, individuals, companies, and jurisdictions that provide support for and/or reap profit from Russia’s actions participate in and present a threat to the protection and advancement of democracy.

Therefore, TLC is working to identify those interests, individuals, companies, and jurisdictions that provide support for and/or reap profit from Russia’s current actions in Ukraine and potential aggressive and hostile actions elsewhere in the future and will cease further operations with them until the war and any future warfare that they cause permanently ceases.

TLC Engineering, Inc.
Tony L. Council, P.E.
President and CEO

STATEMENT OF INSURANCE CERTIFICATION

I, Tony L. Council, P.E., as a duly authorized representative of TLC Engineering, Inc., certify that evidence of general liability, worker's compensation, and professional liability insurance that meets or exceeds the City of Bay City's minimum requirements for personnel assigned to the project and automobile insurance for any vehicles used for the project in the amounts in this RFQ shall be provided to the issuer of this RFQ within ten (10) calendar days of any Notice of Award.

Further, I also certify that all coverage, as specified in the attached Certificate of Insurance, will be in effect throughout the entire length of the project.

Further, I also certify that in the event that the coverage, as specified in the attached Certificate of Insurance, including the insurance carriers and/or agency and or agent(s) is terminated, revised, adjusted, or altered in any way during the duration of the project term, TLC will immediately notify the City of Richwood of such alterations. Regardless, TLC will notify the City of Richwood at least thirty (30) days in advance of any known or anticipated changes to its coverage limits, carriers, and/or insurance agency and/or agent.



Signature - Company Official

TLC Engineering, Inc.

Firm Name

Tony L. Council, P.E.

Name/Title

09/06/2022

Date

STATEMENT OF CIVIL RIGHTS COMPLIANCE

1. Nondiscrimination

TLC Engineering, Inc. (TLC), is committed in policy, principle, and practice to maintaining an environment which prohibits discriminatory behavior and provides equal opportunity for all persons. TLC certifies and affirms its commitment to provide a welcoming and respectful work environment, in which all individuals within the company may benefit from each other’s experiences and foster mutual respect and appreciation of divergent views. TLC will not be tolerant of conduct which violates rights guaranteed by the law, the TLC Policy Against Discrimination, Harassment, and Related Interpersonal Violence, and/or other company policies.

The TLC Nondiscrimination Policy prohibits discrimination on any basis, but specifically on the bases of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, gender identity and expression, genetic information, and any other class of individuals protected from discrimination under state or federal law in any aspect of the access to, admission, or treatment of personnel (including subcontractor and/or temporary personnel), in employment and application for employment, or in the selection of subcontractors (including for procurement of materials and equipment and leases of equipment. Furthermore, TLC policy includes prohibitions of harassment of employees, subcontractors, or other individuals (i.e., racial harassment, sexual harassment, and retaliation) for filing complaints of discrimination.

TLC further agrees to abide by Executive Order No. 11246 entitled "Equal Employment Opportunity," as amended by Executive Order No. 11375 and as supplemented in the Department of Labor Regulations (41 CFR Part 60), which prohibit discrimination on the basis of age. Sections 49 CFR 21 and 26 CFR 710.405(b) are incorporated by reference in all contracts and subcontracts funded in whole or in part with federal funds. The TLC will comply with the Americans with Disabilities Act (ADA)

TLC will not participate, either directly or indirectly, in the discrimination prohibited by Section 21.5 and Part 710.405(b) of the Regulations, including employment practices when the contract covers a program set forth in Appendix B¹ to Part 21.

2. Solicitations for Subcontracts Including Procurement of Materials and Equipment

In all solicitations either by competitive bidding or negotiation made by TLC Engineering, Inc. for work to be performed under a subcontract including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by TLC of TLC’s and subcontractor’s obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, religion, creed, sex, age, marital status, national

¹ Activities to which this Part Applies when a Primary Objective of the Federal Financial Assistance is to Provide Employment

Qualifications to Provide Richwood, Texas with: Professional Engineering
/Architectural/Surveying Services

origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, gender identity and expression, genetic information.



Signature - Company Official

TLC Engineering, Inc.
Firm Name

Tony L. Council, P.E.
Name/Title

09/06/2022
Date

TLC Engineering, Inc. Non-Collusion Affidavit

I, Tony L. Council, P.E., the undersigned representative of TLC Engineering, Inc.
(TLC) (hereinafter referred to as "Company") being an adult over
the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby
depose and verify under oath that:

1. He is President and CEO of Company, and,
2. Fully informed respecting the preparation of contents of the attached bid and of all pertinent circumstances respecting such bid/proposal.
3. Such bid is genuine and is not collusive or a sham bid/proposal.
4. Neither Company nor any of its officer, partners, owners, agents, representative, employees, or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with another responder, firm, or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from responding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement of collusion or communication or conference with any other responder, firm, or person to fix the price or prices in the attached bid or of any other responder, or to fix an overhead, profit, or cost element of the bid price of any other responder, or to secure through any collusion, conspiracy, connivance, of unlawful agreement any advantage against the City of Richwood or any per interest in the proposed contact.
5. In compliance with the specifications in the bid/proposal and quote conditions, I, the undersigned agree to furnish the services upon which prices are offered at the price opposite to each line description to the City of Richwood within the time specified. By submitting this bid/proposal and attached signature I hereby attest that I have not received nor offered anything of value to any City of Richwood employee, official, and/or board member in connection with this submitted bid.
6. Advanced disclosures of any information to any particular/potential responder which gives that particular/potential responder any advantage over any other interested responder in advance of the award whether in response to advertising or an informal request for bid/proposal made or permitted by a member of the governing body or an employee or representative thereof, will cause to void that particular responders bid/proposal. Prior to an award any communication with a member of the selection committee or governing board will cause to void that particular responders bid/proposal and the committee member or the governing board member will be rejected from the voting process for that bid/proposal or contract. By submission of this bid/proposal Company attests that no improper communication has occurred resulting in an advantage over any other responder, potential responder, or advance discloser.

Qualifications to Provide Richwood, Texas with: Professional Engineering /Architectural/Surveying Services

- 7. The price or prices quoted in the attached bid/proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of Company or any of its agents, representative, owners, employees, or parties in interest, including this affidavit.

September 06, 2022
DATE

Tony L. Council
SIGNATURE OF COMPANY REPRESENTATIVE

On this, the 6th day of September, 2022, personally appeared Tony L. Council, P.E. the above-named person and also the President and CEO of TLC Engineering, Inc., who, after being affirmed by me, did confirm that the above is true and correct.

NOTARY SEAL

Shanti Elizabeth Vann
NOTARY SIGNATURE



September 06, 2022
DATE

APPENDICES

Appendix A: State/City Certifications and Registrations

Appendix B: Key Personnel Resumes

Appendix A: State/City Certifications and Registrations



Sylvester Turner,
Mayor

CITY OF HOUSTON

Office of Business Opportunity

TLC Engineering, Inc.



is duly certified as a

Small Business Enterprise (SBE)

Certified Categories:

Certification Number: 21-1-8339S

NAICS 236220: COMMERCIAL AND INSTITUTIONAL BUILDING CONSTRUCTION

NAICS 488490: STREET CLEANING SERVICE

NAICS 541330: ENGINEERING SERVICES

Director of Office of Business Opportunity

Note: This certificate is the property of the City of Houston Office of Business Opportunity, and may be revoked should the above named firm graduate from the MWDBE program or the firm's certification is no longer active. In addition, this certificate is valid only in conjunction with the firm's active listing in the City of Houston's Directory of certified MBE, WBE, SBE, PDBE, ACDBE and DBE firms via the following weblink: <https://houston.mwdbecom/?TN=houston>.



Sylvester Turner,
Mayor

CITY OF HOUSTON

Office of Business Opportunity

TLC Engineering, Inc.



Section VII, Item F.

is duly certified as a

Minority Business Enterprise (MBE)

Certified Categories:

Certification Number: 21-1-8339

NAICS 236220: COMMERCIAL AND INSTITUTIONAL BUILDING CONSTRUCTION

NAICS 488490: STREET CLEANING SERVICE

NAICS 541330: ENGINEERING SERVICES

Director of Office of Business Opportunity

Note: This certificate is the property of the City of Houston Office of Business Opportunity, and may be revoked should the above named firm graduate from the MWDBE program or the firm's certification is no longer active. In addition, this certificate is valid only in conjunction with the firm's active listing in the City of Houston's Directory of certified MBE, WBE, SBE, PDBE, ACDBE and DBE firms via the following weblink: <https://houston.mwdbecom/?TN=houston>.



Sylvester
Turner, Mayor

CITY OF HOUSTON

Office of Business Opportunity



TLC Engineering, Inc.

is duly certified as a

Disadvantaged Business Enterprise (DBE)

Certified Categories:

Certification Number: 18-12-8339

NAICS 236220: COMMERCIAL AND INSTITUTIONAL BUILDING CONSTRUCTION

NAICS 488490: STREET CLEANING SERVICE

NAICS 541330: ENGINEERING SERVICES

A handwritten signature in black ink that reads "Carlecia D. Wright".

Director of Office of Business Opportunity

Note: This certificate is the property of the City of Houston Office of Business Opportunity, and may be revoked should the above named firm graduate from the MWDBE program or the firm's certification is no longer active. In addition, this certificate is valid only in conjunction with the firm's active listing in the City of Houston's Directory of certified MBE, WBE, SBE, PDBE, ACDBE and DBE firms via the following weblink: <https://houston.mwdbec.com/?TN=houston>.

CITY OF HOUSTON

Certificate:# 1802

TLC ENGINEERING, INC.

Is duly certified as a

SECTION 3 BUSINESS CONCERN

By the City of Houston, Housing and Community Development Department

Certificate Expires on: 10/18/2024



Sylvester Turner, Mayor

Chrystal Boyce
Chrystal Boyce, Division Manager
Compliance & Monitoring Division



Tom Mcasland, Director

Metropolitan Transit Authority of Harris County, Texas

Office of Small Business hereby duly affirms that:

TLC Engineering, Inc.

has successfully met the established requirements of METRO's
Small Business Enterprise Program to be certified as a

Small Business Enterprise (SBE)

Certified NAICS Codes:

NAICS 236220: COMMERCIAL AND INSTITUTIONAL BUILDING CONSTRUCTION

NAICS 488490: STREET CLEANING SERVICE

NAICS 541330: ENGINEERING SERVICES



Certification Number: 6102072001

Effective Date: December 3, 2021

Expiration Date: December 3, 2024

A handwritten signature in black ink, appearing to read "Thomas C. Lambert".

Thomas C. Lambert
President & Chief Executive Officer

A handwritten signature in black ink, appearing to read "Karen Hudson".

Karen Hudson
Deputy Chief Procurement Officer

Note: This certificate is the property of the Metropolitan Transit Authority of Harris County's Office of Small Business and may be revoked should the above named firm graduate from or fails to comply with METRO's Small Business Enterprise Program. Recertification is required every three years.

TLC Engineering, Inc.

is listed as an enrolled

Minority Business Enterprise (MBE)

Effective Date: August 3, 2021

Expiration Date: March 31, 2024





GLENN HEGAR TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

The Texas Comptroller of Public Accounts (CPA) administers the Statewide Historically Underutilized Business (HUB) Program for the State of Texas, which includes certifying minority-, woman- and service disabled veteran-owned businesses as HUBs and facilitates the use of HUBs in state procurement and provides them with information on the state's procurement process. The CPA has established Memorandums of Agreement with other organizations that certify minority-, woman- and service disabled veteran-owned businesses that meet certification standards as defined by the CPA. The agreements allow for Texas-based minority-, woman- and service disabled veteran-owned businesses that are certified with one of our certification partners to become HUB certified through one convenient application process.

In accordance with the Memorandum of Agreement the CPA has established with the CITY OF HOUSTON (COH), we are pleased to inform you that your company is now certified as a HUB. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at <https://mycpa.cpa.state.tx.us/tpasscmlbsearch/index.jsp>. Provided that your company continues to remain certified with the COH, and they determine that your company continues to meet HUB eligibility requirements, the attached HUB certificate is valid for the time period specified.

You must notify the COH in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. Note: Any changes made to your company's information may require the COH and/or the HUB Program to re-evaluate your company's eligibility. Failure to remain certified with the COH, and/or failure to notify them of any changes affecting your company's compliance with HUB eligibility requirements, may result in the revocation of your company's certification.

Please visit our website at <http://comptroller.texas.gov/procurement/prog/hub/> and reference our publications (i.e. Grow Your Business pamphlet, HUB Brochure and Vendor Guide) that will provide you with addition information on state procurement resources that can increase your company's chances of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at 512-463-5872 or toll-free In Texas at 1-888-863-5881.

Texas Historically Underutilized Business (HUB) Certificate



Certificate/VID Number:	1760445812900
File/Vendor Number:	26296
Approval Date:	12-DEC-2017
Scheduled Expiration Date:	31-DEC-2023

In accordance with the Memorandum of Agreement between the
CITY OF HOUSTON (COH)
and the Texas Comptroller of Public Accounts (CPA), the CPA hereby certifies that

TLC ENGINEERING, INC.

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate, printed 09-FEB-2018, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business' application for registration/certification into the COH's program, you must immediately (within 30 days of such changes) notify the COH's program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility. If your firm ceases to remain certified in the COH's program, you must apply and become certified through the State of Texas HUB program to maintain your HUB certification.

*Laura Cagle-Hinojosa, Statewide HUB Program Manager
Statewide Support Services Division*

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's certification prior to issuing a notice of award by accessing the Internet (<https://mycpa.cpa.state.tx.us/tpasscmlbsearch/index.jsp>) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

THIS CERTIFIES THAT

TLC Engineering, Inc.



* Nationally certified by the: **HOUSTON MINORITY SUPPLIER DEVELOPMENT COUNCIL**

*NAICS Code(s): 541330; 541340; 541350; 541370; 236220; 237110; 541330

* Description of their product/services as defined by the North American Industry Classification System (NAICS)

04/19/2022

Issued Date

HS03432

Certificate Number

Ying McGuire
NMSDC CEO and President

Ingrid M. Robinson, President

05/31/2023

Expiration Date

By using your password (NMSDC issued only), authorized users may log into NMSDC Central to view the entire profile: <http://nmsdc.org>

Certify, Develop, Connect, Advocate.

* MBEs certified by an Affiliate of the National Minority Supplier Development Council, Inc.®

Appendix B: Key Personnel Resumes

Darron Thompson

PROJECT MANAGER / ARCHITECTURE



QUALIFICATIONS

Over 10 years of architectural project management experience and estimating. A systems thinker with the ability to effectively cultivate and communicate with the diverse range of stakeholders. Experience with projects from planning to construction. Special focus on Sustainability and GreenBuilding.

PROFESSIONAL EXPERIENCE

Midtown Affordable Housing Operations Center Project Houston, TX

Mr. Thompson and Midtown Redevelopment Authority (MRA) partnered with Center for Civic and Policy Improvement (CCPPI), to execute new construction consisting of a 65,00 square foot administration building, a four-story garage, and a three-level, 20-unit apartment building. As a part of the Construction Management team, TLC was assigned to execute daily monitoring of the contractor, monitor soils and concrete testing, and concrete pours, as well as produce daily reports. TLC assisted with affirming monthly invoicing, checked as-builts, and organized the CM teams punch procedures.

TLC Engineering, Inc. Houston, TX

Mr. Thompson was newly hired to manage projects with a variety of scopes, but with emphasis on architectural components. Currently assigned as Construction Advisor to Houston Housing Authority Fountainview project which entails an 88,000 sf, 3 story renovation. Also assists with reviewing drawings, cost estimating and inspecting projects.

Midtown Redevelopment Houston Technology Center Phase II.

Managed project from concept to completion - exercised creative and technical skills acting as Lead Designer, Production Manager, and Construction Administrator. Built and managed positive relations with clients. Led in-house team of three, and design team consultants through the successful completion of an office building that included a suite for the Midtown Redevelopment Authority. Facilitated bid conferences, project meetings, and responsible for QA/QC. Performed conceptual estimates as a tool to keep within budget. Provided professional input to decision making with in-house upper management, as well as clients.

EDUCATION

Prairie View A&M University
Prairie View, TX
Bachelor of Architecture

Marylhurst University
Candidate for MBA in Sustainable
Business - concentration in Green

ACCOMPLISHMENTS

Developing a Comprehensive Strategic
Community Sustainability Plan

Created Cost-Benefit Analysis for
green roof

Senior Design Project of the Year
Presenter for the School of Architecture
and Engineering Symposium at Prairie
View University

OTHER PROFESSIONAL EXPERIENCE



Sheraton West Hotel 63,000 S.F.

Fast track four-star hotel that was supposed to be a close to exact prototype. Produced construction drawings while building was simultaneously under construction. Continuously and creatively problem solved and worked out conflicts with drawings, and issues in the field. Responsible for maintaining accurate and thorough project records. Led weekly progress meetings, performed construction administration duties including weekly inspections

Texas Southern New Radio Station and Recording Studio 16,800 S.F

Houston, Texas

Lead Designer, Production Manager, Construction Administrator. Client's budgetary modifications presented a challenge for original design. Led design team with value engineering efforts. The outcome resulted in a drastically different building, though client was satisfied with functioning product.

Texas Southern M.L.K. Building Renovation 60,000 S.F.

Houston, Texas

Major interior, light exterior demolition and renovation project. Surveyed and recorded existing conditions. Produced accurate construction documents and led coordination with design consultants. Performed construction administration and managed final punch out.

GCCSA Early Head Start Child Care Center Renovation and New Playground 14,000 S.F.

Houston, Texas

Lead Designer, Production Manager, Construction Administrator. Complex renovation Job required extensive foundation removal and replacement, asbestos testing, and arborist consulting. Coordinated the design and managed the construction of 31,000 S.F. playground. Built and managed positive client relations. Responsible for keeping accurate records, reviewing submittals, answering RFI's in a timely manner, and monitoring pay applications.

Fort Bend 5th Street Community Center 17,000 S.F.

Houston, Texas

Re-purposed a metal building storage and turned it into a conditioned gymnasium. Designed and seamlessly attached a new facility that housed small multi-purpose area with stage, kitchenette, and class rooms. Lead team in construction documents, Chaired coordination meetings with consultants and contractor. Examined, responded to, and kept accurate and thorough records of RFI's, change orders, submittals, meeting minutes, and pay applications.

Prairie View A&M Heat Exchanger Building 2,000 S.F.

Houston, Texas

Small Brick and block faced metal building that housed a new Heat Exchanger to feed expansion of new residential and classroom facilities. Responsible for design, construction documents, coordination with engineers, and construction administration duties. Largely an infrastructure project, determined critical route and inspected the installation of a pre- cast concrete tunnel for proper connection as well as leaks. The tunnel located sub-ground, extended 300 feet.



Mijanur R. Roku, P.E.

DIRECTOR OF ENGINEERING

QUALIFICATIONS

Mr. Roku's experiences gained in a variety of civil and structural engineering projects during a career spanning over 20 years provide exceptional knowledge and skill regarding national and international building codes, AISC, ASCE, ACI, ASTM, and other common codes. His work with engineering design and construction teams allows an exceptional perspective on large and small projects alike. Mr. Roku's experience includes management and design of steel and concrete structures, foundation design, and dynamic analyses of structures and foundations. He also has detail experience in support of standard details and project specifications preparation, site evaluation, feasibility studies, conceptual design sketches and layout and design of industrial and commercial projects.

PROFESSIONAL EXPERIENCE

C2G Pipeline Project, Philips 66 & Partners

Houston, Texas

Senior Principal Engineer

This project covered 155 miles with 16-inch diameter high-pressure pipeline to transfer ethane (liquid) from the Phillips 66 (P66) Clemens facility in Brazoria County, Texas. This transmission also delivers about 135,000 BPD to the Gulf Coast Growth Venture (GCGV) facility near the town of Gregory, Texas. The project included one pump station, one future pump station, two meter stations at the origination, and terminus and mainline block valves.

Louisiana Xpress Project (LAXP), TC Energy

Houston, Texas

Senior Principal Engineer

This project included a network of three new compressor stations in Louisiana that will broaden the reach of low-cost, U.S.-produced natural gas from the Appalachian Basin to high-demand markets in Louisiana and the Gulf Coast.

Whitby Terminal, Valero Energy Inc.

Houston, Texas

Senior Principal Engineer

This IFB package project included structural designs for steel and concrete structures and foundation design; dynamic analysis of the structure and foundation; detail engineering and construction support, and preparation of standard details and project specifications.

EDUCATION

Rajshahi University of Engineering & Technology

Bangladesh
Bachelor of Science
Civil Engineering

University of Houston

Houston, Texas
Master of Science
Civil Engineering

CERTIFICATIONS

Texas Department of Transportation (TxDOT) Precertifications

11.1.1 Roadway Design
17.5.1 Civil Engineering
1.5.1 Feasibility Studies

REGISTRATION

Texas Board of Professional Engineers
License No. 93941



Michael Bagstad P.E. |Project Manager

Mr. Bagstad is a professional engineer with 40 years of experience in civil engineering, planning, design and project management in municipal water resources including; water, wastewater, storm drainage, and flood control. He has extensive experience in stormwater master planning, flood recovery and mitigation design.

Project Experience

White Oak Bayou HCFCD Section 211 (f) Feasibility Study, Houston, TX: Mr. Bagstad served as the Project Manager on the White Oak Bayou project during the preparation of the General Reevaluation Report (GRR). White Oak Bayou is one of the projects co-sponsored by the Harris County Flood Control District and the Federal Government and is included as Paragraph 211(f) of the Water Resource Development Act (WRDA). The USACE Galveston District served as technical review. As this was a Federal project, the USACE process was used. The Corps process is to identify the National Economic Development (NED) project.

Finrock/Mobile Channel Improvements, City of Pasadena, TX; Mr. Bagstad was the Project Manager for this project. This channel system located in a power easement between Finrock St. and Mobile Dr. was rebuilt after damages sustained in Hurricane Ike. It is approximately

AREAS OF EXPERTISE

Drainage/Road Design

YEARS OF EXPERIENCE

40 Years

EDUCATION

M.S., Civil Engineering, University of Nevada Las Vegas, 1994

B.S., Civil Engineering, University of Nevada Las Vegas, 1983

REGISTRATION/CERTIFICATION

Professional Engineer in Texas (No. 81193), 1996

4,000 feet long and will be concrete lined.

Local Drainage Projects, Houston, TX; Mr. Bagstad served as Project Manager. ZESI is a design consultant for the City’s Local Drainage Projects. ZESI’s focus was failed outfalls and channel restoration. ZESI has completed 17 work orders to date.

HCFCD G103-80-03.1-X010 & O105-04-00-X006 Channel Repairs, Harris County, TX; Michael was the Project Manager for this channel repair project. ZESI prepared design plans, cost estimates and specification packages for the channel restoration of two grass lined channels, G103-80-03.1-X010 (Taylor Gully) in the San Jacinto River Watershed and O105-04-00-X006 in the Goose Creek Watershed.

Jones & Oyster Creek Capacity and Canal Evaluation, Sugar Land TX; Mr. Bagstad served as Project Manager for the analysis of Jones and Oyster Creek for the Gulf Coast Water Authority (GCWA). The study analyzed various improvements that could be implemented to the dams and gates in the system to increase system capacity back up to authorized volumes.

Chocolate Bayou Saltwater Barrier, Gulf Coast Water Authority, Brazoria County, TX; This Gulf Coast Water Authority project consisted of the evaluation of the existing salt water barrier and methods to improve its function. The study analyzed four options for returning the barrier to its original function and recommended options to the existing barrier including raising part of the structure two feet and adding in another portion of the structure adjustable gates that could raise that portion two feet when needed. The design concept was submitted to the US Army Corp of Engineers (USACE) to obtain a Preconstruction Notification (PCN) for the USACE NW3. The selected solution for rehabilitating the barrier included the placement of rip rap in a scour hole identified by a bathometric survey immediately upstream of the barrier. Because rip rap was proposed to protect the structure and is part of the rehabilitation effort, a partial PCN to the USACE was required.

American Canal, El Paso, TX; Mr. Bagstad served as Project Manager for this flood control/irrigation canal project. International Boundary Water Commission (IBWC), American Canal, El Paso, TX; This preliminary design effort included a concrete lined channel and reinforced box conveyance system with a capital cost estimate of \$35 million. The channel system designed for a flow of 1,535 cfs is nearly 10,500 feet in length. It includes 4,760 linear feet of reinforced concrete lined open channel and 3,000 feet of double-wide 12-foot by 12-foot pre-cast concrete boxes situated immediately adjacent to the Burlington Northern Santa Fe Railroad. The project location bordered the Arsaco Smelting facility under investigation by the EPA for lead contamination. The project cost includes approximately \$12 million for ground water treatment and contaminated soil handling and transportation.

Town Ditch, Pearland, TX; Mr. Bagstad was the Project Manager for this effort. This project was the preliminary design of a new flood control channel from Orange and Mykawa to Highway 35, approximately 5,000 feet long. The channel has a bottom width of 15 feet and a depth of 8 feet with side slopes of 4 to 1. The channel includes new bridge structures at Orange Street and the BNSF Railroad. Analysis of the channel system extended downstream to the confluence with Clear Creek.

Harris County Flood Control District Water Use Permit (B500-02-00), Houston, TX; Mr. Bagstad was the Project Manager for this project. Mr. Bagstad prepared a Texas Commission on Environmental Quality Water Use Application for the diversion of water to water quality features of detention basin B500-02-00-E001. The application included a water balance analysis that demonstrated that any flow entering the pond would eventually return to the main stream either by overflow or ground water flow.



PiyushKumar (PK) Patel, PE | Hydrology & Hydraulic Design

PK has more than 33 years of experience in the hydraulics and hydrology, supplements, analysis and design of relief storm drain systems for existing drainage systems, floodplain studies, and design of channel, culvert and bridge based on the related hydrological studies; involved in roadway, railroad, sub-division and construction management projects. He has experience in the analysis and design of storm sewer systems, bridge hydraulics, open ditches, detention basins, waterlines and wastewater collection systems.

AREAS OF EXPERTISE

Hydrology & Hydraulic Design

YEARS OF EXPERIENCE

33 Years

EDUCATION

MS, Civil & Environmental Engineering, New Jersey Institute of Technology
BS, Civil & Environmental Engineering, South Gujarat University, Surat, India

REGISTRATION

Professional Engineer in Texas (No. 83363), 1998

Project Experience

Stormwater Master Plan Update, University of Houston, Houston, TX; This project analyzed the on-campus storm drainage system capacity and future projected flows for planned expansions. Zarinkelk Engineering Services served as a sub consultant on this project. PK developed the EPA SWMM models for this project. He used the geo-referencing capabilities of SWMM to develop an accurate scaled model from a geo-referenced aerial photo. Surveyed information on manhole elevations provided the z-component for the model. As one of the City’s main trunk lines bisects the campus and serves as the outfall to the model, City procedures were followed to develop existing and future proposed flows.

City of Houston’s Stormwater Management Program, Houston, TX; PK was involved as a Project Manager and QA/QC officer for

the City of Houston Storm Water Management Program. Some of the projects were part of the Texas Medical Center drainage plan. The design included a storm sewer system, waterline design, wastewater design, signals, a tree permit, and the design of TCP, signal and ADA compliance sidewalks.

Finrock/Mobile Channel Improvements, City of Pasadena, TX; This channel system, located in a power easement between Finrock St. and Mobile Dr., is being rebuilt after damages sustained in Hurricane Ike. It is approximately 4,000 feet long and will be concrete lined.

Cullen Boulevard (Loop 610 to Old Spanish Trail) Drainage & Paving Improvements, Houston, TX; ZESI was contracted to prepare preliminary engineering and final design for Cullen Boulevard Drainage and Paving Improvements Project. PK served as Project Director. The scope of the project is to evaluate existing drainage conditions within the Cullen Boulevard drainage area, identify recommendations to improve the storm drainage functions and prepare design plans and contract documents for the improvements. The reported issues include structural flooding and excessive ponding resulting from storm system capacity inadequacies within the project area. The preliminary study identified five alternate improvement plans to minimize the drainage problems. The project area is north of South Loop 610 and east of State Highway 288. The project area is approximately 850 acres and is located in COH Council District D. This area consists primarily of residential tracts, but also includes businesses and a school. The primary outfall for this drainage area is the Griggs Road storm sewer trunk which outfalls into Kuhlman/Belmont Gully, a tributary of Brays Bayou. The recommended project includes conversion of roadside ditches to curb and gutter roadway with storm drain pipes that range to 108 to 120 inches in diameter on Sidney, Cullen and Calhoun. The area was analyzed with the EPA SWMM dynamic model.

Local Drainage Projects, Houston, TX; Mr. Patel serves as Project Engineer for ZESI for the City’s Local Drainage Projects. ZESI initiated work on 18 projects in FY 2015 and 2016 including street flooding, failed outfalls, guide specifications and a program directive manual. Projects address storm drainage problems that require an immediate fix including collapsing that threaten roadway and other

facilities and outfalls where erosion has disrupted bank stability. These projects cannot wait for the normal CIP process. Some warrant skipping the 70 percent submittal stage to accelerate the project.



C.C. LEE, AIA, LEED AP PRINCIPAL IN CHARGE

Chao-Chiung (C.C.) Lee is a world-renowned architect who has managed a successful architectural practice since 1983 with offices in Houston, Pensacola, and Shanghai. His strong and internationally-proven, systematic design method helps clients worldwide with modern design and development challenges. Under C.C.'S leadership, the firm has designed diverse hospitality and higher education projects including several maintenance facilities and service centers. C.C. Lee is also a Feng Shui Master who has been teaching interactive workshops at Rice University since 1999 as well as many other universities around the world.

Education

AMDP in Real Estate
Harvard University

Master of Architecture
Washington University

Bachelor of Architecture
Tunghai University

Registrations

Registered Architect, Texas, No. 8176 and
12 other states

LEED Accredited Professional, USGBC
Registered Accessibility Specialist, No.
216

Registered Interior Designer, Texas, No.
1707

NCARB Certified

Percentage of Time Assigned to Account
10%

Total Years of Experience
40

Years with Firm
36

Office Location
Houston, Texas

City of Residence
Bellaire, Texas

Experience

New Construction

- Welcome Center, Retail, and Parking Garage - University of Houston
- Superconductivity Science Center - University of Houston
- Missouri City Campus Academic Building - Houston Community College
- Northeast Campus Academic Building - Houston Community College
- Northeast Campus Truck Driving School - Houston Community College
- Montagne Event Center - Lamar University
- Fort Bend Technical Center - Wharton County Junior College

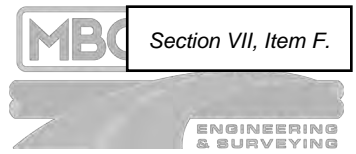
Remodel / Renovation / Addition

- Duncan Hall Dean's Suite Remodel - Rice University
- James Baker Hall Room 310 Build-out - Rice University
- Bioscience Research Collaborative Room 202 Remodel - Rice University
- Herring Hall Acoustical Modifications - Rice University
- Herzstein Hall Amphitheater Remodel - Rice University
- Robert McNair Hall Room 204 Remodel - Rice University
- Rayzor Hall Classroom 113 Remodel - Rice University
- Rayzor Hall Classrooms 119 & 121 Remodel - Rice University
- Space Science & Technology Building Classroom 106 Remodel - Rice University
- Central Tower Renovations - The University of Texas Health Science Center-Houston
- Allen Building Renovation and Additions - Texas Southern University
- Earl Carl Institute Build-out - Texas Southern University
- FY-17 Classroom Improvements (8 projects) - Rice University

Feasibility Studies

- Freshman Student Housing Study - Texas Southern University
- Leadership Reaction Course Study - Rice University
- Duncan Hall - Rice University
- McNair Hall - Rice University

MARION CLARK, RPLS



VICE PRESIDENT—LAND SURVEY AND MAPPING



Professional Profile

Mr. Marion Clark, RPLS, brings over 50 years of surveying experience in all aspects of land surveying, including oil and gas surveys, pipeline surveys, boundary, as-built, topographic design for engineering and public infrastructure projects, transportation, right-of-way, subdivision platting and land development, horizontal and vertical control, utilizing GPS technology, industrial, hydrographic, and institutional surveys for hospitals and schools.

Education

Civil Engineering, University of Houston, 1972
GPS Static/RTK/Post processing Certification, 1990, Ashtech Inc.

Notable Projects

- ◆ **Sims Bayou (C100-00-00) Boundary Survey—Harris County Flood Control District**
- ◆ **Panther Creek (G112-00-00) Boundary & Easement Survey—Harris County Flood Control District**
- ◆ **Little White Oak Bayou (E101-00-00) Boundary & Easement Survey—Harris County Flood Control District**
- ◆ **West Little York Right-of-Way Acquisition Survey—Harris County Flood Control District**

License & Certification

Texas RPLS Number: 1881

PROFESSIONAL EXPERIENCE

Harris County Flood Control District, Houston, Texas—Marion conducted Boundary and Design Surveys for Boudreux Rd Detention Basin (M500-10-00-E001). The topographic and boundary services encompass approximately 300 acres of land consisting of 9 different parcels in northwest Harris County. The project will benefit 114 homes and is estimated to cost \$65 million. The topographic data collected will be used to verify lidar data being used on the PER and capture information at key areas along willow creek to be used as outfall/weir wall areas. Boundary information collected will be used to acquire and combine the 9 tracts of land into one parcel.

Harris County Flood Control District - Channel G-103-38-00-E001 Kingwood, Texas: Marion conducted topographic and boundary information of almost 4 miles of Harris County Flood Control Channel. The first phase of the project is a preliminary engineering review (PER) for which MBCO collected cross-section data along the channel at 500 foot intervals and detail at each bridge crossing. The topographic data collected by MBCO will be used to verify the lidar data being used and capture information at key areas under five bridges that cross the kingwood diversion channel as well as identify possible utility conflicts. The boundary information is being used to identify possible encroachments along the right-of-way.

Harris County Flood Control District, Houston, Texas—Marion provided Horizontal and Vertical Control for aerial mapping of a section of White Oak Bayou from its confluence with Buffalo Bayou, north and west to West Little York Road, approximately 11 miles. Project consisted of establishing Primary GPS Control points every three miles and setting secondary control points every 1,200-1,500 feet. Horizontal Datum utilized was NAD 83 and Vertical Datum was NAVD 88. Aerial panels were set on both sides of the Bayou opposite every secondary control point. Horizontal and vertical coordinates for the panel points were obtained by GPS RTK and were submitted in ascii format for aerial mapping compilation. A final control map with reference sketches for all control points were provided as part of the final deliverables.



CALLIE BLETSCH, PE



PROJECT MANAGER—ENVIRONMENTAL SERVICES

Professional Profile

Callie Bletsch, P.E., has over 23 years of environmental services experience concentrated in municipal infrastructure systems. Ms. Bletsch oversees and performs Phase I/II Environmental Site Assessment projects for MBCO Engineering. She has provided ASTM-compliant assessments for clients in Cities, commercial real estate, financial institutions and real estate developers. Ms. Bletsch has served as the project manager of environmental services for a wide variety of project types including pipeline corridors, utility corridors, airports, highways, and facility construction.

Education

Master of Science
Environmental Engineering
Texas Tech University
Bachelor of Science
Environmental Engineering
Texas Tech University

Notable Projects

- ◆ **Contract 7B: 36-inch Waterline—West Harris County Regional Water Authority, City of Houston, Texas**
- ◆ **METRO Solutions—Southeast Corridor, Advanced Utility Coordination, Houston Transit Partners, Houston, Texas**
- ◆ **Condition Assessment 66-inch waterline along Richmond Ave. - City of Houston, Texas**

License & Certification

Texas PE
License Number: 95836

PROFESSIONAL EXPERIENCE

Brazosport Water Authority, Northern Regional Pipeline Alignment, Phase I ESA, Brazoria and Fort Bend County, Texas MBCO prepared a Phase I ESA report in accordance with the American Standard of Testing Materials Standard E 1527-13 for approximately 35 miles of proposed alignment for 24/30-inch water main beginning in Angleton proceeding north and west and terminating at a surface water treatment plant in Rosenberg. The alignment traverses through residential, historical and commercial/industrial properties along several major thoroughfares. The proposed water line is to provide for a surface water connection for the City of Rosenberg.

Pecan Grove Municipal Utility District, Phase I ESA, Fort Bend County, Texas MBCO prepared a Phase I ESA report in accordance with the American Standard of Testing Materials Standard E 1527-13 for multiple lift station upgrade sites located with the Pecan Grove Municipal Utility District. This assessment is part of the Utility Masterplan for the Pecan Grove Municipal Utility District.

City of League City Livable Center Corridor, Phase I ESA, City of League City, Texas MBCO prepared a Phase I ESA report in accordance with the American Standard of Testing Materials Standard E 1527-13 for approximately twenty-six (26) acres of proposed livable centers upgrades in downtown League City generally along Main Street (FM 518) from State Highway 3 to Iowa Avenue and along Park Avenue from Wilkens to north of League Park. This assessment is part of the downtown revitalization program in which the City of League City is removing overhead power lines and placing them in vaults below ground and upgrading existing wastewater facilities. Due to the historical area in which the assessment is located, close coordination with Texas Historical Commission was required.

Whataburger, Phase I ESA, Brazoria County, Texas MBCO prepared a Phase I ESA report in accordance with the American Standard of Testing Materials Standard E 1527-13 for the decommissioning of the lift station on site. The facility was being connected to public wastewater infrastructure and the lift station sites was no longer required. This assessment required extensive coordination with TCEQ for closure and permitting documentation.

Donald E. Hodges, P.E.

Director of Engineering

CELL • 281.898.3105 — EMAIL • dehodges@sscienvironmental.com

EDUCATION AND RECOGNITION

M.S., Civil Engineering, University of Texas at Tyler
B.S., Civil Engineering, University of Texas at Tyler

PROFESSIONAL REGISTRATION, LICENSES AND TRAINING

Professional Engineer, Texas (TX #117183)
Licensed UST On-site Supervisor (TX US0001904)
TCEQ UST Removal and installation Instructor
TXDOT Pre-certified 1.5.1 Feasibility Studies, 10.2.1
Roadway Hydraulic Design, 17.5.1 Civil Engineering

HAZMAT Training (HM-126F)
40-hour OSHA HAZWOPER Training
HAZWOPER Supervisor Certification
Project Management Accreditation
International Experience

PROFESSIONAL EXPERIENCE

Mr. Donald E. Hodges, P.E. has over 14 years of experience in the engineering, construction, and environmental consulting industries; specializing in storm water compliance, drainage control, petroleum storage tank (PST) systems, and civil design and engineering. His work experience includes civil engineering in foreign countries, primarily Africa, as well as domestic projects. Mr. Hodges serves as a Project Manager, and as the Director of Engineering for SSCI. As a civil engineer, Mr. Hodges performed PST design, installation, and removal of various types of fueling systems, above and below ground. He performed as the Project Manager and technical lead for the design and installation of a fueling system in Williamson County, Texas that includes high speed diesel and gasoline fueling, a diesel exhaust fluid (DEF) system, and a propane system. The system design includes release detection and monitoring systems as required by the client's specifications. Mr. Hodges completed numerous as-built designs for fueling stations consisting of both underground (UST) and aboveground (AST) systems for the City of Houston. He completed tank inspections to assure compliance prior to placement of ASTs into service, and integrity testing of existing PST systems. In support of several local area hospitals, Mr. Hodges performed fuel quality testing to assess if diesel fuel in emergency generator tanks comply with applicable regulations.

His PST experience includes management of contractors in the removal and installations of UST and AST systems, performance of design and permitting, SPCC creation and documentation, environmental sampling in accordance with the Texas Commission on Environmental Quality (TCEQ), and completion of release determination reporting. Mr. Hodges performed Phase I Environmental Site Assessments (ESAs), soil and groundwater assessments, and remediation under the TCEQ PST Program and Texas Risk Reduction Program (TRRP). Hazardous and non-hazardous materials clean up and closure projects included groundwater management plans for soil excavation, backfilling, and stockpiling. Field screening of soil and groundwater, decontamination procedures, regulation and treatment of contaminants on site, storm water controls, and disposal coordination are rone site activities.

Mr. Hodges' experience with storm water consulting services includes completion of project design and oversight, construction and assessment of a variety of storm water quality features such as retention and detention ponds, storm water interceptors, and culvert features. He is the Project Manager for several storm water management programs that include assessment, routine maintenance, and permitting of storm water features in the Greater Houston area. Mr. Hodges has designed, as well as overseen the design of systems for residential and commercial public water, sewer, and storm water utilities for large and small-scale projects. He has installed water wells and performed geo-technical investigations including compaction testing requirements. As a civil engineer, he has completed design of wastewater treatment plants, and has both domestic and international experience in drinking water facility design and operation.

Separation Systems Consultants, Inc.

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Alex J. Fuhrmann

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3902 Braxton
Houston, Texas 77063
Office: 713-782-4411 Ext. 1414
Cell: 832-435-0018
Email: afuhrmann@envirotestllc.com



Education

Midwestern State University; Wichita Falls, Texas
Bachelor of Science – Geology,
Minor in Physics, 1990

Professional Licensing and Qualifications Summary

- Texas Dept. of State Health Services Licensed Asbestos Consultant (#10-5629)
- Texas Dept. of Licensing and Registration Mold Consultant (#MAC1190)
- State of Texas Professional Geoscientist (#2843)
- Texas Dept. of State Health Services Approved Asbestos Trainer (11-29-1999)
- Texas Dept. of Licensing and Registration Approved Mold Trainer (7-23-2012)
- NORM Survey & Control Accreditation; Houston, Texas
- NIOSH 582 Certification – Texas A&M University Extension Service
- Polarized Light Microscopy for Asbestos Content: Envirotest, Ltd.
- Analysis of Mold Spores and Household Dust: McCrone – Chicago Illinois
- Mold Assessment Consultant Accreditation Training (12-10-2010)

Professional History

Envirotest, Ltd. 1990 – Present

Alex J. Fuhrmann is an Asbestos and Mold Consultant for Envirotest, Ltd., a full service environmental consulting firm headquartered in Houston, Texas. In his current position, Mr. Fuhrmann oversees asbestos and mold remediation projects on behalf of all Envirotest offices. Mr. Fuhrmann has conducted numerous asbestos and mold inspections of commercial and industrial properties throughout Texas and Louisiana. In addition, Mr. Fuhrmann performed moisture mapping and water damage evaluation of numerous buildings after natural disasters, such as tropical storm Allison, Hurricane Ike, and Hurricane Harvey. Mr. Fuhrmann has been the Director of Training at Envirotest since 2010. Prior to his current position, Mr. Fuhrmann held the role of Laboratory Manager. In this role, Mr. Fuhrmann was responsible for the operation of the Envirotest Laboratory division which included such services as, polarized light microscopy of bulk samples, phase contrast microscopy analysis of air samples, atomic absorption analysis of air and bulks samples, and analysis of air-o-cell and tape samples for mold spores and mold structures. Mr. Fuhrmann is also a State of Texas Professional Geoscientist. Mr. Fuhrmann provides consultation services to industrial and commercial clients concerning the treatment of asbestos materials and designs asbestos removal projects. Mr. Fuhrmann has also written numerous asbestos removal specifications and conducted many AHERA inspections for schools. Mr. Fuhrmann is currently the Asbestos Designated Person for several school campuses in the Houston area. Mr. Fuhrmann has performed water and bulk sampling for heavy metals, NORM surveys, and radon gas screening. Mr. Fuhrmann is an approved DSHS trainer and provides clients with EPA asbestos training classes on a regular basis. Mr. Fuhrmann also trains students on PLM and PCM analysis techniques. Mr. Fuhrmann has performed hundreds of initial mold assessments, mold remediation protocols, and mold clearance investigations. Mr. Fuhrmann has conducted numerous mold assessment training courses since his DSHS approval in 2012.



Sharmi Vedantam, PE
Senior Geotechnical Project Manager

Education MS, Geotechnical Engineering, The University of Texas at Arlington, 2003;
MS, Water Resources, Jawaharlal Nehru Technological University, 1997;
BS, Civil Engineering, Osmania University, 1995

License Professional (Civil) Engineer, Texas (100218)

Experience Summary

Ms. Vedantam’s career extends more than 16 years and covers a wide range of geotechnical engineering experience. As a Geotechnical Project Manager and Senior Engineer, she is responsible for preparing fee proposals, coordinating sub surface field investigations, assigning and reviewing laboratory tests of soil samples, performing geotechnical engineering analysis and subsequent reports which provide detailed analysis for pavement, construction and bridge foundation recommendations for projects in the areas of transportation, infrastructure, foundation design projects, and water/wastewater systems water lines and treatment plants. She has served as HVJ’s project manager for geotechnical services for the following relevant projects:

Uptown Houston Development Authority - South Post Oak Lane Widening. Geotechnical project manager for this project that involved the widening of South Post Oak Lane on the east side from Dolivar Street to Tilbury Street in Houston, Texas. The scope also included reconstruction of South and North Wynden Drives 300 feet east off of South Post Oak Lane. HVJ conducted a geotechnical investigation in order to provide design and construction recommendations for the proposed pavement widening and storm sewer installation.

Uptown Houston Development Authority - Hollyhurst Street Improvements from Hallmark to Post Oak Uptown Management District. Geotechnical project manager for this project which involved pavement improvements along Hollyhurst Lane in the uptown area of Houston, Texas. The project along Hollyhurst from Hallmark to Post Oak (approximately 1,300 LF) involved complete removal and replacement of pavement. The project will also include installation of underground utilities at a depth not exceeding 20 feet below existing grade along these roadways. HVJ conducted a geotechnical investigation and engineering analysis to provide for design and construction recommendations for the proposed underground utilities and pavement improvements.

Upper Kirby Redevelopment Authority - Westheimer Road Paving and Drainage Improvements. Geotechnical project manager. The project included pavement reconstruction and design of storm sewers along Westheimer Road extending from Kirby Drive to South Shepherd Drive (about 2,600 feet) in Houston, Texas. The project also included design of storm sewers along Dickey Place between Westheimer Road and Reba Street (about 800 feet). HVJ conducted a geotechnical investigation and analyses to provide design and construction recommendations for the proposed replacement of utilities and pavement.

City of Houston Hermitage Lane Sewer and Paving. Geotechnical Project Manager. This project was for the rerouting of the storm sewer along Hermitage Lane and outfalling downstream at Rummel Creek at the end of existing 29-foot concrete pavement. This alternative required repaving Hermitage Lane from Renoir Drive 480 feet to the east end of the existing Hermitage Lane concrete pavement west of Rummel Creek. HVJ conducted a geotechnical study to provide design and construction recommendations for the proposed storm sewer line and outfall structure and utilities installation. HVJ also provided backfill recommendations for abandoning and plugging the existing storm sewer line and outfall structure.

Additional Experience

- Uptown Houston Development Authority San Felipe & Sage Road
- Uptown Houston Development Authority Wynden Drive and Huntley Drive Improvements
- Uptown Houston Development Authority 5100 Westheimer Cantilever Walk
- Upper Kirby Redevelopment Authority Buffalo Speedway Reconstruction Project
- OST/Alameda Corridors Redevelopment Authority Dowling Street Improvements Project
- Lake Houston Redevelopment Authority West Lake Houston Parkway at Northpark Drive
- Lake Houston Redevelopment Authority Hamblen Road at Forest Cove Drive
- Midtown Redevelopment Authority Elizabeth Glover Park
- COH West Alabama Roadway & Utility Improvements, Houston, TX
- COH Edloe Segment 2 Storm Drainage Improvements, Houston, TX
- COH Airline Drive Paving: North Main to North Loop (IH-610), Houston, TX
- COH Avenidas De Las Americas, Houston, TX
- COH Brays Village Drainage Project, Houston, TX
- Fulton Road Paving: Tidwell to Parker, Houston, TX



Kingride Roadway and Signal Improvements

Client: TIRZ 17 - Memorial City Redevelopment Authority (MCRDA) / Lockwood, Andrews & Newnam, Inc.

HVJ provided construction materials testing for construction of a right-turn lane at the intersection of Kingsride and Gessner Road. This involved 10 feet of concrete pavement, 1,161 feet of 4.5-inch sidewalk, driveways, 400 feet of 8-inch water line, and light pole foundation. The scope of testing included compaction testing for water line bedding and backfill; subgrade or base compaction testing; and concrete testing for pavement, sidewalk, driveways, and pole foundation.

Queensbury Lane Storm Sewer Lane Improvement BW-8 Frontage

Client: TIRZ 17 - Memorial City Redevelopment Authority (MCRDA) / Lockwood, Andrews & Newnam, Inc.

HVJ provided construction materials testing for construction of 727 feet of storm sewer improvements on Quesbury Lane, from Sam Houston Tollway frontage road to Town and County Boulevard. Minor reconstructin of 8- and 12-inch concrete pavement was also included along with new curb and driveways. Scope of material testing was compaction testing for storm sewer bedding and backfill; subgrade or base compaction testing, concrete testing for pavement and curbs and driveways, and associated lab testing.



ROBERT KRAUSE

Practice Leader, Disaster Management

EDUCATION

PhD, U.S. Environmental and Public History, University of Mississippi

M.S., Ecology and Environmental Sustainability, Texas Tech University

BS, U.S. History and Southern Studies, University of Mississippi

SUMMARY OF EXPERIENCE

Dr. Robert Krause has over 15 years’ background as a planner and project manager in both the private sector and federal, state, and local government. As a subject matter expert in architectural and environmental history, Dr. Krause has wide-ranging experience in cultural resource management and preservation planning projects across the United States. As a published historian, he has completed documentary research in archives across the country; his current research focuses on the nexus of Historic Preservation and Disaster Management on the Texas Gulf Coast.

Dr. Krause’s duties include overview and coordination for Section 106, 110, NHPA, and NEPA reviews; cultural landscape analysis; CDBG-DR program administration; FEMA 404/406 programs; review of Environmental Impact Assessments and Statements; Endangered Species Act (ESA) review.

As the client liaison for Disaster Management services, Dr. Krause’s duties include overview and coordination for Section 106, 110, NHPA, and NEPA reviews; cultural landscape analysis; CDBG-DR program administration; FEMA 404/406 programs; review of Environmental Impact Assessments and Statements; Endangered Species Act (ESA) review. With expertise and a background in both cultural and natural resources, Dr. Krause assists with grant and program administration via the Federal Housing Authority, Disaster Assistance Program (USDA), and the EPA’s Hazard Mitigation for Natural Disasters. He brings expertise in environmental sustainability and community disaster management planning, including the incorporation of ‘Community Resilience’ planning as a facet of cultural and heritage resource management.

Dr. Krause was responsible for environmental and cultural review of HUD and FEMA grant programs for the South Carolina Disaster Recovery Office (SCDRO) in its public assistance in the wake of Hurricane Matthew (2016) and the Flood Events of 2015. Dr. Krause’s team processed over 1,000 NEPA Phase I, II, and Section 106 reviews from January 2018-April 2018, and expedited delivery to and response from the South Carolina State Historic Preservation Office in a 30-day window. Dr. Krause also served as the consultant liaison to multiple state and federal agencies including the Fish & Wildlife Service, Coastal Zone Management Program, SHPO, and the Wild and Scenic Rivers commission.

As a FEMA-qualified Disaster Management specialist, Krause's current client base includes the United States Army Corps of Engineers, Federal Energy Regulatory Commission, the National Park Service, as well as SHPOs and municipal planning agencies across the southeast and Gulf Coast.

SELECT PROJECT EXPERIENCE

- Secured contracts and serves as Principal Investigator for Cultural/Environmental Review for City of Houston and Harris County, TX, Homeowner Assistance Program (HoAP); FEMA and HUD funds utilized, with G&P working as sub to APTIM and IEM;
- CRM and Preservation project manager for FEMA-funded Channel Stabilization projects in Fort Bend County, TX;
- Ongoing pipeline environmental and archeological monitoring projects: Gray Oak, Lonestar; previous experience with Maverick Connection, Culberson Pipeline;
- Author of three manuscript articles on the environmental history of the Gulf Coast, most recently "New Deal Public Works in the Florida Panhandle, 1933-40", *Florida Historical Quarterly*, Spring 2019.
- Environmental and Cultural project Manager for QA/QC of Hurricane Harvey CDBG, Ardurra Group/Texas GLO, November 2018.
- CDBG-DR and HMGP program administration for Flood Events of 2015 and Hurricane Matthew (2016), Horne LLC/South Carolina Disaster Recovery Office, April 2018-October 2018.
- Hurricane Sandy Mitigation Program, M-NCPPC, Prince George's County, MD, 2014-17.
- Chief staff to Prince George's County Historic Preservation Commission; provide research and comprehensive reports on historic sites, endangered properties and landscapes.
- Section 106/110 review and compliance of commercial and residential projects, Prince George's County (MD) and Prince William County (VA).
- Staff liaison and staff report to County Board of Supervisors, County Historical Commission, and County Architectural Review Board, Prince William County.
- Coordinating implementation of County's Historic Preservation Master Plan, Prince William County.
- Architectural and historical research, including compliance with Florida State Historic Preservation Master Plan, and NRHP/Section 106 Review, Florida SHPO.
- Curator of History, University of Mississippi Museum, Oxford, MS.
- NPS Research Historian, Horseshoe Bend National Military Park, Daviston, AL.

**INTERLOCAL AGREEMENT
REGARDING ANIMAL SERVICES
BETWEEN
CITY OF ANGLETON, TEXAS
&
CITY OF RICHWOOD, TEXAS**

THIS AGREEMENT is made and entered into by and between the City of Angleton Texas, hereinafter referred to as "Angleton", and the City of Richwood, Texas, hereinafter referred to as "Richwood", and in this regard, the parties hereto mutually agree, and state as follows:

I. Recitals

WHEREAS, Angleton and Richwood are both Home Rule Municipalities in Brazoria County, Texas and enter this Interlocal Agreement under the authority of the Interlocal Cooperation Act (the "Act"), Chapter 791 of the Texas Government Code, as amended. Angleton and Richwood wish to enter into an agreement for the City of Angleton to provide animal shelter services and field animal control services within the city limits of Richwood.

WHEREAS both Cities represent that each is independently authorized to perform the functions contemplated by this Agreement; and

WHEREAS, Angleton operates Animal Control Services in its police department support services division, and has a municipal animal shelter and the police department manpower to provide animal control services and the manpower necessary to manage and run a municipal animal shelter for the purpose of reducing general animal control problems, including but not limited to protecting its citizens from the dangers and problems associated with free roaming animals, and Richwood has a need for such Animal Control Services and is not equipped to render such services; and

WHEREAS, each party has sufficient funds available from current revenues to perform the functions contemplated by this Agreement; and

WHEREAS, both Angleton and Richwood find it mutually desirable to enter into this Agreement; and

NOW, THEREFORE, for and in consideration of the mutual benefits and promises each to the other made herein, the parties named above do hereby agree as follows:

II. Definitions

- A. Animal: As used in this agreement, "animal" shall mean domesticated dogs and cats.
- B. Animal Control Services: "Animal Control Services" shall mean the services provided by the City in response to an Animal Call necessary to effectively carry out an animal control program for Richwood. Animal Control Services shall include: the

humane capture of stray, unrestrained, homeless, abandoned, or unwanted animals and the humane transportation of captured animals to the Animal Shelter; response to calls regarding wild animals that have entered a person's residence; response to calls regarding animal bites and scratches, including the initial investigation of such incidents; and the capture of a biting animal for state-mandated rabies quarantine observation by the Local Rabies Control Authority. Animal Control Services do not include trapping nuisance animals, wild animals, horses, or livestock or removal of deceased animals. The City shall not be responsible for conducting cruelty investigations, or any enforcement of Richwood's animal ordinance. Animal Control Services shall include animal rescue, and efforts to place animals in adoptive care through a pet adoption program.

- C. Animal Shelter: "Animal Shelter" shall mean the facility known as the Angleton Animal Services Animal Shelter, currently located at 535 S. Anderson in Angleton, Brazoria County, Texas that keeps or legally impounds stray, homeless, abandoned, or unwanted animals, and has a pet adoption program.
- D. City: "City" shall mean the City of Angleton, Brazoria County, Texas, with its offices located at 121 S. Velasco, Angleton, Brazoria County, Texas, 77515.
- E. Client: "Client" shall mean the City of Richwood, Brazoria County, Texas Department with its offices located at 1800 Brazosport Blvd., Richwood, Brazoria County, Texas.
- F. Animal Call: "Animal Call" shall mean calls made by the Client or Richwood residents to the City's Police Department dispatch to request Animal Control Services.
- G. Animal Services Officer: "Animal Services Officer: shall mean an officer of the Angleton Police Department Support Services Division, as defined in the City of Angleton Code of Ordinances, Chapter 4 Animals, as amended.
- H. Any word or phrases not specifically defined herein shall have as its meaning the ordinary and commonly understood meaning except for specific animal control or veterinary terms.

III. City's Obligations

City agrees to provide Animal Control Services to Client for all Animal Calls occurring in areas located within the corporate city limits of Richwood, Texas, as reflected on the current city limits map as of the date of this agreement.

City will dispatch an Animal Services Officer in response to an Animal Call, and City agrees to transport all captured animals to the Animal Shelter, provided however, that wild animals may be released back into their natural habitat.

IV. Client's Obligations

Client shall fully cooperate with City in the provision of Animal Control Services, including but not limited to, furnishing: any and all information in its possession about the ownership of a suspected rabid animal, including rabies Vaccination Certificates maintained by any department of the Client; any history of the animal; the name and address of any person reporting an animal bite or scratch; the name and address of any possible victims of an animal bite or scratch; and the name and address of any person believed to own an animal which the Client or a resident has called the City to capture or remove.

Client agrees to furnish information to City in a timely and expeditious manner.

Client agrees to assist with the apprehension of any animal in appropriate situations and if necessary dispatch a Richwood law enforcement officer to assist.

Client agrees to file all criminal or civil charges, in the appropriate court, for any violations of Client's rules and regulations or for any violations of State Statutes, at the sole discretion of the Client.

Client agrees to pay all fees associated with the impoundment, testing, medical treatment or final disposition of any animal; for any product or service provided by the Animal Shelter as set forth in this agreement; and for any product or service provided by any person other than the City.

V. Consideration

a. In consideration for the City's performance of the duties listed herein, the Client will Pay the City a set amount per annum. The Client shall pay the City for the services as delineated in this contract in the following manner: Client agrees to pay city Forty Thousand and 00/100 Dollars per year in two (2) payments the first payment of twenty thousand (\$20,000.00) on or before October 10, 2022 and the second payment of twenty thousand (\$20,000.00) on or before April 10, 2023 . Initial payment will be paid on or before October 10, 2022.

b. Upon renewal as provided in Article VIII herein, the amount paid in each year following the first will be no less than Forty Thousand and 00/100 Dollars (\$40,000.00), to cover the Client's portion of the cost of animal services. However, in the event that the City determines prior to renewal of this Agreement that the amount of Forty Thousand and 00/100 Dollars is insufficient to cover said costs, the City and Client will meet no later than April 1st, to determine the appropriate amount of consideration. The City shall provide to the Client a line-item presentation, by program, of the operating budget proposed by the City for the new period. A comparison of the actual revenues and expenses to the amounts budgeted and paid in the prior period will be included in determining the amount of consideration for the new period.

VI. Reports

City shall submit a comprehensive annual report of all Animal Control Services to Client within thirty (30) days of the close of each fiscal year, currently being September 30th. City shall provide to Client, upon request, a copy of any other report not confidential by law or contract, which it may be required to prepare and submit to any federal, state, or other jurisdiction in the course of its animal and rabies control activities. City shall also render to Client at reasonable intervals, such reports and accounting as Client from time to time may require; provided however, if such request becomes burdensome, City may invoice for the cost of preparation of such reports.

VII. Default

In the event Client fails to: (i) pay all costs set forth in Article V above, or (ii) perform its obligations as set forth herein, the City shall give Client written notice of default with an opportunity to cure such default within ten (10) days. If Client fails to cure such default during the 10-day cure period, the Agreement shall terminate, and Client shall assume responsibility for its own animal control.

VIII. Termination and Renewal

Both Richwood, and Angleton mutually agree that the terms and provisions of this agreement will commence on the 1st day of October 2022 and shall continue in full force and effect until September 30, 2023. The Agreement will be renewed annually only upon full review of the Services provided herein and upon written approval by both parties. The Agreement may be terminated by either party with a thirty (30) day written notice exercising their right to cancel this agreement as hereinafter provided. All costs and liabilities incurred by the City, if any, on behalf of the Client prior to the termination shall be the responsibility of the Client.

The City shall be responsible for the Animal Control Services contemplated under this Agreement. The City shall supply all materials, equipment, tools, transportation, and labor required for, or reasonably incidental to, the performance of Animal Control Services. The City shall have ultimate control over the execution of the work under this Agreement. The City shall have the sole obligation to employ, direct, control, supervise, manage, discharge, and compensate all of its employees.

IX. General Provisions

- a. This agreement shall be subject to all present and future valid laws, orders, rules and regulations of the State of Texas and any other regulatory body thereof having jurisdiction and shall be construed under the laws of the State of Texas.
- b. Notwithstanding anything in this Agreement which may be construed to the contrary, this interlocal agreement shall not operate as a merger, consolidation, or annexation of one political subdivision by another

- c. Severability Clause: The parties intend for the various provisions of this Agreement to be severable so that the invalidity, if any, of any one section (or more) shall not affect the validity of the remaining provisions or sections.
- d. This document may be executed in any number of original signature counterparts, each of which shall for all purposes be deemed an original, and all such counterparts shall constitute one and the same document. Each party has the full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each party has been properly authorized and empowered to enter into this Agreement. The persons executing this Agreement hereby represent that they have authorization to sign on behalf of their respective entity.
- e. This Agreement represents the entire agreement of the parties and supersedes any verbal or written representations of, to or by the parties to each other.
- f. Notices to either party shall be sufficient if sent in writing, postage pre-paid, registered, or certified mail to the City Manager of the party at the address herein.
- g. It is understood and agreed that this Agreement may be executed in a number of identical counterparts, each of which shall be deemed an original for all purposes.

CITY OF ANGLETON, TEXAS

By: _____
Jason Perez, Mayor

Date: _____

Attest:

Michelle Perez, City Secretary

-Additional Signatures to Follow on Next Page-

CITY OF RICHWOOD, TEXAS

By: _____
Steve Boykin, Mayor

Date: _____

Attest:

Kristen Garcia, City Secretary

Approved:

Chris Whittaker, City Manager
Angleton, Texas



To Whom it May Concern,

The Angleton Animal Control Department, at the request of Chief Stephen Scot Mayer, provided the following information regarding the need to increase the annual animal control services contract.

Facts: The current animal control services contract stipulates a \$15,000.00 annual fee payable to the City of Angleton. This rate has been set for the last two annual contract cycles.

The proposed animal control services contract stipulates a \$40,000.00 annual fee payable to the City of Angleton.

The City of Angleton’s public rate for boarding an animal at their animal holding center is \$15.00 per day. Boarding services includes daily kennel cleaning, out of kennel exercise twice a day, feeding and watering twice a day, medication once per day, veterinarian visits (when appropriate), photographing and posting on social media for adoption.

In the calendar year of 2021, the City of Angleton Animal Services secured forty-nine (49) dogs and thirteen (13) cats. The dogs remained boarded for a combined total of 655 days. The cats remained boarded for a combined total of 505 days. In total, all animals remained boarded for a grand total of 1,160 days. At \$15.00 per day that equates to a total of \$17,400.00.

In the calendar year of 2021, the City of Angleton Animal Services vaccinated, dewormed, de-flee, heartworm test and medication each City of Richwood animal boarded for a combined total of \$422.05. Nine (9) dogs and seven (7) cats required boosters for an additional \$36.57.

In the calendar year of 2021, the City of Angleton Animal Services provided veterinary care for Richwood animals at a minimal expense of \$2,566.81. Despite the current contract stipulating that the City of Richwood shall pay for all veterinary care for Richwood animals, the City of Angleton did not bill the City of Richwood for these expenses.

In the calendar year of 2021, the City of Angleton Animal Services realized the equivalent of \$20,425.43 worth of services directed towards Richwood animals.

Unavailable were the total number of hours the City of Angleton Animal Control officers spent answering calls for service in Richwood that did not end in an animal capture. The Richwood Police Department averages about 230 animal complaint calls each year.

During Contract negotiations, Chief Mayer (Richwood) and Chief Valdez (Angleton) agreed to remove the clause in contract regarding the City of Richwood being responsible for all veterinary expenses and to consider those expenditures to be covered by the annual \$40,000.00 fee.

Stephen Scot Mayer, Chief of Police

Richwood, Texas

RESOLUTION 22-R-68

A RESOLUTION DESIGNATING REPRESENTATIVE AND ALTERNATE TO SERVE ON THE HOUSTON-GALVESTION AREA COUNCIL 2023 GENERAL ASSEMBLY BOARD OF DIRECTORS

BE IT RESOLVED, by the Mayor and the City Council of Richwood, Texas, that _____ be, and is hereby designated as its Representative to the GENERAL ASSEMBLY of the Houston-Galveston Area Council for the year 2023.

FURTHER, that the Official Alternate authorized to serve as the voting representative should the hereinabove name representative become ineligible, or should he/she resign, is _____.

AND FURTHER MORE, that the Executive Director of the Houston-Galveston Area Council be notified of the designation of the hereinabove named representative and alternate.

PASSED AND APPROVED this 12th day of September 2022.

Steve Boykin, Mayor

ATTEST:

Kirsten Garcia, City Secretary

City of Richwood - Premium Recap

	<u>2022- 2023</u>
Property	\$19,872
Inland Marine	\$6,396
General Liability	\$4,422
Automobile Liability	\$11,107
Automobile Physical Damage	\$13,347
Crime	\$196
Public Officials' Liability	\$1,950
Employment Practices Liability	\$3,089
Law Enforcement Liability	\$7,197
Data Compromise	\$851
Cyber Liability	\$2,082
Excess Liability	\$3,574
Workers Compensation**	<u>\$25,426</u>
TOTAL	\$99,509

Remarks:

1. ** Workers Compensation premium does not include 3% return of premium for safety equipment. This is \$763 annually.
2. We will need a signed Statement of Values (SOV)
3. Excess Liability is an extra \$2 Million in additional limits above the General Liability, Public Officials', Employment Practices, Law Enforcement and Auto.

City of Richwood — TEXAS —

AGENDA MEMORANDUM

CONTACT: ERIC FOERSTER-CITY MANAGER

SUBJECT: INSURANCE RENEWAL

BACKGROUND INFORMATION: Our Insurance broker has provided the attached coverages and costs based upon market analysis.

FISCAL IMPACT: 99,509 (Accounted for in the General Fund)

RECOMMENDATION: Approve the City Manager to execute the contracts for the coverages as presented.



AGENDA MEMORANDUM

CONTACT: CLIF CUSTER

SUBJECT: 2022 ASPHALT CRACK SEALING

SUMMARY:

Excessive cracking of newly constructed and existing asphalt streets requires maintenance in the form of asphalt crack sealing to best preserve Richwood’s asphalt streets into the future.

BACKGROUND INFORMATION:

Drought conditions experienced by Richwood in 2022 have accelerated asphalt cracking on newly constructed and existing asphalt streets. Generally speaking, asphalt crack sealing is a requirement within one to three years of applying a new asphalt surface to a roadway. Moving ground conditions caused by drought has crated cracks in newly constructed and existing asphalt streets ranging from ¼ to 3 inches in width. The most severe of cracks being 1 to 3 inches in width have exposed road base and subgrade to the certainty of deterioration due to rainwater infiltration of the streets.

Public Works has taken action to ensure water does not reach base material on some of the more severely affected streets. This action involved filling asphalt cracks with sand, cold-mix asphalt, and sand-mix grout. Although some of the larger cracked areas have been filled in, crack sealing in these areas is still a requirement. Public Works will perform crack sealing in areas affected the worst by drought conditions, but still require assistance from a contractor to seal other areas with asphalt cracks ranging from ¼ to 1 inch in width.

The most widely affected area of asphalt cracking ranging from ¼ to 1 inch in width is the Oakwood Shores Subdivision. A linear footage of affected street lanes totals roughly 51,320 linear feet. A crack sealing contract service is much better equipped to cover this distance effectively and efficiently, allowing Public Works to focus their crack filling and sealing efforts on smaller areas that were more greatly affected by the drought conditions.

An RFP was advertised in The Facts. Richwood received three inquires of the project and received one bid. SRC Civil Construction, LLC was the only contractor to submit a bid despite efforts to get other contractors to participate in the bidding for the project. SRC Civil Construction performed crack sealing for Richwood in 2021 as well.

ISSUE:

The city of Richwood Public Works is not equipped with the labor resources to effectively crack seal asphalt streets to a degree the efforts will be noticeably beneficial to preserving the integrity of newly constructed and existing asphalt streets.

FISCAL IMPACT:

\$87,244.00 plus 15% contingency

Total - \$100,334.00

RECOMMENDATION:

Based on the response to Richwood’s RFP and good performance record of SRC Civil Construction, I recommend that Council make a motion to award Richwood’s 2022 Asphalt Crack Sealing Project to SRC Civil Construction, LLC inclusive of 15% contingency in an amount not to exceed \$100,334.00.

SCR Civil Construction, LLC.
 5420 FM 2218
 RICHMOND, TX 77469
 281-344-0700
 281-344-0099 FAX

CITY OF RICHWOOD
 BRAZORIA COUNTY
 VARIOUS CITY STREETS

QUOTE: JULY 19, 2022

Alt. No.	Item No.	Desc Code	Bid Item Description	U/M	Approx. Quantities	Unit Bid Price	Amount
	712	6009	JT / CRCK SEAL (HOT - POURED RUBBER)	LF	51320.000	\$1.70	\$87,244.00
Total Bid Amount							===== \$87,244.00

SCR WOULD RECOMMENDING PERFORMING THIS WORK AFTER IT COOLS DOWN - LATE NOVEMBER TO DECEMBER

- ***** Price includes all labor, equipment, materials, supervision, insurances, and daily traffic control to complete the work.
- ***** Daily traffic control does not include any police officers, advance notice warning signs of either static or electronic message boards, or TMA's. Daily traffic control includes signs and channelizing devices, does not include portable message board, or TMA's..
- ***** Price is based upon working day light hours. Price is based upon coming out one time & performing all the sealing at one time.
- ***** Price includes ONE mobilizations. Additional mobilizations will be invoiced at \$ 5000.00 each.
- ***** Price excludes bonds, AGC dues or any portion of the G.C.'s bond or AGC dues. If a bond is required add 2% to our total.
- ***** Price quote is valid for 30 days from bid date.

THOMAS M JAHNKE