

## CITY COUNCIL MEETING SPECIAL SESSION

Tuesday, April 02, 2024 at 5:00 PM

City Hall, 102 W. Ashley Wilson Rd, Sweeny, Texas Also available via zoom at <https://zoom.us/j/93559947527?pwd=K1htcWVmZnFQYlh1VUN2RWlweWNzUT09> Meeting ID:935 5994 7527 Passcode:959355 or Dial in:+1 346 248 7799 US (Houston)

### AGENDA

BE IT KNOWN that the City Council of the City of Sweeny will meet in **Special Session** on **Tuesday, April 02, 2024 at 5:00 PM**, at City Hall, 102 W. Ashley Wilson Rd, Sweeny, Texas Also available via zoom at <https://zoom.us/j/93559947527?pwd=K1htcWVmZnFQYlh1VUN2RWlweWNzUT09> Meeting ID:935 5994 7527 Passcode:959355 or Dial in:+1 346 248 7799 US (Houston) with the following agenda. Council is conducted under modified Roberts Rules of Order as approved by Resolution 102-16; July 19, 2016. In accordance with Chapter §551 of the Texas Government Code, if required, the Council may conduct an executive session on any of the agenda items provided the City Attorney is present.

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#### CALL TO ORDER/ROLL CALL

#### PLEDGES & INVOCATION

#### CITIZENS WISHING TO ADDRESS CITY COUNCIL

*This item is available for those citizens wishing to address City Council on an issue not on the agenda. Any item discussed cannot be voted on but could be considered for placement on the agenda of the next regularly scheduled meeting. Limited to three (3) minutes.*

#### CONSENT AGENDA

*All of the following items on the Consent Agenda are considered to be self-explanatory by the Council and will be enacted with one motion. There will be no separate discussion of these items unless requested by the Mayor or a Council Member; in which event, the items will be removed from the consent agenda and considered separately.*

- [1.](#) Discussion and possible action to cancel or reschedule the Regular April Meeting.
- [2.](#) Discussion and update on grant or funding request applications in progress or completed as of March 2024.

#### REGULAR AGENDA

- [3.](#) Discussion and possible action to select an engineering firm for the Drinking Water State Revolving Fund (DWSRF) application submittal for funding through the Texas Water Development Board (TWDB) for the City of Sweeny Water Improvement Project to provide for

planning, permitting, environmental, design, and construction phase and other services necessary.

4. Discussion and possible action to purchase a web-based enterprise resource planning (ERP) software solution to replace the existing accounting system and other systems that currently comprise the City's financial programs.
5. Discussion and possible action on a request from City Council for additional information on the required wastewater treatment plant permit that must be completed six months ahead of the quinquennial permit expiration.
6. Discussion and possible action on a request from Strand Associates to amend Task Order 22-01 to increase compensation.
7. Discussion and possible action to proposed changes to Ordinance Chapter 52; Drought Contingency Plan
8. Discussion and possible action on adopting a resolution to add a voluntary donation to the utility bills for support of the animal shelter fund

**ITEMS OF COMMUNITY INTEREST**

**ADJOURN REGULAR SESSION**

I certify that the notice and agenda of items to be considered by the Sweeny City Council on **April 02, 2024** was posted on the City Hall bulletin board on Thursday, March 28, 2024, at approximately \_\_\_\_\_AM/PM.

\_\_\_\_\_  
Kaydi Smith - City Secretary

I hereby certify that this Public Notice was removed from the City Hall bulletin board on \_\_\_\_\_, 2024 at approximately \_\_\_\_\_AM/PM.

\_\_\_\_\_  
Kaydi Smith - City Secretary



# AGENDA MEMO

## Business of the City Council

### City of Sweeny, Texas

<b>Meeting Date</b>	04/02/2024	<b>Agenda Item</b>	
<b>Approved by City Manager</b>		<b>Presenter(s)</b>	City Manager
<b>Reviewed by City Attorney</b>		<b>Department</b>	Administration
<b>Subject</b>	Discussion and possible action to cancel or reschedule the Regular April Meeting.		
<b>Attachments</b>			
<b>Financial Information</b>	Expenditure Required:	-	
	Amount Budgeted:	-	
	Account Number:	-	
	Additional Appropriation Required:	-	
	Additional Account Number:	-	

#### Executive Summary

Council may determine to Cancel the Regularly scheduled April meeting or reschedule to a different date.

I have requested to take vacation on April 12, April 15, and April 16 and will be travelling on April 16th and therefore request to have the meeting date for the regularly scheduled City Council meeting in April changed from Tuesday, April 16 th to Wednesday, April 17th at the normal time of 6:00 p.m. Mr. Charlie has confirmed that he will be able to attend on April 17th, if approved by Council.

#### Recommended Action

Council discretion



# AGENDA MEMO

## Business of the City Council City of Sweeny, Texas

<b>Meeting Date</b>	04.02.2024	<b>Agenda Item</b>	
<b>Approved by City Manager</b>	Yes	<b>Presenter(s)</b>	Lindsay Koskiniemi, City Manager
<b>Reviewed by City Attorney</b>	No	<b>Department</b>	Various
<b>Subject</b>	Discussion and update on grant or funding request applications in progress or completed as of March 2024		
<b>Attachments</b>	Quick reference grant chart		
<b>Financial Information</b>	Expenditure Required:	N/A	
	Amount Budgeted:	N/A	
	Account Number:		
	Additional Appropriation Required:		
	Additional Account Number:		

### Executive Summary

I mentioned at the last City Council that I could prepare a quick reference tool of grants and funding applications the City of Sweeny has in progress.

Attached is a prepared quick grants reference tool that will be updated as applications progress or new applications are added.

There are a few new recreational grants I recently learned about that I intend to apply for through Texas Parks and Wildlife for recreational improvements.

### Recommended Action

No action needed.



**CITY OF SWEENEY**  
**GENERAL GRANT REPORT**  
 ALL GRANT FUNDED PROJECTS IN PROGRESS AS OF MARCH 2024

YEAR	FUNDING SOURCE	ACTIVITY	APPLICATION OR AWARD AMOUNT	MATCHING REQUIREMENT	STATUS	CONTRACT NO.
2024	TWDB - DWSRF	WATER SYSTEM	\$39.5M (APPLICATION)	LOAN, NOT A GRANT. APPLIED AS A DISTRESSED COMMUNITY WITH REQUEST FOR 70% PRINCIPAL FORGIVENESS.	PIF SUBMITTED 3/1/2024. CITY NOTIFIED OF INVITATION TO SUBMIT FULL APPLICATION	N/A
2019	GENERAL LAND OFFICE	SEWER SYSTEM	\$5M (AWARDED)	1%, OR \$54,528.00	PLANS COMPLETE, CONTRACTOR SELECTED. BREAKING GROUND IN JUNE 2024.	22-082-007-D205
2020	CDBG	SEWER PLANT	\$358,000.00 (AWARDED)	N/A	COMPLETED, BARSCREEN INSTALLED	CONTRACT NO 2-2021
2018	HMGP	EMERGENCY MANAGEMENT	\$78,000	25% OR \$19,500.00	BID PROCESS COMPLETE. EST'D INSTALLATION SEP 2024 BEHIND COM. CNTR.	FEMA PROJECT NO 4332-0021
2023	CDBG-HUD	WATER SYSTEM	\$200,000	\$263,200	ENVIRONMENTAL ASSESSMENT OF PECAN ST. IN PROGRESS.	B-23-UC-48-005
2023	CDBG-MIT	WATER SYSTEM	\$1,570,124 (CONDITIONALLY AWARDED)	\$0.00	CONDITIONALLY AWARDED. WAITING ON GLO APPROVAL OF COUNTY COMP APPLICATION	N/A
2024	H-GAC LIVEABLE CENTERS	LAND USE PLANNING	\$300,000.00 (APPLICATION)	\$10,000 FOR CERTAIN APPLICANTS	NOTICE OF INTENT IN PROGRESS (PRELIMINARY APPLICATION PHASE)	N/A
2024	RESILIENT COMMUNITIES	ZONING, GIS	\$300,000.00 (APPLICATION)	\$0	RFP FOR GRANT WRITER SERVICES IN PROGRESS	N/A
2023	TXDOT	SIDEWALK	\$2M	20%	DENIED. WILL REAPPLY IN 2025.	N/A
2024	TEXAS PARKS & WILDLIFE - COMMUNITY OUTDOOR OUTREACH PROGRAM	PARKS	\$100,000 (APPLICATION)	50%	INTEND TO APPLY BEFORE NOV 01, 2024 DEADLINE	N/A
2024	TEXAS PARKS & WILDLIFE - SMALL COMMUNITY RECREATION	PARKS	\$150,000 (APPLICATION)	50%	INTEND TO APPLY BEFORE AUG 01, 2024 DEADLINE	N/A
2023	PHILLIPS 66	PARKS	\$16,750 (AWARDED)	\$0	FOR NEW WINDSTORM RATED PAVILION AND NEW GRILLS AT MLK PARK	N/A
2022	CPCHEM	PARKS	\$5,000.00 (AWARDED)	\$0	PARK LIGHTING	N/A



# AGENDA MEMO

## Business of the City Council

### City of Sweeny, Texas

<b>Meeting Date</b>	04.02.2024	<b>Agenda Item</b>	
<b>Approved by City Manager</b>	Yes	<b>Presenter(s)</b>	Lindsay Koskiniemi, City Manager
<b>Reviewed by City Attorney</b>	No	<b>Department</b>	Public Works – Water Utility; Administration – Procurement, Grants
<b>Subject</b>	Discussion and possible action to select an engineering firm for the Drinking Water State Revolving Fund (DWSRF) application submittal for funding through the Texas Water Development Board (TWDB) for the City of Sweeny Water Improvement Project to provide for planning, permitting, environmental, design, and construction phase and other services necessary.		
<b>Attachments</b>	<ul style="list-style-type: none"> <li>- Sweeny Engineering Request for Qualifications Solicitation</li> <li>- Enprotech Hibbs &amp; Todd (EHT) Score Sheet</li> <li>- EHT Statement of Qualifications</li> <li>- Strand Associates Score Sheet</li> <li>- Strand Associates Statement of Qualifications</li> <li>- Bleyl Engineering Score Sheet</li> <li>- Bleyl Statement of Qualifications</li> </ul>		
<b>Financial Information</b>	Expenditure Required:	N/A	
	Amount Budgeted:	N/A	
	Account Number:		
	Additional Appropriation Required:		
	Additional Account Number:		

### Executive Summary

In January 2024, City Council directed the City Manager to post a request for qualifications for a manganese filtration system. The City took action to not only post the RFQ for engineering services related to water filtration and improvement but also to create a large-scale project leveraging a request for funding through the Texas Water Development Board from the Drinking Water State Revolving Fund.

On March 01, 2024, the City of Sweeny submitted the Project Information Form (PIF) required as the first step to prior to be invited to apply for funding assistance through the TWDB. Since the submittal of the PIF, the City has been notified that Sweeny’s project has been deemed acceptable for inclusion into the DWSRF Intended Use Plan and after the plan’s comment period on project priority listing ends, Sweeny will be invited to submit a full scale application. Email notification from TWDB attached.

The City advertised the RFQ (attached) from February 2024 to March 8, 2024 and received 3 statements of qualification from qualified engineering firms that include Strand Associates, Bleyl Engineering, and Enprotech Hibbs & Todd (EHT). All firms were evaluated on a scoring system with references checked by the evaluation team. The City mailed via certified USPS mail, invitations to apply to several Minority and Women Owned Business Enterprises (MWBE).



# AGENDA MEMO

## Business of the City Council

### City of Sweeny, Texas

Evaluations are provided with the firms' statements of qualifications. Qualifications were evaluated based on:

<u>CRITERIA</u>	<u>POINTS</u>
• Experience with Addressing Water Quality Issues, Especially Color Issues	40
• Capacity to Perform	40
• Familiarity with the City and TWDB	<u>20</u>
<b>TOTAL</b>	<b>100</b>

Firms scored the following:

EHT	91
Strand Associates	87
Bleyl Engineering	72

Staff felt that EHT had the edge in removal of secondary constituents from groundwater distribution systems through current technology, adherence to regulatory requirements with pilot programs, and experience with managing and administering TWDB applications for DWSRFs for distressed communities with actionable results.

#### **Recommended Action**

Staff recommends City Council authorize the City Manager to begin negotiations with Enprotech Hibbs & Todd for the DWSRF Water Improvements Project for Engineering Services.

Suggested motion:

“I move we authorize the City Manager to negotiate with Enprotech Hibbs & Todd for engineering services for the Drinking Water State Revolving Fund Water Improvement Project.”

**Lindsay Koskiniemi**

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**From:** noreply@twdb.texas.gov  
**Sent:** Tuesday, March 12, 2024 4:16 PM  
**To:** Lindsay Koskiniemi  
**Subject:** TWDB PIF State Change

Howdy,

You are receiving this message because you were listed as an entity contact, applicant or contributor to the following Project Information Form (PIF) record:

PIF No.: 16002  
Application ID: 2029173  
Entity: Sweeny  
Project Name: Sweeny Emergency Drinking Water System Improvements

This notice is to inform you that your PIF is listed as ACCEPTED.

A Texas Water Development Board (TWDB) staff member has reviewed your PIF and deemed it acceptable for inclusion in the DWSRF Intended Use Plan - Project Priority List.

The project will be posted for public comment and subsequently invited to apply upon completion of the public comment and response period. An application record has been created and will appear on the Dashboard of the Entity Contact listed on the PIF. All other Contributors must be assigned by the Entity Contact in the Application record.

Please be aware you may not submit the Application until the corresponding PIF record status has been changed to Invited.

If you feel like you have received this information in error please contact TWDB, by phone at 512-463-0991, or by e-mail at [financial\\_assistance@twdb.texas.gov](mailto:financial_assistance@twdb.texas.gov).

Thank you for utilizing the Online Loan Application system for your PIF record.

Sincerely,

Texas Water Development Board



**CITY OF SWEENEY, TEXAS**  
**DWSRF Water Improvements Project**  
**Request for Qualifications**  
**Engineering Services**

## 1.0 REQUEST FOR QUALIFICATIONS

### 1.1 General Information

The CITY OF SWEENEY (the “City”) requests the submission of Statements of Qualifications (SOQ) with respect to possible loan and/or loan forgiveness funding through the Texas Water Development Board (TWDB) to provide for planning, permitting, environmental, design, and construction management phase and other services as necessary associated with the design and construction of water system improvements using Drinking Water State Revolving Funds (DWSRF). This Request for Qualifications (RFQ) solicits information that will enable the City to determine the highest qualified Engineering Firm that may provide professional engineering services for the planning, design and construction management of a project, or projects that may be funded through the TWDB and/or the United State Environmental Protection Agency (EPA).

### 1.2 Intent

The intent of the City is to hire an Engineering Firm to provide planning, design, and construction management phase engineering services via a two-step procurement process. The City will evaluate all Respondent’s Statement of Qualifications in step one and may conduct interviews with short-listed Respondent’s, in step two. At the conclusion of either step one or step two of this process, the City will rank candidates by order of highest qualifications and first attempt to negotiate a fair and reasonable fixed price contract with the highest qualified Engineering Firm. If unable to negotiate a mutually acceptable contract, the City will terminate negotiations with the highest qualified Engineering Firm and begin negotiating with the next highest qualified candidate. If necessary, the City will repeat these steps until an acceptable contract is obtained. Complete procedures for procuring the Engineering Services are presented in Section 2.0 of this RFQ.

The City reserves the right to reject any or all qualification statements received in response to this public notice. The City reserves the right to shortlist respondents and base final selection rankings on personal interviews. The City reserves the right to conduct new project planning, design, and construction management phase engineering services selection procedures for this or future projects.

### 1.3 Standards

The selection of a service provider and award of a contract may be contingent upon the funding and approval through the TWDB.

This RFQ is issued in accordance with Section 2254 of the Texas Government Code (Professional Services Act) and Title 40 Code of Federal Regulations, Part 31 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments).

State and Federal requirements are applicable to this Project, including requirements regarding procurement, cost and pricing data, solicitation of Minority and Women’s Business Enterprises (MWBE) and Equal Employment Opportunity (EEO). It is the respondent’s responsibility to make a good faith effort in offering fair opportunity for participation in this project. Documentation of applicable efforts may be required.

Small, Minority, and Women Business Enterprises (SMWBE) are encouraged to submit qualification statements for consideration as are Small Business in a Rural Area (SBRA).

#### 1.4 Project Schedule and Submittal Deadline

The project planning, permitting, environmental, design and construction management phase services and additional services contract is anticipated to be awarded early 2024. The contract may be extended at the mutual agreement of the parties, or whatever greater period allowed by the TWDB during which the contract is in effect.

**The SOQ Package (see Section 2.2) must be submitted to the City by 4:00 P.M. local time on March 8, 2024.** See Section 2.3 for mailing or delivery instructions.

#### 1.5 Project Description

The proposed various future projects for the period of service may include, at the City's determination and schedule, the following:

- 1.5.1 Provide planning, permitting, environmental, design and construction management phase services and other additional services associated with design and construction of the TWDB-DWSRF Water System Improvements related to the treatment, storage, pumping and distribution system and other water system improvements as necessary.
- 1.5.2 The project scope includes, but is not limited to, addressing current water quality issues associated with significant color-causing contaminants, such as manganese and/or iron, as well as compliance associated with hydraulics, water age, and infrastructure condition.

#### 1.6 Public Record

All data and information submitted by the Engineering Firm in response to this RFQ shall become public information, as provided by the Texas Open Records Act, Texas Government Code Sections 552.001 – 552.026. The City does not assume responsibility for asserting legal arguments for confidentiality on behalf of the Engineering Firm.

#### 1.7 Cost of Preparing Statement of Qualifications Package

Costs for preparing the SOQ Package and any subsequent materials or presentations shall be solely the responsibility of the prospective Engineering Firm.

#### 1.8 Scope of Services

The Selected Engineering Firm shall provide timely and professional planning documents, geotechnical investigations, design surveys, construction plans and technical specifications and contract documents, construction staking, operations and maintenance manuals and other specific services as discussed below. It is the intent of this RFQ that a consistent quality of services is provided for all the Project's components.

The scope of Planning, Design, and Construction Management Phase Engineering Services is expected to include:

- 1.8.1 Attending preliminary conferences with the City, TWDB personnel and other interested parties regarding the Project. Assist the City in the preparation of applications and supporting documents for government grants, loans, or advances in connection with the Project. Assist in the preparation or review of environmental assessments and impact statements; review and evaluation of the effects on the design requirements for the Project of any such statements and documents prepared by others; and assistance in obtaining approvals of authorities having jurisdiction over the anticipated environmental impact of the Project.
- 1.8.2 Prepare a Preliminary Engineering Feasibility report, which shall, as appropriate, contain schematic layouts, sketches, and conceptual design criteria with appropriate exhibits to indicate the agreed-to requirements, considerations involved, and those alternate solutions available to the City, which the Engineer recommends.

- 1.8.3 Determine the necessity for acquisition of any additional real property/easements/right-of-way for the City's potential Project(s) and, if applicable, furnish all necessary information such as name and address of property owners, legal descriptions of parcels to be acquired and map of entire tracts with designation of part to be acquired to the City. Prepare property surveys, detailed descriptions of sites, maps, or drawings as required assist in negotiating for land and easement rights. The Engineer will coordinate preparation of an appraisal by a qualified appraiser to be paid for by the City, of the value of real property needed for the necessary facilities and determine the availability of title, easements, and rights-of-way needed to implement the project. The Engineer will assist the City to obtain all necessary right-of-way and easements on behalf of the City pursuant to federal requirements acceptable to public funding agencies.
- 1.8.4 Furnish and submit, on behalf of the City, the engineering data necessary for applications for routine permits by local, state, and federal authorities (as distinguished from detailed applications and supporting documents for government grants-in aid, or for planning advances). The Engineer will also prepare and submit, on behalf of the City, the engineering data and other information as required by the Texas Commission on Environmental Quality (TCEQ) for Texas Pollution Discharge Elimination (TPDES), including discharge permits and Storm Water Pollution Prevention Plans (SWP3) as required.
- 1.8.5 Complete pilot-scale and/or bench-scale testing of potential treatment technologies necessary to address current water quality issues at the City, including development of testing protocols in coordination with TCEQ, and development of pilot testing reports and obtainment of exception approvals from TCEQ as necessary.
- 1.8.6 Provide field surveys to collect information required for planning and design and complete related office computations and drafting.
- 1.8.7 Perform geotechnical investigations such as auger borings core borings, soil tests, or other subsurface explorations and laboratory testing and inspecting of samples or materials relevant to design.
- 1.8.8 Prepare detailed construction plans, specifications and contract documents for the construction authorized by the City in accordance with all State and Federal requirements.
- 1.8.9 Prepare estimates for probable construction cost of the authorized construction.
- 1.8.10 Furnish the City with copies of approved contract documents including notices to bidders and proposal forms.
- 1.8.11 Assist the City in the advertisement of the project for Bids.
- 1.8.12 Attending the bid opening and tabulate the bid proposal, analyze the responsiveness of the bidder(s), and make recommendations for awarding contract(s) for construction to the lowest responsive bidder(s).
- 1.8.13 Prepare and coordinate approval of formal Contract Documents and coordinate issuance of Notice to Proceed from the TWDB.
- 1.8.14 Provide field surveys and office computations for construction control staking, including the staking of benchmarks and horizontal control references for the contractor to stake out of work.
- 1.8.15 Consult and advise the City during construction; issue all instructions to the contractor requested by the City and prepare and issue routine change orders with the City's approval. Prepare alternate designs or non-routine contract change orders that are necessary due to no fault of the Engineer and upon approval of the City and TWDB.
- 1.8.16 Review samples, catalog data, schedules, shop drawings, laboratory, shop and mill tests of material and equipment and other data which the contractor submits. The Engineer will review and

approve for conformance with the design concept, all shop drawings and other submittals as required by the Contract Documents to be furnished by contractors.

- 1.8.17 Obtain and review monthly and final estimates for payments to contractors and furnish any recommended payments to contractors or suppliers to the City and assemble written guarantees which may be required by the Contract Documents.
- 1.8.18 Attend monthly meetings with the City and TWDB during construction.
- 1.8.19 Prepare an operation and maintenance manual that meets applicable TWDB guidelines for submission to the City before construction of the project is 90% complete.
- 1.8.20 Conduct, in the company of City, a final inspection of the project for compliance with the Contract Documents and submit recommendations concerning the project status of the City's final payment to the contractor. Prior to submission of recommendation for final payment on each contract, the Engineer will submit a certificate of substantial completion of work done under that contract to the City, TWDB and others as required.
- 1.8.21 Revise the Contract Drawings (unless redrawing is required) from as-built drawings submitted by the contractor, to show the work as constructed. The Engineer will provide the City with one set of reproducible records (as-built) drawings and two sets of prints. Such drawings will be based on the resident project inspector's construction data and the construction records provided by the contractor during the construction.
- 1.8.22 Coordinate approval and issuance of Certificate of Acceptance (COA) from TWDB and others as required.
- 1.8.23 Conduct, within one month of its expiration, in the company of the City, a warranty inspection of the project for compliance with the Contract Documents and submit recommendations concerning project warranty issues to the City, TWDB and others as required.
- 1.8.24 The Engineer shall review the first year's operation of the Project and revise the operations and maintenance manual for the Project as necessary to accommodate actual operational requirements and expenses. Eleven months after initiation of the Project's operation, the Engineer shall advise the City in writing whether the Project meets the project performance standards.
- 1.8.25 The Engineer shall assist in training operating personnel and coordinate the preparation of curricula and training materials for operating personnel.

## 2.0 INSTRUCTIONS AND PROCEDURES

### 2.1 Prohibition

Do not submit pricing information. If pricing information is submitted, the response to the RFQ will not be considered.

### 2.2 SOQ Package Preparation

The Qualification Package will include the following four (4) components and shall be numbered as shown:

- 2.2.1 One Page Transmittal Letter. The letter shall provide the names, title, address (physical and mailing) and telephone number of the official contact and shall be numbered if more than one page.
- 2.2.2 Statement Concerning Insurance. Confirmation that the Engineering Firm will provide general liability insurance, worker's compensation, and professional liability insurance for the project within 10 calendar days of any Notice of Award.

2.2.3 Statement Concerning Conflict of Interests. Those interests of the Engineering Firm that would impede with or interfere in the carrying out of the duties and responsibilities of the position of Project Design Engineer are deemed conflicting. Utilize the attached Conflict of Interest Statement form.

2.2.4 Qualifications Statement. Use the format in Section 3.0, Statement of Qualifications – Format. No material shall be incorporated by reference only, nor should brochures, photos, or additional data be submitted. Any such material will not be considered in the evaluation process. The entire Qualification Package shall stand alone and include full responses to all RFQ instructions. The Qualification statement must not exceed 20 pages of 8½” by 11” paper.

Note: If the Engineering Firm is a Joint Venture firm, then documentation of its incorporation may be requested.

2.3 Submitting the SOQ Package

The Engineering Firm shall submit one (1) copy of the Statement of Qualifications Package. Packages may be delivered by courier or mail. No faxes will be accepted. The Qualifications Statement Package should be in sealed envelopes which are clearly labeled and addressed as follows:

The RFQ is available from the City upon request or by picking up a copy at the address below during regular business hours. **One (1) copy of the SOQ Package should be submitted by 4:00 P.M. (Local Time), March 8, 2024, in a sealed envelope to the following address and clearly labeled accordingly:**

**CONFIDENTIAL: STATEMENT OF QUALIFICATIONS ENCLOSED  
ENGINEERING SERVICES  
ATTENTION: LINDSAY KOSKINIEMI , CITY MANAGER  
CITY OF SWEENY  
102 W. ASHLEY WILSON RD.  
SWEENY, TEXAS 77480**

The City does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. Small Minority and Women’s Business Enterprises are encouraged to submit SOQs. The City is an Equal Opportunity Employer. For additional information or to receive the RFQ, please contact the City Manager Lindsay Koskiniemi at (979) 548-3321 or Citymanager@sweenytx.gov.

Regardless of submission method, the submission deadline for SOQ’s is no later than 4:00 P.M. local time, March 8, 2024. The City may not review packages submitted in any other format. Late proposals will not be accepted for review under any circumstances.

2.4 Evaluation Factors and Relative Importance

The following factors, in order of relative importance, will be used in identifying the highest qualified Engineering Firm:

2.4.1 Professional qualifications of the individual(s) (including subcontracted personnel) who will perform the work.

<u>Criteria</u>	<u>Points</u>
Experience with Addressing Water Quality Issues, Especially Color Issues	40
Capacity to perform	40
Familiarity with the City and TWDB	20

2.5 Inquiries

If any Engineering Firms have any questions or need any additional information to clarify the intent of this RFQ, submit questions or requests in writing as discussed in Section 2.6. The City will collect these questions and respond to all the RFQ Package holders in writing prior to evaluation.

Engineering Firms should not attempt to contact any individual from the City other than in the form provided in this Request for Qualifications. Should any Engineering Firms find discrepancies in or omissions from the RFQ or should the Engineering Firm be in doubt as to their meaning, the Engineering Firm shall notify City Manager Lindsay Koskiniemi at (979) 548-3321 or Citymanager@sweenytx.gov. Requests for clarifications will be received in writing up to 96 hours of the submittal deadline. Answers to all such requests will be given in writing by the City to all prospective Engineering Firms no later than 48 hours before the submittal deadline. Oral explanations or instructions will not be binding. Written requests for clarifications may be sent to the same address as shown for final SOQ Package submittal. Clarifications will be sent to all individuals or firms that have received the RFQ.

## 2.6 Evaluation Process

The City may call upon anyone they deem necessary to assist with the evaluation.

The City may obtain information from references.

The City may contact the Engineering Firms for the purpose of obtaining additional information or clarification during the evaluation period.

The City will evaluate each Qualification Package received, in accordance with the factors in Section 2.4, based on the contents of the SOQ package, any subsequent written clarifications required, and reference information obtained. The City will not consider any information or data incorporated by the Engineering Firm by reference or otherwise referenced, except when it considers reference information the City obtains from existing and prior clients of the Engineering Firm.

The City may rank and determine the highest qualified Engineering Firm based solely upon the evaluation of the Statement of Qualifications package, any subsequent written clarifications required, and reference information obtained.

If, based on the review of the Qualifications Packages the City deems it necessary to interview Engineering Firms to determine the highest qualified Engineering Firm, the City may identify two or more Engineering Firms to be interviewed using the procedure in Section 2.7.

## 2.7 Interviews

The City will develop a list of questions to be answered by each Engineering Firm interviewed and provide additional instructions to be followed. These parties will be allowed one (1) week to prepare for the interviews. The total elapsed time between the City's short-list selections and interviews by the City will be approximately two (2) weeks. The City will rank and determine the highest qualified Engineering Firm upon completion of the interviews.

## 2.8 Notification of Selection

The City will notify the most qualified Engineering Firm in writing. Upon notification of selection by the City, the Engineering Firm shall submit a detailed cost proposal based on the proposed scope of work. Upon receipt of the proposal, the City and the Proposer will attempt to negotiate scope and extent of work to be performed, time for full performance, compensation, and other terms. Final selection of the successful Engineering Firm will be contingent upon approval of the City Council or Commission.

## 2.9 Additional Information

2.9.1 This contract is contingent upon the release of funds from the Texas Water Development Board (TWDB).

- 2.9.2 Any contract or contracts awarded under this Request for Qualifications (RFQ) are expected to be funded in part by a loan or loan forgiveness from the TWDB. Neither the State of Texas nor any of its departments, agencies, or employees are or will be a party to this RFQ or any resulting contract.
- 2.9.3 This contract is subject to the Environmental Protection Agency’s (EPA) Disadvantaged Business Enterprise (DBE) Program, which includes EPA-approved fair share goals toward procurement of Minority and Women-owned Business Enterprise (M/WBE) firms. EPA rules require that applicants and prime contractors make a good faith effort to award a fair share of contracts, subcontracts, and procurements to M/WBEs through demonstration of the six affirmative steps. For more details of the DBE Program and the current, applicable fair share goals, please visit [www.twdb.texas.gov/dbe](http://www.twdb.texas.gov/dbe).
- 2.9.4 Equal Opportunity in Employment - All qualified Applicants will receive consideration for employment without regard to race, color, religion, sex, age, handicap of national origin. Bidders on this work will be required to comply with the President's Executive Order No. 11246, as amended by Executive Order 11.375, and as supplemented in Department of labor regulations 41 CFR; Part 60. Small, minority and women-owned firms are encouraged to submit proposals.

3.0 STATEMENT OF QUALIFICATIONS- FORMAT

The information in the Engineering Firm’s Statement of Qualifications in this Package shall be presented either on these sheets or in the same order and sequence as outlined below.

3.1 Organization

Describe the Engineering Firm’s organization in accordance with the format below:

General

- 3.1.1 Firm Name: \_\_\_\_\_
- 3.1.2 Address & Phone Number: \_\_\_\_\_
- 3.1.3 Texas Board of Professional Engineers Firm Registration Number: \_\_\_\_\_
- 3.1.4 Submittal is for:  Parent Company  Branch Office
- 3.1.5 Year Firm Established: \_\_\_\_\_
- 3.1.6 Former Firm Name(s): \_\_\_\_\_
- 3.1.7 Type of Ownership: \_\_\_\_\_
- 3.1.8 Name of Parent Company (if any): \_\_\_\_\_
- 3.1.9 Name of Principals and Titles:
 

Principal Name: _____	Title: _____
Principal Name: _____	Title: _____
Principal Name: _____	Title: _____
Principal Name: _____	Title: _____
Principal Name: _____	Title: _____
- 3.1.10 Office Locations, Number of Personnel in each Office, and Types of Disciplines in each Office. Examples of Disciplines: Administrative, Draft persons, Computer Technicians, Civil Engineers, Construction Managers, Inspectors, Schedulers, and others.
 

Office Location: \_\_\_\_\_ Employees: \_\_\_\_\_

Disciplines: \_\_\_\_\_

Office Location: \_\_\_\_\_ Employees: \_\_\_\_\_

Disciplines: \_\_\_\_\_

Office Location: \_\_\_\_\_ Employees: \_\_\_\_\_

Disciplines: \_\_\_\_\_

Office Location: \_\_\_\_\_ Employees: \_\_\_\_\_

Disciplines: \_\_\_\_\_

Office Location: \_\_\_\_\_ Employees: \_\_\_\_\_

Disciplines: \_\_\_\_\_

3.2 Key Personnel/Project Team

3.2.1 The Engineering Firm shall provide a brief profile for key personnel that will be assigned to this project. The information for each member of the Project Team must include the following: Name, Area(s) of Expertise, Years of Experience in that area(s), Professional License(s), including registration number(s), (if applicable), TCEQ Licenses, (if applicable) and experience with State and Federal Agencies (if applicable).

3.2.2 For those team members that maintain a professional license issued by a state agency, indicate their current standing with that agency.

3.2.3 The Engineering Firm shall describe their specific project approach and key elements identified relative to the project description in 1.5 and the tasks shown in 1.8 of the RFQ.

3.2.4 Include an organizational chart showing participants and disciplines for specific portions of assigned work on this project, and lines of authority for all portions of the work.

3.2.5 The Engineering Firm shall provide a list of names, addresses and specialties of outside consultants/associates for this project and prior working relationship. List specific areas of responsibility (including administrative, technical, and financial) for each firm.

3.2.6 Identify the level of participation of MWBE team members in percentage of total work effort.

3.3 Resource Utilization Plan

3.3.1 Labor Resources: The Engineering Firm shall include a brief statement describing how staff will be provided, allocated and balanced during sickness, attrition, and periods of increased workloads.

3.3.2 Equipment Resources: The Engineering Firm shall list all pieces of office and/or field equipment which is owned, or that it has direct access to, that is pertinent to this project.

Office Equipment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Field Equipment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



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3.4 Workload Status

- 3.4.1 Based on the Engineering Firm’s current workload and staffing, indicate the current percentage of capacity at which the Engineering Firm is operating. Indicate the current backlog (if any) of the assignments in months.
- 3.4.2 Based on current assignments, backlogged assignments and known future assignments not currently in-house, indicate the percentage of capacity that the Engineering Firm will be operating during the time indicated in the RFQ and the ability to meet the time constraints for completion of the project tasks while completing other prior committed workloads which involve members of the team identified for assignment to this project.
- 3.4.3 Identify the percentage of time key personnel will devote to this project.
- 3.4.4 Identify tasks to be completed locally, by an identified associated office or by an identified subcontractor.

3.5 Experience

The Engineering Firm shall list examples of the Firm’s project management, design, and construction management experience for water distribution systems and services. List the most recent 5 years experience (maximum of 10 assignments) Experience must include: Name, Location, contact Person and telephone Number, Date of Engagement for Assignment.

3.6 References

The City will contact references. In addition to the contact person(s) listed, the City may discuss the Engineering Firm's work performance with any current or former employee of the reference firm. References must include Project Name & Location, Engineering Firm's role and responsibility, specific client contacts, list name(s) and phone number(s) of the City(s) representatives, name and phone number of Project Engineer, list name(s) and phone number(s) of Governmental Agency contact and brief description of the projects and Firm's duties.

3.7 Claims/Performance/Insurance/Bonding

3.7.1 If the Engineering Firm is currently involved in litigation or arbitration based on its work, briefly describe the nature of the claim.

3.7.2 If the Engineering Firm has ever been terminated from an assignment for non-performance, please briefly explain.

3.7.3 Name of Engineering Firm's General Liability, Workers Compensation and Professional Liability insurance carrier and agent's address and telephone number.

3.8 Joint Ventures/Subcontracts

If it is anticipated that this assignment will be executed as a joint venture, and/or of 25% or more of the assignment based on either cost or time is to be subcontracted, provide the company's name of the joint venture partner and/or subcontractor and the proposed work for which it is responsible. Joint venture partners and subcontractors responsible for 25% of the work as indicated above must provide a separate Qualification Package.

3.9 Submittal Shall Be Signed In Accordance With The Following Format:

Submitted By: (must be principal of the Firm)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (typed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**CONFLICT OF INTERERST STATEMENT**

I certify that the following statement is true with respect to the Request for Qualification for Engineering Planning, Design and Construction Management Services for the TWDB-DWSRF Water System Improvements Project for the City of Sweeny, Texas.

1. No principal or employee of this firm has offered or promised to pay or deliver directly or indirectly, any commission, political contribution, gift, favor, gratuity, benefit, or reward as an inducement to secure this assignment.
2. No employee, officer, or agent of the City of Sweeny, or their immediate family members, has financial or other interest in this firm.
3. This firm will not engage in construction contracting or in the supply of goods, materials and/or equipment for the construction of this project.
4. This firm is not associated or affiliated, either directly or indirectly, with firms, individuals, or commercial organizations that have a vested interest in the construction of this project.

\_\_\_\_\_  
Signed by Principal of Firm

\_\_\_\_\_  
Name Typed

\_\_\_\_\_  
Title



**Project:** City of Sweeny, Texas - DWSRF Water Improvements Projects - Request for Qualifications – Engineering Services

**Respondent:** Enprotec Hibbs & Todd  
**Date:** March 21, 2024  
**Review Completed By:** L. Koskiniemi

### Scoring Criteria

<u>CRITERIA</u>	<u>POINTS</u>
• Experience with Addressing Water Quality Issues, Especially Color Issues	40
• Capacity to Perform	40
• Familiarity with the City and TWDB	20
<b>TOTAL</b>	<b>100</b>

#### Reviewer Notes – Not included with scoring criteria:

EHT’s submittal is professional and organized according to the RFQ solicitation instructions. Statement on M/WBE Participation included and provides efforts are be made to solicit subconsultant services when needed from Minority and Women’s Business Enterprises. Submittal was received by City staff on March 7, 2024, at 10:04 a.m. All required documentation is included with the submittal. **Submittal accepted for consideration.**

#### Experience with Addressing Water Quality Issues, Especially Color Issues:

The project team, while small in, appears to have extensive experience with water related projects in small municipalities and other public water systems. The project team provided experience relating to design and management of water, evaluation of water systems, experience in pilot programs, reverse osmosis systems and other membrane filtration systems for groundwater, and experience with TWDB Economically Distressed Areas Program and DWSRF. Water improvement projects in the statement of qualifications address TCEQ noncompliance relevant to Sweeny’s proposed water improvement project.

**Points      38**

#### Capacity to Perform:

EHT’s submittal clearly demonstrates a positive capacity to perform at 80%+ which will be maintained at 80% or above during this project. EHT disclosure of prior obligations and timelines



necessary to complete projects is not clearly stated. EHT has provided the names and credentials of the project team, and all team members appear to have capacity to perform and appropriate experience needed to complete the project. Utilization of subcontractors is limited to 25%.

**Points 35**

**Familiarity with the City and TWDB:**

EHT exhibited good understanding of the Water Board funding and application process. EHT exhibited a good understanding of the project needs which include removal of secondary constituents for water clarity, need for extensive aged water infrastructure replacement, and the understanding all elements of the proposed project will be funded by TWDB should the Board accept the City's final application. EHT has completed or is currently working on projects near Sweeny in Pearland and Richmond, but work has predominantly been in west and central Texas. EHT's understanding of TWDB is demonstrated in the number of projects for which they have successfully completed TWDB applications leading to funded projects.

**Points 18**

**Total Points 91**

**References contacted:**

1. Lorenzo Wingate, P.E., City of Pearland – technical expertise is great, but responsiveness can be slow.
2. Erin Corbell – City of Brady, TX – “Fantastic on TWDB application... wonderful to work with; 10/10 all day long.” The construction for the Brady Water Improvement Project is nearing completion, but EHT’s portion is complete with great feedback from City of Brady on EHT’s performance.
3. Shane Kelton, City of San Angelo, TX – San Angelo Groundwater Supply Expansion Project included increasing well capacity from 8mgd to 12mgd and iron and radium reduction vessels. “Excellent experience with them [EHT]... can’t speak highly enough... project management has been amazing.” This project is funded by TWDB, and the application for funding was completed by EHT.

Review Completed by Lindsay Koskiniemi on March 21, 2024.

Total score: 91/100



*3/21/2024*

# STATEMENT OF QUALIFICATIONS

## RFQ FOR ENGINEERING SERVICES

## DWSRF WATER IMPROVEMENTS PROJECT

MARCH 8, 2024



**Abilene | Lubbock | Granbury**

PE Firm Registration No. 1151  
PG Firm Registration No. 50103  
RPLS Firm Registration No. 10011900

**Corporate Headquarters**

402 Cedar Street  
Abilene, Texas 79601  
T: (325) 698-5560  
F: (325) 690-3240

[www.e-ht.com](http://www.e-ht.com)



Enprotec | Hibbs & Todd



Celebrating 35 years



Enprotec | Hibbs & Todd

March 8, 2024

City of Sweeny  
Attn: Lindsay Koskiniemi  
City Manager  
102 W. Ashley Wilson Road  
Sweeny, Texas 77480

Re: Engineering Services RFQ  
DWSRF Water System Improvements Project

Dear Ms. Koskiniemi:

Enprotec / Hibbs & Todd, Inc. (eHT) is pleased to submit the qualifications of our firm to the City of Sweeny (City) for consideration to provide professional engineering services for the Texas Water Development Board (TWDB) Drinking Water State Revolving Fund (DWSRF) Water System Improvements Project. We are committed to providing you with the highest quality of professional services and consulting for this important and timely project.

eHT provides designs that optimize the funding mechanism and are conversant with all aspects of project documentation requirements. Agencies depend on their consultants to take care of the details; we have worked with the TWDB for over 35 years.

I will be the main point of contact to the City and can be reached at: Physical and Mailing Address: eHT, 402 Cedar Street, Abilene, Texas 79601; (325) 698-5560 [REDACTED]

We feel that our team is best suited to assist the City in this project. Should additional information be desired, please don't hesitate to contact me.

eHT confirms that we will provide general liability insurance, worker's compensation, and professional liability insurance for the project within 10 calendar days of a Notice of Award.

eHT also confirms that there are not any conflicts of interest that would impede with or interfere in the carrying out of duties and responsibilities of the position of Project Design Engineer.

Sincerely,

Enprotec / Hibbs & Todd, Inc.



Jordan S. Hibbs, PE  
President



# ORGANIZATION

### 3.1

**Firm Name**

**Enprotec / Hibbs & Todd, Inc. (eHT)**

**Address & Phone Number**

**Corporate Headquarters**

402 Cedar Street | Abilene, TX 79601  
T: (325) 698-5560 | F: (325) 690-3240

**Branch Offices**

1310 Weatherford Highway, Suite 116 | Granbury, TX 76048  
T: (682) 498-6000  
6310 Genoa Avenue, Suite E | Lubbock, Texas 79424  
T: (806) 794-1100

**TBPE Firm Registration No** 1151

**Submittal is for:** Enprotec / Hibbs & Todd, Inc. (parent company) with three Texas offices.

**Year Firm Established:** 1989

**Former Firm Name:** Enprotec / Hibbs & Todd, Inc. (eHT) does business in its own name and that of its wholly owned subsidiary Enprotec of South Texas, Inc. (incorporated in 2000) and through Geotec Labs and Starr Engineering (registered dba's). eHT is the result of a merger of Hibbs & Todd, Inc. (inc. in 1993) into Enprotec, Inc. (inc. in 1989). The name of the firm was changed to Enprotec / Hibbs & Todd, Inc. immediately following the merger.

**Type of Ownership:** Corporation

**Name of Parent Co.:** N/A

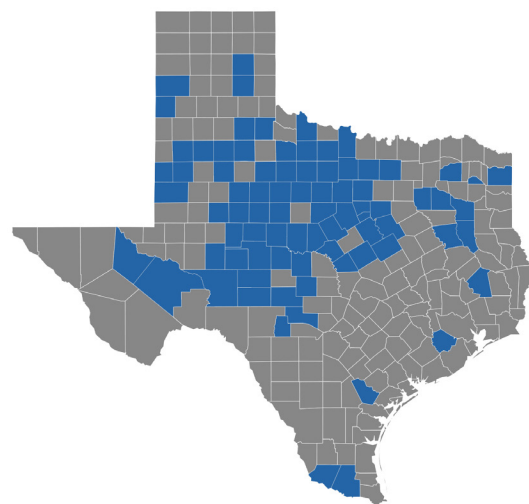
**Name of Principals and Titles:**

- Scott F. Hibbs, PE, CEO
- Jordan S. Hibbs, PE, President
- Keith P. Kindle, PE, Vice President
- Scott Yungblut, PE, Vice President
- Joshua L. Berryhill, PE, Vice President & Tech. Dir.
- Sage Diller, PE, Vice President
- Chris Hay, PE, Vice President
- Colden S. Rich, PE, Vice President
- Bob Benham, CPA, Chief Financial Officer

**Personnel in Each Office:**

OFFICE	PERSONNEL	DISCIPLINE
ABILENE	23	Engineers
	2	Geologists/Environmental
	5	Operations Specialists
	7	Technicians
	4	Construction Materials Testing
	5	Construction Inspectors
	5	Surveyors
	8	Administrative
LUBBOCK	2	Engineers
	2	Geologists/Environmental
	3	Technicians
	1	Administrative
GRANBURY	2	Engineers
	2	Operations Specialists
	2	Construction Inspectors
	2	Surveyors
	1	Administrative
<b>TOTAL</b>	<b>76</b>	

**Funded Project Experience**





## KEY PERSONNEL / PROJECT TEAM



### JORDAN S. HIBBS, PE

Licensed Professional Engineer, Texas  
#115729

Areas of Expertise: Project Management,  
Water and Wastewater, Funding and  
Regulatory Agency Coordination

Years of Experience: 15

Mr. Hibbs has over 15 years of experience in the design and management of water, wastewater, drainage and site development projects for municipal clients. He has experience designing and evaluating water treatment plants, water distribution systems, wastewater treatment plants, wastewater collection systems and storm drainage systems. Mr. Hibbs regularly coordinates with state and federal agencies for various projects. His project experience includes:

- Bailey Water Treatment Plant Improvements, City of Pearland
- Water Treatment Plant, City of Richmond
- Emergency Water Treatment Plant, City of Cisco
- Regional Water Treatment Plant, City of Missouri City
- Transmission Lines, Phases I-III, City of Missouri City
- Water Treatment Plant and Master Plan, City of Richmond
- Distribution Lines, City of Richmond
- Ground Storage Tank, City of Pearland
- Reuse Line for Hamby Water Reclamation Facility, City of Abilene
- Possum Kingdom Raw Water Lines, City of Abilene
- Water Treatment Plant Improvements, City of Abilene
- Water Treatment Plant and Expansion, City of Granbury
- Hydro-Pneumatic System Improvements, Corix Utilities
- FM 1229 Water Line Improvements, Corix Utilities
- Ground Storage Tank, City of Midlothian
- Water Treatment Plant Preliminary Analysis, Somervell County Water District
- Taste and Odor Resolution, City of Jacksboro
- Water System Master Plan, City of Commerce



### JOSHUA L. BERRYHILL, PE

Licensed Professional Engineer – Texas  
#100323

Areas of Expertise: Project Management,  
Water and Wastewater, Funding and  
Regulatory Agency Coordination

Years of Experience: 20

Mr. Berryhill has 20 years of experience in the design, operation and analysis of water and wastewater treatment systems. He has experience in the piloting, design, construction and operation of water treatment plants, including reverse osmosis systems for groundwater and seawater, chemical feed systems, sedimentation, microfiltration, dual- and tri-media filtration, clear wells and plant water and high service pumping systems. He also has experience in the design, construction and operation of wastewater treatment plants, including pump stations, preliminary screening, grit removal and flow equalization systems, extended aeration basins, activated sludge aeration basins, biological nutrient removal systems, sequencing batch reactors, membrane bioreactors, clarification, tertiary filtration, chemical and UV disinfection, anaerobic and aerobic digestion systems, plant water and reuse systems. His experience includes:

- Radionuclide Reduction Treatment, Cities of Brady, Mertzson, Mason, Eden and Pecos County
- Bailey Water Treatment Plant Improvements, City of Pearland
- Emergency Water Treatment Plant, City of Cisco
- Water Treatment Plant Improvements, Upper Leon River Municipal Water District
- Water Treatment Plants, City of Abilene
- Water System Improvements, City of Brady
- PK Roughing Facility, City of Abilene
- Hickory Expansion Project, City of San Angelo
- Water Treatment Plant Improvements, Eastland County Water Supply District
- Surface Water Treatment Plant Expansion, City of Granbury
- Water Treatment Plant Improvements, City of Beeville
- Desalination Pilot, Brownsville PUB
- Water System Improvements, City of Ballinger



**KEITH P. KINDLE, PE**

Registered Professional Engineer – Texas  
#87779

Areas of Expertise: Water Treatment,  
Funding and Regulatory Agency  
Coordination, Project Management  
Years of Experience: 29

Mr. Kindle has 29 years of experience managing large public works programs. He has in-depth experience in project management including planning, design and construction management for water supply, treatment and distribution projects and wastewater treatment and collection projects. He has extensive experience with the Texas Water Development Board Economically Distressed Areas Program, CWSRF and DWSRF; Border Environment Cooperation Commission; North American Development Bank; Texas Department of Housing and Community Affairs; and US Department of Agriculture’s Rural Development funding applications for planning, design and construction of public works improvement projects. He has provided program management for projects totaling over \$1.5 billion in infrastructure improvements. Notable accomplishments include the \$600 million Houston Ship Channel Widening and Deepening and the Texas Water Development Board City of Roma Infrastructure Improvements Project. Numerous projects that Mr. Kindle has served as the Program Manager have received engineering excellence awards on both a state and national level. His project experience includes:

- TWDB Asset Management Plans for Small Systems, Barton WSC
- TWDB Asset Management Plans for Small Systems, El Tanque WSC
- TWDB Asset Management Plans for Small Systems, Tom Green FWSD #2
- TWDB Asset Management Plans for Small Systems, Winkler WSC
- TWDB DWSRF Water System Improvements, City of Granbury
- Statewide Water and Wastewater Needs Assessment Study, Texas Water Development Board
- TWDB Improvement Project, City of Roma
- TWDB Water and Sewer Improvements, City of Mercedes
- Radium Reduction Project, City of Brady



**BRET THOMPSON, PE**

Licensed Professional Engineer – Texas  
#145281

Areas of Expertise: Water Treatment,  
Funding and Regulatory Agency  
Coordination, Project Management  
Years of Experience: 8

Mr. Thompson has eight years of experience with the design of various municipal engineering projects including water and wastewater treatment and infrastructure design. Highlights of his experience since joining eHT include design of multiple water and wastewater treatment plants, including polymeric and ceramic membrane filtration, reverse osmosis, sequencing batch reactor (SBR) and membrane bioreactor (MBR) treatment technologies. He also has experience with HEC-HMS, HEC-RAS, SWMM, AutoCAD and Microstation. His project experience includes:

- Water Treatment Plant, Somervell County Water District
- Raw Water Pump Station Improvements, City of Stamford
- Water System Improvements, City of Midland
- Water Treatment Plant Improvements, PCSUD
- Water Treatment Plant #2, PCSUD



**ERIC LOPEZ, PE**

Registered Professional Engineer – NM  
#111453

Areas of Expertise: Water and Wastewater  
Design, Funding and Regulatory Agency  
Coordination, Project Management  
Years of Experience: 10

Mr. Lopez has 10 years of experience in the principals and practices of civil engineering, including surface and groundwater hydrology, open and closed channel hydraulics, water accounting, and data analysis. He is also well versed in the principals of soil mechanics and soil physics. His project experience includes:

- Water Well Design, Town of Lakewood Village
- PK RO Phase I and II Discharge Line, City of Abilene
- Water Wells, City of Seminole
- Plant Upgrades, Eastland County Water Supply District
- Water Model and Master Plan, City of Albany
- Groundwater Wells, City of San Angelo



**DAVID A. BAKER**

Class A Wastewater Operator, TCEQ, Texas

Areas of Expertise: Water and Wastewater Operations and Planning

Years of Experience: 31

Mr. Baker has 31 years of experience in the water and wastewater utility industry.

He has been a licensed wastewater treatment plant operator since 1989 in New Mexico, Colorado, Wyoming and Texas. He has been a licensed "A" wastewater operator in the State of Texas since 2000. For more than a decade he enjoyed the opportunity to operate municipal treatment plants ranging in size from package plants to a 110 MGD advanced activated sludge nutrient removal plant (Dallas Southside). Mr. Baker assists water and wastewater treatment utilities with gaining approval for and coordinating pilot studies, facility startup services, regulatory compliance, process troubleshooting, operator training, production of facility O&M manuals, production of facility monitoring plans, biosolids handling and disposal compliance, disinfection by-product reduction measures and production of water conservation and drought contingency plans.



**LUCIA A. DUNN, PE**

Registered Professional Engineer, Texas #73943

Areas of Expertise: Environmental, Regulatory

Years of Experience: 34

As a Senior Project Manager, Ms. Dunn prepares disinfection protocol studies for water treatment plants in compliance with the Long-term 2 Enhanced Surface Water Treatment Rule and Stage 2 DBP Rule. Contact times are established to ensure proper disinfection is provided at the plant prior to distribution. She also prepares Preliminary Engineering Reports including evaluation of water treatment systems. Ms. Dunn developed the first watershed program for EPA Region 6. She provided technical oversight for the watershed project and acted as a regional liaison on watershed issues.

**PROFESSIONAL STANDING**

All members of the eHT Team that maintain a professional license issued by the State of Texas are in good standing with that agency.

## What our Clients Say

"The City of Granbury is very proud of our recently completed Surface Water Treatment Plant. In addition to many hours of preliminary discussions, eHT assisted us with the planning, design, environmental, permitting and construction, even assisting the City with the Construction Manager at Risk Delivery method on the project that went very well. The plant is operating at a high level and is performing very well. The staff at eHT deliver quality projects, display professional courtesy and are a pleasure to work with. I recommend eHT for any of your utility needs."

**Rick Crownover**  
City of Granbury  
Assistant City Manager

# PROJECT APPROACH

## Project Understanding

The City of Sweeny (City) is operated solely on well water high in manganese and iron secondary constituents, which are visibly noticeable in the City’s drinking water. In addition to the naturally occurring constituents, the City has approximately 17 miles of 2-inch steel water main lines throughout the water system that must be replaced. The proposed project includes constituent removal and water line replacement with lines compatible with current standards to provide clean water to residents.

## Project Approach

**Agency Involvement.** Our engineers will work closely with client representatives during the entire project. Clear communication and close coordination during the project will be critical for its success. We use several methods for establishing strong communication including established communications procedures, specific funding protocols and a Strategic Decision Group.

**Strategic Decision Group.** We have informally implemented a Strategic Decision Group on each of our funded projects. The Client, Financial Advisor, Bond Counsel, and Engineer have worked together to keep the projects free of “snags”.

This decision-making group will anticipate any inefficiencies in the project and resolve major problems that may arise. This will help avoid long periods of downtime that often result because of lengthy negotiations and ineffective decision-making.

**It should be noted that eHT has successfully completed over \$800 million in water and wastewater projects using either DWSRF, CWSRF, EDAP, or a combination of TWDB program funds.**

**Stakeholder Input.** We advocate incorporating input from the Client on important project decisions and options. Our experience indicates that this level of communication helps to provide a project that will meet the City’s objectives and needs.

We feel Client leadership helps to shape the outcome of the project. We can accomplish this by:

- Providing frequent technical briefings regarding the details of the project.
- Providing field tours for Client representatives to view proposed equipment and processes.
- Ensuring critical project decisions are made by the Client and implemented by the design team.

- As your consulting partner, the first step will be to meet with your staff and review the objectives for your project. The City needs and desires must be integrated into the project from the start. Input concerning functional issues during planning and design phases will ultimately result in a more “user-friendly” system following construction. Our staff will maintain constant communication, focusing on sensitive issues and potential roadblocks to success.

## Proposed Methodology

### Task 1: Project Management

Strong project management is one of the most important factors governing the successful outcome of a project. As a result, we believe that the first task should be focused on project management.

Our project management will be centralized from our Abilene office with the ability to promptly respond to meetings with the City in an economical manner. Mr. Rich and the other senior members of the project team all have extensive experience in working on water improvement projects with the TWDB, TCEQ and various funding agencies to develop efficient and cost-effective projects that “get it right the first time.” In order to foster constant communication during the project, a kickoff meeting, milestone meetings, and a final presentation will be arranged with City staff, the funding agency and other appropriate stakeholders.

#### Task 1.1: Initial Kickoff Meeting with City Staff

eHT will initiate a meeting with City Staff and the funding agency before the project is commenced. During the meeting, the project manager, team leaders and key engineering staff will set project goals and the scope of work will be reviewed, clarified and modified, as necessary.

Lines of communication with City and the funding agency will be established. The City and funding agency input regarding critical project guidelines and resources will be solicited.

### Task 2: Preliminary Engineering

A. Consult with The City to determine the specific needs and requirements for the project. Establish criteria for prioritizing improvements to maximize the number of improvements accomplished within the proposed funds.

B. Prepare a Preliminary Engineering Feasibility Report (PEFR) to support the funding application (and an Engineering Feasibility Report [EFR] depending on funding agency requirements) to complete the planning phase for the project in sufficient detail to indicate clearly the problems involved and the alternate solutions available to the City, to include schematic layouts and sketches, general cost projection for the Project, and a schedule to set forth the Engineer's recommendations.

C. Assist in the preparation or review of environmental assessments and impact statements as necessary for funding.

D. Assist the City in coordinating with TCEQ to determine the documentation required for exception approval from the TCEQ's Technical Review and Oversight Team (TROT), which is required prior to submittal and approval of the final design plans and specifications for the City water system improvements by the TCEQ's Plan Review Team (PRT).

E. Complete all necessary preliminary design support.

**Task 2.1: Engineering Feasibility Report**

A. The primary goal of Task 2.1 is to develop and produce an engineering feasibility report (EFR) if required for a funding agency, detailing the recommended scope of improvements necessary for increasing the efficiency and capacity of the City's proposed water system improvements.

B. Consult with the City to determine specific needs and requirements. Prepare an EFR and report on the project in sufficient detail to indicate problems involved and the alternate solutions available, to include schematic layouts and sketches, conceptual cost projection for the Project and a schedule to set forth the Engineer's recommendations.

C. Following completion of internal review and coordination with the City to incorporate EFR review comments, the EFR will be finalized, which will include, but not be limited to, technical descriptions of civil, electrical, instrumentation, mechanical and structural components that can be reasonably expected to be necessary to implement the proposed water system improvements in this project.

D. Make any necessary surveys of existing topography, utilities, or other field data required for proper design of the project.

**Task 3: Develop Plans and Specifications**

Our team will utilize specialists from eHT to develop plans and specifications for the selected project that best serve the City. Our team will also design with respect to enhancing, not detracting, automation of control technologies for the proposed water system improvements, which will improve the operating staff's capabilities to perform preventive maintenance.

**Task 4: Final Review Phase**

A. Review final design documents with the City to ensure conformance with goals for the project.

B. Coordinate with the funding agency for a review of final design documents to complete requirements for eligibility of funding for construction, including meeting state and federal guidelines for specific minority-owned and women-owned business enterprises (MBE/WBE) in the contract documents, as well as for meeting current state and federal American Iron and Steel (AIS) requirements.

C. Coordinate with TCEQ for review of final design documents to ensure conformance with design criteria.

**Task 5: Bid Phase**

A. Prepare Bid Packet/Contract Documents or prepare alternate contract packages if utilizing an alternative delivery method.

B. Conduct a Pre-Bid (or Pre-Proposal for alternative delivery methods) Conference to discuss project scope and answer contractor questions as needed.

C. Issue addenda for any necessary clarification of bid documents, including incorporation of any wage rate modifications (if applicable).

D. Open bids or proposals (bid opening to be held at least four (4) weeks from publication date of first advertisement).

E. Tabulate bids or proposals (include completeness and eligibility screening).

F. Announce lowest and best bid (or proposal), if applicable (at bid opening). If required, issue a rejection of all bids and re-advertise bids.

G. Conduct construction contractor eligibility verification.

H. Submit all necessary awarded contractor documentation to the funding agency in accordance with request of approval and release of funding for construction.

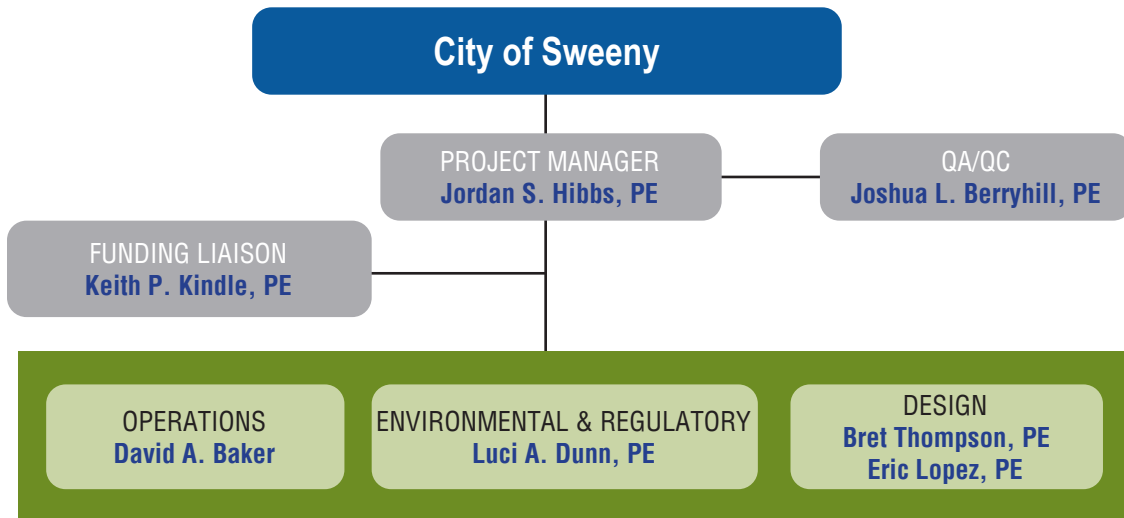
I. Approve contract award by local governing body.

**Task 6: Construction Administration and Oversight**

- A. Conduct a Pre-Construction Conference with the City, the funding agency and the Construction Contractor to identify specific project requirements, documentation needed and guidelines for costs, change orders and outlays.
- B. Issue Notice to Proceed to awarded Construction Contractor.
- C. Establish Progress Payment Schedule and Construction Contractor’s submittal of cost estimates.
- D. Advise the City during construction of any potential change orders. Process and submit Change Orders to the City and the funding agency.
- E. Perform inspections of the construction project.
- F. Conduct monthly Project Status Meetings with the City, the funding agency and the Contractor to review monthly project status, outlays, development of Contractor drawing markups (as-built drawings).
- G. Check samples, catalog data, shop drawings, laboratory and mill tests of materials and equipment and other data which the Contractor is required to submit, only for the conformance with the design concept of the Project and compliance with information given by the plans, specifications and contract documents.
- H. Based on the Consultant’s onsite observations and on the Consultant’s review of the Contractor’s Applications for Payment, determine the amount owed to the Contractor in such amounts.

- I. Provide operator training of the operators in conjunction with specific equipment training provided by the selected treatment system supplier.
- J. Develop Plan of Operations for proposed water system improvements, including Plan of Operations to the operators to utilize as a living document, to be updated as needed as the operators’ experience grows.
- I. Conduct, in company with City representative(s), a final inspection of the Project for conformance with the design concept of the Project, and compliance with the plans, specifications and contract documents, and recommend in writing, final payment to the Contractor.
- K. Make an inspection of the Project within one month of expiration of the warranty period and report observed discrepancies under warranty.
- L. Furnish the City a set of record prints of drawings and addendum drawings showing changes made during the construction period.
- M. Prepare Certificate of Construction Completion.

**ORGANIZATIONAL CHART**



**M/WBE Participation**

Even though eHT is not a DBE or HUB, our personnel have aggressively sought and utilized DBE/HUBs as subcontractors on numerous projects. We will make a “good faith” effort toward affording opportunity for qualified Small Business Enterprises (SBEs), Minority-owned Business Enterprises (MBEs) and Woman-owned Business Enterprises (WBEs) and will submit supporting documentation.

# RESOURCE UTILIZATION PLAN

## Labor Resources



eHT can be supplemented and supported by other professionals within the company to handle peaks, workloads, or illness. We do not anticipate substantial attrition. We have a very stable and cohesive group of employees.

In the event that the Principal-in-Charge or Project Manager are not available during the performance period, their responsibilities will be assumed by other officers of eHT.

eHT is prepared to increase staff as necessary to complete projects to the satisfaction and expectations of the client. This is a high priority project for our company and we will not accept additional projects that could adversely affect our ability to meet the demands of this project.

In order to create continuity and effective use of labor resources, eHT relies on careful documentation. Documentation includes all decisions, calculations, meeting minutes, telephone memos and accurate and comprehensive project scoping.

eHT has managed a variety of projects in various regions throughout the State and is thoroughly familiar with the applicable rules and regulations required to complete this project. We have a reference library of current publications that contain rules, regulations and standards applicable to this project.

## Equipment Resources

### Office Equipment



eHTs offices are equipped with the latest versions of communications software and devices. Both in-house and remote capabilities exist for electronic media transmission and data access. All persons have individual access and e-mail accounts for direct personnel contact. Our offices operate on a Microsoft Windows platform for communications, documentation, modeling and reporting functions using industry-standard programs. Company-wide, all of our desktop and portable computers are Intel i-7 or higher as a standard.

Our offices utilize the Microsoft Office Suite including Word, Excel and PowerPoint for data analysis and presentations and word processing. We utilize Surfer routinely for groundwater gradient contour mapping and AutoCAD Civil 3-D drafting software for surface analysis, and AutoCAD 2021 drafting software for mapping, graphics and for groundwater gradient and ISO-concentration contour mapping. Industry-specific modeling programs for groundwater analysis include Groundwater Vistas, Aqtesolve, Modflo, and the RBCA Toolkit. RBCA Tool Kit is used to develop site-specific soil and groundwater clean-up criteria / TCEQ Plan B target levels following a tiered risk evaluation approach. AQTESOLV is typically used to analyze the movement and quantity of groundwater, estimate aquifer parameters, and evaluate pump/slug test results for unconfined, confined, and fractured aquifers. Industry-specific modeling programs used for surface hydrology modeling include PondPack, HEC-RAS, and HEC-HMS. Industry-specific modeling programs used for water and sanitary sewer system analysis include InfoWater and Info SWMM.

### Field Equipment

#### SURVEY EQUIPMENT

- Leica Automatic Level
- Trimble R-10/R-12 GPS Equipment
- Trimble 5-5/5-7 Robotic Total Stations
- Trimble TSC-3 DataCollectors
- Carlson Survey Software

## WORKLOAD STATUS

### Current Capacity

eHT maintains staffing at a commitment level of 80 percent or above. As backlogs increase, staff utilization increases accordingly. eHT has an existing workload requiring 90 percent commitment of the current staff. However, as existing contracts are completed over the next few months, a greater commitment of the staff resources will be available for this project.

### Future Capacity

eHT will operate at a staffing capacity of 80 percent or above during the time period of this project.

### Key Personnel Availability

Based on current staffing, existing projects and known awards, sufficient staff will be available during the time period of this contract.

It is anticipated that key personnel will devote the following percentage of time to the project:

Jordan S. Hibbs, PE	60%
Joshua L. Berryhill, PE	30%
Keith P. Kindle, PE	30%
Bret Thompson, PE	40%
Eric Lopez, PE	40%
David A. Baker	40%
Luci Dunn, PE	50%

### Local Tasks

eHT’s Abilene office will serve as a local representative for this project with support from our Granbury office. eHT will be available to immediately respond to requests or concerns.

### What our Clients Say

“The City of Big Lake has been blessed to have a close working relationship with eHT. We have used their services for the past 14 years for all phases of our City’s growth. A new water tower, new wastewater plant, annexation, master planning, paving, landfill issues, new shop building...they cover anything a small City should possibly need. They have saved our sanity when it comes to dealing with TCEQ over violations or new permits. The minute we call on the phone, we know we will receive timely, prompt and professional assistance, no matter what area of expertise is needed. We at the City of Big Lake feel that all employees of eHT are our extended City family and hope to continue this relationship for a very long time.”

**Troy Kuykendall**

**City of Big Lake  
Public Works Director**



## EXPERIENCE

### Water Treatment Plant City of Richmond, Texas



The City of Richmond selected eHT to provide planning, design and construction services for a new surface water treatment plant (SWTP) to meet groundwater reduction plan requirements. Like other plants in the region, membrane filtration was selected to provide the highest quality, efficiency, and consistency of finished water quality in comparison to more conventional technologies. The long-term conversion plan is for an ultimate plant capacity of 4 million gallons per day (MGD) constructed in two phases. The first phase was a 2 MGD facility, and included features incorporated into the planning and design that allow the plant to meet its final phase capacity of 4 MGD while minimizing construction of additional major new structures. Increasing capacity to 4 MGD will require the addition of a new raw water pump, additional membrane modules and a new high service pump – all located in Phase I structures without expansion. Additional components such as an additional raw water storage reservoir will be constructed in the final phase. Other cost saving features included separate construction contracts for site preparation, high service pump station and finished water storage, elimination of a disinfectant contact chamber, high rate clarifiers, equipment pre-purchasing for membrane equipment and the selection of aluminum chlorohydrate as the coagulant to minimize chemical costs and reduce solids handling requirements. This plant design is a model for cost savings. Additionally, eHT provided project management for a 0.2 MGD membrane system expansion and a revised surface water CT study to account for a new groundwater source well.

Contact: Howard Christian, Public Works Director,  
[REDACTED]

Date: 2023

### Bailey Water Treatment Plant Improvements City of Pearland, Texas



eHT is providing project management, design, bidding support and construction administration for improvements to the Bailey Water Treatment Plant (WTP). The project includes an expansion of the WTP capacity and treatment capability to provide potable water for the City of Pearland up to 4.3 million gallons per day (MGD). The project will combine the Magnolia Well and the Bailey Well at the Bailey WTP site to treat the combined flow. The project includes a 1,000,000-gallon prestressed concrete ground storage tank, site and civil design for the new tank foundation, drainage improvements, replacement of high service pumps with two transfer pumps, installation of a transmission pipeline from the existing Magnolia Well Site discharge to the WTP, installation of five aerolaters at the WTP for reduction of iron, manganese, and hydrogen sulfide from groundwater produced by the Bailey and Magnolia wells and electrical and SCADA work. The project also includes the addition of a holding pond, the demolition of an existing welded steel ground storage tank, and the addition of a new control building at the Bailey site.

Contact: Lorenzo Wingate, Director of Engineering and Public Works [REDACTED]

Date: 2024

## Radium Reduction Project Brady, Texas



eHT provided project management, application assistance, water quality analysis, facility condition, capacity and performance assessments of the existing water treatment plant (WTP) facility, transmission system and well production sites, full-scale and pilot-scale testing and process design for the project funded through the Texas Water Development Board (TWDB) Economically Distressed Areas Program (EDAP) and Drinking Water State Revolving Fund (DWSRF) programs. The project included evaluation of both non-regenerable IX and HMO radionuclide reduction technologies, restoration of the City's existing membrane filtration and reverse osmosis (RO) desalination WTP facility, with the goal of ultimately installing a new 3 million gallon per day (MGD) IX or HMO-based radionuclide reduction treatment system at the City's existing WTP site, as well as improvements to the City's existing desalination facility to allow for balanced use of surface water and/or groundwater to meet daily water demands while balancing resources.

The project also included new elevated storage tank improvements, clearwell improvements, well production, storage and transmission improvements, and the construction of a new SCADA control system designed to support both current water needs while being expandable in the future to incorporate wastewater, electrical, and gas SCADA requirements. The project addressed Texas Commission on Environmental Quality (TCEQ) violations for Combined Radium and Gross Alpha Particles and included the approach of both pilot-scale and full-scale pilot testing approaches to reduce overall implementation costs for the City, including coordination with the City of San Angelo to utilize pilot data for potential use of an IX-based radionuclide reduction technology. Total project cost was \$34 million with \$20.5 million in loan forgiveness via EDAP and DWSRF and 0% interest, resulting in a total financial savings of \$25 million. Despite the pandemic and supply issues, the project met the projected schedule and project budget.

Contact: Erin Corbell, City Manager, [REDACTED]

Date: 2022

## Radionuclide Treatment Project Mason, Texas



The City of Mason addressed the need to improve its water system because of violations noted by the Texas Commission on Environmental Quality (TCEQ). Increasingly stringent regulatory requirements for radionuclides coupled with cyclical deterioration in raw water availability and quality were straining the capabilities of the City's existing water system. The quality of the City's groundwater sources was above the TCEQ's and Environmental Protection Agency's (EPA) Primary Drinking Water Standards Maximum Contaminant Level for Combined Radium and Gross Alpha Particles. As a result, eHT provided application assistance, project management, design and construction administration of a radionuclide pilot and treatment project. The project consisted of the construction of a new radionuclide reduction system (RRS) on the site of Groundwater Well No. 2, as well as a new supervisory control and data acquisition (SCADA) system to coordinate distribution system operations. Additional work included distribution system improvements, a new ground storage tank, and the replacement of two high service pumps at an elevated storage tank site.

Contact: John Palacio, City Manager, [REDACTED]

Date: 2022

## Water System Improvements

### Eden, Texas

eHT is providing project management and design for water system improvements including either a new ground storage tank, pump station and clearwell, or the construction of a new elevated storage tank and high-service pump station. The project also includes the proposed rehabilitation of several groundwater wells and various water line replacements.

Contact: Laura Beeson, City Administrator [REDACTED]

Date: 2024

## Rolling Hills Water Service Water System Improvements

### Weatherford, Texas

The Rolling Hills system was built in 1971 and most of the original pumping, storage and distribution facilities remained in service. Due to the age of the system and the poor quality of the groundwater, the system had high water losses and numerous violations for total trihalomethanes (TTHMs). The groundwater is high in total dissolved solids (TDS), chlorides, bromides and iron resulting in high TTHMs and aesthetic issues such as color and taste.

The Rolling Hills system was in disrepair and was desperately in need of replacement of all major components. eHT provided application assistance, project management, design, and construction administration for the project, which included the addition of treatment facilities for the groundwater including microfiltration (MF) and reverse osmosis (RO) along with iron removal. The treatment improvements included construction of two new 7,500-gallon ground storage tanks; construction of a new 1,200 square foot metal building to contain office space, high-service pumps, and chemical disinfection; installation of high service pumps, pressure tank, SCADA system, and piping and appurtenances; installation of chlorination equipment for groundwater disinfection; and demolition of the existing water treatment plant.

Additionally, the addition of newer, energy efficient pumps and the replacement of the dilapidated water lines will reduce water losses and save energy. The project also included two new public water supply wells for use in the distribution system.

The project utilized funding from the Texas Water Development Board (TWDB) Drinking Water State Revolving Fund (DWSRF), the Federal Emergency Management Agency (FEMA) Recovery Funds, FEMA Hazard Mitigation Funds, and bond funds.

Contact: Brad Trietsch, Manager, [REDACTED]

Date: 2024

## Groundwater Supply Expansion

### San Angelo, Texas

The City of San Angelo (City) historically relied on a combination of surface water sources for use in its drinking water supply, but "drought of record" conditions severely impacted the available capacity of surface water supplies. For this reason, the City began identifying and implementing alternative sources of water supply, including groundwater from the Hickory Aquifer. Phase I (8 million gallons per day (MGD)) of the Hickory Aquifer Supply Project was completed by the City in 2011. The City hired eHT to implement Phase II of the Hickory Groundwater Supply Project, which will bring the available supply from this source up to a reliable 12 MGD.

The expansion begins at the City's Hickory Well Field in McCulloch County, Texas and will add five new public water supply production wells. Improvements at the Hickory Well Field to accommodate the new production wells includes the completion of well heads, well pumps, electrical, controls, well site improvements; interconnecting piping and appurtenances; extension of the site roadway system; and expansion of the existing booster pump station to reliably provide a pumping capacity of 12.0 MGD to the City's groundwater treatment plant (GWTP).

To support the increase of water production from the well field, the City's GWTP will also incorporate improvements which will include the expansion of the oxidation contactor system; expansion of the iron removal filtration system; expansion of the radium reduction system; construction of a new triplex low-head pump station; and construction of two new 2.0 MG precast concrete clearwells, all with associated interconnecting piping, appurtenances, electrical, and controls.

Once on-line, the new groundwater wells and an expanded GWTP – designed to remove radionuclides – will allow the City to maximize aquifer production to meet potable water demands. In addition to the new groundwater wells and expanded treatment facility, other critical elements of the project include replacement of an existing clearwell at the City's GWTP; wellfield collection and transmission system expansion and improvements; and SCADA system improvements.

Contact: Shane Kelton, Executive Director of Public Works, [REDACTED]

Date: 2024

# REFERENCES

## CITY OF ABILENE

**Rodney Taylor, Utilities Director,** [REDACTED]

eHT provided project management, design and support services for the following projects.

Projects located in Abilene, Texas: Hamby Water Reclamation Facility and Indirect Reuse Project; Grimes Water Treatment Plant Rehabilitation; Northeast Water Treatment Plant Rehabilitation; Water Management Strategies; TPDES Permit Renewal; Risk Management Plans; Pump Station Rehabilitation; Water Conservation Plan and Drought Contingency Plans; Sanitary Sewer Overflow Compliance; Wastewater Master Plan; Sewer Interceptor; Parallel Force Main; Effluent Project.

eHT Role: Project Management and Design

Project Engineer: Scott Hibbs, PE; Colden S. Rich, PE; Sage Diller, PE; Jordan S. Hibbs, PE (325) 698-5560

TWDB on some projects: Director, (512) 463-7847

Description and Duties: Various water and wastewater system improvements. eHT provided civil, environmental and geotechnical engineering design and management.

## CITY OF SAN ANGELO

**Shane Kelton, Executive Director of Public Works**

[REDACTED]

eHT provided project management, design and support services for the following projects.

Projects located in San Angelo, Texas: Reclaimed Water Study; Water Management Strategies; Sulphur Draw Wastewater Improvements; College Hills Rehabilitation; Hickory Groundwater Supply; Concho River Water Supply Permitting; North Bentwood Lift Station Replacement; JT Hill Emergency Water Contamination; Wastewater Treatment Plant Fine Screens Evaluation

eHT Role: Project Management and Design

Project Engineer: Sage Diller, PE; [REDACTED]

TWDB on some projects: Director [REDACTED]

Description and Duties: Various water and wastewater system improvements. eHT provided civil, environmental and geotechnical engineering design and management.

## CITY OF SWEETWATER

**Justin Clowers, Interim Utilities Director**

[REDACTED]

eHT provided project management, design and support services for the following projects.

Projects located in Sweetwater, Texas: Water Treatment Plant; Wastewater Treatment Plant; Well Field Mapping; Oak Creek Transmission Line; Water Distribution System; Tank Inspections; General Engineering Contract; SOS Initiative; High-Service Pump Station; Elevated Storage Tank; Water Use Permit Amendment; Landfill SOP Revisions; WTP Risk Management Plan Update; Dam Inspections.

eHT Role: Project Management and Design

Project Engineer: Sage Diller, PE, (325) 698-5560

TWDB on some projects: Director, (512) 463-7847

Description and Duties: Various water and wastewater system improvements. eHT provided civil, environmental and geotechnical engineering design and management.

## CITY OF BIG LAKE

**Troy Kuykendall, Public Works Director**

[REDACTED]

eHT provided project management, design and support services for the following projects.

Projects located in Big Lake, Texas: Wastewater Treatment Plant; Well Field Mapping; Water Distribution System; Tank Inspections; SOS Initiative; High-Service Pump Station; Elevated Storage Tank; Water Use Permit Amendment; WTP Risk Management Plan Update; Dam Inspections.

eHT Role: Project Management and Design

Project Engineer: Joe Mangrem, PE, [REDACTED]

Governmental Agency: TWDB on some projects, Director, [REDACTED]

Description and Duties: Various water and wastewater system improvements. eHT provided civil, environmental and geotechnical engineering design and management.

## CLAIMS/PERFORMANCE/INSURANCE/BONDING

### LITIGATION

There are no past or pending litigation or claims filed against eHT that would affect our performance on this project.

### TERMINATION

eHT has never been terminated from an assignment for non-performance.

### INSURANCE

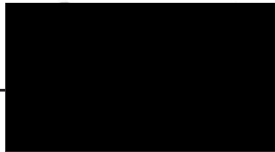
eHT will provide general liability insurance, worker's compensation and professional liability insurance for this project within 10 calendar days of any Notice of Award. Carrier: Marsh & McLennan Agency, LLC, 8144 Walnut Hill Lane, 16th Floor, Dallas, Texas 75231.

## JOINT VENTURES/SUBCONTRACTS

There will not be a joint venture for this contract and it is not expected that 25% or more of the assignment will be subcontracted.

## SUBMITTAL

Submitted By:



Jordan S. Hibbs, PE

Name (typed)

March 8, 2024

Date

President

Title

## CONFLICT OF INTEREST

### CONFLICT OF INTEREST STATEMENT

I certify that the following statement is true with respect to the Request for Qualification for Engineering Planning, Design and Construction Management Services for the TWDB-DWSRF Water System Improvements Project for the City of Sweeny, Texas.

1. No principal or employee of this firm has offered or promised to pay or deliver directly or indirectly, any commission, political contribution, gift, favor, gratuity, benefit, or reward as an inducement to secure this assignment;
2. No employee, officer, or agent of the City of Sweeny, or their immediate family members, has financial or other interest in this firm;
3. This firm will not engage in construction contracting or in the supply of goods, materials, and/or equipment for the construction of this project;
4. This firm is not associated or affiliated, either directly or indirectly, with firms, individuals, or commercial organizations that have a vested interest in the construction of this project.

[Redacted Signature]

Signed by Principal of Firm

Jordan S. Hibbs, PE

Name Typed

President

Title

**Lindsay Koskiniemi**

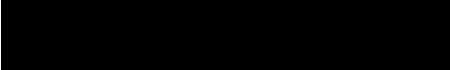
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**From:** [Redacted]  
**Sent:** Friday, March 22, 2024 3:56 PM  
**To:** Lindsay Koskiniemi  
**Subject:** Re: Reference Check for Strand Associates

Hello Lindsay,

Pleased to make your acquaintance. For reference, I have used Strand Associates and formally O' Malley Engineers for over 22 years now. We have completed many water and sewer projects with Strand involving either grant funding through the CDBG as well as funding with the TWDB on design and acquisition. Their staff are very knowledgeable with the application processes involved to ensure the required information is gathered and submitted in time for filing deadlines. The design phase of the project was carried out with minimal setbacks and problems. Strand has adequate staff to carry out the many areas required to put together a complete set of plans for a project. The construction phase has been carried out with minimal setback problems. Any issues that arose were handled and addressed in a timely manner. As I stated, Strand is an excellent engineering firm, with enough experience and resources to handle most any project. Hope this helps.

Respectfully,  
**Jerry Lewis**  
**Director of Utilities**  
 City of El Campo Public Works Dept  
 618 E Monseratte  
 El Campo TX 77437  
 Phone (979)541-5075



**“ Providing fiscally responsible public services and public safety in support of quality of life, community character economic opportunity for all residents”**

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**From:** Lindsay Koskiniemi <citymanager@sweenytx.gov>  
**Sent:** Thursday, March 21, 2024 11:01 AM  
**To:** [Redacted] >  
**Subject:** Reference Check for Strand Associates



**IRONSCALES couldn't recognize this email as this is the first time you received an email from this sender citymanager@sweenytx.gov**

**CAUTION:** This email originated from outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning, Mr. Lewis,

I am contacting you for a reference for Strand Associates for the TWDB Water System Improvements project. It is my understanding that project should be wrapping up shortly, and I am interested in knowing what your experience was with the TWDB application process, design, and construction phases of the project.

Your attention is appreciated.

Thank you,  
Lindsay Koskiniemi, CGFO, CPM, MPA, MSA  
City Manager  
Office 979-548-3321  
Sweeny City Hall | 102 W. Ashley Wilson Rd. | Sweeny, TX 77480







Project: City of Sweeny, Texas - DWSRF Water Improvements Projects - Request for Qualifications – Engineering Services

Respondent: Strand Associates, Inc.

Date: March 21, 2024

Review Completed By: L. Koskiniemi

### Scoring Criteria

<u>CRITERIA</u>	<u>POINTS</u>
• Experience with Addressing Water Quality Issues, Especially Color Issues	40
• Capacity to Perform	40
• Familiarity with the City and TWDB	<u>20</u>
<b>TOTAL</b>	<b>100</b>

#### Reviewer Notes – Not included with scoring criteria:

Strand’s submittal is professional and organized according to the RFQ solicitation instructions. Statement included (3.2.6) efforts to be made to solicit subconsultant services when needed from Minority and Women’s Business Enterprises. Submittal was received by City staff on March 6, 2024, at 10:26 a.m. All required documentation is included with the submittal. **Submittal accepted for consideration.**

#### Experience with Addressing Water Quality Issues, Especially Color Issues:

Project team appears to have extensive experience with water related projects in small municipalities. Three referenced projects were TWDB projects. Submittal details good understanding of the TWDB application process and the anticipated timeline of project progression. No specific detail included on completed projects involving removal of secondary constituents to correct water coloration issues, however the El Campo TWDB waterline line and fire safety improvement project is quite similar to Sweeny’s needs. Firm has completed several water projects in the SE TX region and exhibits familiarity with ground water composition in this area.

**Points            32**

#### Capacity to Perform:

Strand’s submittal clearly demonstrates a realistic capacity to perform disclosing prior obligations and timelines necessary to complete projects. Strand has provided the names and credentials of the



# CITY OF SWEENEY

102 W. Ashley Wilson Rd. • PO Box 248 • Sweeny, Texas 77480 • P: (979) 548-3321

project team, and all team members appear to have capacity to perform and experience needed to complete the project. Utilization of subcontractors is limited to 25% pursuant to Section 3.8 of the submittal. Strand’s current scheduling indicates the project team will approximately 25% to 45% availability to complete the TWDB application.

**Points 35**

### **Familiarity with the City and TWDB:**

Strand exhibited good understanding of the Water Board application process including lengthy timeline and complexity of documentation requirements. Strand exhibited a thorough understanding of the project needs which include removal of secondary constituents and the understanding all elements of the proposed project will be funded by TWDB should the Board accept the City’s final application. Strand exhibited familiarity with Sweeny’s water improvement needs as well as surrounding cities including City of Brazoria and City of Richwood – both of which, are within the same county as Sweeny.

**Points 20**

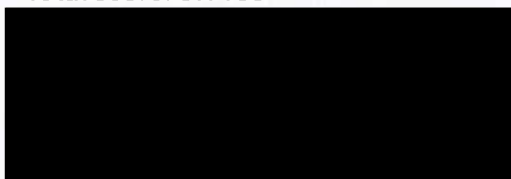
**Total Points 87**

### **References contacted:**

1. Jerry Lewis, City of El Campo – email sent
2. Clif Custer, City of Richwood – voice message left
3. Charlotte Smith, Woodbranch Village - “100% recommend! They made the process so easy. They have been our City Engineer for years and years. This was a \$1.5 million-dollar project.”

Review Completed by Lindsay Koskiniemi on March 21, 2024.

Total score: 87/100



*3/21/2024*

Professional  
Engineering  
Services

# TWDB DWSRF Water Improvements Project

## Statement of Qualifications

City of Sweeny, TX

March 8, 2024





March 8, 2024

Ms. Lindsay Koskiniemi  
City Manager  
City of Sweeny  
102 W. Ashley Wilson Road  
Sweeny, TX 77480

Re: Request for Qualifications (RFQ) – Texas Water Development Board (TWDB) Drinking Water State Revolving Fund (DWSRF) – Water Improvements Project

Dear Ms. Koskiniemi:

Thank you for the opportunity to submit our Statement of Qualifications (SOQ) to assist the City of Sweeny with services associated with budget requests, scopes of work, and draft specifications for the preparation of a TWDB DWSRF application. We understand the City would like to use these funds for various water system improvements, including significant water main replacement, iron/manganese filtration, and storage tanks and pumps to improve the City’s water system. Once the City is awarded funding, we will provide engineering design and bid- and construction-related services to see these projects through to completion.

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

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

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

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

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.

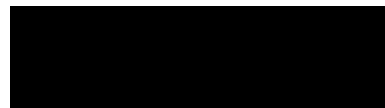
Sincerely,

STRAND ASSOCIATES, INC.®



William J. Huebner, P.E.  
Project Manager/Official Contact  
1906 Niebuhr Street, Brenham, TX 77833  
979-836-7937

P240.919/WJH:bsp



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



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# Insurance

## 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.

Our *Certificate of Liability Insurance* 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 will provide the required *Certificate of Liability Insurance* to the City of Sweeny within 10 calendar days of any Notice of Award.**

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (M) 7/10  
Item 3.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ansay & Associates, LLC 2901 W Beltline Hwy, Suite 202 Madison WI 53713	CONTACT NAME:		
	PHONE (A/C. No. E):		
E-MAIL ADDRESS:			
INSURER			
INSURED Strand Associates, Inc. 910 W Wingra Drive Madison WI 53715	STRAASS-01		INSURER
			INSURER
			INSURER
			INSURER E :
			INSURER F :

COVERAGES CERTIFICATE NUMBER: 1618288203 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR VVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> 1,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC				1/1/2023	1/1/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS				1/1/2023	1/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000				1/1/2023	1/1/2024	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A				1/1/2023	1/1/2024	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER  Blank Certificate	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  [Redacted Signature]



# CERTIFICATE OF LIABILITY INSURANCE

DATE (M / D / Y)	Item 3.
07 / 0 /	

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Willis Towers Watson Midwest, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">CONTACT NAME:</td> <td style="width: 50%;"></td> </tr> <tr> <td style="padding: 2px;">PHONE (A/C. No. E):</td> <td></td> </tr> <tr> <td style="padding: 2px;">E-MAIL ADDRESS:</td> <td></td> </tr> </table>	CONTACT NAME:		PHONE (A/C. No. E):		E-MAIL ADDRESS:							
CONTACT NAME:													
PHONE (A/C. No. E):													
E-MAIL ADDRESS:													
<b>INSURED</b> Strand Associates, Inc. 910 West Wingra Drive Madison, WI 53715	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">INSURER A:</td> <td style="width: 50%;"></td> </tr> <tr> <td style="padding: 2px;">INSURER B:</td> <td></td> </tr> <tr> <td style="padding: 2px;">INSURER C:</td> <td></td> </tr> <tr> <td style="padding: 2px;">INSURER D:</td> <td></td> </tr> <tr> <td style="padding: 2px;">INSURER E:</td> <td></td> </tr> <tr> <td style="padding: 2px;">INSURER F:</td> <td></td> </tr> </table>	INSURER A:		INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER D:													
INSURER E:													
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**COVERAGES**                                      **CERTIFICATE NUMBER: W29549428**                                      **REVISION NUMBER:**

**THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.**

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y / <input type="checkbox"/> N	<input type="checkbox"/> N / <input type="checkbox"/> A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			AEH113974097	07/11/2023	07/11/2024	Per Claim \$2,000,000 Aggregate \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER**                                      **CANCELLATION**

Blank Certificate	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p>
-------------------	--



## Conflicts of Interest

### 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.

Attached is a signed *Conflict of Interest Statement*.

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

**CONFLICT OF INTERERST STATEMENT**

I certify that the following statement is true with respect to the Request for Qualification for Engineering Planning, Design and Construction Management Services for the TWDB-DWSRF Water System Improvements Project for the City of Sweeny, Texas.

1. No principal or employee of this firm has offered or promised to pay or deliver directly or indirectly, any commission, political contribution, gift, favor, gratuity, benefit, or reward as an inducement to secure this assignment.
2. No employee, officer, or agent of the City of Sweeny, or their immediate family members, has financial or other interest in this firm.
3. This firm will not engage in construction contracting or in the supply of goods, materials and/or equipment for the construction of this project.
4. This firm is not associated or affiliated, either directly or indirectly, with firms, individuals, or commercial organizations that have a vested interest in the construction of this project.



Signed by Principal of Firm

Joseph M. Bunker

Name Typed

Corporate Secretary

Title

# Statement of Qualifications

## 3.1 Organization

Describe the Engineering Firm’s organization in accordance with the format below:

### General

- 3.1.1 Firm Name: Strand Associates, Inc.®
- 3.1.2 Address & Phone Number: 1906 Niebuhr Street, Brenham, Texas 77833; 979-836-7937
- 3.1.3 Texas Board of Professional Engineers Firm Registration Number: F-8405
- 3.1.4 Submittal is for:  Parent Company  Branch Office
- 3.1.5 Year Firm Established: 1946
- 3.1.6 Former Firm Name(s): Strand Associates, Inc.® acquired O’Malley Engineers in 2015.
- 3.1.7 Type of Ownership: Corporation
- 3.1.8 Name of Parent Company (if any): NA
- 3.1.9 Name of Principals and Titles:

Principal Name: Theodore J. Richards	Title: Chairman of the Board of Directors
Principal Name: Matthew S. Richards	Title: President and CEO
Principal Name: Jeffrey L. Kronser	Title: Executive Vice President
Principal Name: Shawn K. Cannon, CPA	Title: Senior Vice President and CFO
Principal Name: Paula J. Schultz	Title: Senior Vice President
Principal Name: Roddy J. Williams	Title: Senior Vice President
Principal Name: Joseph M. Bunker	Title: Corporate Secretary and Vice President
Principal Name: Darcie W. Gabrisko	Title: Vice President
Principal Name: William Z. Hawkins	Title: Vice President
Principal Name: Kent T. Locy	Title: Vice President
Principal Name: Michael A. Woolum	Title: Vice President

### 3.1.10 Office Locations, Number of Personnel in each Office and Types of Disciplines in each Office:

Office Location: **Ames, Iowa** Employees: 36  
 Disciplines: Environmental engineers/specialists; civil engineers; information technologists; field technicians; office technicians/CADD operators; clerical; accounting; human resources.

Office Location: **Brenham, Texas** Employees: 26  
 Disciplines: Environmental engineers/specialists; civil engineers; right-of-way acquisition agents; aviation engineers; professional land surveyors; field technicians; office technicians/CADD operators; clerical; accounting; human resources.

Office Location: **Cincinnati, Ohio** Employees: 27  
 Disciplines: Civil engineers; transportation engineers; professional land surveyors; field technicians; office technicians/CADD operators; clerical; accounting; human resources.

Office Location: **Columbus, Indiana** Employees: 37  
 Disciplines: Environmental engineers/specialists; civil engineers; transportation engineers; electrical engineers; business development; information technologists; professional land surveyors; field technicians; office technicians/CADD operators; clerical; accounting; human resources.

Office Location: **Columbus, Ohio** Employees: 19  
 Disciplines: Environmental engineers/specialists; civil engineers; transportation engineers; field technicians; office technicians/CADD operators; clerical; accounting; human resources.

Office Location: **Joliet, Illinois** Employees: 48  
 Disciplines: Environmental engineers/specialists; civil engineers; transportation engineers; structural engineers; electrical engineers; field technicians; office technicians/CADD operators; clerical; accounting; human resources.

Office Location: **Lexington, Kentucky** Employees: 16  
 Disciplines: Environmental engineers/specialists; civil engineers; structural engineers; business development; right-of-way acquisition agents; professional land surveyors; field technicians; office technicians/CADD operators; clerical; accounting; human resources.

Office Location: **Louisville, Kentucky** Employees: 29  
 Disciplines: Environmental engineers/specialists; civil engineers; transportation engineers; business development; right-of-way acquisition agents; field technicians; office technicians/CADD operators; clerical; accounting; human resources.

Office Location: **Madison, Wisconsin** Employees: 208  
 Disciplines: Environmental engineers/specialists; civil engineers; transportation engineers; aviation engineers; structural engineers; electrical engineers; mechanical engineers; business development; information technologists; professional land surveyors; field technicians; office technicians/CADD operators; clerical; accounting; human resources.

Office Location: **Milwaukee, Wisconsin** Employees: 34  
 Disciplines: Environmental engineers/specialists; civil engineers; transportation engineers; structural engineers; electrical engineers; architects; field technicians; office technicians/CADD operators; clerical; accounting; human resources.

Office Location: **Nashville, Tennessee** Employees: 6  
 Disciplines: Civil engineers; transportation engineers.

Office Location: **Phoenix, Arizona** Employees: 11  
 Disciplines: Civil engineers; field technicians; office technicians/CADD operators; professional land surveyors; clerical; accounting; human resources.

### 3.2 Key Personnel/Project Team

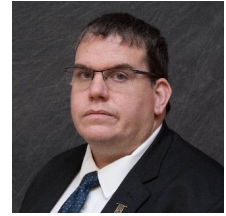
3.2.1 The Engineering Firm shall provide a brief profile for key personnel that will be assigned to this project. The information for each member of the Project Team must include the following: Name, Area(s) of Expertise, Years of Experience in that area(s), Professional License(s), including registration number(s) (if applicable), TCEQ Licenses (if applicable), and experience with State and Federal Agencies (if applicable).

#### **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.

### Project Manager

**William J. Huebner, P.E. (Texas P.E. #103580)**, will serve as our Project Manager and will be responsible for communications with the City, staff coordination, and project administration throughout the project. William has 20 years of experience, including water well rehabilitation, new water wells, water and wastewater facilities, drainage improvements, generators, WWTPs, lift stations, street reconstruction, natural gas transmission and distribution systems, and municipal park and sports facilities. His experience also includes serving as a member of the field crew on both engineering and boundary surveys, preparing engineering designs, and performing project, construction management, and construction inspection services. William has experience working with many governmental agencies, including the Texas Water Development Board (TWDB), Federal Economic Development Administration (EDA), General Land Office (GLO), the Federal Emergency management Agency (FEMA), and Texas Community Development Block Grant (CDBG).



William currently serves our primary contact for the City of Sweeny and has completed many projects for the City, such as the 2021 CDBG WWTP Improvements; 2019 Bond Water Improvements; 2018 Water, Sewer, and Sidewalk Improvements; WWTP Clarifier and MCC Improvements; Hackberry Sidewalk; and numerous other projects. William is currently managing the GLO MIT Sewer project, water quality consultation, as well as various plan reviews and support for City staff.

William’s additional water project experience includes Prairie View A&M Well 9; City of Giddings Emergency Water Well 12; City of El Campo ARPA Water Plant Improvements and TWDB Water System Improvements; City of Schulenburg Ground Storage Tank at Well 9; and City of Schulenburg Water and Sewer Improvements. He is also completing the construction phase of a current EDA funded water improvement project for the City of Giddings.

### Quality Control Engineers

**Ryan D. Tinsley, P.E., ENV SP (Texas P.E. #132320)**, will provide quality control review services for this project. Ryan has 22 years of experience providing planning, design, and construction-related services on a variety of 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 variety of projects, ranging from utility extensions to large transportation projects. Ryan has experience working with FEMA, Texas CDBG, the Texas Department of Transportation (TxDOT), and the Texas Commission on Environmental Quality (TCEQ).



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 more than 500 parcels). Ryan’s 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.

Examples of Ryan's water project experience include the City of Richwood North Water Plant, Ground Storage Tank, Booster Pumping Station, and Water Main Extensions; City of Brenham Water Supply and Treatment Plant Expansion Plan and FY 2019 Water Main Replacements; City of Sealy Downtown Water Well and Raw Water Main, Rexville Road Water Plant, and Downtown Water Main Replacement; and Impact Fee Studies, Utility Master Plans, Capital Improvement Plans, and Preliminary Engineering Studies for the Cities of Brenham, Hearne, Hempstead, Richwood, Sealy, and Splendora, and the South Cleveland Water Supply Corporation.

**Andy L. Mullendore**, is a licensed Professional Engineer in Wisconsin and Illinois and has been involved in all aspects of water system plan development, design, construction of water mains, municipal groundwater supply wells, booster stations, pumping systems, and elevated storage, for the past 30 years. Andy has extensive experience in modeling and evaluating water systems. He has prepared water distribution system plans for approximately 50 different distribution systems across Texas, Wisconsin, Illinois, Ohio, Indiana, and Alabama. These plans have involved everything from evaluating simple water main replacements or extensions, to complete systems.



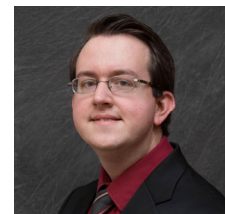
**Project Engineers**

**Hollie A. Janecka, P.E. (Texas P.E. #135892)**, has 7 years of engineering design experience and serves as the Discipline Coordinator for Water and Wastewater groups in our Brenham office. She has engineering experience working with AutoCAD Civil 3-D, StormCAD, SewerCAD, and GIS software to create construction drawings. She also has experience in commercial and residential land development, including design of site layouts, water main, drainage elements, roadways, and storm sewers. Hollie has experience working with many governmental agencies, including Texas GLO, FEMA, and Texas CDBG.



Hollie’s recent water project experience includes the City of Brenham Water Supply and Treatment Expansion Plan; Tarkington Special Utility District Water CIP and Impact Fees; South Cleveland Water Supply Corporation Water Master Plan; City of Weimar Water Quality Study; City of Schulenburg Comprehensive Water Study; City of Cleveland ARPA 2021 CLFRF New Elevated Storage Tank and 12-inch Water Line Improvements; and City of Dayton Tram Road Booster Pumping Station and Water Well, and 2016 FM 1960 12-inch Water Line Extension.

**Mark A. Rudolph, P.E. (Texas P.E. #144840)**, has been involved in the design of various municipal, water, wastewater, natural gas distribution, and GIS projects. He has also been involved in the preparation and submission of TCEQ applications for renewal and amendment of wastewater and stormwater permits. Mark has extensive experience with state and federal funded projects, as well as coordination with state agencies, including the TCEQ, TWDB, and Texas RRC.



Mark’s recent water project experience includes the Central Washington County Water Supply Corporation TWDB Water Plant, New Standpipe, and New Water Well; City of Sealy Highway 36 Water Main Extension and Rexville Road Elevated Storage Tank Rehabilitation; City of Brenham Water Main Replacements; City of Rosenberg ARPA Water Line Improvements; Water Plant Piping Relocation for Oak Hill Fresh Water Supply District; and the Water System Evaluation for Chappell Hill Water Supply Corporation.

**Mary E. Seehafer, P.E. (Texas P.E. #138988)**, has been with our firm for 12 years and has extensive experience with electrical design. She has designed power distribution and control systems for both large and small wastewater and water applications from remote lift stations to well houses to treatment plants. Mary’s design experience includes standby power systems, programmable logic controller (PLC)-based control systems using industrial Ethernet networks, remote telemetry (radio and cellular), communication systems (voice and data), and development of control algorithms and supervisory control and data acquisition (SCADA) system human-machine interface (HMI) graphics for both new and existing systems. Mary’s experience also includes electrical design of new facilities, upgrading and adding to existing facilities, power monitoring for harmonics and related electrical problems, and analyzing building electrical systems with respect to applicable codes.



Mary’s project experience includes the City of Sweeny WWTP Generator Addition and Electrical Improvements; City of Richwood North Water Plant; City of Sealy 2021 Downtown Well and 2020 GLO Generator Addition; City of Brenham Surface Water Treatment Plant Rehabilitation and Expansion; City of Schulenburg 2021 County Yard Lift Station Improvements; and City of Snook WWTP construction phase.

**Keith R. Behrend, P.E. (Texas P.E. #127578)**, has 19 years of experience in structural design. 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’s project experience includes the Fayette County La Grange Water Line Improvements; City of Richwood North Water Plant and South Yaupon Sidewalk Pedestrian Bridge; City of Brenham Surface Water Treatment Plant Rehabilitation and Expansion, Ralston Creek Lift Station, Munz Lift Station, and Baker Katz Sanitary Sewer Improvements; City of Sealy Front Street Drainage Improvements; and the Lee County GLO and FEMA Mitigation CR 226 Bridge Replacement, among others.

**Project Designers and Resident Project Representatives (RPR)**

**Morgan E. Ruiz, E.I.T.**, joined our firm in 2019 and has experience designing groundwater treatment plants, distribution line extensions and improvements to existing systems, and sanitary sewer collection projects. Other experience includes analysis of when water system improvements are needed to remain in compliance with TCEQ standards based on future expected development and water system modeling software. She also has experience working on TxCDBG and GLO funded projects. Morgan has performed construction management services on many projects.



Morgan’s recent water projects include the City of Sweeny Waterline Improvements and Water Quality Consultation; City of Richwood North Water Plant; City of Brenham 2023 Impact Fee Study for Water, Wastewater, and Roadways, and Water Source Evaluation and Groundwater Wells Phase 1; City of Hempstead Water and Sewer Evaluation; City of Sealy 2022 Utility Master Plans and Impact Fees and Utility Rates Study; City of El Campo ARPA Water Improvements; the City of Woodbranch Village TWDB Water Plant; and the City of Sealy Downtown Water Well and Rexville Road Water Plant.

**Logan G. Andrepont, E.I.T.**, Logan has 5 years of broad municipal engineering experience, including design of sanitary sewers, water mains, and roadways. Logan has also performed Resident Project Representative (RPR) services on many projects. As RPR, Logan is responsible for observing construction work for compliance with the plans and specifications, serving as liaison between the engineer and contractor, reviewing monthly pay requests, and observing various tests as required by the contract documents, including observing mandrel and leakage testing of sewer lines, and observing hydrostatic testing of water lines.



Logan’s recent project experience includes the City of Sweeny 2019 Bond Issue Water Main Improvement and GLO-MIT Sanitary Sewer Replacement; City of Richwood North Water Plant and Water Main Extensions; City of Brazoria 2021 CDBG Force Main Extension; City of Rockdale GLO CDBG-MIT Ham Branch Watershed Drainage Improvements; City of Huntsville 2022 Sanitary Sewer Improvements; City of Caldwell ARPA Sanitary Sewer Improvements and GLO CDBG-MIT Hurricane Harvey Street, Drainage, Sanitary Sewer, and Lift Station Improvements; and the City of Brenham Ralston Creek and Munz Lift Station Improvements.

**Environmental Specialist (if needed)**

**Luke T. Hellermann, P.G.**, is a Professional Geologist with 33 years of experience in environmental investigation, documentation, and permit preparation. Luke has completed National Environmental Policy Act (NEPA) documentation for projects of all types ranging from categorical exclusions (CE) to environmental impact statements (EIS). Luke is very comfortable navigating the NEPA process and coordinating with necessary federal and state agencies to obtain permits. He has completed impact analyses related to effects on historic properties (Section 106 process), primary environmental effects, noise and air impacts, and hazardous materials impacts, as well as effects on the natural environment.



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

**Lead Surveyor**

**Robert C. Schmidt, RPLS (Texas PLS #4705)**, has 45 years of experience and is a registered Professional Land Surveyor in Texas. Bob’s expertise includes plan development, design, and construction supervision of water storage facilities, water transmission lines, water wells, water supply and distribution mains, emergency generators, drainage improvements, large diameter storm sewers, paving, pumping stations, sanitary sewer collection systems, lift stations, force mains, sewage treatment plants, and gas distribution facilities.



Bob’s experience also includes preparing environmental documents/assessments, presenting at public meetings, and coordinating with public and private agencies, such as City and County governments, Texas Railroad Commission, Texas Department of Licensing and Regulation, Flood Control Districts, U.S. Army Corps of Engineers (USACOE), U.S. Environmental Protection (USEPA), Texas Historical Commission, Texas Parks and Wildlife, TxDOT, TWDB, TCEQ, and FEMA.

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.

**Survey Crew Chief**

**Christian J. Fridye** has 14 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 Sweeny, Brazoria, Brenham, Cleveland, Dallas, Dayton, Richwood, Schulenburg, Sealy, Splendora, Weimar, and Woodbranch Village, Texas. Christian also has knowledge of and experience with TxDOT permits, roads and streets, ROW and easement acquisitions, pipeline surveys, drainage improvements, parks, trails, and construction staking.



3.2.2 For those team members that maintain a professional license issued by a state agency, indicate their current standing with that agency.

William Huebner, P.E.; Ryan Tinsley, P.E., ENV SP; Hollie Janecka, P.E.; Mark Rudolph, P.E.; Mary Seehafer, P.E.; and Keith Behrend, P.E., are licensed Professional Engineers registered to practice in the state of Texas and, per the Texas Engineering Practice Act, are in good standing. Bob Schmidt is a registered Professional Land Surveyor in the State of Texas and is also in good standing.

3.2.3 The Engineering Firm shall describe their specific project approach and key elements identified relative to the project description in 1.5 and the tasks shown in 1.8 of the RFQ.

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



### Project Approach

Our typical approach to the engineering functions of a TWDB project is divided into four phases: *planning and application, preliminary design, final design, and bid and construction*. Our team is fully committed to providing excellence in engineering throughout each of these phases.

When the City needs a single task or project performed – such as a survey or an environmental study – we will apply the same work ethic to that singular task or project. Through discussions with City staff, we will develop a thorough understanding of the scope of each project and employ the approach below.

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



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

We understand that the City plans to use the TWDB funding for water system improvements, including water main replacement, iron/manganese filtration upgrades/replacement, additional water storage, pumps, and other improvements to its system. We have recently been assisting the City of Sweeny in tackling the issue of dirty water throughout the system. The source comes, not just from high manganese levels in the groundwater, but aged infrastructure, including more than 17 miles of steel pipe that has built-up deposits of iron and manganese. The City's existing water softener system is in a state of disrepair and needs replacement or significant reconstruction. A new iron/manganese filter system will help eliminate further manganese from entering the system. Additionally, the City requires additional water storage and pumping capacity to meet the needs of its customers. All these issues should be addressed with the proposed TWDB funded project.

- **Planning and Application Phase**

We understand the City will be submitting a PIF in the next few weeks.

Following submittal of the PIF, the TWDB will review all the PIFs they receive, rank them, and prepare a draft *Intended Use Plan (IUP)*. A comment period will follow the draft IUP posting, and the final IUP will be approved in August 2024. The City should expect to receive an invitation to apply in the fall and formal applications are anticipated to be due within 4 months.

The TWDB DWSRF application is lengthy. As part of the application process, we will meet with the City and TWDB personnel at a pre-application meeting. The application requires extensive supporting documentation, including a preliminary engineering feasibility report (PER), financial documents, and an environmental assessment. We will prepare all documents required for the PER and will work with the City's financial advisor and bond counsel regarding the financial requirements. We can prepare environmental assessments and impact statements, but often work with an environmental subconsultant who is knowledgeable on the TWDB environmental requirements. We will also assist the City in determining the need to acquire real property and/or easements and work with the City through the process of property acquisition, including preparing metes and bounds surveys.

- **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 and TWDB personnel to review the scope of the project and establish or confirm expectations, project objectives, and priorities. 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.

Following the predesign conference and data collection, we will begin work on preliminary designs, preliminary cost opinions, and other appropriate deliverables. As part of the preliminary design phase, we will begin working with entities that will require permits and other approvals, such as the Texas Commission on Environmental Quality (TCEQ) and the Texas Department of Transportation (TxDOT).

- **Final Design Phase**

Following preliminary design of improvements, we will meet with the City and other stakeholders (including the TWDB) 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 all TWDB requirements and 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. The final design documents will be submitted to the TWDB for approvals prior to proceeding into the bidding phase.

- **Bid and Construction Phase**

The bid phase will begin with authorization to advertise for construction bids. 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.

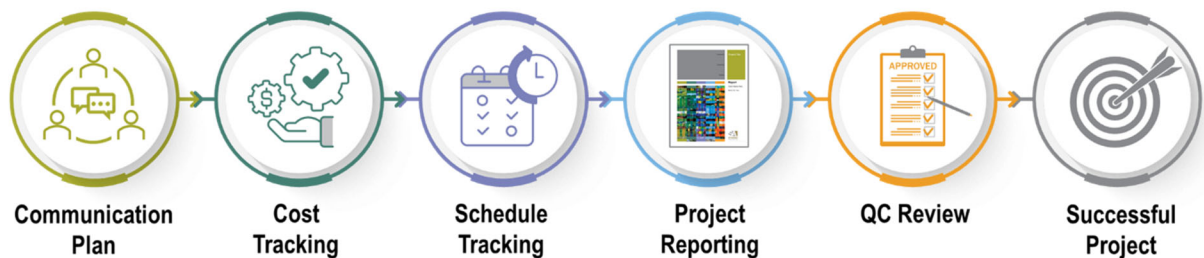
During construction, we will provide construction-phase tasks, including contract administration, preparation and certification of monthly payment applications, issuance of additional instructions to the contractor, continued coordination with Utilities – as warranted – and periodic visits to the site.

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.

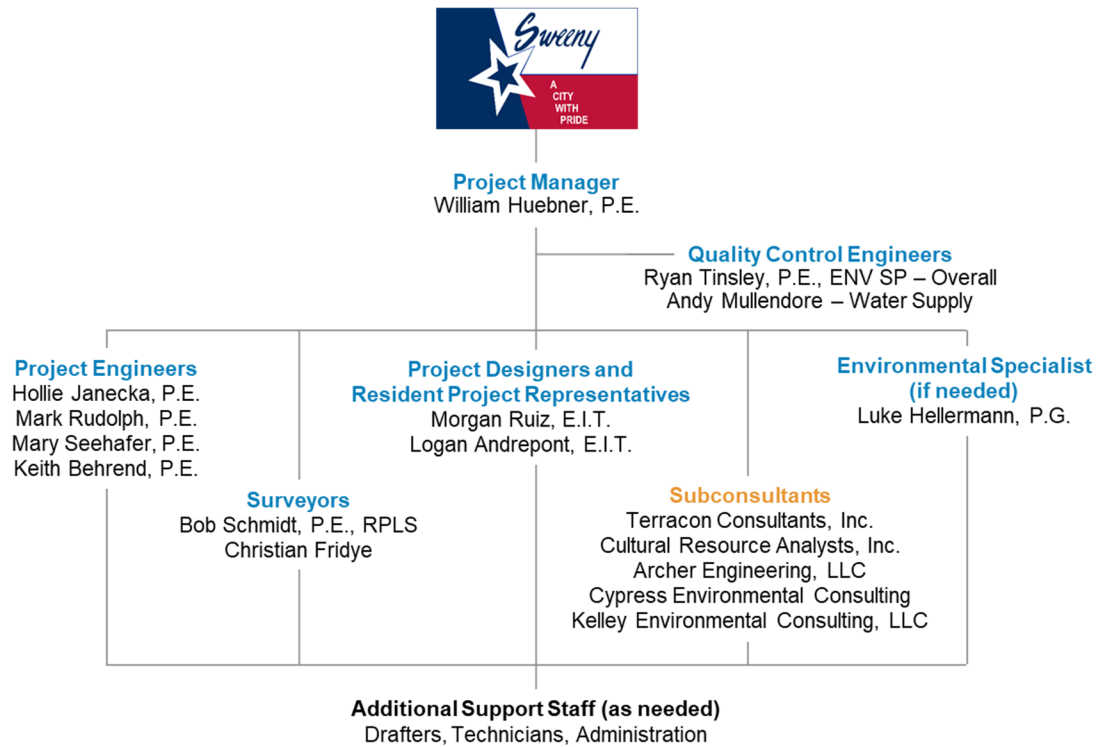
**Proactive Management Approach**



**Conclusion**

We are excited for the opportunity to continue serving the City of Sweeny 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.

3.2.4 Include an organizational chart showing participants and disciplines for specific portions of assigned work on this project, and lines of authority for all portions of the work.



3.2.5 The Engineering Firm shall provide a list of names, addresses and specialties of outside consultants/associates for this project and prior working relationship. List specific areas of responsibility (including administrative, technical, and financial) for each firm.

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

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

**Geotechnical Investigations – Terracon Consultants, Inc.  
11555 Clay Road, Suite 100, Houston, Texas 77043**

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 20 in *Engineering News Record’s (ENR’s) 2023* listing of the Top 500 Design Firms. Terracon is a nationwide firm, but has multiple offices located in Texas. Terracon will assist us with any needed geotechnical services.



**Archaeological Studies – Cultural Resource Analysts, Inc.  
9105 Avalon Drive, Shreveport, Louisiana 71118**

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.



**Electrical Engineering – Archer Engineering, LLC**  
**14558 Broadgreen Drive, Houston, Texas 77079**

Archer Engineering, LLC (AELLC) is an electrical engineering and design firm based out of Houston, Texas. AELLC has been providing electrical engineering and design services for its clients (including numerous municipalities in Texas) since 2010. One of the main areas of expertise for AELLC is providing electrical system design for water and wastewater facilities.



**Wetland Delineation – Cypress Environmental Consulting**  
**10605 Grant Road, Houston, Texas 77070**

Cypress Environmental Consulting (Cypress) is a privately owned professional services company located in Texas. Cypress’s mission is to provide quality environmental consulting services to public and private clients across the southwestern U.S. Cypress has the knowledge and technical expertise to provide a variety of environmental services, including regulatory compliance and permitting of drainage projects, conducting environmental evaluations, performing state and federal regulatory requirements reviews, providing due diligence support, and conducting impacts evaluations.



**NEPA Consultant – Kelley Environmental Consulting, LLC**  
**115 Whippoorwill Way, Georgetown, Texas 78633**

Kelley Environmental Consulting (KEC) has more than 30 years of experience working with rural communities to develop water, wastewater, and community facility projects. Staff understand the process of seeking funding from state and federal sources and specialize in projects funded by the Texas Water Development Board and the U.S. Department of Agriculture Rural Development Rural Utilities Service.

Steve Kelley, owner and lead Environmental Planner for the KEC, formerly held the position of full-time State Environmental Coordinator for the USDA Rural Development in Texas. During his tenure, he provided training to both employees and consulting engineers, as well as review and approval of more than 400 various utility and business projects budgeted at more than \$300 million. The KEC’s services include complete preparation of environmental assessments, coordination of archaeological reviews, and financial application advising.

3.2.6 Identify the level of participation of MWBE team members in percent of total work effort.

Although we are a full-service engineering firm and can perform our own specialty services for structural, electrical, and mechanical, we do rely on subconsultants for geotechnical investigations and archaeological studies. When we do need to procure outside services, we will strive to solicit from Minority and Women’s Business Enterprises (MWBE). The requirements for MWBE will be included in the contract documents prepared for bidding of the project.

3.3 Resource Utilization Plan

3.3.1 Labor Resources: The Engineering Firm shall include a brief statement describing how staff will be provided, allocated and balanced during sickness, attrition, and periods of increased workloads.

**Integrated, Corporate-Wide Scheduling Program Proves Availability of Staff**

We understand the City desires a consultant whose team has ample availability to complete its projects 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 projects.

**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.

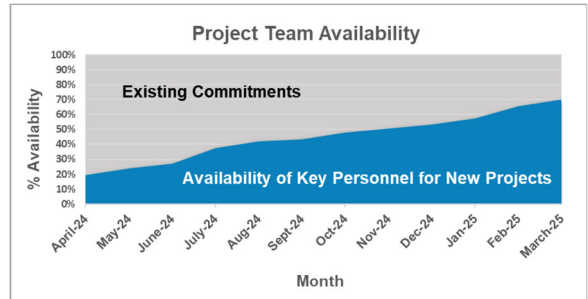
**About Our Scheduling Program**

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 accompanying graph.



Team’s percentage of availability leads to responsive service.

3.3.2 Equipment Resources: The Engineering Firm shall list all pieces of office and/or field equipment which is owned, or that it has direct access to, that is pertinent to this project.

Strand Associates, Inc.® Office and Field Equipment	
<b>Computer Hardware</b>	
43 Surface Pros	8 “E” Size Engineering Ink Jet Color Plotters
107 Dell Optiplex Desktops	7 "E" Size Engineering Laser Plotters
78 Dell Latitude Notebooks	10 "E" Size Color Engineering Scanners
425 Precision Workstations	22 LCD Projectors
24 Dell PowerEdges Servers running Windows Server	50 Digital Cameras
4 Dell PowerEdge Servers running Windows Enterprise with Multiple Virtual Servers	1 Compellent Storage Area Network
85 Laser Printers	15 Panzura Cloud Controllers
20 Color 11 x 17 Multifunction Laser Printers/Scanners/Copiers	550 Voice over IP Telephones
4 Black/White 11 x 17 Multifunction Laser Printers/Scanners/Copiers	15 Vidyo Videoconference Systems
<b>Computer Software</b>	
Adobe Acrobat PRO	Blue Beam
Adobe Acrobat Reader DC	Cummins Power Suite
Adobe Acrobat Standard	Deltek Vision Series 350
ADP PC/payroll & personnel	EBAA – Restraint Calculation Program
Vision (Deltek)	EPA NET 2.0
Alpha-1 Dezurik Valve Sizing Program	ESRI ArcExplorer
Aquifer Test Pro	ESRI ArcGIS 3D Analyst
AutoCAD	ESRI ArcGIS for Desktop Advanced (ArcInfo)
AutoCAD Civil 3D	ESRI ArcGIS Publisher
AutoCAD Revit Structure	ESRI ArcGIS Spatial Analysts v10.1
Bentley CloudWorx for MicroStation	ESRI ArcPAD

Strand Associates, Inc.® Office and Field Equipment	
Bentley Hammer	ESRI ArcReader
Bentley Microstation	ESRI ArcView – Single
Bentley WaterGEMS – Unlimited Pipes	ESRI ArcView – Network
Computer Software (Continued)	
Estimator	Microsoft Windows SQL Server
Flowlink	Ops 32 – Ops Systems
Flygt Catalog and Program	Panzura OS
Google Earth Pro	Pcounter for Windows
Professional Groundwater Vistas	PDF ToolKit
ICC Code Council	PDF-Xchange Professional
InfoWater	Project Management
KYPipe Pro	QuickTime
Microsoft Exchange Server	RSMMeans Building Costs
Microsoft Office	Shoretel Communicator
Microsoft Office Live Meeting	Survey Link 32
Microsoft Professional Desktop	Thrust Restraint Design for Iron and PVC Pipe
Microsoft Project	Trimbel PC-BoB
Microsoft SharePoint Server Standard	Trimble Business Center
Microsoft Systems Management Server (SMS)	Trimble Geomatics Office
Microsoft Terminal Server	Universal Imaging Utility (UIU)
Microsoft Virtual PC	Visual Modflow v3.0
Microsoft Visio Professional	WinDirStat – Windows Directory Statistics
Microsoft Visio Standard	Winflows
Microsoft Visual Studio Enterprise	WinSLAMM v10.0
Microsoft Windows Server	Wonderware Development Studio
Field Equipment – Major Equipment	
Confined Space Entry Safety Equipment: 9 – Gas Detectors 2 – Ventilation Blower	Concrete, Bituminous and Testing Equipment: Field equipment provided as necessary
Surveying	
Total Stations: 14 – Trimble S6 Robotic Total Stations	Levels: 1 – Trimble DiNi Digital Level 7 – Topcon At-B2 8 – Topcon At-F2 25 – Topcon At-G2
Transits: 11 – Topcon DT-O5 2 – Topcon AG-20B 3 – Topcon AG-20 1 – Topcon AG-30 6 – Geotec T-24	GPS: 5 – Trimble R10 RTK GPS Rovers 6 – Trimble R8 RTK GPS Rovers 2 – Trimble GeoExplorer 6000S 4 – Trimble R12i RTK GPS Rovers
Data Collector: 20 – Trimble TSC3/TSC7 Data Collectors	
Terrestrial	
Leica ScanStation P-40	

### 3.4 Workload Status

3.4.1 Based on the Engineering Firm’s current workload and staffing, indicate the current percentage of capacity at which the Engineering Firm is operating. Indicate the current backlog (if any) of the assignments in months.

Our scheduling system enables us to look at a period of up to 2 years. Beginning in August 2024, we are approximately 10 to 20 percent available firmwide; it is important to note that this availability increases monthly, the further out considered. Our current backlog is \$208.6 million. Based on our percent availability in August 2024, it will take us approximately 20 months to complete our current backlog while maintaining our 10 or 20 percent availability to take on additional work. This backlog is scheduled out over a longer period than 20 months because of time constraints related to funding schedules and material/equipment availability. Some projects in our current backlog are anticipated to last up to 60 months. This is how our availability continues to increase monthly.

3.4.2 Based on current assignments, backlogged assignments and known future assignments not currently in-house, indicate the percentage of capacity that the Engineering Firm will be operating during the time period indicated in the RFQ and the ability to meet the time constraints for completion of the project tasks while completing other prior committed workloads which involve members of the team identified for assignment to this project.

The RFQ does not indicate a time period for this project; however, we anticipate that the selected firm will need to start in the fall of 2024 on the application. The TWDB will then score the PIFs they receive and publish a draft IUP in summer 2024. The comment period follows, and the final IUP is anticipated to be approved in August 2024.

The City will then receive an invitation to apply in the fall of 2024. The formal application is due within 4 months, with December being the target. By the time the City receives its invitation to apply in the fall of 2024, our scheduling currently indicates that our project team will have approximately 25 to 45 percent availability to prepare the application.

3.4.3 Identify the percentage of time key personnel will devote to this project.

Key Personnel	% of Time Devoted
William Huebner, P.E. – Project Manager	20%
Ryan Tinsley, P.E., ENV SP – Overall Quality Control Engineer	5%
Andy Mullendore – Water Supply Quality Control Engineer	5%
Hollie Janecka, P.E. – Project Engineer	15%
Mark Rudolph, P.E. – Project Engineer	15%
Mary Seehafer, P.E. – Electrical Engineer	10%
Keith Behrend, P.E. – Structural Engineer	10%
Morgan Ruiz, E.I.T. – Project Designer and RPR	25%
Logan Andrepont, E.I.T. – Project Designer and RPR	20%
Luke Hellermann, P.G. – Environmental Specialist (if needed)	2%
Bob Schmidt, RPLS – Lead Surveyor	1%
Christian Fridye – Survey Crew Chief	2%

3.4.4 Identify tasks to be completed locally, by an identified associated office or by an identified subcontractor.

We will primarily serve this project from our local office in Brenham, Texas. If needed, Luke Hellermann, P.G., Environmental Specialist, will serve this project from our office in Madison, Wisconsin.

If the City prefers having all specialty subconsultants working through us, we propose utilizing the following firms:

- Terracon Consultants, Inc. – Geotechnical Investigations

- Cultural Resource Analysts, Inc. – Archaeological Studies
- Archer Engineering, LLC – Electrical Engineering
- Cypress Environmental Consulting – Wetland Delineation
- Kelley Environmental Consulting, LLC – NEPA Consultant

### 3.5 Experience

The Engineering Firm shall list examples of the Firm’s project management, design, and construction management experience. List the most recent 5 years’ experience (maximum of 10 assignments). Experience must include: Name, Location, Contact Person and Telephone Number, Date of Engagement for Assignment.

#### **Expertise and Experience with Relevant Local and National Projects Instills Confidence in Successful Projects for the City of Sweeny**

Our team has worked together to complete many similar water supply projects, some of which are described below. In addition to these, as a result of our decades-long relationship with the City, our firm is very familiar with local site conditions in the Sweeny area. We currently serve the nearby cities of Brazoria, Richwood, Rosenberg, Eagle Lake, and El Campo.

##### **TWDB Water System Improvements – El Campo, TX**

**Reference: Jerry Lewis, Director of Utilities,** [REDACTED]

We designed approximately 28,000 feet of 6- through 12-inch water distribution lines to replace old, deteriorated lines to complete loops for increased fire protection flow rates, including service lines, valves, and appurtenances, and replace approximately 3,500 feet of 6-inch sanitary sewer line to maintain separation from water lines. We also designed a SCADA system for the water system and electrical upgrades at the Wilson Road water pumping station.

While design was started and completed in 2016 under TWDB funding, construction funding was not available at that time. The project was on hold until the recent ARPA CLFRF funding provided the City with the money for construction. Most of the water line replacement will be within TxDOT ROW, as well as the downtown commercial area. It will be critical that we coordinate with TxDOT and the local businesses to reduce the impact of the project on traffic, parking, and daily business once construction starts. Construction is anticipated to be completed by April of this year.

##### **TWDB Water Plant Improvements and Standpipe – Central Washington County Water Supply Corporation – Washington County, TX**

**Reference: Ken Miller, Board President,** [REDACTED]

We provided design-, bid-, and construction-phase services for three TWDB funded water supply projects. The first included improvements to an existing water plant, including installation of a new set of iron filtration units, expansion of the pump and controls building, and reconfiguring site piping to accommodate additional water supply and storage. The second project consisted of constructing a new public drinking water well sized for approximately 200 gpm, which was connected to a nearby water plant site (listed above). The third and final project included installation of a new 348,000-gallon standpipe. The last of these was completed in 2021.

##### **TWDB Water Plant – Woodbranch Village, TX**

**Reference: Charlotte Smith, City Administrator,** [REDACTED]

We provided design-, bid-, and construction phase services for the City’s water plant, funded by TWDB, which consisted of two projects. The first project included constructing a 150,000-gallon steel ground storage tank. The second included constructing a booster pump station consisting of two 800-gpm booster pumps and associated piping within the water plant. The project also included installation of piping to connect an existing well to the water plant and from the water plant to an existing elevated storage tank. This project was completed in 2021.



**2023 Rexville Road Water Plant – Sealy, TX**

**Reference: Kimbra Hill, City Manager, [REDACTED]**

We are providing design- and construction-phase services for 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. This project is anticipated to be completed in 2025.

**Downtown Water Well and Raw Water Main – Sealy, TX**

**Reference: Kimbra Hill, City Manager, [REDACTED]**

We provided design- and construction-related services to construct a 1,000 gpm water well with 2,000 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. This project is anticipated to be completed in spring 2024.

**North Water Plant – Richwood, TX**

**Reference: Clif Custer, Director of Public Works, [REDACTED]**

For this four-part project, we provided design-, bidding-, and construction-phase services for a new water plant. The components of the new water plant include a pump building, booster pumps, chlorine building, water treatment system utilizing chlorine and polyphosphate, and related site work and yard piping. Two booster pumps were installed initially with floor- and electrical-space for a future third booster pump. The project also includes various water main extensions, a 350,000-gallon, welded steel ground storage tank, and a new water well.

The new well is a two-string, underreamed and gravel-packed well with 18-inch carbon steel casing to a depth of 300 feet with 25 feet of 12-inch stainless steel wire wrapped screen, and with 12-inch carbon steel blank liner under the screen to a total depth of 340 feet. Production from the well is 600 gpm. The well is equipped with a submersible pump and motor.

In addition, the North Water Plant includes a generator and supervisory control and data acquisition (SCADA) improvements. We designed the generator to provide the water plant emergency power for 72 hours. An asphalt driveway for access to the plant was also included in the final design. This project was completed in 2023.

**2021 ARPA CLFRF New Elevated Storage Tank (EST) – Cleveland, TX**

**Reference: Robert Meadows, Utilities Superintendent, [REDACTED]**

This project consists of a new 500,000-gallon steel, multilegged EST to be constructed to provide water supply to a new elementary and middle school on the northwest side of the city. We performed design and construction-phase services on a tight timeline due to the school needing this tower to open in the fall of 2022. A water model was prepared to verify adequate supply and distribution consumptions during fire flow and peak demand situations. This tank will assist the rest of the city with pressure issues and production.



New EST – Cleveland.

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. There were several correspondence meetings during construction with TxDOT, the school district, the school’s contractor, and the City regarding access for the tank construction. Construction was completed in summer 2022.

**Water Distribution System Improvements – Tarkington Special Utility District – Cleveland, TX**

**Reference: LB Chapman, General Manager, [REDACTED]**

We prepared designs for two new 150,000-gallon ESTs; altitude valves for two elevated tanks, including related plant piping and electrical; and approximately 7 miles of new 8- and 12-inch distribution lines to upgrade the existing distribution system, including appurtenances.



New EST – Tarkington SUD.

Our services included design- and construction-phase services. This project received funding from USDA Rural Development and was completed in December 2019.

### 3.6 References

The City will contact references, in addition to the contact person(s) listed, the City may discuss the Engineering Firm’s work performance with any current or former employee of the reference firm. References must include: Project Name & Location, Engineering Firm’s role and responsibility, specific client contacts, list name(s) and phone number(s) of the City(s) representatives, name and phone number of Project Engineer, list name(s) and phone number(s) of Governmental Agency contact and brief description of the projects and Firm’s duties.

#### 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.

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

We encourage the City to contact our references, as we are confident that they will attest to the value we provided them through our services.

Strand Associates, Inc.® References				
Project Name and Location	Project Description	Engineering Firm’s Role and Responsibility	Project Engineer	Client Contact
TWDB Water System Improvements – El Campo, TX	See <i>Section 3.5</i> for project description.	Design- and construction-phase services	William Huebner, P.E. Strand Associates, Inc.® 979-836-7937	Jerry Lewis Director of Utilities ██████████
TWDB Water Plant Improvements and Standpipe – Central Washington County Water Supply Corporation – Washington County, TX	See <i>Section 3.5</i> for project description.	Design- and construction-phase services	Mark Rudolph, P.E. Strand Associates, Inc.® 979-836-7937	Ken Miller Board President ██████████
TWDB Water Plant – Woodbranch Village, TX	See <i>Section 3.5</i> for project description.	Design- and construction-phase services	Morgan Ruiz, E.I.T. Strand Associates, Inc.® 979-836-7937	Charlotte Smith City Administrator ██████████
2023 Rexville Road Plant – Sealy, TX	See <i>Section 3.5</i> for project description.	Design- and construction-phase services	Ryan Tinsley, P.E., ENV SP Strand Associates, Inc.® 979-836-7937	Kimbra Hill City Manager ██████████
Downtown Water Well and Raw Water Main – Sealy, TX	See <i>Section 3.5</i> for project description.	Design- and construction-phase services	Ryan Tinsley, P.E., ENV SP Strand Associates, Inc.® 979-836-7937	Kimbra Hill City Manager ██████████
North Water Plant – Richwood, TX	See <i>Section 3.5</i> for project description.	Design- and construction-phase services	Ryan Tinsley, P.E., ENV SP Strand Associates, Inc.® 979-836-7937	Clif Custer Director of Public Works ██████████

Strand Associates, Inc.® References				
Project Name and Location	Project Description	Engineering Firm's Role and Responsibility	Project Engineer	Client Contact
2021 ARPA CLRF New Elevated Storage Tank – Cleveland, TX	See Section 3.5 for project description.	Design- and construction-phase services	Hollie Janecka, P.E. Strand Associates, Inc.® 979-836-7937	Robert Meadows Utilities Superintendent [REDACTED]
Water Distribution System Improvements – Tarkington Special Utility District – Cleveland, TX	See Section 3.5 for project description.	Design- and construction-phase services	Hollie Janecka, P.E. Strand Associates, Inc.® 979-836-7937	LB Chapman General Manager [REDACTED]
USDA-RD Water System – Splendora, TX	Preliminary engineering report to evaluate existing and proposed water needs.	Design- and construction-phase services	Ryan Tinsley, P.E., ENV SP Strand Associates, Inc.® 979-836-7937	Danna Welter City Administrator [REDACTED]
GLO CDBG-DR 14-inch Water Line Improvements – La Grange, TX	Approximately 1 mile long 14-inch water line from an existing pumping station to tankage.	Design- and construction-phase services	Hollie Janecka, P.E. Strand Associates, Inc.® 979-836-7937	Frank Menefee Assistant City Manager [REDACTED]

3.7 Claims/Performance/Insurance/Bonding

3.7.1 If the Engineering Firm is currently involved in litigation or arbitration based on its work, briefly describe the nature of the claim.

**No Legal Actions Exist that Will Impact This Project**

We do not have any ongoing lawsuits that will prevent us from providing excellent service or completing the services under this statement of qualifications. Because of the confidential nature of claims and litigation, we welcome the opportunity to discuss this further if the City has any concerns.

3.7.2 If the Engineering Firm has ever been terminated from an assignment for non-performance, please briefly explain.

We have never been terminated from an assignment for non-performance.

3.7.3 Name of Engineering Firm's General Liability, Worker's Compensation and Professional Liability insurance carrier and agent's address and telephone number.

**General Liability and Worker's Compensation**

Ms. Connie Easland  
 Ansay & Associates, LLC  
 2901 W. Beltline Highway, Suite 202  
 Madison, WI 53713  
 [REDACTED]

**Professional Liability**

Willis Towers Watson Certificate Center  
 Willis Towers Watson Midwest, Inc.  
 c/o 26 Century Boulevard  
 P.O. Box 305191  
 Nashville, TN 37230-5191  
 [REDACTED]

3.8 Joint Ventures/Subcontracts

If it is anticipated that this assignment will be executed as a joint venture, and/or of 25% or more of the assignment based on either cost or time is to be subcontracted, provide the company's name of the joint venture partner and/or subcontractor and the proposed work for which it is responsible. Joint venture partners and subcontractors responsible for 25% of the work as indicated above must provide a separate Qualification Package.

We will not execute this assignment as a joint venture, nor will our proposed subconsultants be responsible for 25 percent of the work.

3.9 Submittal shall be signed in accordance with the following format:

Submitted By: (must be principal of the Firm)

[Redacted Signature]

Signature

Joseph M. Bunker  
Name (typed)

3/1/24  
Date

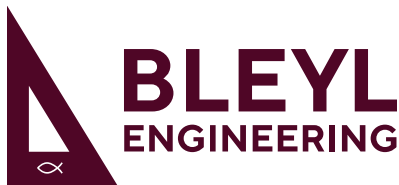
Corporate Secretary  
Title

(936) 441-7833

100 Nugent Street, Conroe, TX 77301

bleylengineering.com

Texas Firm No. F-678



8 March 2024

Ms. Lindsay Koskiniemi, City Manager  
City of Sweeny  
102 W. Ashley Wilson Rd.  
Sweeny, Texas 77480

Re: Request for Qualifications - City of Sweeny – DWSRF Water Improvments Project

Dear Evaluation Team,

Thank you for the opportunity to present our qualifications to the City of Sweeny for this Water Improvement project. Our firm has extensive experience with municipal engineering and water quality improvements, funded from a variety of local, state, and federal sources, including Community Development Block Grants, State Revolving Funds, and the American Rescue Plan Act, among others. Bleyl understands the challenges presented by fouling water in a distribution system, and we are eager to assist the City in investigating and providing engineered solutions to help improve the potable water system serving the Sweeny community.

Bleyl has assembled a team with the necessary skills and extensive experience to provide:

- Water quality investigations
- Distribution system evaluation including modeling and rehabilitaiton
- An emphasis on constructability to minimize impacts and maximize efficiency; and
- Assistance and guidance on other related items

Bleyl’s Core Values are “Quality - Integrity - Service,” and our project goals begin with providing high-quality, cost-effective engineering solutions. Our vision includes serving Texas communities through professional engineering and personal service.

Please have your staff contact me via email at [REDACTED], or by phone at (936) 441 -7833, with any questions regarding this project for the City of Sweeny.

Sincerely,

[REDACTED]

John D, Bleyl, PE  
President and CEO

[REDACTED]

Travis T. K. Walker, PE  
Department Manager – Public Works

# CITY OF SWEENY STUDY/ REPORT

TWDB – DWSRF Water Improvements Proejct



March 8, 2024



100 Nugent Street  
Conroe, TX 77301  
(936) 441-7833  
bleylengineering.com  
Texas Firm No. F-678

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## Appendices

- A – 3.9 Submittal Signature
- B - Statement on Insurance
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## Introduction

### 3.1 Organization: General

3.1.1 Firm Name: Bleyl Interests Inc. (dba Bleyl Engineering)

3.1.2 Address & Phone Number: 100 Nugent Street, Conroe, Texas 77301 – (936) 441-7833

3.1.3 Texas Board of Professional Engineers Firm Registration Number: 678

3.1.4 Submittal is for:  Parent Company  Branch Office

3.1.5 Year Firm Established: 1997

3.1.6 Former Firm Name(s): N/A

3.1.7 Type of Ownership: Corporation

3.1.8 Name of Parent Company (if any): N/A

3.1.9 Name of Principals and Titles:

<u>John D. Bleyl, PE</u>	<u>President &amp; CEO</u>
<u>Derek Wind, PE CFM</u>	<u>Chief Operating Officer</u>
<u>Ken Walker, CPA</u>	<u>Chief Financial Officer</u>
<u>Mike Kelly, PE</u>	<u>Director of Engineering</u>
<u>Steffanie DeLoss, PE, CFM</u>	<u>Land Development-Dept. Manager</u>
<u>Travis Walker, PE</u>	<u>Public Works – Dept. Manager</u>
<u>Tim Wolff, PE CFM</u>	<u>Bryan Regional Manager</u>
<u>Steve Duncan, PE</u>	<u>Senior Director</u>
<u>Steve Ihnen, PE</u>	<u>Austin Regional Manager</u>
<u>Jason Rodgers, PE</u>	<u>Austin Asst. Regional Manager</u>

3.1.10 Office Locations, Personnel, and Disciplines

Office Location: Conroe, Texas Employees: 58

---

Disciplines:

Civil Engineers: 28	Admin: 7
Designers/Drafters: 9	Accounting: 4
Construction Managers: 2	IT: 1
Inspectors: 4	Executives: 3





**PUBLIC WORKS**

Travis T. K. Walker, PE

- Groundwater Production, Treatment, Distribution, & Modeling
- Sanitary Sewer Modeling, Collection, Lift Stations, & Treatment
- Stormwater Collection
- Feasibility Studies

**LAND & SITE DEVELOPMENT**

Steffanie DeLoss, PE, CFM

- Master-Planned Residential
- Commercial, Industrial, Institutional, Office & Medical
- Recreational & Storage
- Permitting & Feasibility

**HYDROLOGY & HYDRAULICS**

Adam G. Vento, PE, CFM

- Advanced Hydrologic & Hydraulic Modeling
- FEMA Map Revisions (CLOMR/LOMR)
- Dam Analysis & Storm Water Management
- Master Drainage Planning & Evaluation

**CONSTRUCTION SERVICES**

Pat Riley, CPM

- Contract Bidding & Construction Management
- Onsite Representation & Inspections
- Constructability Review
- NACE Coating Inspections

Office Location: **Bryan, Texas**Employees: **16**

Disciplines:

Civil Engineers: 13  
Designers/Drafters: 2

Admin: 1

**PUBLIC WORKS**

Steve Duncan, PE

- Groundwater Production, Treatment, Distribution, & Modeling
- Sanitary Sewer Modeling, Collection, Lift Stations, & Treatment
- Stormwater Collection, Detention, & Modeling

**LAND & SITE DEVELOPMENT**

Tim Wolff, PE, CFM, Regional Manager

- Master-Planned Residential
- Commercial, Industrial, Institutional, Office & Medical
- Recreational & Storage
- Permitting & Feasibility
- Feasibility Studies

**TRANSPORTATION**

David Besly, PE, Department Manager

- Roadway Design and Permitting
- Traffic Studies (Including TIA's)

- Traffic Signals, Pavement Markings, & Signing
- Intersection Improvements

Office Location: **Austin, Texas**Employees: 19

## Disciplines:

Civil Engineers: 6

Admin: 4

Designers/Drafters: 9

**LAND & SITE DEVELOPMENT**

Steve Ihnen, PE, Regional Manager

- Master-Planned Residential
- Commercial, Industrial, Institutional, Office & Medical
- Recreational & Storage
- Permitting & Feasibility
- Stormwater Collection, Detention, & Modeling

Office Location: **Houston, Texas**Employees: 7

## Disciplines:

Civil Engineers: 4

Admin: 1

Designers/Drafters: 2

**PUBLIC WORKS**

Mark Adam, PE, RPLS, Regional Manager

- Groundwater Production, Treatment, Distribution, & Modeling
- Sanitary Sewer Modeling, Collection, Lift Stations, & Treatment
- Stormwater Collection, Detention
- Feasibility Studies

### 3.2 Key Personnel/Project Team

Bleyl's team of engineers possess a strong background in project execution for Cities, Counties, and Utility Districts. Our leadership and project engineers have extensive civil engineering experience including water, wastewater, infrastructure improvements, public facilities, roadway & traffic engineering, drainage, and construction management. We look forward to providing design and construction support for important water quality improvements for the City. The Bleyl Team will coordinate with City staff, operators, sub-consultants, internal staff, and utility companies. Bleyl will ensure backup representatives remain available to accommodate project requirements for client meetings. Our team routinely manages multiple projects simultaneously and delegates workloads to handle various schedules and deadlines. For each project, a second engineer will assist the Project Manager. This approach allows for faster response times and provides an Assistant Project Manager when the Project Manager is unavailable. Bleyl's approach to project management has led to numerous successful projects for multiple cities and districts in the greater Houston area.

Name	Firm	Area of Expertise	Years Experience	License	State/Federal Experience?
Travis Walker	Bleyl	Municipal Water Production, treatment, distribution/Wastewater collection	10+	TX PE 129751	Yes
Jonny Green	Bleyl	Municipal Water Production, treatment, distribution/Wastewater collection and treatment	13+	TX PE 120300	Yes
Steve Duncan	Bleyl	Municipal Water Production, treatment, distribution/Wastewater collection and treatment, Grants	30+	TX PE 83252	Yes
Mike Kelly	Bleyl	Municipal Water/Wastewater	20+	TX PE 94562	Yes
Carl Rushing	Bleyl	Municipal Water Production, treatment, distribution/Wastewater collection	20+	TX PE 121777	Yes
Blake Barringer	Bleyl	Water distribution and treatment, Grants	7+	TX PE 138957	Yes
Morgan Brown	Bleyl	Municipal Water, distribution/Wastewater collection and treatment	5+	TX PE 147737	Yes
Pat Riley	Bleyl	Construction Management, Former Public Works Director, Licensed Water/wastewater operator	25+	"A" Water Operator "B" Wastewater Operator	Yes

All licenses referenced above are active as of this submittal. Additional detailed information regarding the team and its organizational structure follows in the following pages.

**Travis T. K. Walker, PE**

Role: Client Manager

Title: Public Works- Dept. Manager

EXPERTISE

- Municipal Engineering
- Water Supply, Treatment, and Distribution
- Wastewater Collection, Lift Stations, and Treatment
- Roadways

EDUCATION

B.S., Civil Engineering 2013 - Texas A&M University  
Licensed PE- Texas No. 129751

AFFILIATIONS

Rotary Club - Member - 2016 - present  
Club President - 2021-2022

COMMUNITY SERVICE

Faith Bible Church - Member

SUMMARY

Travis serves as an Engineer for several Cities and Districts in Montgomery County and as a consulting engineer for others. He assists with plan reviews, facility inventories, capacity analysis, and planning for facility expansions. He has considerable design experience covering a wide variety of projects including the design of water plants, water distribution systems, wastewater lift stations and plants, and wastewater collection lines.

His relevant experience includes water quality research, analysis, and rehabilitation of fouling wells. He has conducted water quality sampling and testing within multiple Districts and Cities in Montgomery County.

**Jonny Green, PE**

Role: Project Manager

Title: Engineering Manager

EXPERTISE

- Water Production and Distribution
- Water Treatment
- Wastewater Collection
- Wastewater Treatment
- Roadways
- Drainage and Detention
- Flood Studies and Dams
- Bond and Grant Applications

EDUCATION

B.S., Civil Engineering 2010 - Texas A&M University  
Licensed PE- Texas No. 120300  
Certified sUAS Pilot

AFFILIATIONS

Conroe Lions Club

COMMUNITY SERVICE

Christ Community Church, Magnolia  
Missions Team  
Worship Ministry  
Children’s Ministry  
Prayer Ministry

SUMMARY

With over 13 years of experience, Jonny has worked extensively with municipalities on a wide variety of projects. His design experience includes water production and distribution, wastewater collection, site development, roadways, dams, drainage, detention, flood studies, lift stations, and bond and grant applications. Jonny is a certified Small Unmanned Aircraft System Pilot and manages our Aerial Imagery services. He previously served as Interim Director of Public Works for the City of Willis.



**Steve Duncan, PE, LEED AP**Role: Technical ExpertTitle: Senior DirectorEDUCATION

B.S., Civil Engineering 1993 -  
Texas A&M University - magna cum  
laude  
Licensed PE Texas No. 83252 -  
Oklahoma No. 23360

TECHNICAL POLICY EFFORTS

- B/CS United Standards
- College Station Lift Station Design Guidelines
- TCEQ Water Quality Advisory Group

AFFILIATIONS

TSPE Brazos Chapter - Engineer of the  
Year and Past President  
Project Management Institute – 2010+  
WEAT - 2003 to Present  
Chi Epsilon - Civil Engr Honor Society  
Tau Beta Pi - Engineering Honor Society

COMMUNITY SERVICE

Family Promise Brazos Valley - Board  
Member  
Lions Club of Bryan - Past President  
KOR Educational School - Past  
President  
Parkway Baptist Church - Past Deacon  
Chairman

SUMMARY

With over 30 years of experience, Steve has garnered invaluable insight into the field of civil engineering with a focused emphasis on municipal water & wastewater projects. His expertise includes client and project management, design and construction management for all types of Water and Wastewater projects. Steve's proven history of serving cities of all sizes and regions makes him invaluable to the team.

**Mike Kelly, PE**Role: QA/QCTitle: Director of Engineering ServicesEDUCATION

Civil Engineering, B.S. C.E., 1999  
Clemson University  
Licensed PE Texas No. 94562

SUMMARY

With over 20 years of experience in civil engineering, Mike has worked extensively with municipalities, utility districts, and private developers. His design experience includes roadways, drainage, water plants, water wells, and water distribution. Mr. Kelly also has extensive experience in single family residential, commercial development, sewer collection and rehabilitation. With Bleyl since 2006, Mr. Kelly manages numerous clients and various types of projects including serving as District Engineer to Porter SUD since 2006. Porter SUD has historically had iron and manganese problems in their water wells which has been remedied via various filter and treatment options. Mr. Kelly provides routine quality control oversight for various Public Works projects for other project managers at Bleyl Engineering.

Serving as Director of Engineering for the Conroe office, Mike fills the role of QA/QC for projects leaving the office prior to submittals and construction. This has continued to hone and sharpen his eye for technical improvements, constructability, and financial efficiency of engineering design efforts.

**Carl Rushing, PE**

Role: Alt. Project Manager, Support Staff  
Title: Engineering Project Manager

EXPERTISE

- Project management
- Water production and treatment
- Water distribution
- Wastewater collection

EDUCATION

B.S. Industrial Technology, 1991  
 Sam Houston State University  
 M.A. Industrial Technology, 1993  
 Sam Houston State University  
 Licensed PE- Texas No. 121777

AFFILIATIONS

Conroe Lions Club

SUMMARY

Mr. Rushing has extensive experience in project design and construction management for private and municipal engineering work; this includes designs for commercial, residential, and industrial developments; detention ponds, drainage analysis, sanitary sewer lift station sizing and design, water plant design, water and wastewater demand and capacity analysis, earthwork calculations, and civil plan and plat reviews for city clients.

Carl has extensive experience on water plants and distribution systems and an attention to detail for new design ideas or potential treatment options.

**Blake Barringer, PE**

Role: Alt Client Manager, support staff  
Title: Engineering Project Manager

EXPERTISE

- Grants
- Water Distribution
- Municipal Engineering
- Wastewater Systems
- Hydrology & Hydraulics

EDUCATION

B.S., Civil Engineering 2016 -  
 LeTourneau University  
 Licensed PE- Texas No. 138957

COMMUNITY SERVICE

Conroe Noon Lions Club  
 Member - 2018 to present

SUMMARY

Blake is experienced in a wide variety of municipal projects including roadways, storm drainage, storm water detention, sanitary sewer, water distribution systems, and construction inspection. He serves as the Assistant District Engineer for Lake Conroe Hills MUD, where he assists in plan reviews, facility inventories, capacity analysis, and planning for facility expansions. Blake has assisted in residential and commercial developments in Montgomery County. His experience includes working with ArcGIS and AutoCAD Civil 3D for plan design; and Bentley PondPack and HEC-RAS for drainage modeling. Blake has extensive waterline replacement and rehabilitation experience throughout developed cities. Blake also has served on multiple grant-funded projects in the Greater Houston Area.

**Morgan Brown, PE**

Role: Assistant Project Manager

Title: Project Engineer

**EXPERTISE**

- Municipal Engineering
- Wastewater Collection, Lift Stations, and Treatment

**EDUCATION**

B.S., Civil Engineering 2019 - Texas A&M University  
 Licensed PE- Texas No. 147737

**COMMUNITY SERVICE**

Church Project - Member

**SUMMARY**

In March of 2023, Morgan became a licensed Professional Engineer in the State of Texas. He is currently a Project Engineer in the Conroe office where he has assisted and designed a wide variety of projects related to public works, including sanitary sewers, wastewater treatment plants, water plants, water distribution systems, storm drainage, storm water detention, and site plans. Mr. Brown also serves as the Assistant District Engineer for East Montgomery County MUD No. 4 and Montgomery County MUD 142. He is proficient in the use of AutoCAD Civil3D, ArcGIS, PondPack and XP-SWMM.

Mr. Brown is a well-organized, methodical engineer, who emphasizes schedules, and ensuring designs are kept within budget as designs progress.

**Pat Riley**

Role: Construction Manager

Title: Construction Manager

**EXPERTISE:**

- Construction Management
- Public Works Management
- Municipal Operations

**EDUCATION**

M.B.A., Business Administration 2003  
 University of Phoenix  
 Certified Public Manager 2009  
 A Water Operator  
 B Wastewater Operator

**COMMUNITY SERVICES**

Texas City Management Association  
 Past President Green Forest and Caprock Chapters  
 APWA  
 AWWA  
 TCEQ - Served on Groundwater Committee

**SUMMARY**

With over 25 years of experience in public service and municipal management, Pat has served in Cities, Water Districts, and the U.S. Air Force (Civil Engineering Red Horse). Pat offers a unique insight into the challenges and needs of municipalities and private development. He has extensive experience managing projects and departments in all phases of municipal government including facilities, water, wastewater, storm drainage, streets, solid waste, municipal parks, cemeteries, airports, and municipal development construction. Pat is a Certified Public Manager who has a TCEQ A Water and B Wastewater licenses. Pat currently serves on the Texas New Community Alliance, DBA New Danville.

### 3.2.3 Project Approach

#### PROJECT UNDERSTANDING

We understand that the City of Sweeny has been experiencing water quality concerns within their distribution system, most notably colored water, likely associated with Iron, Manganese, or other color-causing contaminants in the groundwater. Other concerns within the potable water system include hydraulics, water age, and overall infrastructure conditions. Bleyl looks forward to the opportunity to serve the City of Sweeny with our carefully prepared team. Our team has extensive experience related to planning, permitting, environmental verifications, design, and construction phase services as it relates to municipal work, specifically potable water systems. Bleyl will ensure the City's Operator(s), staff, and other pertinent personnel are involved throughout each stage of the project from preliminary planning all the way through construction closeout. We will ensure to coordinate with key contributors and stakeholders as recommendations and decisions are made. Potential treatment options could include filtration, chemical treatment, distribution line cleaning, or others that may be determined during the planning and preliminary phases of the project.

#### DATA COLLECTION, PLANNING AND PRELIMINARY ENGINEERING

During the first phase, Bleyl will conduct an analysis of existing and desired conditions, including necessary survey, site visits, verification of water chemistry using Water Systems Engineering, , conduct reviews of previous resting results, plans and studies, verify any apparent environmental impacts, floodplain boundaries, and attend

meetings with City staff, Operations, and other necessary stakeholders to identify key concerns, design preferences, and priorities. Based on the results of these analyses, we will prepare a Preliminary Engineering Report ("PER") covering the existing conditions, any environmental considerations, an evaluation of options and our recommendations including cost considerations. As part of the preliminary study, we will also prepare a conceptual design as appropriate for presentation to City staff, and as directed, to the public or other stakeholders.

Phase services will include:

- Site investigation—review available record drawings, and water quality results, and conduct onsite inspection of facilities and existing conditions
- Prepare or assist in the coordination with TWDB as needed.
- Evaluate design options and prepare Preliminary Engineering Report with recommendations
- Assist in coordinating and conducting water sampling and analysis with Water Systems Engineering.
- Prepare conceptual exhibit(s) and preliminary cost estimate(s) for planning and budgeting
- Meet with City staff to discuss findings and recommendations, define project scope
- Conduct topographic and boundary survey if needed
- Support the acquisition of property and/or easements (including buffer zone) as needed
- Coordinate between the various consultants, the City, utility service providers, review agencies, and other appropriate entities



### PRELIMINARY DESIGN

After the PER and project scope is determined, Bleyl will prepare preliminary (30% and/or 60%) plan sets, specifications, contract documents, and cost estimates and conformance with the requirements of the City, the Texas Commission on Environmental Quality (“TCEQ”), and any additional jurisdictional requirements based on the funding source or the project scope.

Phase services may include:

- Regularly coordinate and meet with City staff to discuss design decisions and progress
- Revise design based on design meetings and input from City staff
- Conduct soil testing and geotechnical engineering design
- Prepare preliminary electrical and structural plans
- Prepare drafts of technical specifications and contract documents
- Prepare preliminary project details, including construction phasing plan and temporary erosion control plan
- Work with stormwater pollution specialist to prepare Stormwater Pollution Prevention Plan if required
- Refine cost estimates based on the design changes
- Coordinate with utility service providers (electrical, natural gas, comms) for any needed upgrades or extensions
- Finalize easement documents with property owners if required
- Submit preliminary deliverables to City for review
- Meet with City staff to review project submittals

### FINAL DESIGN

Bleyl will finalize the plans, specifications, and cost estimates. The documents will be submitted to the City for final review and to the appropriate jurisdictional agencies for permitting before bidding. Phase services will include:

- Revise design based on review meetings and final design considerations, including electrical and structural
- Finalize detailed analysis
- Finalize easement acquisitions as needed
- Submit notifications and/or plans to the TCEQ, utility service providers, funding sources, and any other agencies as necessary and obtain required permits or approvals for construction
- Prepare final cost estimates, bid quantities, and contract documents
- Finalize detailed construction plans and project specifications
- Meet with City staff and present final design
- Meet with City Council or hold a public meeting if needed

### BID PHASE SUPPORT

Bleyl’s team will provide bid support services including pre-bid meeting, bid opening, bid review, reference verifications, recommendations of award, and notice of award to the appropriate contractor. We will also assist with answering questions that arise during bidding and issuing of any addendums should they be necessary.

### CONSTRUCTION PHASE SUPPORT

Bleyl offers a full range of construction phase services to our clients, we have also partnered with construction inspection firms to assist if needed during construction for onsite

representation. Establishing a Notice To Proceed, in conjunction with TWDB coordination is one of the first steps of the Construction Management phase. Construction management of the project will also include:

- Reviewing construction submittals, shop drawings, etc.
- Responding to contractor requests for information (RFIs) and construction issues/change orders
- Reviewing construction inspection and material testing reports if needed
- Pay estimate review and processing
- Attend milestone inspections, final walkthrough, start-up, associated training, certificates of acceptance, and meetings as needed
- Warranty Walkthrough

We will maintain regular communication with the City throughout construction, and be attentive and responsive to requests to ensure a successful project and an end product that the City, and its residents, can be proud of.

#### QUALITY ASSURANCE AND CONTROL

Before each submittal, the report or entire set of Plans, Specifications, and Cost Estimates (“PS&E”) package is thoroughly reviewed by the Project Manager. At least one additional Professional Engineer also completes an independent, detailed QA/QC review of the package. Our QA/QC reviewers have extensive experience with municipal projects involving water production, distribution and treatment. Mr. Kelly, our lead QA/QC reviewer has past experience overseeing and managing pilot studies of proposed water filtration systems to ensure a systems effectiveness prior to full-scale implementation. He also has extensive experience with other

municipal-related work such as wastewater collection and treatment, drainage and detention, flood mitigation, traffic engineering and roadway design, and other infrastructure improvements. These additional areas of expertise prove invaluable during review as he sees a larger picture and looks for other potential concerns with the proposed project.

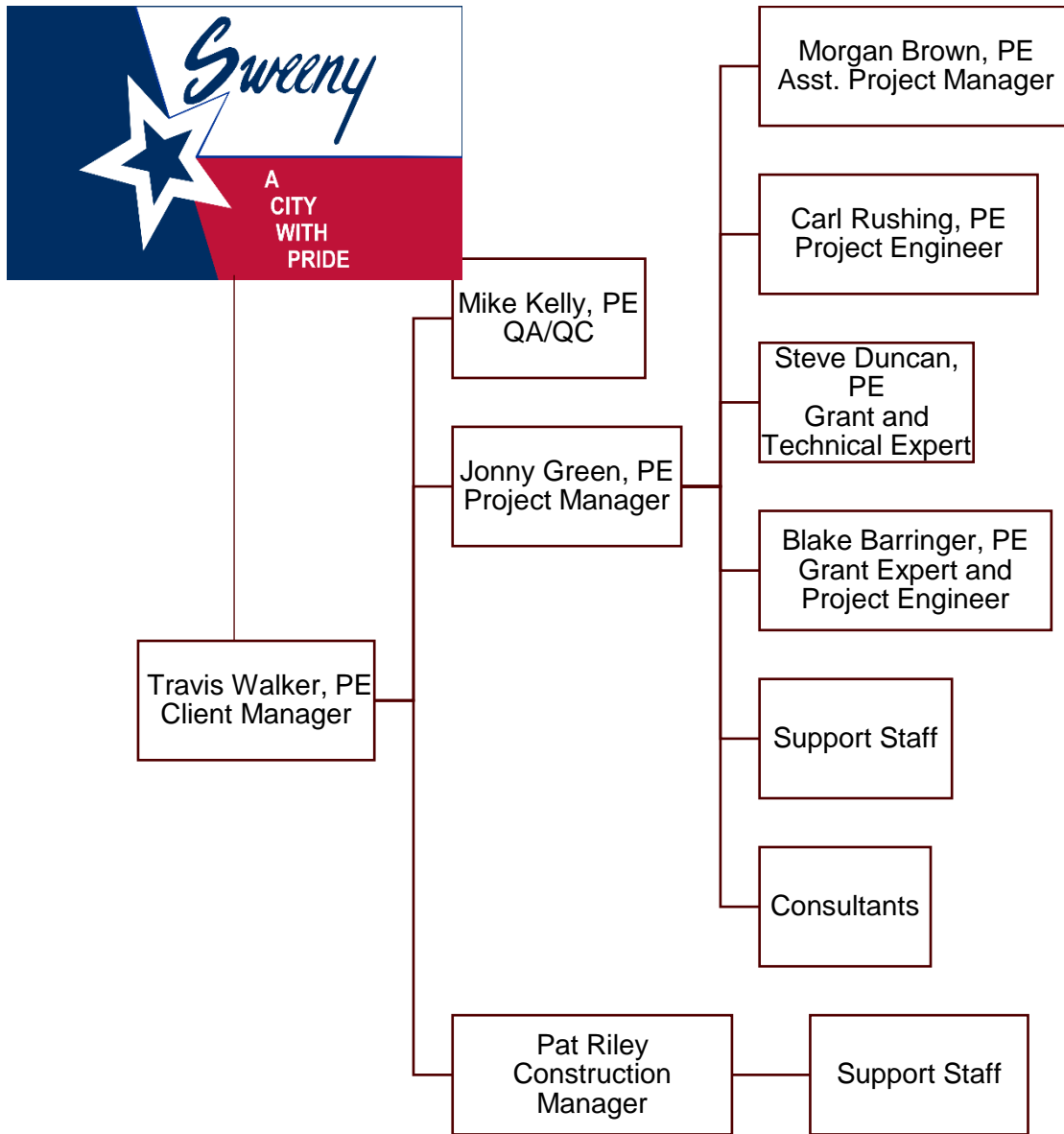
#### CONSTRUCTABILITY REVIEW

From the earliest stages, Bleyl considers constructability. Each project undergoes a review by the Construction Manager which includes quantity verification. Constructability is consistently a part of our formal quality assurance/quality control process as it is vital to ensuring a successful project. The construction services team will review the design, specifications, and cost estimate prior to bidding in order to ensure that every project is designed to be functional, economical, and practical.

#### SPECIALIZED SERVICES AND SUBCONSULTANTS

Some projects require specialized services, such as site-specific testing, geotechnical investigations, archaeological or environmental studies, specialized water quality testing, and more. To facilitate execution of all project requirements, we have a network of proven subconsultants in other disciplines we have worked with on previous projects from which to draw. To meet specific project requirements, we plan to utilize the consultants listed in section 3.2.5. Bleyl has also worked with many other subconsultants and has a wide menu to select from in the event one is not able to meet a schedule or is not a good fit for the project.

### 3.2.4 Organizational Chart



### 3.2.5 Consultants

Bleyl Engineering has a vast menu of consultants that we have worked with on projects of varying kinds. The following table displays anticipated consultants to be used for this project.

Name	Firm	Address	Prior Working Relationship	Area of Expertise	License
John Gilroy	BG&D	9711 W. Mason Road, STE 125 PMB 326 Richmond, TX 77407	Consultant on Electrical engineering of facilities	Electrical Engineering	TX PE 112871
Drew Dudley	Dudley Engineering	40 Pamela Lane, College Station, TX 77845	Consultant on Structural Engineering	Structural Engineering	TX PE 123798
David Eastwood	GET	17407 US HWY 59 N Houston, TX 77396	MBE Geotechnical Consultant	Geotechnical Engineering	TX PE 51419
Michael Hall  Christopher Rhodes	Civil-Surv Land Surveying	10590 Westoffice Drive, Suite 100 Houston, Texas 77042	Consultant Land Surveyor	Land Surveying, Easements Title Deed Research	TX RPLS 5765  TX RPLS 6532
Steve McElyea,	SMC Consulting	3418 Pickering Lane Pearland, TX 77584	Consultant Small Business Environmental Expert	Environmental Engineering, Wetlands, Army Corp Engineers	TX PE 74509
Mike Schnieders	Water Systems Engineering	3201 Labette Terrace Ottawa, KS 66067	Consultant Water Quality testing expert	Water Quality Testing	PG, PH-GW

### 3.2.6 MWBE Participation

Dudley Engineering is a WBE while GET is an MBE. SMC Consulting qualifies as a small business. The exact percentage of contracts to MWBE business is not known until a contract is established. Bleyl has worked closely with each of these MWBE firms in the past on similar styles of projects.

### 3.3 Resource Utilization Plan

3.3.1 Labor Resources: The Engineering Firm shall include a brief statement describing how staff will be provided, allocated and balanced during sickness, attrition, and periods of increased workloads.

Bleyl Engineering strives to serve our clients with ingenuity, integrity, and service. This includes ensuring that adequate staff are available for the needs of our various clients. In doing so, scheduling for design projects, construction, and meetings is critical to keep projects and goals in line. Bleyl Engineering executives and project managers benefit from more than 25 years of institutional knowledge in projecting workloads, anticipating client needs, planning for resources needed, and managing individual projects to meet schedules, adhere to budgets, and remain responsive to City staff.

Bleyl Engineering operates using industry-standard planning and scheduling applications. Our personnel are trained, monitored, and evaluated on adherence to project plans. We maintain active recruiting, onboarding, and training of qualified personnel at all levels of the organization to maintain ample levels of expertise. Bleyl Engineering has established a lengthy and enviable record of performance and responsiveness.

#### (a) TEAM CAPABILITY

We are well-versed in managing multiple projects simultaneously and delegating workloads to handle work efficiently. Project deliverables, schedules, budgets, and any project issues are discussed at weekly internal staff meetings where adjustments can be made quickly. The Bleyl team selected has worked together previously on multiple successful projects.

#### (b) CONTINGENCY PLAN

Bleyl purposefully cross-trains each engineer on water, wastewater, roadways, traffic, pedestrian facilities, drainage, and other civil engineering-related items. This diversified approach provides each project with an abundance of resources to accommodate schedule changes or team member unavailability. Should the loss of a team member occur, an alternate team member can immediately fill the responsibilities per the following chart.

<b>Role</b>	<b>Team Member</b>	<b>Replacement</b>
Client Manager	Travis Walker	Blake Barringer
Project Manager	Jonny Green	Carl Rushing
Assistant Project Manager	Morgan Brown	Koy Sanson
Technical Expert	Steve Duncan	Jonny Green
QA/QC	Mike Kelly	Steve Duncan
Construction Manager	Pat Riley	Emil Rebik

3.3.2 Equipment Resources: The Engineering Firm shall list all pieces of office and/or field equipment which is owned, or that it has direct access to, that is pertinent to this project.

**Office Equipment:**

- Computers, miscellaneous software for use in drafting, designing, calculating, and preparing project documents.
- Software: Microsoft Products, AutoCAD products, ArcGIS products, Bentley products for modeling, and more.
- Miscellaneous office supplies, and other typical office furnishings/equipment.

**Field Equipment:**

- GPS survey unit
- Drone, including licensed drone pilots.
- Field reconnaissance tools such as measuring tapes, measuring wheels, rods, lathes, wrenches, pressure loggers, manhole lid puller, camera's and more.
- Miscellaneous personal protective equipment.

### 3.4 Workload Status

3.4.1 Based on the Engineering Firm's current workload and staffing, indicate the current percentage of capacity at which the Engineering Firm is operating. Indicate the current backlog (if any) of the assignments in months.

Bleyl Engineering has a steady backlog, estimated at 6 plus months of work. Each of these projects has varying schedules. As discussed in section 3.3.1, Bleyl's intentional cross-training of aids in our ability to adjust schedules, workloads, and priorities as needed to ensure our clients are being served well. Bleyl's Vision is "To be a foundation for the advancement of stronger, safer communities across Texas." Balancing workloads, schedules, and client milestones is one of the critical aspects of following our vision.

3.4.2 Based on current assignments, backlogged assignments and known future assignments not currently in-house, indicate the percentage of capacity that the Engineering Firm will be operating during the time indicated in the RFQ and the ability to meet the time constraints for completion of the project tasks while completing other prior committed workloads which involve members of the team identified for assignment to this project.

Bleyl Engineering aims to operate at 95+% efficiency. As stated in response to section 3.4.1, as a staff we meet weekly as design teams and bi-weekly as team leads to discuss schedules, workloads, and deadlines to ensure our clients' milestones, goals, and deadlines are being met.

3.4.3 Identify the percentage of time key personnel will devote to this project.

Each stage of the project will require varying levels of time and devotion. Initial project and field reconnaissance will have a heavy time demand to ensure the project starts with good traction. As some potential water quality testing, field surveys, geotechnical soil testing, or other consultants are gathering information, Bleyl’s weekly time commitment will be reduced until preliminary engineer analysis and design begin.

3.4.4 Identify tasks to be completed locally, by an identified associated office or by an identified subcontractor.

Overall project management, client coordination, TWDB coordination, permitting, agency submittals, bidding, and construction management will be the responsibility of Bleyl directly, managed out of our Conroe office. Surveying, geotechnical investigations, water sampling, environmental analysis, electrical engineering, structural engineering, treatment pilot studies, and Bleyl will manage via the selected sub-consultant services.

Water sampling and testing can be conducted by local are labs, however, Bleyl has had a great relationship working with Water Systems Engineering, a laboratory based in Kansas for groundwater sampling. This laboratory conducts detailed sampling and analysis of groundwater samples to identify any active bacteriological colonies within the water well, near by aquifer, and provide recommended remediation efforts.

3.5 Experience

**Our Public Clients:**

**CITY ENGINEER**

- City of Calvert
- City of Centerville
- City of Cleveland
- City of Franklin
- City of Iola
- City of Panorama Village
- City of Plantersville
- City of Shenandoah
- City of Willis
- Town of Anderson

**DISTRICT ENGINEER**

- Prestonwood Forest UD
- Montgomery County UD 4
- Porter SUD
- Charterwood MUD
- East Montgomery County MUD 4
- East Plantation MUD
- Lake Conroe Hills MUD
- Montgomery County MUD 9
- Montgomery County MUD 16
- Montgomery County MUD 18
- Northwest Harris County MUD 28
- Northwest Harris County MUD 30
- North Zulch MUD
- Stanley Lake MUD
- Texas National MUD
- Cooks Point WSC
- Dobbin-Plantersville WSC
- Grantwoods WSC
- Beach City WCID
- Harris County WCID 92
- Anderson Water Company

**CONSULTING ENGINEER**

- City of Brenham
- City of Bryan
- City of Cedar Park
- City of College Station
- City of Conroe
- City of Fulshear
- City of Hempstead
- City of Magnolia
- City of Navasota
- City of Trinity
- Brazos County
- Burleson County
- Grimes County
- Montgomery County
- Robertson County
- San Jacinto County
- Walker County
- Washington County
- Harris County Engineering
- Harris County Flood Control



**Porter SUD  
Ford Road Waterline Relocation**

Design of a waterline upsize and replacement along Ford Road in conjunction with a Montgomery County road widening project. This project included over 16,000 LF waterline ranging from 8-16 inch. The project required working around existing waterlines, sewer lines, gas lines, underground electric, above ground electric, and communication lines. The existing waterline had to remain in service until the new line passed all required testing before transferring the services to the new line. This project required crossing a Union Pacific Rail Road and a TxDOT Roadway. Design and construction challenges included routing the new waterline around congested areas containing many existing dry utilities and working around high traffic areas.

Key Personnel: Carl Rushing, PE, Mike Kelly, PE  
Date/Cost: 2023/ \$3.7M  
Client Reference: Doug Pillow, Director  
[REDACTED]

**City of Willis Water Plants 1 & 3 Improvements**

Design of improvements to two of the City’s three water plants to serve a rapidly growing population. Improvements include elevating existing cooling towers, removing transfer pumps, and new 1,400-gallon per minute booster pumps at both plants, a new 350,000-gallon ground storage tank at Water Plant No. 3, a new control building at Water Plant No. 1, and associated electrical, piping, chemical treatment, and other improvements. Scope includes design, agency coordination, managing

sub-consultants, bidding, and construction administration.

Key Personnel: Jonny Green, PE, Derek Wind, PE  
Date/Cost: 2023/ \$3.7M estimated  
Client Reference: Sheyi Ipaye, CPM:  
[REDACTED]

**City of Conroe Water Plant No. 25**

Design of a new water plant, including an 1,800-gallon per minute water well, a 1,000,000-gallon Type III Prestressed Concrete Ground Storage Tank, three 750-gpm booster pumps, pump and controls building with overhead crane, chlorine disinfection and polyphosphates systems for water quality, 10,000-gallon hydropneumatic tank, yard piping, drainage improvements, a 2,600-linear foot water line extension, and coordination with the City of Conroe, Montgomery County, TCEQ, TxDOT, and pipeline companies. The project is complete and in service.

Key Personenel: Jonny Green, PE, Travis Walker, PE  
Date/Cost: 2021/\$6.4M  
Client Reference: Chris Bogert, City Engineer  
[REDACTED]





**East Plantation Utility District  
Water Quality Study**

Bleyl is currently work on a water quality study for improvements to the District’s water system as a result of foul smelling and discolored water throughout the system. The project is currently under analysis and design. Water quality results from Water Systems Engineering have been received and well rehabilitation is scheduled for Q3 of 2024, once peak water usage months have passed.

Key Personnel: Travis Walker PE, Koy Sanson, EIT  
Date/Cost: 2024/estimated \$0.3M  
Client Reference: Simon Atkinson, Board President  
[REDACTED]

**Porter SUD  
Water Quality Study**

Bleyl is currently work on a water quality study for improvements to a District well that has began producing foul water. The water results in taste and odor complaints from the District’s customers. The project is currently in the PER phase as pilot studies and filtration options have been flushed out in recent years. Water quality results from Water Systems Engineering have been received and well rehabilitation is scheduled just prior to the filters comign online.

Key Personnel: Carl Rushing, PE, Mike Kelly, PE  
Date/Cost: 2023/ (under design)  
Client Reference: Jonathon Smith, General Manager [REDACTED]

**City of Shenandoah  
ACP Waterline Replacements**

Design and coordination for the abandonment and repalcement of sevearl thousand feet of asbestos cement pipe waterlines throughout the City of Shenandoah. Project inlcuded field investigations to identify pipe locations and feasibility for replacing with new PVC lines.

Key Personnel: Blake Barringer, PE  
Date/Cost: 2023/\$0.4M  
Client Reference: Joseph Peart, Public Works Director [REDACTED]

**Shenandoah Water Plant No. 4, *Planning, Design, and Project Manager***

Planning, design, and project management for a 1,600 GPM Water well and water plant with MCC / Chlorine Building, Ground Storage Tank and Hydropneumatic Pressure Tank. Project was designed with planning in mind to construct an alternative water well with reverse osmosis treatment in the future. Project also required coordination with the U.S. Army Corps of Engineers to mitigate impacts to wetlands within the waters of the U.S.

Key Personnel: Derek Wind, PE  
Date/Cost: 2018/\$3.0M  
Client Reference: Kathie Reyer, City Manager [REDACTED]



1. **Porter SUD – Jonathon Smith, General Manager,** [REDACTED]  
District Engineer since 2006.
  - a. Relevant projects:
    - i. Surface Water Plant Pilot Study – Project Management - 2017
    - ii. Ferne Water Plant - 2023
    - iii. Copeland Lane Water Plant Improvements - 2019
    - iv. Water Well 8 Water Quality Study-2023 - (in progress)
    - v. Misc. Distribution System rehabilitation - (ongoing)
    - vi. System wide Water Modeling (11,000+ESFC's) - (ongoing)
  
2. **City of Shenandoah – Kathie Reyer, City Administrator,** [REDACTED]  
City Engineer since 2002.
  - a. Relevant Projects:
    - i. Water Plant No. 2 Rehabilitation - 2022,
    - ii. System Wide Water Modeling (1,300+ ESFCs) - (ongoing)
    - iii. Water Plant No. 4 - 2018
    - iv. Misc. Distribution System Improvements – (ongoing)
  
3. **Montgomery County MUD 18, Susan McFarland,** [REDACTED]  
District Engineer since 2006
  - a. Relevant Projects
    - i. Water Plant Rehabilitations
    - ii. Water Plant Improvements
  
4. **Stanley Lake MUD – Kerry Mason, Board President,** [REDACTED]  
District Engineer since 2005
  - a. Relevant Projects
    - i. Water Plant Rehabilitations
    - ii. Water Plant Improvements
    - iii. Water Quality analysis – Temperature and TDS
  
5. **City of Conroe – Chris Bogert, City Engineer,** [REDACTED]  
Consulting Engineer since 2007
  - a. Relevant Projects
    - i. Water Plant Rehabilitation - 2018
    - ii. Water Plant Improvements - 2022
    - iii. Water Plant 25 – 2021
  
6. **City of Navasota –Jason Weeks, City Manager,** [REDACTED]  
Consulting Engineer since 2014
  - a. Relevant Projects
    - i. System Wide Water Model -2021
    - ii. Distribution System Improvements 2015

# APPENDIX A – 3.9 Submittal Signature

3.9 Submittal Shall Be Signed In Accordance With The Following Format:

\_\_\_\_\_  
(Signature of the Firm)

\_\_\_\_\_  
Signature

John D. Bleyl, P.E.

Name (typed)

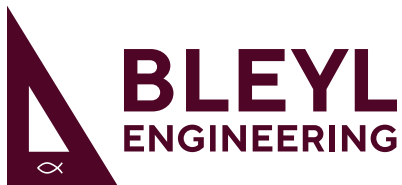
03/08/24

Date

President and CEO

Title

# APPENDIX B – Statement on Insurance



(936) 441-7833

100 Nugent Street, Conroe, TX 77301

bleylengineering.com

Texas Firm No. F-678

8 March 2024


Ms. Lindsay Koskiniemi  
City Manager  
City of Sweeny  
102 W. Ashley Wilson Rd.  
Sweeny, Texas 77480

Re: Statement Concerning Insurance

Dear Ms. Koskiniemi,

Bleyl Engineering will provide general liability insurance, worker's compensation, and professional liability insurance as required for the project within 10 calendar days of the Notice of Award.

Please contact me with any questions.



John D. Bleyl, PE  
President and CEO

# APPENDIX C – Conflict of Interest Statement

**CONFLICT OF INTERERST STATEMENT**

I certify that the following statement is true with respect to the Request for Qualification for Engineering Planning, Design and Construction Management Services for the TWDB-DWSRF Water System Improvements Project for the City of Sweeny, Texas.

1. No principal or employee of this firm has offered or promised to pay or deliver directly or indirectly, any commission, political contribution, gift, favor, gratuity, benefit, or reward as an inducement to secure this assignment.
2. No employee, officer, or agent of the City of Sweeny, or their immediate family members, has financial or other interest in this firm.
3. This firm will not engage in construction contracting or in the supply of goods, materials and/or equipment for the construction of this project.
4. This firm is not associated or affiliated, either directly or indirectly, with firms, individuals, or commercial organizations that have a vested interest in the construction of this project.



Signed by Principal of Firm

John D. Bleyl, P.E.

Name Typed

President and CEO

Title





**Project:** City of Sweeny, Texas - DWSRF Water Improvements Projects - Request for Qualifications – Engineering Services

**Respondent:** Bleyl Engineering  
**Date:** March 21, 2024  
**Review Completed By:** L. Koskiniemi

### Scoring Criteria

<u>CRITERIA</u>	<u>POINTS</u>
• Experience with Addressing Water Quality Issues, Especially Color Issues	40
• Capacity to Perform	40
• Familiarity with the City and TWDB	20
<b>TOTAL</b>	<b>100</b>

#### Reviewer Notes – Not included with scoring criteria:

Bleyl’s submittal is professional and organized according to the RFQ solicitation instructions. Bleyl communicated and effort to use M/WBE business for subcontracting needs and approximately 33% of subcontractors regularly used by Bleyl are Minority and Women Business Enterprises. Submittal was received by City staff on March 8, 2024, at 2:28 p.m. All required documentation is included with the submittal. **Submittal accepted for consideration.**

#### Experience with Addressing Water Quality Issues, Especially Color Issues:

The project team appears to have adequate experience with water related projects in small municipalities and other public water systems, however the projects worked on water coloration issues are limited to projects that are in progress based on the details provided in the statement of qualifications; therefore, no actionable results of water filtration results are known. The project team provided experience relating to design and management of water, evaluation of water systems, experience in pilot programs. Statements of experience with grand funded projects are provided, but little explanation of the TWDB application approach to the Sweeny project is provided and little detail on experience with TWDB application and coordination is provided. Comments from Porter SUD provided that Bleyl is currently working on a project to correct water coloration issues with groundwater.

**Points      32**



**Capacity to Perform:**

Bleyl’s submittal demonstrates a desired positive capacity to perform of 95%+. Bleyl’s disclosure of prior obligation. Bleyl has provided the names and credentials of the project team, and all team members appear to have capacity to perform and appropriate experience needed to complete the project. Utilization percentage of subcontractors is not provided.

**Points 35**

**Familiarity with the City and TWDB:**

Bleyl exhibited a fair understanding of Sweeny’s water improvement needs, but little detail is provided on Water Board funding and application process. Bleyl is currently working on ground water well projects to improve water quality in the greater-Houston metro area including in Porter and in Shenandoah.

**Points 15**

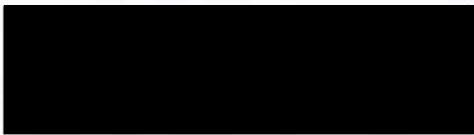
**Total Points 72**

**References contacted:**

1. Simon Atkinson, East Plantation Utility District Water Quality Study – Left voice message on 3/22/2024 at 9:50 a.m.
2. Jonathan Smith, Porter SUD – “Waterline replacement is premium... Not your normal engineering firm, open to understanding beyond what their model says.” Recently worked on a 14-mile waterline replacement/upsizing project.
3. Kathie Reyer, Shenandoah Water Plant No. 4 – called 3/22/2024 at 10:35 a.m. – unable to reach.

Review Completed by Lindsay Koskiniemi on March 22, 2024.

Total score: 72/100



*3/22/2024*



# AGENDA MEMO

## Business of the City Council

### City of Sweeny, Texas

Item 4.

<b>Meeting Date</b>	04.02.2024	<b>Agenda Item</b>	
<b>Approved by City Manager</b>	Yes	<b>Presenter(s)</b>	Lindsay Koskiniemi, City Manager Joe Wertz, Director of Sales - Fund View
<b>Reviewed by City Attorney</b>	No	<b>Department</b>	Finance
<b>Subject</b>	Discussion and possible action to purchase a web-based enterprise resource planning (ERP) software solution to replace the existing accounting system and other systems that currently comprise the City's financial programs.		
<b>Attachments</b>	<ul style="list-style-type: none"> <li>▪ City of Sweeny ERP Request for Proposals</li> <li>▪ Proposal response from Fund View (TX)</li> <li>▪ Proposal response from Aclarian (FL)</li> <li>▪ 2022 Proposal from Tyler Technologies – Not Part of RFP</li> <li>▪ Email correspondence with auditor, former City Secretary, and Finance Director</li> <li>▪ FSBL Account **158 Feb 2024 statement</li> <li>▪ Logic Investment account Feb 2024 statement</li> </ul>		
<b>Financial Information</b>	Expenditure Required:		Initial Year: \$45,000.00 Subsequent Years: \$42,500.00
	Amount Budgeted:		Information provided below.
	Account Number:		Various sources – provided below.
	Additional Appropriation Required:		
	Additional Account Number:		

### Executive Summary

City staff and the professional audit team hired by the City have recognized for a long time that the current accounting system in place does not rise to the task of efficiently and effectively working for fund accounting in a municipal setting.

Ideally, all functions of finance would be conducted in one system – any monetized and budgetary functions, such as utility billing, payroll, annual budget, permitting, municipal court, etc. The City currently utilizes several different programs for all finance functions as provided in the system expenditure chart below. The systems currently in place to do “talk to each other.” In other words, each program is not tied to another, which complicates reconciliation processes and is incongruent with transparent segregation of duties, a municipal finance best management practice.

MyGov	\$16,128 (1,344 per month)
Sage 50	2,848
ADP (Payroll+TimeKeeping)	6,847
Tyler (PD Public Safety Suite; eCitations)	2,887
Tyler (Criminal Justice System-Court)	3,016
UDS	3,630
Gnxcor (Maintenance Care-work orders)	1,080 (\$90/mo)
<b>Total</b>	<b>\$ 36,436</b>



# AGENDA MEMO

## Business of the City Council

### City of Sweeny, Texas

The accounting system currently used is Sage 50, which is not ideal for any municipal finance setting. Sage is more appropriate for use in the private sector, as Sage is not set up for municipal functions such automation of numerically labeled requisitions to purchase orders with dual approval functions. When a purchase order is executed, the funds for that purchase order should them be encumbered so that year-to-date budget to actual information is available at any snapshot in time. When funds are not encumbered, fiscal year-end reconciliations are nearly impossible to do across several departments.

Currently with the fragmented systems in place, the annual cost is \$36,436, and is expected to increase for Sage 50, as the current system will not continue to support the City’s needs without an upgrade.

Staff has been working on pricing and negotiating with ERP vendors since July 2022, at which time the City obtained a proposal from Tyler (InCode) Technologies and found the annual costs were proposed at over \$100,000. ERP’s are not cheap, but this gave staff an idea of what to expect. The City received 2 bids at the conclusion of the ERP RFP solicitation from Fund View and Aclarian. The RFP was advertised publicly using the City’s website, newspaper publication, and LinkedIn.

Another challenge staff faces with the current system is split funding payroll for employees who are paid from more than one fund. A majority of staff – most all administrative City Hall staff, most all Public Works, and all commissioned PD staff are paid from more than one fund. Sage does not have the capability to automate payroll draws from more than one fund, and neither does ADP, the City’s current payroll provider. ADP offers split funded pay in a broader package that costs nearly \$20k/yr. more than the entry level program we use for about \$4,400/yr.

	FUND VIEW	ACLARIAN
INITIAL COST	\$45,000	\$96,806
ANNUAL COST	\$42,500	\$31,000
<b>TOTAL</b>	<b>\$87,500</b>	<b>\$127,806</b>

Upon review of the two submittals the City received and participating in demos of both software programs, staff feels Fund View is the more appropriate solution that most closely meets the accounting software needs of the City. Additionally, Fund View is \$40k less get into than Aclarian. While location was not a consideration in the RFP evaluation, staff feels that Fund View is more adept to Texas municipal requirements, because Fund View is Texas-based.

Moving to a new accounting system will present an optimal time to reorganize account codes. Staff recognizes the need to split departments currently budgeted under Department 20 – Administration in the interested of financial transparency. Currently, departments included in Dept. 20 include:

- Office of the City Manager
- Office of the City Secretary
- Mayor and City Council
- Development Services
- Finance
- Human Resources

Staff is presently working on splitting departments and recoding accounts for better budgeting.



# AGENDA MEMO

Business of the City Council  
City of Sweeny, Texas

The proposed method of payment is:

**Initial:**

- FSBL Account 19158 Balance \$32,176.90 (Council acted to allow City Manager to use funds at discretion of City Manager.) PROPOSED AMOUNT FOR INITIAL \$31,454.09
- Logic ARPA 2<sup>nd</sup> Tranche Account Balance \$11,045.91 – FULL LIQUIDATION
- Court Technology \$2,500.00
- **Total \$45,000**

**Yearly:**

- (Year 1 only) FSBL Account 19158 \$722.81
- General Fund \$30,777.19
- Enterprise Fund \$7,500.00
- Court Technology \$3,500.00
- **TOTAL \$42,500.00**

**Recommended Action**

Staff recommends approval.

**Recommended Motion:**

*“I move we accept the proposal from Fund View and authorize the City Manager to execute an agreement for services for a web-based enterprise resource planning software to replace existing programs.”*



# **City of Sweeny**

## **Request for Proposal**

# **Enterprise Resource Planning Web-Based Software**

**General Ledger, Accounts Payable, Purchasing,  
Payroll, Human Resources, Bank Reconciliation,  
Municipal Court, Asset Management, Secure  
Signatures, Utility Billing, Service Orders, Cash  
Receipting, Building Permits & Code Enforcement**

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## Section 1 – Project Overview

The City of Sweeny, Texas is requesting proposals for replacement software for their current systems. The City desires to upgrade to a single web-based software system that provides fully-integrated solutions for accounting, budgeting, payroll, municipal court, utility billing, service orders, cash receipting, building permits and code enforcement with the ability to import or export data directly to State/Federal reporting systems and to interface with any third-party systems as required.

The City of Sweeny is the westernmost municipality in Brazoria County, situated just west of the San Bernard River. The City is seeking a web-based software solution to address current requirements and that is scalable for future growth the City will experience.

### **GENERAL PROPOSAL REQUIREMENTS**

- Vendors will submit their proposals on the forms provided by the request for proposal (RFP) and pricing should be detailed by module.
- Pricing should include detail on all costs related to software, required internet bandwidth, conversion of existing data, installation, training, project management, any additional out-of-pocket expenses the City would incur through the implementation/training of the software and annual recurring costs.
- Although the City prefers a single Vendor for all solutions, Vendors who choose to submit a joint RFP by combining various software packages, must submit a single RFP detailing the responsible vendor for each module and detail levels of integration, mutual support and responsibilities for each Vendor involved.
- Vendors may be selected by the City to provide a demonstration of programs proposed during the post RFP evaluation process at no cost to the City.

The City will select the successful proposal based upon several evaluation metrics including features as outlined in the RFP, effective integration of modules, ability to meet City's unique needs, company experience/stability, data conversion, training/implementation plan, technical support, price, and location and historically underutilized business status. The selection of finalists and the final award will be decided based on the proposal submitted by a qualified vendor that best meets the needs of the City of Sweeny as determined by the City. The City reserves the right to reject any or all proposals. Submission of a proposal by prospective vendor does not constitute an agreement.



The City of Sweeny is seeking a web-based local government solution that will provide:

- True web-based software that does not require third-party software such as Windows Remote Desktop Services or Citrix.
- Provide secure connectivity to the software from any computer with internet access.
- Fully integrated modules with standard interface with other third-party systems
- MS SQL Server database
- Native compatibility with MS Office tools
- Reliable and responsive support, company growth and stability, deployment of software to similar sized cities.

### Section 2– Project Scope and Current Systems

This RFP defines eleven (11) required modules and required system integrations. The City will review required modules under general selection criteria of product, service, reputation, and pricing. The City reserves the right to procure any of these modules as separate decisions.

Following are the modules required by the City:

Modules:

1. General Ledger
2. Bank Reconciliation
3. Accounts Payable
4. Purchasing – must work on requisition to purchase order and encumbrance method.
5. Asset Management
6. Secure Signatures
7. Payroll
8. Distributed Time Entry with text and email notification feature
9. Permitting and Inspections
10. Code Enforcement
11. Cash Receipting

In addition to the required modules, the City wishes to move forward with a consolidated bank account method of financial management and feels now, while a new financial accounting system is being implemented, is the perfect opportunity to move forward with consolidating accounts. The City will require support from the selected Vendor to assist with account consolidation and may be asked to make best practice recommendations to the City.

#### **City’s Current Software Systems**

The City currently operates in several different programs which include:

<b><u>PROGRAM</u></b>	<b><u>PURPOSE</u></b>
MYGOV	PERMITTING, INSPECTIONS, CODE ENFORCEMENT
SAGE 50	FINANCIAL ACCOUNTING SYSTEM
ADP	PAYROLL
TYLER (POLICE)	CRIMINAL JUSTICE SYSTEM
TYLER (COURT)	CRIMINAL JUSTICE SYSTEM - COURT FINES
UDS	UTILITY DATA SYSTEM - UTILITY BILLING

### Section 3– Project Timeline

#### **Tentative Timeline**

The City intends to complete the selection process using the following schedule. However, the City reserves the right to adjust or reschedule project milestones as necessary.

Release Request for Proposal	December 22, 2023
Vendor Questions Due	January 19, 2024
Answers to RFP Questions E-mailed	January 26, 2024
<b>Vendor Proposal Responses Due</b>	<b>February 1, 2024</b>
Vendor Response/Reference Checks Complete	February 8, 2024
Final Selection	February 9, 2024
Contract Awarded / Council Approval	February 20, 2024

### Section 4 – Vendor Instructions

**Proposal Responses.** The City must receive responses to this RFP no later than February 1, 2024. Proposals received after the due date will not be accepted. No additional time will be granted to any vendor unless by addendum to this RFP. Vendors must submit one original with signatures and one electronic version of the Requirements section in MS Word format to the following address:

City of Sweeny  
Lindsay Koskiniemi  
102 W. Ashley Wilson Rd.  
(979)548-3321  
citymanager@sweenytx.gov

**Proposal Response Format.** The RFP response should adhere to the following format:

Section	Title	Contents
1	<b>Executive Summary</b>	Overview description of proposed solutions, vendor experience, and contact information (one page).
2	<b>Requirements</b>	Completed Requirements documents (Section 5) in MS Word format. The vendors should provide a ranking of 4, 3, 2, 1, 0 or F (Future) as described in Section 5. Vendors must also provide a short description of how each functional requirement can be supported with the software.
3	<b>Pricing</b>	Estimates that include pricing for software, maintenance, and implementation services, which includes installation, configuration, training, and data conversion (list amount of data to be converted for each system).
4	<b>Implementation Methodology</b>	A summary of implementation methodology that includes a boilerplate implementation plan. Include a proposed plan for implementation of modules in a phased approach.
5	<b>Support Strategy</b>	Description of strategy to support ongoing use of the software after initial implementation.
6	<b>Other Information</b>	General Information and Overview. Client Reference List. Copy of Vendor Contract to be used for software subscription and services.

Vendors that deviate from this format may be deemed unresponsive. Proposals should be prepared simply, providing a straightforward, concise delineation of the capabilities necessary to satisfy the requirements of the RFP. Elaborate promotional materials should not be submitted. Emphasis in the proposals should be on completeness, clarity of content and adherence to the presentation structure required by this RFP. Costs for developing proposals in response to the RFP are the obligation of the vendor. All proposals will remain and accompanying documentation will become the property of the City of Sweeny and will not be returned.

**Pre-Submittal Questions.** There will be no pre-bidders conference. Questions regarding the RFP may be submitted to the City of Sweeny by January 26, 2024 (or via email) at [citymanager@sweenytx.gov](mailto:citymanager@sweenytx.gov)

**RFP Amendments.** The City reserves the right to request clarification on any proposal or to ask respondents to supply additional material deemed necessary to assist in the evaluation of the proposals. The City reserves the right to amend the RFP schedule or issue amendments to the RFP at any time. The City of Sweeny also reserves the right to cancel or reissue the RFP.

**Rejection of Proposals.** The City reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the City of Sweeny.

**Proposal Validity Period.** Submission of a proposal will signify the vendor's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between the City of Sweeny and the successful vendor.

**Non-Obligation.** Receipt of proposals in response to this RFP does not obligate the City in any way. The right to accept or reject any proposal shall be exercised solely by the City of Sweeny. The City of Sweeny shall retain the right to abandon the proposal process at any time prior to the execution of a contract with a vendor, and the City of Sweeny shall bear no financial or other responsibility in the event of such abandonment.

## Section 5– Vendor and System Requirements

This section includes the vendor, technical and functional requirements to be evaluated in this RFP. This is not a comprehensive list of all of the City's requirements but includes the key requirements that will be used to evaluate the RFPs and will be included as part of the signed contracts. Responses to each line item should be concise and straightforward.

The City expects vendors to respond in a factual manner, clearly identifying software that is fully released, in testing, or slated for future release for each functional requirement. Vendors must provide a rating for every item. If the requirement does not pertain to the proposal being submitted, enter "N/A". If a submitted RFP includes blank responses, then the document may be considered in violation and rejected. Use the following rating system to complete the RFP and evaluate the requirements and include a brief description of how the software supports the stated requirement.

Rating	Definition
<b>4</b>	<b>Standard and available in the current release.</b> Software fully supports this requirement. No customization or modification is required.
<b>3</b>	<b>Meets requirement with minor configuration or modification.</b> Vendor configuration is required, vendor maintains the application on upgrade paths. Testing and production of modifications will be completed by implementation date. Show any costs for the modification.
<b>2</b>	<b>Available with third-party software application.</b> Indicate name of the application recommended and number of installations jointly completed.
<b>1</b>	<b>Does not meet requirement and requires substantial system modification.</b> Indicate timing required and estimated cost of modification.
<b>0</b>	<b>Not available.</b> Software will not meet requirement.
<b>F</b>	<b>Future Release.</b> Requirement will be available in future release. Indicate anticipated release month and year.

**REQUIREMENTS OF ALL MODULES**

Description	Rating	How is requirement accomplished?
<b>General System Requirements</b>		
1. Complete online help		
2. Multiple-users can work in the same module simultaneously, as well as generate reports against the same data at the same time		
3. Drill down from queries or screens from summary to transactional detail		
4. Capable of receiving credit card payments and meets PCI (Payment Card Industry) requirements		
5. Support services to City personnel from 8:00AM – 5:00PM CST weekdays except for holidays		
<b>Data Structure</b>		
1. Interface with similar data in other modules (see table on page 5)		
2. Import and export data in formats compatible with Microsoft Office		
3. Preference for MS SQL Server 2014 or higher; no proprietary databases		
4. User defined fields that can be accessed through queries and reports		
5. Encrypt database both in transit and at rest		
<b>Accounting Principles</b>		
1. Multiple year history to be maintained separately, by year (changes to current year G/L account structure do not impact historical amounts)		
2. Real time batch processing in all modules		
<b>Auditing Capabilities</b>		
1. View history of who has accessed, created or modified data in each module		
<b>Access Controls</b>		
1. Provide secure internet access to software using Microsoft supported versions of Edge and Internet Explorer		
2. Role based security where users can be assigned to multiple roles. Modify, view, or restrict access controls		

Description	Rating	How is requirement accomplished?
<b>Query Capabilities</b>		
1. Conduct searches, review transactions and generate reports at all levels of the account structure by fiscal year, month, calendar years, or selected date		
2. Perform keyword, wild card, and multiple field queries		
3. Save queries and make saved query available to other users		
<b>Reports</b>		
1. Report writer that produces both PDF and Excel formats		
2. Generate and save custom reports from queries or system-generated data		
3. Customizable templates for common reports		
4. Report criteria selection via drop downs, queries, or pick lists		
5. View reports online		
6. Export data grids and reports in an Excel format		
7. Directly e-mail a report		
8. Historical reporting of prior financial data		
<b>Printing</b>		
1. Preview reports to screen as PDFs		
2. Print directly from software to any printer with a currently supported Windows driver		
3. Printing to non-proprietary forms and labels		



**REQUIRED MODULES****1. General Ledger**

<b>Description</b>	<b>Rating</b>	<b>How is requirement accomplished?</b>
<b>Structure and Accounting Principles</b>		
1. The chart of accounts should allow the user complete control over structure		
2. The system should be consistent with General Accounting Standards Board (GASB) standards		
3. Ability to drill down to transactions specific to that account		
4. Ability to easily view and reconcile bank statements for multiple bank accounts		
5. Ability to provide secure online access to reports for designated users		
6. Allow multiple periods, including an adjustment period, to remain open at once		
7. Ability to lock previous year after year end closure to avoid inadvertent changes		
8. Ability to lock the previous month after month end closure to avoid inadvertent changes		
9. View history of who has accessed, created, or modified information		
10. Automatic journal entry reversals		
11. Allow for templated recurring journal entries		
12. Allows the user to define project numbers and designate part of the account number structure for reporting		
13. Allows for native attachment of images as documentation for journal entries		
<b>Budgeting</b>		
1. Support multiple active budget versions (i.e. original, amended, adopted, etc.)		
2. Ability to increase/decrease budget amounts by account under a variety of methods such as percentages and/or fixed amounts		
3. Ability to create departmental budgets with the click of a button and lock each budget upon completion separately		
4. Multiple departments can update their budget information simultaneously		
5. Ability to attach any file type to specific budget line item, including images, PDFs, Excel or Word documents		
6. Online view of reports		

## 2. Accounts Payable

Description	Rating	How is requirement accomplished?
1. Track aging of items and other exceptions		
2. Allow for simplified addition of new vendors directly from transaction input process		
3. Recurring payables processing		
4. Vendor discount management		
5. Access vendor history by vendor name, invoice date, check date and account		
6. Block duplicate invoice processing		
7. Check printing		
8. Allow for secure digital signatures with defined number of required signatures, approved position with approval, associated users in those positions and passwords/digital signatures by user		
9. Supports 1099 reporting requirements. 1099 management to the invoice line-item level; not just the vendor or the invoice		
10. Integrates with other systems such as Municipal Court, Building Permits and Utility Billing to process refund checks		
11. Payment approval list generated for City Council approval		
12. Electronic payment to vendors (ACH, wire, debit)		
13. Bank reconciliation for multiple accounts		
14. Allows for attachment of images such as purchase orders, invoices, etc.		
15. Automatically saves image of check to invoice when paid		

**3. Purchasing**

Description	Rating	How is requirement accomplished?
1. Ability to define approval levels, user account levels, user access, notification and routing of Requisitions requiring approvals.		
2. Requisition input should be processed in a batch format creating a system level audit trail of input, edit, approval, and update of data. Batches can be department specific for approval and processing purposes.		
3. Approving the requisition and creating the purchase order will establish an encumbrance in the general ledger.		
4. When the Invoice is matched to the Purchase Order and received, this will create an open item in Accounts Payable and clear the related encumbrance in the General Ledger.		
5. Requisition approvals can be routed with text/email notifications or both.		
6. Provide dashboard for Requisition Approvals by user		
7. Provide budget validation for all Requisitions with account restrictions by user.		
8. Ability to natively attach documents and images to the Requisition or the Purchase Order.		
9. Shares Vendor File with Accounts Payable.		
10. Allow multiple Requisition/Purchase Order formats that can be printed and attached using Microsoft Word templates.		
11. Requisitions can be reviewed using a smart device/tablet in the field, thereby eliminating the requirement to return to the office. The approver can review/approve or reject from the smart device.		

#### 4. Payroll

Description	Rating	How is requirement accomplished?
1. Decentralized web-based time entry that compiles input into payroll module with approval levels		
2. Ability to integrate an electronic timekeeping system		
3. Direct deposit to multiple bank accounts		
4. Generate an electronic ACH file for employees. Allow electronic submission of related payroll benefits and deductions		
5. Calculate multiple rules-based leave accruals based on length of service, employee group or position		
6. Check printing		
7. Process pay by hourly, salary and other user defined special pay types		
8. Calculate overtime rates using built-in rates		
9. Allocate costs through multiple account codes by either a fixed amount or percentage		
10. Unlimited user defined payroll deduction fields		
11. Fully integrated with General Ledger and Accounts Payable		
12. Allows for native attachment of images to employee record and timesheets (doctor's notes, leave requests, etc.)		
13. Support multiple payroll run dates (weekly, bi-weekly, monthly)		
14. Support multiple versions of user defined salary and rate tables		
15. Support mid-period hiring/termination payroll, automatic calculation of final pay amounts related to accruals and benefits		
16. Reporting requirements for federal tax, deferred compensation and retirement versus social security		
17. Automatic generation of W-2's		
18. Automatic calculation of retroactive pay for delayed merit pay adjustments relative to employee anniversary dates		
19. Automatically increases accruals based on anniversary date		
20. Automatic reporting of comp time, sick leave and vacation hours with reporting on employee pay stub, employee portal and time entry pages		
21. Web-based employee portal for paycheck history, W-2's, changes to demographic information, identify leave accrued, ability to enter time by pay code		

## 5. Human Resources

Description	Rating	How is requirement accomplished?
1. Provide a dashboard that displays certificate expirations, license renewals, pending/past due reviews and other relevant data		
2. List employee demographics such as address, contact information, birthdate, ethnicity, licenses.		
3. Capture dependents, emergency contacts, education, work experience and examinations with results.		
4. User-defined setup of tracking elements for employee information.		
5. Certification tracking to include type, hours, completion date, expiration date, provider and ability to attach supporting documents.		
6. User-defined review process according to personnel policies to include steps, responsible parties, attachments, and notes		
7. Define disciplinary incident types, actions to take, start/end dates for probation periods, responsible party, schedule next review, and ability to attach documents/images.		
8. Define training courses, types, hours attended, scheduled/completed dates, and ability to attach documents/images.		
9. Ability to track assets issued to employees with user-defined categories. Track issue date, date returned, notes and ability to attach documents/images.		
10. Folder to capture employee forms such as resume, application, W-4, insurance application and other employee specific documents.		
11. Allow document generation using Microsoft Word templates.		

## 6. Municipal Court

Description	Rating	How is requirement accomplished?
1. Provide a dashboard that displays reporting dates, past due case statuses and other important alerts.		
2. Create groups directly from the dashboard that allow documents and labels to be printed for notifications.		
3. Ability to import citations from the cloud without using a third-party and print labels, complaints or any other document for the citations imported.		
4. Payments integrated with Cash Receipting.		
5. Online Payments integrated to Cash Receipting and post directly to Violation as Pending Payment until payment batch is posted.		
6. Allow document generation from a Violation for user-defined documents and automatically attach to the Violation using Microsoft Word templates.		
7. Generate a customizable docket list for all types of court dates including show cause and juvenile dockets.		
1) Provide a management console that allows all actions on an open case to be completed in a central location, including but not limited to the following: <ul style="list-style-type: none"> <li>a) Create 10 Day Notice document automatically -</li> <li>b) Issue FTA's/VPTA's -</li> <li>c) Create warrants and add the warrant fee automatically -</li> <li>d) Create the OmniBase file after the fee has been added automatically -</li> <li>e) Display specific reasons a case is not being sent to OmniBase -</li> <li>f) Create the Collections file once the fee has been added automatically.</li> </ul>		
9. Provide easy-to-manage payment plans. Add the time payment fee and print the document automatically when the plan is created.		
10. Ability to create the State Quarterly Report with the click of a button directly onto the form.		
11. Allow document generation from a Violation for standard TMCEC documents and attach to the Violation automatically using Microsoft Word templates.		
12. Ability to create the OCA XML file with the click of a button, provide a paper copy of the OCA report and the corresponding detail all with the click of a button.		
13. Create an OmniBase clearance file with the click of a button.		
14. Take payment directly from Violation that integrates to batch in Cash Receipting.		

15. Allow multiple violations for different violators to be paid on the same receipt.		
16. Allow multiple user-defined actions to be triggered at the same time, i.e. change a status, add a fee, print a document, assign an attorney, change dockets, etc.		
17. Allow an unlimited number of user-defined fields to be tracked on each case.		
18. Provide a display for warrants that the police department can view but not change.		
19. Allow for secure signatures and digital signatures so that the judge and the violator can sign the same document electronically.		

## 7. Utility Billing

Description	Rating	How is requirement accomplished?
1. Provide ability to enter meter readings as well as service order information in the field using a smart device / tablet which will completely prevent duplicate data entry in the office		
2. Allow generation of route schedules for meter readers to view, process and complete meter readings in the field using a smart device/tablet		
3. Provide for acceptance of online payments as well as credit card payments at multiple workstations. Online payments are integrated to Cash Receipting and automatically create Online Payment batch. Online payments post directly to utility account as pending payment until Online Payment batch is posted		
4. Full integration with Service Orders, General Ledger, Cash Receipting and Accounts Payable modules		
5. Integration with Cash Receipting to allow payments, pending and posted, to be reflected in real-time		
6. Share common Property and Contact master files with Building Permits and Code Enforcement		
7. Maintain meter master file for meters installed, as well as in inventory. Track meter specific information and provide relevant reporting.		
8. Calculate usage from meter readings providing exceptions with user-defined tolerance limits		
9. Provide ability to produce multiple customer notices with a single cycle including bills, delinquent and disconnect notices		
10. Estimate usage for missing readings, new connections, final bills and unreadable cycles		
11. Provide a user-defined multi-tiered billing rate structure for water usage		
12. Ability to calculate multiple late fees and penalties based on user defined rates		
13. Ability to ensure that deposit is not refunded until there is no longer a balance on the account		
14. Allow document generation from a utility account and attached to that account automatically using Microsoft Word templates		
15. Provide ability to integrate with Automated Meter Reading (AMR)		
16. Provide ability to integrate with Advanced Metering Infrastructure. (AMI)		



**8. Service Orders and Work Tickets**

<b>Description</b>	<b>Rating</b>	<b>How is requirement accomplished?</b>
1. Service Orders are fully integrated with Utility Billing for activities such as Re-Reads, Meter Changes, New Connections, Disconnects, Final Reads, Transfers, etc.		
2. Work ticketing and routing system to allow city staff to property route complaint call to the right individual to respond. Needs to have a space for router and responder to enter notes.		
3. Allow Service Orders to be completed using a smart device/tablet in the field thereby eliminating duplicate data entry in the office		
4. Service Orders can be created from the utility account, during meter reading input in the field and from the Service Order console in Utility Billing		
5. Once the Service order is completed, the results will automatically update the utility account when approved		
6. Transfer Service Orders will automatically transfer payment history, deposit, contact information and prorated charges from the old service address to the new service address		

**9. Cash Receipting**

<b>Description</b>	<b>Rating</b>	<b>How is requirement accomplished?</b>
1. Provide separate batches and reporting for each defined cashier. Allow multiple separate batches to be consolidated for posting to the General Ledger		
2. Provide payment for a single item or multiple items on the same receipt		
3. Provide the ability to track payment method		
4. Provide a daily deposit with breakdown by cash, check, money order and credit card		
5. Provide web-based interface to process credit card transactions both in-house and online		
6. Generate a customer receipt for each transaction. Provide batch register listing all transactions for balancing		
7. Allow multiple users to operate in Cash Receipting at the same time		

8. Complete integration with General Ledger, Utility Billing, Building Permits and Online Payments		
9. Ability to view Transaction History reports online		
10. Provide audit trail and reporting for voided payments		

**10. Building Permits**

<b>Description</b>	<b>Rating</b>	<b>How is requirement accomplished?</b>
1. User-defined permit types and related inspections		
2. User-defined fee types and related calculations. Ability to create fee calculation input types		
3. Share common Property and Contact master files with Utility Billing and Code Enforcement		
4. Payments integrated with Cash Receipting		
5. Online Payments integrated to Cash Receipting and post directly to Permit as Pending Payment until payment batch is posted		
6. Ability to receive and track multiple deposits on each permit		
7. Ability to apply, transfer and refund deposits		
8. Allow all permits, past and present, to be viewed by property and by contractor		
9. Ability to track insurance and licenses for each contractor, as well as related expiration dates		
10. Ability to set up specific templates for each type of email sent notifying contractors or owners of scheduled inspections, completed inspections (passed or failed) and changes to inspections		
11. Ability to natively attach documents and images to the Permit and Contractor		
12. Allow user defined data to be maintained by permit, property, and/or contact		
13. Provide for creating projects on which multiple permits will be issued, such as the building of a single or multiple family residence		
14. Allow document generation from a permit and attached to that permit automatically, i.e. Application, Issued Permit, Notice, etc. using Microsoft Word templates		
15. Allow inspections to be completed using a smart device/tablet in the field thereby eliminating duplicate data entry in the office		

**9. Code Enforcement**

<b>Description</b>	<b>Rating</b>	<b>How is requirement accomplished?</b>
1. User-defined code violations and related inspections/tasks		
2. User-defined timelines for next steps in case management and triggers based on dates/sequence of completed tasks		
3. Share common Property and Contact master files with Utility Billing and Building Permits		
4. Ability to set up enforcement officers and auto-assign tasks to a default officer if desired		
5. Allow all code cases, past and present, to be viewed by property and by contact		
6. Provide Task Console with filters to determine tasks due today, this week, by date range or past due		
7. Provide reporting by various filter parameters including types of violations, by officer, by location, etc.		
8. Ability to natively attach documents and images to the code case		
9. Allow user defined data to be maintained by code case, property, and/or contact		
10. Allow multiple documents to be printed from a code case and attached to that case automatically, i.e. Initial Notice, Second Notice, Notice of Abatement, etc. using Microsoft Word templates		
11. Allow tasks/inspections to be completed using a smart device/tablet in the field, thereby eliminating duplicate data entry in the office. Take photos of violations with smart device and attach to case in the field		

## Section 6 - Evaluation of Proposals

The City's project team will evaluate the RFPs. The evaluators will consider how well the proposed solution meets the City's requirements as described in the RFP. It is important that the responses be clear and complete to ensure that the evaluators can adequately understand all aspects of the proposal.

**Evaluation Factors.** Selection of finalists will be evaluated based on the following criteria:

- Quality, clarity and completeness of the proposal
- Adherence to requirements for RFP preparation. Vendor viability and strength
- Ability to meet City's functional and technical requirements
- Software scalability, flexibility and ease of use
- Compatibility and integration with existing software
- Vendor's experience on similar projects
- Total cost of ownership

The evaluation factors identified above reflect a wide range of considerations. While cost is important, other factors are also significant. The City may select other than the lowest cost solution. The objective is to choose a vendor capable of providing a reliable and integrated solution within a reasonable budget. All proposals will be evaluated using the same criteria.

Criteria	Weight Given
1. Responsiveness of the written proposal to the purpose and scope of service	5%
2. Software Quality and Features: Ability of the vendor to meet the Section 5 – Vendor and System Requirements	25%
3. Vendor's Experience and Technical Support: Experience in successful software conversion, implementation and maintenance, as well as dedicated resources and technical support during and after implementation	25%
4. Amount of proposed cost of system, implementation, conversion, training and annual subscription	35%
5. Location of vendor in proximity to City of Sweeny	5%
6. HUB status of vendor	5%

**Site Visits.** The City may choose to conduct site visit(s) to the software vendor's headquarters and/or vendor's clients as part of the evaluation process. The site visits may be used to determine the successful vendor and will be conducted following scheduled software demonstrations of the Short-Listed vendors. Evaluation of the vendor client sites will be based on the following:

- Assessment of the vendor's service during system implementation.
- Assessment of the quality of vendor's ongoing support.
- Overall user satisfaction with the system.

**Contract Award and Execution.** The City reserves the right to make an award without further discussion of the proposal submitted. The City shall not be bound or in any way obligated until both parties have executed a vendor contract. The City also reserves the right to delay contract award and/or not to make a contract award.

**Turn-Key Project.** The City is seeking a turn-key implementation of the software contemplated by this RFP. The Vendor shall provide all labor, materials, supplies and services necessary for the complete performance of any agreement resulting from this RFP. Vendor must include in its price all design, engineering, system and application database development, integration, delivery, installation, testing, training and warranty costs associated with all elements of the proposed system.

**Vendor Requirements:** The selected vendor will be required to register as a vendor with the City by completing vendor registration paperwork and providing a copy of the vendor's liability insurance naming the City of Sweeny as additionally insured.

## Section 7– TERMS AND CONDITIONS

The following terms and conditions apply to this RFP and are not inclusive of all terms and conditions in the final contract.

**Proposals – Public Information.** The City will attempt to protect legitimate trade secrets of the Vendor. Any proprietary information contained in the Vendor's proposal must be clearly designated and shall be labeled with the words "Proprietary Information". Marking the entire proposal or any one or more of the major sections as proprietary will neither be accepted nor honored.

The Vendor should be aware that the City is required by law to make certain records available for public inspection with certain exceptions. The Vendor, by submission of materials marked proprietary, acknowledges and agrees that the City will have no obligation or liability to the Vendor in the event that the City must disclose these materials.

**Copyright and Confidentiality.** Selected vendor shall maintain strict privacy of all City records, data and files (regardless of media), including any copyrighted material received from the City.

**Prime Vendor.** While it is the City's preference to select a single vendor to provide the software and services described in this RFP, it is recognized that multiple Vendors may wish to combine their resources in responding to this Request for Proposal. A Proposal with such a combination is acceptable, provided that the complete Proposal contains all required information, and indicates which Vendor shall be responsible for each of the components that make up the complete system. In addition, one of the Vendors shall be designated as responsible for the complete definition, delivery, integration, implementation, and maintenance of the system, referred to as the prime vendor.

Bidders must warrant to the City that software specifications, capabilities, and performance characteristics are as stated in the proposal and accompanying documentation. Submission of a Proposal will represent your agreement to these conditions.

**Litigation/Jurisdiction/Venue.** Should either party bring any legal or equitable action, the prevailing party in such action shall recover, in addition to all other relief, its reasonable attorney's fees and court costs to be fixed by the court. Any and all such court action shall take place and be vested solely in the State of Texas.

**Payment.** The City will pay invoices submitted by the selected vendor as progress is made on the implementation project and agreed upon service stipulated in the final agreement. Prior to payment, invoices will be reviewed to determine if billing is reflective of actual agreed upon project progression and performance. Upon acceptance of the billing by the City's Project Manager, the payment will be processed and submitted to the vendor. Payment terms must adhere to the State of Texas codes and regulations.

**Satisfaction of the City Attorney.** The acceptance and subsequent award of a submitted proposal shall be at the review and satisfaction of the City Attorney and the City Manager.

**Choice of Laws.** The contract/agreement shall be subject to and interpreted pursuant to the laws of the State of Texas.

**Warranties.** All warranties must be clear, concise and in writing. Warranties shall cover all individual modules, supplied or created interfaces, and any ancillary product that is purchased from the awarded vendor. In addition, the awarded vendor will warrant and guarantee the seamless integration and interface of modules proposed herein. Bidders must warrant to the City that software specifications, capabilities, and performance characteristics are as stated in the proposal and accompanying documentation. Submission of a Proposal will represent your agreement to these conditions.

**Separation.** If the vendor is unable to meet the City's project requirements after selection, the City may withdraw from the agreement with a fourteen (14) day notice.



**Section 8– APPENDICES: VENDOR BID RESPONSE FORMS**

***APPENDIX A: GENERAL INFORMATION AND OVERVIEW***

**APPENDIX B: VENDOR BID**

***Appendix C: User Reference list***

**INNOVATIVE SOLUTIONS – PEOPLE | PROCESSES | TECHNOLOGY**

February 1, 2024



**ENTERPRISE RESOURCING PLANNING  
WEB-BASED SOFTWARE  
REQUEST FOR PROPOSAL (RFP)  
CITY OF SWEENEY, TEXAS**

*Prepared by:*

**Aclarian LLC**

4240 West Morrison Avenue

Tampa, Florida, 33629

Office: 855-422-5762

*EIN/SS Number: 85-3378848*

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  - Software Agreement**

**Appendixes**

- Aclarian Screenshots**
- Aclarian Module Descriptions**

## 1. Executive Summary

### Introduction

Aclarian is pleased to present our proposal for implementing our cutting-edge web-based budget and reporting platform for the City. Aclarian began its operations in 2020, developing local government ERP software using the latest modern web technology available, Aclarian offers a robust and customizable solution, tailored to meet the unique needs of diverse municipal and other local government agency clients.



Financials



Cloud



Integration

### Company Overview

Aclarian LLC was incorporated in Tampa, Florida in 2020 with a vision of providing powerful public sector software to local government. Our product line has since grown to an extensive list of modules within our ERP solution that range from our core general ledger suite to interactive budgeting, custom reporting, task management, and our lease accounting module for GASB 87 and 96.

Aclarian utilizes a multi-tenant architecture offers businesses a competitive advantage by providing scalability and agility, allowing them to adapt quickly to evolving market demands and scale their operations without significant IT overhead. In contrast, established companies relying on outdated technology may struggle to keep pace with modern business requirements, leading to inefficiencies, higher costs, and limited flexibility in meeting the dynamic needs of today's digital landscape.

Aclarian is driven to excellence in all areas of our business by focusing 100% of our efforts on solving our customers' problems, creating deep client relationships through unparalleled support, and pursuing continued improvement in our software through innovation and customer feedback.

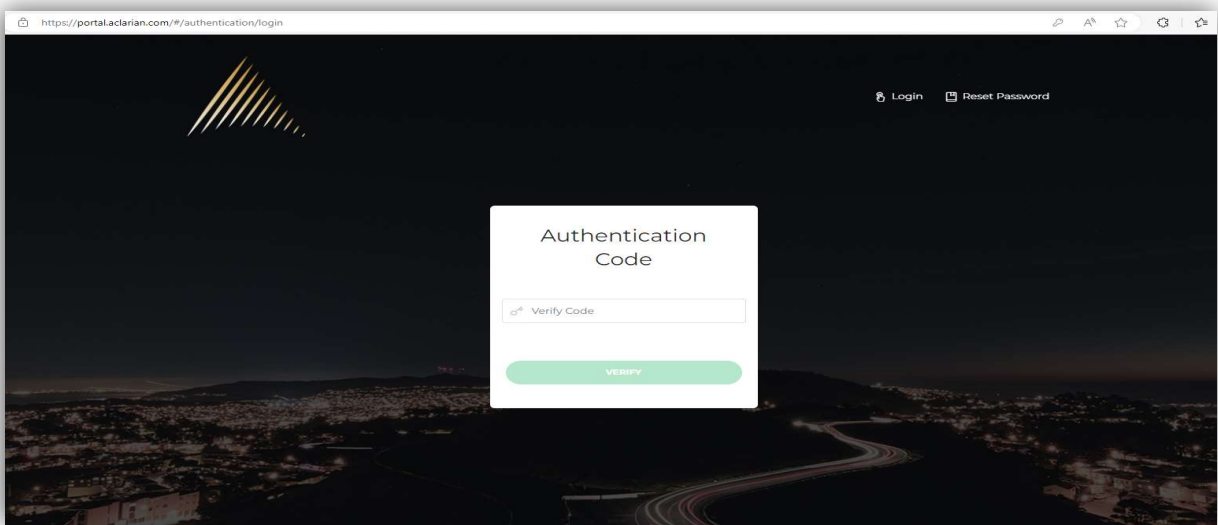
### ERP Overview

Since inception, when Aclarian introduced a new, cutting-edge web-based ERP software platform for local government, customers have onboarded with us. Our software uses Angular v13 on the front end (platform designed by Google and used for developing web applications), and Microsoft.NET as the database engine on the back end. Aclarian software provides all the major functions requested in this RFP. We are proposing a web-based solution, easily accessed by any user with internet access and an available.

### Aclarian Advantages

- **Web-Based Architecture:** Aclarian's ERP platform operates in the cloud, offering anytime, anywhere access to critical business data. This eliminates the need for costly on-premises infrastructure and ensures flexibility, scalability, and increased operational efficiency—qualities particularly beneficial for government clients with complex structures and remote locations.
- **Customization and Integration:** We understand that every organization has unique requirements, including government agencies with specific regulatory and reporting needs. Therefore, our ERP solution is highly configurable, allowing your team to tailor the software to these distinct requirements. Additionally, we prioritize seamless integration with existing software applications, promoting efficient data exchange and eliminating data silos within your organization, a vital aspect for government entities handling vast amounts of data.
- **User-Friendly Interface:** Aclarian's ERP platform boasts an intuitive and user-friendly interface, reducing the learning curve and enhancing user adoption across the City and government clients. This ease of use improves productivity and empowers employees to leverage the system's full potential quickly, ensuring smooth implementation and uptake.
- **Strong Security Measures:** Data security is paramount in today's digital landscape, especially for government organizations dealing with sensitive information. Aclarian prioritizes data protection and employs robust security measures to safeguard such data. Our platform adheres to industry best practices and regulatory standards, ensuring the confidentiality and integrity of your data as well as compliance with government security requirements.

### Aclarian MFA - Authorization Option for additional security.



**Conclusion**

Focused on building modern, scalable, innovative, and configurable accounting software solutions for local governments, Aclarian is well-equipped to meet the evolving needs of the City. We help you optimize operations and achieve long-term success, just as we have done with numerous government clients that have recently onboarded with us over the past few years. Our commitment to excellence ensures that we will work diligently to exceed your expectations and deliver tangible value to the City of and its constituents.

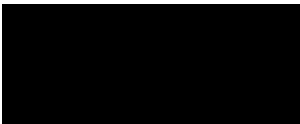
Thank you for considering Aclarian’s local government ERP solution. We are eager to discuss the specifics of our proposal further and demonstrate how our platform can revolutionize your business operations, making a positive impact on government efficiency and service delivery.

**Contact Information**

**Aclarian LLC**  
Matthew Akins  
4240 West Morrison Avenue  
Tampa, Florida, 33629  
Office: 855-422-5762



Proposer has executed this RFP in their corporate name by the President, and the corporate seal is affixed and attested by the secretary. The corporate address and state of incorporation is shown below the signature.



Andrew P. Laflin, President  
Aclarian LLC

Aclarian LLC - Incorporated in State of Florida



## 2. Requirements

Please see attached Requirements forms herewith.

### **Web-based Software**

Aclarian's web-based ERP software platform uses Angular v13 on the front end (platform designed by Google and used for developing web applications), and Microsoft .NET as the database engine on the back end. There are no third-party products associated with Aclarian ERP's core modules.

We are proposing a web-based solution, easily accessed by any user with internet access and an available web browser (Google Chrome, Microsoft Edge, etc.), and hosted in the cloud using Microsoft Azure (second largest cloud provider behind Amazon Web Services). No products are to be hosted by the City since Aclarian's ERP solution is a multi-tenant environment hosted in the cloud using Microsoft Azure.

### 3. Pricing

Please see attached Pricing / Costs forms herewith.



**City of Sweeny, TX**

Annual Budget: \$ 4,500,000  
 Population: 3,500

Management - PP, PM, CM	15%
Contingency	10%
Labor Rate (Blended)	\$ 175

Represents Project Planning, Project Management, & Change Management
Unplanned Discovery Items
Blended Labor Rate

**Phase I**

Major Business Process (Module)	Requirements Gathering	Data Migration & Custom Development	QA Testing	Training	Deployment & Post-Implementation Support	Direct Hours	Mgt Hours	Total Hours	Timeline - Calendar Year 2024
<b>Project Management Phase I</b>							82	82	
General Ledger	20	20	16	8	16	80		80	Mar-Jul
Purchasing	20	10	16	8	16	70		70	Mar-Jul
Payments (A/P)	10	10	16	8	16	60		60	Mar-Jul
Billing/AR	10	10	16	8	16	60		60	Mar-Jul
Projects & Grants	10	10	10	4	16	50		50	Mar-Jul
Cashiering	10	10	10	4	16	50		50	Mar-Jul
Treasury Management (Bank Recon)	10	10	10	4	16	50		50	Mar-Jul
Workflow Management	10	4	4	4	4	26		26	Mar-Jul
User Security	10	4	4	4	4	26		26	Mar-Jul
Municipal Court	10	40	4	4	4	62		62	Mar-Jul
Secure Signatures	5	4	2	2	2	15		15	Mar-Jul
<b>Contingency Phase I</b>							55	55	
<b>Phase I Sub Total:</b>	<b>125</b>	<b>132</b>	<b>108</b>	<b>58</b>	<b>126</b>	<b>549</b>	<b>137</b>	<b>686</b>	<b>Mar-Jul</b>

**Phase II**

Major Business Process (Module)	Requirements Gathering	Data Migration & Custom Development	QA Testing	Training	Deployment & Post-Implementation Support	Direct Hours	Mgt Hours	Total Hours	Timeline - Calendar Year 2024
<b>Project Management Phase II</b>							62	62	
Human Resources & Payroll	20	20	16	8	16	80		80	Jul-Dec
Utility Billing (UB)	20	20	16	8	16	80		80	Jul-Dec
Service Orders - UB	10	10	8	8	8	44		44	Jul-Dec
Capital Assets Management	10	8	8	4	8	38		38	Jul-Dec
Budgeting	20	8	8	8	8	52		52	Jul-Dec
Permitting	8	8	8	8	8	40		40	Jul-Dec
Code Enforcement	8	8	8	8	8	40		40	Jul-Dec
Custom Reporting	8	8	8	8	8	40		40	Jul-Dec
<b>Contingency Phase II</b>							41	41	
<b>Phase II Sub Total:</b>	<b>104</b>	<b>90</b>	<b>80</b>	<b>60</b>	<b>80</b>	<b>414</b>	<b>103</b>	<b>517</b>	<b>July-Dec</b>

**Pricing Summary**

<b>Total Hours</b>	229	222	188	118	206	963	240	1,203
<b>Total Estimated Cost</b>								\$ 210,525
<b>Direct Hours Implementation Summary</b>						963		\$ 168,525
<b>Management Summary</b>							144	\$ 25,200
<b>Contingency Summary</b>							96	\$ 16,800
<b>Small Hardware</b>								\$ 1,600
<b>Travel &amp; Per Diem</b>								\$ 3,000
<b>Non-Recurring - Total</b>								\$ 215,125
<b>Discount (%)</b>						55%		\$(118,319)
<b>Non-Recurring Net Total</b>								\$ 96,806
<b>Recurring - Annual Subscription</b>						25		\$ 31,000



# ACLARIAN

## ACLARIAN SOFTWARE PRICING MODEL

### SUBSCRIPTION FEES - USER PACKAGE

User Package	Annual	
	Subscription Fee	Total SaaS Fee
1 - 15 users	\$ 16,500	\$ 16,500
16 - 25 users	\$ 14,500	\$ 31,000
26 - 50 users	\$ 12,500	\$ 43,500
51 - 75 users	\$ 10,500	\$ 54,000
76 - 100 users	\$ 8,500	\$ 62,500
101 - 125 users	\$ 7,500	\$ 70,000
126 - 150 users	\$ 6,500	\$ 76,500
151 - 175 users	\$ 5,500	\$ 82,000
176 - 200 users	\$ 4,500	\$ 86,500
Each additional 25 users above 200	\$ 3,500	

## 4. Implementation Methodology

With our combined team experience of many implementations, we have learned several things to make this process better. Typical examples include:

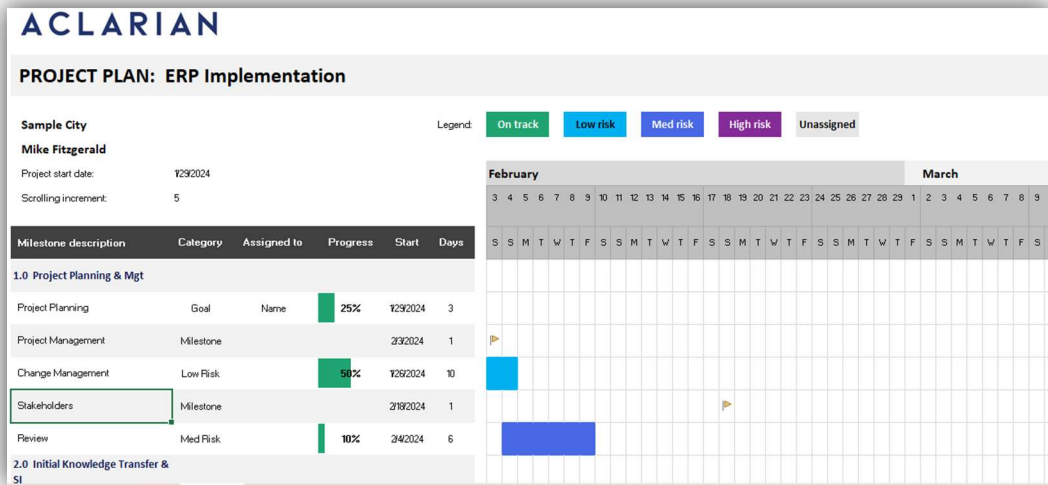
1. **Entity-Wide Buy-In:** It is critical to have all parts of the City informed of the plans and get everyone involved in the solution. Change management includes departments in key activities, such as: Initial Demonstration, Project Kick-off, and Business Process Review Sessions.
2. **Data Conversion /Review:** Mistakes converting data delay projects, cause rework, and negatively affect team member morale. To ensure that there are no data conversion errors, we do two things. First, we review the data with the key stakeholders early in the process. This provides ample time to correct any data conversion issues. Second, for critical systems like Utility Billing and Payroll, we run at least one, and sometimes two, cycles in parallel.
3. **Test Data and Environment:** When problems with data or processes arise late in the project, it is much more difficult to correct them. We believe that providing access to a test system, with your test data, allows for any potential problem identifications and corrections early without impacting the project schedule.
4. **Integrations:** It may be necessary to provide integration to another system that was not planned for. Aclarian makes every effort to help identify integrations. Aclarian also provides “code-less” configurable integrations. These allow for the creation of exports or imports into a wide variety of formats, without writing any software.
5. **Hardware:** Delays in procuring hardware (i.e. payroll/time clocks, inventory scanners) can have disastrous impacts on the project schedule. To head off any delays, we meet with your IT team early in the project to review planned hardware. If new hardware must be purchased, we will collaborate with you to outline the specifications.
6. **Manage the Unexpected:** Aclarian prides itself on being responsive, both in terms of training and development. If an unforeseen issue arises, our “Never let a customer fail” motto guides our response. We work together to find a way to resolve the problem and keep the project on schedule.

### Aclarian Implementation Methodology

Step	Description	Task	Description	Deliverable
<b>1</b>	<b>Project Planning &amp; Management</b>			
		1.1	Project Planning	Contract, SOW, ESC, Project Manager, Project Team, SME
		1.2	Project Management	Project Plan, Status Reports, Issues & Enhancements Log
		1.3	Change Management	Stakeholder Assessment, Communications Plan
<b>2</b>	<b>Initial Knowledge Transfer &amp; Software Install</b>			
		2.1	Software Install/Environments	Set up Client instances, URL's
		2.2	Project Team & SME Initial Trai	Project Room Set up, Kickoff Training
<b>3</b>	<b>Design</b>			
		3.1	Business Process Workshops	New Business Processes Plan
		3.2	Policy & Procedures Review	Client P & P Plan, Internal Controls, Narratives
		3.3	Workflow	Workflow Plan
		3.4	User Security & Roles	User Security Plan
		3.5	Integration	Integration Plan
		3.6	Reporting & Dashboards	Report Plan
		3.7	Web Portals	Web Portal Plan
<b>4</b>	<b>Development</b>			
		4.1	Configuration	Chart of Accounts, Tables, Data Management, Workflow,
		4.2	Conversion	Historical Data, Vendors, Customers, PO's, Employees, etc.
		4.3	Interfaces	Direction, Frequency, Initial Test
		4.4	Enhancement Builds	Forms, Reports
<b>5</b>	<b>Testing</b>			
		5.1	Unit/Initial Testing	Test Plan, Test Scripts
		5.2	Integration Testing	
		5.3	Performance Testing	
		5.4	User Acceptance Testing	Client Acceptance & Sign off Transmittal
<b>7</b>	<b>Training</b>			
		7.1	Training	Training Plan, Training Materials, Training Certificates
<b>8</b>	<b>Go-Live</b>			
		8.1	Go-Live	Cut Over Plan, Post Go-Live Plan
<b>9</b>	<b>Post Production Support</b>			
		9.1	Post Production Support	Issues & Enhancements Log, Final Acceptance & Close Out

### Aclarian Implementation Plans

As part of any significant engagement Aclarian utilizes an approach based on the Project Management Institute’s “Project Management Body of Knowledge (PMBOK).”



<b>ACLARIAN</b>					
<b>TRAINING PLAN</b>					
	SESSION 1	SESSION 2	SESSION 3	SESSION 4	SESSION 5
	Day Name	Day Name	Day Name	Day Name	Day Name
	Date	Date	Date	Date	Date
TIME	Location	Location	Location	Location	Location
09:00 - 09:30					
09:30 - 10:30					
10:30 - 10:45	Break	Break	Break	Break	Break
10:45 - 11:15					
11:15 - 11:45					
11:45 - 01:15	Lunch	Lunch	Lunch	Lunch	Lunch

INNOVATIVE SOLUTIONS – PEOPLE | PROCESSES | TECHNOLOGY

February 18, 2024



**CHANGE MANAGEMENT PLAN**  
SAMPLE CITY, FLORIDA

*Prepared by:*  
Aclarian LLC  
4240 West Morrison Avenue  
Tampa, Florida, 33629  
Office: 855-422-5762  
EIN/SS Number: 85-3378848

INNOVATIVE SOLUTIONS – PEOPLE | PROCESSES | TECHNOLOGY

February 18, 2024



**REPORT PLAN**  
SAMPLE CITY, FLORIDA

*Prepared by:*  
Aclarian LLC  
4240 West Morrison Avenue  
Tampa, Florida, 33629  
Office: 855-422-5762  
EIN/SS Number: 85-3378848



### Phased Approach

Software implementations can be categorized as a “phased approach” or “big bang” approach. The appropriate approach can be determined during contract negotiations and/or Project Planning step. Best practices lean towards a phased approach, so that both the client and Aclarian can match resources more efficiently. This allows the client to be able to dedicate resources to the implementation, while simultaneously running the day-to-day demands of the municipality.

### Phase Timeline

Phase I will be conducted during the months of March through July 2024 and Phase II will be conducted during August through December 2024.

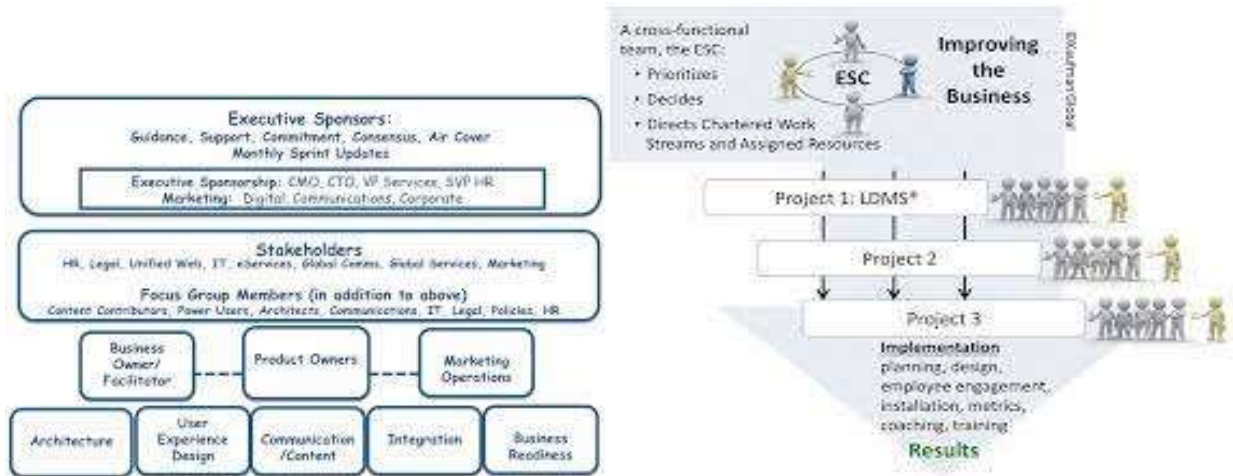
Phase I	March	April	May	June	July
Module					
Project Management Phase I					
General Ledger					
Purchasing					
Payments (A/P)					
Billing/AR					
Projects & Grants					
Cashiering					
Treasury Management (Bank Recon)					
Workflow Management					
User Security					
Municipal Court					
Secure Signatures					
Contingency Phase I					

Phase II	Aug	Sept	Oct	Nov	Dec
Module					
Project Management Phase II					
Human Resources & Payroll					
Utility Billing (UB)					
Service Orders - UB					
Capital Assets Management					
Budgeting					
Permitting					
Code Enforcement					
Custom Reporting					
Contingency Phase II					

### Executive Steering Committee

A steering committee is a form of corporate governance made up of high-level executives, authorities, or stakeholders who provide strategic oversight and guidance to one or more projects within an organization. When these people meet, it's called a Steering Committee meeting.

Your company's executive steering committee may have a wide range of responsibilities, including establishing organizational structure for your company's projects, and delegating the authority necessary to accomplish those projects. Executive steering committees also develop vision and mission statements for projects being completed for your business. They also report progress on the organization's projects to company leadership according to a timetable you establish.



### Project Manager

The project manager is an essential part of most projects, as these are the professionals who keep the project on schedule and within budget. Project managers act as the representative between project team members and project stakeholders, communicating with both groups to ensure everyone is aware of expectations and can understand more about how a project is faring. Sometimes, a project manager also uses a project coordinator or assistant to accomplish their tasks, which may include:



### Project Team

A project team is a group of individuals who are working on a shared project together, with shared goals and objectives. Everyone on the project team has a responsibility to perform their tasks and contribute to the success of the project. Because there are usually several individuals on the project team, you may find a mixture of experts with varying skills, abilities and experiences, and it's common for a project team to be cross-functional or to comprise people from different teams within the organization.

A project team can also include both Aclarian and City employees, stakeholders, and subject matter experts. Depending on the project, you may have team members who work full-time or part-time on the project. Some individuals may be involved throughout the project, while others are only part of the project team during a specific phase.

On a project team, each member has certain responsibilities or specific tasks that help contribute to the success of the project. That's why it's important to have varying roles on the project team.

User Report

Clients  
 City of Madeira Beach

SEARCH      RESET

Page Size: 20

SAVE GRID LAYOUT   EXPORT   CLEAR FILTERS

First Name	Last Name	Email	Title	Client	Access Type
Alexandria	Lollis	alollis@madeirabeachfl.gov	Administrative Assistant	City of Madeira Beach	Standard Access
Andrew	Morris	amorris@madeirabeachfl.gov	Long Range Planner	City of Madeira Beach	Standard Access

Forms Workflow Report

Page Size: 20

SAVE GRID LAYOUT   EXPORT   CLEAR FILTERS

Module	Form Name	# of Approvers	First Approver	Second Approver	Third Approver	Fourth Approver	Fifth Approver	Sixth/Final App...
Payments	Check Request	4	Department Head	Approvals > \$2,500	Impact Fee Fund Appr...			Karen Paulson
Purchasing	Change Order	4	Department Head	Andrew Laffin	Robin Gomez			Karen Paulson
Purchasing	Purchasing Requisition	4	Department Head	Andrew Laffin	Robin Gomez			Karen Paulson
Purchasing	Bid Form	4	Department Head	Robin Gomez				Karen Paulson
Capital Assets	Capital Asset Disposal ...	3	Andrew Laffin	Robin Gomez				Patrick Cade
Licensing	Business License	3	Lisa Scheuermann	Andrew Morris				Geraldine Nilles
Payments	Invoice Approval Form...	3	Department Head	Approvals > \$2,500				Karen Paulson

## Project Team Roles

The proposed Aclarian project team will consist of the following roles with a high-level overview of tasks to be performed:

### Project Manager

- Will lead client software implementation efforts and ensure an overall successful implementation.
- Will provide primary consultation to the City on complex issues and considerations.
- Will manage completion of the Aclarian ERP implementation to include project reports and status updates.

### Software Consultant

- Will assist the Project Manager on all implementation activities and will coordinate assignment, completion, and testing of development tasks for each module.
- Perform tasks as assigned on the Aclarian ERP Implementation Forms and Checklist.
- Will lead onsite training efforts with all applicable City staff.

### Software Technical Team

- Complete assigned development tasks, such as data conversion import activities, custom development of various forms, or setting up particular configurations as requested by the City.

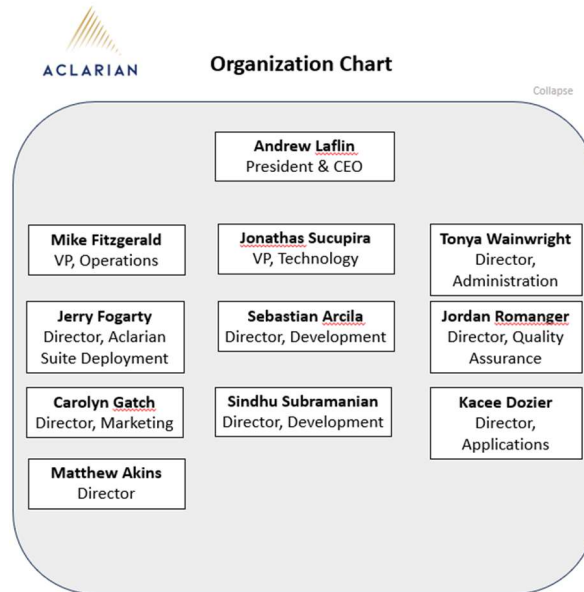
### Quality Assurance Team

- Perform software testing on completed tickets applicable to the City during implementation and communicate results to the assigned Software Consultant.

## Subject Matter Experts

A subject matter expert (SME) participates from each primary functional area of the City. A subject matter expert plays a crucial role on a project team by providing in-depth knowledge, specialized skills, and valuable insights related to a specific area, ensuring the team has the necessary expertise to make informed decisions and achieve project success.

## 5. Support Strategy



### Texas Team

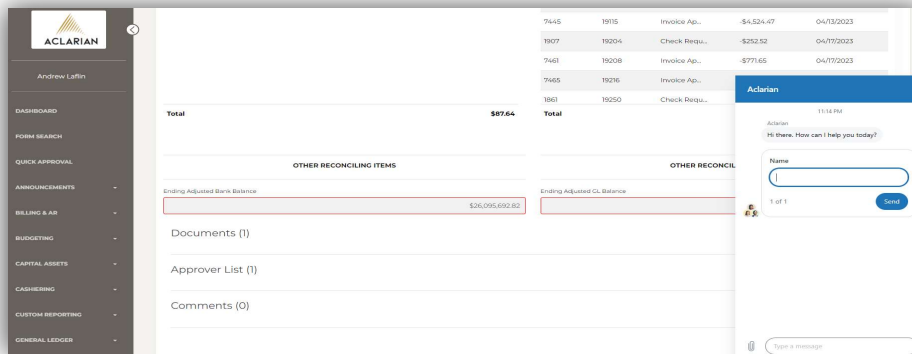
Aclarian maintains a dedicated Texas team with three team members strategically located in Dallas and Houston, ensuring prompt and efficient customer service, ongoing support, and onsite visits as needed to guarantee the successful implementation of their web-based software.

### Ongoing Support

The Aclarian Support Team will address:

- Issues, answer user questions, and continue training and education initiatives.
- Will monitor system performance, gather feedback, and implement necessary enhancements or updates.
- Can be contacted by phone, email, or a Help Desk chat feature within the ERP portal during regular business hours, and the Help Desk chat feature after hours.
- Provide troubleshooting and training services to all users, with an expected response time of 3 minutes or less.

Below is a picture of the Aclarian Help Desk chat support popup that is available to all users.



## 6. Other Information

### Proposer Team

Our team of highly skilled professionals includes experienced CFOs, accountants, financial analysts and developers who are well-versed in the unique challenges faced by government agencies and businesses alike. By outsourcing your CFO and accounting functions to Aclarian, you can tap into our extensive knowledge and industry best practices, enabling you to make informed financial decisions, optimize resource allocation, and drive sustainable growth.

Name	Professional Designations	Government Years	Total Professional Years	Expertise
Andrew Laflin	CPA	10	19	Audit and Software
Mike Fitzgerald	MBA, CGFO, CPPO	22	37	Financial Operations and Software
Jerry Fogarty			24	Banking
Olga Swinson	CPA	37	37	Government
Beverly Fullington		45	45	Government
Matthew J. Akins	MBA, Series 50, Series 65	15	18	Structured Finance
Jordan Romager	MS	5	5	Software
Kacee Dozier		2	10	HR / Payroll
Jonathas Sucupira		4	15	Software and Development
<b>Totals</b>		<b>145 Years</b>	<b>210 Years</b>	

Please find resumes for each consultant on the following page in this section. Consultant names provided are subject to resource availability. City has the right to interview and select project manager.

## Andrew P. Laflin, CPA

Aclarian LLC ([www.aclarian.com](http://www.aclarian.com))

President / CEO



### Profile

After spending 17 years in public accounting and serving as a former audit partner of a large regional accounting firm, Andrew joined Aclarian in 2020, providing implementation and training services to local governments of Aclarian's web-based local government ERP software. This solution provides users with a modern, efficient alternative to traditional government accounting systems and eliminates manual, redundant business processes typically found in a local government's current technology environment.

Andrew also provides outsourcing, consulting, and advisory services entirely devoted to serving local governments. Andrew is a frequent speaker at various local and state-wide conferences throughout the Country, primarily affiliated with the Florida Government Finance Officers Association (FGFOA).

### Client experience

City of Cape Coral	Hillsborough County Aviation Authority
City of Moore Haven	Hillsborough Transit Authority (HART)
City of Lake Worth Beach	Lee County Metropolitan Planning Org.
City of Madeira Beach	Manatee County
City of New Port Richey	Pasco County
City of Port Richey	Pinellas County
City of Safety Harbor	Pinellas Suncoast Transit Authority
City of Fellsmere	Sarasota County
City of Temple Terrace	AmSkills (Education / NonProfit)
Clearwater Downtown Development Board	Tampa Bay Area Regional Transportation Auth.
Collier County	Tampa Hillsborough Expressway Authority
Forward Pinellas	Village of Indiantown
City of Hampton	Town of Redington Beach
City of Bushnell	Glades County
City of Sarasota	Osceola County

### Education

- Bachelor of Arts in Accounting, University of Notre Dame, Notre Dame, Indiana
- Master of Accountancy, University of South Florida, Tampa, Florida

### Professional Development

- American Institute of Certified Public Accountants (AICPA)
- Certified Public Accountant in the state of Florida (CPA)
- Government Finance Officers Association (GFOA)
- Florida Government Finance Officers Association (FGFOA)

# Mike Fitzgerald, MBA, CGFO, CPPO

Aclarian LLC ([www.aclarian.com](http://www.aclarian.com))

Vice President, Operations  
Tampa, FL



## Profile

Mike has over 34 years of public and private finance experience. He currently serves as Vice President of Outsourced Services for Aclarian LLC, providing outsourcing, consulting, and advisory services entirely devoted to Florida local governments.

Mike has held various COO / CFO / Managerial roles in private equity firms, Anheuser-Busch, KPMG, Booz Allen & Hamilton, local governments and as an officer in the United States Air Force. Mike has served as a Treasurer, Finance Director, Accounting Manager, Administrative & Fiscal Manager, Budget Supervisor roles in various departments – Accounting, Public Works, Water, Facilities, Parking, Transportation, Stormwater. He has expertise in many ERP platforms to include Oracle and SAP.

His government experience is listed below.

## Client Experience

- |                                    |                                    |
|------------------------------------|------------------------------------|
| Broome County                      | Hillsborough County                |
| City of Lake Helen                 | Miami/Dade County                  |
| City of Lake Worth Beach           | Nassau County (NY)                 |
| City of Madeira Beach              | New York Board of Education        |
| City of Fellsmere                  | United States Air Force (USAF)     |
| City of Tampa                      | United States Army (USA)           |
| Government Accounting Office (GAO) | United States Navy (USN)           |
| Government Printing Office         | Special Operations Command (SOCOM) |

## Education

- Master Business Administration, University of Tampa, Tampa, FL
- Bachelor of Arts, University of South Florida, Tampa, FL

## Professional Development

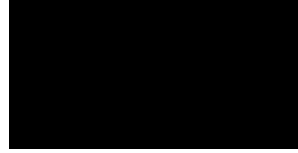
- Florida Government Finance Officers Association (FGFOA)
- Certified Government Financial Officer (CGFO)
- Certified Public Procurement Officer (CPPO)
- President for the Government Finance Officers Association - Hillsborough



## Jerry E. Fogarty, III

Aclarian LLC ([www.aclarian.com](http://www.aclarian.com))

Director, Suite Deployment  
Tampa, FL



### Profile

After spending 9 years helping run a family business, Jerry spent the next 15 years working with small businesses as a Commercial Banker and most recently as a CFO in the healthcare industry. As CFO, Jerry helped the company streamline its balance sheet and uncover untapped revenue sources. This led to a record year for the company, with revenues increasing by 170%. Jerry joined Aclarian in 2022 as a lead implementation consultant utilizing his customer service and finance experience from his years in commercial banking.

### Client Experience

City of Fellsmere  
Hillsborough Tax Collector  
City of Lake Helen

Osceola Tax Collector  
Tampa Bay Water  
Manatee County

### Education

- Bachelor of Science, University of Florida, Gainesville, FL

### Professional Development

- Raymond James University
- Richardson Sales Performance Training Company
- St. Meyer & Hubbard

# Jordan Romager, MS

Aclarian LLC ([www.aclarian.com](http://www.aclarian.com))

Director, Quality Assurance



## Profile

Jordan comes from a project/grant and customer service management background with 8 years of program leadership, customer service, research/design, and statistical analysis software experience. Working in social services management for 5 years, Jordan gained extensive knowledge of both the back and front end of social service and government organization management, with a high focus on financial management and program improvement initiatives utilizing software solutions. She has served as a Program Manager with multiple companies and successfully implemented new processes and technologies to improve outcomes. Jordan joined the Aclarian team in 2022 to lead Quality Assurance efforts and bring program management and research methodology/design expertise to software implementations and development.

## Client Experience

City of Fellsmere  
Hillsborough Tax Collector  
City of Lake Helen

Osceola Tax Collector  
Tampa Bay Water  
Manatee County

## Education

- Master of Science, *Western Washington University*, 2019
- Bachelor of Arts, *Illinois State University*, 2016

## Professional Development

- Program Manager, *Opportunity Council*, 2020-2022
- Program Coordinator, *Northwest Youth Services*, 2018-2020

# Kacee Dozier

Aclarian LLC ([www.aclarian.com](http://www.aclarian.com))

Director, Applications  
Tampa, FL



## Profile

Kacee comes from a service management background with over 10 years of quality assurance and customer service experience. Working in account management for the last 8 years, Kacee has an extensive knowledge of both the back and front end of software systems, with a high focus on Human Resource and Payroll Management. She has served as an Account Manager with multiple companies with a variety of different backgrounds and needs. Kacee joined the Aclarian team in 2023 for Quality Assurance and ERP Software Progression.

## Client Experience

City of Fellsmere  
Hillsborough Tax Collector  
City of Lake Helen

Osceola Tax Collector  
Tampa Bay Water  
Manatee County

## Education

- Associate’s Degree, The Art Institute of Tampa, Tampa, FL

## Professional Development

- Aramark, Account Manager, 2014-2019
- Compass Group, Account Manager, 2019-2023

# Jonathas Sucupira

Aclarian LLC ([www.aclarian.com](http://www.aclarian.com))

Vice President, Technology  
Houston, TX



## Profile

Over 15 years of experience working with legacy and bleeding-edge technologies, including leveraging big data, mobile architectures, customer engagement, and enterprise-scale software implementations (SAP, Microsoft Dynamics, and Salesforce). Jonathas joined Aclarian at inception, leading the efforts to design and build a highly scalable ERP system.

Jonathas is highly valued for his ability to create strategies and processes to ensure enterprise-wide collaboration and that technology drives operating efficiency. He has recruited, motivated, and mentored a high-performance global team of developers.

## Client Experience

City of Fellsmere  
Hillsborough Tax Collector  
Glades County  
City of Moore Haven  
City of Lake Helen

Osceola Tax Collector  
Tampa Bay Water  
City of Madeira Beach  
Orlando MetroPlan  
Manatee County

## Education

Bachelor of Science, Florida State University, Tallahassee, FL

## Professional Development

Wonderdev, LLC  
Go Innovations LLC  
Steady  
Toptal  
CDE INC  
Bloomin' Brands

Founder and Principal Architect  
Chief Technology Officer  
Senior Consultant  
Senior Consultant  
Consultant  
Solutions Architect

## Harrison Hogan

Aclarian LLC ([www.aclarian.com](http://www.aclarian.com))

Dallas, TX  
Manager, Southwest Territory



### Profile

Dedicated and results-driven professional with a Bachelor of Science in Integrated Marketing & Communications from the University of Mississippi. Proven expertise in the technical industry with experience as a National Technical Recruiter at Signature Consultants and subsequently as a Government Technical Recruiter at Tech Valley Talent.

Recently transitioned into the role of Sales Manager at Aclarian LLC in November 2023, demonstrating adaptability and a keen ability to excel in dynamic environments. Adept at leveraging a background in marketing and communications to drive sales strategies and foster lasting client relationships. Committed to delivering innovative solutions and achieving business objectives through effective leadership and collaboration.

### Education

- Bachelor of Science, *University of Mississippi*, 2020

### Professional Development

- Government Technical Recruiter, *Tech Valley Talent*, 2022-2023
- National Technical Recruiter, *Signature Consultants*, 2021-2022

## Completed Projects

Client	Year	ERP	Total Budget (\$)	Population
City of Madeira Beach, FL	2021	Full	39.5M	3,880
Hillsborough County Tax Collector	2023	Full	40.5M	1,478,000
MetroPlan Orlando	2023	Full	170.2M	317,800
City of Fellsmere, FL	2023	Full	37.5M	4,916
City of Lake Helen, FL	2023	Full	4.6M	2,863
Glades County, FL	2023	Full	52.6M	12,130
Osceola County, FL	2023	Full	1.9B	388,660
City of Moore Haven, FL	2022	Full	4M	1,600
Manatee County, FL	2023	Lease Accounting	2.1B	399,710

### Client References

Proposer name:	Aclarian LLC
Customer name:	Hillsborough County Tax Collector
Available for a site visit?	Yes
Customer contact:	Justyna Swiebocki
Customer phone number:	[REDACTED]
Customer E-mail address	[REDACTED]
System which Solution Replaced	Great Plains
<b>Describe Nature of Project and Services Provided to This Client:</b>	
Full ERP implementation and integration with Grant Street Group software for tax collection. Custom forms and reporting.	
<b>Configuration of Solution Implemented (Hardware, Software):</b>	
Web-based and cloud-based solution.	

Proposer name:	Aclarian LLC
Customer name:	Osceola County
Available for a site visit?	Yes
Customer contact:	Irina Timmerman
Customer phone number:	[REDACTED]
Customer E-mail address	[REDACTED]
System which Solution Replaced	Tyler
Describe Nature of Project and Services Provided to This Client:	
Full ERP and custom reporting with web portals.	
Configuration of Solution Implemented (Hardware, Software):	
Web-based and cloud-based solution.	



Proposer name:	Aclarian LLC
Customer name:	Brevard County Tax Collector
Available for a site visit?	Yes
Customer contact:	Cindy Speece
Customer phone number:	[REDACTED]
Customer E-mail address	[REDACTED]
System which Solution Replaced	Tyler
Describe Nature of Project and Services Provided to This Client:	
Full ERP and financial reporting.	
Configuration of Solution Implemented (Hardware, Software):	
Web-based and cloud-based solution.	

Proposer name:	Aclarian LLC
Customer name:	Glades County
Available for a site visit?	Yes
Customer contact:	Tasha Morgan
Customer phone number:	[REDACTED]
Customer E-mail address	[REDACTED]
System which Solution Replaced	Great Plains
Describe Nature of Project and Services Provided to This Client:	
Full ERP and financial reporting.	
Configuration of Solution Implemented (Hardware, Software):	
Web-based and cloud-based solution.	

Proposer name:	Aclarian LLC
Customer name:	City of Madeira Beach
Available for a site visit?	Yes
Customer contact:	Patrick Cade
Customer phone number:	[REDACTED]
Customer E-mail address	[REDACTED]
System which Solution Replaced	Tyler
Describe Nature of Project and Services Provided to This Client:	
Full ERP and custom reporting with web portals.	
Configuration of Solution Implemented (Hardware, Software):	
Web-based and cloud-based solution.	

## Sample Software Agreement

### Aclarian Software License Agreement

This Software License Agreement (“Agreement”) is made and entered into on this XX day of MONTH, YEAR (“Effective Date”), between Aclarian LLC, a Florida limited liability company (“Licensor”), and SAMPLE ENTITY (“Licensee”). Either party may be referred to individually as the “Party” or collectively as “the Parties.”

**WHEREAS:**

Licensor owns all right, title, and interest in the Software (as defined below); and Licensee desires a license to use the Software.

**NOW, THEREFORE:**

The Parties have agreed to the following terms and conditions:

I. Definitions. Terms used in this Agreement have the following meaning:

- a. “Proprietary Information” shall be defined as all proprietary or non-public information owned or created by Licensor, including the Software, and any know-how, trade secrets, data, materials, inventions, copyrights, trademarks, or discoveries that are necessary or substantially related to the Software.
- b. “Software” shall be defined as the accounting program known as “Aclarian,” and any software products related thereto provided by its affiliated subcontractors or third-party vendors, including but not limited to human resources and payroll related software, as well as any technical information or documentation relating thereto.

II. Grant of License.

a. **Scope of License.** Licensor grants to Licensee a non-exclusive, limited license to use the Software solely for the internal business purposes of employees of Licensee that are involved in the accounting, financials, and operations of Licensee. Licensee’s rights in the Software shall be limited to those expressly granted in this Agreement. Licensee shall not distribute, rent, resell, lease, sublicense, or otherwise disclose or transfer the Software to any third party (including but not limited to competitive businesses) without Licensor’s express written consent, and subject to additional license fees. Licensee shall not modify, reverse engineer, decompile, or create derivative works of the Software. Any use which exceeds the scope of the license grant shall constitute a breach of this Agreement, and shall be subject to emergency injunctive relief and the payment of any related attorneys’ fees and court costs incurred by Licensor. Licensor acknowledges that Licensee shall be the sole and exclusive owner of the financial, accounting and customer information input into the Software for Licensee’s use.

b. **Maintenance and Support.** For the duration of this Agreement, Licensor will provide, at no charge to Licensee, maintenance and support. Maintenance refers to modifications, such as patches, corrections, and updates, as needed to ensure the software is functioning as intended. With regard to Support, Licensor shall use commercially reasonable efforts, commensurate with the severity level, to achieve its support response and resolution targets with respect to resolving errors. An error is defined as a verifiable and reproducible failure of the Licensor’s software product to operate as intended under normal use, and where the error is directly attributable to the Licensor’s software product as updated with current modifications. Support is available through the interactive “Help” feature within the Licensor’s software.

Support does not include implementation of the Licensor’s standard software product, onsite or remote training, or development and installation of custom enhancements specifically requested by the

Licensee in addition to the standard software product. Pricing for implementation services, onsite and remote training, and custom enhancements is disclosed in Exhibit A

### III. Term and Termination.

- a. Term. The Licensee's use of the software shall commence as of the Effective Date and shall automatically renew on the one (1) year anniversary of the Effective Date, and on the anniversary of the Effective Date each year thereafter, for subsequent one (1) year term(s); *provided, however* that Licensor or Licensee may provide written notice of termination at least sixty (60) days prior to the anniversary of the Effective Date, with such termination effective on the anniversary of the Effective Date.
- b. Licensor may increase the Fees pursuant to this Agreement by providing at least sixty (60) days' written notice to Licensee. In that event, Licensee may provide written notice of termination of this Agreement within sixty (60) days thereafter, prorated for any partial month, as applicable. If no such termination right is exercised within sixty (60) days, the Fees increase is deemed accepted by Licensee. Licensor shall not refund or prorate the Fees if Licensee earlier terminates this Agreement for any reason other than an increase in Fees.
- c. Upon termination, Licensor shall disable Licensee's account on the Licensor's web-based software application.

### IV. Payment.

- a. In exchange for the grant of license to use the Software as outlined herein, Licensee agrees to pay the license fees and implementation costs ("Fees") outlined on attached Exhibit A. Additional costs pertaining to implementation, training, and customization services are also included in Exhibit A. Implementation shall not begin until payment for implementation services is received in full if Licensee elects the fixed fee option for implementation.

### V. Data Security and Privacy.

- a. In the course of providing the Software and related services under this Agreement, Licensor will employ information security and physical security safeguards, procedures and practices to protect the privacy and security of Licensee's data that Licensor receives, accesses, uses, creates, or discloses. Such safeguards shall be at least equal to industry standards and be reasonably appropriate to protect against accidental or unlawful destruction, loss, alteration or unauthorized third party disclosure or access of Licensee's data. Licensor shall make a good faith effort to detect, respond to, and mitigate data security incidents, and to notify Licensee of any such incidents involving Licensee's data as soon as reasonably practicable and in accordance with applicable laws.

### VI. General.

- a. Modifications and Additions. No modifications or additions to the terms and conditions of this Agreement shall be binding unless in writing and acknowledged by both Parties.
- b. Limitation of Liability. Licensor's total cumulative liability to Licensee from all causes of action and under all theories of liability will be limited to and will not exceed the total amount of the fees paid pursuant to this Agreement.
- c. Assignment. Either Party may transfer and assign this Agreement to a successor entity or assignee in the event of the purchase of all or substantially all of the assets or ownership interests of the Party. Written notice shall be provided to the other Party in the event of a sale or merger.
- d. Notices. All notices provided in connection with this Agreement will be in writing, and will be delivered by (i) certified or registered mail, postage prepaid and return receipt requested or (ii) courier and will be deemed effective upon receipt at the address set forth above, or (iii) by e-mail with return receipt requested.

To Licensee:

ENTITY NAME, Attn: Contact Name

ENTITY ADDRESS

ENTITY EMAIL

To Licensor:

Aclarian LLC, Attn: Andrew Laflin

4240 W Morrison Ave, Tampa, FL 33629



e. IN WITNESS WHEREOF, each of the Parties have caused its duly authorized representatives to execute this Agreement as of the date below.

**Licensor**

**Licensee**

\_\_\_\_\_  
Name: Andrew Laflin

Title: President

Date: \_\_\_\_\_

\_\_\_\_\_  
Name: Contact Name

Title: Contact Title

Date: \_\_\_\_\_

## APPENDIXES

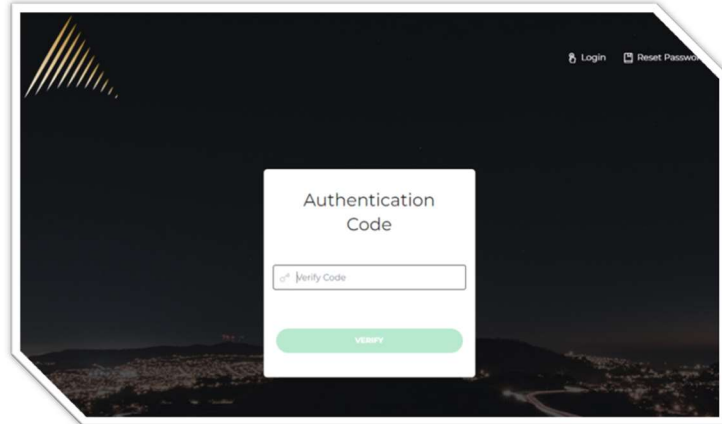
## Appendix A - Aclarian Software Screenshots

### System Access Controls

Accessibility – Installed product versus web-based product

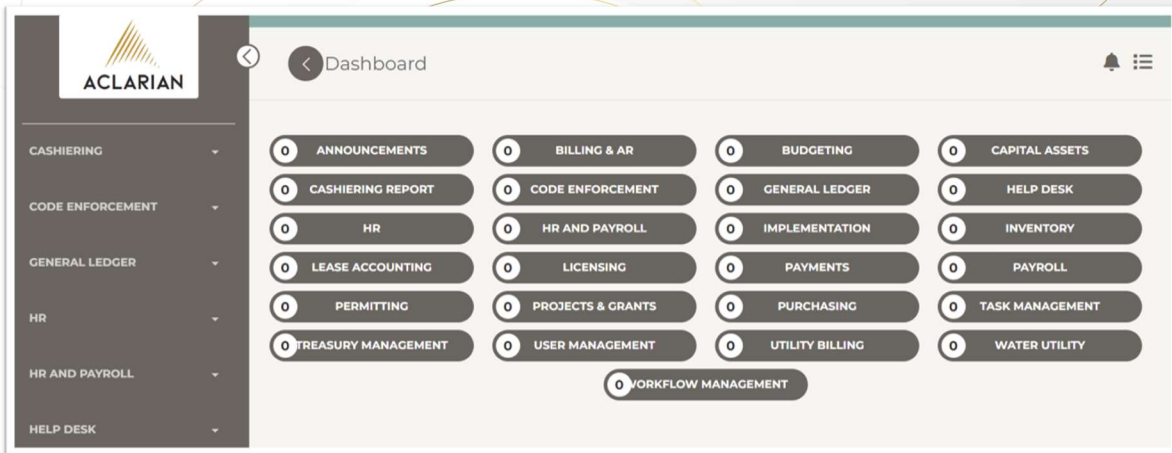
Security Controls at Login:

- Establish minimum password length
- Set days to password expiration
- Enable Multi-Factor Authentication
- Single Sign-on (SSO) option



### General Navigation - Dashboard

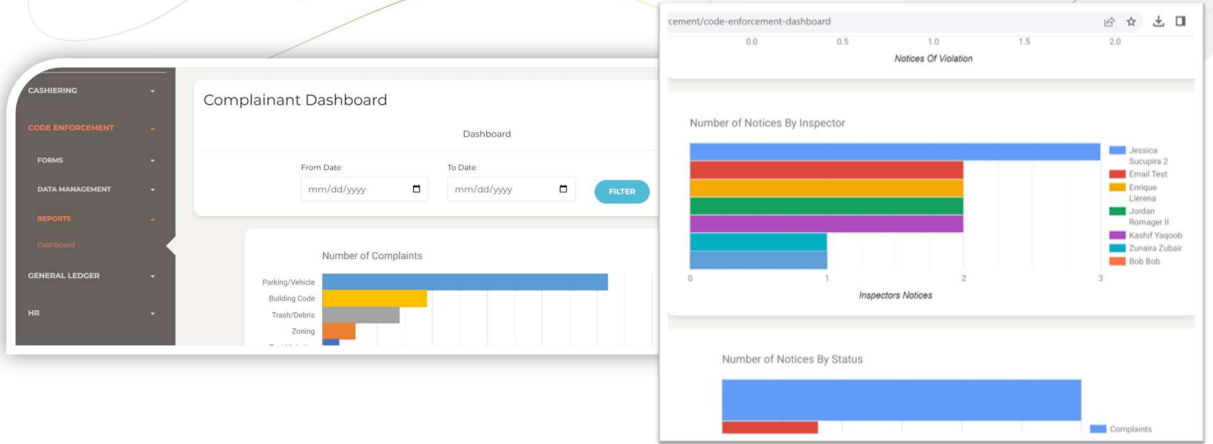
Dashboard view – Review all items awaiting your approval.





# Dashboard View – Charts & Graphs

Charts & graphs to actively monitor items in realtime.



# User Management – Dashboard Preferences

Allows users to determine what charts, graphs, tables, and other summarized data they want presented on their individual dashboards



# Reporting Capabilities

## Reporting Wish List

- User interactivity – determine columns to include/exclude and filter data
- Easily can export to Excel
- Ability to drill down into transaction data
- Save grid layout for future use

Action	Case # ↑	Status	Name	User Defined ...	User Defined ...
VIEW FORM	1				
VIEW FORM	2	In Review	Ut dignissimos bland	Quas veniam ut quo	West
VIEW FORM	3		Ratione suscipit eni		
VIEW FORM	4	Closed	Griffin		North
VIEW FORM	5	Open			East
VIEW FORM	6		test		
VIEW FORM	7	Closed			West
VIEW FORM	8		Quos laudantium rep		



# User Management – Roles and Access

## User Access Considerations

- Ability to initiate new transactions
- Ability to view transactions
- Ability to update records
- Ability to review reporting data

Copy roles from another user?  
 Yes  No

Use template from custom roles?  
 Yes  No

Items  Dashboard Preferences  Roles

ANNOUNCEMENTS

Forms

Announcements  
 Visible Edit Form Form Search - All Forms Skip Approver

CODE ENFORCEMENT

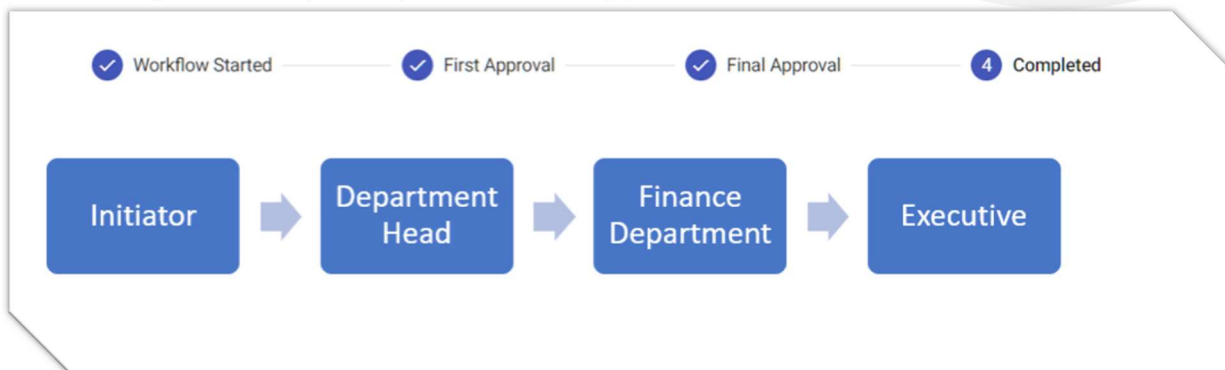
Forms Data Management Reports

- Complainant Listing  
Visible Edit
- Violation Type Management  
Visible Edit
- Code Enforcement Configuration  
Visible Edit



## Workflow

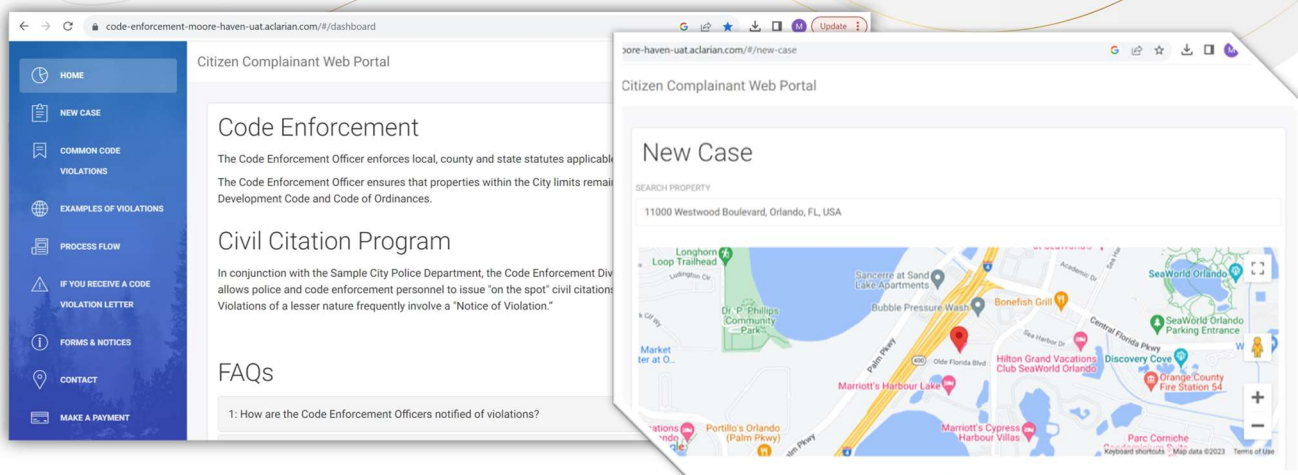
- Flexibility to set up workflow by individual, department head, group, threshold approver, fund, project ID, grant ID, vendor ID, purchase order number, and more.
- Designate temporary substitute approvers.



ACLARIAN LLC

## Citizen Web Portal – Code Enforcement

Allow complainants to submit violations directly into your local government system.



ACLARIAN LLC

# Configuration

Establish relevant User Defined configurations: i.e.,

- Violation Types
- Law Enforcement Number
- Geographic Zones

The screenshots show the ACLARIAN configuration interface. The top screenshot displays the 'Configuration' page with a sidebar menu containing 'CASHIERING', 'CODE ENFORCEMENT', 'FORMS', 'DATA MANAGEMENT', and 'Complaint Listing'. The main content area shows 'Customizable Dropdown Option Management' with a table of options:

Name	Description	Action
1. North	North	[Edit] [Delete]
2. South	South	[Edit] [Delete]
East	East	[Edit] [Delete]

The bottom screenshot shows the 'Violation Types' page with a table of entries:

VIOLATION TYPE	CODE ORDINANCE	DESCRIPTION	ACTIVE	ACTION
Keeping of Livestock or Fowl Prohibited	42-3	It shall be unlawful for any person to keep, maintain or allow to run at large horses, mules, cattle, swine, sheep, goats, chickens, ducks, geese, rabbits or other livestock or fowl in the City, except that any youth organization promoting good agricultural practices and approved by the City Council shall be allowed to raise cattle and livestock within the area between First Street, Avenue A and the Seaboard Railroad, but in no other area.	Yes	[Edit] [Delete]
Lot Cleaning & Property Maintenance	71-3.2 (B)	The property shall be maintained free of graffiti or similar markings by removal or painting over with an exterior grade paint that matches the color of the exterior structure.	Yes	[Edit] [Delete]
		Front, side, and rear yard landscaping shall be maintained in accordance with the City's standard at the time		

Red arrows point from the text 'Simply "Add New Option" and "Save Changes".' to the '+ ADD NEW OPTION' and 'SAVE CHANGES' buttons in the screenshots.



# PERSONNEL DETAIL REPORT

The screenshots show the 'Personnel Detail Report' interface. The top screenshot displays a table of personnel details:

Name	Title	Department	Subsided (Yes/No)
Samantha Arison	Permit Clerk	Building Services	No
Lara Hooley	Exec Asst to City Clerk	City Clerk	Yes
Karyn Pudney	Document and Records	City Clerk	No
Clara Verblagen	City Clerk	City Clerk	Yes
Joseph Petraglia	Planning Technician	Community Development	No
VACANT	Planner I/II	Community Development	Yes
Andrew Morris	Long Range Planner	Community Development	Yes
Lisa Schweinman	Program Coordinator	Community Development	No

The middle screenshot shows a summary table:

Allocation %	Total Hours	Pay Rate	Special Pay
100%	2080	20.00	\$0
100%	2080	30.63	\$0
100%	2080	25.49	\$0
100%	2080	51.77	\$0
100%	2080	25.97	\$0
50%	2080	31.25	\$0
100%	2080	32.21	\$0
100%	2080	23.00	\$0

The bottom screenshot shows a summary table with checkboxes for various categories:

COLA %	Retirement Type	Group Insurance Type	Workers' Comp Rate	Retirement Amount	Group Insurance Amo...	Workers' Com
0.06%	FRS Regular	Full	0.09%	5645.12	20000.00	37.44
0.06%	FRS Regular	Full	0.09%	8645.50	20000.00	57.34
0.06%	ICMA Regular	Full	0.09%	4771.73	20000.00	47.72
0.06%	FRS Regular	Full	0.09%	14612.39	20000.00	96.91
0.06%	FRS Regular	Full	0.09%	7330.19	20000.00	45.62
0.06%	FRS Regular	Full	0.09%	4410.25	20000.00	29.25
0.06%	ICMA Regular	Full	0.09%	6029.71	20000.00	60.30
0.06%	ICMA Regular	Full	0.09%	4305.60	20000.00	43.06

### Budget Balance Management

[+ IMPORT BUDGET](#)
[+ NEW BUDGET](#)

Fiscal Year: 2023

Fund	Account ↑	Account Description	Original Budget	Revis
General Fund	001.1000.366000	Donations	\$0	\$2,
General Fund	001.1000.369900	Other Miscellaneous Rev...	\$0	\$2,
General Fund	001.1000.512000	Salaries & Wages	\$254,261	\$2!
General Fund	001.1000.514000	Overtime	\$0	\$0
General Fund	001.1000.521000	Social Security	\$19,451	\$1!
General Fund	001.1000.522001	ICMA 401(a) Plan	\$27,136	\$2'
General Fund	001.1000.523000	Group Insurance	\$34,050	\$3.
General Fund	001.1000.523003	Group Insurance - Depe...	\$10,000	\$1!

### Monthly Budget Forecasting

[+ IMPORT BUDGET](#)
[+ NEW BUDGET](#)

Fiscal Year: 2024

Monthly Actual Forecast October	Monthly Actual Forecast Nove...	Monthly Actual Forecast Decem...	Mont
\$0	\$0	\$0	\$0
\$2,969.25	\$2,969.25	\$2,969.25	\$2,
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$5,938.51	\$5,938.51	\$5,938.51	\$5,
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0

### Import GL Accounts

Upload File

Choose Files No file chosen

Follow this Sample

	A	B	C	D
1	Account	Debit	Credit	Comment
2	110 000 104000	11		Comment 1
3	110 000 104000		11	Comment 2
4	110 0010 012000	22		Comment 3
5	110 0010 522001		22	Comment 4

IMPORT CANCEL

### Bank Reconciliation Form

Year:

Month:

**ADJUSTED BANK BALANCE**

Unadjusted Bank Balance

Ref #	Description	Amount	Date
0	REMOTE DEP...	\$17,240.80	10/12/2022
	CORP PAY ...	-\$599,679.00	10/06/2022
	V MC PYMT ...	-\$38,689.49	10/25/2022
	GLOBAL DEP...	\$376.12	10/03/2022

**ADJUSTED GL BALANCE**

Unadjusted GL Balance

Check #	JE #	Description	Amount	Effective Date
1620	50691	AP Invoice...	-\$412.50	10/05/2022
6551	50694	AP Invoice...	-\$2,802.50	10/05/2022
1508	50772	Check Requ...	-\$208.63	10/05/2022
6528	50777	Check Requ...	-\$1,566.00	10/05/2022

### Project & Grant Close Form

Requested By:

Is It Project or Grant?:

Need to Close:


Select:

Closing Date:

Closing Reason:

Create An Asset?:

Assign Asset Form Completion:



### Tuition Reimbursement Payment

Employees:

Tuition Form:

Date:

COURSE TITLE	TUITION FEE	BOOK COSTS	DESCRIPTION
TUITION FEES			<input type="text"/>
BOOK COSTS			<input type="text"/>
TOTAL AMOUNT:			<input type="text"/>

UPLOAD SUPPORTING DOCUMENTATION HERE

File 1:

ADD ATTACHMENT

## Appendix B - Aclarian Module Descriptions



### ACLARIAN MODULE DESCRIPTIONS

Module Name	Major Processes	Included Features
Announcements		Send a private message to a single user or an announcement to an entire department or all users within the entity using the Announcements from. Notifications of new unread announcements are clearly identified through an icon in the top right corner of the Aclarian portal. The Announcements module is an effective means for individuals to communicate important messages to other users within the organization in a secure manner.
Billing & A/R		Create invoices on customized template with client logo. 'Email Invoice' option automatically sends invoices and reminders to customers via email. Create an online billing and payment web portal for customers to make payments online. Includes automatic GL entries for invoice creation and payments made online.
Budgeting		Establish relevant budget configurations, such as entity-wide pay increases (COLA), retirement percentages, health insurance costs per employee, etc. Personnel costs are automatically calculated based on employee data inputs. Customized reporting can be export to PDF, Word, or Excel and used for creating the annual budget document for adoption.
Capital Assets		Perform inventories and scan equipment, vehicles, etc. containing bar codes using a cell phone or tablet. Maintain a picture of the scanned item with record of scan history. Within capital outlay reporting, associate capital asset additions with capital outlay entries and easily identify potentially unrecorded assets. Attach and store equipment and vehicle registration information and repair and maintenance documentation within individual asset records in Aclarian's Asset Management for well-organized status tracking.
Central Cashiering		All customer collections from various billing sources logged in the Central Cashiering module and segregated by user (cashier), which as a strong internal control measure, allows for reliable reconciliation and close out procedures by each cashier. Allows for batching by transaction type, namely cash, checks, credit card, and ACH payments, to maximize efficiency in bank reconciliation procedures.
Code Enforcement		Aclarian's code enforcement module allows users to create and manage cases, assign case officers, track progress, and set deadlines for compliance. As a mobile-friendly module, code enforcement officers can access data, capture evidence, and report violations directly from their smartphones or tablets. For violations that require fines or fees, Aclarian's integrated payment processing feature simplifies the collection process, allowing violators to pay fines directly online through an integrated web portal.
Custom Reporting		Generate schedules, tables, and statements based on general ledger balances and data from Budgeting, Capital Assets, and other modules as needed that can be used to effortlessly create sections of the Annual Comprehensive Financial Report (ACFR), budget book, or other financial reporting deliverables as requested by stakeholders, including creditors, elected officials, and senior management.
General Ledger	Chart of Accounts, Fund, Department, Account, Project/Grants, Crosswalks, Historical Data Conversion and Reporting	Aclarian's journal entry form includes Excel import option for journal entry line items, and schedule recurring entries with automatic reminders to the assigned user. Aclarian's reporting tool, AG Grid, is a fully-featured and highly customizable JavaScript data grid. It allows for custom filtering, customizable appearance, data export to CSV or Excel, grouping/aggregation, and has a look and feel that is almost identical to data filtering and producing pivot tables in Excel for the trial balance, balance sheet, revenues & expenses report, budget versus actual report, and GL detail transaction report.





## ACLARIAN MODULE DESCRIPTIONS, CONTINUED

Module Name	Included Features
Human Resources	<p>Post and receive job applications online. Make annual benefit elections or changes to existing elections due to qualifying events. Easily manage employee status changes, such as departmental transfers, position changes with pay increases, leave of absences, and more. Complete custom-designed performance evaluation forms for employees...all of which send notifications via email and dashboard and go through workflow approval.</p>
Implementation	<p>Make the ERP software implementation more streamlined and organized through the implementation module, which consists of a standard form for each module to be implemented. Each implementation form consists of a series of questions and data requests which will provide the Aclarian development team sufficient information to prepare the module according to each client's exact specifications. The implementation forms also provide a secure means to transmit data files needed in the data conversion process.</p>
Integrations	<p>The Aclarian Integrations module will display the status of file transfers from external software applications that interface automatically with the Aclarian ERP system typically through API call or SFTP upload. This module can also store additional data from other applications and provide reporting using AG Grid in accordance with user specifications.</p>
Inventory	<p>Scan items in and out of inventory using a QR Code. Manage pricing and quantity for each inventory item and easily generate reports that can be exported to Excel displaying balances and activity by item.</p>
Lease Accounting	<p>The New Capital Lease Form is an intuitive, easy to use form that, when completed, will generate a capital lease record under GASB 87 or 96. Aclarian's library of reports includes all information needed to efficiently record journal entries each period based on the accumulation of all activity from each individual lease, as well as capture and report all necessary disclosure information derived from each Capital Lease Form and summarized within the report.</p>
Payments	<p>Scan receipts and record itemized transactions in the purchasing/credit card form. Instruct vendors to submit invoices online via a custom-built online Vendor Portal, and the invoice information entered automatically creates an Invoice Approval Form (including attachments). Aclarian's Auto-Pay payment processing service automatically sends vendor payments via mailed check or via electronic ACH, as well as automatically transmit a Positive Pay file to the client's banking institution.</p>
Payroll	<p>Employees can enter time via an easily accessible time clock that starts and stops with a single button click and can be affixed at a client location. Employees can request time off using a form with workflow approval, which automatically logs the even on the employee's timesheet. Tracking time, managing personal time off, and processing payroll has never been so easy.</p>
Permitting	<p>Aclarian's permitting module enhances efficiency, accuracy, and compliance while simplifying the overall permitting workflow. Applicants can submit permit requests online, and automated workflows and notifications route applications to the appropriate users for review and approval. Applicants and stakeholders can track the status of permit applications in real-time via Aclarian's permitting web portal. Automated notifications can inform applicants of the progress and approval status, reducing the need for manual follow-ups.</p>
Projects & Grants	<p>Track project and grant activity using assigned project and grant numbers that will be included in the GL string. Easily track revenues and expenses by project and grant through integration with the general ledger. Dictate notes and respond to comments regarding project status within Project/Grant Management; add sub-tasks and close projects and grants through simple form creation. Also included is project burdening via integration with Aclarian Payroll timesheet as projects and grants are created, allowing employees to charge time to applicable projects and grants as applicable.</p>



### ACLARIAN MODULE DESCRIPTIONS, CONTINUED

Module Name	Major Processes / Forms	Included Features
Purchasing	Purchasing Methodology, Purchase Requisition, Change Order, Bid Form, Vendor Management and Reporting	Purchase Requisition Forms can be customized according to a specific procurement policy (form can require documentation of written bids, quotes, or other documentation for sole source or emergency purchases, etc.). Enable vendors to register to do business with the entity online via a link to the entity's website, which will automatically populate a New Vendor Form. Allow for workflow approval of bids and contracts and manage contract status (such as upcoming expiring contracts and insurance requirements) through Contract Management.
Task Management		Employees can manage tasks ranging from the Finance team preparing for the year end audit to the Public Works and Utilities departments establishing and assigning work orders using custom developed forms to assign to individuals and approvers via workflow. Work Order Forms include Google Maps and Google Earth views when entering property addresses.
Templates		Create templates for recurring tasks and save as well as edit in the future or even delete if needed. Common templates include journal entries, cash receipts, payment requests, and more. Once created, the template will be included in the template list within the applicable form and can be selected as needed.
Treasury Management	Investments, Debt, and Bank Reconciliation	Perform bank reconciliations efficiently within Aclarian's Treasury Management module. Either manually Import transaction files from the bank, or Aclarian can automatically receive daily BAI2 or CSV files directly from the bank containing deposit and withdrawal transactions. Amounts per bank and per GL with matching check numbers, amounts, or other possible unique identifiers will automatically be matched. Complete monthly bank reconciliation forms based on transaction matching results within the Bank & GL Transaction listing.
Training		Watch a multitude of instructional videos from Aclarian's vast training library that typically range from two to ten minutes in length. Training videos are available for all modules and provide demonstrations with explanation on how to complete forms, manage data records, and generate reports within a module. All training videos are organized by module.
User Management		Authorized employees can manage access for users by restricting the modules, forms, data management items, and reports that each user can access. Allow certain users to skip approvers, edit forms currently in workflow approval, and view all forms for a particular form section within Form Search.
Utility Billing		Manage and streamline the billing processes for utilities such as water, electricity, gas, and other services within a single platform. Aclarian utility billing supports automated meter reading (AMR) or smart meter integration to capture accurate and real-time consumption data. It includes a customer portal allowing customers to view invoice and consumption history, offers various online payment options, and provides auto-notify options to customers to receive notifications via email, text, and/or automated voice call. And Aclarian's print/mail and lockbox features provide utilities with an outsourced alternative to mail invoices to customers and collect and record mailed payments to a dedicated lockbox.
Workflow Management		Set workflow approvers and sequence (first approval, second approval, third approval, etc.) for any form within any module in the system. Also, create workflow groups (such as Capital Assets Approvals Group or Accounts Payable Processing Group) and determine the number of approvals required as a workflow step for each created workflow group. Set thresholds for approvals within a workflow group, define project managers within the Projects & Grants module, and more.



# **City of Sweeny**

## **Request for Proposal**

# **Enterprise Resource Planning Web-Based Software**

**General Ledger, Accounts Payable, Purchasing, Payroll, Human Resources, Bank Reconciliation, Municipal Court, Asset Management, Secure Signatures, Utility Billing, Service Orders, Cash Receipting, Building Permits & Code Enforcement**

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## Section 1 – Project Overview

The City of Sweeny, Texas is requesting proposals for replacement software for their current systems. The City desires to upgrade to a single web-based software system that provides fully-integrated solutions for accounting, budgeting, payroll, municipal court, utility billing, service orders, cash receipting, building permits and code enforcement with the ability to import or export data directly to State/Federal reporting systems and to interface with any third-party systems as required.

The City of Sweeny is the westernmost municipality in Brazoria County, situated just west of the San Bernard River. The City is seeking a web-based software solution to address current requirements and that is scalable for future growth the City will experience.

### **GENERAL PROPOSAL REQUIREMENTS**

- Vendors will submit their proposals on the forms provided by the request for proposal (RFP) and pricing should be detailed by module.
- Pricing should include detail on all costs related to software, required internet bandwidth, conversion of existing data, installation, training, project management, any additional out-of-pocket expenses the City would incur through the implementation/training of the software and annual recurring costs.
- Although the City prefers a single Vendor for all solutions, Vendors who choose to submit a joint RFP by combining various software packages, must submit a single RFP detailing the responsible vendor for each module and detail levels of integration, mutual support and responsibilities for each Vendor involved.
- Vendors may be selected by the City to provide a demonstration of programs proposed during the post RFP evaluation process at no cost to the City.

The City will select the successful proposal based upon several evaluation metrics including features as outlined in the RFP, effective integration of modules, ability to meet City's unique needs, company experience/stability, data conversion, training/implementation plan, technical support, price, and location and historically underutilized business status. The selection of finalists and the final award will be decided based on the proposal submitted by a qualified vendor that best meets the needs of the City of Sweeny as determined by the City. The City reserves the right to reject any or all proposals. Submission of a proposal by prospective vendor does not constitute an agreement. The City of Sweeny is seeking a web-based local government solution that will provide:

- True web-based software that does not require third-party software such as Windows Remote Desktop Services or Citrix.
- Provide secure connectivity to the software from any computer with internet access.
- Fully integrated modules with standard interface with other third-party systems
- MS SQL Server database
- Native compatibility with MS Office tools
- Reliable and responsive support, company growth and stability, deployment of software to similar sized cities.

### Section 2– Project Scope and Current Systems

This RFP defines eleven (11) required modules and required system integrations. The City will review required modules under general selection criteria of product, service, reputation, and pricing. The City reserves the right to procure any of these modules as separate decisions.

Following are the modules required by the City:

Modules:

1. General Ledger
2. Bank Reconciliation
3. Accounts Payable
4. Purchasing – must work on requisition to purchase order and encumbrance method.
5. Asset Management
6. Secure Signatures
7. Payroll
8. Distributed Time Entry with text and email notification feature
9. Permitting and Inspections
10. Code Enforcement
11. Cash Receipting

In addition to the required modules, the City wishes to move forward with a consolidated bank account method of financial management and feels now, while a new financial accounting system is being implemented, is the perfect opportunity to move forward with consolidating accounts. The City will require support from the selected Vendor to assist with account consolidation and may be asked to make best practice recommendations to the City.

#### City’s Current Software Systems

The City currently operates in several different programs which include:

<u>PROGRAM</u>	<u>PURPOSE</u>
MYGOV	PERMITTING, INSPECTIONS, CODE ENFORCEMENT
SAGE 50	FINANCIAL ACCOUNTING SYSTEM
ADP	PAYROLL
TYLER (POLICE)	CRIMINAL JUSTICE SYSTEM
TYLER (COURT)	CRIMINAL JUSTICE SYSTEM - COURT FINES
UDS	UTILITY DATA SYSTEM - UTILITY BILLING

### Section 3– Project Timeline

#### **Tentative Timeline**

The City intends to complete the selection process using the following schedule. However, the City reserves the right to adjust or reschedule project milestones as necessary.

Release Request for Proposal	December 22, 2023
Vendor Questions Due	January 19, 2024
Answers to RFP Questions E-mailed	January 26, 2024
<b>Vendor Proposal Responses Due</b>	<b>February 1, 2024</b>
Vendor Response/Reference Checks Complete	February 8, 2024
Final Selection	February 9, 2024
Contract Awarded / Council Approval	February 20, 2024

## Section 4 – Vendor Instructions

**Proposal Responses.** The City must receive responses to this RFP no later than February 1, 2024. Proposals received after the due date will not be accepted. No additional time will be granted to any vendor unless by addendum to this RFP. Vendors must submit one original with signatures and one electronic version of the Requirements section in MS Word format to the following address:

City of Sweeny  
Lindsay Koskiniemi  
102 W. Ashley Wilson Rd.  
(979)548-3321  
citymanager@sweenytx.gov

**Proposal Response Format.** The RFP response should adhere to the following format:

Section	Title	Contents
1	<b>Executive Summary</b>	Overview description of proposed solutions, vendor experience, and contact information (one page).
2	<b>Requirements</b>	Completed Requirements documents (Section 5) in MS Word format. The vendors should provide a ranking of 4, 3, 2, 1, 0 or F (Future) as described in Section 5. Vendors must also provide a short description of how each functional requirement can be supported with the software.
3	<b>Pricing</b>	Estimates that include pricing for software, maintenance, and implementation services, which includes installation, configuration, training, and data conversion (list amount of data to be converted for each system).
4	<b>Implementation Methodology</b>	A summary of implementation methodology that includes a boilerplate implementation plan. Include a proposed plan for implementation of modules in a phased approach.
5	<b>Support Strategy</b>	Description of strategy to support ongoing use of the software after initial implementation.
6	<b>Other Information</b>	General Information and Overview. Client Reference List. Copy of Vendor Contract to be used for software subscription and services.



Vendors that deviate from this format may be deemed unresponsive. Proposals should be prepared simply, providing a straightforward, concise delineation of the capabilities necessary to satisfy the requirements of the RFP. Elaborate promotional materials should not be submitted. Emphasis in the proposals should be on completeness, clarity of content and adherence to the presentation structure required by this RFP. Costs for developing proposals in response to the RFP are the obligation of the vendor. All proposals will remain and accompanying documentation will become the property of the City of Sweeny and will not be returned.

**Pre-Submittal Questions.** There will be no pre-bidders conference. Questions regarding the RFP may be submitted to the City of Sweeny by January 26, 2024 (or via email) at [citymanager@sweenytx.gov](mailto:citymanager@sweenytx.gov)

**RFP Amendments.** The City reserves the right to request clarification on any proposal or to ask respondents to supply additional material deemed necessary to assist in the evaluation of the proposals. The City reserves the right to amend the RFP schedule or issue amendments to the RFP at any time. The City of Sweeny also reserves the right to cancel or reissue the RFP.

**Rejection of Proposals.** The City reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in any proposal, and to accept any proposal deemed to be in the best interest of the City of Sweeny.

**Proposal Validity Period.** Submission of a proposal will signify the vendor's agreement that its proposal and the content thereof are valid for 180 days following the submission deadline and will become part of the contract that is negotiated between the City of Sweeny and the successful vendor.

**Non-Obligation.** Receipt of proposals in response to this RFP does not obligate the City in any way. The right to accept or reject any proposal shall be exercised solely by the City of Sweeny. The City of Sweeny shall retain the right to abandon the proposal process at any time prior to the execution of a contract with a vendor, and the City of Sweeny shall bear no financial or other responsibility in the event of such abandonment.

## Section 5– Vendor and System Requirements

This section includes the vendor, technical and functional requirements to be evaluated in this RFP. This is not a comprehensive list of all of the City’s requirements but includes the key requirements that will be used to evaluate the RFPs and will be included as part of the signed contracts. Responses to each line item should be concise and straightforward.

The City expects vendors to respond in a factual manner, clearly identifying software that is fully released, in testing, or slated for future release for each functional requirement. Vendors must provide a rating for every item. If the requirement does not pertain to the proposal being submitted, enter “N/A”. If a submitted RFP includes blank responses, then the document may be considered in violation and rejected. Use the following rating system to complete the RFP and evaluate the requirements and include a brief description of how the software supports the stated requirement.

Rating	Definition
4	<b>Standard and available in the current release.</b> Software fully supports this requirement. No customization or modification is required.
3	<b>Meets requirement with minor configuration or modification.</b> Vendor configuration is required, vendor maintains the application on upgrade paths. Testing and production of modifications will be completed by implementation date. Show any costs for the modification.
2	<b>Available with third-party software application.</b> Indicate name of the application recommended and number of installations jointly completed.
1	<b>Does not meet requirement and requires substantial system modification.</b> Indicate timing required and estimated cost of modification.
0	<b>Not available.</b> Software will not meet requirement.
F	<b>Future Release.</b> Requirement will be available in future release. Indicate anticipated release month and year.

**REQUIREMENTS OF ALL MODULES**

<b>Description</b>	<b>Rating</b>	<b>How is requirement accomplished?</b>
<b>General System Requirements</b>		
1. Complete online help	4	Help icon on toolbar
2. Multiple-users can work in the same module simultaneously, as well as generate reports against the same data at the same time	4	Unlimited users that are employees or contractors of the city are included with subscription
3. Drill down from queries or screens from summary to transactional detail	4	All visible hyperlinks support drill-down functionality.
4. Capable of receiving credit card payments and meets PCI (Payment Card Industry) requirements	4	Partner with CardConnect, a web-based PCI compliant merchant provider
5. Support services to City personnel from 8:00AM – 5:00PM CST weekdays except for holidays	4	Stated hours in our subscription agreement and headquartered in Lubbock, TX
<b>Data Structure</b>		
1. Interface with similar data in other modules (see table on page 5)	4	All modules have logical integration and referential integrity in MS SQL Server
2. Import and export data in formats compatible with Microsoft Office	4	Reports can be generated to Excel. Word is used for all document generation.
3. Preference for MS SQL Server 2014 or higher; no proprietary databases	4	All customers currently using MS SQL Server 2019 in our data center
4. User defined fields that can be accessed through queries and reports	4	Provide user-defined data fields that can be included in queries and reports
5. Encrypt database both in transit and at rest	4	FundView uses SSL to encrypt in transit and encrypts secure data at rest
<b>Accounting Principles</b>		
1. Multiple year history to be maintained separately, by year (changes to current year G/L account structure do not impact historical amounts)	4	FundView provides hard-close end-of-year process functionality but not required at a specific date.
2. Real time batch processing in all modules	4	Batches post in real-time after approval/update
<b>Auditing Capabilities</b>		
1. View history of who has accessed, created or modified data in each module	4	All modules provide a complete audit trail
<b>Access Controls</b>		
1. Provide secure internet access to software using Microsoft supported versions of Edge and Internet Explorer	4	Our subscription agreement clearly states support for Microsoft supported versions of Edge
2. Role based security where users can be assigned to multiple roles. Modify, view, or restrict access controls	4	FundView provides for role-based security profiles for users

Description	Rating	How is requirement accomplished?
<b>Query Capabilities</b>		
1. Conduct searches, review transactions and generate reports at all levels of the account structure by fiscal year, month, calendar years, or selected date	4	FundView financial reports allow for filtering by fund, department, account, as well as by date ranges and selected dates.
2. Perform keyword, wild card, and multiple field queries	4	Queries can be performed using keyword, wild card and using multiple fields
3. Save queries and make saved query available to other users	4	Queries can be saved with defined parameters as templates
<b>Reports</b>		
1. Report writer that produces both PDF and Excel formats	4	Most reports can be generated in PDF and Excel
2. Generate and save custom reports from queries or system-generated data	4	Reports can be saved with defined parameters as templates
3. Customizable templates for common reports	4	Reports can be saved with defined parameters as templates
4. Report criteria selection via drop downs, queries, or pick lists	4	Report selection criteria include drop downs, queries and pick lists
5. View reports online	4	All reports are generated to screen as a PDF first
6. Export data grids and reports in an Excel format	4	Both grids and reports can be exported to Excel
7. Directly e-mail a report	4	Reports can be directly emailed as PDFs
8. Historical reporting of prior financial data	4	Reports can be run from historical data
<b>Printing</b>		
1. Preview reports to screen as PDFs	4	Many reports are generated to screen as a PDF first
2. Print directly from software to any printer with a currently supported Windows driver	4	Printing from FundView is supported to any printer using a currently supported Windows driver
3. Printing to non-proprietary forms and labels	4	FundView does not require proprietary forms and labels for printing

**REQUIRED MODULES****1. General Ledger**

Description	Rating	How is requirement accomplished?
<b>Structure and Accounting Principles</b>		
1. The chart of accounts should allow the user complete control over structure	4	Account setup in FundView is user-defined and we offer best practices suggestions for creating a standardized chart of accounts
2. The system should be consistent with General Accounting Standards Board (GASB) standards	4	FundView has been developed to be GASB compliant
3. Ability to drill down to transactions specific to that account	4	All visible hyperlinks in the General Ledger grids support drill-down
4. Ability to easily view and reconcile bank statements for multiple bank accounts	4	FundView General Ledger includes a user-friendly bank reconciliation wizard
5. Ability to provide secure online access to reports for designated users	4,F	Next major release of General Ledger will include pre-defined read-only access to accounts and details which can be restricted at the user level by funds and departments.
6. Allow multiple periods, including an adjustment period, to remain open at once	4	The FundView General Ledger provides for 12 standard periods and an adjustment period in the same fiscal year.
7. Ability to lock previous year after year end closure to avoid inadvertent changes	4	FundView provides the ability to lock previous years after year end closure but there is no "year-end close process."
8. Ability to lock the previous month after month end closure to avoid inadvertent changes	4	The FundView General Ledger allows certain users to open/close periods.
9. View history of who has accessed, created, or modified information	4	The FundView General Ledger provides a complete audit trail.
10. Automatic journal entry reversals	4	All journal entries provide for automatic reversal
11. Allow for templated recurring journal entries	4	The FundView General Ledger provides the ability to save templated journal entries
12. Allows the user to define project numbers and designate part of the account number structure for reporting	4	The FundView General Ledger allows for a Project segment in the account structure
13. Allows for native attachment of images as documentation for journal entries	4	The FundView General Ledger allows for attachments of images and documents
<b>Budgeting</b>		
1. Support multiple active budget versions (i.e. original, amended, adopted, etc.)	4	The Budget Manager allows for an unlimited number of active budget versions
2. Ability to increase/decrease budget amounts by account under a variety of methods such as percentages and/or fixed amounts	4	The Budget Manager allows the user to increase/decrease accounts by percentages as well as fixed amounts.

3. Ability to create departmental budgets with the click of a button and lock each budget upon completion separately	4	Create departmental budgets and lock are checkbox options on create/manage budget.
4. Multiple departments can update their budget information simultaneously	4	Unlimited users can access and update their budgets at the same time
5. Ability to attach any file type to specific budget line item, including images, PDFs, Excel or Word documents	4	Budget Manager allows for the attachment of documents and images.
6. Online view of reports	4	Reports are rendered online first

## 2. Accounts Payable

Description	Rating	How is requirement accomplished?
1. Track aging of items and other exceptions	4	Accounts Payable provides for 30 60 90 and over 90 tracking of due dates
2. Allow for simplified addition of new vendors directly from transaction input process	4	Add vendor function included at payables input and on vendor master
3. Recurring payables processing	4	Templates defined at the vendor level
4. Vendor discount management	4	Discount options selected at vendor level
5. Access vendor history by vendor name, invoice date, check date and account	4	Each of these options can be used to access vendor history
6. Block duplicate invoice processing	4	Duplicate invoice number validation is performed at the vendor level
7. Check printing	4	Check printing is included
8. Allow for secure digital signatures with defined number of required signatures, approved position with approval, associated users in those positions and passwords/digital signatures by user	4	Secure Signatures allows the city to define roles, number of signatures required and assigning individuals/passwords to those roles
9. Supports 1099 reporting requirements. 1099 management to the invoice line-item level; not just the vendor or the invoice	4	FundView Accounts Payable allows for tracking of 1099 and non-1099 charges on the same invoice
10. Integrates with other systems such as Municipal Court, Building Permits and Utility Billing to process refund checks	4	Accounts Payable provides refund check processing for Municipal Court, Permits and Utility Billing.
11. Payment approval list generated for City Council approval	4	Payables Management provides for a register of payment items requiring approval
12. Electronic payment to vendors (ACH, wire, debit)	4	FundView Accounts Payable supports tracking of EFT payments
13. Bank reconciliation for multiple accounts	4	Bank Reconciliation tool allows for use within multiple bank accounts.
14. Allows for attachment of images such as purchase orders, invoices, etc.	4	FundView Accounts Payable allows for attachment of supporting documents and images
15. Automatically saves image of check to invoice when paid	4	A check summary is automatically stored at the invoice upon payment processing

### 3. Purchasing

Description	Rating	How is requirement accomplished?
1. Ability to define approval levels, user account levels, user access, notification and routing of Requisitions requiring approvals.	4,F	Purchasing allows the Administrator to define users, approval thresholds, approval routing and notifications. <i>At this time, FundView Purchasing is in development and is scheduled for general release Q3 of 2024.</i>
2. Requisition input should be processed in a batch format creating a system level audit trail of input, edit, approval, and update of data. Batches can be department specific for approval and processing purposes.	4,F	Purchasing in FundView will follow the logic of batch input for Requisitions, Approvals, receiving invoices against the Purchase Order and posting to Accounts Payable ready for Payment Processing
3. Approving the requisition and creating the purchase order will establish an encumbrance in the general ledger.	4,F	Creating a Purchase Order in Purchasing will also create the Encumbrance in the General Ledger
4. When the Invoice is matched to the Purchase Order and received, this will create an open item in Accounts Payable and clear the related encumbrance in the General Ledger.	4,F	Receiving the Invoice against the Purchase Order will create the open Invoice in Accounts Payable and clear the related encumbrance.
5. Requisition approvals can be routed with text/email notifications or both.	4,F	FundView uses Azure to route/send all Requisition and Purchase Order approval text or email notifications.
6. Provide dashboard for Requisition Approvals by user	4,F	Purchasing will include a Requisition Approval Console that displays all Requisitions requiring user approval with drill down to detail.
7. Provide budget validation for all Requisitions with account restrictions by user.	4,F	Requisition Input will provide budget validation at the account, department or fund level as determined by the city.
8. Ability to natively attach documents and images to the Requisition or the Purchase Order.	4,F	Purchasing allows for attachment of supporting documents and images on the Requisition and the Purchase Order.
9. Shares Vendor File with Accounts Payable.	4,F	Purchasing and Accounts Payable share common Vendor Master File.
10. Allow multiple Requisition/Purchase Order formats that can be printed and attached using Microsoft Word templates.	4,F	Purchasing generates documents using MS Word templates from the Requisition to the Purchase Order and provides a PDF attachment of the document to the Purchase Order automatically.
11. Requisitions can be reviewed using a smart device/tablet in the field, thereby eliminating the requirement to return to the office. The approver can review/approve or reject from the smart device.	4,F	All FundView modules are web-based and accessible from a web-connected smart device. The Requisition Console will be specifically optimized for viewing on a web-connected smart device.



#### 4. Payroll

Description	Rating	How is requirement accomplished?
1. Decentralized web-based time entry that compiles input into payroll module with approval levels	4	Distributed Time Entry provides decentralized web-based time entry with user-defined approval groups, levels of approval and access via smart device through the Employee Portal.
2. Ability to integrate an electronic timekeeping system	4	Distributed Time Entry provides an API interface to third-party electronic timekeeping systems.
3. Direct deposit to multiple bank accounts	4	Provides direct deposit with the option for an employee to allocate to more than one account.
4. Generate an electronic ACH file for employees. Allow electronic submission of related payroll benefits and deductions	4	Payroll creates an ACH file for direct deposit. It creates CSV files for upload to TWC and TMRS. It creates a report to assist in submitting electronic deposits of IRS tax deposits and other contributions.
5. Calculate multiple rules-based leave accruals based on length of service, employee group or position	4	Payroll provides for user-defined leave accrual calculations that will incorporate tenure, position, and groups in the algorithm.
6. Check printing	4	Payroll provides paycheck printing.
7. Process pay by hourly, salary and other user defined special pay types	4	Payroll provides user-defined pay types including hourly, salary and other special pay types.
8. Calculate overtime rates using built-in rates	4	Payroll provides for overtime calculations at built-in rates.
9. Allocate costs through multiple account codes by either a fixed amount or percentage	4	Payroll provides for allocations by either fixed amounts or percentages.
10. Unlimited user defined payroll deduction fields	4	Payroll provides for unlimited user-defined deduction codes.
11. Fully integrated with General Ledger and Accounts Payable	4	Payroll is fully-integrated with the FundView General Ledger and Accounts Payable.
12. Allows for native attachment of images to employee record and timesheets (doctor's notes, leave requests, etc.)	4	Payroll and Distributed Time Entry for attachment of documents and images to both the employee records and in time entry.
13. Support multiple payroll run dates (weekly, bi-weekly, monthly)	4	Payroll supports multiple payroll run dates including weekly, bi-weekly, monthly, etc.
14. Support multiple versions of user defined salary and rate tables	4	Payroll supports multiple payroll run dates including weekly, bi-weekly, monthly, etc.
15. Support mid-period hiring/termination payroll, automatic calculation of final pay amounts related to accruals and benefits	4	Payroll supports mid-period hiring/termination payroll processing, with final calculations related to accruals and benefits.
16. Reporting requirements for federal tax, deferred compensation, and retirement versus social security	4	Payroll provides reporting for federal taxes, deferred compensation, and retirement.
17. Automatic generation of W-2's	4	Payroll automatically calculates and

Note: Responses to this RFP are due by 2/1/2024

		generates W-2's.
18. Automatic calculation of retroactive pay for delayed merit pay adjustments relative to employee anniversary dates	F	Payroll automatically calculates retroactive pay for delayed pay adjustment to specified dates. <i>This payroll function has been documented for future development. No specific date of release is available.</i>
19. Automatically increases accruals based on anniversary date	4	Payroll provides automated increases to leave accruals when the anniversary date pushes the employee to the next calculation tier.
20. Automatic reporting of comp time, sick leave and vacation hours with reporting on employee pay stub, employee portal and time entry pages	4	Payroll tracks and reports on comp time, sick leave and vacation hours earned/taken. These are displayed on the employee paystub and on the Distributed Time Entry screens. The Employee Portal will be required for the employee to view this information online.
21. Web-based employee portal for paycheck history, W-2's, changes to demographic information, identify leave accrued, ability to enter time by pay code	4	The Employee Portal provides employees with access to their paycheck history, W-2's, to make changes to their demographic information, leave totals, and access to Payroll related city documents (i.e. Change to Direct Deposit forms, Time Off Requests).

## 5. Human Resources

Description	Rating	How is requirement accomplished?
1. Provide a dashboard that displays certificate expirations, license renewals, pending/past due reviews and other relevant data	4	Human Resources includes a real-time dashboard that reflects Tasks, Pending Reviews, Certifications Expiring and Training Requirements due.
2. List employee demographics such as address, contact information, birthdate, ethnicity, licenses.	4	Within the "Personal" section of Human Resources, information including address, contact information, birthday, ethnicity, and licenses can be found.
3. Capture dependents, emergency contacts, education, work experience and examinations with results.	4	Within the "Personal" section of Human Resources, information around dependents, emergency contacts, education, work experience, and examinations can be captured.
4. User-defined setup of tracking elements for employee information.	4	Users may define the set up and tracking elements for employee information.
5. Certification tracking to include type, hours, completion date, expiration date, provider and ability to attach supporting documents.	4	Within the "Certifications" section of HR. Users can track certification type, hours, completion date, expiration date, provider, and has ability to attach supporting documents.
6. User-defined review process according to personnel policies to include steps, responsible parties, attachments, and notes	4	Human Resource "Reviews" is user-defined including next steps, responsible parties, attachments, and notes.
7. Define disciplinary incident types, actions to take, start/end dates for probation periods, responsible party, schedule next review, and ability to attach documents/images.	4	Within the "Discipline" section of Human Resources users can track incident types, actions to taken, start/end dates for probation periods, responsible party, schedule next review, and also have the ability to scan and attach documents/images.
8. Define training courses, types, hours attended, scheduled/completed dates, and ability to attach documents/images.	4	Within the "Training" section of Human Resources, user can track training courses, types, hours attended, scheduled/completion dates, and can scan and attach documents/images.
9. Ability to track assets issued to employees with user-defined categories. Track issue date, date returned, notes and ability to attach documents/images.	4	Within the "Assets" section of Human Resources users can track assets issued to employees with user-defined categories. There is also an ability to track the date issues, date returned, while also being about to create notes and attach documents and images.
10. Folder to capture employee forms such as resume, application, W-4, insurance application and other employee specific documents.	4	Human Resource includes a "Folder" that can hold employee forms such as resume, application, W-4, insurance application and other employee specific documents.
11. Allow document generation using Microsoft Word templates.	4	Documents are generated using MS Word templates from the employee Human Resource and provides a PDF attachment of the document to the case and the related employee.

## 6. Municipal Court

Description	Rating	How is requirement accomplished?
1. Provide a dashboard that displays reporting dates, past due case statuses and other important alerts.	4	The FundView Court dashboard provides reporting due dates, past due statuses and other alerts
2. Create groups directly from the dashboard that allow documents and labels to be printed for notifications.	4	The FundView Court dashboard provides for creating groups to print documents and labels.
3. Ability to import citations from the cloud without using a third-party and print labels, complaints or any other document for the citations imported.	4	FundView uses a standard API to import citations from the cloud or on-premises
4. Payments integrated with Cash Receipting.	4	Court payments post directly to the Cash Receipting module
5. Online Payments integrated to Cash Receipting and post directly to Violation as Pending Payment until payment batch is posted.	4	FundView's FASTGovPay Credit Card and Online Payments allow payments taken online to post directly to a Violation as a pending payment until payment batch is posted.
6. Allow document generation from a Violation for user- defined documents and automatically attach to the Violation using Microsoft Word templates.	4	FundView Court generates documents using MS Word templates from the violation and attaches them to the violation
7. Generate a customizable docket list for all types of court dates including show cause and juvenile dockets.	4	FundView Court provides the ability to customize the docket by dates, types, and other filter parameters.
<p>Provide a management console that allows all actions on an open case to be completed in a central location, including but not limited to the following:</p> <ul style="list-style-type: none"> <li>- Create 10 Day Notice document automatically</li> <li>- Issue FTA's/VPTA's</li> <li>- Create warrants and add the warrant fee automatically</li> <li>- Create the OmniBase file after the fee has been added automatically</li> <li>- Display specific reasons a case is not being sent to OmniBase</li> <li>- Create the Collections file once the fee has been added automatically.</li> </ul>	4	The FundView Court Case Management Console allows the user to manage activities related to open cases including creating 10-day notices, issuing FTA's/VPTA's, creating warrants, automatically adding warrant fees, creating the OmniBase file after the fee is added, displaying why a case is not eligible for OmniBase, and creating files for the collection agency after the Collection Fee has been added.
9. Provide easy-to-manage payment plans. Add the time payment fee and print the document automatically when the plan is created.	4	FundView Court provides a very simple process to create/manage payment plans, generate the documents and automatically add the fee.
10. Ability to create the State Quarterly Report with the click of a button directly onto the form.	4	FundView Court creates a PDF file, of the State Quarterly Report, as well as a convenient link to the State Comptroller website for submittal.

Note: Responses to this RFP are due by 2/1/2024

11. Allow document generation from a Violation for standard TMCEC documents and attach to the Violation automatically using Microsoft Word templates.	4	FundView Court generates the standard TMCEC documents using MS Word templates from the violation and attaches them to the violation.
12. Ability to create the OCA XML file with the click of a button, provide a paper copy of the OCA report and the corresponding detail all with the click of a button.	4	FundView Court automatically creates a paper copy, XML file and detail report of the OCA Report, as well as a convenient link to the OCA website for submittal.
13. Create an OmniBase clearance file with the click of a button.	4	Within FundView Court Case Management, an OmniBase clearance file can be generated with a click of a button.
14. Take payment directly from Violation that integrates to batch in Cash Receipting.	4	Within FundView Court a payment can be taken directly from a violation. This payment will integrate to a batch in Cash Receipting.
15. Allow multiple violations for different violators to be paid on the same receipt.	4	Cash Receipting allows multiple violations with different violators to be paid on the same receipt.
16. Allow multiple user-defined actions to be triggered at the same time, i.e. change a status, add a fee, print a document, assign an attorney, change dockets, etc.	4	FundView Court allows for multiple actions as described to be complied into user-defined Action Sets that trigger all actions at the same time
17. Allow an unlimited number of user-defined fields to be tracked on each case.	4	FundView Court provides for Custom Fields that can be tracked on cases
18. Provide a display for warrants that the police department can view but not change.	4	The FundView Court Warrant Console provides the Police Department with access to Warrants and the ability to add notes, print a copy of the PDF of the Warrant, without access to the entire Violation Manager.
19. Allow for secure signatures and digital signatures so that the judge and the violator can sign the same document electronically.	4	The Secure Signature and Digital Signature modules allow judges and violators to sign the same document electronically.

## 7. Utility Billing

Description	Rating	How is requirement accomplished?
1. Provide ability to enter meter readings as well as service order information in the field using a smart device / tablet which will completely prevent duplicate data entry in the office	4	FundView Mobile Service Orders can be accessed in the field using a web-enabled smart device such as an iPad. The FundView Mobile Meter Reading solution offers the ability to enter meter readings during the billing cycle.
2. Allow generation of route schedules for meter readers to view, process and complete meter readings in the field using a smart device/tablet	4	Read sequence is defined at the meter level of the Utility Account. Route Management allows for these to be grouped logically and transferred to third-party meter reading solutions as well as FundView's Mobile Meter Reading solution.
3. Provide for acceptance of online payments as well as credit card payments at multiple workstations. Online payments are integrated to Cash Receipting and automatically create Online Payment batch. Online payments post directly to utility account as pending payment until Online Payment batch is posted	4	FundView provides all of this functionality through our FASTGovPay payment portal.
4. Full integration with Service Orders, General Ledger, Cash Receipting and Accounts Payable modules	4	Service Orders are used to schedule/complete tasks in Utility Billing. Billing posts to the General Ledger. Payments are posted to the General Ledger and Utility Accounts via Cash Receipting. Refund checks are automatically submitted to Accounts Payable for processing.
5. Integration with Cash Receipting to allow payments, pending and posted, to be reflected in real-time	4	Utility Billing Payments are processed through Cash Receipting in real-time.
6. Share common Property and Contact master files with Building Permits and Code Enforcement	4	All land based FundView applications share common Property and Contact master files.
7. Maintain meter master file for meters installed, as well as in inventory. Track meter specific information and provide relevant reporting.	4	Utility Billing includes a Meter Master file that tracks installed meters, out for repair and inventory
8. Calculate usage from meter readings providing exceptions with user-defined tolerance limits	4	Bill Process imports readings and converts to usage. Validation of expected usage provides alerts for abnormal usage.
9. Provide ability to produce multiple customer notices with a single cycle including bills, delinquent and disconnect notices	4	Each phase of a Billing Cycle can have notifications generated at each designated step.
10. Estimate usage for missing readings, new connections, final bills and unreadable cycles	4	Bill Process includes steps in the process to accommodate estimates when readings are unavailable. The usage will be flagged as an estimate in Usage History and accounted for in the next Billing Cycle.

11. Provide a user-defined multi-tiered billing rate structure for water usage	4	Utility Billing provides for user-defined rate calculations with various tier structures.
12. Ability to calculate multiple late fees and penalties based on user defined rates	4	Bill Process provides for multiple late fees/penalties with flat fee and percentage calculations.
13. Ability to ensure that deposit is not refunded until there is no longer a balance on the account	4	Utility Billing follows a logical process when the customer closes their account. Final charges are calculated, the deposit is either applied or refunded in full, depending on the business rules of the city. If there is a credit balance remaining once all processes are completed, a refund is automatically passed to Accounts Payable for processing.
14. Allow document generation from a utility account and attached to that account automatically using Microsoft Word templates	4	Utility Billing generates documents using MS Word templates from the utility account and provides a PDF attachment of the document to the account.
15. Provide ability to integrate with Automated Meter Reading (AMR)	4	FundView uses a standard API interface to export/import utility data to third-party reading solutions
16. Provide ability to integrate with Advanced Metering Infrastructure. (AMI)	4	FundView uses a standard API interface to export/import utility data to third-party reading solutions

### 8. Service Orders and Work Tickets

Description	Rating	How is requirement accomplished?
1. Service Orders are fully integrated with Utility Billing for activities such as Re-Reads, Meter Changes, New Connections, Disconnects, Final Reads, Transfers, etc.	4	Service Orders are fully integrated with Utility Billing and provide processes for all these tasks.
2. Work ticketing and routing system to allow city staff to property route complaint call to the right individual to respond. Needs to have a space for router and responder to enter notes.	4	FundView Service Orders allows City Staff to assign prioritized general service orders to staff members out in the field. Within the creation of the service order the City may include initial instruction and the staff member out in the field may include completion notes as well.
3. Allow Service Orders to be completed using a smart device/tablet in the field thereby eliminating duplicate data entry in the office	4	FundView Service Orders can be accessed in the field using a web-enabled smart device such as an iPad
4. Service Orders can be created from the utility account, during meter reading input in the field and from the Service Order console in Utility Billing	4	Service Orders can be created at each of these locations using FundView. Third-party meter reading may not support creation of Service Orders.
5. Once the Service order is completed, the results will automatically update the utility account when approved	4	Completed Service Orders update the account in Utility Billing
6. Transfer Service Orders will automatically transfer payment history, deposit, contact information and prorated charges from the old service address to the new service address	4	Customer Transfer Service Orders will update this information in the new service address in Utility Billing upon completion of the service order.



### 9. Cash Receipting

Description	Rating	How is requirement accomplished?
1. Provide separate batches and reporting for each defined cashier. Allow multiple separate batches to be consolidated for posting to the General Ledger	4	FundView Cash Receipting allows for separate batches for each cashier. These batches can be combined for posting to the General Ledger.
2. Provide payment for a single item or multiple items on the same receipt	4	Cash Receipting allows for payment of a single item or multiple items on the same receipt.
3. Provide the ability to track payment method	4	Cash Receipting tracks payment method by Cash, Check, Money Order, Credit Card or Other
4. Provide a daily deposit with breakdown by cash, check, money order and credit card	4	Cash Receipting provides a report for the daily deposit that breaks down the payments by type.
5. Provide web-based interface to process credit card transactions both in-house and online	4	Using FASTGovPay, Cash Receipting provides an interface to CardConnect, a web-based third-party merchant provider for both in-house and online credit card payments.
6. Generate a customer receipt for each transaction. Provide batch register listing all transactions for balancing	4	Cash Receipting generates a receipt for the customer after the payment is processed and a batch register listing all payments, by type, for balancing.
7. Allow multiple users to operate in Cash Receipting at the same time	4	Cash Receipting allows multiple users to operate at the same time.
8. Complete integration with General Ledger, Utility Billing, Building Permits and Online Payments	4	Cash Receipting is fully integrated with the FundView General Ledger, Utility Billing, Permits and Online Payments modules.
9. Ability to view Transaction History reports online	4	Cash Receipting provides the permitted users to view a Transaction History report online.
10. Provide audit trail and reporting for voided payments	4	Cash Receipting provides an audit trail and reporting for voided payments.

## 10. Building Permits

Description	Rating	How is requirement accomplished?
1. User-defined permit types and related inspections	4	The FundView Permits module allows the user to define all permit types and create default inspection templates.
2. User-defined fee types and related calculations. Ability to create fee calculation input types	4	Permits provides user-defined fee types and their related calculations. The user can also create fee calculation inputs such as "Number of Water Heaters".
3. Share common Property and Contact master files with Utility Billing and Code Enforcement	4	The FundView Permits module shares common Property and Contact master files with FundView Utility Billing and Code Enforcement.
4. Payments integrated with Cash Receipting	4	FundView Permits payments post directly to the Cash Receipting module
5. Online Payments integrated to Cash Receipting and post directly to Permit as Pending Payment until payment batch is posted	4	Online Permit payments post directly to the Cash Receipting module as pending payments on the permit until approved and posted.
6. Ability to receive and track multiple deposits on each permit	4	Permits allows for multiple deposits by permit.
7. Ability to apply, transfer and refund deposits	4	Permits allows for applying deposits against permit fees, transferring deposits to another permit for the same contractor and refunding deposit balances through the FundView Accounts Payable module.
8. Allow all permits, past and present, to be viewed by property and by contractor	4	Permits displays all permits by property with the contractor listed. The Contractor contact record will display all permits issued to that contractor at all property locations in the city.
9. Ability to track insurance and licenses for each contractor, as well as related expiration dates	4	Permit contacts created with the Contractor type designation will track licenses, insurance and expiration dates for the contractor and display them on the Permit dashboard when expired.
10. Ability to set up specific templates for each type of email sent notifying contractors or owners of scheduled inspections, completed inspections (passed or failed) and changes to inspections	F	FundView has built text & email notifications within many solutions such as Utility Billing, Service Orders, Municipal Court, and Distributed Time Entry. Permit notifications are on the FundView development roadmap. At this time, FundView does not have a definite date as to when this enhancement will be released.
11. Ability to natively attach documents and images to the Permit and Contractor	4	Permits allows for attachment of supporting documents and images on both the permit and the contractor
12. Allow user defined data to be maintained by permit, property, and/or contact	4	Permits provides for Custom Fields at both the Permit and Project level.
13. Provide for creating projects on which multiple permits will be issued, such as the building of a single or multiple family residence	4	Permits allows for creating user-defined Project Types that can be used to group multiple permits issued together at a given address with different contractors by permit

Note: Responses to this RFP are due by 2/1/2024

14. Allow document generation from a permit and attached to that permit automatically, i.e. Application, Issued Permit, Notice, etc. using Microsoft Word templates	4	Permits generates documents using MS Word templates from the permit and provides a PDF attachment of the document to the permit
15. Allow inspections to be completed using a smart device/tablet in the field thereby eliminating duplicate data entry in the office	4	All FundView modules are web-based and accessible from a web-connected smart device. The Permits Inspection Console is specifically optimized for viewing on a web-connected smart device

## 9. Code Enforcement

Description	Rating	How is requirement accomplished?
1. User-defined code violations and related inspections/tasks	4	The FundView Code Enforcement module allows the user to define all violation types and create default inspection/task templates.
2. User-defined timelines for next steps in case management and triggers based on dates/sequence of completed tasks	4	Code Enforcement tasks are defined with if/when parameters such as due ten days after the completion date of a prior task.
3. Share common Property and Contact master files with Utility Billing and Building Permits	4	Code Enforcement shares common Property and Contact master files with FundView Utility Billing and Permits.
4. Ability to set up enforcement officers and auto-assign tasks to a default officer if desired	4	Code Enforcement provides for user-defined officers and the ability to auto-assign tasks to specific officers.
5. Allow all code cases, past and present, to be viewed by property and by contact	4	Code Enforcement displays all code cases by property with the violator listed. The Violator contact record will display all code cases created for that violator at all property locations in the city.
6. Provide Task Console with filters to determine tasks due today, this week, by date range or past due	4	Code Enforcement includes a Task Console that can create groups of tasks filtered by violation type, due date, status date and assigned to.
7. Provide reporting by various filter parameters including types of violations, by officer, by location, etc.	4	The Case Report in Code Enforcement includes numerous filter parameters such as violation type, officer, location, date range.
8. Ability to natively attach documents and images to the code case	4	Code Enforcement allows for attachment of supporting documents and images on the violation case
9. Allow user defined data to be maintained by code case, property, and/or contact	4	Code Enforcement provides for Custom Fields to be added to the violation case and for reporting.
10. Allow multiple documents to be printed from a code case and attached to that case automatically, i.e. Initial Notice, Second Notice, Notice of Abatement, etc. using Microsoft Word templates	4	Code Enforcement generates documents using MS Word templates from the violation case and provides a PDF attachment of the document to the case
11. Allow tasks/inspections to be completed using a smart device/tablet in the field, thereby eliminating duplicate data entry in the office. Take photos of violations with smart device and attach to case in the field	4	All FundView modules are web-based and accessible from a web-connected smart device. The Code Enforcement Task Console is specifically optimized for viewing on a web-connected smart device

## Section 6 - Evaluation of Proposals

The City's project team will evaluate the RFPs. The evaluators will consider how well the proposed solution meets the City's requirements as described in the RFP. It is important that the responses be clear and complete to ensure that the evaluators can adequately understand all aspects of the proposal.

**Evaluation Factors.** Selection of finalists will be evaluated based on the following criteria:

- Quality, clarity and completeness of the proposal
- Adherence to requirements for RFP preparation. Vendor viability and strength
- Ability to meet City's functional and technical requirements
- Software scalability, flexibility and ease of use
- Compatibility and integration with existing software
- Vendor's experience on similar projects
- Total cost of ownership

The evaluation factors identified above reflect a wide range of considerations. While cost is important, other factors are also significant. The City may select other than the lowest cost solution. The objective is to choose a vendor capable of providing a reliable and integrated solution within a reasonable budget. All proposals will be evaluated using the same criteria.

Criteria	Weight Given
1. Responsiveness of the written proposal to the purpose and scope of service	5%
2. Software Quality and Features: Ability of the vendor to meet the Section 5 – Vendor and System Requirements	25%
3. Vendor's Experience and Technical Support: Experience in successful software conversion, implementation, and maintenance, as well as dedicated resources and technical support during and after implementation	25%
4. Amount of proposed cost of system, implementation, conversion, training, and annual subscription	35%
5. Location of vendor in proximity to City of Sweeny	5%
6. HUB status of vendor	5%

**Site Visits.** The City may choose to conduct site visit(s) to the software vendor's headquarters and/or vendor's clients as part of the evaluation process. The site visits may be used to determine the successful vendor and will be conducted following scheduled software demonstrations of the Short-Listed vendors. Evaluation of the vendor client sites will be based on the following:

- Assessment of the vendor's service during system implementation.
- Assessment of the quality of vendor's ongoing support.
- Overall user satisfaction with the system.

**Contract Award and Execution.** The City reserves the right to make an award without further discussion of the proposal submitted. The City shall not be bound or in any way obligated until both parties have executed a vendor contract. The City also reserves the right to delay contract award and/or not to make a contract award.

**Turn-Key Project.** The City is seeking a turn-key implementation of the software contemplated by this RFP. The Vendor shall provide all labor, materials, supplies and services necessary for the complete performance of any agreement resulting from this RFP. Vendor must include in its price all design, engineering, system and application database development, integration, delivery, installation, testing, training and warranty costs associated with all elements of the proposed system.

**Vendor Requirements:** The selected vendor will be required to register as a vendor with the City by completing vendor registration paperwork and providing a copy of the vendor's liability insurance naming the City of Sweeny as additionally insured.

## Section 7– TERMS AND CONDITIONS

The following terms and conditions apply to this RFP and are not inclusive of all terms and conditions in the final contract.

**Proposals – Public Information.** The City will attempt to protect legitimate trade secrets of the Vendor. Any proprietary information contained in the Vendor's proposal must be clearly designated and shall be labeled with the words "Proprietary Information". Marking the entire proposal or any one or more of the major sections as proprietary will neither be accepted nor honored.

The Vendor should be aware that the City is required by law to make certain records available for public inspection with certain exceptions. The Vendor, by submission of materials marked proprietary, acknowledges and agrees that the City will have no obligation or liability to the Vendor in the event that the City must disclose these materials.

**Copyright and Confidentiality.** Selected vendor shall maintain strict privacy of all City records, data and files (regardless of media), including any copyrighted material received from the City.

**Prime Vendor.** While it is the City's preference to select a single vendor to provide the software and services described in this RFP, it is recognized that multiple Vendors may wish to combine their resources in responding to this Request for Proposal. A Proposal with such a combination is acceptable, provided that the complete Proposal contains all required information, and indicates which Vendor shall be responsible for each of the components that make up the complete system. In addition, one of the Vendors shall be designated as responsible for the complete definition, delivery, integration, implementation, and maintenance of the system, referred to as the prime vendor.

Bidders must warrant to the City that software specifications, capabilities, and performance characteristics are as stated in the proposal and accompanying documentation. Submission of a Proposal will represent your agreement to these conditions.

**Litigation/Jurisdiction/Venue.** Should either party bring any legal or equitable action, the prevailing party in such action shall recover, in addition to all other relief, its reasonable attorney's fees and court costs to be fixed by the court. Any and all such court action shall take place and be vested solely in the State of Texas.

**Payment.** The City will pay invoices submitted by the selected vendor as progress is made on the implementation project and agreed upon service stipulated in the final agreement. Prior to payment, invoices will be reviewed to determine if billing is reflective of actual agreed upon project progression and performance. Upon acceptance of the billing by the City's Project Manager, the payment will be processed and submitted to the vendor. Payment terms must adhere to the State of Texas codes and regulations.

**Satisfaction of the City Attorney.** The acceptance and subsequent award of a submitted proposal shall be at the review and satisfaction of the City Attorney and the City Manager.

**Choice of Laws.** The contact/agreement shall be subject to and interpreted pursuant to the laws of the State of Texas.

**Warranties.** All warranties must be clear, concise and in writing. Warranties shall cover all individual modules, supplied or created interfaces, and any ancillary product that is purchased from the awarded vendor. In addition, the awarded vendor will warrant and guarantee the seamless integration and interface of modules proposed herein. Bidders must warrant to the City that software specifications, capabilities, and performance characteristics are as stated in the proposal and accompanying documentation. Submission of a Proposal will represent your agreement to these conditions.

**Separation.** If the vendor is unable to meet the City's project requirements after selection, the City may withdraw from the agreement with a fourteen (14) day notice.



## Section 8– APPENDICES: VENDOR BID RESPONSE FORMS

### APPENDIX A: GENERAL INFORMATION AND OVERVIEW



#### Executive Summary

#### Fund Accounting Solution Technologies, Inc. (FAST/FundView)

**Incorporated – 2008**

**Headquarters – Lubbock, TX**

FundView is a fully integrated suite of true fund-based accounting solutions designed specifically for local governments. With over seventy-five combined years of local government software experience, our management team has powered the design and development of the powerful, user-friendly solutions we deliver to over one hundred and thirty municipalities here in Texas. Our subscription-based software-as-a service model allows your organization to upgrade to our state-of-the-art solutions, experience unparalleled customer support and save money as you better leverage your technology budget. Our services also include managing all software updates and data backups in conjunction with your disaster planning. We are committed to serving the needs of the Texas cities in our target market. Our FundView solutions are web-based, providing secure access from any internet connection.

#### Leadership Team

Brian G. Cook, CPA - CEO 30 years local government software experience BBA Accounting Texas Tech

Tami L. Cook, CPA - President 20 years local government software MS Accounting West Texas A&M

Zach Slaughter – Chief Operating Officer - 11 years local government software BS MIS Texas Tech

Amy Browning – Director of Client Services BS Accounting, Indiana State, MBA Ball State 22 years of Accounting Experience

Joe Wertz – Director of Sales BA Teaching Seattle University

#### Support Team

Yolanda Gaitan – 9 years with FundView, 17 years with City of Hale Center, Utility Billing/Court Clerk

Wanda Tallant – 10 years with Incode, Certified Payroll Specialist, BS Journalism Texas State University

Janetta Gaasch – 20 years bookkeeping experience, extensive knowledge of QuickBooks

Belinda Hohhertz – 21 years with the City of Tye, from Utility Billing/Court Clerk to City Secretary

Nan Billings –14 years with the City of Bangs, City Secretary

Theresa Gonzalez – 8 years with City of Cleburne Finance Department

Shonda Latimer – 4 years with the City of Bells, Utility Clerk/Court Clerk

Esmeralda Hernandez – Level 1 Certified Court Clerk, 2 years with City of Ballinger Court/Utility Clerk

Heather Moore – 3 years with Parker Water Supply Billing Manager

Arpegea Pagsuberon - 6 years with City of Olney, Certified Court Clerk/City Secretary/City Administrator

Our support team is available by phone and email from 8:00AM – 5:00PM, Monday – Friday except for holidays.

Our contact information is as follows:

Fund Accounting Solution Technologies, Inc.

5225 S Loop 289

Suite 222

Lubbock, TX 79424

806.794.3278

[support@fastsw.com](mailto:support@fastsw.com)

[www.fastsw.com](http://www.fastsw.com)

## **Implementation & Conversion Plan**

Fund Accounting Solution Technologies, Inc. (FundView) leverages a very comprehensive and flexible implementation methodology that we have developed and tuned over many similar installations of our software. By managing the implementations remotely, we save the city considerable out-of-pocket expenses and can more easily adjust scheduling in the event of staff challenges, illness, etc.

FundView also uses ConnectWise software to manage every aspect of the implementation from a project perspective, as well as for support once the City is live on our FundView solutions. The following implementation summary and boilerplate examples leveraging the configurations we have created in ConnectWise.

### **General Overview: Responsibilities by Implementation Stage**

<b>Implementation Stage</b>	<b>FundView Responsibilities</b>	<b>Client Responsibilities</b>
<b>Contract Negotiations</b>	Prepare and deliver software proposal/subscription agreement	Acknowledge proposal, sign software subscription agreement
<b>Pre-implementation Consult</b>	Initiate kick-off call and schedule project planning meeting, deliver documentation; lead planning calls and present project timeline, define scope of implementation, manage expectations; provide sign-off of implementation process	Attend kick-off call and all scheduled project planning meetings; return requested documentation and information per the determined timeline
<b>Data Extraction &amp; Conversion</b>	Schedule data extraction: acquire necessary data and reports, evaluate client data	Authorize data conversion with implementation specialist; ensure necessary systems requirements are installed (i.e. Remote-access software)
<b>Post-Conversion Analysis</b>	Analyze data mapping; monitor implementation progress and update client accordingly, schedule training sessions; provide acknowledgement to customer for data accuracy and integrity	Review all data with implementation specialist and provide clarification for any questions; return signed documentation per the specified timeline
<b>Training</b>	Provide training on software to users, identify help documentation	Participate in all training sessions without distraction or interruption, communicate with implementation specialist if further clarification is needed
<b>Go-Live</b>	Transfer client from implementation to support, provide sign-off documentation to acknowledge "Live" environment; introduce process of submitting support tickets	Return all go-live sign-off documentation, complete all expectations as outlined in pre-implementation acknowledgement, discontinue use of legacy software immediately
<b>Post-live Support</b>	Act in "standby" status to provide immediate support and assistance to newly "Live" customers, continue addressing any post-conversion data anomalies	Communicate constantly with implementation specialists to ensure full understanding of new software modules and address data concerns
<b>General Support</b>	Assist with customer support tickets as necessary, provide updates regarding all changes in the software	Call or support tickets as necessary for assistance with software-related concerns

## **Timeline**

FundView will work with the City of Sweeny to determine the most logical implementation. Work begins immediately after execution of the Subscription Agreement to define expectations, acquire data for conversion, and develop a timeline that will yield a successful implementation of the FundView solutions. Once the Project Manager from FundView has met with the designated parties from the City, we will provide date/time requirements for obtaining required data, conversion, training and go-live. FundView will provide added emphasis to time-critical processes such as Payroll and Utility Billing so that the City has a clear understanding of what to expect, what is required, and how the processes will work. The Implementation Team from FundView will assign designated resources with skills and experience that match the requirements of the various modules to be implemented. The overall timeline may vary based on the availability of team members from the City of Sweeny, but typically is completed in 90 - 120 days from the inception of the implementation process.

## **Training**

FundView Software provides a comprehensive training approach for each module. We encourage multiple attendees so that cross-training occurs. Training is scheduled on dates/times that make sense for the City and are delivered via remote-access software. This allows employees to plan training at times that do not conflict with other duties and can focus on the content of the sessions. Training leverages the converted data from the City's legacy systems, so the training environment is more familiar during the sessions. The FundView Project Manager will schedule these dates/times in coordination with the City of Sweeny so that your team members are available. Each module follows a structured approach to using FundView and adapting it to the way the City of Sweeny does business.

## **Training Provisions**

All training provided by FundView will be performed remotely using remote-access software. Remote-access software allows for both the instructor and City of Sweeny team members to dual access to the FundView software and communicating via a phone connection. It is recommended that each person attending the training sessions be as free from distractions as possible. Sessions will be conducted on agreed upon dates/times. Should conflicts arise, rescheduling will occur as quickly as possible. Both parties will need to communicate as far in advance of any changes to the scheduled training to help keep the implementation flowing smoothly.

## **Annual Support Specifications**

FundView Software provides support for all modules agreed upon. The Subscription Agreement covers both support for the software and updates to the installed software.

Company shall provide software related Customer support during standard support hours. Standard support hours are from 8:00am to 5:00pm Central Standard Time, Monday through Friday, excluding holidays. Support requests may be initiated via the Company's published support phone line, via e-mail to Company's support group. Company reserves the right to modify these support hours as Company sees fit to better serve its Customer. Assistance and support requests which require special assistance from the Company's development group will be taken and directed by support personnel.

The Company will maintain staff that is appropriately trained on the software products in order to render assistance, should it be required. The Customer will ensure that their staff members are trained in their respective roles prior to receiving training or requesting software assistance from Company staff members. Company is not responsible for any inability to train or provide support to a Customer staff member who has not been trained or does not understand the requirements of their role in order to effectively use the software.

Company will provide Customer with all updates that Company may make to the then current version of the Software covered in this Agreement.

Company will make available appropriately trained personnel to provide Customer additional training, program changes, analysis, consultation, data recovery, non-coverage maintenance service, etc. Company shall provide Customer with on-line support using desktop control software. These services may result in additional fees.

### **Operating System Requirements**

Customer will access the hosted network environment via a reliable internet connection that provides a minimum 20Mbps download speed and 5Mbps upload speed. Company cannot be liable for software performance if Customer's internet connection speeds do not meet these minimum requirements. Customer will maintain updates to any third-party software required to access and use Company software via the secure internet connection.

### **Upgrade Guarantees**

The Company agrees to provide and install all updates to the Software in the hosted environment provided Customer is in good standing regarding payments for Subscription Fees and any Services billed by Company to Customer. Company shall host the Software and may update the functionality, user interface, usability and other user documentation, training, and educational information of, and relating to the Software from time to time in its sole discretion and in accordance with this Agreement as part of its ongoing mission to improve the Software and customers' use of the Software.

If Customer has made modifications to the software products, Company will not support the modified software products, unless modifications were specifically authorized in writing by Company.

For as long as a current Subscription Agreement is in place, Company shall promptly correct any functions of the software products which fail to substantially comply with Company's documentation for the Software. If Customer has made modifications to the software products, Company will not make such corrections, unless modifications were specifically authorized in writing by Company.

## APPENDIX B: VENDOR BID



www.fastsw.com - (806) 794-3278

## Pricing Assumptions

Annual Operating Budget - \$2 - 3MM  
 Number of Bank Accounts - 16 - 20  
 Number of Monthly Payment - 251 - 300  
 Number of Active Employees - 21 - 30  
 Number of Active Water Meters - 1001 - 1500  
 Number of Active Gas Meters - 1001 - 1500  
 Number of Monthly Citations - 1 - 100  
 Number of Annual Permits - 1 - 100  
 Number of Annual Code Enforcement Cases - 101 - 200  
 Data Conversion/Migration - GL AP PY UB MC  
 Remote Training

## Subscription Pricing - Annual

PRODUCT DETAILS	RECURRING AMOUNT
<b>FundView Financial Solutions</b>	
General Ledger	\$3,000.00
Bank Reconciliation	\$1,500.00
Accounts Payable	\$2,500.00
Purchasing	\$4,000.00
Asset Management	\$3,000.00
Payroll	\$3,500.00
Distributed Time Entry	\$2,500.00
Human Resources	\$2,000.00
Secure Signatures	\$1,500.00
<b>FundView Citizen Relationship Management Solutions</b>	
Utility Billing - Multiple Metered Services	\$5,000.00
Service Orders	\$3,000.00
AMR Interface	\$2,500.00

<b>Municipal Court</b>	\$2,500.00
<b>Citation Import</b>	\$1,000.00
<b>Permits</b>	\$2,250.00
<b>Cash Receipting</b>	\$1,000.00
<b>Code Enforcement</b>	\$1,750.00
Annual Subtotal: <b>\$42,500.00</b>	

## Professional Services - Initial Year Only

PRODUCT DETAILS	PRICE
<b>FundView Financial Solutions - Remote Training</b>	
General Ledger	\$1,750.00
Bank Reconciliation	\$1,000.00
Accounts Payable	\$1,500.00
Purchasing	\$3,000.00
Asset Management	\$2,000.00
Payroll	\$2,500.00
Distributed Time Entry	\$2,000.00
Human Resources	\$1,500.00
Secure Signatures	\$500.00
<b>FundView Citizen Relationship Management Solutions - Remote Training</b>	
Utility Billing	\$3,000.00
Service Orders	\$1,500.00
AMR Interface	\$1,000.00
Municipal Court	\$1,500.00
Citation Import	\$1,000.00
Permits	\$2,000.00
Cash Receipting	\$750.00
Code Enforcement	\$1,500.00
<b>Data Conversion/Migration</b>	
General Ledger	\$2,000.00
Accounts Payable	\$1,500.00
Payroll	\$2,000.00

Utility Billing	\$4,000.00
Municipal Court	\$2,000.00
<b>Project Management Design Configuration</b>	
Project Management	\$1,500.00
AMR Interface Configuration/Testing	\$1,500.00
Citation Import Configuration/Testing	\$1,500.00
Data Center Installation/Configuration	\$500.00
Data Backup Configuration/Testing	\$500.00
	Subtotal: <b>\$45,000.00</b>



## Optional Subscription Pricing - Annual

\* Optional

PRODUCT DETAILS	RECURRING AMOUNT
<b>FundView Citizen Relationship Management Solutions</b>	
Warrant Console	\$750.00
CityCentral Customer Portal - Utility Billing & Court (\$200 Per Month)	\$2,400.00
<b>FundView Software - FASTGovPay Credit Card &amp; Online Payments</b>	
FASTGovPay Utility Billing - Credit Card & Online Payments	\$1,000.00
FASTGovPay Municipal Court - Credit Card & Online Payments	\$750.00
FASTGovPay Permits - Credit Card & Online Payments	\$750.00
<b>FundView Software - Text &amp; Email Notifications</b>	
Utility Billing - Text & Email Notifications (\$150 Per Month)	\$1,800.00
Service Order - Text & Email Notifications (\$50 Per Month)	\$600.00
Municipal Court - Text & Email Notifications (\$100 Per Month)	\$1,200.00
Distributed Time Entry - Text & Email Notifications (\$100 Per Month)	\$1,200.00
* Optional Annual Subtotal:	
	<b>\$10,450.00</b>

## Optional Professional Services - Initial Year Only

\* Optional

PRODUCT DETAILS	PRICE
<b>FundView Citizen Relationship Management Solutions - Remote Training</b>	
Warrant Console	\$500.00
CityCentral Customer Portal - Utility Billing & Court	\$1,000.00
<b>FundView Software - FASTGovPay Credit Card &amp; Online Payments</b>	
FASTGovPay - Credit Card & Online Payments	\$1,000.00
FASTGovPay - Credit Card & Online Payments Design/Configuration	\$500.00
<b>FundView Software - Text &amp; Email Notifications</b>	
Utility Billing - Text & Email Notifications	\$1,000.00
Service Order - Text & Email Notifications	\$500.00
Municipal Court - Text & Email Notifications	\$500.00
Distributed Time Entry - Text & Email Notifications	\$500.00
* Optional Subtotal:	
	<b>\$5,500.00</b>

# FundView Software ERP Solutions

## FundView Annual Subscription Summary

DESCRIPTION	AMOUNT
Subscription Pricing - Annual	\$42,500.00
Annual Total:	<b>\$42,500.00</b>

## FundView Professional Services - Initial Year Only

DESCRIPTION	AMOUNT
Professional Services - Initial Year Only	\$45,000.00
Total:	<b>\$45,000.00</b>

## \*Optional Subscriptions

DESCRIPTION	RECURRING
Optional Subscription Pricing - Annual	\$10,450.00
Optional Subtotal:	<b>\$10,450.00</b>

## \*Optional Services

DESCRIPTION	ONE-TIME
Optional Professional Services - Initial Year Only	\$5,500.00
Optional Subtotal:	<b>\$5,500.00</b>

**Third Party Utility Bill Printing**

FundView Software recommends the services of USIO, a distinguished third-party bill printing company, to facilitate the distribution of all utility bills. The pricing information presented below has been supplied by USIO.

It is worth noting that, although USIO possesses the capability to forward copies of the bills to the City of Sweeny for in-house printing, we highly recommend entrusting the bill printing responsibilities to our external partner. This ensures optimal utilization of resources and maintaining a high standard of professionalism in the billing process.

USIO Bill Printing:

<b>City of Sweeny, TX Pricing January 17, 2024</b>		
Item	Per	Charge Per Item
<b>Bills and Late Notices</b>		
<ul style="list-style-type: none"> <li>• Print one image in full color on the front</li> <li>• Paper- 24#, 8.5x11" white paper with a 1/3 horizontal microperf</li> <li>• Postal Presorting and National Change of Address processing</li> <li>• Folding &amp; Inserting</li> <li>• Mailing Envelope- Standard #10 double window with security tint</li> </ul>	Bill	\$0.175
Additional pages as needed- <ul style="list-style-type: none"> <li>• One image, in full color, per side</li> </ul>	Image	\$0.045
Flats for Summary Bills (if needed) (6 or more physical sheets inserted in a single envelope) \$0.35 for manually inserting & \$0.15 for 9"x12" catalogue envelopes	Envelope	\$0.550
<b>Initial Setup:</b> Template(s), process test data	5 hours	Included
<b>Programming:</b> Template changes after initial setup, changes after live file received	Hour	\$225
<b>Minimum file processing fee:</b>		<b>\$100</b>
<b>Postage:</b> Two months' escrow deposit required, based on estimated volumes, .54 each. Bills only		<b>\$1,535</b>

Volume Estimate: 1420 Bills, Late Notices - unknown

USIO Providing Bill Copies for In-house printing:

<b>City of Roma Bill PDF Creation January 4, 2024</b>		
<b>Description:</b>		
Setup (flat fee up to 5 hours)		\$250
Create one file of PDFs & return to customer for printing & mailing Format: Postcard - Standard 4-up on 8.5 x 11 sheet OR Letter format - 8 1/2 x 11 Variations to standard bill setup may be additional.		
Programming beyone initial setup as needed, per hour		\$225
<b>Monthly Quantity</b>	<b>Per</b>	<b>Unit Price</b>
Varies	Bill	0.078

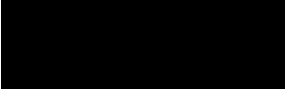
Minimum file processing fee - \$50

**APPENDIX C: USER REFERENCE LIST**

**CUSTOMER LIST**

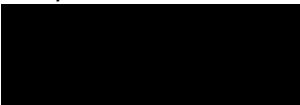
**Zach Adames**

IT Director  
City of Sweetwater



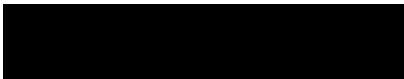
**Christian Lecroy**

Utility Billing Administrator  
City of Sweetwater



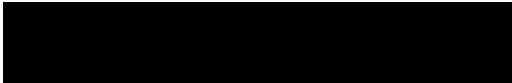
**Mike Smith**

City Manager  
City of Jacksboro



**Donna Langehennig**

Finance Officer  
City of Mason



**Robert Hemminger**

City Manager  
City of Iowa Colony





Quoted By: John Hardin  
Quote Expiration: 01/31/23  
Quote Name: City of Sweeny - ERP Pro 10 SaaS

**Sales Quotation For:**  
City of Sweeny  
PO Box 248  
Sweeny TX 77480-0248

**Tyler Annual Software – SaaS**

Description	Annual
<b>ERP Pro powered by Incode</b>	
<b>ERP Pro 10 Financial Management Suite</b>	
Core Financials	\$ 10,285
Human Resources Management (Includes Position Budgeting)	\$ 7,070
Employee Access Pro	\$ 0
Project Accounting	\$ 2,312
Employee Access Pro Time & Attendance	\$ 1,243
Purchasing	\$ 3,076
<b>ERP Pro 10 Customer Relationship Management Suite</b>	

Utility Billing Water/Gas		\$ 7,713
Cashiering		\$ 2,443
Utility Access		\$ 676
<b>ERP Pro Community Development Suite</b>		
Permitting Access		\$ 900
Code Enforcement Access		\$ 900
Code Enforcement		\$ 2,894
Permitting		\$ 2,894
Code Enforcement Mobile		\$ 1,000
Inspections Mobile		\$ 1,000
<b>Tyler One</b>		
<b>Content Manager Suite</b>		
Core		\$ 3,501
<b>TOTAL:</b>		<b>\$ 47,907</b>
<b>Term # of Years:</b>	<b>3</b>	

**Tyler Fees per Transaction**

Description	Net Unit Price
<b>ERP Pro powered by Incode</b>	
<b>ERP Pro 10 Customer Relationship Management Suite</b>	
Interactive Voice Response	\$ 1.25
Utility Access Transactions	\$ 1.25
<b>Notify</b>	
Notifications for Utilities	\$ 0.10

**Third Party Software & Hardware**

Description	Quantity	Unit Price	Extended Price	Annual
<b>Tyler Third Party</b>				
<b>Hardware</b>				
Epson TMH6000V Thermal Receipt Printer White USB NEW	1	\$ 1,050	\$ 1,050	\$ 203
Symbol LS2208 Bar Code Scanner w/ intellistand NEW	1	\$ 350	\$ 350	\$ 70
<b>TOTAL:</b>			<b>\$ 1,400</b>	<b>\$ 273</b>

**Services**

Description	Hours/Units	Extended Price	Maintenance
<b>ERP Pro 10 Financial Management Suite</b>			
Professional Services	308	\$ 44,660	\$ 0
Accounts Payable Data Conversion	1	\$ 1,000	\$ 0
Accounts Payable History Data Conversion	1	\$ 500	\$ 0
Financials Project Management	1	\$ 1,500	\$ 0
General Ledger Data Conversion	1	\$ 1,000	\$ 0
General Ledger History Data Conversion	1	\$ 500	\$ 0
Human Resources Management Employees Records	1	\$ 2,000	\$ 0
Human Resources Management /Payroll History Data Conversion	1	\$ 1,000	\$ 0
<b>ERP Pro 10 Customer Relationship Management Suite</b>			
Professional Services	184	\$ 26,680	\$ 0
Project Management	1	\$ 1,400	\$ 0
Utilities Data Conversion	1	\$ 6,000	\$ 0
<b>ERP Pro Community Development Suite</b>			

Professional Services	64	\$ 9,280	\$ 0
Project Management	1	\$ 1,500	\$ 0
<b>Content Manager Suite</b>			
Professional Services	32	\$ 4,640	\$ 0
<b>TOTAL:</b>		<b>\$ 101,660</b>	<b>\$ 0</b>

Summary	One Time Fees	Recurring Fees
Total SaaS		\$ 47,907
Total Third Party Hardware, Software, Services	\$ 1,400	\$ 273
Total Tyler Services	\$ 101,660	
<b>Summary Total</b>	<b>\$ 103,060</b>	<b>\$ 48,180</b>
<b>Contract Total</b>	<b>\$ 151,240</b>	

**Detailed Breakdown of Professional Services (Included in Summary Total)**

Description	Hours	Extended Price	Maintenance
<b>ERP Pro powered by Incode</b>			
<b>ERP Pro 10 Financial Management Suite</b>			
Accounts Payable Data Analysis	4	\$ 580	\$ 0
Accounts Payable History Data Analysis	4	\$ 580	\$ 0
Core Financials	116	\$ 16,820	\$ 0
Employee Access Pro Time & Attendance	28	\$ 4,060	\$ 0
Employee Self Service - Employee Portal	16	\$ 2,320	\$ 0
General Ledger Data Analysis	4	\$ 580	\$ 0



General Ledger History Data Analysis	4	\$ 580	\$ 0
Human Resources Management History	4	\$ 580	\$ 0
Human Resources Management	92	\$ 13,340	\$ 0
Human Resources Management Employees Records	4	\$ 580	\$ 0
Project Accounting	12	\$ 1,740	\$ 0
Purchasing	20	\$ 2,900	\$ 0
<b>Sub-Total</b>	<b>308</b>	<b>\$ 44,660</b>	<b>\$ 0</b>
<b>ERP Pro 10 Customer Relationship Management Suite</b>			
Cashiering	28	\$ 4,060	\$ 0
Utilities Data Analysis	12	\$ 1,740	\$ 0
Utility Billing Water/Gas	144	\$ 20,880	\$ 0
<b>Sub-Total</b>	<b>184</b>	<b>\$ 26,680</b>	<b>\$ 0</b>
<b>ERP Pro Community Development Suite</b>			
Code Enforcement	24	\$ 3,480	\$ 0
Permitting	40	\$ 5,800	\$ 0
<b>Sub-Total</b>	<b>64</b>	<b>\$ 9,280</b>	<b>\$ 0</b>
<b>Tyler One</b>			
<b>Content Manager Suite</b>			
Core	32	\$ 4,640	\$ 0
<b>Sub-Total</b>	<b>32</b>	<b>\$ 4,640</b>	<b>\$ 0</b>
<b>TOTAL:</b>	<b>588</b>	<b>\$ 85,260</b>	<b>\$ 0</b>

**Optional Tyler Annual Software – SaaS**

Description		Annual
<b>Tyler One</b>		
My Civic Suite		
My Civic & Service Requests Pro		\$ 4,000
<b>TOTAL:</b>		<b>\$ 4,000</b>
<b>Term # of Years:</b>	<b>3</b>	

**Optional Services**

Description	Hours/Units	Extended Price	Maintenance
My Civic Suite			
My Civic & Service Requests Pro	1	\$ 145	\$ 0
Project Management	1	\$ 250	\$ 0
<b>Service total - TOTAL:</b>		<b>\$ 395</b>	<b>\$ 0</b>

**Comments**

Accounts Payable conversions include Vendor Master Only - additional fee for historical views.

Accounts Payable History conversion includes unlimited historical records

Cashiering supports credit/debit cards via ETS, includes PCI Compliant, a cash collection interface, a cashiering receipt import)

Core Financials includes general ledger, budget prep, bank recon, AP, CellSense, a standard forms pkg, output director, positive pay, secure signatures.

General Ledger conversions include Chart of Accounts - additional fee for historical views.

General Ledger History conversion includes unlimited historical records

Human Resources Management/Payroll conversion include employee master, deductions/taxes, retirement, current leave totals, current direct deposit - additional fee for historical views.

Human Resources Management History conversion includes unlimited historical records.

Interactive Voice Response Solution for Utility Access-The payment packet is created in centralized cash collections. The IVR system gives the customer an account balance, the customer makes the payment by phone, and the account manager is updated with the payment record. NOTE: There is a \$1.25 per transaction fee associated with the IVR that will be paid by client unless Tyler is instructed by the client to pass along to the user at time of payment.

Notification for Utility Access (\$0.10 per call) includes Customer notification by phone (call late notices and general notifications). Call lists are automatically generated and the account is updated after the call. It includes a custom message for each call type and the call message can be in English or Spanish. It generates reports based on call results. Note: The Utility will be billed at the rate specified above for all the calls made. The Utility will be billed quarterly by Tyler Technologies for calls conducted.

Permitting Access displays the project detail, which includes permit number, status, address, owner name, expiration date, and issued date. It also displays the segment detail, which includes the fees, balance, payments, and any pending payments. It displays any inspection history. Payment packet is created to be imported to the permitting system. It also allows the user to request inspections, as well as pay or apply for a permit. Note that the customer pays the \$1.25 fee per transaction for payment online.

Utility Billing conversion includes contacts/properties/accounts, meters, transaction/consumption/read history, metered services, non-metered service. Balanced transactions converted from current calendar year plus prior 2 years. Unlimited history imported upon request.

Utility Access Component displays the current status (late, cut off etc), the action needed to avoid penalty, current balance, deposits on file (optional), last payment date, last payment amount, payment arrangements on file, last bill amount, last bill date, bill due date, contracts on file and status, transaction history (online payments). Payment packet is created to be imported to utility system. Address information includes legal description, precinct, school district, and services at address(subject to data availability). Includes consumption history by service (including graphs), request for service (optional), information change request (optional), security -SSL (secure socket layer).

Utility CIS System includes collections, tax lien process and import, a standard forms pkg., output director and one Utility handheld meter-reader interface.

Utility Access Transactions: Note that the customer pays \$1.25 fee per transaction for payment on-line.

Client agrees that items in this sales quotation are, upon Client's signature or approval of same, hereby added to the existing agreement ("Agreement") between the parties and subject to its terms. Additionally, payment for said items, as applicable but subject to any listed assumptions herein, shall conform to the following terms, subject to payment terms in an agreement, amendment, or similar document in which this sales quotation is included:

- License fees for Tyler and third-party software are invoiced upon the earlier of (i) delivery of the license key or (ii) when Tyler makes such software available accessible.
- Fees for hardware are invoiced upon delivery.
- Fees for year one of hardware maintenance are invoiced upon delivery of the hardware.
- Annual Maintenance and Support fees, SaaS fees, Hosting fees, and Subscription fees are first payable when Tyler makes the software accessible to the Client (for Maintenance) or on the first day of the month following the date this quotation was signed (for SaaS, Hosting, and Subscription), and any such fees are prorated to align with the applicable term under the agreement, with renewals invoiced annually thereafter in accord with the Agreement.
- Fees for services included in this sales quotation shall be invoiced as indicated below.
  - o Implementation and other professional services fees shall be invoiced as delivered.
  - o Fixed-fee Business Process Consulting services shall be invoiced 50% upon delivery of the Best Practice Recommendations, by module, and 50% upon delivery of custom desktop procedures, by module.
  - o Fixed-fee conversions are invoiced 50% upon initial delivery of the converted data, by conversion option, and 50% upon Client acceptance to load the converted data into Live/Production environment, by conversion option. Where conversions are quoted as estimated, Tyler will invoice Client the actual services delivered on a time and materials basis.
  - o Except as otherwise provided, other fixed price services are invoiced upon complete delivery of the service. For the avoidance of doubt, where "Project Planning Services" are provided, payment shall be invoiced upon delivery of the Implementation Planning document. Dedicated Project Management services, if any, will be invoiced monthly in arrears, beginning on the first day of the month immediately following initiation of project planning.
  - o If Client has purchased any change management services, those services will be invoiced in accordance with the Agreement.
  - o Notwithstanding anything to the contrary stated above, the following payment terms shall apply to fees specifically for migrations: Tyler will invoice Client 50% of any Migration Services Fees listed above upon Client approval of the product suite migration schedule. The remaining 50%, by line item, will be billed upon the go-live of the applicable product suite. Tyler will invoice Client for any Project Management Fees listed above upon the go-live of the first product suite. Annual SaaS Fees will be invoiced upon availability of the hosted environment.

Any SaaS or hosted solutions added to an agreement containing Client-hosted Tyler solutions are subject to Tyler's SaaS Services terms found here: <https://www.tylertech.com/terms/tyler-saas-services>.

Unless otherwise indicated in the contract or amendment thereto, pricing for optional items will be held For six (6) months from the Quote date or the Effective Date of the Contract, whichever is later.

Customer Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

P.O.#: \_\_\_\_\_

# Lindsay Koskiniemi

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**From:** Karla Wilson  
**Sent:** Monday, March 25, 2024 1:02 PM  
**To:** Lindsay Koskiniemi  
**Cc:** Kaydi Smith; Chris Thompson  
**Subject:** RE: Please Verify My Numbers

Lindsay,

This is what I come up with:

MyGov	\$16,128 (1,344 per month)
Sage 50	2,848
ADP (Payroll+TimeKeeping)	6,847
Tyler (PD Public Safety Suite; eCitations)	2,887
Tyler (Criminal Justice System-Court)	3,016
UDS	3,630
Gnxcor (Maintenance Care-work orders)	<u>1,080 (\$90/mo)</u>
<b>Total</b>	<b>\$ 36,436</b>

A couple of selling points that justify paying more:

- We have limited budget capabilities currently with Sage - the ERP would expand our ability to automate the budget process.
- The utility billing would also automate many processes that are currently done manually.

Regards,

*Karla Wilson*  
 Director of Finance and Personnel Services  
 City of Sweeny  
 PO Box 248  
 Sweeny, TX 77480  
 979-548-3321




---

**From:** Lindsay Koskiniemi <citymanager@sweenytx.gov>  
**Sent:** Friday, March 22, 2024 4:34 PM  
**To:** Karla Wilson <kwwilson@sweenytx.gov>; Kaydi Smith <kdsmith@sweenytx.gov>; Chris Thompson <cthompson@sweenytx.gov>  
**Subject:** Please Verify My Numbers

Hi Y'all,

For the ERP vendor recommendation going to Council on 4/2/2024, can everyone please take a look at these figures and let me know if I have missed anything? As it stands, with the modules we have requested in the new ERP, the lesser of the two bids will cost more than our fragmented programs combined. The annual estimate we received from our lower bidder, Fund View, is \$42.5K. I just want to make sure I have not left anything out, otherwise, I am afraid the request will be denied, or the instructions could be to wait. Since this is going to Council at the next meeting, and we are posting the agenda packet on Thursday no later than 11:30 a.m., I appreciate your review and comment no later than Wednesday midday.

Thanks,  
LK

EXISTING PROGRAMS AND COSTS FOR THE YEAR ENDED SEPTEMBER 30, 2023 FY 2022 - 2023		
<u>PROGRAM</u>	<u>PURPOSE</u>	<u>ANNUAL COST</u>
MYGOV	PERMITTING, INSPECTIONS, CODE ENFORCEMENT	17,680.00
SAGE 50	FINANCIAL ACCOUNTING SYSTEM	2,653.00
ADP	PAYROLL	4,400.00
TYLER (POLICE)	CRIMINAL JUSTICE SYSTEM	2,949.15
TYLER (COURT)	CRIMINAL JUSTICE SYSTEM - COURT FINES	4,085.23
UDS	UTILITY DATA SYSTEM - UTILITY BILLING	4,554.20
		<b>\$ 36,321.58</b>

Lindsay Koskiniemi, CGFO, CPM, MPA, MSA  
City Manager

Office 979-548-3321  
Sweeny City Hall | 102 W. Ashley Wilson Rd. | Sweeny, TX 77480



**Lindsay Koskiniemi**

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**From:** Wade Whitlow <[REDACTED]>  
**Sent:** Tuesday, March 26, 2024 10:49 AM  
**To:** Lindsay Koskiniemi; Jordan Rollins  
**Cc:** Karla Wilson  
**Subject:** RE: FY23 Audit Type

Okay, perfect. Thanks!

Wade

---

**From:** Lindsay Koskiniemi <citymanager@sweenytx.gov>  
**Sent:** Tuesday, March 26, 2024 8:37 AM  
**To:** Wade Whitlow <[REDACTED]>; Jordan Rollins <[REDACTED]>  
**Cc:** Karla Wilson <kwwilson@sweenytx.gov>  
**Subject:** RE: FY23 Audit Type

Hi Wade,

I am not looking for an endorsement of any certain vendor for an ERP, but do I believe what you provided below is exactly the opinion from our professional audit team that I am seeking to affirm the timeliness of my request to Council.

Thank you,

Lindsay Koskiniemi, CGFO, CPM, MPA, MSA  
City Manager

Office 979-548-3321  
Sweeny City Hall | 102 W. Ashley Wilson Rd. | Sweeny, TX 77480



---

**From:** Wade Whitlow <[REDACTED]>  
**Sent:** Tuesday, March 26, 2024 8:01 AM  
**To:** Lindsay Koskiniemi <citymanager@sweenytx.gov>; Jordan Rollins <[REDACTED]>  
**Cc:** Karla Wilson <kwwilson@sweenytx.gov>  
**Subject:** RE: FY23 Audit Type

We can't support the City's decision on which ERP system you should chose but we could answer any questions you may have from an accounting and auditing standpoint that could assist in the City making a decision. I will say that **the City moving forward in an ERP system is a good move to be made to move away from Sage. The City has outgrown that software package many years ago.**

Wade



**From:** Lindsay Koskiniemi <[citymanager@sweenytx.gov](mailto:citymanager@sweenytx.gov)>

**Sent:** Monday, March 25, 2024 4:53 PM

**To:** Jordan Rollins <[REDACTED]>; Wade Whitlow <[REDACTED]>

**Cc:** Karla Wilson <[kwwilson@sweenytx.gov](mailto:kwwilson@sweenytx.gov)>

**Subject:** RE: FY23 Audit Type

Mimecast Attachment Protection was unable to create safe copies of your attachments.

Jorden, thanks for sending.

Another question: Would KM&L be willing to support the City's request to City Council for a new ERP accounting and finance system? I have attached the lower of the 2 bids we received in response to the RFP we published earlier this year.

I think this is a sizeable step in the right direction to strengthen internal controls. One of my biggest concerns right now is the difficulty in completing fiscal year-end reconciliations because we do not have a numbered, automated system for requisitioning purchases and encumbering funds in the requisition to purchase order approval process.

I appreciate your help.

Thanks,

Lindsay Koskiniemi, CGFO, CPM, MPA, MSA  
City Manager

Office 979-548-3321  
Sweeny City Hall | 102 W. Ashley Wilson Rd. | Sweeny, TX 77480



**From:** Jordan Rollins <[REDACTED]>

**Sent:** Monday, March 25, 2024 1:03 PM

**To:** Lindsay Koskiniemi <[citymanager@sweenytx.gov](mailto:citymanager@sweenytx.gov)>; Wade Whitlow <[REDACTED]>

**Subject:** RE: FY23 Audit Type

Hi Lindsay,

We did a financial statement audit. Please see the engagement letter for the audit scope.

Thanks,

*Jorden Rollins*  
Manager



8 West Way Court, Lake Jackson, TX 77566  
Office - 979-297-4075 / Fax - 979-297-6648

[Redacted]

Our website: [www.kmandl.com](http://www.kmandl.com)

---

**From:** Lindsay Koskiniemi <[citymanager@sweenytx.gov](mailto:citymanager@sweenytx.gov)>  
**Sent:** Monday, March 25, 2024 9:56 AM  
**To:** Wade Whitlow <[Redacted]>; Jorden Rollins <[Redacted]>  
**Subject:** FY23 Audit Type

Hi Wade and Jorden,

What type of audit did we do alternative engagement or other?

Thanks,

Lindsay Koskiniemi, CGFO, CPM, MPA, MSA  
City Manager

Office 979-548-3321  
Sweeny City Hall | 102 W. Ashley Wilson Rd. | Sweeny, TX 77480



## Lindsay Koskiniemi

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**From:** Lindsay Koskiniemi  
**Sent:** Thursday, March 14, 2024 1:46 PM  
**To:** Kaydi Smith  
**Subject:** FW: First State Bank of Louise Accts  
**Attachments:** First State Bank of Louise Acct for Auditors.doc

Lindsay Koskiniemi, CGFO, CPM, MPA, MSA  
City Manager

Office 979-548-3321  
Sweeny City Hall | 102 W. Ashley Wilson Rd. | Sweeny, TX 77480



---

**From:** Reatta Minshew <rkminshew@sweenytx.gov>  
**Sent:** Friday, July 22, 2022 10:33 AM  
**To:** Lindsay Koskiniemi <citymanager@sweenytx.gov>  
**Subject:** First State Bank of Louise Accts

Lindsay,

Here is a list of our different funds/accounts and the balance as of 6-30-22.

The two bottom that have an asterisk are available money for just about anything.

Let me know if you need to ask me anything

*Reatta Minshew*

Reatta Minshew  
City Secretary  
City of Sweeny  
979-548-3321  
979-548-7745 fax  
[rkminshew@sweenytx.gov](mailto:rkminshew@sweenytx.gov)

**CITY OF SWEENY  
1<sup>st</sup> STATE BANK ACCOUNTS**

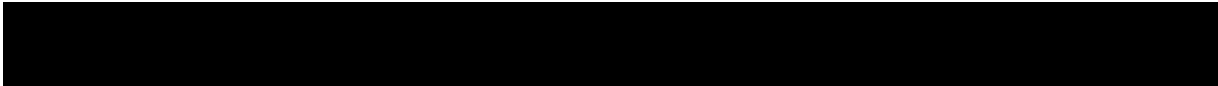


General Fund	\$502,457.90
Enterprise Fund	\$482,135.90
Payroll Fund	\$ 84,772.03
Customer Utilities	\$129,786.31
Debt Service / Interest and Sinking	\$533,689.22
Capital Projects CO 2019	\$942,257.86
CO 19 Reserve	\$1,000,404.68
Reserved and Restricted Funds	\$312,089.95
Special Acct (FD Donations)	\$ 20,579.58
Sweeny Police Dept Nar Grant Fd	\$ 22,007.78
Sweeny Blue Santa Fund	\$8,241.62
Sweeny Police Dept Seizure Fund	\$2,925.64
Sweeny Police Dept Forfeiture Account	\$376.21
Sweeny Police Dept Training Fund	\$8,465.37
Texpool Accts (CO 2012)	\$ 60,920.73 *
Water Softener	\$ 41,913.32 *

Signers: Reese Cook / Laurie Martinez/ Reatta Minshew / Kaydi Smith/  
Karla Wilson (payroll only)

As of June 30, 2022

\_\_\_\_\_  
Reatta Minshew





**The First State Bank**

FRIENDLIEST BANK ANYWHERE

FSBLouis.com | Member FDIC  
P.O. Box 5, Louise, Texas 77455 • (979) 648-2691  
Member Louise Bancshares, Inc.



ACCOUNT:  
DOCUMENTS:

██████████  
0

PAGE: Item 4.  
02/29/2024

CITY OF SWEENEY  
WATER SOFTENER  
P O BOX 248  
SWEENEY TX 77480-0248

30  
0  
0

=====

PUBLIC FUNDS INTEREST BEARING CHECKING ACCOUNT ██████████

=====

MINIMUM BALANCE 32,138.60 LAST STATEMENT 01/31/24 32,138.60  
AVERAGE BALANCE 32,138.60 1 CREDITS 38.30  
DEBITS .00  
THIS STATEMENT 02/29/24 32,176.90  
TOTAL DAYS IN STATEMENT PERIOD 02/01/24 THROUGH 02/29/24: 29

----- OTHER CREDITS -----

DESCRIPTION	DATE	AMOUNT
INTEREST	02/29	38.30

----- I N T E R E S T -----

AVERAGE LEDGER BALANCE: 32,138.60 INTEREST EARNED: 38.30  
INTEREST PAID THIS PERIOD: 38.30 DAYS IN PERIOD: 02/01/24-02/29/24: 29  
INTEREST PAID 2024: 81.83 ANNUAL PERCENTAGE YIELD EARNED: 1.51%  
INTEREST PAID 2023: 146.24

----- ITEMIZATION OF OVERDRAFT AND RETURNED ITEM FEES -----

\*\*\*\*\*

	TOTAL FOR THIS PERIOD	TOTAL YEAR TO DATE
* TOTAL OVERDRAFT FEES:	\$ .00	\$ .00
* TOTAL RETURNED ITEM FEES:	\$ .00	\$ .00

\*\*\*\*\*

----- DAILY BALANCE -----

DATE.....	BALANCE	DATE.....	BALANCE	DATE.....	BALANCE
02/29	32,176.90				

- END OF STATEMENT -



CITY OF SWEENY  
ATTN LINDSAY KOSKINIEMI  
PO BOX 248  
SWEENY TX 77480-0248

### MONTHLY STATEMENT OF ACCOUNT

ACCOUNT: [REDACTED]

ACCOUNT NAME: ARPA FUNDS SECOND TRANCHE

STATEMENT PERIOD: 02/01/2024 - 02/29/2024

LOGIC MONTHLY SUMMARY: THE AVERAGE MONTHLY RATE WAS 5.4812%. THE AVERAGE WEIGHTED AVERAGE MATURITY WAS 45 DAYS AND THE NET ASSET VALUE FOR 2/29/24 WAS 1.000166.

MONTHLY ACTIVITY DETAIL				
TRANSACTION DATE	DESCRIPTION	CONFIRMATION NUMBER	TRANSACTION AMOUNT	BALANCE

	BEGINNING BALANCE			10,998.04
02/29/2024	MONTHLY POSTING	9999888	47.87	11,045.91
	ENDING BALANCE			11,045.91

MONTHLY ACCOUNT SUMMARY	
BEGINNING BALANCE	10,998.04
TOTAL DEPOSITS	0.00
TOTAL WITHDRAWALS	0.00
TOTAL INTEREST	47.87
ENDING BALANCE	11,045.91
AVERAGE BALANCE	10,998.04

ACTIVITY SUMMARY (YEAR-TO-DATE)			
ACCOUNT NAME	DEPOSITS	WITHDRAWALS	INTEREST
ARPA FUNDS SECOND TRANCHE	0.00	0.00	99.09



# AGENDA MEMO

## Business of the City Council City of Sweeny, Texas

<b>Meeting Date</b>	04.02.2024	<b>Agenda Item</b>	
<b>Approved by City Manager</b>	Yes	<b>Presenter(s)</b>	William Huebner, P.E. City Engineer – Strand Associates
<b>Reviewed by City Attorney</b>	No	<b>Department</b>	Sewer
<b>Subject</b>	Discussion and possible action on a request from City Council for additional information on the required wastewater treatment plant permit that must be completed six months ahead of the quinquennial permit expiration.		
<b>Attachments</b>	<ul style="list-style-type: none"> <li>▪ Letter from TCEQ – Renewal Reminder Notice for Permit No. WQ0010297001</li> <li>▪ Strand task order to complete permit application</li> <li>▪ 2019 WWTP permit application</li> <li>▪ Email from Strand on permit requirement and background.</li> </ul>		
<b>Financial Information</b>	Expenditure Required:	N/A	
	Amount Budgeted:	\$0	
	Account Number:		
	Additional Appropriation Required:		
	Additional Account Number:		

### Executive Summary

The city engineer notified staff earlier this month that the City’s wastewater plant permit issued by Texas Commission on Environmental Quality would expire in less than a year and must be submitted six (6) months ahead of expiration.

That would put the permit submittal due in September 2024. City Manager informed City Council at the regular meeting on March 19, 2024 and stated cost incurred for overruns for emergency purchases and repairs related to water and sewer infrastructure would be included in a fourth quarter budget amendment request from fund balance. The anticipated cost of the permit was included.

Council wanted to know if the permit application is something that can be completed in-house by staff. No one on staff has ever completed a public sewer system permit application. An email explaining the permit application process is included. The last application was completed by Strand in 2019 and was \$14,000. Strand’s cost to complete the permit application now is \$18,000.

### Recommended Action

Staff recommends Council proceed with Strand completing the permit application.

No action necessary, as the budget amendment request will be prepared in Q4.

Jon Niermann, *Chairman*  
 Bobby Janecka, *Commissioner*  
 Catarina R. Gonzales, *Commissioner*  
 Kelly Keel, *Executive Director*



**Texas Commission on Environmental Quality**  
*Protecting Texas by Reducing and Preventing Pollution*

March 01, 2024

CITY OF SWEENY  
 PO BOX 248  
 SWEENY, TX 77480 - 0248

**Re:** Renewal Reminder Notice for Permit No. WQ0010297001  
 Facility: RN102998382, CITY OF SWEENY WWTP  
 Issued to: OWNER, CN600584015, CITY OF SWEENY

Dear Permittee:

Permit No. WQ0010297001 will expire at midnight, 03/03/2025. You are required to file an application for renewal of the existing permit **180 days prior to the date of expiration**. This will be the only notice you will receive for the referenced permit.

Notice of permit expiration is sent as a courtesy to the permittee. It is the responsibility of the permittee to renew the permit within the required timeframe. **Failure to submit an application on time may result in enforcement actions or expiration of the permit.** Failure to submit a complete application may cause the application to be returned.

If the permit is allowed to expire, continuation of any disposal activities beyond the date of expiration is a violation of the Texas Administrative Code and will be subject to administrative penalties.

If you wish to cancel the permit, please submit Request to Cancel Form No. 20029 to the Application Review and Processing Team of the Water Quality Division Support Section (MC-148) as soon as possible. To avoid assessment of the required water quality annual fee, you must submit the Cancellation Form prior to September 1. Please keep in mind that the Request to Cancel must be approved, along with any other documents, plans or reports required by the TCEQ.

For your convenience, the application forms are now available online at [www.tceq.texas.gov](http://www.tceq.texas.gov). If you should have any questions or comments, please call the Applications Review and Processing Team at (512) 239-4671. If you have any technical questions, please call the Wastewater Permitting Section at (512) 239-4671.

Sincerely,

[Redacted Signature]

Erwin Madrid, Team Leader  
 Applications Review and Processing Team (MC 148)  
 Water Quality Division





Strand Associates, Item 5.  
1906 Niebuhr Street  
Brenham, TX 77833  
(P) 979.836.7937  
www.strand.com

Task Order No. 24-02  
City of Sweeny, Texas (OWNER)  
and Strand Associates, Inc.® (ENGINEER)  
Pursuant to Agreement for Technical Services dated October 3, 2017

**Project Information**

Services Name: 2024 Wastewater Treatment Plant (WWTP) Discharge Permit Renewal with the Texas Commission of Environmental Quality (TCEQ).

**Scope of Services**

ENGINEER will provide the following services to OWNER:

1. Conduct one site visit to the WWTP to document existing conditions.
2. Communicate with OWNER-preferred testing laboratory to obtain proposal for testing. OWNER's preferred laboratory shall perform effluent sampling required for one TCEQ WWTP discharge permit renewal. OWNER shall pay laboratory directly for testing fees.
3. Prepare and submit two TCEQ WWTP discharge permit renewal applications.
4. Correspond with TCEQ to assist OWNER in the permit review process.
5. Assist OWNER with reviewing documents sent by the TCEQ including preliminary notices, draft permit, and final permit for two WWTPs.
6. Assist with publishing up to two public notices, if requested by OWNER. OWNER shall pay newspaper directly for publishing fees.

**Compensation**

OWNER shall compensate ENGINEER for Services under this Task Order a lump sum of \$18,000 for a non-contested permit renewal. If the permit application is contested by any entity, an increase in fee will be documented through an amendment to this Task Order.


**Schedule**

Services will begin upon execution of this Task Order, which is anticipated the week of March 4, 2024. The TCEQ WWTP Discharge Permit renewal applications are due by September 3, 2024, with an anticipated finalization date of March 3, 2025.

**TASK ORDER AUTHORIZATION AND ACCEPTANCE:**


ENGINEER:

STRAND ASSOCIATES, INC.®

DocuSigned by:  
  
 3/4/2024  
 80EAD785BE9D427  
 Joseph M. Bunker  
 Corporate Secretary  
 Date

OWNER:

CITY OF SWEENY

DocuSigned by:  
  
 3/4/2024  
 CECFAF44FE074EA  
 Lindsay Koskiniemi  
 City Manager  
 Date

MAR:sem\R\BRE\Documents\Agreements\S\Sweeny, City of (TX)\TSA.2017\TO\2024\3920.058.24-02.docx

TBPE No. F-8405  
TBPLS No. 10030000



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY  
DOMESTIC WASTEWATER PERMIT APPLICATION  
CHECKLIST



Complete and submit this checklist with the application.

APPLICANT: City of Sweeny

PERMIT NUMBER: WQ0010297-001

Indicate if each of the following items is included in your application.

	Y	N		Y	N
Administrative Report 1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Original USGS Map	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Administrative Report 1.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Affected Landowners Map	<input type="checkbox"/>	<input checked="" type="checkbox"/>
SPIF	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Landowner Disk or Labels	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Core Data Form	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Buffer Zone Map	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Technical Report 1.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Flow Diagram	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Technical Report 1.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Site Drawing	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Worksheet 2.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Original Photographs	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Worksheet 2.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Design Calculations	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Worksheet 3.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Solids Management Plan	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Worksheet 3.1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Water Balance	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Worksheet 3.2	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Worksheet 3.3	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Worksheet 4.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Worksheet 5.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
Worksheet 6.0	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
Worksheet 7.0	<input type="checkbox"/>	<input checked="" type="checkbox"/>			

For TCEQ Use Only

Segment Number \_\_\_\_\_ County \_\_\_\_\_  
Expiration Date \_\_\_\_\_ Region \_\_\_\_\_  
Permit Number \_\_\_\_\_



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY  
**APPLICATION FOR A DOMESTIC WASTEWATER PERMIT  
 ADMINISTRATIVE REPORT 1.0**

If you have questions about completing this form please contact the Applications Review and Processing Team at 512-239-4671.

### Section 1. Application Fees (Instructions Page 29)

Indicate the amount submitted for the application fee (check only one).

Flow	New/Major Amendment	Renewal
<0.05 MGD	\$350.00 <input type="checkbox"/>	\$315.00 <input type="checkbox"/>
≥0.05 but <0.10 MGD	\$550.00 <input type="checkbox"/>	\$515.00 <input type="checkbox"/>
≥0.10 but <0.25 MGD	\$850.00 <input type="checkbox"/>	\$815.00 <input type="checkbox"/>
≥0.25 but <0.50 MGD	\$1,250.00 <input type="checkbox"/>	\$1,215.00 <input type="checkbox"/>
≥0.50 but <1.0 MGD	\$1,650.00 <input type="checkbox"/>	\$1,615.00 <input checked="" type="checkbox"/>
≥1.0 MGD	\$2,050.00 <input type="checkbox"/>	\$2,015.00 <input type="checkbox"/>

Minor Amendment (for any flow) \$150.00

#### Payment Information:

Mailed      Check/Money Order Number:   
 Check/Money Order Amount: \$1,615.00  
 Name Printed on Check:   
 EPAY      Voucher Number:   
 Copy of Payment Voucher enclosed?      Yes

### Section 2. Type of Application (Instructions Page 29)

- |   |   |
|---|---|
| <input type="checkbox"/> New TPDES                              | <input type="checkbox"/> New TLAP                               |
| <input type="checkbox"/> Major Amendment <u>with</u> Renewal    | <input type="checkbox"/> Minor Amendment <u>with</u> Renewal    |
| <input type="checkbox"/> Major Amendment <u>without</u> Renewal | <input type="checkbox"/> Minor Amendment <u>without</u> Renewal |
| <input checked="" type="checkbox"/> Renewal without changes     | <input type="checkbox"/> Minor Modification of permit           |

For amendments or modifications, describe the proposed changes:

#### For existing permits:

Permit Number: WQ0010297-001

EPA I.D. (TPDES only): TX0024511

Expiration Date: 07/01/2019

### Section 3. Facility Owner (Applicant) and Co-Applciant Information (Instructions Page 29)

**A. The owner of the facility must apply for the permit.**

What is the Legal Name of the entity (applicant) applying for this permit?

City of Sweeny

*(The legal name must be spelled exactly as filed with the Texas Secretary of State, County, or in the legal documents forming the entity.)*

If the applicant is currently a customer with the TCEQ, what is the Customer Number (CN)? You may search for your CN on the TCEQ website at <http://www15.tceq.texas.gov/crpub/>

CN: 600584015

What is the name and title of the person signing the application? The person must be an executive official meeting signatory requirements in 30 TAC § 305.44.

Prefix (Mr., Ms., Miss): Mr.

First and Last Name: Jeff Farley

Credential (P.E, P.G., Ph.D., etc.):

Title: Mayor

**B. Co-applicant information.** Complete this section only if another person or entity is required to apply as a co-permittee.

What is the Legal Name of the co-applicant applying for this permit?

N/A

*(The legal name must be spelled exactly as filed with the TX SOS, with the County, or in the legal documents forming the entity.)*

If the co-applicant is currently a customer with the TCEQ, what is the Customer Number (CN)? You may search for your CN on the TCEQ website at:

<http://www15.tceq.texas.gov/crpub/>

CN: N/A

What is the name and title of the person signing the application? The person must be an executive official meeting signatory requirements in 30 TAC § 305.44.

Prefix (Mr., Ms., Miss): N/A

First and Last Name: N/A

Credential (P.E, P.G., Ph.D., etc.): N/A

Title: N/A

Provide a brief description of the need for a co-permittee: N/A

**C. Core Data Form**

Complete the Core Data Form for each customer and include as an attachment. If the customer type selected on the Core Data Form is **Individual**, complete **Attachment 1** of Administrative Report 1.0.

**Attachment:** See exhibit A

**Section 4. Application Contact Information (Instructions Page 30)**

This is the person(s) TCEQ will contact if additional information is needed about this application. Provide a contact for administrative questions and technical questions.

A. Prefix (Mr., Ms., Miss): Ms.

First and Last Name: Cindy King

Credential (P.E, P.G., Ph.D., etc.): [Redacted]

Title: City Manager

Organization Name: City of Sweeny

Mailing Address: P.O. Box 248

City, State, Zip Code: Sweeny, TX 77480

Phone No.: 979-548-3321 Ext.: [Redacted] Fax No.: 979-548-7745

E-mail Address: ckking@sweenytx.gov

Check one or both:  Administrative Contact  Technical Contact

B. Prefix (Mr., Ms., Miss): Mr.

First and Last Name: William Huebner

Credential (P.E, P.G., Ph.D., etc.): P.E.

Title: Project Manager

Organization Name: Strand Associates, Inc.

Mailing Address: 1906 Niebuhr Street

City, State, Zip Code: Brenham, TX 77833

Phone No.: 979-836-7937 Ext.: [Redacted] Fax No.: [Redacted]

E-mail Address: [Redacted]

Check one or both:  Administrative Contact  Technical Contact

**Section 5. Permit Contact Information (Instructions Page 30)**

Provide two names of individuals that can be contacted throughout the permit term.

A. Prefix (Mr., Ms., Miss): Mr.

First and Last Name: Jeff Farley

Credential (P.E, P.G., Ph.D., etc.): [REDACTED]

Title: Mayor

Organization Name: City of Sweeny

Mailing Address: P.O. Box 248

City, State, Zip Code: Sweeny, TX 77480

Phone No.: 979-548-3321 Ext.: [REDACTED] Fax No.: 979-548-7745

E-mail Address: jwfarley@sweenytx.gov

**B.** Prefix (Mr., Ms., Miss): Ms.

First and Last Name: Cindy King

Credential (P.E, P.G., Ph.D., etc.): [REDACTED]

Title: City Manager

Organization Name: City of Sweeny

Mailing Address: P.O. Box 248

City, State, Zip Code: Sweeny, TX 77480

Phone No.: 979-548-3321 Ext.: [REDACTED] Fax No.: 979-548-7745

E-mail Address: clking@sweenytx.gov

## Section 6. Billing Information (Instructions Page 30)

The permittee is responsible for paying the annual fee. The annual fee will be assessed to permits *in effect on September 1 of each year*. The TCEQ will send a bill to the address provided in this section. The permittee is responsible for terminating the permit when it is no longer needed (using form TCEQ-20029).

Prefix (Mr., Ms., Miss): Ms.

First and Last Name: Cindy King

Credential (P.E, P.G., Ph.D., etc.): [REDACTED]

Title: City Manager

Organization Name: City of Sweeny

Mailing Address: P.O. Box 248

City, State, Zip Code: Sweeny, TX 77480

Phone No.: 979-548-3321 Ext.: [REDACTED] Fax No.: 979-548-7745

E-mail Address: clking@sweenytx.gov

## Section 7. DMR/MER Contact Information (Instructions Page 31)

Provide the name and complete mailing address of the person delegated to receive and submit Discharge Monitoring Reports (EPA 3320-1) or maintain Monthly Effluent Reports.

Prefix (Mr., Ms., Miss): Ms.

First and Last Name: Cindy King

Credential (P.E, P.G., Ph.D., etc.): [REDACTED]

Title: City Manager

Organization Name: City of Sweeny

Mailing Address: P.O. Box 248

City, State, Zip Code: Sweeny, TX 77480

Phone No.: 979-548-3321 Ext.: [REDACTED] Fax No.: 979-548-7745

E-mail Address: clking@sweenytx.gov

DMR data is required to be submitted electronically. Create an account at:

<https://www.tceq.texas.gov/permitting/netdmr/netdmr.html>.

## Section 8. Public Notice Information (Instructions Page 31)

### A. Individual Publishing the Notices

Prefix (Mr., Ms., Miss): Ms.

First and Last Name: Cindy King

Credential (P.E, P.G., Ph.D., etc.): [REDACTED]

Title: City Manager

Organization Name: City of Sweeny

Mailing Address: P.O. Box 248

City, State, Zip Code: Sweeny, TX 77480

Phone No.: 979-548-3321 Ext.: [REDACTED] Fax No.: 979-548-7745

E-mail Address: clking@sweenytx.gov

### B. Method for Receiving Notice of Receipt and Intent to Obtain a Water Quality Permit Package

Indicate by a check mark the preferred method for receiving the first notice and instructions:

E-mail Address

Fax

Regular Mail

### C. Contact person to be listed in the Notices

Prefix (Mr., Ms., Miss): Ms.

First and Last Name: Cindy King

Credential (P.E, P.G., Ph.D., etc.): [REDACTED]

Title: City Manager

Organization Name: City of Sweeny

Phone No.: 979-548-3321 Ext.: [REDACTED]

E-mail: clking@sweenytx.gov

**D. Public Viewing Information**

*If the facility or outfall is located in more than one county, a public viewing place for each county must be provided.*

Public building name: City Hall

Location within the building: N/A

Physical Address of Building: 102 W. Ashley Wilson

City: Sweeny

County: Brazoria

Contact Name: Cindy King

Phone No.: 979-548-3321 Ext.: [REDACTED]

**E. Bilingual Notice Requirements:**

This information **is required** for **new, major amendment, and renewal applications**. It is not required for minor amendment or minor modification applications.

This section of the application is only used to determine if alternative language notices will be needed. Complete instructions on publishing the alternative language notices will be in your public notice package.

Please call the bilingual/ESL coordinator at the nearest elementary and middle schools and obtain the following information to determine whether an alternative language notices are required.

- 1. Is a bilingual education program required by the Texas Education Code at the elementary or middle school nearest to the facility or proposed facility?

Yes       No

If **no**, publication of an alternative language notice is not required; **skip to** Section 9 below.

- 2. Are the students who attend either the elementary school or the middle school enrolled in a bilingual education program at that school?

Yes       No      N/A

- 3. Do the students at these schools attend a bilingual education program at another location?

Yes       No      N/A



4. Would the school be required to provide a bilingual education program but the school has waived out of this requirement under 19 TAC §89.1205(g)?

Yes       No      N/A

5. If the answer is yes to question 1, 2, 3, or 4, public notices in an alternative language are required. Which language is required by the bilingual program? N/A

**Section 9. Regulated Entity and Permitted Site Information (Instructions Page 33)**

A. If the site is currently regulated by TCEQ, provide the Regulated Entity Number (RN) issued to this site. RN102998382

Search the TCEQ's Central Registry at <http://www15.tceq.texas.gov/crpub/> to determine if the site is currently regulated by TCEQ.

B. Name of project or site (the name known by the community where located):

City of Sweeny Wastewater Treatment Plant

C. Owner of treatment facility: City of Sweeny

Ownership of Facility:  Public       Private       Both       Federal

D. Owner of land where treatment facility is or will be:

Prefix (Mr., Ms., Miss): Same as applicant.

First and Last Name: [Redacted]

Mailing Address: [Redacted]

City, State, Zip Code: [Redacted]

Phone No.: [Redacted]      E-mail Address: [Redacted]

If the landowner is not the same person as the facility owner or co-applicant, attach a lease agreement or deed recorded easement. See instructions.

**Attachment:** [Redacted]

E. Owner of effluent disposal site:

Prefix (Mr., Ms., Miss): N/A

First and Last Name: N/A

Mailing Address: N/A

City, State, Zip Code: N/A

Phone No.: N/A      E-mail Address: N/A

If the landowner is not the same person as the facility owner or co-applicant, attach a lease agreement or deed recorded easement. See instructions.

**Attachment:** N/A

F. Owner of sewage sludge disposal site (if authorization is requested for sludge disposal on property owned or controlled by the applicant):

Prefix (Mr., Ms., Miss): N/A

First and Last Name: N/A

Mailing Address: N/A

City, State, Zip Code: N/A

Phone No.: N/A

E-mail Address: N/A

If the landowner is not the same person as the facility owner or co-applicant, attach a lease agreement or deed recorded easement. See instructions.

Attachment: N/A

**Section 10. TPDES Discharge Information (Instructions Page 34)**

A. Is the wastewater treatment facility location in the existing permit accurate?

- Yes  No

If **no**, or a new permit application, please give an accurate description:

N/A

B. Are the point(s) of discharge and the discharge route(s) in the existing permit correct?

- Yes  No

If **no**, or a new or amendment permit application, provide an accurate description of the point of discharge and the discharge route to the nearest classified segment as defined in 30 TAC Chapter 307:

N/A

City nearest the outfall(s): Sweeny, TX

County in which the outfalls(s) is/are located: Brazoria

Outfall Latitude: 29 degrees 03'26"N Longitude: 95 degrees 40'36"W

C. Is or will the treated wastewater discharge to a city, county, or state highway right-of-way, or a flood control district drainage ditch?

- Yes  No

If **yes**, indicate by a check mark if:

- Authorization granted  Authorization pending

For **new and amendment** applications, provide copies of letters that show proof of contact and the approval letter upon receipt.

Attachment: N/A

- D. For all applications involving an average daily discharge of 5 MGD or more, provide the names of all counties located within 100 statute miles downstream of the point(s) of discharge.

N/A

**Section 11. TLAP Disposal Information (Instructions Page 36)**

- A. For TLAPs, is the location of the effluent disposal site in the existing permit accurate?

Yes       No      N/A

If **no, or a new or amendment permit application**, provide an accurate description of the disposal site location:

N/A

- B. City nearest the disposal site: N/A

- C. County in which the disposal site is located: N/A

- D. Disposal Site Latitude: N/A      Longitude: N/A

- E. For TLAPs, describe the routing of effluent from the treatment facility to the disposal site:

N/A

- F. For TLAPs, please identify the nearest watercourse to the disposal site to which rainfall runoff might flow if not contained:

N/A

**Section 12. Miscellaneous Information (Instructions Page 37)**

- A. Is the facility located on or does the treated effluent cross American Indian Land?

Yes       No

- B. If the existing permit contains an onsite sludge disposal authorization, is the location of the sewage sludge disposal site in the existing permit accurate?

Yes       No       Not Applicable

If No, or if a new onsite sludge disposal authorization is being requested in this permit

application, provide an accurate location description of the sewage sludge disposal site.

N/A

C. Did any person formerly employed by the TCEQ represent your company and get paid for service regarding this application?

- Yes     No

If yes, list each person formerly employed by the TCEQ who represented your company and was paid for service regarding the application:

Mark Rudolph - former TCEQ intern

D. Do you owe any fees to the TCEQ?

- Yes     No

If yes, provide the following information:

Account number: N/A

Amount past due: N/A

E. Do you owe any penalties to the TCEQ?

- Yes     No

If yes, please provide the following information:

Enforcement order number: N/A

Amount past due: N/A

**Section 13. Attachments (Instructions Page 38)**

Indicate which attachments are included with the Administrative Report. Check all that apply:

- Lease agreement or deed recorded easement, if the land where the treatment facility is located or the effluent disposal site are not owned by the applicant or co-applicant.
- Original full-size USGS Topographic Map with the following information:
  - Applicant's property boundary
  - Treatment facility boundary
  - Labeled point of discharge for each discharge point (TPDES only)
  - Highlighted discharge route for each discharge point (TPDES only)
  - Onsite sewage sludge disposal site (if applicable)
  - Effluent disposal site boundaries (TLAP only)
  - New and future construction (if applicable)
  - 1 mile radius information
  - 3 miles downstream information (TPDES only)
  - All ponds.

- Attachment 1 for Individuals as co-applicants
- Other Attachments. Please specify: Core data form - see exhibit A

**Section 14. Signature Page (Instructions Page 39)**

*If co-applicants are necessary, each entity must submit an original, separate signature page.*

Permit Number: W00010297-001

Applicant: City of Sweeny

Certification:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

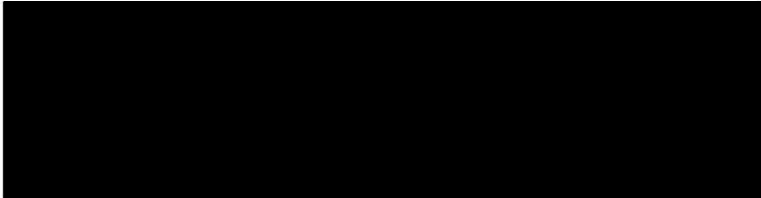
I further certify that I am authorized under 30 Texas Administrative Code § 305.44 to sign and submit this document, and can provide documentation in proof of such authorization upon request.

Signatory name (typed or printed): Jeff Farley

Signatory title: Mayor

Signature: \_\_\_\_\_ Date: 6-19-19  
(Use \_\_\_\_\_)

Subscribed and Sworn to before me by the said \_\_\_\_\_  
on this 19th day of June, 2019.  
My commission expires on the 26 day of Aug, 2021.



[SEAL]

Brazoria  
County, Texas



The following information is required for new and amendment applications.

## Section 1. Affected Landowner Information (Instructions Page 41)

- A. Indicate by a check mark that the landowners map or drawing, with scale, includes the following information, as applicable:
- The applicant's property boundaries
  - The facility site boundaries within the applicant's property boundaries
  - The distance the buffer zone falls into adjacent properties and the property boundaries of the landowners located within the buffer zone
  - The property boundaries of all landowners surrounding the applicant's property (Note: if the application is a major amendment for a lignite mine, the map must include the property boundaries of all landowners adjacent to the new facility (ponds).)
  - The point(s) of discharge and highlighted discharge route(s) clearly shown for one mile downstream
  - The property boundaries of the landowners located on both sides of the discharge route for one full stream mile downstream of the point of discharge
  - The property boundaries of the landowners along the watercourse for a one-half mile radius from the point of discharge if the point of discharge is into a lake, bay, estuary, or affected by tides
  - The boundaries of the effluent disposal site (for example, irrigation area or subsurface drainfield site) and all evaporation/holding ponds within the applicant's property
  - The property boundaries of all landowners surrounding the effluent disposal site
  - The boundaries of the sludge land application site (for land application of sewage sludge for beneficial use) and the property boundaries of landowners surrounding the applicant's property boundaries where the sewage sludge land application site is located
  - The property boundaries of landowners within one-half mile in all directions from the applicant's property boundaries where the sewage sludge disposal site (for example, sludge surface disposal site or sludge monofill) is located
- B.  Indicate by a check mark that a separate list with the landowners' names and mailing addresses cross-referenced to the landowner's map has been provided.
- C. Indicate by a check mark in which format the landowners list is submitted:
- Readable/Writeable CD
  - Four sets of labels
- D. Provide the source of the landowners' names and mailing addresses: \_\_\_\_\_
- E. As required by *Texas Water Code § 5.115*, is any permanent school fund land affected by this application?
- Yes
  - No

If **yes**, provide the location and foreseeable impacts and effects this application has on the

land(s):

## Section 2. Original Photographs (Instructions Page 44)

Provide original ground level photographs. Indicate with checkmarks that the following information is provided.

- At least one original photograph of the new or expanded treatment unit location
- At least two photographs of the existing/proposed point of discharge and as much area downstream (photo 1) and upstream (photo 2) as can be captured. If the discharge is to an open water body (e.g., lake, bay), the point of discharge should be in the right or left edge of each photograph showing the open water and with as much area on each respective side of the discharge as can be captured.
- At least one photograph of the existing/proposed effluent disposal site
- A plot plan or map showing the location and direction of each photograph

## Section 3. Buffer Zone Map (Instructions Page 44)

A. Buffer zone map. Provide a buffer zone map on 8.5 x 11-inch paper with all of the following information. The applicant's property line and the buffer zone line may be distinguished by using dashes or symbols and appropriate labels.

- The applicant's property boundary;
- The required buffer zone; and
- Each treatment unit; and
- The distance from each treatment unit to the property boundaries.

B. Buffer zone compliance method. Indicate how the buffer zone requirements will be met. Check all that apply.

- Ownership
- Restrictive easement
- Nuisance odor control
- Variance

C. Unsuitable site characteristics. Does the facility comply with the requirements regarding unsuitable site characteristic found in 30 TAC § 309.13(a) through (d)?

- Yes       No



# TEXAS COMMISSION ON ENVIRONMENTAL QUALITY SUPPLEMENTAL PERMIT INFORMATION FORM (SPIF)

## FOR AGENCIES REVIEWING DOMESTIC TPDES WASTEWATER PERMIT APPLICATIONS

**TCEQ USE ONLY:**  
 Application type: \_\_\_Renewal \_\_\_Major Amendment \_\_\_Minor Amendment \_\_\_New  
 County: \_\_\_\_\_ Segment Number: \_\_\_\_\_  
 Admin Complete Date: \_\_\_\_\_  
 Agency Receiving SPIF:  
 \_\_\_ Texas Historical Commission                      \_\_\_ U.S. Fish and Wildlife  
 \_\_\_ Texas Parks and Wildlife Department        \_\_\_ U.S. Army Corps of Engineers

**This form applies to TPDES permit applications only.** (Instructions, Page 53)

The SPIF must be completed as a separate document. The TCEQ will mail a copy of the SPIF to each agency as required by the TCEQ agreement with EPA. If any of the items are not completely addressed or further information is needed, you will be contacted to provide the information before the permit is issued. Each item must be completely addressed.

**Do not refer to a response of any item in the permit application form.** Each attachment must be provided with this form separately from the administrative report of the application. The application will not be declared administratively complete without this form being completed in its entirety including all attachments.

The following applies to all applications:

1. Permittee: City of Sweeny

Permit No. WQ00 10297-001

EPA ID No. TX 0024511

Address of the project (or a location description that includes street/highway, city/vicinity, and county):

North end of Avenue A, Sweeny, Brazoria County, Texas

Provide the name, address, phone and fax number of an individual that can be contacted answer specific questions about the property.

Prefix (Mr., Ms., Miss): Ms.

First and Last Name: Cindy King

Credential (P.E, P.G., Ph.D., etc.): [Redacted]

Title: City Manager

Mailing Address: P.O. Box 248

City, State, Zip Code: Sweeny, TX 77480

Phone No.: 979-548-3321 Ext.: [Redacted] Fax No.: 979-548-7745

E-mail Address: cking@sweenytx.gov

- 2. List the county in which the facility is located: Brazoria
- 3. If the property is publicly owned and the owner is different than the permittee/applicant, please list the owner of the property.

Same as applicant.

- 4. Provide a description of the effluent discharge route. The discharge route must follow the flow of effluent from the point of discharge to the nearest major watercourse (from the point of discharge to a classified segment as defined in 30 TAC Chapter 307). If known, please identify the classified segment number.

To an unnamed tributary of the San Bernard River; thence to the San Bernard River in Segment No. 1301 of the Brazos-Colorado Coastal Basin

- 5. Please provide a separate 7.5-minute USGS quadrangle map with the project boundaries plotted and a general location map showing the project area. Please highlight the discharge route from the point of discharge for a distance of one mile downstream. (This map is required in addition to the map in the administrative report).

Provide original photographs of any structures 50 years or older on the property. N/A

Does your project involve any of the following? Check all that apply. N/A

- Proposed access roads, utility lines, construction easements
- Visual effects that could damage or detract from a historic property's integrity
- Vibration effects during construction or as a result of project design
- Additional phases of development that are planned for the future
- Sealing caves, fractures, sinkholes, other karst features

- Disturbance of vegetation or wetlands

6. List proposed construction impact (surface acres to be impacted, depth of excavation, sealing of caves, or other karst features):

N/A

7. Describe existing disturbances, vegetation, and land use:

The site is currently used as a wastewater treatment facility.

THE FOLLOWING ITEMS APPLY ONLY TO APPLICATIONS FOR NEW TPDES PERMITS AND MAJOR AMENDMENTS TO TPDES PERMITS

8. List construction dates of all buildings and structures on the property:

N/A

9. Provide a brief history of the property, and name of the architect/builder, if known.

N/A

# WATER QUALITY PERMIT

## PAYMENT SUBMITTAL FORM

Use this form to submit the Application Fee, if the mailing the payment.

- Complete items 1 through 5 below.
- Staple the check or money order in the space provided at the bottom of this document.
- **Do not mail this form with the application form.**
- Do not mail this form to the same address as the application.
- Do not submit a copy of the application with this form as it could cause duplicate permit entries.

**Mail this form and the check or money order to:**

*BY REGULAR U.S. MAIL*

Texas Commission on Environmental Quality  
Financial Administration Division  
Cashier's Office, MC-214  
P.O. Box 13088  
Austin, Texas 78711-3088

*BY OVERNIGHT/EXPRESS MAIL*

Texas Commission on Environmental Quality  
Financial Administration Division  
Cashier's Office, MC-214  
12100 Park 35 Circle  
Austin, Texas 78753

**Fee Code: WQP**      **Waste Permit No: WO0010297-001**

1. Check or Money Order Number:
2. Check or Money Order Amount: \$1,615.00
3. Date of Check or Money Order:
4. Name on Check or Money Order:

5. APPLICATION INFORMATION

Name of Project or Site: City of Sweeny Wastewater Treatment Plant

Physical Address of Project or Site: North end of Avenue A, Sweeny, Brazoria County, Texas

If the check is for more than one application, attach a list which includes the name of each Project or Site (RE) and Physical Address, exactly as provided on the application.

**Staple Check or Money Order in This Space**

THIS PAGE INTENTIONALLY LEFT BLANK

INDIVIDUAL INFORMATION

**Section 1. Individual Information (Instructions Page 50)**

Complete this attachment if the facility applicant or co-applicant is an individual. Make additional copies of this attachment if both are individuals.

Prefix (Mr., Ms., Miss):

Full legal name (first, middle, last):

Driver's License or State Identification Number:

Date of Birth:

Mailing Address:

City, State, and Zip Code:

Phone Number:  Fax Number:

E-mail Address:

CN:

**For Commission Use Only:**

Customer Number:

Regulated Entity Number:

Permit Number:



TEXAS COMMISSION ON ENVIRONMENTAL QUALITY  
DOMESTIC WASTEWATER PERMIT APPLICATION

**DOMESTIC TECHNICAL REPORT 1.0**

The Following Is Required For All Applications  
Renewal, New, And Amendment

**Section 1. Permitted or Proposed Flows (Instructions Page 51)**

**A. Existing/Interim I Phase**

Design Flow (MGD): 0.975

2-Hr Peak Flow (MGD): 4.00

Estimated construction start date: N/A

Estimated waste disposal start date: N/A

**B. Interim II Phase**

Design Flow (MGD): N/A

2-Hr Peak Flow (MGD): N/A

Estimated construction start date: N/A

Estimated waste disposal start date: N/A

**C. Final Phase**

Design Flow (MGD): N/A

2-Hr Peak Flow (MGD): N/A

Estimated construction start date: N/A

Estimated waste disposal start date: N/A

**D. Current operating phase: Existing**

Provide the startup date of the facility: March 1995

**Section 2. Treatment Process (Instructions Page 51)**

**A. Treatment process description**

Provide a detailed description of the treatment process. **Include the type of**

**treatment plant, mode of operation, and all treatment units.** Start with the plant’s head works and finish with the point of discharge. Include all sludge processing and drying units. **If more than one phase exists or is proposed in the permit, a description of each phase must be provided.** Process description:

See exhibit C

Port or pipe diameter at the discharge point, in inches: 24

**B. Treatment Units**

In Table 1.0(1), provide the treatment unit type, the number of units, and dimensions (length, width, depth) of each treatment unit, accounting for *all* phases of operation.

*Table 1.0(1) - Treatment Units*

Treatment Unit Type	Number of Units	Dimensions (L x W x D)
Mechanical Bar Screen	1	N/A
Aeration Basin	1	114,973 CF
Final Clarifier	2	60’ dia. x 12’ SWD
Chlorine Contact Chamber	2	12.5’ x 30’ x 10’ SWD
Anaerobic Digester	1	36,424 SF
Wedgewater Drying Beds	3	20’ x 30’

**C. Process flow diagrams**

Provide flow diagrams for the existing facilities and **each** proposed phase of construction.

**Attachment:** See exhibit D



**Section 3. Site Drawing (Instructions Page 52)**

Provide a site drawing for the facility that shows the following:

- The boundaries of the treatment facility;
- The boundaries of the area served by the treatment facility;
- If land disposal of effluent, the boundaries of the disposal site and all storage/holding ponds; and
- If sludge disposal is authorized in the permit, the boundaries of the land application or disposal site.

**Attachment:** See exhibit E

Provide the name and a description of the area served by the treatment facility.

<u>City of Sweeny, see exhibit E</u>
--------------------------------------

**Section 4. Unbuilt Phases (Instructions Page 52)**

Is the application for a renewal of a permit that contains an unbuilt phase or phases?

Yes  No

**If yes,** does the existing permit contain a phase that has not been constructed within five years of being authorized by the TCEQ?

Yes  No  N/A

**If yes,** provide a detailed discussion regarding the continued need for the unbuilt phase. Failure to provide sufficient justification may result in the Executive Director recommending denial of the unbuilt phase or phases.

<u>N/A</u>
------------

**Section 5. Closure Plans (Instructions Page 53)**

Have any treatment units been taken out of service permanently, or will any units be taken out of service in the next five years?

Yes  No

If yes, was a closure plan submitted to the TCEQ?

Yes  No  N/A

If yes, provide a brief description of the closure and the date of plan approval.

N/A

**Section 6. Permit Specific Requirements (Instructions Page 53)**

For applicants with an existing permit, check the *Other Requirements* or *Special Provisions* of the permit.

**A. Summary transmittal**

Have plans and specifications been approved for the existing facilities and each proposed phase?

Yes  No

If yes, provide the date(s) of approval for each phase: 1994

Provide information, including dates, on any actions taken to meet a requirement or provision pertaining to the submission of a summary transmittal letter. Provide a copy of an approval letter from the TCEQ, if applicable.

N/A

**B. Buffer zones**

Have the buffer zone requirements been met?

Yes  No

Provide information below, including dates, on any actions taken to meet the conditions of the buffer zone. If available, provide any new documentation relevant to maintaining the buffer zones.

N/A

### C. Other actions required by the current permit

Does the *Other Requirements* or *Special Provisions* section in the existing permit require submission of any other information or other required actions? Examples include Notification of Completion, progress reports, soil monitoring data, etc.

Yes  No

If yes, provide information below on the status of any actions taken to meet the conditions of an *Other Requirement* or *Special Provision*.

N/A

### D. Grit and grease treatment

#### 1. Acceptance of grit and grease waste

Does the facility have a grit and/or grease processing facility onsite that treats and decants or accepts transported loads of grit and grease waste that are discharged directly to the wastewater treatment plant prior to any treatment?

Yes  No

If No, stop here and continue with Subsection E. Stormwater Management.

#### 2. Grit and grease processing

Describe below how the grit and grease waste is treated at the facility. In your description, include how and where the grit and grease is introduced to the treatment works and how it is separated or processed. Provide a flow diagram showing how grit and grease is processed at the facility.

[Redacted]

**3. Grit disposal**

Does the facility have a Municipal Solid Waste (MSW) registration or permit for grit disposal?

Yes  No

If No, contact the TCEQ Municipal Solid Waste team at 512-239-0000. Note: A registration or permit is required for grit disposal. Grit shall not be combined with treatment plant sludge. See the instruction booklet for additional information on grit disposal requirements and restrictions.

Describe the method of grit disposal.

[Redacted]

**4. Grease and decanted liquid disposal**

Note: A registration or permit is required for grease disposal. Grease shall not be combined with treatment plant sludge. For more information, contact the TCEQ Municipal Solid Waste team at 512-239-0000.

Describe how the decant and grease are treated and disposed of after grit separation.

[Redacted]

**E. Stormwater management**

**1. Applicability**

Does the facility have a design flow of 1.0 MGD or greater in any phase?

Yes  No

Does the facility have an approved pretreatment program, under 40 CFR Part 403?

Yes  No

If no to both of the above, then skip to Subsection F, Other Wastes Received.

**2. MSGP coverage**

Is the stormwater runoff from the WWTP and dedicated lands for sewage disposal currently permitted under the TPDES Multi-Sector General Permit (MSGP), TXR050000?

Yes  No

If yes, please provide MSGP Authorization Number and skip to Subsection F, Other Wastes Received:

TXR05 [redacted] or TXRNE [redacted]

If no, do you intend to seek coverage under TXR050000?

Yes  No

**3. Conditional exclusion**

Alternatively, do you intend to apply for a conditional exclusion from permitting based TXR050000 (Multi Sector General Permit) Part II B.2 or TXR050000 (Multi Sector General Permit) Part V, Sector T 3(b)?

Yes  No

If yes, please explain below then proceed to Subsection F, Other Wastes Received:

[Redacted text box]

**4. Existing coverage in individual permit**

Is your stormwater discharge currently permitted through this individual TPDES or TLAP permit?

Yes  No

If yes, provide a description of stormwater runoff management practices at the site that are authorized in the wastewater permit then skip to Subsection F, Other Wastes Received.

**5. Zero stormwater discharge**

Do you intend to have no discharge of stormwater via use of evaporation or other means?

Yes  No

**If yes, explain below then skip to Subsection F. Other Wastes Received.**

Note: If there is a potential to discharge any stormwater to surface water in the state as the result of any storm event, then permit coverage is required under the MSGP or an individual discharge permit. This requirement applies to all areas of facilities with treatment plants or systems that treat, store, recycle, or reclaim domestic sewage, wastewater or sewage sludge (including dedicated lands for sewage sludge disposal located within the onsite property boundaries) that meet the applicability criteria of above. You have the option of obtaining coverage under the MSGP for direct discharges, (recommended), or obtaining coverage under this individual permit.

**6. Request for coverage in individual permit**

Are you requesting coverage of stormwater discharges associated with your treatment plant under this individual permit?

Yes  No

**If yes, provide a description of stormwater runoff management practices at the site for which you are requesting authorization in this individual wastewater permit and describe whether you intend to comingle this discharge with your treated effluent or discharge it via a separate dedicated stormwater outfall. Please also indicate if you intend to divert stormwater to the treatment plant headworks and indirectly discharge it to water in the state.**

[Redacted area]

Note: Direct stormwater discharges to waters in the state authorized through this individual permit will require the development and implementation of a stormwater pollution prevention plan (SWPPP) and will be subject to additional monitoring and reporting requirements. Indirect discharges of stormwater via headworks recycling will require compliance with all individual permit requirements including 2-hour peak flow limitations. All stormwater discharge authorization requests will require additional information during the technical review of your application.

**F. Discharges to the Lake Houston Watershed**

Does the facility discharge in the Lake Houston watershed?

Yes  No

If yes, a Sewage Sludge Solids Management Plan is required. See Example 5 in the instructions.

**G. Other wastes received including sludge from other WWTPs and septic waste**

***1. Acceptance of sludge from other WWTPs***

Does the facility accept or will it accept sludge from other treatment plants at the facility site?

Yes  No

**If yes, attach sewage sludge solids management plan. See Example 5 of the instructions.**

In addition, provide the date that the plant started accepting sludge or is anticipated to start accepting sludge, an estimate of monthly sludge acceptance (gallons or millions of gallons), an estimate of the BOD<sub>5</sub> concentration of the sludge, and the design BOD<sub>5</sub> concentration of the influent from the collection system. Also note if this information has or has not changed since the last permit action.

N/A

Note: Permits that accept sludge from other wastewater treatment plants may be required to have influent flow and organic loading monitoring.

## ***2. Acceptance of septic waste***

Is the facility accepting or will it accept septic waste?

Yes  No

If yes, does the facility have a Type V processing unit?

Yes  No

If yes, does the unit have a Municipal Solid Waste permit?

Yes  No

If yes to any of the above, provide a the date that the plant started accepting septic waste, or is anticipated to start accepting septic waste, an estimate of monthly septic waste acceptance (gallons or millions of gallons), an estimate of the BOD<sub>5</sub> concentration of the septic waste, and the design BOD<sub>5</sub> concentration of the influent from the collection system. Also note if this information has or has not changed since the last permit action.

N/A

Note: Permits that accept sludge from other wastewater treatment plants may be required to have influent flow and organic loading monitoring.

## ***3. Acceptance of other wastes (not including septic, grease, grit, or RCRA, CERCLA or as discharged by IUs listed in Worksheet 6)***

Is the facility accepting or will it accept wastes that are not domestic in nature excluding the categories listed above?

Yes  No

If yes, provide the date that the plant started accepting the waste, an estimate how much waste is accepted on a monthly basis (gallons or millions of gallons), a description of the entities generating the waste, and any distinguishing chemical or other physical characteristic of the waste. Also note if this information has or has not changed since the last permit action.



N/A

## Section 7. Pollutant Analysis of Treated Effluent (Instructions Page 58)

Is the facility in operation?

Yes  No  See exhibit F

If **no**, this section is not applicable. Proceed to Section 8.

If **yes**, provide effluent analysis data for the listed pollutants. **Wastewater treatment facilities** complete Table 1.0(2). **Water treatment facilities** discharging filter backwash water, complete Table 1.0(3).

Note: The sample date must be within 1 year of application submission.

**Table 1.0(2) - Pollutant Analysis for Wastewater Treatment Facilities**

Pollutant	Average Conc.	Max Conc.	No. of Samples	Sample Type	Sample Date/Time
CBOD <sub>5</sub> , mg/l	2.0		1	Grab	6/25/19 @ 08:30
Total Suspended Solids, mg/l	2.2		1	Grab	6/25/19 @ 08:30
Ammonia Nitrogen, mg/l	0.38		1	Grab	6/25/19 @ 08:30
Nitrate Nitrogen, mg/l	0.70		1	Grab	6/25/19 @ 08:30
Total Kjeldahl Nitrogen, mg/l	0.94		1	Grab	6/25/19 @ 08:30
Sulfate, mg/l	15.3		1	Grab	6/25/19 @ 08:30
Chloride, mg/l	68.0		1	Grab	6/25/19 @ 08:30
Total Phosphorus, mg/l	0.13		1	Grab	6/25/19 @ 08:30
pH, standard units	7.33		1	Grab	6/25/19 @ 08:30
Dissolved Oxygen*, mg/l	6.90		1	Grab	6/25/19 @ 08:30
Chlorine Residual, mg/l	1.58		1	Grab	6/25/19 @ 08:30
<i>E.coli</i> (CFU/100ml) freshwater	<1		1	Grab	6/25/19 @ 08:30
Enterococci (CFU/100ml)	N/A	N/A	N/A	N/A	N/A

Pollutant	Average Conc.	Max Conc.	No. of Samples	Sample Type	Sample Date/Time
saltwater					
Total Dissolved Solids, mg/l	330		1	Grab	6/25/19 @ 08:30
Electrical Conductivity, $\mu$ mohs/cm, †	N/A	N/A	N/A	N/A	N/A
Oil & Grease, mg/l	<5.0		1	Grab	6/25/19 @ 08:30
Alkalinity (CaCO <sub>3</sub> )*, mg/l	214		1	Grab	6/25/19 @ 08:30

\*TPDES permits only

†TLAP permits only

**Table 1.0(3) - Pollutant Analysis for Water Treatment Facilities**

Pollutant	Average Conc.	Max Conc.	No. of Samples	Sample Type	Sample Date/Time
Total Suspended Solids, mg/l	N/A	N/A	N/A	N/A	N/A
Total Dissolved Solids, mg/l	N/A	N/A	N/A	N/A	N/A
pH, standard units	N/A	N/A	N/A	N/A	N/A
Fluoride, mg/l	N/A	N/A	N/A	N/A	N/A
Aluminum, mg/l	N/A	N/A	N/A	N/A	N/A
Alkalinity (CaCO <sub>3</sub> ), mg/l	N/A	N/A	N/A	N/A	N/A

**Section 8. Facility Operator (Instructions Page 60)**

Facility Operator Name:

Facility Operator's License Classification and Level:

Facility Operator's License Number:

**Section 9. Sewage Sludge Management and Disposal (Instructions Page 60)**

**A. Sludge disposal method**

Identify the current or anticipated sludge disposal method or methods from the

following list. Check all that apply.

- Permitted landfill
- Permitted or Registered land application site for beneficial use
- Land application for beneficial use authorized in the wastewater permit
- Permitted sludge processing facility
- Marketing and distribution as authorized in the wastewater permit
- Composting as authorized in the wastewater permit
- Permitted surface disposal site (sludge monofill)
- Surface disposal site (sludge monofill) authorized in the wastewater permit
- Transported to another permitted wastewater treatment plant or permitted sludge processing facility. If you selected this method, a written statement or contractual agreement from the wastewater treatment plant or permitted sludge processing facility accepting the sludge must be included with this application.
- Other:

**B. Sludge disposal site**

Disposal site name: Seabreeze Environmental Landfill

TCEQ permit or registration number: MSW No. 1539A

County where disposal site is located: Brazoria County

**C. Sludge transportation method**

Method of transportation (truck, train, pipe, other): Truck

Name of the hauler: Waste Connections

Hauler registration number: 2235

Sludge is transported as a:

- Liquid       semi-liquid       semi-solid       solid

## Section 10. Permit Authorization for Sewage Sludge Disposal (Instructions Page 60)

### A. Beneficial use authorization

Does the existing permit include authorization for land application of sewage sludge for beneficial use?

Yes  No

If yes, are you requesting to continue this authorization to land apply sewage sludge for beneficial use?

Yes  No  N/A

If yes, is the completed **Application for Permit for Beneficial Land Use of Sewage Sludge (TCEQ Form No. 10451)** attached to this permit application (see the instructions for details)?

Yes  No  N/A

### B. Sludge processing authorization

Does the existing permit include authorization for any of the following sludge processing, storage or disposal options?

Sludge Composting Yes  No

Marketing and Distribution of sludge Yes  No

Sludge Surface Disposal or Sludge Monofill Yes  No

Temporary storage in sludge lagoons Yes  No

If yes to any of the above sludge options and the applicant is requesting to continue this authorization, is the completed **Domestic Wastewater Permit Application: Sewage Sludge Technical Report (TCEQ Form No. 10056)** attached to this permit application?

Yes  No  N/A

## Section 11. Sewage Sludge Lagoons (Instructions Page 61)

Does this facility include sewage sludge lagoons?

Yes  No

If yes, complete the remainder of this section. If no, proceed to Section 12.

### A. Location information

The following maps are required to be submitted as part of the application. For each map, provide the Attachment Number.

- Original General Highway (County) Map:  
**Attachment:** [REDACTED]
- USDA Natural Resources Conservation Service Soil Map:  
**Attachment:** [REDACTED]
- Federal Emergency Management Map:  
**Attachment:** [REDACTED]
- Site map:  
**Attachment:** [REDACTED]

Discuss in a description if any of the following exist within the lagoon area. Check all that apply.

- Overlap a designated 100-year frequency flood plain
- Soils with flooding classification
- Overlap an unstable area
- Wetlands
- Located less than 60 meters from a fault
- None of the above

**Attachment:** [REDACTED]

If a portion of the lagoon(s) is located within the 100-year frequency flood plain, provide the protective measures to be utilized including type and size of protective structures:

**B. Temporary storage information**

Provide the results for the pollutant screening of sludge lagoons. These results are in addition to pollutant results in Section 7 of Technical Report 1.0.

Nitrate Nitrogen, mg/kg: [REDACTED]

Total Kjeldahl Nitrogen, mg/kg: [REDACTED]

Total Nitrogen (=nitrate nitrogen + TKN), mg/kg: [REDACTED]

Phosphorus, mg/kg: [REDACTED]

Potassium, mg/kg:

pH, standard units:

Ammonia Nitrogen mg/kg:

Arsenic:

Cadmium:

Chromium:

Copper:

Lead:

Mercury:

Molybdenum:

Nickel:

Selenium:

Zinc:

Total PCBs:

Provide the following information:

Volume and frequency of sludge to the lagoon(s):

Total dry tons stored in the lagoons(s) per 365-day period:

Total dry tons stored in the lagoons(s) over the life of the unit:

**C. Liner information**

Does the active/proposed sludge lagoon(s) have a liner with a maximum hydraulic conductivity of  $1 \times 10^{-7}$  cm/sec?

Yes  No

If yes, describe the liner below. Please note that a liner is required.

**D. Site development plan**

Provide a detailed description of the methods used to deposit sludge in the

lagoon(s):

[Redacted area]

Attach the following documents to the application.

- Plan view and cross-section of the sludge lagoon(s)  
**Attachment:** [Redacted]
- Copy of the closure plan  
**Attachment:** [Redacted]
- Copy of deed recordation for the site  
**Attachment:** [Redacted]
- Size of the sludge lagoon(s) in surface acres and capacity in cubic feet and gallons  
**Attachment:** [Redacted]
- Description of the method of controlling infiltration of groundwater and surface water from entering the site  
**Attachment:** [Redacted]
- Procedures to prevent the occurrence of nuisance conditions  
**Attachment:** [Redacted]

**E. Groundwater monitoring**

Is groundwater monitoring currently conducted at this site, or are any wells available for groundwater monitoring, or are groundwater monitoring data otherwise available for the sludge lagoon(s)?

Yes  No

If groundwater monitoring data are available, provide a copy. Provide a profile of soil types encountered down to the groundwater table and the depth to the shallowest groundwater as a separate attachment.

Attachment: [Redacted]

**Section 12. Authorizations/Compliance/Enforcement**

**(Instructions Page 63)**

**A. Additional authorizations**

Does the permittee have additional authorizations for this facility, such as reuse authorization, sludge permit, etc?

Yes  No

If yes, provide the TCEQ authorization number and description of the authorization:

N/A

**B. Permittee enforcement status**

Is the permittee currently under enforcement for this facility?

Yes  No

Is the permittee required to meet an implementation schedule for compliance or enforcement?

Yes  No

If yes to either question, provide a brief summary of the enforcement, the implementation schedule, and the current status:

N/A

**Section 13. RCRA/CERCLA Wastes (Instructions Page 63)**

**A. RCRA hazardous wastes**

Has the facility received in the past three years, does it currently receive, or will it receive RCRA hazardous waste?

Yes  No

**B. Remediation activity wastewater**

Has the facility received in the past three years, does it currently receive, or will it receive CERCLA wastewater, RCRA remediation/corrective action wastewater or other remediation activity wastewater?

Yes  No



**C. Details about wastes received**

**If yes** to either Subsection A or B above, provide detailed information concerning these wastes with the application.

Attachment: N/A

**Section 14. Laboratory Accreditation (Instructions Page 64)**

All laboratory tests performed must meet the requirements of *30 TAC Chapter 25, Environmental Testing Laboratory Accreditation and Certification*, which includes the following general exemptions from National Environmental Laboratory Accreditation Program (NELAP) certification requirements:

- The laboratory is an in-house laboratory and is:
  - periodically inspected by the TCEQ; or
  - located in another state and is accredited or inspected by that state; or
  - performing work for another company with a unit located in the same site; or
  - performing pro bono work for a governmental agency or charitable organization.
- The laboratory is accredited under federal law.
- The data are needed for emergency-response activities, and a laboratory accredited under the Texas Laboratory Accreditation Program is not available.
- The laboratory supplies data for which the TCEQ does not offer accreditation.

The applicant should review *30 TAC Chapter 25* for specific requirements.

The following certification statement shall be signed and submitted with every application. See the *Signature Page* section in the Instructions, for a list of designated representatives who may sign the certification.

**CERTIFICATION:**

I certify that all laboratory tests submitted with this application meet the requirements of *30 TAC Chapter 25, Environmental Testing Laboratory Accreditation and Certification*.

Printed Name: Jeff Farley

Title: Mayor

Signature: 

Date: 6-19-19

# DOMESTIC TECHNICAL REPORT 1.1

The following is required for new and amendment applications

## Section 1. Justification for Permit (Instructions Page 66)

### A. Justification of permit need

Provide a detailed discussion regarding the need for any phase(s) not currently permitted. Failure to provide sufficient justification may result in the Executive Director recommending denial of the proposed phase(s) or permit.

### B. Regionalization of facilities

Provide the following information concerning the potential for regionalization of domestic wastewater treatment facilities:

#### 1. Municipally incorporated areas

If the applicant is a city, then Item 1 is not applicable. Proceed to Item 2 Utility CCN areas.

Is any portion of the proposed service area located in an incorporated city?

Yes  No  Not Applicable

If yes, within the city limits of:

If yes, attach correspondence from the city.

Attachment:

If consent to provide service is available from the city, attach a justification for the proposed facility and a cost analysis of expenditures that includes the cost of connecting to the city versus the cost of the proposed facility or expansion attached.

Attachment:

#### 2. Utility CCN areas

Is any portion of the proposed service area located inside another utility's CCN area?

Yes  No

**If yes**, attach a justification for the proposed facility and a cost analysis of expenditures that includes the cost of connecting to the CCN facilities versus the cost of the proposed facility or expansion.

**Attachment:**

### 3. *Nearby WWTPs or collection systems*

Are there any domestic permitted wastewater treatment facilities or collection systems located within a three-mile radius of the proposed facility?

Yes  No

**If yes**, attach a list of these facilities that includes the permittee's name and permit number, and an area map showing the location of these facilities.

**Attachment:**

**If yes**, attach copies of your certified letters to these facilities **and** their response letters concerning connection with their system.

**Attachment:**

Does a permitted domestic wastewater treatment facility or a collection system located within three (3) miles of the proposed facility currently have the capacity to accept or is willing to expand to accept the volume of wastewater proposed in this application?

Yes  No

**If yes**, attach an analysis of expenditures required to connect to a permitted wastewater treatment facility or collection system located within 3 miles versus the cost of the proposed facility or expansion.

**Attachment:**

## Section 2. Organic Loading (Instructions Page 67)

Is this facility in operation?

Yes  No

**If no**, proceed to Item B, Proposed Organic Loading.

If yes, provide organic loading information in Item A, Current Organic Loading

**A. Current organic loading**

Facility Design Flow (flow being requested in application): [redacted]  
[redacted]

Average Influent Organic Strength or BOD<sub>5</sub> Concentration in mg/l: [redacted]  
[redacted]

Average Influent Loading (lbs/day = total average flow X average BOD<sub>5</sub> conc. X 8.34): [redacted]

Provide the source of the average organic strength or BOD<sub>5</sub> concentration.

**B. Proposed organic loading**

This table must be completed if this application is for a facility that is not in operation or if this application is to request an increased flow that will impact organic loading.

*Table 1.1(1) - Design Organic Loading*

Source	Total Average Flow (MGD)	Influent BOD <sub>5</sub> Concentration (mg/l)
Municipality		
Subdivision		
Trailer park - transient		
Mobile home park		
School with cafeteria and showers		
School with cafeteria,		

Source	Total Average Flow (MGD)	Influent BOD <sub>5</sub> Concentration (mg/l)
no showers		
Recreational park, overnight use		
Recreational park, day use		
Office building or factory		
Motel		
Restaurant		
Hospital		
Nursing home		
Other		
TOTAL FLOW from all sources		
AVERAGE BOD <sub>5</sub> from all sources		

**Section 3. Proposed Effluent Quality and Disinfection (Instructions Page 68)**

**A. Existing/Interim I Phase Design Effluent Quality**

Biochemical Oxygen Demand (5-day), mg/l:

Total Suspended Solids, mg/l:

Ammonia Nitrogen, mg/l:

Total Phosphorus, mg/l:

Dissolved Oxygen, mg/l:

Other: [click here to enter text]

**B. Interim II Phase Design Effluent Quality**

Biochemical Oxygen Demand (5-day), mg/l: [click here to enter text]

Total Suspended Solids, mg/l: [click here to enter text]

Ammonia Nitrogen, mg/l: [click here to enter text]

Total Phosphorus, mg/l: [click here to enter text]

Dissolved Oxygen, mg/l: [click here to enter text]

Other: [click here to enter text]

**C. Final Phase Design Effluent Quality**

Biochemical Oxygen Demand (5-day), mg/l: [click here to enter text]

Total Suspended Solids, mg/l: [click here to enter text]

Ammonia Nitrogen, mg/l: [click here to enter text]

Total Phosphorus, mg/l: [click here to enter text]

Dissolved Oxygen, mg/l: [click here to enter text]

Other: [click here to enter text]

**D. Disinfection Method**

Identify the proposed method of disinfection.

Chlorine: [click here to enter text] mg/l after [click here to enter text] minutes detention time at peak flow

Dechlorination process: [click here to enter text]

Ultraviolet Light: [click here to enter text] seconds contact time at peak flow

Other: [click here to enter text]

**Section 4. Design Calculations (Instructions Page 68)**

Attach design calculations and plant features for each proposed phase. Example 4 of the instructions includes sample design calculations and plant features.

**Attachment:** [click here to enter text]

**Section 5. Facility Site (Instructions Page 68)**

**A. 100-year floodplain**

Will the proposed facilities be located above the 100-year frequency flood level?

Yes  No

If **no**, describe measures used to protect the facility during a flood event. Include a site map showing the location of the treatment plant within the 100-year frequency flood level. If applicable, provide the size and types of protective structures.

[Redacted text area]

Provide the source(s) used to determine 100-year frequency flood plain.

[Redacted text area]

For a new or expansion of a facility, will a wetland or part of a wetland be filled?

Yes  No

If **yes**, has the applicant applied for a US Corps of Engineers 404 Dredge and Fill Permit?

Yes  No

If **yes**, provide the permit number: [Redacted text area]

If **no**, provide the approximate date you anticipate submitting your application to the Corps: [Redacted text area]

**B. Wind rose**

Attach a wind rose. **Attachment:** [Redacted text area]

**Section 6. Permit Authorization for Sewage Sludge Disposal (Instructions Page 69)**

**A. Beneficial use authorization**

Are you requesting to include authorization to land apply sewage sludge for beneficial use on property located adjacent to the wastewater treatment facility under the wastewater permit?



Yes  No

**If yes,** attach the completed Application for Permit for Beneficial Land Use of Sewage Sludge (TCEQ Form No. 10451)

**Attachment:** [REDACTED]

### **B. Sludge processing authorization**

Identify the sludge processing, storage or disposal options that will be conducted at the wastewater treatment facility:

- Sludge Composting
- Marketing and Distribution of sludge
- Sludge Surface Disposal or Sludge Monofill

**If any of the above** sludge options are selected, attach a completed DOMESTIC WASTEWATER PERMIT APPLICATION: SEWAGE SLUDGE TECHNICAL REPORT (TCEQ Form No. 10056).

**Attachment:** [REDACTED]

## **Section 7. Sewage Sludge Solids Management Plan (Instructions Page 69)**

Attach a solids management plan to the application.

**Attachment:** [REDACTED]

The sewage sludge solids management plan must contain the following information:

- Treatment units and processes dimensions and capacities
- Solids generated at 100, 75, 50, and 25 percent of design flow
- Mixed liquor suspended solids operating range at design and projected actual flow
- Quantity of solids to be removed and a schedule for solids removal
- Identification and ownership of the ultimate sludge disposal site
- For facultative lagoons, design life calculations, monitoring well locations and depths, and the ultimate disposal method for the sludge from the facultative lagoon

An example of a sewage sludge solids management plan has been included as Example 5 of the instructions.

# DOMESTIC TECHNICAL REPORT WORKSHEET 2.0

## RECEIVING WATERS

The following is required for all TPDES permit applications

### Section 1. Domestic Drinking Water Supply (Instructions Page 73)

Is there a surface water intake for domestic drinking water supply located within 5 miles downstream from the point or proposed point of discharge?

Yes  No

If yes, provide the following:

Owner of the drinking water supply: N/A

Distance and direction to the intake: N/A

Attach a USGS map that identifies the location of the intake.

Attachment: N/A

### Section 2. Discharge into Tidally Affected Waters (Instructions Page 73)

Does the facility discharge into tidally affected waters?

Yes  No

If yes, complete the remainder of this section. If no, proceed to Section 3.

#### A. Receiving water outfall

Width of the receiving water at the outfall, in feet:

#### B. Oyster waters

Are there oyster waters in the vicinity of the discharge?

Yes  No

If yes, provide the distance and direction from outfall(s).

**C. Sea grasses**

Are there any sea grasses within the vicinity of the point of discharge?

Yes  No

If yes, provide the distance and direction from the outfall(s).

**Section 3. Classified Segments (Instructions Page 73)**

Is the discharge directly into (or within 300 feet of) a classified segment?

Yes  No

If yes, this Worksheet is complete.

If no, complete Sections 4 and 5 of this Worksheet.

**Section 4. Description of Immediate Receiving Waters (Instructions Page 75)**

Name of the immediate receiving waters: Unnamed tributary to San Bernard River

**A. Receiving water type**

Identify the appropriate description of the receiving waters.

- Stream
- Freshwater Swamp or Marsh
- Lake or Pond

Surface area, in acres:

Average depth of the entire water body, in feet:

Average depth of water body within a 500-foot radius of discharge point, in feet:

- Man-made Channel or Ditch

- Open Bay
- Tidal Stream, Bayou, or Marsh
- Other, specify:

**B. Flow characteristics**

If a stream, man-made channel or ditch was checked above, provide the following. For existing discharges, check one of the following that best characterizes the area *upstream* of the discharge. For new discharges, characterize the area *downstream* of the discharge (check one).

- Intermittent - dry for at least one week during most years
- Intermittent with Perennial Pools - enduring pools with sufficient habitat to maintain significant aquatic life uses
- Perennial - normally flowing

Check the method used to characterize the area upstream (or downstream for new dischargers).

- USGS flow records
- Historical observation by adjacent landowners
- Personal observation
- Other, specify:

**C. Downstream perennial confluences**

List the names of all perennial streams that join the receiving water within three miles downstream of the discharge point.

<u>San Bernard River</u>

**D. Downstream characteristics**

Do the receiving water characteristics change within three miles downstream of the discharge (e.g., natural or man-made dams, ponds, reservoirs, etc.)?

- Yes  No

If yes, discuss how.

The man-made drainage ditch flows into the San Bernard River approximately 1,300' from the discharge point.

**E. Normal dry weather characteristics**

Provide general observations of the water body during normal dry weather conditions.

Water slightly cloudy; heavy vegetation growing along the stream

Date and time of observation: [REDACTED]

Was the water body influenced by stormwater runoff during observations?

Yes  No

**Section 5. General Characteristics of the Waterbody (Instructions Page 74)**

**A. Upstream influences**

Is the immediate receiving water upstream of the discharge or proposed discharge site influenced by any of the following? Check all that apply.

- Oil field activities
- Upstream discharges
- Septic tanks
- Urban runoff
- Agricultural runoff
- Other(s), specify [REDACTED]

**B. Waterbody uses**

Observed or evidences of the following uses. Check all that apply.

- Livestock watering
- Irrigation withdrawal
- Fishing
- Contact recreation
- Non-contact recreation
- Navigation

- Domestic water supply       Industrial water supply
- Park activities       Other(s), specify The water body is used as  
a drainage ditch to the San Bernard River.

### C. Waterbody aesthetics

Check one of the following that best describes the aesthetics of the receiving water and the surrounding area.

- Wilderness: outstanding natural beauty; usually wooded or unpastured area; water clarity exceptional
- Natural Area: trees and/or native vegetation; some development evident (from fields, pastures, dwellings); water clarity discolored
- Common Setting: not offensive; developed but uncluttered; water may be colored or turbid
- Offensive: stream does not enhance aesthetics; cluttered; highly developed; dumping areas; water discolored

# DOMESTIC WORKSHEET 2.1

## STREAM PHYSICAL CHARACTERISTICS

**Required for new applications, major facilities, and applications adding an outfall**

Worksheet 2.1 is not required for discharges to intermittent streams or discharges directly to (or within 300 feet of) a classified segment.

### Section 1. General Information (Instructions Page 75)

Date of study:  Time of study:

Stream name:

Location:

Type of stream upstream of existing discharge or downstream of proposed discharge (check one).

- Perennial
- Intermittent with perennial pools

### Section 2. Data Collection (Instructions Page 75)

Number of stream bends that are well defined:

Number of stream bends that are moderately defined:

Number of stream bends that are poorly defined:

Number of riffles:

Evidence of flow fluctuations (check one):

- Minor
- moderate
- severe

Indicate the observed stream uses and if there is evidence of flow fluctuations or channel obstruction/modification.

### Stream transects

In the table below, provide the following information for each transect downstream of the existing or proposed discharges. Use a separate row for each transect.

**Table 2.1(1) - Stream Transect Records**

<b>Stream type at transect</b> Select riffle, run, glide, or pool. See Instructions, Definitions section.	<b>Transect location</b>	<b>Water surface width (ft)</b>	<b>Stream depths (ft)</b> at 4 to 10 points along each transect from the channel bed to the water surface. Separate the measurements with commas.
Choose an item.			
Choose an item.			
Choose an item.			
Choose an item.			
Choose an item.			
Choose an item.			
Choose an item.			
Choose an item.			
Choose an item.			
Choose an item.			

**Section 3. Summarize Measurements (Instructions Page 76)**

Streambed slope of entire reach, from USGS map in feet/feet:



[Redacted]

Approximate drainage area above the most downstream transect (from USGS map or county highway map, in square miles): [Redacted]

Length of stream evaluated, in feet: [Redacted]

Number of lateral transects made: [Redacted]

Average stream width, in feet: [Redacted]

Average stream depth, in feet: [Redacted]

Average stream velocity, in feet/second: [Redacted]

Instantaneous stream flow, in cubic feet/second: [Redacted]

Indicate flow measurement method (type of meter, floating chip timed over a fixed distance, etc.): [Redacted]

Size of pools (large, small, moderate, none): [Redacted]

Maximum pool depth, in feet: [Redacted]

## DOMESTIC WORKSHEET 3.0

### LAND DISPOSAL OF EFFLUENT

**The following is required for all permit applications  
Renewal, New, and Amendments**

#### Section 1. Type of Disposal System (Instructions Page 77)

Identify the method of land disposal:

- |  |  |
|--|--|
| <input type="checkbox"/> Surface application         | <input type="checkbox"/> Subsurface application                |
| <input type="checkbox"/> Irrigation                  | <input type="checkbox"/> Subsurface soils absorption           |
| <input type="checkbox"/> Drip irrigation system      | <input type="checkbox"/> Subsurface area drip dispersal system |
| <input type="checkbox"/> Evaporation                 |  |
| <input type="checkbox"/> Evapotranspiration beds     |  |
| <input type="checkbox"/> Other (describe in detail): |  |

**NOTE: All applicants without authorization or proposing new/amended subsurface disposal MUST complete and submit Worksheet 7.0.**

For existing authorizations, provide Registration Number:

#### Section 2. Land Application Site(s) (Instructions Page 77)

In table 3.0(1), provide the requested information for the land application sites. Include the agricultural or cover crop type (wheat, cotton, alfalfa, bermuda grass, native grasses, etc.), land use (golf course, hayland, pastureland, park, row crop, etc.), irrigation area, amount of effluent applied, and whether or not the public has access to the area. Specify the amount of land area and the amount of effluent that will be allotted to each agricultural or cover crop, if more than one crop will be used.

*Table 3.0(1) - Land Application Site Crops*

Crop Type & Land Use	Irrigation Area (acres)	Effluent Application (GPD)	Public Access? Y/N

Crop Type & Land Use	Irrigation Area (acres)	Effluent Application (GPD)	Public Access? Y/N

**Section 3. Storage and Evaporation Lagoons/Ponds (Instructions Page 77)**

*Table 3.0(2) - Storage and Evaporation Ponds*

Pond Number	Surface Area (acres)	Storage Volume (acre-feet)	Dimensions	Liner Type

Attach a copy of a liner certification that was prepared, signed, and sealed by a Texas licensed professional engineer for each pond.

**Attachment:** [Redacted]

**Section 4. Flood and Runoff Protection (Instructions Page 77)**

Is the land application site within the 100-year frequency flood level?

Yes  No

If yes, describe how the site will be protected from inundation.

Provide the source used to determine the 100-year frequency flood level:

Provide a description of tailwater controls and rainfall run-on controls used for the land application site.

### Section 5. Annual Cropping Plan (Instructions Page 77)

Attach an Annual Cropping Plan which includes a discussion of each of the following items. If not applicable, provide a detailed explanation indicating why.

**Attachment:**

- Soils map with crops
- Cool and warm season plant species
- Crop yield goals
- Crop growing season
- Crop nutrient requirements
- Additional fertilizer requirements
- Minimum/maximum harvest height (for grass crops)
- Supplemental watering requirements
- Crop salt tolerances
- Harvesting method/number of harvests
- Justification for not removing existing vegetation to be irrigated

### Section 6. Well and Map Information (Instructions Page 78)

Attach a USGS map with the following information shown and labeled. If not applicable, provide a detailed explanation (on a separate page) indicating why.

**Attachment:**

- The boundaries of the land application site(s)
- Waste disposal or treatment facility site(s)

- On-site buildings
- Buffer zones
- Effluent storage and tailwater control facilities
- All water wells within 1 mile of the disposal site or property boundaries
- All springs and seeps onsite and within 500 feet of the property boundaries
- All surface waters in the state onsite and within 500 feet of the property boundaries
- All faults and sinkholes onsite and within 500 feet of the property

List and cross reference all water wells shown on the USGS map in the following table. Attach additional pages as necessary to include all of the wells.

**Table 3.0(3) - Water Well Data**

Well ID	Well Use	Producing? Y/N	Open, cased, capped, or plugged?	Proposed Best Management Practice
			Choose an item.	
			Choose an item.	
			Choose an item.	
			Choose an item.	
			Choose an item.	

If water quality data or well log information is available please include the information in an attachment listed by Well ID.

**Attachment:** [REDACTED]

**Section 7. Groundwater Quality (Instructions Page 79)**

Attach a Groundwater Quality Technical Report which assesses the impact of the wastewater disposal system on groundwater. This report shall include an evaluation of the water wells (including the information in the well table provided in Item 6. above), the wastewater application rate, and pond liners.

Indicate by a check mark that this report is provided.

Attachment: [Redacted]

Are groundwater monitoring wells available onsite? Yes  No

Do you plan to install ground water monitoring wells or lysimeters around the land application site? Yes  No

If yes, then provide the proposed location of the monitoring wells or lysimeters on a site map.

Attachment: [Redacted]

**Section 8. Soil Map and Soil Analyses (Instructions Page 79)**

**A. Soil map**

Attach a USDA Soil Survey map that shows the area to be used for effluent disposal.

Attachment: [Redacted]

**B. Soil analyses**

Attach the laboratory results sheets from the soil analyses. **Note:** for renewal applications, the current annual soil analyses required by the permit are acceptable as long as the test date is less than one year prior to the submission of the application.

Attachment: [Redacted]

List all USDA designated soil series on the proposed land application site. Attach additional pages as necessary.

*Table 3.0(4) - Soil Data*

Soil Series	Depth from Surface	Permeability	Available Water Capacity	Curve Number

Soil Series	Depth from Surface	Permeability	Available Water Capacity	Curve Number

**Section 9. Effluent Monitoring Data (Instructions Page 80)**

Is the facility in operation?

Yes  No

If **no**, this section is not applicable and the worksheet is complete.

If **yes**, provide the effluent monitoring data for the parameters regulated in the existing permit. If a parameter is not regulated in the existing permit, enter N/A.

*Table 3.0(5) - Effluent Monitoring Data*

Date	30 Day Avg Flow MGD	BOD <sub>5</sub> mg/l	TSS mg/l	pH	Chlorine Residual mg/l	Acres irrigated

<b>Date</b>	<b>30 Day Avg Flow MGD</b>	<b>BOD<sub>5</sub> mg/l</b>	<b>TSS mg/l</b>	<b>pH</b>	<b>Chlorine Residual mg/l</b>	<b>Acres irrigated</b>

Provide a discussion of all persistent excursions above the permitted limits and any corrective actions taken.

--



# DOMESTIC WORKSHEET 3.1

## SURFACE LAND DISPOSAL OF EFFLUENT

The following is required for new and major amendment applications.

Renewal and minor amendments applicants may be asked for the worksheet on a case by case basis.

### Section 1. Surface Disposal (Instructions Page 81)

Complete the item that applies for the method of disposal being used.

#### A. Irrigation

Area under irrigation, in acres:

Design application frequency:

hours/day  And days/week

Land grade (slope):

average percent (%):

maximum percent (%):

Design application rate in acre-feet/acre/year:

Design total nitrogen loading rate, in lbs N/acre/year:

Soil conductivity (mmhos/cm):

Method of application:

Attach a separate engineering report with the water balance and storage volume calculations, method of application, irrigation efficiency, and nitrogen balance.

Attachment:

#### B. Evaporation ponds

Daily average effluent flow into ponds, in gallons per day:

Attach a separate engineering report with the water balance and storage volume calculations.

Attachment:

**C. Evapotranspiration beds**

Number of beds:

Area of bed(s), in acres:

Depth of bed(s), in feet:

Void ratio of soil in the beds:

Storage volume within the beds, in acre-feet:

Attach a separate engineering report with the water balance and storage volume calculations, and a description of the lining.

Attachment:

**D. Overland flow**

Area used for application, in acres:

Slopes for application area, percent (%):

Design application rate, in gpm/foot of slope width:

Slope length, in feet:

Design BOD<sub>5</sub> loading rate, in lbs BOD<sub>5</sub>/acre/day:

Design application frequency:

hours/day:  **And** days/week:

Attach a separate engineering report with the method of application and design requirements according to *30 TAC Chapter 217*.

Attachment:

**Section 2. Edwards Aquifer (Instructions Page 82)**

Is the facility subject to *30 TAC Chapter 213*, Edwards Aquifer Rules?

Yes  No

**If yes, attach a report concerning the recharge zone.**

Attachment: [click here to enter text](#)

## DOMESTIC WORKSHEET 3.2

### SUBSURFACE LAND DISPOSAL OF EFFLUENT

The following is required for new and major amendment applications. Renewal and minor amendments may require the worksheet on a case by case basis.

**NOTE: All applicants proposing new/amended subsurface disposal MUST complete and submit Worksheet 7.0. This worksheet applies to any subsurface disposal system that does not meet the definition of a subsurface area drip dispersal system as defined in 30 TAC Chapter 222, Subsurface Area Drip Dispersal System.**

#### Section 1. Subsurface Application (Instructions Page 83)

Identify the type of system:

- Conventional Gravity Drainfield, Beds, or Trenches (new systems must be less than 5,000 GPD)
- Low Pressure Dosing
- Other, specify:

Application area, in acres:

Area of drainfield, in square feet:

Application rate, in gal/square foot/day:

Depth to groundwater, in feet:

Area of trench, in square feet:

Dosing duration per area, in hours:

Number of beds:

Dosing amount per area, in inches/day:

Infiltration rate, in inches/hour:

Storage volume, in gallons:

Area of bed(s), in square feet:

Soil Classification:

Attach a separate engineering report with the information required in 30 TAC § 309.20, excluding the requirements of § 309.20 b(3)(A) and (B) design analysis which may be asked for on a case by case basis. Include a description of the schedule of dosing basin rotation.

Attachment:

## Section 2. Edwards Aquifer (Instructions Page 83)

Is the subsurface system located on the Edwards Aquifer Recharge Zone as mapped by the TCEQ?

Yes  No

Is the subsurface system located on the Edwards Aquifer Transition Zone as mapped by the TCEQ?

Yes  No

**If yes to either question**, the subsurface system may be prohibited by 30 TAC §213.8. Please call the Municipal Permits Team, at 512-239-4671, to schedule a pre-application meeting.

### DOMESTIC WORKSHEET 3.3

#### SUBSURFACE AREA DRIP DISPERSAL SYSTEM (SADDS) LAND DISPOSAL OF EFFLUENT

The following is required for new and major amendment subsurface area drip dispersal system applications. Renewal and minor amendments may require the worksheet on a case by case basis.

**NOTE: All applicants proposing new or amended subsurface disposal MUST complete and submit Worksheet 7.0. This worksheet applies to any subsurface disposal system that meets the definition of a subsurface area drip dispersal system as defined in 30 TAC Chapter 222, Subsurface Area Drip Dispersal System.**

#### Section 1. Administrative Information (Instructions Page 84)

- A. Provide the legal name of all corporations or other business entities managed, owned, or otherwise closely related to the owner of the treatment facility.

[Redacted]

- B. Is the owner of the land where the treatment facility is located the same as the owner of the treatment facility?

Yes  No

If **no**, provide the legal name of all corporations or other business entities managed, owned, or otherwise closely related to the owner of the land where the treatment facility is located.

[Redacted]

- C. Owner of the subsurface area drip dispersal system:

[Redacted]

- D. Is the owner of the subsurface area drip dispersal system the same as the owner of the wastewater treatment facility or the site where the wastewater treatment facility is located?

Yes  No

If **no**, identify the names of all corporations or other business entities managed, owned, or otherwise closely related to the entity identified in Item 1.C.

[Redacted]

E. Owner of the land where the subsurface area drip dispersal system is located:

[Redacted]

F. Is the owner of the land where the subsurface area drip dispersal system is located the same as owner of the wastewater treatment facility, the site where the wastewater treatment facility is located, or the owner of the subsurface area drip dispersal system?

Yes  No

If **no**, identify the name of all corporations or other business entities managed, owned, or otherwise closely related to the entity identified in item 1.E.

[Redacted]

**Section 2. Subsurface Area Drip Dispersal System (Instructions Page 84)**

**A. Type of system**

- Subsurface Drip Irrigation
- Surface Drip Irrigation
- Other, specify: [Redacted]

**B. Irrigation operations**

Application area, in acres: [Redacted]

Infiltration Rate, in inches/hour: [Redacted]

Average slope of the application area, percent (%): [Redacted]

Maximum slope of the application area, percent (%): [Redacted]

Storage volume, in gallons: [Redacted]

Major soil series: [Redacted]

Depth to groundwater, in feet: [Redacted]

**C. Application rate**

Is the facility located **west** of the boundary shown in *30 TAC § 222.83* **and** also using a vegetative cover of non-native grasses over seeded with cool

season grasses during the winter months (October-March)?

Yes  No

If yes, then the facility may propose a hydraulic application rate not to exceed 0.1 gal/square foot/day.

Is the facility located east of the boundary shown in 30 TAC § 222.83 or in any part of the state when the vegetative cover is any crop other than non-native grasses?

Yes  No

If yes, the facility must use the formula in 30 TAC §222.83 to calculate the maximum hydraulic application rate.

Do you plan to submit an alternative method to calculate the hydraulic application rate for approval by the executive director?

Yes  No

Hydraulic application rate, in gal/square foot/day:

Nitrogen application rate, in lbs/gal/day:

**D. Dosing information**

Number of doses per day:

Dosing duration per area, in hours:

Rest period between doses, in hours:

Dosing amount per area, in inches/day:

Number of zones:

Does the proposed subsurface drip irrigation system use tree vegetative cover as a crop?

Yes  No

If yes, provide a vegetation survey by a certified arborist. Please call the Water Quality Assessment Team at (512) 239-4671 to schedule a pre-application meeting.

Attachment:



### Section 3. Required Plans (Instructions Page 84)

#### A. Recharge feature plan

Attach a Recharge Feature Plan with all information required in *30 TAC §222.79*.

Attachment:

#### B. Soil evaluation

Attach a Soil Evaluation with all information required in *30 TAC §222.73*.

Attachment:

#### C. Site preparation plan

Attach a Site Preparation Plan with all information required in *30 TAC §222.75*.

Attachment:

#### D. Soil sampling/testing

Attach soil sampling and testing that includes all information required in *30 TAC §222.157*.

Attachment:

### Section 4. Floodway Designation (Instructions Page 85)

#### A. Site location

Is the existing/proposed land application site within a designated floodway?

Yes  No

#### B. Flood map

Attach either the FEMA flood map or alternate information used to determine the floodway.

Attachment:

### Section 5. Surface Waters in the State (Instructions Page 85)

#### A. Buffer Map

Attach a map showing appropriate buffers on surface waters in the state, water wells, and springs/seeps.

Attachment: [click here to enter text](#)

**B. Buffer variance request**

Do you plan to request a buffer variance from water wells or waters in the state?

Yes  No

**If yes**, then attach the additional information required in *30 TAC § 222.81(c)*.

Attachment: [click here to enter text](#)

**Section 6. Edwards Aquifer (Instructions Page 85)**

**A.** Is the SADDs located on the Edwards Aquifer Recharge Zone as mapped by the TCEQ?

Yes  No

**B.** Is the SADDs located on the Edwards Aquifer Transition Zone as mapped by the TCEQ?

Yes  No

**If yes to either question**, then the SADDs may be prohibited by *30 TAC §213.8*. Please call the Municipal Permits Team at 512-239-4671 to schedule a pre-application meeting.

## DOMESTIC WORKSHEET 4.0

### POLLUTANT ANALYSES REQUIREMENTS\*

The following is required for facilities with a permitted or proposed flow of 1.0 MGD or greater, facilities with an approved pretreatment program, or facilities classified as a major facility. See instructions for further details.

This worksheet is not required for minor amendments without renewal

### Section 1. Toxic Pollutants (Instructions Page 87)

For pollutants identified in Table 4.0(1), indicate the type of sample.

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Date and time sample(s) collected:

*Table 4.0(1) - Toxics Analysis*

Pollutant	AVG Effluent Conc. (µg/l)	MAX Effluent Conc. (µg/l)	Number of Samples	MAL (µg/l)
Acrylonitrile				50
Aldrin				0.01
Aluminum				2.5
Anthracene				10
Antimony				5
Arsenic				0.5
Barium				3
Benzene				10
Benzidine				50
Benzo(a)anthracene				5

<b>Pollutant</b>	<b>AVG Effluent Conc. (µg/l)</b>	<b>MAX Effluent Conc. (µg/l)</b>	<b>Number of Samples</b>	<b>MAL (µg/l)</b>
Benzo(a)pyrene				5
Bis(2-chloroethyl)ether				10
Bis(2-ethylhexyl)phthalate				10
Bromodichloromethane				10
Bromoform				10
Cadmium				1
Carbon Tetrachloride				2
Carbaryl				5
Chlordane*				0.2
Chlorobenzene				10
Chlorodibromomethane				10
Chloroform				10
Chlorpyrifos				0.05
Chromium (Total)				3
Chromium (Tri) (*1)				N/A
Chromium (Hex)				3
Copper				2
Chrysene				5
p-Chloro-m-Cresol				10
4,6-Dinitro-o-Cresol				50
p-Cresol				10

<b>Pollutant</b>	<b>AVG Effluent Conc. (µg/l)</b>	<b>MAX Effluent Conc. (µg/l)</b>	<b>Number of Samples</b>	<b>MAL (µg/l)</b>
Cyanide (*2)				10
4,4'- DDD				0.1
4,4'- DDE				0.1
4,4'- DDT				0.02
2,4-D				0.7
Demeton (O and S)				0.20
Diazinon				0.5/0.1
1,2-Dibromoethane				10
m-Dichlorobenzene				10
o-Dichlorobenzene				10
p-Dichlorobenzene				10
3,3'-Dichlorobenzidine				5
1,2-Dichloroethane				10
1,1-Dichloroethylene				10
Dichloromethane				20
1,2-Dichloropropane				10
1,3-Dichloropropene				10
Dicofol				1
Dieldrin				0.02
2,4-Dimethylphenol				10
Di-n-Butyl Phthalate				10

<b>Pollutant</b>	<b>AVG Effluent Conc. (µg/l)</b>	<b>MAX Effluent Conc. (µg/l)</b>	<b>Number of Samples</b>	<b>MAL (µg/l)</b>
Diuron				0.09
Endosulfan I (alpha)				0.01
Endosulfan II (beta)				0.02
Endosulfan Sulfate				0.1
Endrin				0.02
Ethylbenzene				10
Fluoride				500
Guthion				0.1
Heptachlor				0.01
Heptachlor Epoxide				0.01
Hexachlorobenzene				5
Hexachlorobutadiene				10
Hexachlorocyclohexane (alpha)				0.05
Hexachlorocyclohexane (beta)				0.05
gamma-Hexachlorocyclohexane (Lindane)				0.05
Hexachlorocyclopentadiene				10
Hexachloroethane				20
Hexachlorophene				10
Lead				0.5
Malathion				0.1

<b>Pollutant</b>	<b>AVG Effluent Conc. (µg/l)</b>	<b>MAX Effluent Conc. (µg/l)</b>	<b>Number of Samples</b>	<b>MAL (µg/l)</b>
Mercury				0.005
Methoxychlor				2
Methyl Ethyl Ketone				50
Mirex				0.02
Nickel				2
Nitrate-Nitrogen				100
Nitrobenzene				10
N-Nitrosodiethylamine				20
N-Nitroso-di-n-Butylamine				20
Nonylphenol				333
Parathion (ethyl)				0.1
Pentachlorobenzene				20
Pentachlorophenol				5
Phenanthrene				10
Polychlorinated Biphenyls (PCB's) (*3)				0.2
Pyridine				20
Selenium				5
Silver				0.5
1,2,4,5-Tetrachlorobenzene				20
1,1,2,2-Tetrachloroethane				10

Pollutant	AVG Effluent Conc. (µg/l)	MAX Effluent Conc. (µg/l)	Number of Samples	MAL (µg/l)
Tetrachloroethylene				10
Thallium				0.5
Toluene				10
Toxaphene				0.3
2,4,5-TP (Silvex)				0.3
Tributyltin (see instructions for explanation)				0.01
1,1,1-Trichloroethane				10
1,1,2-Trichloroethane				10
Trichloroethylene				10
2,4,5-Trichlorophenol				50
TTHM (Total Trihalomethanes)				10
Vinyl Chloride				10
Zinc				5

(\*1) Determined by subtracting hexavalent Cr from total Cr.

(\*2) Cyanide, amenable to chlorination or weak-acid dissociable.

(\*3) The sum of seven PCB congeners 1242, 1254, 1221, 1232, 1248, 1260, and 1016.



## Section 2. Priority Pollutants

For pollutants identified in Tables 4.0(2)A-E, indicate type of sample.

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Date and time sample(s) collected:

**Table 4.0(2)A - Metals, Cyanide, Phenols**

Pollutant	AVG Effluent Conc. (µg/l)	MAX Effluent Conc. (µg/l)	Number of Samples	MAL (µg/l)
Antimony				5
Arsenic				0.5
Beryllium				0.5
Cadmium				1
Chromium (Total)				3
Chromium (Hex)				3
Chromium (Tri) (*1)				N/A
Copper				2
Lead				0.5
Mercury				0.005
Nickel				2
Selenium				5
Silver				0.5
Thallium				0.5
Zinc				5
Cyanide (*2)				10
Phenols, Total				10

(\*1) Determined by subtracting hexavalent Cr from total Cr.

(\*2) Cyanide, amenable to chlorination or weak-acid dissociable

**Table 4.0(2)B - Volatile Compounds**

<b>Pollutant</b>	<b>AVG Effluent Conc. (µg/l)</b>	<b>MAX Effluent Conc. (µg/l)</b>	<b>Number of Samples</b>	<b>MAL (µg/l)</b>
Acrolein				50
Acrylonitrile				50
Benzene				10
Bromoform				10
Carbon Tetrachloride				2
Chlorobenzene				10
Chlorodibromomethane				10
Chloroethane				50
2-Chloroethylvinyl Ether				10
Chloroform				10
Dichlorobromomethane [Bromodichloromethane]				10
1,1-Dichloroethane				10
1,2-Dichloroethane				10
1,1-Dichloroethylene				10
1,2-Dichloropropane				10
1,3-Dichloropropylene [1,3-Dichloropropene]				10
1,2-Trans-Dichloroethylene				10
Ethylbenzene				10
Methyl Bromide				50
Methyl Chloride				50
Methylene Chloride				20
1,1,2,2-Tetrachloroethane				10
Tetrachloroethylene				10

<b>Pollutant</b>	<b>AVG Effluent Conc. (µg/l)</b>	<b>MAX Effluent Conc. (µg/l)</b>	<b>Number of Samples</b>	<b>MAL (µg/l)</b>
Toluene				10
1,1,1-Trichloroethane				10
1,1,2-Trichloroethane				10
Trichloroethylene				10
Vinyl Chloride				10

**Table 4.0(2)C - Acid Compounds**

<b>Pollutant</b>	<b>AVG Effluent Conc. (µg/l)</b>	<b>MAX Effluent Conc. (µg/l)</b>	<b>Number of Samples</b>	<b>MAL (µg/l)</b>
2-Chlorophenol				10
2,4-Dichlorophenol				10
2,4-Dimethylphenol				10
4,6-Dinitro-o-Cresol				50
2,4-Dinitrophenol				50
2-Nitrophenol				20
4-Nitrophenol				50
P-Chloro-m-Cresol				10
Pentalchlorophenol				5
Phenol				10
2,4,6-Trichlorophenol				10

Table 4.0(2)D - Base/Neutral Compounds

Pollutant	AVG Effluent Conc. (µg/l)	MAX Effluent Conc. (µg/l)	Number of Samples	MAL (µg/l)
Acenaphthene				10
Acenaphthylene				10
Anthracene				10
Benzidine				50
Benzo(a)Anthracene				5
Benzo(a)Pyrene				5
3,4-Benzofluoranthene				10
Benzo(ghi)Perylene				20
Benzo(k)Fluoranthene				5
Bis(2-Chloroethoxy)Methane				10
Bis(2-Chloroethyl)Ether				10
Bis(2-Chloroisopropyl)Ether				10
Bis(2-Ethylhexyl)Phthalate				10
4-Bromophenyl Phenyl Ether				10
Butyl benzyl Phthalate				10
2-Chloronaphthalene				10
4-Chlorophenyl phenyl ether				10
Chrysene				5
Dibenzo(a,h)Anthracene				5
1,2-(o)Dichlorobenzene				10
1,3-(m)Dichlorobenzene				10
1,4-(p)Dichlorobenzene				10
3,3-Dichlorobenzidine				5
Diethyl Phthalate				10
Dimethyl Phthalate				10

<b>Pollutant</b>	<b>AVG Effluent Conc. (µg/l)</b>	<b>MAX Effluent Conc. (µg/l)</b>	<b>Number of Samples</b>	<b>MAL (µg/l)</b>
Di-n-Butyl Phthalate				10
2,4-Dinitrotoluene				10
2,6-Dinitrotoluene				10
Di-n-Octyl Phthalate				10
1,2-Diphenylhydrazine (as Azo- benzene)				20
Fluoranthene				10
Fluorene				10
Hexachlorobenzene				5
Hexachlorobutadiene				10
Hexachlorocyclo-pentadiene				10
Hexachloroethane				20
Indeno(1,2,3-cd)pyrene				5
Isophorone				10
Naphthalene				10
Nitrobenzene				10
N-Nitrosodimethylamine				50
N-Nitrosodi-n-Propylamine				20
N-Nitrosodiphenylamine				20
Phenanthrene				10
Pyrene				10
1,2,4-Trichlorobenzene				10

**Table 4.0(2)E - Pesticides**

<b>Pollutant</b>	<b>AVG Effluent Conc. (µg/l)</b>	<b>MAX Effluent Conc. (µg/l)</b>	<b>Number of Samples</b>	<b>MAL (µg/l)</b>
Aldrin				0.01
alpha-BHC (Hexachlorocyclohexane)				0.05
beta-BHC (Hexachlorocyclohexane)				0.05
gamma-BHC (Hexachlorocyclohexane)				0.05
delta-BHC (Hexachlorocyclohexane)				0.05
Chlordane				0.2
4,4-DDT				0.02
4,4-DDE				0.1
4,4,-DDD				0.1
Dieldrin				0.02
Endosulfan I (alpha)				0.01
Endosulfan II (beta)				0.02
Endosulfan Sulfate				0.1
Endrin				0.02
Endrin Aldehyde				0.1
Heptachlor				0.01
Heptachlor Epoxide				0.01
PCB-1242				0.2
PCB-1254				0.2
PCB-1221				0.2
PCB-1232				0.2

Pollutant	AVG Effluent Conc. (µg/l)	MAX Effluent Conc. (µg/l)	Number of Samples	MAL (µg/l)
PCB-1248				0.2
PCB-1260				0.2
PCB-1016				0.2
Toxaphene				0.3

\* For PCBs, if all are non-detects, enter the highest non-detect preceded by a "<".

### Section 3. Dioxin/Furan Compounds

A. Indicate which of the following compounds from may be present in the influent from a contributing industrial user or significant industrial user. Check all that apply.

- 2,4,5-trichlorophenoxy acetic acid  
Common Name 2,4,5-T, CASRN 93-76-5
- 2-(2,4,5-trichlorophenoxy) propanoic acid  
Common Name Silvex or 2,4,5-TP, CASRN 93-72-1
- 2-(2,4,5-trichlorophenoxy) ethyl 2,2-dichloropropionate  
Common Name Erbon, CASRN 136-25-4
- 0,0-dimethyl 0-(2,4,5-trichlorophenyl) phosphorothioate  
Common Name Ronnel, CASRN 299-84-3
- 2,4,5-trichlorophenol  
Common Name TCP, CASRN 95-95-4
- hexachlorophene  
Common Name HCP, CASRN 70-30-4

For each compound identified, provide a brief description of the conditions of its/their presence at the facility.

B. Do you know or have any reason to believe that 2,3,7,8 Tetrachlorodibenzo-P-Dioxin (TCDD) or any congeners of TCDD may be present in your effluent?

Yes  No

If **yes**, provide a brief description of the conditions for its presence.

If any of the compounds in Subsection A **or** B are present, complete Table 4.0(2)F.

For pollutants identified in Table 4.0(2)F, indicate the type of sample.

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Date and time sample(s) collected:

**TABLE 4.0(2)F - DIOXIN/FURAN COMPOUNDS**

Compound	Toxic Equivalency Factors	Wastewater Concentration (ppq)	Wastewater Equivalents (ppq)	Sludge Concentration (ppt)	Sludge Equivalents (ppt)	MAL (ppq)
2,3,7,8 TCDD	1					10
1,2,3,7,8	0.5					50
2,3,7,8 HxCDDs	0.1					50
1,2,3,4,6,7,8 HpCDD	0.01					50
2,3,7,8 TCDF	0.1					10
1,2,3,7,8 PeCDF	0.05					50
2,3,4,7,8 PeCDF	0.5					50
2,3,7,8 HxCDFs	0.1					50
2,3,4,7,8	0.01					50
OCDD	0.0003					100
OCDF	0.0003					100
PCB 77	0.0001					0.5
PCB 81	0.0003					0.5



<b>Compound</b>	<b>Toxic Equivalency Factors</b>	<b>Wastewater Concentration (ppq)</b>	<b>Wastewater Equivalents (ppq)</b>	<b>Sludge Concentration (ppt)</b>	<b>Sludge Equivalents (ppt)</b>	<b>MAL (ppq)</b>
PCB 126	0.1					0.5
PCB 169	0.03					0.5
Total						

## DOMESTIC WORKSHEET 5.0

### TOXICITY TESTING REQUIREMENTS

The following is required for facilities with a currently-operating design flow greater than or equal to 1.0 MGD, with an EPA-approved pretreatment program (or those that are required to have one under 40 CFR Part 403), or are required by the TCEQ to perform Whole Effluent Toxicity testing. This worksheet is not required for minor amendments without renewal.

#### Section 1. Required Tests (Instructions Page 97)

Indicate the number of 7-day chronic or 48-hour acute Whole Effluent Toxicity (WET) tests performed in the four and one-half years prior to submission of the application.

7-day Chronic:

48-hour Acute:

#### Section 2. Toxicity Reduction Evaluations (TREs)

Has this facility completed a TRE in the past four and a half years? Or is the facility currently performing a TRE?

Yes       No

If yes, describe the progress to date, if applicable, in identifying and confirming the toxicant.

### Section 3. Summary of WET Tests

If the required biomonitoring test information has not been previously submitted via both the Discharge Monitoring Reports (DMRs) and the Table 1 (as found in the permit), provide a summary of the testing results for all valid and invalid tests performed over the past four and one-half years. Make additional copies of this table as needed.

*Table 5.0(1) - Summary of WET Tests*

Test Date	Test Species	NOEC Survival	NOEC Sub-lethal

# DOMESTIC WORKSHEET 6.0

## INDUSTRIAL WASTE CONTRIBUTION

The following is required for all publicly owned treatment works (POTWs)

### Section 1. All POTWs (Instructions Page 99)

#### A. Industrial users

Provide the number of each of the following types of industrial users (IUs) that discharge to your POTW and the daily flows from each user. See the Instructions for definitions of Categorical IUs, Significant IUs - non-categorical, and Other IUs.

**If there are no users, enter 0 (zero).**

Categorical IUs:

Number of IUs: 0

Average Daily Flows, in MGD: 0

Significant IUs - non-categorical:

Number of IUs: 0

Average Daily Flows, in MGD: 0

Other IUs:

Number of IUs: 0

Average Daily Flows, in MGD: 0

#### B. Treatment plant interference

In the past three years, has your POTW experienced treatment plant interference (see instructions)?

Yes  No

**If yes**, identify the dates, duration, description of interference, and probable cause(s) and possible source(s) of each interference event. Include the names of the IUs that may have caused the interference.

N/A

### C. Treatment plant pass through

In the past three years, has your POTW experienced pass through (see instructions)?

Yes  No

**If yes**, identify the dates, duration, a description of the pollutants passing through the treatment plant, and probable cause(s) and possible source(s) of each pass through event. Include the names of the IUs that may have caused pass through.

N/A

### D. Pretreatment program

Does your POTW have an approved pretreatment program?

Yes  No

**If yes**, complete Section 2 only of this Worksheet.

Is your POTW required to develop an approved pretreatment program?

Yes  No

**If yes**, complete Section 2.c. and 2.d. only, and skip Section 3.

**If no to either question above**, skip Section 2 and complete Section 3 for each significant industrial user and categorical industrial user.

## Section 2. POTWs with Approved Programs or Those Required to Develop a Program (Instructions Page 100)

### A. Substantial modifications

Have there been any **substantial modifications** to the approved pretreatment program that have not been submitted to the TCEQ for approval according to *40 CFR §403.18*?

Yes  No

**If yes**, identify the modifications that have not been submitted to TCEQ, including the purpose of the modification.

**B. Non-substantial modifications**

Have there been any **non-substantial modifications** to the approved pretreatment program that have not been submitted to TCEQ for review and acceptance?

Yes  No

If yes, identify all non-substantial modifications that have not been submitted to TCEQ, including the purpose of the modification.

**C. Effluent parameters above the MAL**

In Table 6.0(1), list all parameters measured above the MAL in the POTW's effluent monitoring during the last three years. Submit an attachment if necessary.

**Table 6.0(1) - Parameters Above the MAL**

Pollutant	Concentration	MAL	Units	Date

**D. Industrial user interruptions**

Has any SIU, CIU, or other IU caused or contributed to any problems (excluding interferences or pass throughs) at your POTW in the past three years?

Yes  No

If yes, identify the industry, describe each episode, including dates, duration, description of the problems, and probable pollutants.

[Empty response box]

**Section 3. Significant Industrial User (SIU) Information and Categorical Industrial User (CIU) (Instructions Page 100)**

**A. General information**

Company Name: N/A

SIC Code: N/A

Telephone number: N/A Fax number: N/A

Contact name: N/A

Address: N/A

City, State, and Zip Code: N/A

**B. Process information**

Describe the industrial processes or other activities that affect or contribute to the SIU(s) or CIU(s) discharge (i.e., process and non-process wastewater).

N/A

**C. Product and service information**

Provide a description of the principal product(s) or services performed.

N/A

**D. Flow rate information**

See the Instructions for definitions of “process” and “non-process wastewater.”

Process Wastewater:

Discharge, in gallons/day: N/A

Discharge Type:  Continuous  Batch  Intermittent

Non-Process Wastewater:

Discharge, in gallons/day: N/A

Discharge Type:  Continuous  Batch  Intermittent

**E. Pretreatment standards**

Is the SIU or CIU subject to technically based local limits as defined in the instructions?

Yes  No  N/A

Is the SIU or CIU subject to categorical pretreatment standards found in *40 CFR Parts 405-471*?

Yes  No  N/A

**If subject to categorical pretreatment standards**, indicate the applicable category and subcategory for each categorical process.

Category: N/A

Subcategories:

Category:

Subcategories:

Category:

Subcategories:

Category:

Subcategories:

Category:

Subcategories:



**F. Industrial user interruptions**

Has the SIU or CIU caused or contributed to any problems (e.g., interferences, pass through, odors, corrosion, blockages) at your POTW in the past three years?

Yes  No  N/A

**If yes**, identify the SIU, describe each episode, including dates, duration, description of problems, and probable pollutants.

N/A

# WORKSHEET 7.0

## TEXAS COMMISSION ON ENVIRONMENTAL QUALITY CLASS V INJECTION WELL INVENTORY/AUTHORIZATION FORM

Submit to:  
TCEQ  
IUC Permits Team  
Radioactive Materials Division  
MC-233  
PO Box 13087  
Austin, Texas 78711-3087  
512-239-6466

For TCEQ Use Only
Reg. No. _____
Date Received _____
Date Authorized _____

### Section 1. General Information (Instructions Page 102)

#### 1. TCEQ Program Area

Program Area (PST, VCP, IHW, etc.):

Program ID:

Contact Name:

Phone Number:

#### 2. Agent/Consultant Contact Information

Contact Name:

Address:

City, State, and Zip Code:

Phone Number:

#### 3. Owner/Operator Contact Information

Owner                       Operator

Owner/Operator Name:

Contact Name:

Address:

City, State, and Zip Code:

Phone Number:

#### 4. Facility Contact Information

Facility Name:

Address:

City, State, and Zip Code:

Location description (if no address is available):

Facility Contact Person:

Phone Number:

5. Latitude and Longitude, in degrees-minutes-seconds

Latitude:  Longitude:

Method of determination (GPS, TOPO, etc.):

Attach topographic quadrangle map as attachment A.

6. Well Information

Type of Well Construction, select one:

- Vertical Injection
- Subsurface Fluid Distribution System
- Infiltration Gallery
- Temporary Injection Points
- Other, Specify:

Number of Injection Wells:

7. Purpose

Detailed Description regarding purpose of Injection System:

Attach a Site Map as Attachment B (Attach the Approved Remediation Plan, if appropriate.)

8. Water Well Driller/Installer

Water Well Driller/Installer Name:

City, State, and Zip Code:

Phone Number:

License Number: [REDACTED]

**Section 2. Proposed Down Hole Design**

Attach a diagram signed and sealed by a licensed engineer as Attachment C.

*Table 7.0(1) -Down Hole Design Table*

Name of String	Size	Setting Depth	Sacks Cement/Grout - Slurry Volume - Top of Cement	Hole Size	Weight (lbs/ft) PVC/Steel
Casing					
Tubing					
Screen					

**Section 3. Proposed Trench System, Subsurface Fluid Distribution System, or Infiltration Gallery**

Attach a diagram signed and sealed by a licensed engineer as Attachment D.

System(s) Dimensions: [REDACTED]

System(s) Construction: [REDACTED]

**Section 4. Site Hydrogeological and Injection Zone Data**

- Name of Contaminated Aquifer: [REDACTED]
- Receiving Formation Name of Injection Zone: [REDACTED]
- Well/Trench Total Depth: [REDACTED]
- Surface Elevation: [REDACTED]
- Depth to Ground Water: [REDACTED]
- Injection Zone Depth: [REDACTED]
- Injection Zone vertically isolated geologically? Yes  No

Impervious Strata between Injection Zone and nearest Underground

Source of Drinking Water:

Name: [REDACTED]

Thickness: [REDACTED]

8. Provide a list of contaminants and the levels (ppm) in contaminated aquifer  
Attach as Attachment E.
9. Horizontal and Vertical extent of contamination and injection plume  
Attach as Attachment F.
10. Formation (Injection Zone) Water Chemistry (Background levels) TDS, etc.  
Attach as Attachment G.
11. Injection Fluid Chemistry in PPM at point of injection  
Attach as Attachment H.
12. Lowest Known Depth of Ground Water with < 10,000 PPM TDS: [REDACTED]  
[REDACTED]
13. Maximum injection Rate/Volume/Pressure: [REDACTED]
14. Water wells within 1/4 mile radius (attach map as Attachment I): [REDACTED]  
[REDACTED]
15. Injection wells within 1/4 mile radius (attach map as Attachment J): [REDACTED]  
[REDACTED]
16. Monitor wells within 1/4 mile radius (attach drillers logs and map as Attachment K): [REDACTED]
17. Sampling frequency: [REDACTED]
18. Known hazardous components in injection fluid: [REDACTED]

## Section 5. Site History

1. Type of Facility: [REDACTED]
2. Contamination Dates: [REDACTED]
3. Original Contamination (VOCs, TPH, BTEX, etc.) and Concentrations  
(attach as Attachment L): [REDACTED]
4. Previous Remediation: [REDACTED]

Attach results of any previous remediation as attachment M

**NOTE: Authorization Form should be completed in detail and authorization given by the TCEQ before construction, operation, and/or conversion can**

**begin. Attach additional pages as necessary.**

***Class V Injection Well Designations***

- 5A07 Heat Pump/AC return (IW used for groundwater to heat and/or cool buildings)
- 5A19 Industrial Cooling Water Return Flow (IW used to cool industrial process equipment)
- 5B22 Salt Water Intrusion Barrier (IW used to inject fluids to prevent the intrusion of salt water into an aquifer)
- 5D02 Storm Water Drainage (IW designed for the disposal of rain water)
- 5D04 Industrial Stormwater Drainage Wells (IW designed for the disposal of rain water associated with industrial facilities)
- 5F01 Agricultural Drainage (IW that receive agricultural runoff)
- 5R21 Aquifer Recharge (IW used to inject fluids to recharge an aquifer)
- 5S23 Subsidence Control Wells (IW used to control land subsidence caused by ground water withdrawal)
- 5W09 Untreated Sewage
- 5W10 Large Capacity Cesspools (Cesspools that are designed for 5,000 gpd or greater)
- 5W11 Large Capacity Septic systems (Septic systems designed for 5,000 gpd or greater)
- 5W12 WTPP disposal
- 5W20 Industrial Process Waste Disposal Wells
- 5W31 Septic System (Well Disposal method)
- 5W32 Septic System Drainfield Disposal
- 5X13 Mine Backfill (IW used to control subsidence, dispose of mining byproducts, and/or fill sections of a mine)
- 5X25 Experimental Wells (Pilot Test) (IW used to test new technologies or tracer dye studies)
- 5X26 Aquifer Remediation (IW used to clean up, treat, or prevent contamination of a USDW)
- 5X27 Other Wells
- 5X28 Motor Vehicle Waste Disposal Wells (IW used to dispose of waste from a motor vehicle site - These are currently banned)
- 5X29 Abandoned Drinking Water Wells (waste disposal)

**CITY OF SWEENY  
WASTEWATER TREATMENT PLANT  
TPDES PERMIT NO. WQ0010297-001**

**EXHIBIT A  
Domestic Administrative Report 1.0, Section 3.C.**

**Core Data Form**



TCEQ Use Only

# TCEQ Core Data Form

For detailed instructions regarding completion of this form, please read the Core Data Form Instructions or call 512-239-5175.

## SECTION I: General Information

1. Reason for Submission (If other is checked please describe in space provided.)		
<input type="checkbox"/> New Permit, Registration or Authorization (Core Data Form should be submitted with the program application.)		
<input checked="" type="checkbox"/> Renewal (Core Data Form should be submitted with the renewal form)		<input type="checkbox"/> Other
2. Customer Reference Number (if issued)	Follow this link to search for CN or RN numbers in Central Registry**	3. Regulated Entity Reference Number (if issued)
CN 600584015		RN 102998382

## SECTION II: Customer Information

4. General Customer Information		5. Effective Date for Customer Information Updates (mm/dd/yyyy)		06/01/2019	
<input type="checkbox"/> New Customer		<input checked="" type="checkbox"/> Update to Customer Information		<input type="checkbox"/> Change in Regulated Entity Ownership	
<input type="checkbox"/> Change in Legal Name (Verifiable with the Texas Secretary of State or Texas Comptroller of Public Accounts)					
<b>The Customer Name submitted here may be updated automatically based on what is current and active with the Texas Secretary of State (SOS) or Texas Comptroller of Public Accounts (CPA).</b>					
6. Customer Legal Name (If an individual, print last name first: eg: Doe, John)			If new Customer, enter previous Customer below:		
City of Sweeny					
7. TX SOS/CPA Filing Number		8. TX State Tax ID (11 digits)		9. Federal Tax ID (9 digits)	
				10. DUNS Number (if applicable)	
11. Type of Customer:		<input type="checkbox"/> Corporation		<input type="checkbox"/> Individual	
Government: <input checked="" type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> Federal <input type="checkbox"/> State <input type="checkbox"/> Other		<input type="checkbox"/> Sole Proprietorship		Partnership: <input type="checkbox"/> General <input type="checkbox"/> Limited	
12. Number of Employees			13. Independently Owned and Operated?		
<input checked="" type="checkbox"/> 0-20 <input type="checkbox"/> 21-100 <input type="checkbox"/> 101-250 <input type="checkbox"/> 251-500 <input type="checkbox"/> 501 and higher			<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
14. Customer Role (Proposed or Actual) – as it relates to the Regulated Entity listed on this form. Please check one of the following:					
<input type="checkbox"/> Owner		<input type="checkbox"/> Operator		<input checked="" type="checkbox"/> Owner & Operator	
<input type="checkbox"/> Occupational Licensee		<input type="checkbox"/> Responsible Party		<input type="checkbox"/> Voluntary Cleanup Applicant	
<input type="checkbox"/> Other:					
15. Mailing Address:		P.O. Box 248			
City		Sweeny		State TX	
ZIP		77480		ZIP + 4	
16. Country Mailing Information (if outside USA)			17. E-Mail Address (if applicable)		
18. Telephone Number		19. Extension or Code		20. Fax Number (if applicable)	
( 979 ) 548-3321				( 979 ) 548-7745	

## SECTION III: Regulated Entity Information

21. General Regulated Entity Information (If 'New Regulated Entity' is selected below this form should be accompanied by a permit application)	
<input type="checkbox"/> New Regulated Entity <input type="checkbox"/> Update to Regulated Entity Name <input checked="" type="checkbox"/> Update to Regulated Entity Information	
<b>The Regulated Entity Name submitted may be updated in order to meet TCEQ Agency Data Standards (removal of organizational endings such as Inc, LP, or LLC.)</b>	
22. Regulated Entity Name (Enter name of the site where the regulated action is taking place.)	
City of Sweeny WWTP	



23. Street Address of the Regulated Entity: <i>(No PO Boxes)</i>							
	City		State		ZIP		ZIP + 4
24. County	Brazoria						

**Enter Physical Location Description if no street address is provided.**

25. Description to Physical Location:	LOCATED AT THE N END OF AVENUE A, ON THE W BANK OF SAN BERNARD RIVER, APPROX 2 MI NE OF THE CITY OF SWEENY AND APPROX 3 MI SE OF THE INTERSECTION OF STATE HWY 35 AND FM ROAD 1459								
26. Nearest City	Sweeny			State	TX		Nearest ZIP Code	77480	
27. Latitude (N) In Decimal:	29.057778			28. Longitude (W) In Decimal:	-95.677222				
Degrees	Minutes	Seconds	Degrees	Minutes	Seconds				
29	03	28	95	40	38				
29. Primary SIC Code (4 digits)	30. Secondary SIC Code (4 digits)		31. Primary NAICS Code (5 or 6 digits)		32. Secondary NAICS Code (5 or 6 digits)				
4952			221320						
33. What is the Primary Business of this entity? <i>(Do not repeat the SIC or NAICS description.)</i>									
Domestic									
34. Mailing Address:	P.O. Box 248								
	City	Sweeny	State	TX	ZIP	77840	ZIP + 4		
35. E-Mail Address:									
36. Telephone Number			37. Extension or Code			38. Fax Number <i>(if applicable)</i>			
( 979 ) 548-3321						( 979 ) 548-7745			

39. TCEQ Programs and ID Numbers Check all Programs and write in the permits/registration numbers that will be affected by the updates submitted on this form. See the Core Data Form instructions for additional guidance.

<input type="checkbox"/> Dam Safety	<input type="checkbox"/> Districts	<input type="checkbox"/> Edwards Aquifer	<input type="checkbox"/> Emissions Inventory Air	<input type="checkbox"/> Industrial Hazardous Waste
<input type="checkbox"/> Municipal Solid Waste	<input type="checkbox"/> New Source Review Air	<input type="checkbox"/> OSSF	<input type="checkbox"/> Petroleum Storage Tank	<input type="checkbox"/> PWS
<input type="checkbox"/> Sludge	<input type="checkbox"/> Storm Water	<input type="checkbox"/> Title V Air	<input type="checkbox"/> Tires	<input type="checkbox"/> Used Oil
<input type="checkbox"/> Voluntary Cleanup	<input checked="" type="checkbox"/> Waste Water	<input type="checkbox"/> Wastewater Agriculture	<input type="checkbox"/> Water Rights	<input type="checkbox"/> Other:
WQ0010297-001				

**SECTION IV: Preparer Information**

40. Name:	William Huebner, P.E.			41. Title:	Project Manager	
42. Telephone Number	43. Ext./Code	44. Fax Number	45. E-Mail Address			
( 979 ) 836-7937		( ) -	[REDACTED]			

**SECTION V: Authorized Signature**

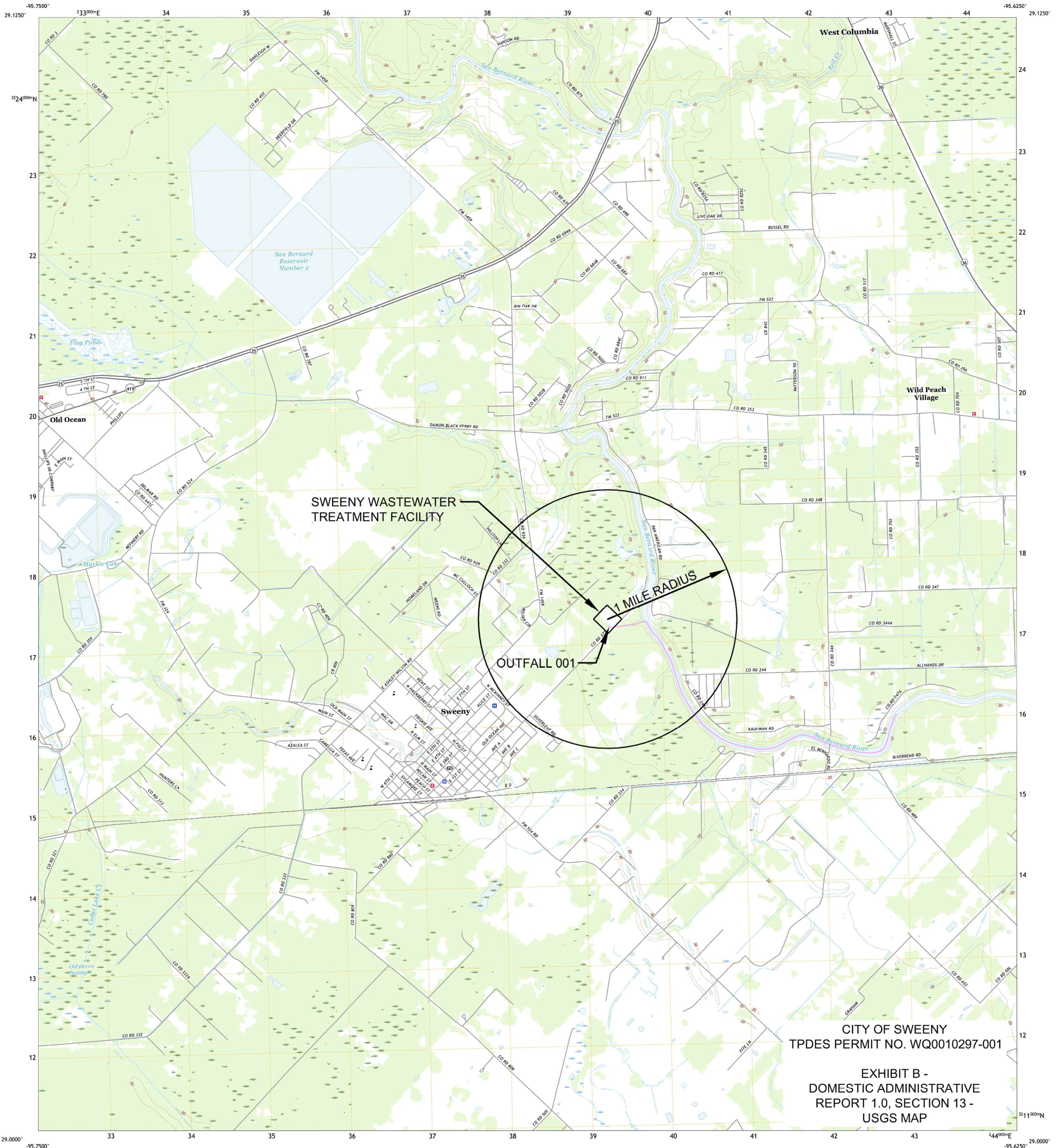
46. By my signature below, I certify, to the best of my knowledge, that the information provided in this form is true and complete, and that I have signature authority to submit this form on behalf of the entity specified in Section II, Field 6 and/or as required for the updates to the ID numbers identified in field 39.

Company:	City of Sweeny	Job Title:	Mayor
Name (In Print):	Jeff Farley	Phone:	979 548 3321
Signature:	[REDACTED]	Date:	6-19-19

**CITY OF SWEENY  
WASTEWATER TREATMENT PLANT  
TPDES PERMIT NO. WQ0010297-001**

**EXHIBIT B  
Domestic Administrative Report 1.0, Section 13**

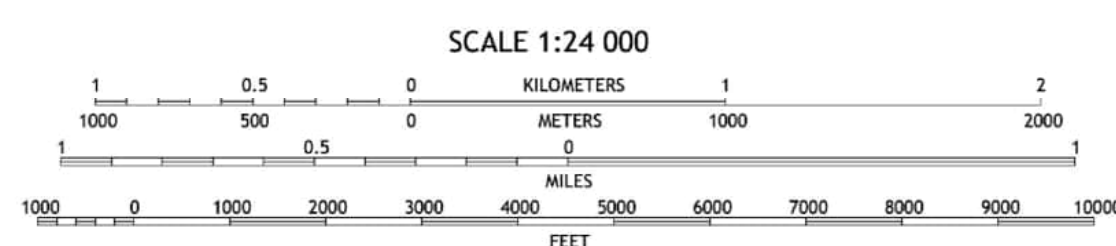
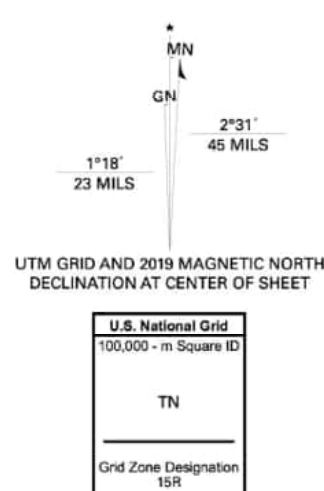
**USGS Map**



Produced by the United States Geological Survey

North American Datum of 1983 (NAD83)  
World Geodetic System of 1984 (WGS84). Projection and  
1 000-meter grid: Universal Transverse Mercator, Zone 15R  
This map is not a legal document. Boundaries may be  
generalized for this map scale. Private lands within government  
reservations may not be shown. Obtain permission before  
entering private lands.

Imagery.....NAIP, September 2016 - November 2016  
Roads.....U.S. Census Bureau, 2015  
Names.....GNIS, 2000 - 2018  
Hydrography.....National Hydrography Dataset, 2002 - 2018  
Contours.....National Elevation Dataset, 2004 - 2008  
Boundaries.....Multiple sources; see metadata file 2016 - 2017  
Wetlands.....FWS National Wetlands Inventory 1992



CONTOUR INTERVAL 10 FEET  
NORTH AMERICAN VERTICAL DATUM OF 1988

This map was produced to conform with the  
National Geospatial Program US Topo Product Standard, 2011.  
A metadata file associated with this product is draft version 0.6.18



1	2	3
4	5	6
7	8	

ADJOINING QUADRANGLES

- 1 Danciger
- 2 West Columbia
- 3 East Columbia
- 4 Ashwood
- 5 Brazoria
- 6 Bay City NE
- 7 Cedar Lane
- 8 Cedar Lane NE

**ROAD CLASSIFICATION**

Expressway	Local Connector
Secondary Hwy	Local Road
Ramp	4WD
Interstate Route	US Route
	State Route

**CITY OF SWEENY  
WASTEWATER TREATMENT PLANT  
TPDES PERMIT NO. WQ0010297-001**

**EXHIBIT C  
Domestic Technical Report 1.0, Section 2.A.**

**Description of Treatment Process**

**CITY OF SWEENY  
TPDES PERMIT NO. WQ0010297-001**

**EXHIBIT C  
DOMESTIC TECHNICAL REPORT 1.0, SECTION 2.A.**

**DESCRIPTION OF THE TREATMENT PROCESS**

The City of Sweeny Wastewater Treatment Plant is a carrousel oxidation ditch that operates in the extended aeration mode of the activated sludge process. The treatment plant is also equipped with final clarification and return sludge capabilities.

Raw sewage from the collection system enters an influent lift station and is pumped to the mechanical bar screen. The screenings from the bar screen are collected and disposed of in a safe and legal manner. After the debris is removed by the bar screen, the influent flows to the oxidation ditch for aeration. The sewage is aerated by carrousel rotors in the oxidation ditch.

From the oxidation ditch, the mixed liquor flows to the final clarifiers where the sludge settles to the bottom of the basins. The settled effluents flows over weirs at the top of the basins and is discharged to the chlorine contact chamber for disinfection. As the effluent flows from the clarifiers to the chlorine contact chamber, a chlorine solution is injected into the effluent. The effluent is retained in the chamber for a minimum of 20 minutes. Following disinfection, the effluent flow is measured with an ultrasonic level indicator as the water flows over a 90° V-notch weir. The effluent is then discharge through a 24” pipe into a drainage channel that flows to the San Bernard River.

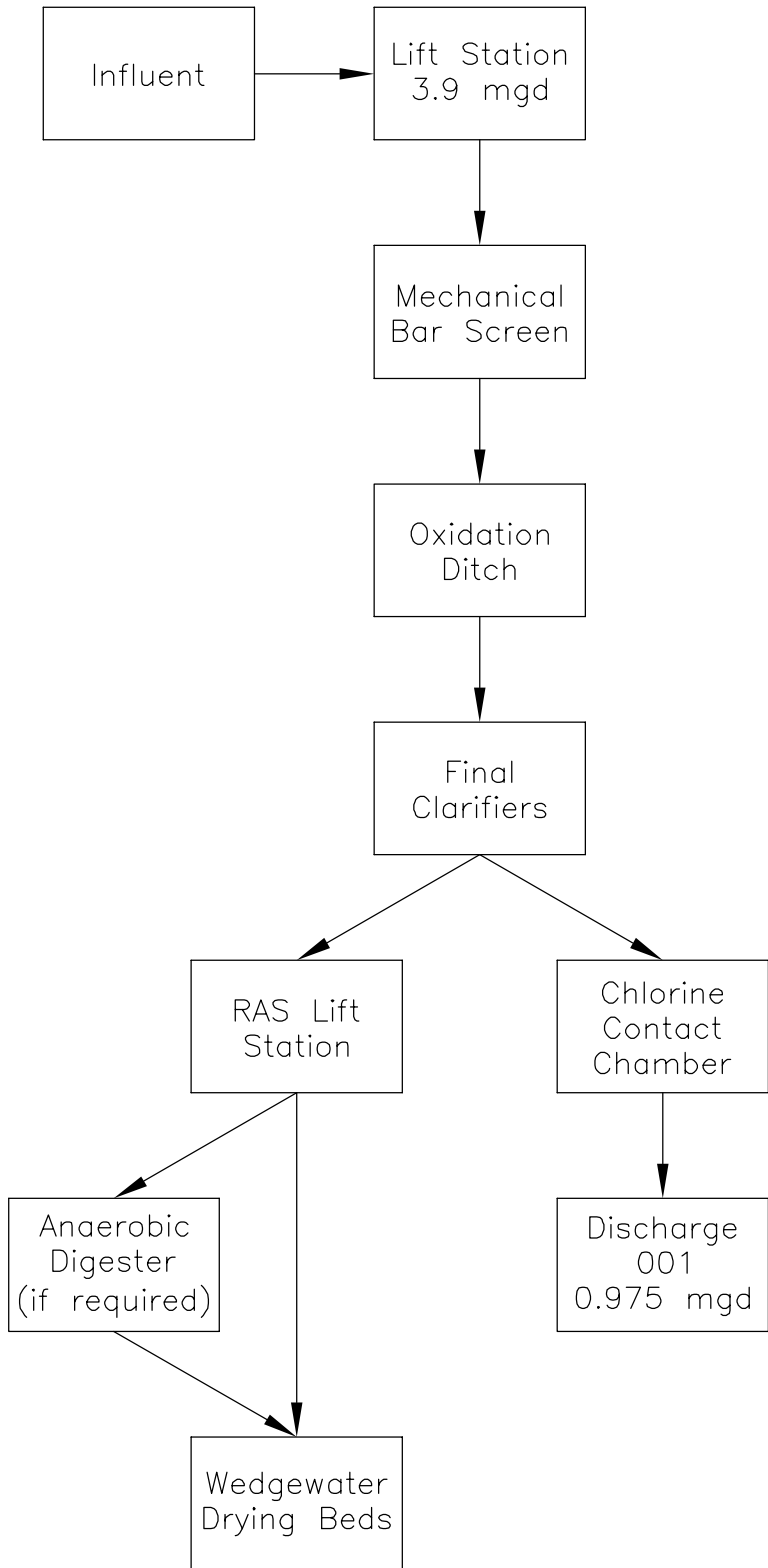
The settled sludge is collected from the bottom of the clarifiers and either returned to the oxidation ditch for mixing or wasted to the wedgewater drying beds. Before being discharged to the wedgewater drying beds, a polymer solution is added to the sludge to assist in the dewatering of the biosolids. Once the sludge reaches a semi-solid state, it is transported via permitted hauler to the Seabreeze Environmental Landfill in Brazoria County for disposal.

**CITY OF SWEENY  
WASTEWATER TREATMENT PLANT  
TPDES PERMIT NO. WQ0010297-001**

**EXHIBIT D  
Domestic Technical Report 1.0, Section 2.C.**

**Process Flow Diagram**

CITY OF SWEENY  
TPDES PERMIT NO. WQ0010297-001



Strand Associates, Inc.  
TBPE No. F-8405  
1906 Niebuhr Street  
Brenham, Texas 77833  
(979) 836-7937  
Fax (979) 836-7936

CITY OF SWEENY  
EXHIBIT D - DOMESTIC TECHNICAL  
REPORT 10, SECTION 2C -  
PROCESS FLOW DIAGRAM

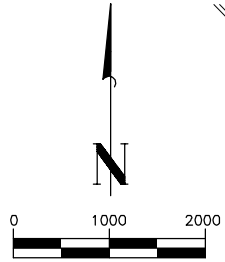
Scale: SEE BAR SCALE	
Project Number: 3920.050	
Drawn By: JKW	Date: 06-05-19
Revised:	
Sheet Number: 1	...Of... 1

**CITY OF SWEENY  
WASTEWATER TREATMENT PLANT  
TPDES PERMIT NO. WQ0010297-001**

**EXHIBIT E  
Domestic Technical Report 1.0, Section 3**

**Site Drawing**





CITY OF SWEENY  
 TPDES PERMIT NO. WQ0010297-001



**Strand Associates, Inc.**  
 TBPE No. F-8405  
 1906 Niebuhr Street  
 Brenham, Texas 77833  
 (979) 836-7937  
 Fax (979) 836-7936

CITY OF SWEENY  
 EXHIBIT E - DOMESTIC TECHNICAL REPORT 1.0,  
 SECTION 3 - SITE DRAWING

Scale: SEE BARSCALE	
Project Number: 3920.050	
Drawn By: JKW	Date: 06-05-19
Revised:	
Sheet Number: 1	....Of.... 353

**CITY OF SWEENY  
WASTEWATER TREATMENT PLANT  
TPDES PERMIT NO. WQ0010297-001**

**EXHIBIT F  
Domestic Technical Report 1.0, Section 7.**

**Laboratory Results**



Envirodyne Laboratories, Inc  
11011 Brooklet Dr., # 230  
Houston, TX 77099  
281.568.7880 Phone  
www.envirodyne.com

09 July 2019

Sweeny, City of  
Gene West  
102 W. Ashley Wilson  
Sweeny, TX 77480

**Sweeny, City of (Permit Renewal)**

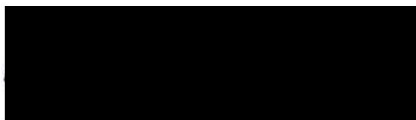
Enclosed are the results of analyses for samples received by the laboratory on 25-Jun-19 15:50. The analytical data provided relates only to the samples as received in this laboratory report.

ELI certifies that all results are NELAP compliant and performed in accordance with the referenced method except as noted in the Case Narrative or as noted with a qualifier. Any reproductions of this laboratory report should be in full and only with the written authorization from the client.

The total number of pages in this report is 11

Thank you for selecting ELI for your analytical needs. If you have any questions regarding this report, please contact us.

Sincerely,



Laura Bonjonia For Daniela Mireles  
Client Services Representative



Certificate No: T104704265-18-14



Envirodyne Laboratories, Inc  
11011 Brooklet Dr., # 230  
Houston, TX 77099  
281.568.7880 Phone  
www.envirodyne.com

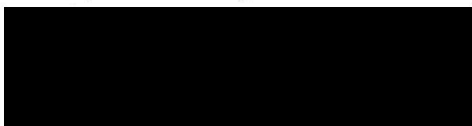
**Client:** Sweeny, City of  
**Project:** Sweeny, City of (Permit Renewal)  
**Work Order:** 19F3098  
**Reported:** 09-Jul-19 19:03

**ANALYTICAL REPORT FOR SAMPLES**

Sample ID	Laboratory ID	Matrix	Date Sampled	Date Received
Effluent	19F3098-01	Water	25-Jun-19 08:30	25-Jun-19 15:50
Effluent (Micro)	19F3098-02	Water	25-Jun-19 08:35	25-Jun-19 15:50

L-Sample analyzed by NELAP accredited lab T104704231-19-23

Envirodyne Laboratories, Inc.



Laura Bonjonia For Daniela Mireles, Client Services Representative

*The results in this report apply to the samples analyzed in accordance with the chain of custody document. This analytical report must be reproduced in its entirety.*

## Section 7. Pollutant Analysis of Treated Effluent (Instructions Page 58)

Is the facility in operation?

Yes  No

If **no**, this section is not applicable. Proceed to Section 8.

If **yes**, provide effluent analysis data for the listed pollutants. **Wastewater treatment facilities** complete Table 1.0(2). **Water treatment facilities** discharging filter backwash water, complete Table 1.0(3).

Note: The sample date must be within 1 year of application submission.

**Table 1.0(2) - Pollutant Analysis for Wastewater Treatment Facilities**

Pollutant	Average Conc.	Max Conc.	No. of Samples	Sample Type	Sample Date/Time
CBOD <sub>5</sub> , mg/l	2.0	2.0	1	Grab	6-25-19/0830
Total Suspended Solids, mg/l	2.2	2.2	1	Grab	6-25-19/0830
Ammonia Nitrogen, mg/l	0.38	0.38	1	Grab	6-25-19/0830
Nitrate Nitrogen, mg/l	0.70	0.70	1	Grab	6-25-19/0830
Total Kjeldahl Nitrogen, mg/l	0.94	0.94	1	Grab	6-25-19/0830
Sulfate, mg/l	15.3	15.3	1	Grab	6-25-19/0830
Chloride, mg/l	68.0	68.0	1	Grab	6-25-19/0830
Total Phosphorus, mg/l	0.13	0.13	1	Grab	6-25-19/0830
pH, standard units	7.33	7.33	1	Grab	6-25-19/0830
Dissolved Oxygen*, mg/l	6.90	6.90	1	Grab	6-25-19/0830
Chlorine Residual, mg/l	1.58	1.58	1	Grab	6-25-19/0830
<i>E.coli</i> (CFU/100ml) freshwater	<1	<1	1	Grab	6-25-19/0830
Enterococci (CFU/100ml) saltwater	N/A	N/A	N/A	N/A	N/A
Total Dissolved Solids, mg/l	330	330	1	Grab	6-25-19/0830
Electrical Conductivity, $\mu$ mohs/cm, †	N/A	N/A	N/A	N/A	N/A

Pollutant	Average Conc.	Max Conc.	No. of Samples	Sample Type	Sample Date/Time
Oil & Grease, mg/l	<5.0	<5.0	1	Grab	6-25-19/0830
Alkalinity (CaCO <sub>3</sub> )*, mg/l	214	214	1	Grab	6-25-19/0830

\*TPDES permits only

†TLAP permits only

**Table 1.0(3) - Pollutant Analysis for Water Treatment Facilities**

Pollutant	Average Conc.	Max Conc.	No. of Samples	Sample Type	Sample Date/Time
Total Suspended Solids, mg/l					
Total Dissolved Solids, mg/l					
pH, standard units					
Fluoride, mg/l					
Aluminum, mg/l					
Alkalinity (CaCO <sub>3</sub> ), mg/l					

**Section 8. Facility Operator (Instructions Page 60)**

Facility Operator Name: [REDACTED]

Facility Operator's License Classification and Level: [REDACTED]

Facility Operator's License Number: [REDACTED]

**Section 9. Sewage Sludge Management and Disposal (Instructions Page 60)**

**A. Sludge disposal method**

Identify the current or anticipated sludge disposal method or methods from the following list. Check all that apply.

- Permitted landfill
- Permitted or Registered land application site for beneficial use



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<b>Project:</b> Sweeny, City of (Permit Renewal)	09-Jul-19 19:03
<b>Work Order:</b> 19F3098	

**Effluent**  
**19F3098-01 (Water) Sampled: 25-Jun-19 08:30**

Analyte	Result	Reporting Limit	Units	Dilution	Batch	Prepared	Analyzed	Method	Analyst	Notes
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**Envirodyne Laboratories, Inc.**

**Field Analysis**

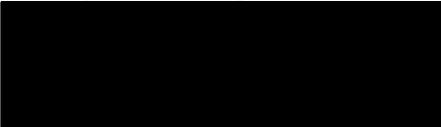
<b>Chlorine Residual, Total</b>	<b>1.58</b>	0.01	mg/L	1	B9G1180	25-Jun-19	25-Jun-19 08:30	SM 4500-Cl G	BJ	
<b>Dissolved Oxygen (DO)</b>	<b>6.90</b>		mg/L	1	B9G1180	25-Jun-19	25-Jun-19 08:30	SM4500-O C	BJ	
<b>pH</b>	<b>7.33</b>		SU	1	B9G1180	25-Jun-19	25-Jun-19 08:30	SM4500H+ B	BJ	

**Wet Chemistry**

<b>Alkalinity (m) as CaCO3</b>	<b>214</b>	20.0	mg/L	1	B9G0270	02-Jul-19	02-Jul-19 11:32	SM 2320 B	JLH	
<b>Alkalinity (p) as CaCO3</b>	<b>&lt;20.0</b>	20.0	mg/L	1	B9G0270	02-Jul-19	02-Jul-19 11:32	SM 2320 B	JLH	
<b>Total Alkalinity as CaCO3</b>	<b>214</b>	20.0	mg/L	1	[CALC]	02-Jul-19	02-Jul-19 11:32	[CALC]	JLH	
<b>Ammonia-N (NH3-N)</b>	<b>0.38</b>	0.20	mg/L	1	B9F3195	27-Jun-19	27-Jun-19 16:00	EPA 350.1	MES	P
<b>CBOD-5</b>	<b>2.0</b>	2.0	mg/L	1	B9G0157	26-Jun-19	26-Jun-19 11:52	SM5210 B	AGT	I
<b>Chloride</b>	<b>68.0</b>	3.0	mg/L	1	B9F3355	28-Jun-19	28-Jun-19 14:33	SM4500-Cl B	AT	
<b>Nitrate-N</b>	<b>0.70</b>	0.50	mg/L	1	B9F3112	26-Jun-19	26-Jun-19 14:50	EPA 353.1	MES	
<b>Oil &amp; Grease</b>	<b>&lt;5.0</b>	5.0	mg/L	1	B9F3238	01-Jul-19	02-Jul-19 11:05	EPA 1664 A	TS	
<b>Sulfate</b>	<b>15.3</b>	2.00	mg/L	1	B9F3347	28-Jun-19	28-Jun-19 11:30	ASTM D516-07	AT	
<b>TDS</b>	<b>330</b>	10.0	mg/L	1	B9F3321	27-Jun-19	28-Jun-19 15:45	SM2540 C	JCR	
<b>TKN-N</b>	<b>0.94</b>	0.50	mg/L	1	B9G0051	28-Jun-19	28-Jun-19 15:30	SM 4500-NH3 D	SUB	L
<b>Total Phosphorus</b>	<b>0.13</b>	0.10	mg/L	1	B9F3348	28-Jun-19	28-Jun-19 08:37	SM4500-P E	TS	
<b>TSS</b>	<b>2.2</b>	2.0	mg/L	1	B9F3205	27-Jun-19	27-Jun-19 13:42	SM2540 D	BM	

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Project: Sweeny, City of (Permit Renewal)  
Work Order: 19F3098  
Reported:  
09-Jul-19 19:03

**Effluent (Micro)**  
**19F3098-02 (Water) Sampled: 25-Jun-19 08:35**

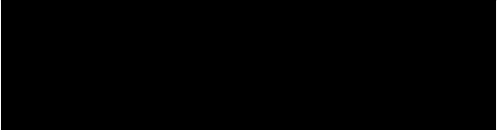
Analyte	Result	Reporting Limit	Units	Dilution	Batch	Prepared	Analyzed	Method	Analyst	Notes
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**Envirodyne Laboratories, Inc.**

**Microbiology**

E.coli	<1	1	MPN/100 mL	1	B9F3335	25-Jun-19	25-Jun-19 16:25	SM9223 B	HBB	
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Work Order: 19F3098  
Reported: 09-Jul-19 19:03

Microbiology - Quality Control  
Envirodyne Laboratories, Inc.

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Notes
<b>Batch B9F3335 - Microbiology</b>										
<b>Blank (B9F3335-BLK1)</b>					Prepared & Analyzed: 25-Jun-19					
E.coli	<1	1	MPN/100 mL							
<b>Duplicate (B9F3335-DUP1)</b>					Source: 19F2636-02 Prepared & Analyzed: 25-Jun-19					
E.coli	<2	2	MPN/100 mL		<2			0	0.4598	

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[Redacted]

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 Work Order: 19F3098

Reported:  
 09-Jul-19 19:03

### Wet Chemistry - Quality Control

### Envirodyne Laboratories, Inc.

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Notes
<b>Batch B9F3112 - Inorganics</b>										
<b>Blank (B9F3112-BLK1)</b> Prepared & Analyzed: 26-Jun-19										
Nitrate-N	<0.50	0.50	mg/L							
<b>LCS (B9F3112-BS1)</b> Prepared & Analyzed: 26-Jun-19										
Nitrate-N	2.95		mg/L	3.00		98.3	90-110			
<b>Matrix Spike (B9F3112-MS1)</b> Source: 19F2887-01 Prepared & Analyzed: 26-Jun-19										
Nitrate-N	2.97	0.50	mg/L	3.00	ND	99.0	80-120			
<b>Matrix Spike Dup (B9F3112-MSD1)</b> Source: 19F2887-01 Prepared & Analyzed: 26-Jun-19										
Nitrate-N	2.96	0.50	mg/L	3.00	ND	98.7	80-120	0.337	20	
<b>Batch B9F3195 - Inorganics</b>										
<b>Blank (B9F3195-BLK1)</b> Prepared & Analyzed: 27-Jun-19										
Ammonia-N (NH3-N)	<0.20	0.20	mg/L							
<b>LCS (B9F3195-BS1)</b> Prepared & Analyzed: 27-Jun-19										
Ammonia-N (NH3-N)	1.02		mg/L	1.00		102	90-110			
<b>Matrix Spike (B9F3195-MS1)</b> Source: 19F2300-01 Prepared & Analyzed: 27-Jun-19										
Ammonia-N (NH3-N)	1.05	0.20	mg/L	1.00	ND	105	90-110			
<b>Matrix Spike Dup (B9F3195-MSD1)</b> Source: 19F2300-01 Prepared & Analyzed: 27-Jun-19										
Ammonia-N (NH3-N)	1.06	0.20	mg/L	1.00	ND	106	90-110	0.948	20	
<b>Batch B9F3205 - Inorganics</b>										
<b>Blank (B9F3205-BLK1)</b> Prepared & Analyzed: 27-Jun-19										
TSS	<2.0	2.0	mg/L							

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 Work Order: 19F3098

Reported:  
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### Wet Chemistry - Quality Control

#### Envirodyne Laboratories, Inc.

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Notes
<b>Batch B9F3205 - Inorganics</b>										
<b>Duplicate (B9F3205-DUP1)</b>		<b>Source: 19F2874-01</b>			<b>Prepared &amp; Analyzed: 27-Jun-19</b>					
TSS	3.0	2.0	mg/L		3.2			6.45	20	
<b>Batch B9F3238 - Inorganics</b>										
<b>Blank (B9F3238-BLK1)</b>		<b>Prepared: 01-Jul-19 Analyzed: 02-Jul-19</b>								
Oil & Grease	<5.0	5.0	mg/L							
<b>LCS (B9F3238-BS1)</b>		<b>Prepared: 01-Jul-19 Analyzed: 02-Jul-19</b>								
Oil & Grease	34.3		mg/L	40.0		85.8	78-114			
<b>LCS Dup (B9F3238-BSD1)</b>		<b>Prepared: 01-Jul-19 Analyzed: 02-Jul-19</b>								
Oil & Grease	36.7		mg/L	40.0		91.8	78-114	6.76	18	
<b>Batch B9F3321 - Inorganics</b>										
<b>Blank (B9F3321-BLK1)</b>		<b>Prepared: 27-Jun-19 Analyzed: 28-Jun-19</b>								
TDS	<10.0	10.0	mg/L							
<b>Duplicate (B9F3321-DUP1)</b>		<b>Source: 19F2311-01</b>			<b>Prepared: 27-Jun-19 Analyzed: 28-Jun-19</b>					
TDS	698	10.0	mg/L		672			3.80	20	
<b>Batch B9F3347 - Inorganics</b>										
<b>Blank (B9F3347-BLK1)</b>		<b>Prepared &amp; Analyzed: 28-Jun-19</b>								
Sulfate	<2.00	2.00	mg/L							

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<b>Project:</b> Sweeny, City of (Permit Renewal)	
<b>Work Order:</b> 19F3098	<b>Reported:</b> 09-Jul-19 19:03

**Wet Chemistry - Quality Control**  
**Envirodyne Laboratories, Inc.**

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Notes
---------	--------	-----------------	-------	-------------	---------------	------	-------------	-----	-----------	-------

**Batch B9F3347 - Inorganics**

<b>LCS (B9F3347-BS1)</b>				Prepared & Analyzed: 28-Jun-19						
Sulfate	20.3		mg/L	20.0		101	90-110			
<b>Matrix Spike (B9F3347-MS1)</b>				Source: 19F2887-01 Prepared & Analyzed: 28-Jun-19						
Sulfate	27.0	2.00	mg/L	20.0	3.80	116	80-120			
<b>Matrix Spike Dup (B9F3347-MSD1)</b>				Source: 19F2887-01 Prepared & Analyzed: 28-Jun-19						
Sulfate	27.7	2.00	mg/L	20.0	3.80	119	80-120	2.30	20	

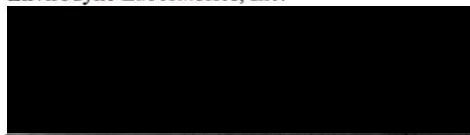
**Batch B9F3348 - Inorganics**

<b>Blank (B9F3348-BLK1)</b>				Prepared & Analyzed: 28-Jun-19						
Total Phosphorus	<0.10	0.10	mg/L							
<b>LCS (B9F3348-BS1)</b>				Prepared & Analyzed: 28-Jun-19						
Total Phosphorus	1.08		mg/L	1.00		108	80-120			
<b>Matrix Spike (B9F3348-MS1)</b>				Source: 19F2675-01 Prepared & Analyzed: 28-Jun-19						
Total Phosphorus	1.09	0.10	mg/L	1.00	0.0600	103	80-120			
<b>Matrix Spike Dup (B9F3348-MSD1)</b>				Source: 19F2675-01 Prepared & Analyzed: 28-Jun-19						
Total Phosphorus	1.15	0.10	mg/L	1.00	0.0600	109	80-120	5.36	20	

**Batch B9F3355 - Inorganics**

<b>Blank (B9F3355-BLK1)</b>				Prepared & Analyzed: 28-Jun-19						
Chloride	<3.0	3.0	mg/L							

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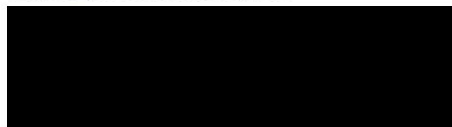
<b>Client:</b> Sweeny, City of	
<b>Project:</b> Sweeny, City of (Permit Renewal)	<b>Reported:</b>
<b>Work Order:</b> 19F3098	09-Jul-19 19:03

**Wet Chemistry - Quality Control**  
**Envirodyne Laboratories, Inc.**

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Notes
<b>Batch B9F3355 - Inorganics</b>										
<b>LCS (B9F3355-BS1)</b>					Prepared & Analyzed: 28-Jun-19					
Chloride	104		mg/L	100		104	90-110			
<b>Matrix Spike (B9F3355-MS1)</b>					Source: 19F3098-01 Prepared & Analyzed: 28-Jun-19					
Chloride	90.0	3.0	mg/L	20.0	68.0	110	80-120			
<b>Matrix Spike Dup (B9F3355-MSD1)</b>					Source: 19F3098-01 Prepared & Analyzed: 28-Jun-19					
Chloride	86.0	3.0	mg/L	20.0	68.0	90.0	80-120	4.55	20	
<b>Batch B9G0157 - Inorganics</b>										
<b>Blank (B9G0157-BLK1)</b>					Prepared & Analyzed: 26-Jun-19					
CBOD-5	<2.0	2.0	mg/L							
<b>Blank (B9G0157-BLK2)</b>					Prepared & Analyzed: 26-Jun-19					
CBOD-5	<2.0	2.0	mg/L							
<b>LCS (B9G0157-BS1)</b>					Prepared & Analyzed: 26-Jun-19					
CBOD-5	206		mg/L	198		104	84.6-115.4			
<b>Duplicate (B9G0157-DUP1)</b>					Source: 19F2669-01 Prepared & Analyzed: 26-Jun-19					
CBOD-5	2.00	2.0	mg/L		2.00			0.00	20	I
<b>Batch B9G0270 - Inorganics</b>										
<b>Blank (B9G0270-BLK1)</b>					Prepared & Analyzed: 02-Jul-19					
Alkalinity (m) as CaCO3	<20.0	20.0	mg/L							
Alkalinity (p) as CaCO3	<20.0	20.0	"							

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<b>Project:</b> Sweeny, City of (Permit Renewal)	<b>Reported:</b>
<b>Work Order:</b> 19F3098	09-Jul-19 19:03

**Wet Chemistry - Quality Control**  
**Envirodyne Laboratories, Inc.**

Analyte	Result	Reporting Limit	Units	Spike Level	Source Result	%REC	%REC Limits	RPD	RPD Limit	Notes
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**Batch B9G0270 - Inorganics**

**LCS (B9G0270-BS1)**

Prepared & Analyzed: 02-Jul-19

Alkalinity (m) as CaCO3	47.0		mg/L	50.0		94.0	90-110			
Alkalinity (p) as CaCO3	49.0		"	50.0		98.0	90-110			

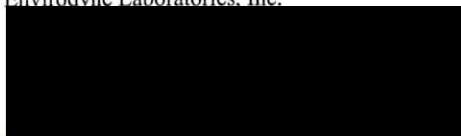
**Duplicate (B9G0270-DUP1)**

Source: 19F3192-05

Prepared & Analyzed: 02-Jul-19

Alkalinity (m) as CaCO3	40.0	20.0	mg/L		39.0			2.53	20	
Alkalinity (p) as CaCO3	<20.0	20.0	"		<20.0			0	20	

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**Client:** Sweeny, City of  
**Project:** Sweeny, City of (Permit Renewal)  
**Work Order:** 19F3098

**Reported:**  
09-Jul-19 19:03

### Notes and Definitions

- P Sample preserved at bench
- L Analyzed by third party laboratory
- I Greater than 30% difference between highest and lowest values
- DET Analyte DETECTED
- ND Analyte NOT DETECTED at or above the reporting limit
- NR Not Reported
- dry Sample results reported on a dry weight basis
- RPD Relative Percent Difference
- CLT Client Representative

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19F3098

Envirodyne Laboratories, Inc.

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Houston, Texas 77099-3543

Phone (281)568-7880 - Fax (281)568-8004

E A25389

Item 5.

Page 1 Of 1

TCEQ Certification # T104704265

Name: City of Sweeny Analysis Request and Chain of Custody Record  
 Address: 102 W. Ashley Wilson Rd  
 City: Sweeny, TX 77480  
 Contact: Gene West Phone: 979-482-3152 Fax: 979-548-7745

Project No. Client/Project City of Sweeny Permit Renewal

Lab ID No.	Field Sample No./ Identification	Date & Time	Grab	Comp	Sample Container (Size/Mat'l)	Sample Type (Liquid, Sludge, etc.)	Preservative	ANALYSIS REQUESTED	pH	D.O.	Temp.	Analysis Time
	Effluent	08/23/19 0930	X		NA	Liquid	NA	pH, DO, Cl2	7.33	6.00	24	0932
	Effluent	08/23/19 0930	X		1-gal/cubie	Liquid	Ice	CBOD, TSS, SO4, Cl, TDS, Alk, NO3N	-			
	Effluent	08/23/19 0930	X		500 ml/P	Liquid	Ice, H2SO4	NH3-N, TKN, T-PO4	-			
	Effluent	08/23/19 0934	X		1-Lt/G	Liquid	Ice, HCl	O & G	-			
	EFFluent	08/23/19 0935	X		20ml/dex	Liquid	Ice, Na2S2O3	Ecoli				

Samplers: (Signature)  Relinquished by: (Signature)  Relinquished by: (Signature)  Relinquished by: (Signature) 	Date: _____ Time: _____	Received by: _____ (Signature)	Date: _____ Time: _____	Seal Intact? _____
	Date: 08/23/19 Time: 1550	Received by: _____ (Signature)	Date: _____ Time: _____	Seal Intact? _____
	Date: 08/23/19 Time: 1550	Received by Lab: _____ (Signature)	Date: 08/23/19 Time: 1550	Seal Intact? _____

Remarks: FLOW: \_\_\_\_\_  
 Meter Reading: \_\_\_\_\_  
 Cl Residual: 1.58  
 Mn Correction: \_\_\_\_\_  
 Cl Corrected: \_\_\_\_\_

Arrival Temp: 37.13.7  
 IRFM

Data Results To: \_\_\_\_\_  
 Site Representative: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Time: \_\_\_\_\_

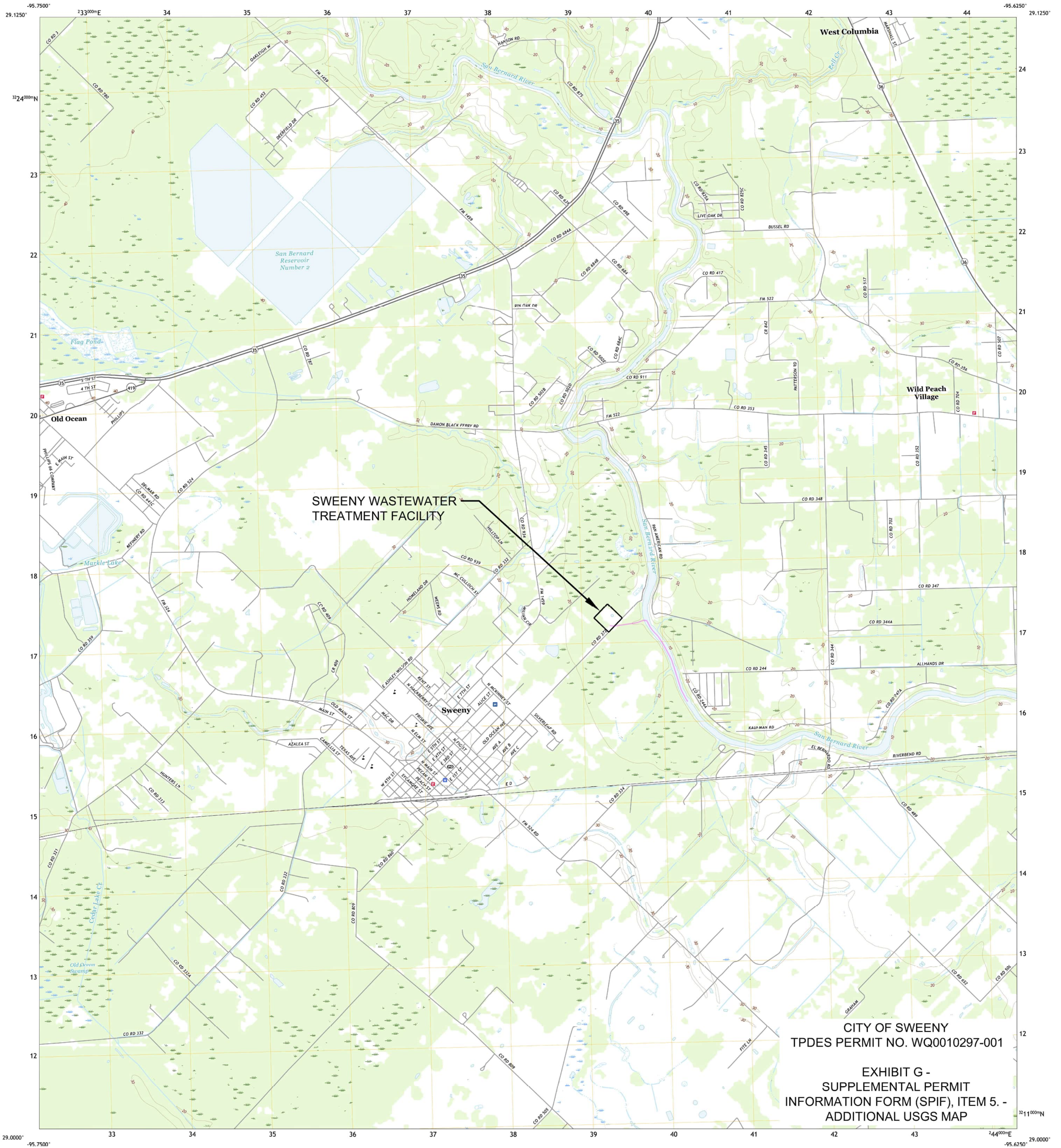
Laboratory No. \_\_\_\_\_



**CITY OF SWEENY  
WASTEWATER TREATMENT PLANT  
TPDES PERMIT NO. WQ0010297-001**

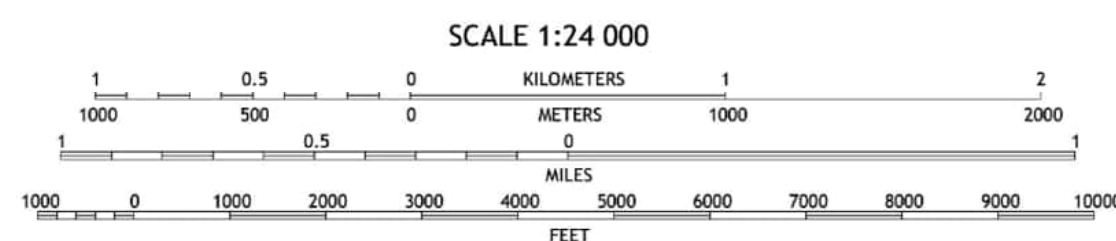
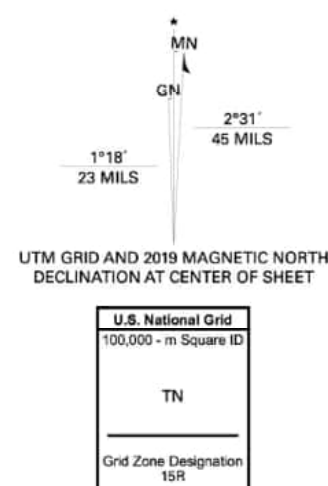
**EXHIBIT G  
Supplemental Permit Information Form (SPIF), Item 5.**

**Additional USGS Map**



Produced by the United States Geological Survey  
North American Datum of 1983 (NAD83)  
World Geodetic System of 1984 (WGS84). Projection and  
1 000-meter grid/Universal Transverse Mercator, Zone 15R  
This map is not a legal document. Boundaries may be  
generalized for this map scale. Private lands within government  
reservations may not be shown. Obtain permission before  
entering private lands.

Imagery.....NAIP, September 2016 - November 2016  
Roads.....U.S. Census Bureau, 2015  
Names.....GNSS, 2000 - 2018  
Hydrography.....National Hydrography Dataset, 2002 - 2018  
Contours.....National Elevation Dataset, 2004 - 2008  
Boundaries.....Multiple sources; see metadata file 2016 - 2017  
Wetlands.....FWS National Wetlands Inventory 1992



1	2	3
4	5	6
7	8	9

ADJACING QUADRANGLES



- Danger
- West Columbia
- East Columbia
- Adwood
- Brazoria
- Bay City NE
- Cedar Lane
- Cedar Lane NE

**CITY OF SWEENY  
WASTEWATER TREATMENT PLANT  
TPDES PERMIT NO. WQ0010297-001**

**EXHIBIT H**

**Copy of application payment & cover letter to TCEQ.**

## Lindsay Koskiniemi

---

**From:** Rudolph, Mark [REDACTED]  
**Sent:** Tuesday, March 5, 2024 10:23 AM  
**To:** Lindsay Koskiniemi  
**Cc:** Huebner, William; Karla Wilson; Terrence Bell; Ruiz, Morgan  
**Subject:** RE: Sweeny - WWTP Plant Permit Agreement  
**Attachments:** Complete Permit Renewal Application (2019)\_Optimized.pdf

Lindsay,

As discussed, these WWTP permits are on a 5-year renewal cycle which is why the last round was in 2019. It is essentially renewal of TCEQ's authorization for the WWTP to discharge to a waterbody and the plant can't remain in operation without it.

Please see attached for a PDF copy of the full set of application documents we prepared in 2019 for your reference. Note that the application essentially consists of filling out two TCEQ forms and preparing the exhibits located towards the end of the PDF for supporting documentation. It has been my experience that smaller communities typically use the assistance of an engineer to complete these permit applications due to the amount and type of information that is required. Once documents are submitted to the TCEQ, they will perform a series of reviews and will require the City to publish two notices in a local paper. Finally, they issue a draft permit for review and approval before the final is posted.

After checking our records, it looks like our fee for the 2019 renewal assistance was \$14,000. The primary differences between our current proposed fee and our previous one in 2019 are due to increases in our hourly rates and a recent update that TCEQ made to the standard application forms which requires additional effort. Note that our fee does not include fees related to newspaper publications or laboratory testing, which are typically covered directly by the City, but we do assist with coordination of these two tasks.

On a personal basis, I have worked on a number of these permit renewals for various small and large cities and also have extensive experience dealing with TCEQ during their portion of the review process. If you have any other questions about the process or what it involves, please let me know and I can walk you through it.

Regards,



**Mark Rudolph, P.E.**

Strand Associates, Inc.® (F-8405)

979.836.7937 ext. 6234

[REDACTED] [www.strand.com](http://www.strand.com)

P.E. (TX)

*Excellence in Engineering<sup>SM</sup>*

---

**From:** Lindsay Koskiniemi <citymanager@sweenytx.gov>  
**Sent:** Monday, March 4, 2024 7:12 PM  
**To:** Rudolph, Mark <[REDACTED]>  
**Cc:** Huebner, William <[REDACTED]>; Karla Wilson <kwwilson@sweenytx.gov>; Terrence Bell <tbell@sweenytx.gov>  
**Subject:** RE: Sweeny - WWTP Plant Permit Agreement  
**Importance:** High

[EXTERNAL EMAIL]: Verify sender before opening links or attachments.

Hi Mark,

I just want to understand what has been done in the past.

I just noticed the task order amount is \$18,000.

Is that the going rate for a sewer plant permit?

Is this an annual obligation?

In hindsight, before your team starts, I am not comfortable with that expense and need to understand more of what exactly is involved with the work to renew/reapply for this permit.

I would appreciate an in-depth explanation of what this permit is, how often it is required to be completed and submitted, and what kind of work comes with an \$18,000 price tag.

Please do not do any work on this until we have spoken, and my team and I understand what is involved.

From earlier emails, it sounds like this was last completed by Strand in 2019, which leads me to believe it has been completed by City staff over the last 4 years, if it's an annual application.

Thank you,

Lindsay Koskiniemi, CGFO, CPM, MPA, MSA  
City Manager

Office 979-548-3321  
Sweeny City Hall | 102 W. Ashley Wilson Rd. | Sweeny, TX 77480



---

**From:** Rudolph, Mark [REDACTED] >  
**Sent:** Monday, March 4, 2024 4:55 PM  
**To:** Lindsay Koskiniemi <[citymanager@sweenytx.gov](mailto:citymanager@sweenytx.gov)>  
**Subject:** RE: Sweeny - WWTP Plant Permit Agreement

Lindsay,

Just wanted to confirm that we received the fully executed agreement via DocuSign. Please see attached for a PDF copy for the City's records.

We will get started on this shortly. Feel free to contact me with any questions.

Regards,



Mark Rudolph, P.E.  
Strand Associates, Inc.® (F-8405)  
979.836.7937 ext. 6234  
[REDACTED] | [www.strand.com](http://www.strand.com)  
P.E. (TX)

Excellence in Engineering<sup>SM</sup>

**From:** Lindsay Koskiniemi <[citymanager@sweenytexas.gov](mailto:citymanager@sweenytexas.gov)>  
**Sent:** Monday, March 4, 2024 11:10 AM  
**To:** Rudolph, Mark <[REDACTED]>  
**Subject:** RE: Sweeny - WWTP Plant Permit Agreement [Filed 04 Mar 2024 11:12]

[EXTERNAL EMAIL]: Verify sender before opening links or attachments.

Great thank you. I received the docusign and will complete it.

Thanks,

Lindsay Koskiniemi, CGFO, CPM, MPA, MSA  
City Manager

Office 979-548-3321  
Sweeny City Hall | 102 W. Ashley Wilson Rd. | Sweeny, TX 77480



**From:** Rudolph, Mark <[REDACTED]>  
**Sent:** Monday, March 4, 2024 9:29 AM  
**To:** Lindsay Koskiniemi <[citymanager@sweenytexas.gov](mailto:citymanager@sweenytexas.gov)>; Andrepont, Logan <[REDACTED]>  
**Cc:** Kaydi Smith <[kdsmith@sweenytexas.gov](mailto:kdsmith@sweenytexas.gov)>; [REDACTED] Huebner, William <[REDACTED]>; Smith, Brissa <[REDACTED]>; Gonzales, Michael <[REDACTED]>  
**Subject:** RE: Sweeny - WWTP Plant Permit Agreement

Lindsay,

I can't speak for Inframark but I can confirm that we did the last permit renewal for the City back during the 2019 cycle.

Regards,



Mark Rudolph, P.E.  
Strand Associates, Inc.® (F-8405)  
979.836.7937 ext. 6234  
[REDACTED] | [www.strand.com](http://www.strand.com)  
P.E. (TX)

**From:** Lindsay Koskiniemi <[citymanager@sweenytx.gov](mailto:citymanager@sweenytx.gov)>  
**Sent:** Friday, March 1, 2024 2:41 PM  
**To:** Andrepont, Logan <[REDACTED]>  
**Cc:** Rudolph, Mark <[REDACTED]>; Kaydi Smith <[kdsmith@sweenytx.gov](mailto:kdsmith@sweenytx.gov)>;  
 [REDACTED]; Huebner, William <[REDACTED]>; Smith, Brissa  
 [REDACTED]; Gonzales, Michael <[REDACTED]>  
**Subject:** RE: Sweeny - WWTP Plant Permit Agreement  
**Importance:** High

[EXTERNAL EMAIL]: Verify sender before opening links or attachments.

Hi Logan,

I received the docusign for the WWTP permit renewal. I just want to make sure that we are not overlapping any provider service.

I assume we have always had Strand do this task and want to make sure Inframark, our water/ww ops consultant has not already done this.

Thanks,

Lindsay Koskiniemi, CGFO, CPM, MPA, MSA  
City Manager

Office 979-548-3321  
Sweeny City Hall | 102 W. Ashley Wilson Rd. | Sweeny, TX 77480




---

**From:** Andrepont, Logan <[REDACTED]>  
**Sent:** Friday, March 1, 2024 11:35 AM  
**To:** Lindsay Koskiniemi <[citymanager@sweenytx.gov](mailto:citymanager@sweenytx.gov)>  
**Cc:** Rudolph, Mark <[REDACTED]>; Kaydi Smith <[kdsmith@sweenytx.gov](mailto:kdsmith@sweenytx.gov)>  
**Subject:** Sweeny - WWTP Plant Permit Agreement

Lindsay,

Good morning. Recently we executed the Main Street Water Main agreement via DocuSign. Do you want to execute all future agreements with DocuSign including the WWTP Permit Renewal?

Also, thanks for quick acknowledgement for the TxDOT submittal!!!

Regards,



**Logan Andrepont**

Strand Associates, Inc.® (F-8405)

979.836.7937 ext. 6304



[www.strand.com](http://www.strand.com)

*Excellence in Engineering<sup>SM</sup>*

Item 5.





# AGENDA MEMO

Business of the City Council  
City of Sweeny, Texas

Item 6.

<b>Meeting Date</b>	04.02.2024	<b>Agenda Item</b>	
<b>Approved by City Manager</b>	Yes	<b>Presenter(s)</b>	William Huebner, P.E., City Engineer – Strand Associates
<b>Reviewed by City Attorney</b>	No	<b>Department</b>	Engineering
<b>Subject</b>	Discussion and possible action on a request from Strand Associates to amend Task Order 22-01 to increase compensation.		
<b>Attachments</b>			
<b>Financial Information</b>	Expenditure Required:		Not known
	Amount Budgeted:		General Fund: \$8,000 Enterprise Fund: \$3,500
	Account Number:		
	Additional Appropriation Required:		
	Additional Account Number:		

**Executive Summary**

Strand Associates has proposed an amendment to Task Order 22-01 – Ongoing Services to increase compensation from \$10,000 to \$25,000.

Because the sum budgeted for ongoing city engineer services is \$11,500, and the sum of fiscal year-to-date expenses for city engineer ongoing services is \$14,312.50, an amendment to the existing agreement is warranted.

Currently, staff does not have a year-end projection of ongoing engineering services that may be needed for the remainder of FY24, however knowing the specific task order compensation amount will help staff with budgeting.

As of March 25, 2024, on call city engineer services have been charged as follows:

FUND	ACCOUNT NO.	APPROVED FY24	YTD EXP	REMAINING
GENERAL	50-20-6275	\$8,000.00	\$4,937.50	\$3,062.50
ENTERPRISE	50-11-6260	\$3,500.00	\$9,375.00	-\$5,875.00

**Recommended Action**

Staff recommends approval.

**Recommended motion:**

“I move we approve the amendment to compensation from \$10,000 to \$25,000 for Task Order 22-01.”



Strand Associates, Item 6.  
 1906 Niebuhr Street  
 Brenham, TX 77833  
 (P) 979.836.7937  
 www.strand.com

### Transmittal Letter

DATE: February 1, 2024 PROJECT NO. 3920.033

COMPANY NAME: City of Sweeny, Texas  
 ATTENTION: Lindsay Koskiniemi  
 ADDRESS: 102 West Ashley Wilson, P.O. Box 248  
 CITY/STATE/ZIP: Sweeny, TX 77480  
 RE: Amendments

**WE ARE SENDING YOU:**

- |   |                                   |                                   |                                  |   |
|---|-----------------------------------|-----------------------------------|----------------------------------|---|
| <input checked="" type="checkbox"/> Agreement | <input type="checkbox"/> Contract | <input type="checkbox"/> Letter   | <input type="checkbox"/> Report  | <input type="checkbox"/> Shop Drawings  |
| <input type="checkbox"/> Change Order         | <input type="checkbox"/> Drawings | <input type="checkbox"/> Pay Apps | <input type="checkbox"/> Samples | <input type="checkbox"/> Specifications |
| <input type="checkbox"/> Other _____          |                                   |                                   |                                  |   |

Copies	Date	No.	Description
2		No. 1	Amendment for Task Order 22-01

**ITEMS TRANSMITTED AS SHOWN:**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> For approval            | <input type="checkbox"/> Approved as submitted       | <input type="checkbox"/> Resubmit _____ copies for approval   |
| <input checked="" type="checkbox"/> For your use | <input type="checkbox"/> Approved as noted           | <input type="checkbox"/> Submit _____ copies for distribution |
| <input type="checkbox"/> As requested            | <input type="checkbox"/> Approved as noted--Resubmit | <input type="checkbox"/> Additional Information Required      |
| <input type="checkbox"/> For review and comment  | <input type="checkbox"/> Not Approved                | <input type="checkbox"/> For signature                        |
| <input type="checkbox"/> Other _____             |  |   |

**REMARKS:**

Lindsay, enclosed are copies of the amendment for the On Call Task Order 22-01. Please sign and return copies to our office, Attn: Melanie Smith.

Signed \_\_\_\_\_ [REDACTED]

Copy to: File





Amendment No. 1 to Task Order No. 22-01  
City of Sweeny, Texas (OWNER)  
and Strand Associates, Inc.® (ENGINEER)  
Pursuant to Agreement for Technical Services dated October 3, 2017

This is Amendment No. 1 to the referenced Task Order.

Project Name: On-Call Engineering Services

Under **Compensation**, CHANGE \$10,000 to "\$25,000."

TASK ORDER AMENDMENT AUTHORIZATION AND ACCEPTANCE:

ENGINEER:

OWNER:

STRAND ASSOCIATES, INC.®

CITY OF SWEENY

\_\_\_\_\_  
Joseph M. Bunker  
Corporate Secretary

\_\_\_\_\_  
Date

\_\_\_\_\_  
Lindsay Koskiniemi  
City Manager

\_\_\_\_\_  
Date



# AGENDA MEMO

## Business of the City Council

### City of Sweeny, Texas

<b>Meeting Date</b>	04/02/2024	<b>Agenda Item</b>	
<b>Approved by City Manager</b>		<b>Presenter(s)</b>	City Manager
<b>Reviewed by City Attorney</b>		<b>Department</b>	Administration
<b>Subject</b>	Discussion and possible action to proposed changes to Ordinance Chapter 52; Drought Contingency Plan		
<b>Attachments</b>	20191 Track Changes, 20191		
<b>Financial Information</b>	Expenditure Required:		
	Amount Budgeted:		
	Account Number:		
	Additional Appropriation Required:		
	Additional Account Number:		

#### Executive Summary

This update was presented at the last regular session, 03/19/2024. City Engineers will be in attendance to answer questions Council may have in order to amend the ordinance.

Update to the Drought Contingency Plan as required by TCEQ. City Engineers have reviewed and made recommended changes needed to suffice with TCEQ. The document labeled Track Changes shows changes made to the template by City Engineers. Where possible, they tried to follow the current Drought Contingency Plan.

The final document (20191) shows the changes made. There are a few highlighted areas that warrant discussion with Council.

- You will need to provide a public notice and a meeting to allow input from your citizens. This could be done at a Council meeting before you adopt it.
- Public notice and public education of the plan can be done by various methods. All the options TCEQ gives in their template and social media has additionally been added since we use Facebook to notify the public as well.
- The new template includes language for a fine for violating the plan. I don't believe the old DCP had this, but your ordinances may establish a fine system outside of this plan. You can either leave this part out or insert the fine that you wish to adopt.
  - Violation of City Ordinance violation
  - Currently states can issue a violation, discontinue water service, and/or injunctive relief in district court
- The service disconnect was included in the original DCP, but the cost for restoring a locked meter was not. You may already have this established in your ordinances and can just insert it here.

Essentially, the plan is very similar to the existing plan in place. The format and some of the languages have changed, for reference, the old plan referenced the TNRCC. This was the previous name of the TCEQ, which changed back in the early 2000s. It will be good to have the most up to date language in the new plan.

#### Recommended Action

To allow staff to complete the updated changes to the Dought Contingency Plan Ordinance, Chapter 52, conforming with TCEQ compliance standards.



**Texas Commission on Environmental Quality**

Water Availability Division  
MC-160, P.O. Box 13087 Austin, Texas 78711-3087  
Telephone (512) 239-4600, FAX (512) 239-2214

**Drought Contingency Plan  
for a Retail Public Water Supplier**

This form is provided as a model of a drought contingency plan for a retail public water supplier. If you need assistance in completing this form or in developing your plan, please contact the Conservation Staff of the Resource Protection Team in the Water Availability Division at (512) 239-4600.

Drought Contingency Plans must be formally adopted by the governing body of the water provider and documentation of adoption must be submitted with the plan. For municipal water systems, adoption would be by the city council as an ordinance. For other types of publicly-owned water systems (example: utility districts), plan adoption would be by resolution of the entity's board of directors adopting the plan as administrative rules. For private investor-owned utilities, the drought contingency plan is to be incorporated into the utility's rate tariff. Each water supplier shall provide documentation of the formal adoption of their drought contingency plan.

Name: City of Sweeny

Address: 102 West Ashley Wilson P.O. Box 248 Sweeny Texas 77480

Telephone Number: (979) 548-3321 Fax: (979) 548-7745

Water Right No.(s): N/A

Regional Water Planning Group: Region H

Form Completed by: William J. Huebner, P.E.

Title: Mayor

Person responsible for implementation: Dusty Hopkins Phone: (979)548-3321

Signature: \_\_\_\_\_ Date:  / /

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**Section I: Declaration of Policy, Purpose, and Intent**

In order to conserve the available water supply and protect the integrity of water supply facilities, with particular regard for domestic water use, sanitation, and fire protection, and to protect and preserve public health, welfare, and safety and minimize the adverse impacts of water supply shortage or other water supply emergency conditions, the City of Sweeny (the City), hereby adopts the following regulations and restrictions on the delivery and consumption of water.

Deleted: (name of your water supplier)

Water uses regulated or prohibited under this Drought Contingency Plan (the Plan) are considered to be non-essential and continuation of such uses during times of water shortage or other

emergency water supply condition are deemed to constitute a waste of water which subjects the offender(s) to penalties as defined in Section X of this Plan.

**Section II: Public Involvement**

Opportunity for the public to provide input into the preparation of the Plan was provided by the City, by means of scheduling and providing public notice of a public meeting to accept input on the Plan.

Deleted: \_\_\_\_\_

Deleted: (name of your water supplier)

**Section III: Public Education**

The City will periodically provide the public with information about the Plan, including information about the conditions under which each stage of the Plan is to be initiated or terminated and the drought response measures to be implemented in each stage. This information will be provided by means of news media, radio broadcasts on local radio station, local newspapers, telephone calls, person to person conversations, and notices mailed to all utility customers.

Deleted: \_\_\_\_\_ (describe methods used to inform the public about the preparation of the plan and provide opportunities for input; for example,

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Deleted: )

Deleted: \_\_\_\_\_

Deleted: (name of your water supplier)

**Section IV: Coordination with Regional Water Planning Groups**

The service area of the City is located within the Houston region (H), and the City of Sweeny has provided a copy of this Plan to the Region H.

Deleted: \_\_\_\_\_ (describe methods to be used to provide information to the public about the Plan; for example,

Deleted: public events, press releases or utility bill inserts)....

Deleted: \_\_\_\_\_

Deleted: (name of your water supplier)

**Section V: Authorization**

The Mayor, or his/her designee is hereby authorized and directed to implement the applicable provisions of this Plan upon determination that such implementation is necessary to protect public health, safety, and welfare. The Mayor, or his/her designee shall have the authority to initiate or terminate drought or other water supply emergency response measures as described in this Plan.

Deleted: \_\_\_\_\_

Deleted: (name of your water supplier)

Deleted: \_\_\_\_\_

Deleted: (name of regional water planning area or areas)...

Deleted: \_\_\_\_\_

Deleted: (name of your water supplier)

**Section VI: Application**

The provisions of this Plan shall apply to all persons, customers, and property utilizing water provided by the City (name of your water supplier). The terms "person" and "customer" as used in the Plan include individuals, corporations, partnerships, associations, and all other legal entities.

Deleted: \_\_\_\_\_

Deleted: (name of your water supplier)

Deleted: \_\_\_\_\_

Deleted: Houston Region.

Deleted: (name of your regional water planning group or groups)....

Deleted: \_\_\_\_\_

Deleted: (designated official; for example, the mayor, city manager, utility director, general manager, etc.)

Deleted: \_\_\_\_\_

Deleted: (designated official)

Deleted: \_\_\_\_\_

**Section VII: Definitions**

For the purposes of this Plan, the following definitions shall apply:

Aesthetic water use: water use for ornamental or decorative purposes such as fountains, reflecting pools, and water gardens.

Commercial and institutional water use: water use which is integral to the operations of commercial and non-profit establishments and governmental entities such as retail establishments, hotels and motels, restaurants, and office buildings.

Conservation: those practices, techniques, and technologies that reduce the consumption of water, reduce the loss or waste of water, improve the efficiency in the use of water or increase the recycling and reuse of water so that a supply is conserved and made available for future or alternative uses.

Customer: any person, company, or organization using water supplied by the City.

Deleted: \_\_\_\_\_

Deleted: (name of your water supplier).

Domestic water use: water use for personal needs or for household or sanitary purposes such as drinking, bathing, heating, cooking, sanitation, or for cleaning a residence, business, industry, or institution.

Even number address: street addresses, box numbers, or rural postal route numbers ending in 0, 2, 4, 6, or 8 and locations without addresses.

Foundation watering: an application of water to the soils directly abutting (within 2 feet) the foundation of a building, structure.

Industrial water use: the use of water in processes designed to convert materials of lower value into forms having greater usability and value.

Landscape irrigation use: water used for the irrigation and maintenance of landscaped areas, whether publicly or privately owned, including residential and commercial lawns, gardens, golf courses, parks, and rights-of-way and medians.

Non-essential water use: water uses that are not essential nor required for the protection of public, health, safety, and welfare, including:

- (a) irrigation of landscape areas, including parks, athletic fields, and golf courses, except otherwise provided under this Plan;
- (b) use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle;
- (c) use of water to wash down any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas;
- (d) use of water to wash down buildings or structures for purposes other than immediate fire protection;
- (e) flushing gutters or permitting water to run or accumulate in any gutter or street;
- (f) use of water to fill, refill, or add to any indoor or outdoor swimming pools or Jacuzzi-type pools;
- (g) use of water in a fountain or pond for aesthetic or scenic purposes except where necessary to support aquatic life;
- (h) failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s); and
- (i) use of water from hydrants for construction purposes or any other purposes other than firefighting.

Deleted: fire fighting

Odd numbered address: street addresses, box numbers, or rural postal route numbers ending in 1, 3, 5, 7, or 9.

**Section VIII: Criteria for Initiation and Termination of Drought Response Stages**

The Mavor, or his/her designee shall monitor water supply and/or demand conditions on a daily basis and shall determine when conditions warrant initiation or termination of each stage of the Plan, that is, when the specified "triggers" are reached.

Deleted: \_\_\_\_\_

Deleted: (designated official)

Deleted: \_\_\_\_\_

Deleted: (example: daily, weekly, monthly)

Deleted: :

Deleted: \_\_\_\_\_

The triggering criteria described below are based on daily consumption in relation to the total water production capacity of the wells in service at any time or in relation to the total firm high service (booster) pump capacity in the system. The well capacity shall mean the rate of production from all wells over a 24-hour period and the total firm booster pump capacity shall mean the total volume of water that can be pumped in a 24-hour

period assuming the largest pump is out of service. The City has a master water meter on each well, which monitors the total daily water demand.

Utilization of alternative water sources and/or alternative delivery mechanisms;

There are no alternative water source(s) available to the City.  
Stage 1 Triggers – MILD Water Shortage Conditions

Requirements for initiation

Customers shall be requested to voluntarily conserve water and adhere to the prescribed restrictions on certain water uses, defined in Section VII Definitions, when total daily water demand equals or exceeds 40 percent of the total well capacity or firm booster pump capacity for seven consecutive days.

Requirements for termination

Stage 1 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of seven consecutive days.

Stage 2 Triggers – MODERATE Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses provided in Section IX of this Plan when total daily water demand equals or exceeds 50 percent of the total well capacity or firm booster pump capacity for seven consecutive days.

Requirements for termination

Stage 2 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of seven consecutive days. Upon termination of Stage 2, Stage 1, or the applicable drought response stage based on the triggering criteria, becomes operative.

Stage 3 Triggers – SEVERE Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses for Stage 3 of this Plan when total daily water demand equals or exceeds 60 percent of the total well capacity or firm booster pump capacity for three consecutive days.

Requirements for termination

Stage 3 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of three consecutive days. Upon termination of Stage 3, Stage 2, or the applicable drought response stage based on the triggering criteria, becomes operative.

Stage 4 Triggers – CRITICAL Water Shortage Conditions

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses for Stage 4 of this Plan when total daily water demand equals or exceeds 70 percent of the total well capacity or firm booster pump capacity for three consecutive days.

Requirements for termination

Deleted: (Provide a brief description of the rationale for the triggering criteria; for example, triggering criteria / trigger levels based on a statistical analysis of the vulnerability of the water source under drought of record conditions, or based on known system capacity limits).

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Deleted: Alternative water source(s) for (name of utility) is/are: (Examples: Other well(s), Inter-connection with other system, Temporary use of a non-municipal water supply Purchased water, Use of reclaimed water for non-potable purposes, etc.)

Deleted:

Deleted: (Describe triggering criteria / trigger levels; see examples below).

Following are examples of the types of triggering criteria that might be used in one or more successive stages of a drought contingency plan. The public water supplier may devise other triggering criteria and an appropriate number of stages tailored to its system. One or a combination of the criteria selected by the public water supplier must be defined for each drought response stage, but usually not all will apply.

Example 1: Annually, beginning on May 1 through September 30.

Example 2: When the water supply available to the (name of your water supplier) is equal to or less than (acre-feet, percentage of storage, etc.)

Example 3: When, pursuant to requirements specified in the (name of your water supplier) wholesale water purchase contract with (name of your wholesale water supplier), notification is received requesting initiation of Stage 1 of the Drought Contingency Plan.

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Stage 4 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of three consecutive days. Upon termination of Stage 4, Stage 3, or the applicable drought response stage based on the triggering criteria, becomes operative.

**Stage 5 Triggers – EMERGENCY Water Shortage Conditions**

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions for Stage 5 of this Plan when the Mayor, or his/her designee, determines that a water supply emergency exists based on:

1. Major water line breaks, or pump or system failures occur, which cause unprecedented loss of capability to provide water service; or
2. Natural or man-made contamination of the water supply source(s).

Requirements for termination

Stage 5 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of three consecutive days.

**Section IX: Drought Response Stages**

The Mayor, or his/her designee, shall monitor water supply and/or demand conditions on a daily basis and, in accordance with the triggering criteria set forth in Section VIII of this Plan, shall determine that a mild, moderate, severe, critical, emergency or water shortage condition exists and shall implement the following notification procedures:

**Notification**

Notification of the Public:

The Mayor or his/ her designee shall notify the public by means of: news media, social media, radio broadcasts on local radio station, local newspapers, telephone calls, posting notices at public buildings, and person to person conversations. Notices mailed to all utility customers may be used at the discretion of the Mayor or his/her designee.

Additional Notification:

The Mayor or his/ her designee shall notify directly, or cause to be notified directly, the following individuals and entities:

Entity	Notification Stage
City Council	All Stages
TCEO	All Stages
Street Superintendent	Stage 4: Critical Stage 5: Emergency
Water and Wastewater Superintendent	All Stages
Fire Chief	All Stages
Major water users	Stage 5: Emergency

**Stage 1 Response – MILD Water Shortage Conditions**

**Target:** Achieve a voluntary reduction in the total well capacity or firm booster pump capacity to less than 40 percent.

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Requirements for initiation

Customers shall be required to comply with the water allocation plan prescribed in Section IX of this Plan and comply with the requirements and restrictions for Stage 5 of this Plan when \_\_\_\_\_ (describe triggering criteria, s examples in Stage 1).

Requirements for termination - Water allocation may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of \_\_\_\_\_ (example: 3) consecutive days.

Note: The inclusion of WATER ALLOCATION as part of drought contingency plan may not be required in all cases. For example, for a given water supplier, an analysis of water supply availability under drought of record conditions may indicate that there is essentially risk of water supply shortage. Hence, a drought contingency plan for such a water supplier might only address facility capacity limitations and emergency.

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Best Management Practices for Supply Management:

*The City will reduce water demand by system water loss control and reduced or discontinued irrigation of public landscaped areas.*

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Voluntary Water Use Restrictions for Reducing Demand:

- (a) Water customers are requested to voluntarily limit the irrigation of landscaped areas to between the hours of 6 p.m. and 8:00 a.m.
- (b) All operations of the City (name of your water supplier) shall adhere to water use restrictions prescribed for Stage 1 of the Plan.
- (c) Water customers are requested to practice water conservation and to minimize or discontinue water use for non-essential purposes.

**Deleted:** Describe additional measures, if any, to be implemented directly by (name of your water supplier) to manage limited water supplies and/or reduce water demand. Examples include: system water loss control, activation and use of an alternative supply source(s); use of reclaimed water for non-potable purposes.

**Deleted:** Sundays and Thursdays for customers with a street address ending in an even number (0, 2, 4, 6 or 8), and Saturdays and Wednesdays for water customers with a street address ending in an odd number (1, 3, 5, 7 or 9), and to irrigate landscapes only

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Stage 2 Response – MODERATE Water Shortage Conditions

Target: Achieve a voluntary in the total well capacity or firm booster pump capacity to less than 50 percent.

Best Management Practices for Supply Management:

*The City will reduce water demand by system water loss control and reduced or discontinued irrigation of public landscaped areas.*

Water Use Restrictions for Demand Reduction:

Under threat of penalty for violation, the following water use restrictions shall apply to all persons:

- (a) Irrigation of landscaped areas with hose-end sprinklers or automatic irrigation systems shall be limited to Monday, Wednesday, and Friday for customers located west of Hackberry Street, and Tuesday, Thursday, and Saturdays for water customers located east of Hackberry Street and no one shall water between the hours of 8 a.m. and 6 p.m. on Sundays. However, irrigation of landscaped areas is permitted on a daily basis by means of a hand-held hose, a faucet filled bucket or watering can of five (5) gallons or less, or drip irrigation system before 8 a.m. and after 6 p.m.
- (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle is prohibited except on designated watering days between the hours of 12:00 midnight and 10:00 a.m. and between 8:00 p.m. and 12:00 midnight. Such washing, when allowed, shall be done with a hand-held bucket or a hand-held hose equipped with a positive shutoff nozzle for quick rises. Vehicle washing may be done at any time on the immediate premises of a commercial car wash or commercial service station. Further, such washing may be exempted from these regulations if the health, safety, and welfare of the public is contingent upon frequent vehicle cleansing, such as garbage trucks and vehicles used to transport food and perishables.

**Deleted:** Describe additional measures, if any, to be implemented directly by \_\_\_\_\_ (name of your water supplier) to manage limited water supplies and/or reduce water demand. Examples include: system water loss control, reduced or discontinued irrigation of public landscaped areas; use of an alternative supply source(s); use of reclaimed water for non-potable purposes.

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- (c) Use of water to fill, refill, or add to any indoor or outdoor swimming pools, wading pools, or Jacuzzi-type pools is prohibited except on designated watering days between the hours of 12:00 midnight and 10:00 a.m. and between 8 p.m. and 12:00 midnight.
- (d) Operation of any ornamental fountain or pond for aesthetic or scenic purposes is prohibited except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system.
- (e) Use of water from hydrants shall be limited to firefighting, related activities, or other activities necessary to maintain public health, safety, and welfare, except that use of water from designated fire hydrants for construction purposes may be allowed under special permit from the City.
- (f) Use of water for the irrigation of golf course greens, tees, and fairways is prohibited except on designated watering days between the hours 12:00 midnight and 10:00 a.m. and between 8 p.m. and 12:00 midnight. However, if the golf course utilizes a water source other than that provided by the City, the facility shall not be subject to these regulations.
- (g) All restaurants are prohibited from serving water to patrons except upon request of the patron.
- (h) The following uses of water are defined as non-essential and are prohibited:
  1. wash down of any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas;
  2. use of water to wash down buildings or structures for purposes other than immediate fire protection;
  3. use of water for dust control;
  4. flushing gutters or permitting water to run or accumulate in any gutter or street; and
  5. failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s).

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Stage 3 Response - SEVERE Water Shortage Conditions

**Target:** Achieve a voluntary reduction in the total well capacity or firm booster pump capacity to less than 60 percent.

**Best Management Practices for Supply Management:**

The City will reduce water demand by system water loss control and reduced or discontinued irrigation of public landscaped areas.

**Water Use Restrictions for Demand Reduction:**

All requirements of Stage 2 shall remain in effect during Stage 3 except:

(a) Irrigation of landscaped areas shall be further limited to a designated watering day.

a. NW: Customers located north of 4th Street and Brockman and west of Hackberry Street shall water on Mondays.

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Deleted: Describe additional measures, if any, to be implemented directly by \_\_\_\_\_ (name of your water supplier) to manage limited water supplies and/or reduce water demand. Examples include: system water loss control, reduced or discontinued irrigation of public landscaped areas; use of an alternative supply source(s); use of reclaimed water for non-potable purposes.

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- b. ~~SE: Customers located south of 4th Street and Brockman and east of Hackberry Street shall water on Tuesdays.~~
- c. ~~NE: Customers located north of 4th Street and Brockman and east of Hackberry Street shall water on Thursdays.~~
- d. ~~SW: Customers located south of 4th Street and Brockman and west of Hackberry Street shall water on Fridays.~~

~~No one may water on Wednesdays, Saturdays, or Sundays. No one may water on any assigned day between the hours of 8 a.m. and 6 p.m. Hand watering flowers, flowerbeds, and potted plants may be done on any day before 8 a.m. and after 6 p.m. Watering shall be done by means of hand-held hoses, hand-held buckets, drip irrigation, or permanently installed automatic sprinkler system only. The use of hose-end sprinklers is prohibited at all times.~~

- (b) The watering of golf course tees is prohibited unless the golf course utilizes a water source other than that provided by the City (name of your water supplier).
- (c) The use of water for construction purposes from designated fire hydrants under special permit is to be discontinued.
- (d) Foundation Watering (within 2 feet) may take place on the assigned water day only. Watering of trees may occur for two hours one day per week with a hand-held hose or with a dedicated zone using a Drip Irrigation system and/or Soaker Hose, provided no runoff occurs.

~~(e) Anyone using more than 20,000 gallons of water per month at the time this stage is implemented will be charged a rate of \$5.00 per 1,000 gallons of water over the 20,000 gallons used.~~

**Stage 4 Response - CRITICAL Water Shortage Conditions**

**Target:** ~~Achieve a voluntary reduction in the total well capacity or firm booster pump capacity to less than 70 percent.~~

**Best Management Practices for Supply Management:**

~~The City will reduce water demand by system water loss control and reduced or discontinued irrigation of public landscaped areas.~~

**Water Use Restrictions for Reducing Demand:**

All requirements of Stage 2 and 3 shall remain in effect during Stage 4 except:

- (a) ~~No one may perform outdoor watering on any given day other than providing water for pets and livestock.~~
- (b) ~~Foundations may be watered every two weeks. Customers located west of Hackberry Street may soak their foundation on the first and third Wednesday of the month between 6 p.m. and midnight. Customers located east of Hackberry Street may soak their foundation on the second and fourth Wednesday of the~~

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Deleted: Irrigation of landscaped areas shall be limited to designated watering days between the hours of 6:00 a.m. and 10:00 a.m. and between 8:00 p.m. and 12:00 midnight and shall be by means of hand-held hoses, hand-held buckets, or drip irrigation only. The use of hose-end sprinklers or permanently installed automatic sprinkler systems are prohibited at all times.

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month between 6 p.m. and midnight. The increased rates implemented in stage 3 will remain in effect through this stage.

- (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle not occurring on the premises of a commercial car wash and commercial service stations and not in the immediate interest of public health, safety, and welfare is prohibited. Further, such vehicle washing at commercial car washes and commercial service stations shall occur only between the hours of 6:00 a.m. and 10:00 a.m. and between 6:00 p.m. and 10 p.m.
- (c) The filling, refilling, or adding of water to swimming pools, wading pools, and Jacuzzi-type pools is prohibited.
- (d) Operation of any ornamental fountain or pond for aesthetic or scenic purposes is prohibited except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system.
- (e) No application for new, additional, expanded, or increased-in-size water service connections, meters, service lines, pipeline extensions, mains, or water service facilities of any kind shall be approved, and time limits for approval of such applications are hereby suspended for such time as this drought response stage or a higher-numbered stage shall be in effect.

**Stage 5 Response - EMERGENCY Water Shortage Conditions**

Target: Achieve a voluntary reduction in the total well capacity or firm booster pump capacity to less than 75 percent or reduce water use to prevent more than 50% depletion of stored water volumes at any time.

Best Management Practices for Supply Management:

The City will reduce water demand by system water loss control and reduced or discontinued irrigation of public landscaped areas.

Water Use Restrictions for Reducing Demand:

All requirements of Stage 2, 3, and 4 shall remain in effect during Stage 5 except:

- (a) All non-essential water use shall be prohibited unless necessary for the preservation of health, safety, and welfare of residents. Water usage for livestock is exempt.
- (b)

**Section X: Enforcement**

- (a) No person shall knowingly or intentionally allow the use of water from the City for residential, commercial, industrial, agricultural, governmental, or any other purpose in a

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Deleted: Irrigation of landscaped areas is absolutely prohibited, except soaker hoses, hand-held hoses or a dedicated zone using a drip irrigation system may be used to water trees up to two hours per week or foundations as necessary, provided no runoff occurs.

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Deleted: Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle is absolutely prohibited.

Deleted: Stage 6 Response - WATER ALLOCATION¶

¶ In the event that water shortage conditions threaten public health, safety, and welfare, the \_\_\_\_ Mayor (designated official) is hereby authorized to allocate water according to the following water allocation plan:¶

¶ Single-Family Residential Customers¶

¶ The allocation to residential water customers residing in a single-family dwelling shall be as follows:¶

Persons per Household	Gallons per Month¶
1 or 2	6,000¶
3 or 4	7,000¶
5 or 6	8,000¶
7 or 8	9,000¶
9 or 10	10,000¶
11 or more	12,000¶

¶ "Household" means the residential premises served by the customer's meter. "Persons per household" include only those persons currently physically residing at the premises and expected to reside there for the entire billing period. It shall be assumed that a particular customer's household is comprised of two (2) persons unless the customer notifies the \_\_\_\_ City (name of your water supplier) of a greater number of persons per household on a form prescribed by the \_\_\_\_ Mayor (designated official). The \_\_\_\_ Mayor (designated official) shall give his/her best effort to see that such forms are mailed, otherwise provided, or made available to every residential customer. If, however, a customer does not receive such a form, it shall be the customer's responsibility to go to the \_\_\_\_ City (name of your water supplier) offices to complete and sign the form claiming more than two (2) persons per household( ... ¶

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manner contrary to any provision of this Plan, or in an amount in excess of that permitted by the drought response stage in effect at the time pursuant to action taken by Mayor, or his/her designee, in accordance with provisions of this Plan.

(b) Any person who violates this Plan is guilty of a misdemeanor and, upon conviction shall be punished by a fine of not less than \_\_\_\_\_ dollars (\$ \_\_\_\_\_) and not more than \_\_\_\_\_ dollars (\$ \_\_\_\_\_). Each day that one or more of the provisions in this Plan is violated shall constitute a separate offense. If a person is convicted of three or more distinct violations of this Plan, the Mayor (designated official) shall, upon due notice to the customer, be authorized to discontinue water service to the premises where such violations occur. Services discontinued under such circumstances shall be restored only upon payment of a re-connection charge, hereby established at \$ \_\_\_\_\_, and any other costs incurred by the City, in discontinuing service. In addition, suitable assurance must be given to the Mayor, that the same action shall not be repeated while the Plan is in effect. Compliance with this plan may also be sought through injunctive relief in the district court.

(c) Any person, including a person classified as a water customer of the City, in apparent control of the property where a violation occurs or originates shall be presumed to be the violator, and proof that the violation occurred on the person's property shall constitute a rebuttable presumption that the person in apparent control of the property committed the violation, but any such person shall have the right to show that he/she did not commit the violation. Parents shall be presumed to be responsible for violations of their minor children and proof that a violation, committed by a child, occurred on property within the parents' control shall constitute a rebuttable presumption that the parent committed the violation, but any such parent may be excused if he/she proves that he/she had previously directed the child not to use the water as it was used in violation of this Plan and that the parent could not have reasonably known of the violation.

(d) Any employee of the City, police officer, or other employee designated by the Mayor, may issue a citation to a person he/she reasonably believes to be in violation of this Ordinance. The citation shall be prepared in duplicate and shall contain the name and address of the alleged violator, if known, the offense charged, and shall direct him/her to appear in the municipal court, on the date shown on the citation for which the date shall not be less than 3 days nor more than 5 days from the date the citation was issued. The alleged violator shall be served a copy of the citation. Service of the citation shall be complete upon delivery of the citation to the alleged violator, to an agent or employee of a violator, or to a person over 14 years of age who is a member of the violator's immediate family or is a resident of the violator's residence. The alleged violator shall appear in municipal court, to enter a plea of guilty or not guilty for the violation of this Plan. If the alleged violator fails to appear in municipal court, a warrant for his/her arrest may be issued. A summons to appear may be issued in lieu of an arrest warrant. These cases shall be expedited and given preferential setting in municipal court, before all other cases.

Section XI: Variances

The Mayor, or his/her designee, may, in writing, grant temporary variance for existing water uses otherwise prohibited under this Plan if it is determined that failure to grant such variance would cause an emergency condition adversely affecting the health, sanitation, or fire protection for the public or the person requesting such variance and if one or more of the following conditions are met:

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- (a) Compliance with this Plan cannot be technically accomplished during the duration of the water supply shortage or other condition for which the Plan is in effect.
- (b) Alternative methods can be implemented which will achieve the same level of reduction in water use.

Persons requesting an exemption from the provisions of this Ordinance shall file a petition for variance with the City, within 5 days after the Plan or a particular drought response stage has been invoked. All petitions for variances shall be reviewed by the Mayor, or his/her designee, and shall include the following:

- (a) Name and address of the petitioner(s).
- (b) Purpose of water use.
- (c) Specific provision(s) of the Plan from which the petitioner is requesting relief.
- (d) Detailed statement as to how the specific provision of the Plan adversely affects the petitioner or what damage or harm will occur to the petitioner or others if petitioner complies with this Ordinance.
- (e) Description of the relief requested.
- (f) Period of time for which the variance is sought.
- (g) Alternative water use restrictions or other measures the petitioner is taking or proposes to take to meet the intent of this Plan and the compliance date.
- (h) Other pertinent information.

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## Texas Commission on Environmental Quality

Water Availability Division  
 MC-160, P.O. Box 13087 Austin, Texas 78711-3087  
 Telephone (512) 239-4600, FAX (512) 239-2214

### Drought Contingency Plan for a Retail Public Water Supplier

This form is provided as a model of a drought contingency plan for a retail public water supplier. If you need assistance in completing this form or in developing your plan, please contact the Conservation Staff of the Resource Protection Team in the Water Availability Division at (512) 239-4600.

**Drought Contingency Plans must be formally adopted by the governing body of the water provider and documentation of adoption must be submitted with the plan.** For municipal water systems, adoption would be by the city council as an ordinance. For other types of publicly-owned water systems (example: utility districts), plan adoption would be by resolution of the entity's board of directors adopting the plan as administrative rules. For private investor-owned utilities, the drought contingency plan is to be incorporated into the utility's rate tariff. Each water supplier shall provide documentation of the formal adoption of their drought contingency plan.

Name: City of Sweeny

Address: 102 West Ashley Wilson P.O. Box 248 Sweeny Texas 77480

Telephone Number: (979) 548-3321 Fax: (979) 548-7745

Water Right No.(s): N/A

Regional Water Planning Group: Region H

Form Completed by: William J. Huebner, P.E.

Title: Mayor

Person responsible for implementation: Dusty Hopkins Phone: (979)548-3321

Signature: \_\_\_\_\_ Date:  / /

#### Section I: Declaration of Policy, Purpose, and Intent

In order to conserve the available water supply and protect the integrity of water supply facilities, with particular regard for domestic water use, sanitation, and fire protection, and to protect and preserve public health, welfare, and safety and minimize the adverse impacts of water supply shortage or other water supply emergency conditions, the City of Sweeny (the City) hereby adopts the following regulations and restrictions on the delivery and consumption of water.

Water uses regulated or prohibited under this Drought Contingency Plan (the Plan) are considered to be non-essential and continuation of such uses during times of water shortage or other



emergency water supply condition are deemed to constitute a waste of water which subjects the offender(s) to penalties as defined in Section X of this Plan.

#### **Section II: Public Involvement**

Opportunity for the public to provide input into the preparation of the Plan was provided by the City by means of scheduling and providing public notice of a public meeting to accept input on the Plan.

#### **Section III: Public Education**

The City will periodically provide the public with information about the Plan, including information about the conditions under which each stage of the Plan is to be initiated or terminated and the drought response measures to be implemented in each stage. This information will be provided by means of news media, social media, radio broadcasts on local radio station, local newspapers, telephone calls, person to person conversations, and notices mailed to all utility customers.

#### **Section IV: Coordination with Regional Water Planning Groups**

The service area of the City is located within the Region (H) and the City of Sweeny has provided a copy of this Plan to the Region H

#### **Section V: Authorization**

The Mayor, or his/her designee is hereby authorized and directed to implement the applicable provisions of this Plan upon determination that such implementation is necessary to protect public health, safety, and welfare. The Mayor or his/her designee shall have the authority to initiate or terminate drought or other water supply emergency response measures as described in this Plan.

#### **Section VI: Application**

The provisions of this Plan shall apply to all persons, customers, and property utilizing water provided by the City (*name of your water supplier*). The terms "person" and "customer" as used in the Plan include individuals, corporations, partnerships, associations, and all other legal entities.

#### **Section VII: Definitions**

For the purposes of this Plan, the following definitions shall apply:

Aesthetic water use: water use for ornamental or decorative purposes such as fountains, reflecting pools, and water gardens.

Commercial and institutional water use: water use which is integral to the operations of commercial and non-profit establishments and governmental entities such as retail establishments, hotels and motels, restaurants, and office buildings.

Conservation: those practices, techniques, and technologies that reduce the consumption of water, reduce the loss or waste of water, improve the efficiency in the use of water or increase the recycling and reuse of water so that a supply is conserved and made available for future or alternative uses.

Customer: any person, company, or organization using water supplied by the City.

**Domestic water use:** water use for personal needs or for household or sanitary purposes such as drinking, bathing, heating, cooking, sanitation, or for cleaning a residence, business, industry, or institution.

**Even number address:** street addresses, box numbers, or rural postal route numbers ending in 0, 2, 4, 6, or 8 and locations without addresses.

**Foundation watering:** an application of water to the soils directly abutting (within 2 feet) the foundation of a building, structure.

**Industrial water use:** the use of water in processes designed to convert materials of lower value into forms having greater usability and value.

**Landscape irrigation use:** water used for the irrigation and maintenance of landscaped areas, whether publicly or privately owned, including residential and commercial lawns, gardens, golf courses, parks, and rights-of-way and medians.

**Non-essential water use:** water uses that are not essential nor required for the protection of public, health, safety, and welfare, including:

- (a) irrigation of landscape areas, including parks, athletic fields, and golf courses, except otherwise provided under this Plan;
- (b) use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle;
- (c) use of water to wash down any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas;
- (d) use of water to wash down buildings or structures for purposes other than immediate fire protection;
- (e) flushing gutters or permitting water to run or accumulate in any gutter or street;
- (f) use of water to fill, refill, or add to any indoor or outdoor swimming pools or Jacuzzi-type pools;
- (g) use of water in a fountain or pond for aesthetic or scenic purposes except where necessary to support aquatic life;
- (h) failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s); and
- (i) use of water from hydrants for construction purposes or any other purposes other than firefighting.

**Odd numbered address:** street addresses, box numbers, or rural postal route numbers ending in 1, 3, 5, 7, or 9.

#### **Section VIII: Criteria for Initiation and Termination of Drought Response Stages**

The Mayor or his/her designee shall monitor water supply and/or demand conditions on a daily basis and shall determine when conditions warrant initiation or termination of each stage of the Plan, that is, when the specified "triggers" are reached.

The triggering criteria described below are based on daily consumption in relation to the total water production capacity of the wells in service at any time or in relation to the total firm high service (booster) pump capacity in the system. The well capacity shall mean the rate of production from all wells over a 24-hour period and the total firm booster pump capacity shall mean the total volume of water that can be pumped in a 24-hour

period assuming the largest pump is out of service. The City has a master water meter on each well, which monitors the total daily water demand.

#### **Utilization of alternative water sources and/or alternative delivery mechanisms:**

There are no alternative water source(s) available to the City.

#### **Stage 1 Triggers -- MILD Water Shortage Conditions**

##### Requirements for initiation

Customers shall be requested to voluntarily conserve water and adhere to the prescribed restrictions on certain water uses, defined in Section VII Definitions, when total daily water demand equals or exceeds 40 percent of the total well capacity or firm booster pump capacity for seven consecutive days.

##### Requirements for termination

Stage 1 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of seven consecutive days.

#### **Stage 2 Triggers - MODERATE Water Shortage Conditions**

##### Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses provided in Section IX of this Plan when total daily water demand equals or exceeds 50 percent of the total well capacity or firm booster pump capacity for seven consecutive days.

##### Requirements for termination

Stage 2 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of seven consecutive days. Upon termination of Stage 2, Stage 1, or the applicable drought response stage based on the triggering criteria, becomes operative.

#### **Stage 3 Triggers - SEVERE Water Shortage Conditions**

##### Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses for Stage 3 of this Plan when total daily water demand equals or exceeds 60 percent of the total well capacity or firm booster pump capacity for three consecutive days.

##### Requirements for termination

Stage 3 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of three consecutive days. Upon termination of Stage 3, Stage 2, or the applicable drought response stage based on the triggering criteria, becomes operative.

#### **Stage 4 Triggers - CRITICAL Water Shortage Conditions**

##### Requirements for initiation

Customers shall be required to comply with the requirements and restrictions on certain non-essential water uses for Stage 4 of this Plan when total daily water demand equals or exceeds 70 percent of the total well capacity or firm booster pump capacity for three consecutive days.

##### Requirements for termination

Stage 4 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of three consecutive days. Upon termination of Stage 4, Stage 3, or the applicable drought response stage based on the triggering criteria, becomes operative.

**Stage 5 Triggers - EMERGENCY Water Shortage Conditions**

Requirements for initiation

Customers shall be required to comply with the requirements and restrictions for Stage 5 of this Plan when the Mayor, or his/her designee, determines that a water supply emergency exists based on:

- 1. Major water line breaks, or pump or system failures occur, which cause unprecedented loss of capability to provide water service; or
- 2. Natural or man-made contamination of the water supply source(s).

Requirements for termination

Stage 5 of the Plan may be rescinded when all of the conditions listed as triggering events have ceased to exist for a period of three consecutive days.

**Section IX: Drought Response Stages**

The Mayor, or his/her designee, shall monitor water supply and/or demand conditions on a daily basis and, in accordance with the triggering criteria set forth in Section VIII of this Plan, shall determine that a mild, moderate, severe, critical, emergency or water shortage condition exists and shall implement the following notification procedures:

**Notification**

Notification of the Public:

The Mayor or his/ her designee shall notify the public by means of: news media, social media, radio broadcasts on local radio station, local newspapers, telephone calls, posting notices at public buildings, and person to person conversations. Notices mailed to all utility customers may be used at the discretion of the Mayor or his/her designee.

Additional Notification:

The Mayor or his/ her designee shall notify directly, or cause to be notified directly, the following individuals and entities:

Entity	Notification Stage
City Council	All Stages
TCEQ	All Stages
Street Superintendent	Stage 4: Critical Stage 5: Emergency
Water and Wastewater Superintendent	All Stages
Fire Chief	All Stages
Major water users	Stage 5: Emergency

**Stage 1 Response - MILD Water Shortage Conditions**

**Target:** Achieve a voluntary reduction in the total well capacity or firm booster pump capacity to less than 40 percent.

Best Management Practices for Supply Management:

*The City will reduce water demand by system water loss control and reduced or discontinued irrigation of public landscaped areas.*

Voluntary Water Use Restrictions for Reducing Demand:

- (a) Water customers are requested to voluntarily limit the irrigation of landscaped areas to between the hours of 6 p.m. and 8:00 a.m. .
- (b) All operations of the City (*name of your water supplier*) shall adhere to water use restrictions prescribed for Stage 1 of the Plan.
- (c) Water customers are requested to practice water conservation and to minimize or discontinue water use for non-essential purposes.

**Stage 2 Response - MODERATE Water Shortage Conditions**

**Target: Achieve a voluntary in the total well capacity or firm booster pump capacity to less than 50 percent.**

Best Management Practices for Supply Management:

*The City will reduce water demand by system water loss control and reduced or discontinued irrigation of public landscaped areas.*

Water Use Restrictions for Demand Reduction:

Under threat of penalty for violation, the following water use restrictions shall apply to all persons:

- (a) Irrigation of landscaped areas with hose-end sprinklers or automatic irrigation systems shall be limited to Monday, Wednesday, and Friday for customers located west of Hackberry Street, and Tuesday, Thursday, and Saturdays for water customers located east of Hackberry Street and no one shall water between the hours of 8 a.m. and 6 p.m. on Sundays. However, irrigation of landscaped areas is permitted on a daily basis by means of a hand-held hose, a faucet filled bucket or watering can of five (5) gallons or less, or drip irrigation system before 8 a.m. and after 6 p.m..
- (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle is prohibited except on designated watering days between the hours of 12:00 midnight and 10:00 a.m. and between 8:00 p.m. and 12:00 midnight. Such washing, when allowed, shall be done with a hand-held bucket or a hand-held hose equipped with a positive shutoff nozzle for quick rises. Vehicle washing may be done at any time on the immediate premises of a commercial car wash or commercial service station. Further, such washing may be exempted from these regulations if the health, safety, and welfare of the public is contingent upon frequent vehicle cleansing, such as garbage trucks and vehicles used to transport food and perishables.

- (c) Use of water to fill, refill, or add to any indoor or outdoor swimming pools, wading pools, or Jacuzzi-type pools is prohibited except on designated watering days between the hours of 12:00 midnight and 10:00 a.m. and between 8 p.m. and 12:00 midnight.
- (d) Operation of any ornamental fountain or pond for aesthetic or scenic purposes is prohibited except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system.
- (e) Use of water from hydrants shall be limited to firefighting, related activities, or other activities necessary to maintain public health, safety, and welfare, except that use of water from designated fire hydrants for construction purposes may be allowed under special permit from the City
- (f) Use of water for the irrigation of golf course greens, tees, and fairways is prohibited except on designated watering days between the hours 12:00 midnight and 10:00 a.m. and between 8 p.m. and 12:00 midnight. However, if the golf course utilizes a water source other than that provided by the City, the facility shall not be subject to these regulations.
- (g) All restaurants are prohibited from serving water to patrons except upon request of the patron.
- (h) The following uses of water are defined as non-essential and are prohibited:
  - 1. wash down of any sidewalks, walkways, driveways, parking lots, tennis courts, or other hard-surfaced areas;
  - 2. use of water to wash down buildings or structures for purposes other than immediate fire protection;
  - 3. use of water for dust control;
  - 4. flushing gutters or permitting water to run or accumulate in any gutter or street; and
  - 5. failure to repair a controllable leak(s) within a reasonable period after having been given notice directing the repair of such leak(s).

**Stage 3 Response - SEVERE Water Shortage Conditions**

**Target: Achieve a voluntary reduction in the total well capacity or firm booster pump capacity to less than 60 percent.**

**Best Management Practices for Supply Management:**

*The City will reduce water demand by system water loss control and reduced or discontinued irrigation of public landscaped areas.*

**Water Use Restrictions for Demand Reduction:**

All requirements of Stage 2 shall remain in effect during Stage 3 except:

- (a) Irrigation of landscaped areas shall be further limited to a designated watering day.
  - a. NW: Customers located north of 4th Street and Brockman and west of Hackberry Street shall water on Mondays.

- b. SE: Customers located south of 4th Street and Brockman and east of Hackberry Street shall water on Tuesdays.
- c. NE: Customers located north of 4th Street and Brockman and east of Hackberry Street shall water on Thursdays.
- d. SW: Customers located south of 4th Street and Brockman and west of Hackberry Street shall water on Fridays.

No one may water on Wednesdays, Saturdays, or Sundays. No one may water on any assigned day between the hours of 8 a.m. and 6 p.m. Hand watering flowers, flowerbeds, and potted plants may be done on any day before 8 a.m. and after 6 p.m. Watering shall be done by means of hand-held hoses, hand-held buckets, drip irrigation, or permanently installed automatic sprinkler system only. The use of hose-end sprinklers is prohibited at all times.

- (b) The watering of golf course tees is prohibited unless the golf course utilizes a water source other than that provided by the City (*name of your water supplier*).
- (c) The use of water for construction purposes from designated fire hydrants under special permit is to be discontinued.
- (d) Foundation Watering (within 2 feet) may take place on the assigned water day only. Watering of trees may occur for two hours one day per week with a hand-held hose or with a dedicated zone using a Drip Irrigation system and/or Soaker Hose, provided no runoff occurs.
- (e) Anyone using more than 20,000 gallons of water per month at the time this stage is implemented will be charged a rate of \$5.00 per 1,000 gallons of water over the 20,000 gallons used.

#### Stage 4 Response - CRITICAL Water Shortage Conditions

**Target:** Achieve a voluntary reduction in the total well capacity or firm booster pump capacity to less than 70 percent.

**Best Management Practices for Supply Management:**

*The City will reduce water demand by system water loss control and reduced or discontinued irrigation of public landscaped areas.*

**Water Use Restrictions for Reducing Demand:**

All requirements of Stage 2 and 3 shall remain in effect during Stage 4 except:

- (a) No one may perform outdoor watering on any given day other than providing water for pets and livestock.
- (b) Foundations may be watered every two weeks. Customers located west of Hackberry Street may soak their foundation on the first and third Wednesday of the month between 6 p.m. and midnight. Customers located east of Hackberry Street may soak their foundation on the second and fourth Wednesday of the

month between 6 p.m. and midnight. The increased rates implemented in stage 3 will remain in effect through this stage.

- (b) Use of water to wash any motor vehicle, motorbike, boat, trailer, airplane or other vehicle not occurring on the premises of a commercial car wash and commercial service stations and not in the immediate interest of public health, safety, and welfare is prohibited. Further, such vehicle washing at commercial car washes and commercial service stations shall occur only between the hours of 6:00 a.m. and 10:00 a.m. and between 6:00 p.m. and 10 p.m.
- (c) The filling, refilling, or adding of water to swimming pools, wading pools, and Jacuzzi-type pools is prohibited.
- (d) Operation of any ornamental fountain or pond for aesthetic or scenic purposes is prohibited except where necessary to support aquatic life or where such fountains or ponds are equipped with a recirculation system.
- (e) No application for new, additional, expanded, or increased-in-size water service connections, meters, service lines, pipeline extensions, mains, or water service facilities of any kind shall be approved, and time limits for approval of such applications are hereby suspended for such time as this drought response stage or a higher-numbered stage shall be in effect.

#### Stage 5 Response - EMERGENCY Water Shortage Conditions

**Target: Achieve a voluntary reduction in the total well capacity or firm booster pump capacity to less than 75 percent or reduce water use to prevent more than 50% depletion of stored water volumes at any time.**

#### Best Management Practices for Supply Management:

*The City will reduce water demand by system water loss control and reduced or discontinued irrigation of public landscaped areas.*

#### Water Use Restrictions for Reducing Demand:

All requirements of Stage 2, 3, and 4 shall remain in effect during Stage 5 except:

- (a) All non-essential water use shall be prohibited unless necessary for the preservation of health, safety, and welfare of residents. Water usage for livestock is exempt.
- (b)

#### Section X: Enforcement

- (a) No person shall knowingly or intentionally allow the use of water from the City for residential, commercial, industrial, agricultural, governmental, or any other purpose in a manner contrary to any provision of this Plan, or in an amount in excess of that permitted by the drought response stage in effect at the time pursuant to action taken by Mayor , or his/her designee, in accordance with provisions of this Plan.



- (b) Any person who violates this Plan is guilty of a misdemeanor and, upon conviction shall be punished by a fine of not less than \_\_\_\_\_ dollars (\$\_\_\_\_\_) and not more than \_\_\_\_\_ dollars (\$\_\_\_\_\_). Each day that one or more of the provisions in this Plan is violated shall constitute a separate offense. If a person is convicted of three or more distinct violations of this Plan, the Mayor (designated official) shall, upon due notice to the customer, be authorized to discontinue water service to the premises where such violations occur. Services discontinued under such circumstances shall be restored only upon payment of a re-connection charge, hereby established at \$ \_\_\_\_\_, and any other costs incurred by the City in discontinuing service. In addition, suitable assurance must be given to the Mayor that the same action shall not be repeated while the Plan is in effect. Compliance with this plan may also be sought through injunctive relief in the district court.
  
- (c) Any person, including a person classified as a water customer of the City, in apparent control of the property where a violation occurs or originates shall be presumed to be the violator, and proof that the violation occurred on the person's property shall constitute a rebuttable presumption that the person in apparent control of the property committed the violation, but any such person shall have the right to show that he/she did not commit the violation. Parents shall be presumed to be responsible for violations of their minor children and proof that a violation, committed by a child, occurred on property within the parents' control shall constitute a rebuttable presumption that the parent committed the violation, but any such parent may be excused if he/she proves that he/she had previously directed the child not to use the water as it was used in violation of this Plan and that the parent could not have reasonably known of the violation.
  
- (d) Any employee of the City, police officer, or other employee designated by the Mayor, may issue a citation to a person he/she reasonably believes to be in violation of this Ordinance. The citation shall be prepared in duplicate and shall contain the name and address of the alleged violator, if known, the offense charged, and shall direct him/her to appear in the municipal court on the date shown on the citation for which the date shall not be less than 3 days nor more than 5 days from the date the citation was issued. The alleged violator shall be served a copy of the citation. Service of the citation shall be complete upon delivery of the citation to the alleged violator, to an agent or employee of a violator, or to a person over 14 years of age who is a member of the violator's immediate family or is a resident of the violator's residence. The alleged violator shall appear in municipal court to enter a plea of guilty or not guilty for the violation of this Plan. If the alleged violator fails to appear in municipal court, a warrant for his/her arrest may be issued. A summons to appear may be issued in lieu of an arrest warrant. These cases shall be expedited and given preferential setting in municipal court before all other cases.

**Section XI: Variances**

The Mayor, or his/her designee, may, in writing, grant temporary variance for existing water uses otherwise prohibited under this Plan if it is determined that failure to grant such variance would cause an emergency condition adversely affecting the health, sanitation, or fire protection for the public or the person requesting such variance and if one or more of the following conditions are met:

- (a) Compliance with this Plan cannot be technically accomplished during the duration of the water supply shortage or other condition for which the Plan is in effect.
- (b) Alternative methods can be implemented which will achieve the same level of reduction in water use.

Persons requesting an exemption from the provisions of this Ordinance shall file a petition for variance with the City within 5 days after the Plan or a particular drought response stage has been invoked. All petitions for variances shall be reviewed by the Mayor, or his/her designee, and shall include the following:

- (a) Name and address of the petitioner(s).
- (b) Purpose of water use.
- (c) Specific provision(s) of the Plan from which the petitioner is requesting relief.
- (d) Detailed statement as to how the specific provision of the Plan adversely affects the petitioner or what damage or harm will occur to the petitioner or others if petitioner complies with this Ordinance.
- (e) Description of the relief requested.
- (f) Period of time for which the variance is sought.
- (g) Alternative water use restrictions or other measures the petitioner is taking or proposes to take to meet the intent of this Plan and the compliance date.
- (h) Other pertinent information.



# AGENDA MEMO

## Business of the City Council City of Sweeny, Texas

<b>Meeting Date</b>	4/2/2024	<b>Agenda Item</b>	Animal Shelter Donation
<b>Approved by City Manager</b>	Yes	<b>Presenter(s)</b>	Administration/Finance
<b>Reviewed by City Attorney</b>	No	<b>Department</b>	Utility Billing
<b>Subject</b>	Discussion and possible action on adopting a resolution to add a voluntary donation to the utility bills for support of the animal shelter fund		
<b>Attachments</b>	Resolution		
<b>Financial Information</b>	Expenditure Required:	N/A	
	Amount Budgeted:	N/A	
	Account Number:		
	Additional Appropriation Required:		
	Additional Account Number:		

### Executive Summary

Add a \$1.00 animal shelter voluntary donation to give residents an option to donate to the animal shelter fund on their monthly utility bill.

### Recommended Action

Council discretion

If Approving:

I move to adopt Resolution 24-105, adding a voluntary donation of \$1.00 to the utility bills in support of the animal shelter fund.

RESOLUTION NO. 24-105

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SWEENY, BRAZORIA COUNTY, TEXAS, PROVIDING FOR A VOLUNTARY DONATION ON THE CITY UTILITY BILL FOR THE SUPPORT OF THE ANIMAL SHELTER FUND; AND FINDING FACT.

WHEREAS, the City of Sweeny has created an animal shelter fund which contains donations from the community for the purpose of providing funding assistance for construction of a new animal shelter; and

WHEREAS, there is a need for additional funding in order for the City to build a new animal shelter; and

WHEREAS, the City Council has agreed to provide a method for interested citizens to support the construction of a new animal shelter with funding by means of a voluntary donation on the City utility bill; and

WHEREAS, the City Council is convened in Special session in accordance with the law;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL  
OF THE CITY OF SWEENY, TEXAS:

SECTION ONE (1):

The recitals of fact and findings above are found to be true and correct.

SECTION TWO (2):

The City Council here by approves the addition to the City utility bill of a space for interested citizens to make a voluntary donation of \$1.00 for the Animal Shelter Fund.

PASSED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

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DUSTY HOPKINS, Mayor of the City  
Sweeny, Texas

ATTEST:

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KAYDI SMITH, City Secretary