NOTICE OF ADDENDUM TO AGENDA
CITY OF MARBLE FALLS SPECIAL COUNCIL MEETING
THURSDAY, DECEMBER 19, 2019 AT 4:00 PM

Notice of Addendum to the agenda for the Special Meeting of the City Council of the City of Marble Falls, Texas to be held Thursday, December 19, 2019 at 4:00 pm in the City Hall Council Chambers located at 800 Third Street, Marble Falls, Texas. The following items are hereby added:

7(b) Consider and award contract for administrative consultant pre-award and post-award grant administration services for the FEMA Hazard Mitigation Assistance (HMA) grant applications for the Hazard Mitigation Grant Program (HMGP) and management of the grant and project(s) if funded by FEMA through the Texas Division of Emergency Management. Russell Sander, Fire Chief

7(c) Discussion and Action on authorizing the City Manager to negotiate a contract for Engineering Services for preparation of FEMA Hazard Mitigation Applications for drainage improvement projects and for low water crossing emergency warning systems and authorize the City manager to execute said contract. Russell Sander, Fire Chief

Executive Session
CLOSE OPEN SESSION AND CONVENE EXECUTIVE SESSION Pursuant to §551.072 (Deliberation Regarding the Purchase, Exchange, Lease or Value of Real Property) of the Open Meetings Act. Tex. Gov’t Code, Council will meet in Executive Session to discuss the following:

- Discussion regarding LCRA Aerial Easement Acquisition

I, Christina McDonald, City Secretary for the City of Marble Falls, Texas, do certify that this Addendum to Agenda was posted at City Hall, in a place readily accessible to the general public at all times, on the 16th day of December 2019 at _10:00 am and remained so posted for at least 72 continuous hours preceding the scheduled time of said meeting.

/s/ Christina McDonald
Christina McDonald, TRMC
City Secretary
December 19, 2019

7. REGULAR AGENDA

(b) Consider and award contract for administrative consultant pre-award and post-award grant administration services for the FEMA Hazard Mitigation Assistance (HMA) grant applications for the Hazard Mitigation Grant Program (HMGP) and management of the grant and project(s) if funded by FEMA through the Texas Division of Emergency Management. Chief Russell Sander
AGENDA CAPTION

Consider and award contract for administrative consultant pre-award and post-award grant administration services for the FEMA Hazard Mitigation Assistance (HMA) grant applications for the Hazard Mitigation Grant Program (HMGP) and management of the grant and project(s) if funded by FEMA through the Texas Division of Emergency Management.

BACKGROUND

Staff is requesting awarding Langford Consulting the contract for administrative consultant for the application preparations and if a project is awarded the grant administration services to follow for said project.

Staff solicited request for proposals (RFP) from November 19th through December 2nd and advertised in the local newspaper November 19th and November 29th. We received two (2) bids, Grant Works, LLC and Langford Consulting. Staff evaluated the RFPs and the proposed cost.

Grant Consulting and management fees can be reimbursed from the cost management portion of the grant funds. Phase 1 is the initial application process in the amount of $3,000. Phase 2 is the management portion of the grant if awarded. This cost shall not exceed 5% of the total project cost/awarded.

Staff recommends that Langford Consulting be awarded the contact.
Proposal for HMGP
Grant Writing and Administrative Services
for the City of Marble Falls

2901 CR 175 Leander Texas 75641
512-452-0432—judy@lcmsinc.com
BACKGROUND OF THE FIRM

Langford Community Management Services began in 1983 as Bill Langford Associates, a grant consulting firm specializing in the infrastructure needs of cities and counties. Bill Langford made his career in City Management and as the Executive Director of the Deep East Texas Council of Governments. Judy Langford joined the firm in 1991 having worked for the State and City for over 9 years. Margaret Hardin became part of the team in 1995 coming from city and local government for over 12 years. As it grew, the business was incorporated in 1997 as Langford Community Management Services (LCMS), a women-owned business enterprise. With its roots in public service, LCMS strives to meet our clients’ needs with the recognition that all local governments are in place to assist the public and provide services based on taxpayers’ monies.

Our firm’s qualifications to be your grant consultant are extensive. LCMS has written and administered many millions of dollars in grants and loans from state and federal agencies, including the Texas Department of Agriculture (TDA), General Land Office (GLO), Texas Department of Housing and Community Affairs (TDHCA), Texas Division of Emergency Management (TDEM), Texas Department of Economic Development, Texas Parks and Wildlife (TPWD), Texas Department of Transportation (TxDOT), Texas Water Development Board (TWDB), Texas Commission on Environmental Quality (TCEQ), Department of Energy (DOE), State Energy Conservation Office (SECO), Housing and Urban Development (HUD), United States Department of Agriculture (USDA), Texas Historical Commission (THC), US Department of Justice (DOJ), Federal Emergency Management Agency (FEMA), and the Economic Development Administration (EDA).

HISTORICALLY UNDERUTILIZED BUSINESS

LCMS is a State of Texas Certified Historically Underutilized Business (HUB) and an Equal Opportunity Employer. Please see attached State Certificate.
GRANT WRITING AND ADMINISTRATION EXPERIENCE

LCMS has extensive experience with the FEMA Hazard Mitigation Grant Program (HMGP) and has managed millions of dollars worth of community projects for this program. LCMS has also worked with the Texas Community Development Block Grant - Disaster Recovery (CDBG-DR) Program since 1983. The firm has worked closely with the non-entitlement CDBG program and the many state agencies of which it has been a part.

An overview of Experience available to the City includes:

- Grant application writing/preparation to for FEMA-HMGP
- Comprehensive grant management/administration
- Complete programmatic monitoring for successful grant compliance
- Environmental review and compliance assurance

WORK PERFORMANCE

With over 36 years’ of experience writing applications and administering grant funded projects, LCMS provides an all-inclusive management of a project. A proven success is our personal attention to each program that ensures an efficient tracking system and more-timely processing of payments and required documents. Under each of our administration contracts, we continue to work with communities after the construction of a project is complete to make sure that program rules and regulations are satisfied. Projects that LCMS has administered for The City of Marble Falls include:

- 2006 - CDBG Water and Waste Water Project
- 2007 - CDBG Street and Drainage Project
- 2009 - CDBG Sewer Project
- 2012 - CDBG Sewer Project
- 2016 - CDBG Sewer Project

The Scope of Work provided by Langford Community Management Services is total and complete. Our services go well beyond those that are normally proposed, such as maintaining close contact with State and Federal Agencies to ensure applicable regulations are continuously met, as well as preparing and personally delivering materials to the State offices. Our firm is intricately familiar with the needs of cities and counties, and we understand the need for a grant administrator to manage a project completely.

CAPACITY TO PERFORM

LCMS ranks our employees as our #1 asset. Our work with more than 70 communities would not be possible without the knowledge, experience and skills of our staff members. LCMS has in place a strong team with vast training and experience in the FEMA HMGP and TxCDBG programs. LCMS staff are trained and certified through the Texas Department of Agriculture to be administrators of the TxCDBG Program. Many of the staff are GLO and CDBG trained for environmental reviews, and trained and certified with the Texas Department of Transportation for administration of TxDOT projects. LCMS also successfully administers other beneficial community programs such as HOME through the Texas Department of Housing and Community Affairs and Parks grants through Texas Parks and Wildlife. Resumes for LCMS staff are included in this proposal. Our team stands ready to provide the City with the following management services for HMGP projects within each of the following areas:
SCOPE OF SERVICES FOR HMGP

Grant Writing

With over 36 years of experience in writing and administering grants, LCMS provides an all-inclusive project management. A proven success is our personal attention to each program that ensures an efficient tracking system and more-timely processing of payments and required documents. Under each of our administration contracts, we continue to work with communities after the construction of a project is complete to make sure that program rules and regulations are satisfied.

Our team stands ready to provide The City of Marble Falls the following grant application writing and management services for the HMGP project within each of the following areas:

Financial Management

Our firm is confident with the overall financial management of projects to include, but not limited to, creating Requests for Reimbursement (RFR) for payment. Given our location in Leander, we are able to quickly hand-deliver vouchers to the State when they exceed the page limit, without the delay of regular postal mail.

Record Keeping Requirements

In order to maintain the records for the applicable projects of the communities for which we provide grant administration, we regularly conduct in-person site visits. During the visit, we check the status of the project site and review files on hand. LCMS also initiates phone calls, emails, and meetings.

Environmental Clearance Procedures

LCMS has over 30 years of experience executing environmental clearance procedures from inception through completion, to include initiating the environmental process by coordinating contact with applicable state agencies such as Texas Historical Commission and U.S. Fish and Wildlife Service, to completion of the Environmental Review Record. Our firm is knowledgeable with the provisions of a full Environmental Assessment (EA) and Categorical Exclusion (CE) and is capable of executing both to completion. For the past 4 years, LCMS has contracted with the Texas General Land Office as an Environmental Service Provider to complete the environmental assessments for the communities that were affected by Hurricanes Dolly and Ike.

Real Property Acquisition Procedures

LCMS will prepare all necessary documents required by the agencies to maintain the acquisition process. Our firm is experienced with Real Property Acquisition procedures, which include verifying that the acquisition of real property, easements and/or right-of-way for the project are in compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

Contract Close-out Assistance

LCMS is knowledgeable with the contract close-out assistance process from verifying that funding was expended properly to preparing cities and counties for monitoring visits, holding final public hearings, and completing and submitting Project Completion Reports.

The above activities are continuously executed throughout the grant administration process for the grant projects LCMS currently administers.

Statement of Qualifications

LCMS has served cities and counties for many years with their grants/contracts administration. Numerous federally-funded local public works construction projects, including many FEMA and CDBG projects, are listed as attachments within this proposal.
### HMGP PROJECTS - CAPACITY TO PERFORM

LCMS will provide an experienced team to manage the project. Hazard Mitigation Grant Program (HMGP) Projects written and administered by Langford Community Management Services, Inc. include the following:

<table>
<thead>
<tr>
<th>Location</th>
<th>Project Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bastrop County</strong></td>
<td>HMGP Countywide Drainage Improvement Project (DR4223, DR4245, DR4272)</td>
<td>$1.5m</td>
</tr>
<tr>
<td><strong>City of Smithville</strong></td>
<td>HMGP Citywide Drainage Improvement Projects (DR4223, DR4245, DR4266, DR4272)</td>
<td>$1.5m</td>
</tr>
<tr>
<td><strong>City of Elgin</strong></td>
<td>HMGP Pucket Water Treatment Plant Pump Elevation Project</td>
<td>$1.4m</td>
</tr>
<tr>
<td><strong>City of Flatonia</strong></td>
<td>HMGP Emergency Warning System</td>
<td>$253k</td>
</tr>
<tr>
<td></td>
<td>HMGP Emergency Mobile Generator</td>
<td>$215k</td>
</tr>
<tr>
<td><strong>City of West Lake Hills</strong></td>
<td>HMGP Hazardous Fuels Reduction Projects</td>
<td>$333k</td>
</tr>
<tr>
<td><strong>City of Wimberley</strong></td>
<td>HMGP Buyout and Elevation Project for flood prone properties</td>
<td>$2m</td>
</tr>
<tr>
<td><strong>City of Bastrop</strong></td>
<td>HMGP Piney Ridge Hazardous Fuels Reduction HMGP project</td>
<td>$168k</td>
</tr>
<tr>
<td></td>
<td>HMGP Emergency Generators for city lift stations (DR4223, DR4245)</td>
<td>$315k</td>
</tr>
<tr>
<td></td>
<td>HMGP City Wide Drainage Improvement Projects (DR4269, DR4272 Phase)</td>
<td>$1.4m</td>
</tr>
<tr>
<td><strong>City of La Feria</strong></td>
<td>HMGP Rabb Road, AN49 Levee and Evans Canal drainage HMGP projects</td>
<td>$2.8m</td>
</tr>
<tr>
<td><strong>City of Poteet</strong></td>
<td>HMGP Drainage Improvement Project</td>
<td>$360k</td>
</tr>
<tr>
<td><strong>City of Moody</strong></td>
<td>HMGP Community Safe Room (DR4223)</td>
<td>$1.1m</td>
</tr>
<tr>
<td><strong>Eastland County</strong></td>
<td>HMGP Lake Leon Dam Improvement Project Phase 1 (DR4223)</td>
<td>$3.7m</td>
</tr>
<tr>
<td><strong>Atascosa County, Tyler County, Eastland County, and Taylor Thrall</strong></td>
<td>HMGP Multi-jurisdictional Hazard Mitigation Action Plans</td>
<td>$410k</td>
</tr>
</tbody>
</table>
QUALIFICATION OF PROJECT TEAM

Judy Langford—President / Program Manager
Margaret Hardin—Vice President / Associate Program Manager
Suellen Jordan—Grant Writer and Administrator
Jennifer Boyd—Grant Writer and Administrator
Melisa Durham—Environmental Specialist

LCMS will provide an experienced team to manage the project, having over 2 decades of experience. Since 1991, Judy Langford, President, has written and administered grants for cities and counties. Margaret Hardin, Vice-President/Secretary, previously worked with grants from the City side and has written and administered grants with LCMS since 1995. As Project Manager, Judy will oversee all HMGP grant activities for The City of Marble Falls.

Suellen Jordan, is an LCMS Hazard Mitigation Assistance (HMA) Coordinator, Grant Writer and Administrator. Suellen brings a wealth of knowledge in operational efficiency, customer service and systems management. She has worked extensively with cities, counties, engineers and the Texas Division of Emergency Management team to successfully manage Hazard Mitigation Grants (HMGP). She will be liaison with project engineers, Texas Division of Emergency Management Mitigation Officers and City personnel to administer the grant. She will be responsible for writing the HMGP application, creating documents, preparing reimbursement requests, preparing required reports and assure the County remains in compliance with all program requirements. Suellen attends all meetings, workshops and training sessions required for the management of the grant.

Jennifer Boyd, is an LCMS Hazard Mitigation Assistance (HMA) Coordinator, Grant Writer and Administrator. Jennifer brings a wealth of knowledge in operational efficiency, customer service and systems management. She has worked extensively with cities, counties, Texas Division of Emergency Management team, and FEMA’s project specialists to successfully manage Hazard Mitigation Grants (HMGP). She will be liaison with project engineers, Texas Division of Emergency Management Mitigation Officers and City personnel to administer the grant. She will be responsible for writing the HMGP application, creating documents, preparing reimbursement requests, preparing required reports and assure the County remains in compliance with all program requirements. Jennifer attends all meetings, workshops and training sessions required for the management of the grant.

Melisa Durham, Environmental Specialist, has eight years’ experience in writing grant applications and managing the grant after federal funding. Melisa has worked extensively with governmental agencies to assure NEPA standards including environmental reviews are met. She will contribute to the project by preparing all environmental review documents as required and ensure environmental compliance is met throughout the project.
PROPOSED COST OF SERVICES for FEMA - HMGP

Scope 1:

Our proposed cost of writing each HMGP application is $1000.00 (one thousand dollars). When the project is funded this cost may be reimbursed as a pre-award cost from the application.

Scope 2:

a. Environmental Services

For required Environmental Assessments (EA) and Cultural Resource Surveys (CRS) pursuant to grant application, as defined in the HMGP application as pre-award expenses, LCMS' not-to-exceed a fee of $20,000 (twenty thousand dollars) for EA and $15,000 (fifteen thousand dollars) for each CRS by site, as may be required by THC, will be assessed and payable upon FEMA funding of the project. If the project is funded and FEMA requires additional environmental levels of review over and above the initial EA, namely an Environmental Impact Statement (EIS), LCMS and The City of Marble Falls will negotiate an equitable additional contract for the EIS.

b. Administration / Grant Management

The fee for administrative/grant management services subsequent to grant funding will be negotiated at the time of contract with FEMA not to exceed 5% (five percent) of the total project amount.
Grant Writing, Planning and Administration

- Hazard Mitigation Grant Program (HMGP)
- Community Development Block Grants (CDBG)
  - HOME Program Projects
- Texas Parks and Wildlife Grants
- TxDOT Enhancement Grants

CDBG Wastewater Improvement Falls City, Texas

Texas Parks and Wildlife, Skate Park Taylor, Texas

TxDOT Safe Routes to School Sidewalk Project Florence, Texas

Home Reconstruction Project Taylor, Texas
Economic Development

- Texas Capital Fund
- Real Estate Development Loans
- Infrastructure Grants
- Main Street Grants
- Downtown Revitalization Grants
- Economic Development Administration Grants
- Enterprise Project Applications

Texas Capital Fund Project Sonya Hotel Giddings, Texas
Buc-ee’s Infrastructure Project Bastrop, Texas
Texas Capital Fund Project US Food Service Buda, Texas
Main Street Sidewalk Improvement Project La Grange, Texas
Management Services

◊ City and County Management Assistance
◊ Parks, Recreation and Open Space Master Plans
◊ Facilitation with other Federal Programs
◊ United States Department of Agriculture
  ◊ Rural Development Projects
◊ Planning Services

CDBG Riverbank Stabilization Project
Colorado River Texas Parks and Wildlife Project Bastrop, Texas
Texas Parks and Wildlife Project Williamson County, Texas
## List of References

### Cities and Counties

<table>
<thead>
<tr>
<th>County/Affiliation</th>
<th>Contact Person</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atascosa County</td>
<td>Bob Hurley, County Judge</td>
<td>(830) 769-3093</td>
</tr>
<tr>
<td>City of Bandera</td>
<td>Suzanne Schauman, Mayor</td>
<td>(830) 796-3765</td>
</tr>
<tr>
<td>City of Bartlett</td>
<td>Sabra Davis, City Administrator</td>
<td>(254) 527-3219</td>
</tr>
<tr>
<td>City of Bastrop</td>
<td>Lynda Humble, City Manager</td>
<td>(512) 332-8800</td>
</tr>
<tr>
<td>Bastrop County</td>
<td>Paul Pape, County Judge</td>
<td>(512) 332-7201</td>
</tr>
<tr>
<td>Bee County</td>
<td>April Cantu, County Auditor</td>
<td>(361) 362-3200</td>
</tr>
<tr>
<td>City of Bertram</td>
<td>Georgina Hernandez, City Secretary</td>
<td>(512) 355-2197</td>
</tr>
<tr>
<td>City of Blanco</td>
<td>Martha Herden, Mayor</td>
<td>(830) 833-4525</td>
</tr>
<tr>
<td>City of Buda</td>
<td>Kenneth Williams, City Manager</td>
<td>(512) 312-0084</td>
</tr>
<tr>
<td>City of Bynum</td>
<td>Mada Barron, City Secretary</td>
<td>(254) 623-4400</td>
</tr>
<tr>
<td>City of Cedar Park</td>
<td>Curt Randa, Parks &amp; Recreation Director</td>
<td>(512) 258-4121</td>
</tr>
<tr>
<td>City of Charlotte</td>
<td>Gracie Garcia, City Secretary</td>
<td>(830) 277-1414</td>
</tr>
<tr>
<td>City of Christine</td>
<td>Odel Vasquez, Mayor</td>
<td>(830) 784-3320</td>
</tr>
<tr>
<td>City of Cisco</td>
<td>Peggy Ledbetter, Finance Director</td>
<td>(254) 442-2111</td>
</tr>
<tr>
<td>City of Devine</td>
<td>Dora Rodriguez, City Secretary</td>
<td>(830) 663-2804</td>
</tr>
<tr>
<td>City</td>
<td>Name</td>
<td>Title</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-------------------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>City of Elgin</td>
<td>Amy Miller</td>
<td>Community Development</td>
</tr>
<tr>
<td>City of Falls City</td>
<td>Lauren Sturm</td>
<td>City Secretary</td>
</tr>
<tr>
<td>Fayette County</td>
<td>Edward Janecka</td>
<td>County Judge</td>
</tr>
<tr>
<td>City of Fayetteville</td>
<td>Stephen Cushing</td>
<td>Mayor</td>
</tr>
<tr>
<td>City of Flatonia</td>
<td>Melissa Brunner</td>
<td>City Secretary</td>
</tr>
<tr>
<td>City of Florence</td>
<td>Amy Crane</td>
<td>City Secretary</td>
</tr>
<tr>
<td>City of Gatesville</td>
<td>William H. (Bill) Parry III</td>
<td>City Manager</td>
</tr>
<tr>
<td>City of Giddings</td>
<td>Clifton Wachsmann</td>
<td>Finance Director</td>
</tr>
<tr>
<td>City of Hallettsville</td>
<td>Grace Ward</td>
<td>City Administrator</td>
</tr>
<tr>
<td>City of Harker Heights</td>
<td>Alberta Barrett</td>
<td>Finance Director</td>
</tr>
<tr>
<td>Hays County</td>
<td>Jeff Hauff</td>
<td>Grants Coordinator</td>
</tr>
<tr>
<td>City of Hondo</td>
<td>Kim Davis</td>
<td>City Manager</td>
</tr>
<tr>
<td>City of Karnes City</td>
<td>Veronica Butler</td>
<td>City Secretary</td>
</tr>
<tr>
<td>Karnes County</td>
<td>Lajuana Kasprzyk</td>
<td>County Auditor</td>
</tr>
<tr>
<td>City of Kennedy</td>
<td>Ford Patton</td>
<td>City Manager</td>
</tr>
<tr>
<td>City of La Coste</td>
<td>George Salzman</td>
<td>City Administrator</td>
</tr>
<tr>
<td>City of La Feria</td>
<td>Jamie Sandoval</td>
<td>City Manager</td>
</tr>
<tr>
<td>City</td>
<td>Contact Information</td>
<td></td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>City of La Grange</td>
<td>Shawn Raborn, City Manager (979) 968-5805</td>
<td></td>
</tr>
<tr>
<td>City of Lampasas</td>
<td>Finley deGraffenried, City Manager (512) 556-6831</td>
<td></td>
</tr>
<tr>
<td>Live Oak County</td>
<td>Jim Huff, County Judge (361) 449-2733</td>
<td></td>
</tr>
<tr>
<td>City of Lyford</td>
<td>Lydia Moreno, City Secretary (946) 347-3512</td>
<td></td>
</tr>
<tr>
<td>City of Marble Falls</td>
<td>Margie Cardenas, Chief Financial Officer (830) 693-3615</td>
<td></td>
</tr>
<tr>
<td>City of Martindale</td>
<td>Sylvia Gomez, City Secretary (512) 256-2639</td>
<td></td>
</tr>
<tr>
<td>City of Mathis</td>
<td>Mary A. Gonzales, City Secretary (361) 547-3343</td>
<td></td>
</tr>
<tr>
<td>City of Moody</td>
<td>William Sterling, City Administrator (254) 853-2314</td>
<td></td>
</tr>
<tr>
<td>McMullen County</td>
<td>James Teal, County Judge (361) 274-3900</td>
<td></td>
</tr>
<tr>
<td>City of Nolanville</td>
<td>Christina Rosenthal (254) 698-6335</td>
<td></td>
</tr>
<tr>
<td>City of Rockdale</td>
<td>John King, Mayor (512) 446-2511</td>
<td></td>
</tr>
<tr>
<td>City of Runge</td>
<td>Homer Lott, Jr., Mayor (830) 239-4121</td>
<td></td>
</tr>
<tr>
<td>City of San Marcos</td>
<td>Bert Stratemann, Parks &amp; Recreation Director</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Janis Hendrix, CDBG Program Administrator (512) 393-8147</td>
<td></td>
</tr>
<tr>
<td>City of Smiley</td>
<td>Rebecca Mejia, City Secretary (830) 587-6220</td>
<td></td>
</tr>
<tr>
<td>City of Smithville</td>
<td>Robert Tamble, City Manager (512) 237-3282</td>
<td></td>
</tr>
<tr>
<td>City of Taylor</td>
<td>Jeffery Jenkins, Assistant City Manager (512) 352-3675</td>
<td></td>
</tr>
<tr>
<td>City of Thrall</td>
<td>Troy Marx, Mayor</td>
<td></td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-------------------------------------------------------</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(512) 898-5306</td>
<td></td>
</tr>
<tr>
<td>City of Weimar</td>
<td>Dolores Stoever, City Secretary</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(979) 725-8554</td>
<td></td>
</tr>
<tr>
<td>Williamson County</td>
<td>Sally Bardwell, CDBG Grants Coordinator</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(512) 943-3757</td>
<td></td>
</tr>
<tr>
<td>City of Wimberley</td>
<td>Shawn Cox, City Administrator</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(512) 847-0025</td>
<td></td>
</tr>
<tr>
<td>Wilson County</td>
<td>LeAnn Hosek, Emergency Management Coordinator</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(830) 393-8573</td>
<td></td>
</tr>
</tbody>
</table>

**LIST OF REFERENCES**

**COUNCIL OF GOVERNMENTS**

<table>
<thead>
<tr>
<th>Alamo Area Region</th>
<th>Joe Ramos, Sr. Director of Regional Services</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(210) 362-5212</td>
</tr>
<tr>
<td>Capital Area Region</td>
<td>Betty Voights, Executive Director</td>
</tr>
<tr>
<td></td>
<td>(512) 916-6008</td>
</tr>
<tr>
<td>Central Texas Region</td>
<td>Jim Reed, Executive Director</td>
</tr>
<tr>
<td></td>
<td>(254) 939-1801</td>
</tr>
<tr>
<td>Coastal Bend Region</td>
<td>John Buckner, Executive Director</td>
</tr>
<tr>
<td></td>
<td>(361) 883-5743</td>
</tr>
</tbody>
</table>

**LIST OF REFERENCES**

<table>
<thead>
<tr>
<th>Texas Department of Agriculture</th>
<th>Rick Rhodes, Administrator for Rural Affairs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>(512) 936-0281</td>
</tr>
<tr>
<td>Texas Department of Housing and Community Affairs</td>
<td>Jennifer Molinari, HOME Program</td>
</tr>
<tr>
<td></td>
<td>(512) 475-2224</td>
</tr>
<tr>
<td>Texas Parks &amp; Wildlife Department</td>
<td>Dana LaGarde, Director Recreation Grants Program</td>
</tr>
<tr>
<td></td>
<td>(512) 912-7124</td>
</tr>
<tr>
<td>Texas Division of Emergency Management</td>
<td>Grants Administrator</td>
</tr>
<tr>
<td></td>
<td>(512) 424-2397</td>
</tr>
<tr>
<td>Texas Department of Transportation</td>
<td>John Jameson, Local Government Projects Coordinator</td>
</tr>
<tr>
<td></td>
<td>(512) 416-2152</td>
</tr>
</tbody>
</table>
# Examples of Current Projects Administered by LCMS

<table>
<thead>
<tr>
<th>Location</th>
<th>Type of Project</th>
<th>Project Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Bastrop</td>
<td>HMGP Emergency Generators for city Lift Stations</td>
<td>$315k</td>
</tr>
<tr>
<td>City of Elgin</td>
<td>HMGP Water Treatment Plant Pump Elevation Project</td>
<td>$1.4m</td>
</tr>
<tr>
<td>City of Taylor/Thrall/LBCWCID</td>
<td>HMGP Planning Grant, to include the planning and preparation of a FEMA-approved Multi-Hazard Mitigation Action Plan</td>
<td>$72k</td>
</tr>
<tr>
<td>City of Smithville</td>
<td>HMGP Citywide Drainage Improvement Projects</td>
<td>$1.5m</td>
</tr>
<tr>
<td>City of Lyford</td>
<td>CDBG Sewer Improvements, to include rehabilitation of the Broadway Street Lift Station.</td>
<td>$215k</td>
</tr>
<tr>
<td>City of Falls City</td>
<td>CDBG Sewer Plant Improvements, to include rehabilitation of the city’s wastewater treatment plant ponds, erosion protection, and a flow management system.</td>
<td>$275k</td>
</tr>
<tr>
<td>City of Falls City</td>
<td>CDBG Water and Sewer Improvements, to include well pumps and motors, generator, electrical and piping for the city’s water plant; and installation of a lift station, generator and drain pipe for the city’s wastewater treatment plant.</td>
<td>$275k</td>
</tr>
<tr>
<td>City of Runge</td>
<td>TDHCA HOME HRA Projects, include assisting in the replacement of substandard owner-occupied homes in their existing location</td>
<td>$85k / Home</td>
</tr>
<tr>
<td>City of Gatesville</td>
<td>TCF Water System Improvements, to include the installation of water line, bore and steel encasement, hydrants, service reconnections and pavement repair</td>
<td>$750k</td>
</tr>
<tr>
<td>City of Florence</td>
<td>TPWD, New Community Park, to include a playground with various playscapes, pavilion, open play area, picnic areas with grills and tables, aquatic viewing platform on the banks of the Salado Creek and a trail system.</td>
<td>$639k</td>
</tr>
<tr>
<td>City of La Feria</td>
<td>General Land Office Disaster Recovery / HMGP Drainage Project, to include improvements to the flood and drainage functions in areas all around the city and surrounding land areas north of the Arroyo Colorado.</td>
<td>$18m</td>
</tr>
<tr>
<td>City of Nixon</td>
<td>Downtown Revitalization Project, to include replacement and installation of new Sidewalks and Lighting in the historic downtown area.</td>
<td>$150k</td>
</tr>
</tbody>
</table>
HAZARD MITIGANT PROGRAM

Bastrop County Bastrop
Eastland County
City of Bynum
City of Flatonia
City of Leander
City of Moody
City of Poteet

Karnes County
City of Bynum
City of Flatonia
City of Leander
City of Moody
City of Poteet

FLOOD MITIGATION ASSISTANCE

Current
City of La Feria
City of Cedar Park

HAZARD MITIGANT PROGRAM

Completed Projects

City of La Feria
City of Nixon
City of San Marcos
City of West Lake Hills
City of Wimberley

ENERGY EFFICIENCY AND CONSERVATION

BLOCK GRANT PROGRAM

Completed Projects

Atascosa County
City of Bandera
City of Bartlett
City of Bastrop
City of Bertram
City of Blanco
City of Charlotte
City of Christine
City of Copperas Cove
City of Cottonwood Shores
City of Devine
City of Fairfield
City of Falls City

City of Fayetteville
City of Gatesville
City of Harker Heights
Karnes County
City of La Coste
City of La Feria
City of Lampasas
City of Moody
City of Nolanville
City of Pleasanton
City of Runge
City of Thrall
City of Weimer
## COMMUNITY DEVELOPMENT BLOCK GRANTS

**CD and Planning**

**Completed Projects**

(#{}) denotes multiple projects

<table>
<thead>
<tr>
<th>County/City</th>
<th>City</th>
<th>County/City</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atascosa County (8)</td>
<td>City of Florence (7)</td>
<td>McMullen County (3)</td>
</tr>
<tr>
<td>City of Bandera (6)</td>
<td>City of Gatesville (2)</td>
<td>City of Mexia (2)</td>
</tr>
<tr>
<td>City of Bartlett (2)</td>
<td>City of Giddings (3)</td>
<td>Milam County (1)</td>
</tr>
<tr>
<td>City of Bastrop (5)</td>
<td>Gillespie County (3)</td>
<td>City of Milano (2)</td>
</tr>
<tr>
<td>Bastrop County (5)</td>
<td>City of Hallettsville (1)</td>
<td>City of Moody (6)</td>
</tr>
<tr>
<td>Bee County (5)</td>
<td>City of Harker Heights (6)</td>
<td>City of Rockdale (8)</td>
</tr>
<tr>
<td>City of Belton (2)</td>
<td>Hays County (6)</td>
<td>City of Runge (13)</td>
</tr>
<tr>
<td>City of Bertram (1)</td>
<td>City of Holland (3)</td>
<td>City of Smithville (5)</td>
</tr>
<tr>
<td>City of Blanco (9)</td>
<td>City of Hondo (5)</td>
<td>City of Streetman (2)</td>
</tr>
<tr>
<td>City of Buckholts (3)</td>
<td>City of Jourdanton (5)</td>
<td>City of Taft (1)</td>
</tr>
<tr>
<td>City of Buda (1)</td>
<td>Karnes County (3)</td>
<td>City of Thorndale (2)</td>
</tr>
<tr>
<td>City of Charlotte (12)</td>
<td>City of Kyle (2)</td>
<td>Travis County (2)</td>
</tr>
<tr>
<td>City of Christine (3)</td>
<td>City of La Coste (6)</td>
<td>City of Weimar (2)</td>
</tr>
<tr>
<td>City of Cisco (2)</td>
<td>City of La Grange (2)</td>
<td></td>
</tr>
<tr>
<td>City of Copperas Cove (2)</td>
<td>City of Lampasas (7)</td>
<td></td>
</tr>
<tr>
<td>City of Cuney (2)</td>
<td>City of La Vernia (1)</td>
<td></td>
</tr>
<tr>
<td>City of Devine (9)</td>
<td>Lee County (1)</td>
<td></td>
</tr>
<tr>
<td>City of Falls City (10)</td>
<td>Live Oak County (2)</td>
<td></td>
</tr>
<tr>
<td>Fayette County (3)</td>
<td>City of Llano (2)</td>
<td></td>
</tr>
<tr>
<td>City of Fayetteville (3)</td>
<td>City of Marble Falls (9)</td>
<td></td>
</tr>
<tr>
<td>City of Flatonia (7)</td>
<td>City of Martindale (1)</td>
<td></td>
</tr>
</tbody>
</table>

**CDBG**

**Entitlement Program**

**Completed Projects**

<table>
<thead>
<tr>
<th>County/City</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of New Braunfels</td>
</tr>
<tr>
<td>City of San Marcos</td>
</tr>
<tr>
<td>City of Taylor</td>
</tr>
<tr>
<td>City of Thrall</td>
</tr>
</tbody>
</table>
TEXAS DEPARTMENT OF AGRICULTURE
Texas Capital Fund
Completed Projects

City of Alvarado:
Texas Oil Enterprises, Inc.

City of Bastrop:
Garments –To-Go, Inc.
Deep in the Heart Art Foundry
Buc-ee’s

City of Blanco:
Real Ale Brewery

City of Buda:
Buda Assisted Living
YMCA
US Foodservice
1st Class Child Development Center

City of Castroville:
Reata Chevrolet-Buick-Pontiac

City of Cisco
Downtown Revitalization

City of Elgin
Main Street

City of Giddings:
Sonya Hotel
Kolkhurst Petroleum
Kolkhurst Burger King

City of Hallettsville:
Morgan Buildings

City of Harker Heights:
Educational Outfitters
Indian Oaks Nursing Home
Lone Star Motors
Waste Management Inc.

City of La Feria:
Precision Mold & Tool
Allied Waste
Little Lighthouse

City of La Grange:
St. Mark’s Medical Center

City of Robinson:
EHD Truck Lube and Wash
Williams Travel Center

City of Pottsboro:
Brookshire’s Grocery

City of Round Rock:
Columbia/Round Rock Hospital
Dell, Inc.

City of Seguin:
Rave Gears

City of Weimar:
Fishbeck Texaco
MG, Inc.

Main Street Improvement Program
Completed Projects

City of Bastrop
City of LaGrange

City of Elgin
City of Lampasas

Downtown Revitalization Program
Completed Projects

City of Cisco
City of Flatonia
City of Nixon
City of Stockdale

City of Schulenburg
Bastrop Family Crisis Center  City of La Feria
City of Bartlett  City of La Grange
City of Charlotte  City of Marble Falls
City of Cisco  City of Moody
City of Devine  City of Rockdale
City of Flatonia  City of Smithville
City of Florence  City of Taylor
City of Hallettsville  City of Thrall
City of Harker Heights  City of Yoakum
City of Gatesville  City of Weimar

Housing Trust Fund
Completed Projects

City of New Braunfels

HOMEbuyers Assistance Program
Completed Projects

City of La Feria

Amy Young Barrier Removal Program
Completed Projects

City of Taylor
City of Marble Falls
TEXAS PARKS AND WILDLIFE
Grants Program and Park Master Plans
Completed Projects

Bastrop County
City of Bastrop
City of Buda
City of Cedar Park
City of Charlotte
City of Devine
City of Dripping Springs
City of Flatonia
City of Florence
City of Giddings
City of Granbury
City of Groves
City of Harker Heights
City of Hallettsville
Hays County
City of Holland
City of Hondo
City of Jourdanton
City of Kempner
City of Killeen
City of Kyle
City of La Grange
City of Lake Dallas
City of Lampasas
City of Llano
City of Robinson
City of Rockdale
City of Round Rock
City of San Marcos
City of Smithville
City of Taylor
Terrell County
City of Wimberley
City of Weimar
Williamson County

TEXAS DEPARTMENT OF TRANSPORTATION
Enhancement Program and Safe Route to Schools
Completed Projects

City of Buda
City of Bastrop
City of Elgin
City of Florence
City of Marion
City of La Feria
TxCDBG DISASTER RECOVERY PROGRAM

ENVIRONMENTAL SERVICE PROVIDER

Completed Projects

City of Alton
City of Ames
City of Aransas Pass
Bastrop County
Chambers County
City of Browndell
City of Broaddus
City of Brazoria
City of Chester
City of Coldspring
City of Donna
City of Dayton
City of Diboll
City of Edcouch
City of Gilmer
City of Groves
City of Hardin
City of Hidalgo
Houston County
Jim Hogg County
City of Kountze
City of La Feria
City of La Marque
City of League City
Matagorda County
City of Nacogdoches
Nacogdoches County
City of Old River-Winfree
City of Pineforest
City of Pinehurst
City of Pineland
City of Rose City
City of Rusk
Shelby County
City of Taylor Landing
City of Timpson
Tyler County
Waller County
City of Woodbranch Village
City of Woodville

NATURAL RESOURCE CONSERVATION SERVICE
FOR DISASTER PROJECTS

Completed Projects

City of Gatesville
Karnes County

GRANT ADMINISTRATOR

Completed Projects

City of La Feria
Bastrop County
ECONOMIC DEVELOPMENT ADMINISTRATION
Completed Projects
Bee Development Authority
City of Copperas Cove
    City of Devine
    City of Eastland

ECONOMIC DEVELOPMENT INITIATIVE
Completed Projects
City of Bastrop
City of Eastland
City of Hondo

ENTERPRISE ZONES/PROJECTS
Completed Projects
City of Angleton
City of Bastrop / Bastrop County (3)
City of Crockett
City of Castroville/La Coste
City of Devine
City of Elgin
City of Gainesville
City of Harker Heights
City of Hondo and Zone Enlargement
City of Killeen (2)
City of Schertz
City of Selma
City of Wharton

Rural Economic and Community Development
Texas Water Development Board, and
Environmental Protection Agency
Completed Projects
City of Lampasas
City of Runge
City of Thrall
PROFESSIONAL EXPERIENCE

Management Consultant, Langford Community Management Services, Austin, Texas

June 1991 to present: Co-owner of Langford Community Management Services, Inc.

Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Agriculture CDBG, Texas General Land Office – Disaster Recovery Division; Texas Parks & Wildlife Department; Texas Historical Commission; Texas Department of Economic Development; Texas Department of Transportation; Neighborhood Stabilization Program; U.S. Department of Energy – Energy Efficiency and Conservation Block Grant Program; State Energy Conservation Office; U.S. Department of Labor; U.S. Department of Justice, Texas Department of Economic Development; Texas Department of Emergency Management; Federal Emergency Management Agency; U.S. Department of Housing and Urban Development – Economic Development Initiative as well as private entities such as HNTB. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Responsible for the environmental clearance of projects to include the submission and maintenance of the Environmental Review Record for projects as needed. Conduct public hearings for grant programs at city council and commissioner’s court meetings as needed. Insure communities we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

Quality Assurance Coordinator, Kerrville State Hospital, Kerrville, Texas

August 1988 to May 1991: Developed and administered Quality Assurance Program for a 16 county catchment area of the Kerrville State Hospital with eight community based mental health centers.

EDUCATION

Bachelor’s Degree, The University of Texas at Austin

WORKSHOPS and TRAININGS

- Texas Department of Agriculture Grant Application and Implementation Workshops
- General Land Office Disaster Recovery Program Training
- Texas Department of Transportation Grant Workshops
- Texas Safe Routes to School Grant Administration Workshops
- Texas Department of Housing and Community Affairs Grant Administration Workshops
- Texas Municipal League Annual Conferences

CERTIFICATIONS

- Texas Engineering Extension Service - Texas Department of Transportation LGPP Qualified
- Texas Department of Agriculture Administration Certified
PROFESSIONAL EXPERIENCE

Management Consultant, Langford Community Management Services, Austin, Texas

November 1995 to current: Co-owner of Langford Community Management Services, Inc.

Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Rural Affairs, Texas Department of Rural Affairs – Disaster Recovery Division; Texas Department of Agriculture; Texas Parks & Wildlife Department; Texas Historical Commission; and Texas Department of Transportation. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Responsible for the environmental clearance of projects to include the submission and maintenance of the Environmental Review Record for projects as needed. Conduct public hearings for grant programs at city council and commissioner’s court meetings as needed. Insure communities we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

Assistant City Manager/City Secretary, Llano, Texas.

April 1990 to August 1995: Monitored daily operations of the city which included electric, water and sewer utilities, sanitation, parks, cemetery, streets, airport, and police. Responsible for budget preparation and financial management. Personnel director for a staff of approximately 40 employees. Conducted municipal elections, prepared council minutes, agendas, ordinances, resolutions and other governmental documents.

Secretary/Treasurer, Lutie Watkins Memorial United Methodist Church, Llano, Texas

April 1987 to April 1990: Managed day to day activities of church office and performed secretarial duties under the direct supervision of the pastor. Responsible for all financial records and reports to executive committee of the church. Assisted all church committees as requested. Wrote monthly newsletter.

Secretary/Clerk, Virdell Drilling Inc., Llano, Texas

May 1987 to April 1990: Prepared water well logs, estimates for wells and pump installations, and invoices. Input of accounts receivable, accounts payable, payroll, and inventory. Responsible for front office duties and information files.

Llano County Treasurer, Llano, Texas

January 1983 to December 1986: Managed all funds of the county, prepared annual budget, submitted all financial reports to applicable County officials and State agencies. Established financial management system to assist departments with budget compliance. Payroll and benefits officer for 100+ employees. Examined and audited all fee offices of the County. Attended Commissioners’ Court meetings. Certified County Treasurer. January ’83 through December ’86.

(continued)
Margaret Hardin, continued.

Secretary, Llano County Extension Service, Llano, Texas
November 1980 to January 1983: Performed front office duties for county agricultural and home economics agents. Worked closely with 4-H clubs, Extension Homemaker organizations and landowners. Distributed pertinent information to county citizens.

Full-Charge Bookkeeper, Learning Concepts, Inc., Austin, Texas

Bookkeeping Assistant, Ed Flood Oil Company, Amarillo, Texas

City Secretary/Treasurer, Groom, Texas

Assistant Clerk, Groom, Texas
Assisted City Secretary – Groom, Texas

EDUCATION
Austin Community College; 1978-1979
Clarendon Junior College; 1971

WORKSHOPS and TRAININGS
Texas Department of Rural Affairs Grant Application and Implementation Workshops
Texas Department of Housing and Community Affairs Grant Workshops
Texas Department of Transportation Grant Workshops
Texas Safe Routes to School Grant Administration Workshops
Texas Engineering Extension Service City Managers Problems Clinic
Texas Municipal League Annual Conference
Texas County Treasurers’ Association Annual Conference

CERTIFICATIONS
Texas Engineering Extension Service - Texas Department of Transportation LGPP Qualified
Texas County Treasurers’ Certification
PROFESSIONAL EXPERIENCE

Management Consultant, Langford Community Management Services, Austin, Texas
August 2015 to Present - Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Agriculture, Texas Department of Rural Affairs, and Texas Department of Rural Affairs – Disaster Recovery Division. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Conduct public hearings for grant programs at city council and commissioner’s court meetings as needed. Insure communities we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

Hacienda del Lago (HdL), Austin Texas
2008 to 2015: Built HdL Wedding Venue and Vacation business from zero to $160,000 per year with total revenues of over $500,000. Performed sales, marketing, operations, and event planning roles to book and execute over 280 vacations/weddings/receptions. Managed a crew of six to maintain 10-acre property, main house, tent and grounds. As main sales agent, provided sales and marketing for both vacation and wedding venue, fielded thousands of incoming phone and email inquiries, and conducted hundreds of property showings for prospective clients. As a certified wedding planner provided private planning services for couples including designing and installing decor, site layouts, and event timeline and flow. Executed client contracts, and consulted on client/vendor agreements.

Volente Fire Department (VFD), Volente, Texas
2001 to 2019: VFD Board member and Secretary – Attend and record all Board meeting minutes and submit to VFD board as required by law.
2004 to 2011: ESD 14 Treasurer–Budgeted/managed tax payer dollars up to $1 million to fund operations of the Volente Fire Department.
2003 to 2010: VFD Assistant Fire Chief - Responsible for administrative support for VFD. Represented VFD at monthly CAFCA meetings. Consulted with Fire Chief on department issues and acted on his behalf in his absences required.
2001 - 2009EMT-B First Responder - Ran over 680 medical and fire emergency calls in the Volente area and was awarded the prestigious National Phoenix Life Saving Award in 2009.

Dell, Inc, Austin Texas
1988 to 1998: Senior Logistics Manager – Dell employee number 600, was promoted through 4 positions during Dell's explosive growth period. Positions included accounts payable, logistics, procurement, and logistics management. Managed a five-person logistics team to coordinate efforts of 150+ Dell personnel. Created methodology for transportation vendor selection, contracting and management resulting in extensive reduction in freight costs. Methodology also included streamlining delivery of raw materials to warehouse and delivery of finished goods to end user. Pioneered and debugged the computer industry’s first Just-in-Time (JIT) logistics program. Established and managed lost/stolen computer/parts claims procedures, re-inventing the claims reimbursement process with vendors such as FedEx, UPS, and Airborne Express.

EXPERTISE
Project/Staff Management, Operational Efficiency, Planning/Organizing, Time Line Management, Sales/Customer Service, Marketing Support, Client Satisfaction/Retention, Systems Oriented

EDUCATION
Sam Houston State University

WORKSHOPS, TRAINING, CERTIFICATIONS
TDEM Local Mitigation Planning Workshop 2016, 2017, 2018
TxLTAP Local Government Project Procedures Qualification 2016, 2017
TxCDBG Implementation Workshop  2015
Texas Emergency Management Conference 2016, 2017, 2018
Texas Municipal League Annual Conference  2015, 2016, 2017, 2018, 2019
PROFESSIONAL EXPERIENCE

Management Consultant, Langford Community Management Services, Austin, Texas
July 2019 to present: Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of Hazard Mitigation Grant Program (HMGP) grant applications to the Texas Division of Emergency Management and the Federal Emergency Management Agency (FEMA). Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Ensure communities we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within the grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities to develop plans and strategies which better assist them in meeting the needs of their community.

Program Specialist, Texas Division of Emergency Management, Dept of Public Safety, Austin, Texas
April 2018 to July 2019: Worked in the Hazard Mitigation Grant Section, working with the Hazard Mitigation Grant Program (HMGP) and Pre-Disaster Mitigation (PDM) grants. Communicated with Texas jurisdictions regarding hazard mitigation grant opportunities, rules, and regulations. Coordinated with FEMA staff to track status of open projects. Drafted, edited, and sent correspondence to regional FEMA leadership and local elected officials. Researched, analyzed, and improved workflow mechanisms to increase workplace efficiency. Compiled data and produced reports as needed for executive management. Trained new Program Specialists on policies, procedures, and duties. Responsible for handling department responses to inquiries concerning grant programs.

Administrative Assistant III, Vital Statistics, Dept of State Health Services, Austin, Texas
October 2016 to February 2018: Reviewed and determined eligibility and acceptability of applications for amendments to birth certificates. Examined and inspected foreign and/or old documents to ascertain whether they could be used as supporting evidence. Handled confidential record and information with discretion. Responsible for transmitting amended birth certificates to local jurisdictions throughout the State of Texas. Provided exemplary customer service, including when handling sensitive subjects.

EDUCATION

Bachelor Arts in Business, 2012 — Southwestern University, Georgetown, Texas
• Study Abroad, Fall 2008 — London, UK, focus in International Business

WORKSHOPS and TRAININGS

FEMA E/L-212 — Hazard Mitigation Assistance: Developing Quality Application Elements, 2018
FEMA E/L-213 — Hazard Mitigation Assistance: Application Review and Evaluation, 2019
FEMA Emergency Management Institute (EMI) Courses:
IS-100.c — Introduction to Incident Command System
IS-200.c — Basic Incident Command System for Initial Response
IS-212.b — Introduction to Unified Hazard Mitigation Assistance (HMA)
IS-393.b — Introduction to Hazard Mitigation
IS-700.b — An Introduction to the National Incident Management System
IS-800.c — National Response Framework
PROFESSIONAL EXPERIENCE

Management Consultant, Langford Community Management Services, Austin, Texas

August 2013 to present: Prepare Environmental Review Records (ERR) for Texas Department of Agriculture’s Office of Rural Affairs’ Community Development projects administered by Langford and the General Land Office. The ERR includes research and determination of information as to whether the human environment would be negatively impacted by the project activities and outcome; publishing of Public Notices; Coordination with the Texas Historical Commission, Texas Coastal Program, United States Fish and Wildlife Service, Texas Parks and Wildlife Department, Environmental Protection Agency, Texas Department of Agriculture, engineers, administrator and Grantee staff.

Assist with writing of competitive grants on behalf of rural cities and counties throughout the State of Texas, and correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Rural Affairs, Texas Department of Rural Affairs – Disaster Recovery Division; Texas Department of Agriculture; Texas Parks & Wildlife Department; Texas Historical Commission; Texas Department of Economic Development; Texas Department of Transportation; as well as private entities such as HNTB. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

Office Manager, Frontera Administrative Services, Inc., Austin, Texas

June 2009 to June 2013: Co-managed grant projects funded through the Texas Department of Transportation Border Colonia Access Paving (BCAP), Texas Department of Agriculture Community Development (CDBG), and Texas Water Development Board Economically Distressed Areas Program (EDAP): Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of grant applications. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Responsible for the environmental clearance of projects to include the submission and maintenance of the Environmental Review Record for projects as needed. Insure communities we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.

WORKSHOPS and TRAININGS

The Office of Rural Affairs Implementation Workshops
The Office of Rural Affairs TxCDBG Administrator Certification Workshops
Texas Municipal League Annual Conferences
TDHCA 1st Thursday Eligibility Training for Affordable Housing Programs
TDHCA Environmental Review and Clearance for Single Family Housing Construction Projects
Texas Historically Underutilized Business (HUB) Certificate

Certificate/VID Number: 1742804904700
File/Vendor Number: 59528
Approval Date: 25-JAN-2017
Scheduled Expiration Date: 25-JAN-2021

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

LANGFORD COMMUNITY MANAGEMENT

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 28-APR-2017, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Laura Cagle-Hinojosa, Statewide HUB Program Manager
Statewide Support Services Division

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (https://mycpa.cpa.state.tx.us/tppasemb/search/index.jsp) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.
November 25, 2019

The Honorable John Packer
City of Marble Falls Mayor
800 3rd St
Marble Falls, Texas 78654-5728

Re: City of Marble Falls RFP for FEMA Mitigation Grant Application Preparation and Administration Services

Dear Mayor Packer,

Thank you for including GrantWorks in your Request for Proposals. Since 2009, GrantWorks’ project managers, planners, and policy experts have developed and implemented more than $530 million in Hazard Mitigation and Disaster Recovery housing and non-housing programs for more than 70 Texas local governments. We have the resources and expertise to begin assisting the City of Marble Falls immediately following contract signing and to successfully complete your projects in accordance with both state and federal requirements and the City’s project schedule. We are ready to help generate and implement projects that meet FEMA standards as well as the needs and wishes of the City.

GrantWorks’ 140+ employees have more than 1,000 years of combined experience covering all aspects of federal and state grant management for hazard mitigation programs. Our team has extensive experience in HMA working for and with TDEM, TWDB, FEMA, and local governments in both public and private sector roles.

We handle every aspect of HMA implementation, including project development, environmental review, compliance with state and federal regulations, and implementation of funded construction projects. Our goal is to free you and your staff from paperwork while providing you with the timely and accurate decision-making information you need.

This proposal includes the elements required in the City’s RFP:

- A brief description and history of GrantWorks and our demonstrated experience in successfully completing the Tasks listed in the Scope of Work;
- GrantWorks’ experience with federal programs and relevant agencies in accomplishing similar projects;
- References from past local government clients;
- GrantWorks’ work performance and capabilities for developing grant applications and managing construction projects;
- Project approach
- Identification of employees proposed for the Scope of Work and their qualifications;
- GrantWorks’ capacity to perform the scope of work including a statement of resources;
- Proposed cost of services;
- Required RFP Forms.
We can assist you in creating a well-run, efficient, and successful hazard mitigation program that complies with all TDEM and FEMA requirements. Please keep in mind that our fees may be negotiated when reviewing and scoring the proposals submitted to the City. We appreciate your consideration of our firm.

Sincerely,

Bruce J. Spitzengel
President

As a mid-sized, Texas-based firm, GrantWorks’ Leadership Team is actively engaged in every project we undertake. The management and key staff included in this response will be integrally involved in every step along the way.
GrantWorks was founded in La Porte, Texas by Bruce Spitzengel in 1979. For nearly 40 years, GrantWorks has been Texas’ leading grant management firm specializing in state and federal grant programs. We are the foremost provider of disaster recovery, hazard mitigation, community development, housing, planning, transportation, and coastal grant program management for local governments in Texas, securing and administering more than $1.3 billion in assistance for hundreds of localities through thousands of grant contracts.

The GrantWorks team has more than 1,000 years of combined experience in administering state and federal grant programs with 140+ full-time employees, half of which work in our numerous field offices. We have more than twenty project managers and AICP-certified planners skilled at implementing a wide variety of hazard mitigation, disaster recovery, housing and planning projects. The GrantWorks team includes staff with numerous certifications relevant to the administration of a hazard mitigation program.

Certifications
- Fair Housing, Leasing, and Management Issues Certificate
- Texas Real Estate Broker, Series 65 License
- Residential Mortgage Loan Originators (RMLO)
- TEEX International Residential Code (IRC)
- Certified Floodplain Managers (CFM)
- Certified HOME Specialists
- Geographic Information System (GIS) Level I and Level II
- American Institute of Certified Planners (AICP)
- Project Management Professionals (PMP)
- Texas CDBG Certified Administrators
- HUD Technical Assistance Providers

We provide on-site services through our various field offices and our experienced, locally based Client Services Team.

- Our team includes experienced employees from FEMA, TDEM’s Hazard Mitigation Section, and other state agencies and local governments.
- We provide on-site services through our experienced Client Services Team located in field offices across Texas. We attend kickoff meetings/calls, court and council meetings, agency site visits and monitoring visits at grant administrator’s discretion.
- We have in-house mapping expertise in producing and generating digital and printed maps using GIS, CAD, and other graphics software as needed for our management, environmental, and planning services.

GrantWorks is dedicated to providing the best services and meeting the highest standards in all that we do. This is reflected in our numerous long-standing client relationships, our dedication to staff training and certification, and our involvement at every step of the disaster recovery process. Our firm is financially stable, adequately capitalized, and has the capacity to perform the functions required by this RFP.
Experience with Federally Funded Programs

GrantWorks provides grant administration, application, and project management services for a variety of state and federal grant programs. In particular, we have extensive expertise and success with federally funded construction programs.

Federal Infrastructure and Planning Programs

GrantWorks has implemented more than 1,200 federally funded housing, infrastructure and planning projects through a variety of programs.

Infrastructure and Non-Rental Housing

CDBG-Disaster Recovery and Texas Community Development Block Grant (TxCDBG) Program
Texas General Land Office | Texas Department of Agriculture

- CDBG-DR—90+ contracts, $500+ million #1 in Texas
- Managing largest infrastructure contract award in Texas, $100 million for City of Galveston
- Disaster Relief Funds—74 projects administered, $21+ million, including drainage restoration and single family housing elevation, reconstruction and buyouts in flood prone areas
- Community Development Fund—692 projects funded, $231+ million
- Colonia Construction Fund—96 projects administered, $44+ million
- Planning Grants—198 projects funded, completed or underway
- Colonia Planning Fund—42 projects completed or underway
- Texas Capital Fund (Economic Development) — 86 projects
- Texas Main Street/Downtown Revitalization Program —37 projects
Federal Housing Programs

GrantWorks has a long history of federal housing program management in small and mid-sized Texas communities, operating both in the field and at our office locations. Our Housing Division includes professionals experienced in application in-take, applicant qualification, case management, title research, income qualification, Duplication of Benefits, work scoping, environmental review, and construction inspection. GrantWorks’ Vice President Tres Davis has over 25 years’ experience with federally funded housing programs. He has led the Housing Division in the construction or rehabilitation of more than 3,000 single family housing units across Texas since 2000 through the HOME and CDBG programs, including demolition and clearance of existing substandard structures.

After Hurricane Rita, GrantWorks rapidly implemented the reconstruction of 36 homes in Jefferson County. GrantWorks’ homes were the first completed in the County, even though we were hired six-months after other organizations. The firm also works with the GLO and Galveston Housing Authority (GHA) to implement the Galveston Rental Housing Replacement Program, a single family development project to create 97+ PHA units using Project Based Vouchers. The GrantWorks team is instrumental in developing housing program policies and procedures to coordinate multiple subrecipient developer-owner entities and two federal housing programs that are rarely used together.

GrantWorks’ reputation for expertise in federal housing program management, earned through implementing more than 500 local government or non-profit housing programs, has led to housing program management and technical assistance contracts with impacted-Entitlement and Participating Jurisdictions such as Pasadena and Victoria.

Elevation Programs

Texas General Land Office | Texas Department of Housing and Community Affairs

GrantWorks has extensive experience elevating single-family homes using federal funds. Through the HOME Program our staff has overseen the elevation of over 500 homes located in flood prone areas. Over the past two years we have elevated 31 homes in 11 communities, including Rockport, Refugio County, and Jim Wells County. We currently have multiple HOME Disaster Relief projects that include elevating and reconstructing single family homes. A sample of these ongoing programs includes the City of Wharton, Refugio County, Jim Wells County, and the City of Eagle Lake. We anticipate elevating up to ten (10) homes in each of these communities.

GrantWorks also has a long history with CDBG-DR funding involving housing elevation. GrantWorks was hired by the General Land Office (GLO) to manage the ongoing Galveston Rental Housing Replacement Program (GRHRP). This program includes the rehabilitation, reconstruction, or new construction of 97 single-family rental units on scattered sites a. A majority of these units will be elevated, with some elevations above 14-feet.
Rental & Non-Rental Housing
Texas General Land Office | Texas Department of Housing and Community Affairs

- Homeowner Rehabilitation Assistance (HRA) Program/Owner-Occupied Assistance
- 500+ contracts awarded to cities, counties and non-profits for $200+ million #1 in Texas
- 3,000+ substandard houses rehabilitated or replaced #1 in Texas
- Managing largest housing project in Texas, $65 million Galveston Housing Authority rebuild
- Managing the Galveston Rental Housing Replacement Program Phase One, a $25 million single family rental housing development project
- Full administrative and project delivery services:
  1. Application development, beneficiary income verification, project eligibility assessment
  1. Procurement, acquisition, environmental review
  2. Financial management, draw, change order, pay estimates, amendments
  3. Compliance, duplication of benefit analysis, audit and monitoring support
GrantWorks has a long history with the Hazard Mitigation Grant Program and includes former FEMA and TDEM employees Stephen Pratt and Wendy Kirby who bring decades of Hazard Mitigation Assistance experience. While working for TDEM, Wendy Kirby served as liaison between local jurisdictions and FEMA for the Texas Hazard Mitigation Grant Program (HMGP). She has managed over $500 million in federal funds while monitoring individual project progress and reviewing local Mitigation Action Plans for FEMA approval.

Stephen Pratt has over 25 years of programmatic and management experience with FEMA’s Hazard Mitigation Grant Programs. During his 40+ deployments across the nation, Stephen has managed all areas of FEMA Disaster Assistance. Working in 22 states and U.S. territories, Stephen helped develop and implement mitigation projects for buyout/acquisition, elevation, and related activities totaling nearly $3 billion.

GrantWorks has successfully assisted local governments with numerous state and federal grant programs including FEMA’s Hazard Mitigation Grant Program (HMGP), Pre-Disaster Mitigation Program (PDM) and the Flood Mitigation Assistance Program (FMA).

**Bay City, Texas**

GrantWorks is assisting the City with a $1.95 million dollar application for critical facility generators throughout the city. Hurricane Harvey left the city without power for many hours, threatening the health and safety of the city’s residents. The proposed generators will enable continuous operation of the city’s Water Plant, Waste Water Treatment Plant, Municipal Airport and lift stations during future outages.

**Wharton, Texas**

GrantWorks is assisting the City with multiple mitigation project applications totaling over $8 million, including an integrated flood protection system and sewer infrastructure mitigation. The flood protection system improvements will include a 1.23 mile berm, stormwater detention and passive aquifer recharge basins, and residential drainage improvements that will create flood protection for the 0.87 square mile west side neighborhood. Sewer improvements will enable continuous operation of the city’s sewer system during flood events.

**Hopkins County, Texas**

The County experiences frequent flooding, creating hazardous conditions for residents. GrantWorks is assisting the County with mitigation measures that will address four critical locations, including the installation of box culverts and road elevations to reduce potential flooding and subsequent damages.

**Louisiana Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP)**

Stephen worked as a consultant to GOHSESP from 2006 through 2016. He was instrumental in writing the state’s HMGP application for a $750 Million award to the Louisiana Office of Community Development (OCD) to elevate, reconstruct, and acquire thousands of properties, in the largest ever HMGP project. Once the project was approved by FEMA, Stephen continued to provide Technical Assistance to OCD in implementing the project, including developing procedures to protect homeowner from unscrupulous elevation contractors. He also provided Technical Assistance to Plaquemines Parish with an elevation and reconstruction project to assist over 100 homeowners and assisted Bossier Parish develop and obtain approval of a project to elevate dozens of homes.

The best way to evaluate our work performance is to speak to our clients.
<table>
<thead>
<tr>
<th>Reference</th>
<th>Project Description</th>
<th>Project Amount</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Bay City, Texas</td>
<td>Critical Facility Generators</td>
<td>$532,267</td>
<td>Barry Calhoun Public Works Director (979) 245-7236</td>
</tr>
<tr>
<td>FEMA HMGP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refugio County, Texas</td>
<td>Multi-Jurisdiction Mitigation Plan and Courthouse Generator</td>
<td>$330,999</td>
<td>Robert Blaschke County Judge (361) 526-4434</td>
</tr>
<tr>
<td>Pre-Disaster Mitigation Program &amp;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>FEMA HMGP</td>
<td>Flood Protection of public beach roadways</td>
<td>$10.3 million</td>
<td>Burt Mills County Judge (361) 790-0100</td>
</tr>
<tr>
<td>Aransas County, Texas</td>
<td>Flood Protection of public beach roadways</td>
<td></td>
<td></td>
</tr>
<tr>
<td>FEMA HMGP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Galveston Rental Housing Replacement Program CDBG-DR</td>
<td>Property acquisition, elevation and weather proofing to meet HUD and FEMA standards</td>
<td>$22 million</td>
<td>Deyna Sims-Hobdy Director of Development and Real Estate, GHA (409) 765-1980</td>
</tr>
<tr>
<td>Property acquisition, elevation and weather</td>
<td></td>
<td></td>
<td>Beau Yarbrough Chief Financial Officer, DSW Homes (409) 682-2501</td>
</tr>
<tr>
<td>proofing to meet HUD and FEMA standards</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Louisiana Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP) FEMA HMGP</td>
<td>Elevations, acquisitions, reconstructions, and drainage projects</td>
<td>$2.5 billion</td>
<td>Jeffrey Giering GOHSEP State Hazard Mitigation Officer (225) 267-2516</td>
</tr>
</tbody>
</table>
Additional Hazard Mitigation Experience

GrantWorks provided administration, management and/or planning services for each of the following types of projects:

<table>
<thead>
<tr>
<th>Hedge Mitigation Plans– 21 Mitigation Plans, $2,104,580</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Client</strong></td>
</tr>
<tr>
<td>Kerr County</td>
</tr>
<tr>
<td>Refugio County</td>
</tr>
<tr>
<td>Gonzales County</td>
</tr>
<tr>
<td>Bee County</td>
</tr>
<tr>
<td>Trinity County</td>
</tr>
<tr>
<td>Duval County</td>
</tr>
<tr>
<td>City of Alice</td>
</tr>
<tr>
<td>Willacy County</td>
</tr>
<tr>
<td>Robertson County</td>
</tr>
<tr>
<td>San Jacinto County</td>
</tr>
<tr>
<td>Live Oak County</td>
</tr>
<tr>
<td>Kleberg County</td>
</tr>
<tr>
<td>Leon County</td>
</tr>
<tr>
<td>Medina County</td>
</tr>
<tr>
<td>Pecos County</td>
</tr>
<tr>
<td>SPAG</td>
</tr>
<tr>
<td>Combes</td>
</tr>
<tr>
<td>Brooks County</td>
</tr>
<tr>
<td>City of Falfurrias</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Elevation &amp; Reconstructions – 2 Projects $65,000,000</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Brazoria County</strong></td>
</tr>
<tr>
<td><strong>Brazoria County</strong></td>
</tr>
</tbody>
</table>
### Warning Sirens – 8 projects, $430,488

<table>
<thead>
<tr>
<th>City</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Atlanta</td>
<td>Warning siren system covering both Atlanta and Queen City</td>
</tr>
<tr>
<td>Anderson County/Elkhart</td>
<td>Citywide warning siren system for the City of Elkhart</td>
</tr>
<tr>
<td>Avinger</td>
<td>Citywide warning siren system</td>
</tr>
<tr>
<td>Nash</td>
<td>Citywide warning siren system</td>
</tr>
<tr>
<td>Hughes Springs</td>
<td>Citywide warning siren system</td>
</tr>
<tr>
<td>Linden</td>
<td>Citywide warning siren system</td>
</tr>
<tr>
<td>Rosser</td>
<td>Citywide warning siren system</td>
</tr>
<tr>
<td>Kemp</td>
<td>Citywide warning siren system</td>
</tr>
</tbody>
</table>

### Critical Facility Generators – 21 projects, $5,437,093

<table>
<thead>
<tr>
<th>City</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bay City</td>
<td>Generators for the Hurricane Staging Center, City Hall, PW Building, Airport, Waste Water Treatment Plant, Water Plant, Lift Station and 2 Portables</td>
</tr>
<tr>
<td>Jim Wells County</td>
<td>Two portable generators for emergency communication towers, fixed for courthouse</td>
</tr>
<tr>
<td>Palacios</td>
<td>Water Well #6, Lift Stations #2,5,7,11 and Quick Connects for 7 Lift Stations</td>
</tr>
<tr>
<td>Mineral Wells</td>
<td>3 Lift Stations</td>
</tr>
<tr>
<td>Josephine</td>
<td>Pump Station</td>
</tr>
<tr>
<td>Zavala</td>
<td>2 Water Wells</td>
</tr>
<tr>
<td>Hughes Springs</td>
<td>Waste Water Treatment Plant</td>
</tr>
<tr>
<td>Atlanta</td>
<td>Portable</td>
</tr>
<tr>
<td>Refugio County</td>
<td>Courthouse Generator</td>
</tr>
<tr>
<td>Woodsboro</td>
<td>Generators for Water Treatment Plant, Waste Water Treatment Plant and Lift Station at Highway 1360</td>
</tr>
<tr>
<td>Seadrift</td>
<td>Fixed generators for Fire Station and Seadrift Justice Center plus 2 Portable trailered for lift stations with Quick Connects</td>
</tr>
</tbody>
</table>
GrantWorks Work Performance, Capabilities and Project Approach

GrantWorks will work hand-in-hand with the City through every step of the Hazard Mitigation grant process, ensuring that City priorities and goals are considered and successfully achieved.

GrantWorks’ cost-effective strategy comprises the pre-award and post-award work flows described below, to ensure efficient management and regulatory compliance. We keep up-to-date on all available FEMA and Hazard Mitigation Assistance guidance and requirements. Years of Hazard Mitigation program experience and an organized project approach allow us to produce real, cost-efficient results. We tailor the process to your needs while adhering to the program-specific guidelines.

Project Approach for Mitigation Projects—Construction

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

- Maintain regular contact with the project engineer, the local contact person, and construction contractors,
- Provide project engineers with an instruction and forms packet so they know up-front what information is required by the state agency,
- Assist in processing all invoices, contracts, and change orders received from the project engineer and contractors,
- Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project’s eligibility and standing with the state and federal agencies; and
- Assist you in working with the state and federal agencies to resolve any issues that may arise with your grant application or funded project.
Pre-Award Activities

GrantWorks understands the urgency in recovering from the effects of flooding on the residents of the City of Marble Falls. **We propose to begin work immediately** on your Hazard Mitigation Assistance application upon award. Our first step will be to conduct a coordination meeting with the City and local stakeholders to determine the project objectives, schedule, and budget. Accomplishments during this phase include:

Develop Application

GrantWorks staff members have more than 800 years of combined experience in administering state and federal grant programs and have secured and administered thousands of projects totaling more than $1.3 billion in federal, state, and local assistance for hundreds of localities.

GrantWorks prepares application documents, detailed scopes of work, and all necessary worksheets needed to qualify projects. Our thorough knowledge of local mitigation planning, state and federal agency requirements, and application processes will help the City of Marble Falls quickly and efficiently complete its Hazard Mitigation Grant Program application.

- Develop thorough, detailed HMGP Applications that meet or exceed the Texas Division of Emergency Management (TDEM) and FEMA expectations. Note: GrantWorks may recommend that in lieu of one large HMGP application, it may be best for funding consideration to divide this work into 3-4 smaller applications.
- Complete Environmental and Historic Preservation reviews and ensure compliance with the National Environmental Policy Act (NEPA) and Executive Order 11988.
- Review documentation in order to avoid potential duplication of benefits issues.
- Coordinate with an engineer on the calculation of a Benefit Cost Analysis (BCA) using FEMA’s BCA software program, if applicable.
- Satisfy all TDEM and FEMA Requests for Information (RFIs).

Post-Award Activities

Our project management team includes experts in procurement and bidding, contractor coordination, financial management, and other FEMA grant management requirements. We use detailed document tracking systems and collaborate daily to ensure that your projects are on track and on time. GrantWorks will guide and assist with financial management, record keeping, scope changes, reporting, environmental clearance, acquisition, contract closeout, and other aspects of program implementation. We prepare all forms, notices, and agenda items and provide them to you in advance, and we will confirm that the City has received word from TDEM that applications have been approved and obligated. Our core tasks include:

Project Management

Our team will assist you in creating a well-run, efficient, and successful hazard mitigation program that complies with all state and federal reporting requirements. The GrantWorks Team understands that communication is a vital component of any successful project. We can provide the City of Marble Falls’ elected officials, staff, and the public with regular updates as desired. Consistent communication and transparency help stakeholders understand the status of the program, thereby helping them feel more confident about the overall process.

- Maintain regular contact with the project engineer, the local contact person, construction contractors, and other parties
- Establish record keeping and filing system.
- Prepare start-up grant documents, forms, notices, and agenda items for review or action
- Prepare and upload quarterly reports and other required updates
▪ Assist with procurement and requirements such as those found in 2 CFR 200
▪ Assist in meeting civil rights and related requirements
▪ Assist with real property acquisition in compliance with state and federal law (URA)
▪ Track inquiries regarding grant completion dates
▪ Attend site visits and public meetings at grant administrator’s discretion

Financial Management

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

We initially review invoices and supporting draw documentation for program eligibility and benchmark conformance, determine whether contract budget revisions are needed, and confirm that quantities match contracts. We work proactively with all stakeholders to 1) avoid issues that may result in questioned costs or audit concerns and 2) to resolve any identified issues as quickly as possible.

▪ Ensure that the City is able to meet the non-federal match requirement
▪ Assist with financial management including processing all invoices, contracts, and change orders received from the project engineer and contractors
▪ Assist in reviewing workable solutions to resolve unexpected cost overruns, changes in construction activities or locations, or other issues that affect your project’s eligibility and standing with the state agency
▪ Facilitate milestone payments and ensure that all milestones are met before they are paid
▪ Deliver and route batches of project invoices with receipts on a periodic basis.
▪ Track invoice submittal and payment processing

Construction Management

The GrantWorks Team has provided construction management services for TDEM/FEMA’s Hazard Mitigation Program, FEMA Public Assistance, and the Non-entitlement CDBG program. Projects include more than 1,200 local government awards in the areas of infrastructure and housing rehabilitation.

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

▪ Provide project engineers with an instruction and forms packet so they know up-front what information is required by the state agency
▪ Review plans, bid documents and change orders for compliance with regulations and conformance with state contract
▪ Compile and review construction contract documents
▪ Oversee grant activities to ensure project adheres to established budget, scope, and schedule
Closeout and Archiving Files

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

- Assist in working with the state agencies to resolve any issues that may arise with your grant application or funded project
- Perform internal reconciliation of records
- Resolve any TDEM issues and concerns
- Resolve any FEMA issues and concerns
- Attend any scheduled state or federal audit visits
- Archive hard copy and electronic files; maintain records
Project Approach for Mitigation Projects—Property Acquisition/Structure Demolition, Structure Elevation, and Reconstruction

Should the City of Marble Falls decide to pursue funding for property acquisition, structure demolition, elevation, and/or reconstruction, GrantWorks will assist the City in HMA application development for mitigation of flood-prone properties and other properties affected by Hurricane Harvey. Mitigation measures may include elevating houses to or above the Base Flood Elevation, demolishing and reconstructing homes that cannot be elevated, and acquiring flood prone properties.

Property Acquisition/Structure Demolition, Structure Elevation, and Reconstruction programs require additional coordination in the pre-award and post-award phases. As such, our project approach for housing programs include the following additional core tasks:

Pre-Award Activities

Phase 1: Develop Program Methodology

The GrantWorks Team brings its experience with efficient household eligibility qualification, construction management practices and FEMA program management to develop the ideal program methodology. We streamline this process by coordinating with local officials and stakeholders during the pre-award phase to determine appropriate methods for identifying flood prone properties and candidates for Hazard Mitigation Assistance versus other available funding sources.

Phase 2: Conduct Outreach

Community outreach and homeowner coordination are two of our many strengths. Our team has provided public outreach services and homeowner coordination for thousands of single family housing projects within the State of Texas. We are the City of Marble Falls’ hometown team with a track-record of working in the Capital Area Council of Governments since 2004, making us uniquely qualified to assist the City with the extensive amount of public outreach needed for a successful mitigation project.

- Develop outreach materials, including but not limited to: radio spots, flyers, and social media information announcing the City’s intent to develop a program to elevate, reconstruct, or acquire flood prone properties.
- Host community meetings to explain the program and meet one-on-one with interested homeowners.
- Assign a Case Manager and meet with homeowners to gather application documents.

Phase 3: Gather Housing Information and Develop Relocation Plan

Activities during the documentation gathering phase include:

- Field work to include obtaining photographs and coordinates of identified homes
- Create maps identifying homes selected during the Develop Program Methodology phase
- Identify the flooding source, proposed elevation of the lowest floor, type of existing foundation and proposed elevation method
- Develop a temporary relocation plan for housing tenants and owners
Phase 4: Develop Application

GrantWorks prepares application documents, detailed scopes of work, and all necessary worksheets needed to qualify properties and will conduct Benefit Cost Analyses for properties not automatically deemed to be cost-effective via FEMA policy.

Post-Award Activities

GrantWorks will guide and assist with financial management, record keeping, scope changes, reporting, environmental clearance, acquisition, contract closeout, and other aspects of program implementation required for all mitigation programs. In addition to the core tasks for construction programs, GrantWorks provides the following management services needed for a successful housing program.

Case Management

GrantWorks regularly provides case management services to homeowners, renters, and other households who participate for various federal housing programs. Our goal is to provide courteous and responsive service to program participants in an efficient manner.

▪ Assist with homeowner application intake, document review, and eligibility compliance.
▪ Send an award announcement certified letter to each homeowner with point-of-contact information for their assigned case manager
▪ Ensure that the homeowner enters into a contract with a qualified contractor mitigation contractor
▪ Ensures that the mitigation contractor assesses the feasibility of accomplishing the mitigation
▪ Identify responsibilities of the homeowners, the contractor, the City, the City’s Project Management Contractor, TDEM and FEMA
▪ Provide technical assistance to ensure that the homeowner’s contractor performs construction work according to the Statement of Work and according to established timelines

Construction Management

The GrantWorks Team has provided single family housing construction management services for TDEM/FEMA’s Hazard Mitigation Program, the Texas HOME Program, and the Non-entitlement CDBG program. Projects include more than 500 local government awards to reconstruct 3,000 single family homes and more than 1,000 CDBG awards in the areas of infrastructure and housing rehabilitation. Many of the units in these programs required elevation above base flood elevation.

▪ Compile and review construction contract documents
▪ Obtain elevation contractor cost estimates
▪ Conduct inspections
▪ Act as liaison between the homeowner, contractor, and the City
▪ Oversee grant activities to ensure project adheres to established budget, scope, and schedule
▪ Obtain final Elevation Certificates for elevations and reconstructions
Closeout and Archiving Files

In addition to required closeout reports and procedures needed for all mitigation projects, GrantWorks will complete the following items for Property Acquisition/Structure Demolition, Structure Elevation, and Reconstruction programs:
  ▪ Provide TDEM with a Closeout Sheet containing:
    ▪ Backup documentation & Final photos
    ▪ Final Elevation Certificate

Real Property Acquisition

Although not every project includes property acquisition, if it becomes necessary to acquire one or more properties, the mitigation actions are significantly different. GrantWorks is familiar with federal URA requirements and will ensure that for any properties acquired, we will follow all federal and state real property acquisition requirements. The GrantWorks Team will work with the City to ensure that all acquisition projects comply with the February 2015 HMA Guidance and Guidance Addendum. If warranted, GrantWorks will ensure that acquisition projects include incentives identified in the HMA Guidance Addendum. The GrantWorks Team will also work with the City to explore incentives that urge homeowners to stay in the City.

Performance Schedule

The GrantWorks Team has a proven track record of successfully completing projects on time and within budget. We have a deep bench of proficient and capable professionals who will work closely with the City, TDEM and FEMA to successfully reach all project schedule requirement and milestones.

GrantWorks intends to assist the City with proactively preparing for Hazard Mitigation funding. GrantWorks will work closely with the City to determine their specific needs for implementing projects and the type of information which will best suit the client’s end results.

Our goal is to adapt our workflow to meet the City’s needs while meeting the state and federal objectives.
Capacity to Perform

The GrantWorks Team is supported by more than 50 grant management professionals with extensive disaster recovery experience. The resumes in Appendix A highlight the GrantWorks team members who will deliver the City’s FEMA Hazard Mitigation program and the depth of GrantWorks' capacity.

As the largest Texas-based firm principally dedicated to grant management for local governments, GrantWorks has both the staff and capacity to mobilize quickly to complete multiple simultaneous large scale projects and scopes of work.

<table>
<thead>
<tr>
<th>Key Strengths and Benefits to the City of Marble Falls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience with water, sewer, streets, housing reconstruction, and planning</td>
</tr>
<tr>
<td>Former FEMA and TDEM employees with firsthand experience managing FEMA IA, PA and HMGP</td>
</tr>
<tr>
<td>Knowledge of FEMA’s HMA programs and TDEM tracking and reporting systems</td>
</tr>
<tr>
<td>Work regularly with local codes and ordinances (subdivision, mobile home, flood plain, building code)</td>
</tr>
<tr>
<td>Texas-based team with understanding of Federal and Texas statutes and regulations (Stafford Act, 2 CFR 200, Local Gov’t Code)</td>
</tr>
</tbody>
</table>

Our capacity extends to both the number as well as the quality of staff we bring to the table. Our considerable resources ensure that the City of Marble Falls receives the focused attention it deserves as it moves toward recovery. Our Team has administered FEMA and other disaster recovery programs for more than 20 years. Our leadership brings over 200 years combined experience working with these programs. The many state and federal programs we have worked with include FEMA Public Assistance (PA), FEMA Hazard Mitigation (HMGP), Transportation Infrastructure Fund (TxDOT County Roads), Texas Historical Commission (THC), CDBG/CDBG-DR and Economic Development Administration. The breadth of our experience gives us a solid working knowledge of program-specific requirements and cross-cutting federal regulations including 2 CFR 200, the Stafford Act, and Supplemental Appropriations Bills.

Our local presence ensures that we are ready to act quickly and that all activities will be completed in a timely, efficient manner. Our Texas roots enable us to effectively and efficiently support both local governments and relevant State agencies and implement programs within both the federal and Texas statutory framework. Our team’s experience with nearby communities gives us familiarity with the people and procedures we will work with.

One of our many strengths is our ability to work well with a variety of local, state and federal stakeholders within the regulatory requirements of numerous state and federally funded programs. Our Proposal Team’s members currently manage projects funded by more than a dozen state and federal agencies, including FEMA and TDEM. Our knowledgeable staff work closely with all stakeholders to ensure that each project is successfully completed.

The resumes in Appendix A provide more information about our staff and the breadth of experience that they bring to the Team.
Proposed Cost

Below is our proposed fee schedule based upon the City of Marble Falls’ currently proposed projects:

<table>
<thead>
<tr>
<th>Project Activity</th>
<th>Description (size, # of units, budget estimate, etc.)</th>
<th>Proposed Pre-Award Cost** ($)</th>
<th>Proposed Post-Award Cost ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drainage Project on Avenue N</td>
<td>Construct box coverts over backbone creek that would provide a 50-year flood event level of service. The bridge would be 780 total feet. Estimated cost $2,621,618.00</td>
<td>$10,000 BCA performed by others</td>
<td>4% of grant and match amounts</td>
</tr>
<tr>
<td>Drainage Project on Nature Heights</td>
<td>Construct box coverts over Whihtman Branch Creek that is 1 foot higher than the 100 year flood plain. Estimated cost is $150,000</td>
<td>$6,000 BCA performed by others</td>
<td>5% of grant and match amounts</td>
</tr>
<tr>
<td>Low Water Crossing Warning System</td>
<td>Warning System for 8 low water crossings inside the City. Estimated cost $150,000</td>
<td>$5,000</td>
<td>5% of grant and match amounts</td>
</tr>
</tbody>
</table>

Percentage of Profit: GrantWorks expected percentage of profit is approximately three-percent (3%) of the total fee.

*Note: Fees shown are based on currently proposed projects. Fees will be adjusted if project costs vary from the original estimate, based on the following fee schedule:

<table>
<thead>
<tr>
<th>Project Fee Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Activity</td>
</tr>
<tr>
<td>Tornado Warning Sirens</td>
</tr>
<tr>
<td>Generator</td>
</tr>
<tr>
<td>Drainage and Other Construction</td>
</tr>
<tr>
<td>Under $500,000</td>
</tr>
<tr>
<td>$500,000-$2 million</td>
</tr>
<tr>
<td>Over $2 million</td>
</tr>
<tr>
<td>Safe Room</td>
</tr>
</tbody>
</table>

**Note: Proposed pre-award fees are set in combination with post-award services and are only applicable to contract awards that include both pre and post award services. Pre-award services does not include the completion of the Environmental and Historic Preservation Review (EHP)-this will be completed under post-award services.

Pre-Award Services fees will be billed in two phases – half will be due upon commencement of the application process and the remaining half will be due upon grant application submission to the State. GrantWorks will assist the City in requesting reimbursement of the Pre-Award Services fee from the State if the project is funded, though reimbursement cannot be guaranteed. No post-award fees will be charged unless a grant award is made to the City.

GrantWorks is happy to negotiate cost and scope of services prior to final selection, as allowed by state and federal law.
Mitigation Projects—Property Acquisition/Structure Demolition, Structure Elevation, and Reconstruction

Should the City of Marble Falls decide to pursue funding for property acquisition, structure demolition, elevation, and/or reconstruction, GrantWorks is happy to negotiate cost and scope of services prior to final selection based on the number of households to be served.

Structure Elevation

**Pre-Award Services:** $750* per household elevated

**Post Award Management Services:** $6,750* per home

Property Acquisition and Structure Demolition

**Pre-Award Services:** $750* per household elevated

**Post Award Management Services:** $4,500* per home

*Note: Fees shown do not include costs for services that must be furnished by a third party professional, including but not limited to accountant, appraiser, archaeologist, architect, attorney, auditor, biologist or other natural scientist, engineer, historic preservationist, or surveyor.

Pre-Award Services fees will be billed in two phases – half will be due upon commencement of the application process and the remaining half will be due upon grant application submission to the State. GrantWorks will assist the City in requesting reimbursement of the Pre-Award Services fee from the State if the project is funded, though reimbursement cannot be guaranteed. No post-award fees will be charged unless a grant award is made to the City.

GrantWorks is happy to negotiate cost and scope of services prior to final selection, as allowed by state and federal law.
Required Forms and Statements

Small Business, MBE, Affirmative Action and Equal Employment Opportunity Information
GrantWorks is a small Texas-based corporation with 140+ full-time employees. Based on the US Small Business Administration guidelines, we are considered a Small Business Enterprise. All services performed by GrantWorks on behalf of local governments are provided without regard to race, national origin, religion, color, sex, age, familial status or disability. GrantWorks does not discriminate in employment opportunity in accordance with federal and local (City of Austin) laws.

Statement of No Conflicts of Interest
There are no existing or potential conflicts of interest to disclose.
SAM Search Results
List of records matching your search for :

Search Term : GrantWorks, Inc.*
Record Status: Active

<table>
<thead>
<tr>
<th>ENTITY</th>
<th>Grantworks, Inc.</th>
<th>Status: Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUNS:</td>
<td>963746466</td>
<td>+4:</td>
</tr>
<tr>
<td></td>
<td>CAGE Code: 5JH22</td>
<td></td>
</tr>
<tr>
<td></td>
<td>DoDAAC:</td>
<td></td>
</tr>
<tr>
<td>Expiration Date:</td>
<td>10/08/2020</td>
<td>Has Active Exclusion?: No</td>
</tr>
<tr>
<td></td>
<td>Debt Subject to Offset?: No</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>2201 Northland Dr</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Austin</td>
<td>State/Province: TEXAS</td>
</tr>
<tr>
<td>ZIP Code:</td>
<td>78756-1117</td>
<td>Country: UNITED STATES</td>
</tr>
</tbody>
</table>
No Search Results
CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 22, 84th Leg., Regular Session.
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.0011(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.008(a-1), Local Government Code.

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

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

2. Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3. Name of local government officer about whom the information is being disclosed.
   N/A
   Name of Officer

4. Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.
   N/A
   A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?
      ☐ Yes ☐ No
   B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?
      ☐ Yes ☐ No

5. Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.
   N/A

6. Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 178.033(a)(2)(B), excluding gifts described in Section 178.003(a-1).

7. Signature of vendor doing business with the governmental entity
   November 25, 2019
   Date
CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

(A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
(B) a transaction conducted at a price and subject to terms available to the public; or
(C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):
(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

***

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds $2,500 during the 12-month period preceding the date that the officer becomes aware that
   (i) a contract between the local governmental entity and vendor has been executed; or
   (ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer or more gifts that have an aggregate value of more than $100 in the 12-month period preceding the date the officer becomes aware that:
   (i) a contract between the local governmental entity and vendor has been executed; or
   (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)
(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:
   (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
   (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
(2) the date the vendor becomes aware:
   (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
   (B) that the vendor has given one or more gifts described by Subsection (a); or
   (C) of a family relationship with a local government officer.
Certification Regarding Lobbying

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

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

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

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

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

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

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

Signature of Contractor’s Authorized Official

Cecelia Johnson, Vice President

Printed Name and Title of Contractor’s Authorized Official

November 25, 2019

Date
INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, state and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, state and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (Item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, state and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.
**Disclosure of Lobbying Activities**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

(See reverse for public burden disclosure)

<table>
<thead>
<tr>
<th>Type of Federal Action:</th>
<th>Status of Federal Action:</th>
<th>Report Type:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. contract</td>
<td>a. bid/offer/application</td>
<td>a. initial filing</td>
</tr>
<tr>
<td>b. grant</td>
<td>b. initial award</td>
<td>b. material change</td>
</tr>
<tr>
<td>c. cooperative agreement</td>
<td>c. post-award</td>
<td></td>
</tr>
<tr>
<td>d. loan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. loan guarantee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. loan insurance</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name and Address of Reporting Entity:</th>
<th>If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</th>
</tr>
</thead>
<tbody>
<tr>
<td>____ Prime ____ Subawardee Tier_____</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Congressional District, if known:</th>
<th>Congressional District, if known:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Department/Agency:</td>
<td>7. Federal Program Name/Description:</td>
</tr>
<tr>
<td></td>
<td>CFDA Number, if applicable:</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Action Number, if known:</td>
<td>9. Award Amount, if known:</td>
</tr>
<tr>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):

b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

<table>
<thead>
<tr>
<th>Signature:</th>
<th>Date: Nov 25, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name:</td>
<td>Cecelia Johnson</td>
</tr>
<tr>
<td>Title:</td>
<td>Vice President</td>
</tr>
<tr>
<td>Telephone No.:</td>
<td>512 420-0303</td>
</tr>
</tbody>
</table>

Authorized for Local Reproduction
Standard Form - LLL (Rev. 7-97)
CERTIFICATE OF INTERESTED PARTIES

Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

1 Name of business entity filing form, and the city, state and country of the business entity’s place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party | City, State, Country (place of business) | Nature of Interest (check applicable) | Controlling | Intermediary
--- | --- | --- | --- | ---

5 Check only if there is NO Interested Party.

6 UNswORN DECLARATION

My name is ___________________________ and my date of birth is ________________

My address is ___________________________ ___________________________ ___________________________

I declare under penalty of perjury that the foregoing is true and correct.

Executed in ____________ County, State of ____________, on the ______ day of ____________, 20______

______________________________

Signature of authorized agent of contracting business entity

(Declarant)

ADD ADDITIONAL PAGES AS NECESSARY

Form provided by Texas Ethics Commission www.ethics.state.tx.us Revised 12/22/2017
Appendix A: Resumes
Stephen Pratt
Associate Vice President, FEMA Programs

PROFESSIONAL QUALIFICATIONS

Stephen Pratt has over 25 years of programmatic and management experience with FEMA’s Individual Assistance, Public Assistance and Hazard Mitigation Grant Programs. He has deployed over 40 times to provide disaster response and recovery support in 22 States and U.S. Territories. Stephen has managed all areas of FEMA Disaster Assistance and helped develop and implement mitigation projects, totaling nearly $3 billion including the elevation, reconstruction and acquisition of individual properties. Most recently, he worked with DCMC Partners to provide recovery assistance to Hurricane Harvey survivors in Houston. Since joining GrantWorks, Stephen assists communities understand, obtain, and maximize benefits through FEMA recovery programs.

PROJECT EXPERIENCE

Senior Policy Advisor for Sysco
DCMC Partners, 2017
Stephen provided FEMA recovery program advice as well as information regarding FEMA’s Individual Assistance Program.

Disaster Program Manager, Louisiana Governor’s Office of Homeland Security and Emergency Preparedness (GOHSEP)
Witt O’Brien’s
Stephen worked directly with GOHSEP to help develop the State's HMGP program following Hurricanes Katrina, Rita, Gustav, Ike and Isaac. Stephen managed a team that provided mitigation consulting services and grants management to GOHSEP and OCD. He also helped develop policies and procedures related to use of funds.

Technical Assistance, New Jersey State Agencies
Witt O’Brien’s
Stephen provided technical and grants management assistance for the State's $400 million Sandy FEMA program including guidance on FEMA and other federal program eligibility.

FEMA Region VIII Experience
Earthquake Program Manager, FEMA Region VIII, 1998-2000
Assignments included Hurricanes Hugo and Andrew and the Northridge Earthquake

EDUCATION

M.S. Geography, Brigham Young University
B.S. Geography, Brigham Young University

HIGHLIGHTS

Experienced managing large disaster operations and all FEMA disaster recovery programs.

Over 25 years of experience with FEMA

TRAINING

NIMS Compliance Training: ICS/NIMS 100, 200, 700, 800, 2007-2008
Public Assistance Ops 1 & 2, 2005
Mitigation Field Ops Training, 2003
Wendy Kirby
Hazard Mitigation Project Manager

PROFESSIONAL QUALIFICATIONS

Wendy Kirby started her career at GrantWorks as Hazard Mitigation Project Manager in 2013. During this time, she has established solid relationships with communities across Texas in assisting them with their Hazard Mitigation needs. Working with these communities, she has written and submitted over $6.7 million in hazard mitigation applications through the Hazard Mitigation, Flood Mitigation Assistance and Pre-Disaster Assistance Grant Programs. Out of these applications, $4 million have been funded or selected for submission to FEMA for funding. The remaining applications are in the process of state selection.

She is a valued resource with extensive knowledge in Public Assistance disaster procedures for communities affected by local state and federal disasters. She keeps team members apprised of State situational reports to better address our clients’ needs and navigate them through mitigation efforts as well as the post-disaster processes.

PROJECT EXPERIENCE

Mitigation Program Specialist, Department of Public Safety, Texas Division of Emergency Management
Acted as liaison between local jurisdictions and FEMA in the Texas Hazard Mitigation Grant Program (HMGP). Managed 500 million in federal funds while monitoring individual project progress and reviewing Local Mitigation Action Plans for FEMA approval.
Disaster projects worked: Hurricane Dolly, Ike, Alex, West Explosion, April 2011 Wildfires, and the August 2011 Wildfires.

She represented the State during post-disaster operations, coordinated provision of post-disaster mitigation assistance, and surveyed disaster areas to assist in the identification of appropriate measures to mitigate consequences of hazards, and the most applicable state and federal mitigation assistance programs to fund those measures.

Hazard Mitigation Project lead for the State’s two Texas Wildfire disasters and managed the HMGP program at the Joint Field Office
Assisted in preparing and processing applications for mitigation assistance awards and grants in accordance with applicable state and federal laws, rules, policies, and procedures.

Wendy also served as a state project officer and assisted in the administration of federally funded Mitigation Grant Programs.

EDUCATION

B.A., Anthropology, University of Texas at Austin

HIGHLIGHTS

Expertise in FEMA’s Hazard Mitigation Programs
Established relationships with the State and FEMA Region 6 personnel
Experienced in the process of State & FEMA Mitigation Plan review processes

TRAINING

Certified Floodplain Manager since 2012
FEMA’s Benefit Cost Software Program
ASFPM’s Managing a Buyout Program

GrantWorks, Inc.
Eric Hartzell, AICP
Executive Vice President

PROFESSIONAL QUALIFICATIONS

Eric brings more than 22 years of leadership in the fields of community and economic development, disaster recovery, affordable housing and urban planning to his role as GrantWorks’ chief project development officer. His duties include guiding the firm’s steady growth while improving quality and scope of services. Aside from his executive functions, Eric continues to play a direct role in creating and implementing dozens of federally funded projects including CDBG infrastructure, CDBG-Disaster Recovery, multifamily affordable housing, single family reconstruction, comprehensive plans, and colonia improvements. Prior to his 20 years at GrantWorks, Eric served as a CDBG Regional Coordinator at the Texas Department of Housing & Community Affairs and a utility planner at the City of Austin.

Eric has assisted countless communities as they maneuver through complicated CDBG projects; his significant knowledge base gained from years of directing the GrantWorks main office in Austin, Texas as staff prepare and implement CDBG projects. GrantWorks is recognized by the General Land Office (GLO) and the Texas Department of Agriculture (TDA) for excellence in managing CDBG contracts for Hurricanes Ike and Dolly and the State Entitlement CDBG Program.

In 2014, GrantWorks was designated by HUD as a Technical Assistance Provider resource, in large part due to Eric’s CDBG, housing, and planning proficiency.

EDUCATION

M.S. Community & Regional Planning, University of Texas at Austin
B.S. Geography, Ohio University

HIGHLIGHTS

Lead in developing more than $125 million in CDBG Disaster Recovery project activities
Expert in CDBG project development, including beneficiary documentation

CERTIFICATIONS

American Institute of Certified Planners (AICP)
Liz A. Nguyen
Assistant Director of Disaster Recovery

PROFESSIONAL QUALIFICATIONS

Liz rejoined GrantWorks in 2014 with over 14 years of experience in project administration. Liz has successfully managed over 75 Federal and State projects. She is experienced with infrastructure, parks, and coastal projects. Liz previously worked as a grant manager at the Fund for Public Health in New York on their Community Transformation Grant and World Lung Foundation on their Bloomberg Philanthropies projects.

PROJECT EXPERIENCE

Galveston County Hurricane Harvey, January 2018 – Present
FEMA Public Assistance
Galveston County is working with FEMA and TDEM to secure funding for public facilities damaged as a result of Hurricane Harvey. Liz assists the County with coordination of construction projects, facilitates weekly calls, and maintains files in compliance with federal regulations.

City of Galveston, October 2014 – Present
FEMA $10,121,199
CDBG-DR Round 2.2 $81,201,258.00
CDBG-DR Round 2.1, $24,073,685.00
CDBG-DR Round 1, $106,954,823.00

The City of Galveston received funding for twenty projects including rehabilitation of a pump station and water tanks; new pump stations, fire station, public works building, and wastewater treatment plant; streets; demolition and clearance of a fire station and incinerator; and planning. The funds will provide reliable and continuous potable water, ensure roadway function, ensure function of city services, and provide safe and efficient wastewater treatment. Liz assisted the City with qualifying the projects in the application phase as well as implementation of the projects as they move through construction. Liz facilitates weekly conference calls to coordinate with staff members at the City and GLO, and assists in strategizing next steps in the projects.

EDUCATION

Associate in Applied Science, Visual Communication Design, Austin Community College

HIGHLIGHTS

Experienced in multiple programs including FEMA Public Assistance and CDBG-DR

Expertise in reviewing procurement documentation for compliance with federal laws and programmatic regulations

Develops departmental processes to improve project management

National Grant Management Associate Member
Donna Johnson
Associate Vice President of Housing

PROFESSIONAL QUALIFICATIONS

Donna has over 25 years of experience working with State and Federal funded contracts; including overall Project Management and Construction Management, builder procurement, contract negotiation, code enforcement, fair housing, cost tracking, labor and client relations. She has served as the Contract Manager and Inspector of over 1,500 single family homes constructed as part of the HOME Program in the last 13 years; ensuring the construction meets the construction specifications and code.

PROJECT EXPERIENCE

FEMA Public Assistance Programs: Town of Bayside, Town of Woodsboro, Town of Refugio
Donna currently leads the GrantWorks team that provides on the ground administration and management services for the towns of Bayside, Woodsboro, and Refugio. Donna collaborates with the towns, state, and federal agencies including damage assessments, attending site visits, and providing project oversight.

San Patricio County, Texas HOME Housing Rehabilitation Assistance and HOME Disaster Relief Programs
Donna led the GrantWorks team that provided administration and construction management for the reconstruction of 39 homes and elevation of 20 homes under the HOME Rehabilitation Assistance Program. An additional 11 homes were reconstructed and elevated under the HOME Disaster Relief Program. There were no time extensions or findings on any of these projects.

Jefferson County, Texas Hurricane Rita Disaster Relief
Thirty-six homes destroyed by hurricane Rita were elevated and reconstructed. Donna oversaw the construction of the 36 homes. These were the first homes to be reconstructed using federal funds. Additionally, she coordinated with several agencies to complete the reconstruction for the first 2 homes in Sabine Pass. These homes required elevation of 15 feet. The homes were then used as examples for future reconstruction. The project completed on time, with no audit findings.

EDUCATION

B.S., Engineering, Trinity College, San Antonio, TX, 1984

HIGHLIGHTS

Knowledgeable in FEMA Public Assistance grants management practices
More than 2000 homes built
Overseen more than 450 HOME Program grants

CERTIFICATIONS

Texas Workforce Commission Fair Housing, 2015
**Bruce Spitzengel**  
**Assistant Director of Community Development**

**PROFESSIONAL QUALIFICATIONS**
Bruce has worked with grants since 1975, first as the planning director for Texas City, then as CDBG Manager for Pasadena, Texas. In 1979 he founded a Houston, Texas-based firm that eventually became GrantWorks. The firm has since grown to include 60+ employees in fourteen offices, with headquarters located in Austin, Texas. GrantWorks is the most successful provider of local government grant services in Texas due to Bruce’s expertise in HUD/CDBG, HOME, planning, infrastructure development, affordable and fair housing, and application preparation.

Under Bruce’s leadership, GrantWorks has grown to become a full service project management firm.

**EDUCATION**
- M.A. Geography, Kansas State University
- B.A. Kansas State College, Pittsburg

**HIGHLIGHTS**
- Over 40 years of experience with HUD and CDBG grants
- Expert in CDBG project development, needs identification and infrastructure projects

---

**Cristal Funderburk**  
**Assistant Director of Community Development**

**PROFESSIONAL QUALIFICATIONS**
Cristal assists communities with project implementation and provides day to day support for Labor Standards and the Hazard Mitigation and Community Development Block Grant programs.

Cristal has successfully managed over 50 Federal and State projects totaling more than $30 million for communities throughout Texas. She is experienced with public infrastructure construction, disaster recovery, housing rehabilitation and coastal projects.

**EDUCATION**
- B.A., Geography, University of Texas at Austin

**HIGHLIGHTS**
- Expertise in federal programs, including CDBG-DR.
- Successfully managed over 50 CDBG-funded projects
- Excellent written and verbal communication skills
Karen Sutton
Housing Closing Specialist

PROFESSIONAL QUALIFICATIONS
Since joining GrantWorks in 2004, Karen has been assisting homeowners with questions, working with Title Companies, and preparing construction and HOME Program documentation. Additionally, she reviews and verifies the information submitted by the applicants for accordance with local program policies and State and Federal rules, guidelines, and regulations.

EDUCATION
Bryman College, Salt Lake City, UT
Nevada Licensed Realtor

HIGHLIGHTS
Over 15 years of housing grant experience

---

Katie Martin Dushkin
Associate Vice President, Project Services

PROFESSIONAL QUALIFICATIONS
Katie trains new staff on federal and state regulations including 2 CFR 200 compliance, Davis-Bacon, and the Uniform Relocation Act. Katie has helped create standard operating procedures in order to streamline the department’s response to agency requests and programmatic changes.

Katie is also experienced in assisting low-to-moderate income homeowners throughout the application process to qualify them for grant assistance. Projects managed include Disaster Recovery, public infrastructure, private property rehabilitation, economic development, and renewable energy.

EDUCATION
B.B.A. Marketing, University of Texas at Austin

HIGHLIGHTS
Expertise in 2 CFR 200 regulations
Expert in project development, including beneficiary documentation
Experienced in federal and state programs
Creates standard operating procedures in response to agency programmatic changes
Mary Kay Thomas
Senior Consultant

<table>
<thead>
<tr>
<th>PROFESSIONAL QUALIFICATIONS</th>
<th>EDUCATION</th>
<th>HIGHLIGHTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Kay has more than 30 years’ experience in grant management to improve quality of life in small and rural communities. She founded Amazing Grants, Inc. in 2002 to provide grant services at the local, regional and state levels. Mary Kay joined GrantWorks in 2018 where she continues to work with her clients, assuring successful management of their projects.</td>
<td>B.S. Education, University of Arkansas.</td>
<td>TxCDBG certified</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Over 30 years of experience with HUD and CDBG grants</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Expert in CDBG project development, needs identification and infrastructure projects</td>
</tr>
</tbody>
</table>

Samantha Zelade
GIS Analyst

<table>
<thead>
<tr>
<th>PROFESSIONAL QUALIFICATIONS</th>
<th>EDUCATION</th>
<th>HIGHLIGHTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Samantha creates databases and mapping products for comprehensive plans. She previously worked for the City of Austin Watershed Protection Department and the Texas General Land Office.</td>
<td>B.A. Anthropology and Latin American Studies, University of Texas at Austin</td>
<td>Level I certification in GIS</td>
</tr>
</tbody>
</table>
Adam Schragin  
Community Development Coordinator

Adam joined GrantWorks in 2013 to support the Community Development Department. He is a Federal Davis-Bacon Labor Standards specialist and is experienced with OSSF projects. Prior to joining GrantWorks, Adam worked as Editor in Chief for a popular and influential blog in the Austin area. Adam holds a B.A. in English from the University of Texas-Austin.

Ahide Gutierrez  
Project Manager

Ahide is a TxCDBG certified Community Development Project Manager. Prior to joining GrantWorks, Ahide was employed by Movability Austin where she assisted staff on a CAMPO grant. She holds a MS in Community and Regional Planning from the University of Texas at Austin and a BA in Sociology from California State Polytechnic University of Pomona.

Amanda Hoque  
Project Manager

Amanda is a Community Development Project Manager. Prior to joining GrantWorks, Amanda was employed by Texas A&M Institute for Sustainable Communities. She earned her MS in Urban Planning and a BS in Community Development from Texas A&M University.

Anthony Covacevich  
Senior Consultant

Anthony’s primary focus is Client Services and Marketing in South Texas from our office in McAllen, TX. Anthony has 35 years experience with community and economic development programs primarily under the Small Cities/Entitlement Programs including the creation of the Hidalgo County Urban County Program. He brings local perspective through his administration of the CDBG and other State and Federal programs from his employment at the cities of Weslaco and Mercedes.
# Chris Zuber
**Office Manager**

Chris, who joined GrantWorks in 2012, manages the accounting and office management for the organization. Chris ensures GrantWorks is running smoothly on a day to day basis. Chris has over 10 years experience in hotel and resort management. Chris is an alumnus of Texas A&M-Kingsville and the University of Texas-Austin.

# Cloy Richards, CPM
**Senior Consultant**

Cloy has 20 years’ experience in local governance and management. Before joining GrantWorks Cloy served as city councilor and Mayor for the City of Merkel and City Administrator for West Tawakoni, where he still resides. Cloy, a Texas Certified Public Manager by Texas State University’s William P. Hobby School of Public Service, has overseen more than $7.9 million in State and Federal Grant Programs during his career.

# Danielle Rojas
**Planner**

Danielle develops comprehensive plan elements including population, economic development, recreation, open space, housing and land-use analyses. Prior to joining GrantWorks, Danielle worked with zoning and land use at a law firm in Columbia, South Carolina. Danielle holds an M.S. in Community and Regional Planning and M.A. in Latin American Studies from the University of Texas-Austin.

# Garett Hines
**Project Beneficiary Assistant**

Garrett is GrantWorks’ Project Beneficiary Assistant. He is part of a crew that assists in qualifying projects across Texas. Garrett has completed dozens of project qualifications for Texas communities and previously worked in the retail industry.

---

GrantWorks, Inc.
Jeff Carrillo
Senior Project Manager

Jeff is a TxCDBG certified Community Development Project Manager. He previously worked for the Austin History Center and the Texas Low Income Housing Information Service. Jeff holds a M.S. in Community and Regional Planning from the University of Texas at Austin.

Jerry Carvajal
Director of West Texas Services

Jerry has been a project manager for GrantWorks since 1997 and is the Director of West Texas Services due to his extensive experience in that region. Jerry is a TxCDBG certified administrator and has completed more than 50 CDBG projects. Jerry worked previously as the City of Alpine CD Director and City Manager. He is fluent in Spanish and holds a M.S. in Public Administration and B.S. in History from Sul Ross State University.

Kathy Boyles
Senior Client Services Consultant

Kathy offices in Texarkana and has 15 years’ experience in preparing applications and managing CDBG and HOME grants for infrastructure and housing construction. Kathy was a HOME Grant Consultant and previously worked with Lucas Consulting. She holds a B.S. in Journalism from the University of Texas-Austin.

Katie Falgoust
Senior Project Manager

Katie is TxCDBG certified and previously worked as the Research Director for Goodwill Central Texas. She holds a M.S. in Community & Regional Planning from the University of Texas-Austin.
Michele Goerke  
Senior Project Manager

Michele has been a TxCDBG certified project manager for GrantWorks since 2013. She previously worked for LCMS where she was an Environmental Specialist/Contract Administrator. Michele is experienced as a Grant Writer for the Texas Capital Fund program and is a specialist in EDA funding, Main Street and Downtown Revitalization programs.

Mirenda Harris  
Program Manager

Mirenda began her career with Kerbow and Associates Consulting in 2003 where she has managed projects for HOME, Community Development, Texas Capital Fund, State Energy Conservation Office and Disaster Recovery. Mirenda joined the GrantWorks team in 2013 and she continues to write applications and manage contracts from her office in Palestine. Mirenda is TxCDBG Certified and holds a B.S. from UT-Tyler.

Oralia Cardenas  
Senior Consultant

Oralia’s 30 year public service career began at the City of Edinburg’s CDBG program and continued as manager of CDBG programs for the State of Texas where she served as Director of the Disaster Recovery and Community Development and managed CDBG monitoring, compliance, and economic development programs. Oralia holds a B.A. from UT-Pan American.

Rachel Nolley  
Project Manager

Rachel coordinates public infrastructure construction funded by federal and state grants. Prior to joining Grantworks, Rachel worked as the Chapter Operations Manager at Amigos de las Americas. She holds a M.S. in Community & Regional Planning from UT-Austin and a B.S. in Business from the University of South Carolina. Rachel has worked with a variety of organizations in the US, New Zealand and Latin America.
Suzy Riley

Environmental Specialist

Suzy performs environmental reviews for the CDBG program and has over 10 years of experience in the field. Suzy previously worked for GrantWorks as a Project Manager where she managed CDBG projects and is TxCDBG certified. Suzy holds an MS from the University of Texas-Austin in Community and Regional Planning and earned her BA in History from the University of Auckland in New Zealand.

Terry Ross

HOME Program Application Specialist

Terry provides case management for homeowner applicants to the HOME program. She previously worked in administration for St. David’s Health Network. Prior to that she was with JB Goodwin Realtors and Owen’s Better Homes & Gardens Real Estate in REO Property Management. She attended Southwest Texas State University in San Marcos and has an Associates Degree in Health Information Management.

Vicki Spiess

Project Manager

Vicki began her career with Kerbow and Associates Consulting in 1991 where she managed over 200 grants including Community Development, Disaster Recovery, Texas Capital Fund, and Urgent Need projects. Vicki joined the GrantWorks team in 2013 and she continues to manage contracts from her New Ulm office. Vicki is TxCDBG Certified and holds a B.A. from Sam Houston State University.

Webbie Carvajal

Administrative Assistant

Webbie, who joined GrantWorks in 1997, assists with grant management as part-time Administrative Assistant for our West Texas office. She is also employed by the Family Crisis Center in Alpine, where she has written and administered grants for over 10 years. Webbie has also worked as a legal secretary and a loan secretary in the real estate industry.
The Honorable John Packer  
Mayor  
City of Marble Falls  
800 3rd Street  
Marble Falls, TX 78654

RE: Contractual Agreement for Grant Writing Services for the City to apply to FEMA through Texas Division of Emergency Management (TDEM) for Hazard Mitigation Grant Program (HMGP) funds for an Avenue N Drainage Improvement project, automatic low water crossing warning systems, and a Nature Heights Drainage Improvement Project.

Mr. Packer,

Insofar as Langford Community Management Services (LCMS) was selected by the City to write its grant application to FEMA through the Texas Department of Emergency Management (TDEM), I am pleased to submit this contractual document to the City of Marble Falls.

Scope of Services #1

Langford Community Management Services will write the application in accordance with the HMGP guidelines, in cooperation with TDEM, and in compliance with all applicable state and federal statutes, terms, and conditions as per the attached list.

This contract for service shall include, as a minimum, the following:

1. Assistance to the City with documentation by working with the City and the City’s project engineer to write the scope of work required for the application.
2. Completing all application checklists.
3. Providing required documents to include: the Record of Environmental Consideration, the flood plain FIRMette, the System for Award Management (SAM) and State debarment verification, and management cost breakdown.
4. Working with the City’s Floodplain Manager in drafting required documents as needed.
5. Presenting all required application documents to the City for signature.
6. Compiling and preparing all above-mentioned documents into a comprehensive, complete application to FEMA.

Method of Payment Scope of Services #1

The amount of $1000 (one thousand dollars) per application will be paid to Langford Community Management Services for performing the above listed Scope of Services #1.
Scope of Service #2

Langford Community Management Services (LCMS) will administer the grant funds in accordance with the Hazard Mitigation Grant Project guidelines, in cooperation with TDEM and in compliance with all applicable State and Federal statutes, terms and conditions as per the attached list.

Recordkeeping - LCMS will prepare a filing system for the grant, keeping one set of files at the City and another at the LCMS office. This dual set filing system allows for protection of the files and accessibility of files for the City during the project. The preparation of all start-up documentation including direct deposit and signatory forms will also be prepared for signature and then submission to the agency.

Environmental - With funding, the cost of the environmental review specific to Federal Emergency Management Administration (FEMA), the federal oversight agency for these funds, and TDEM, is incorporated into the cost of administration and as an ongoing process during the course of the project to ensure that any design/ construction revisions are within the scope of the Finding of No Significant Impact (FONSI) of the environmental.

Requests for Reimbursements / Financial Management - Vouchers with accompanying documentation and spreadsheets are required by TDEM for the processing of pay requests. LCMS will review the pay requests and prepare the documentation on required TDEM/FEMA forms and submit to the City for signatures. Once signed, the vouchers will be submitted to agency for payment. LCMS will track reimbursement requests and payments for documentation for the files and for payment.

Design Phase / Bid(s) / Construction Compliance - LCMS will oversee through progress meetings, conferences with the City, engineers and/or TDEM to assure all bidding is completed meeting all required agency rules and regulations, as well as all Local, State and Federal laws. LCMS will work with construction companies, engineers, the City and TDEM to comply with all agency requirements for construction. LCMS will also assure compliance with the Excluded Parties list System that shows that any chosen contractor is not currently on the federally excluded (debarred) list. LCMS will assist in the preparation of force account documentation of in-house labor and equipment.

Quarterly Reporting - LCMS will prepare and submit all required quarterly reports for the project including any necessary supporting documentation for the report.

Close-out / Completion - LCMS will prepare final documentation for City review and approval and submission to TDEM.

Method of Payment Scope of Services #2

Insofar as Langford Community Management Services was also selected by the City in the same solicitation as Scope #1 to administer/manage the grant project(s) upon FEMA award, the negotiated fees and corresponding contractual document will be forthcoming upon FEMA award notice.
Additional Services

The City and Langford Community Management Services will negotiate a mutually acceptable amendment to this contract for any additional services above the normal day-to-day administration of this grant.

Special Provisions

If you are in agreement with the terms of this contract, please sign below and return the signed copy to me.

Sincerely,

Judy Langford
President

Accepted and agreed to the _____ day of _________, 2019, by:

Signed: _______________________________________
John Packer
Mayor
City of Marble Falls
STATE AND FEDERAL STATUTES, TERMS AND CONDITIONS APPLICABLE TO THE ADMINISTRATION OF THE CITY OF MARBLE FALLS

1. Vernon's Annotated Texas Statutes, Article 66-4, Professional Services Procurement Act, which permits and outlines state requirements for municipalities and counties regarding procurement of professional services.


3. Title VI of the Civil Rights Act, which requires that no one may be denied access to benefits from projects, which receive federal assistance.

4. Access to Records, which requires that the contractor's records be open to inspection by any federal, state, or local agency that has monitoring responsibility.

5. Conflict of Interest, which provides guidelines for cases in which actual or potential Conflicts of Interest might occur.
CONTRACT PROVISIONS TEMPLATE

FEMA Office of Chief Counsel

Procurement Disaster Assistance Team
INTRODUCTION

If a non-Federal entity (state or non-state) wants to use federal funds to pay or reimburse their expenses for equipment or services under a contract, that contract **must** contain the applicable clauses described in Appendix II to the Uniform Rules (Contract Provisions for Non-Federal Entity Contracts Under Federal Awards) under 2 C.F.R. § 200.326. In addition, there are certain contract clauses which are recommended by FEMA.

This document outlines the federally required contract provisions in addition to FEMA-recommended provisions.

- For some of the required clauses, sample language or references to find sample language are provided.
- Sample language for certain required clauses (remedies, termination for cause and convenience, changes) is not provided since these must be drafted in accordance with the non-Federal entity’s applicable local laws and procedures.
- For the clauses which require that exact language be included, the required language is provided. Those clauses are specifically identified below.

Please note that the non-Federal entity alone is responsible for ensuring that all language included in their contracts meets the requirements of 2 C.F.R. § 200.326 and 2 C.F.R. Part 200, Appendix II.
TABLE OF CONTENTS

I. TOOLS
   1. CONTRACT PROVISIONS QUICK REFERENCE GUIDE ....................................................... 4

II. REQUIRED CONTRACT PROVISIONS
   1. REMEDIES .................................................................................................................. 6
   2. TERMINATION FOR CAUSE AND CONVENIENCE .................................................. 6
   3. EQUAL EMPLOYMENT OPPORTUNITY ........................................................................ 6
   4. DAVIS BACON ACT ...................................................................................................... 10
   5. COPELAND ANTI-KICKBACK ACT .............................................................................. 11
   6. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT .................................. 13
   7. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT ............ 14
   8. CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROL ACT ...15
   9. DEBARMENT AND SUSPENSION .............................................................................. 16
  10. BYRD ANTI-LOBBYING AMENDMENT .................................................................... 18
  11. PROCUREMENT OF RECOVERED MATERIALS ......................................................... 21

III. FEMA-RECOMMENDED CONTRACT PROVISIONS
   1. ACCESS TO RECORDS ................................................................................................. 22
   2. CHANGES/MODIFICATIONS ....................................................................................... 23
   3. NON-USE OF DHS SEAL, LOGO, AND FLAGS ........................................................ 23
   4. COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS ...24
   5. NO OBLIGATION BY THE FEDERAL GOVERNMENT ............................................. 24
   6. PROGRAM FRAUD AND FALSE/FRAUDULENT STATEMENTS OR RELATED ACTS....25

<table>
<thead>
<tr>
<th>Required Provision</th>
<th>Contract Criteria</th>
<th>Sample Language?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Legal/contractual/administrative remedies for breach of contract</td>
<td>$250k</td>
<td>No. It is based on applicant's procedures.</td>
</tr>
<tr>
<td>2. Termination for cause or convenience</td>
<td>$10k</td>
<td>No. It is based on applicant’s procedures.</td>
</tr>
<tr>
<td>3. Equal Employment Opportunity</td>
<td>Construction work</td>
<td>Yes. 41 CFR Part 60-1.4(b)</td>
</tr>
<tr>
<td>4. Davis Bacon Act</td>
<td>Construction work</td>
<td>Not applicable to PA grants</td>
</tr>
<tr>
<td>5. Copeland Anti-Kickback Act</td>
<td>Construction work &gt; $2k</td>
<td>Not applicable to PA grants</td>
</tr>
<tr>
<td>6. Contract Work Hours and Safety Standards Act</td>
<td>$100k + mechanics or laborers</td>
<td>Yes. 29 CFR 5.5(b)</td>
</tr>
<tr>
<td>7. Rights to inventions made under a contract or agreement</td>
<td>Funding agreement</td>
<td>Not applicable to PA grants</td>
</tr>
<tr>
<td>8. Clean Air Act and Federal Water Pollution Control Act</td>
<td>&gt;$150k</td>
<td>Yes</td>
</tr>
<tr>
<td>9. Debarment and Suspension</td>
<td>All</td>
<td>Yes</td>
</tr>
<tr>
<td>10. Byrd Anti-Lobbying Amendment</td>
<td>All (&gt;100k: Certification)</td>
<td>Yes. Clause and certification</td>
</tr>
<tr>
<td>11. Procurement of Recovered Materials</td>
<td>Applicant is a state or political subdivision of a state. Work involves the use of materials.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Recommended Provision</th>
<th>Contract Criteria</th>
<th>Sample Language?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Access to Records</td>
<td>All</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Contract Changes or Modifications</td>
<td>All</td>
<td>No. It depends on nature of contract and end-item procured.</td>
</tr>
<tr>
<td>3. DHS Seal, Logo, and Flags</td>
<td>All</td>
<td>Yes</td>
</tr>
<tr>
<td>4. Compliance with Federal Law, Regulations and Executive Orders</td>
<td>All</td>
<td>Yes</td>
</tr>
<tr>
<td>5. No Obligation by Federal Government</td>
<td>All</td>
<td>Yes</td>
</tr>
<tr>
<td>6. Program Fraud and False or Fraudulent Statements or Related Acts</td>
<td>All</td>
<td>Yes</td>
</tr>
</tbody>
</table>
REQUIRED CONTRACT PROVISIONS

1. REMEDIES

a. Standard. Contracts for more than the simplified acquisition threshold, currently set at $250,000, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate. See 2 C.F.R. Part 200, Appendix II(A).

b. Applicability. This requirement applies to all FEMA grant and cooperative agreement programs.

2. TERMINATION FOR CAUSE AND CONVENIENCE

a. Standard. All contracts in excess of $10,000 must address termination for cause and for convenience by the non-Federal entity, including the manner by which it will be effected and the basis for settlement. See 2 C.F.R. Part 200, Appendix II(B).

b. Applicability. This requirement applies to all FEMA grant and cooperative agreement programs.

3. EQUAL EMPLOYMENT OPPORTUNITY

If applicable, exact language below in subsection 3.d is required.

b. Key Definitions.

i. **Federally Assisted Construction Contract.** The regulation at 41 C.F.R. § 60-1.3 defines a “federally assisted construction contract” as any agreement or modification thereof between any applicant and a person for construction work which is paid for in whole or in part with funds obtained from the Government or borrowed on the credit of the Government pursuant to any Federal program involving a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, or any application or modification thereof approved by the Government for a grant, contract, loan, insurance, or guarantee under which the applicant itself participates in the construction work.

ii. **Construction Work.** The regulation at 41 C.F.R. § 60-1.3 defines “construction work” as the construction, rehabilitation, alteration, conversion, extension, demolition or repair of buildings, highways, or other changes or improvements to real property, including facilities providing utility services. The term also includes the supervision, inspection, and other onsite functions incidental to the actual construction.

c. **Applicability.** This requirement applies to all FEMA grant and cooperative agreement programs.

d. **Required Language.** The regulation at 41 C.F.R. Part 60-1.4(b) requires the insertion of the following contract clause.

> **During the performance of this contract, the contractor agrees as follows:**

> (1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

> Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for
employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

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

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

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

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

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

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

(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

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

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

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon
contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

4. **DAVIS-BACON ACT**

   a. **Standard.** All prime construction contracts in excess of $2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. §§ 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations at 29 C.F.R. Part 5 (Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction). See 2 C.F.R. Part 200, Appendix II(D). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week.

   b. **Applicability.** The Davis-Bacon Act only applies to the Emergency Management Preparedness Grant Program, Homeland Security Grant Program, Nonprofit Security Grant Program, Tribal Homeland Security Grant Program, Port Security Grant Program, and Transit Security Grant Program. It DOES NOT apply to other FEMA grant and cooperative agreement programs, including the Public Assistance Program.

   c. **Requirements.** If applicable, the non-federal entity must do the following:

      i. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

      ii. Additionally, pursuant 2 C.F.R. Part 200, Appendix II(D), contracts subject to the Davis-Bacon Act, must also include a provision for compliance with
the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations at 29 C.F.R. Part 3 (Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States). The Copeland Anti-Kickback Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to FEMA.


Suggested Language. The following provides a sample contract clause:

**Compliance with the Davis-Bacon Act.**

a. All transactions regarding this contract shall be done in compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) and the requirements of 29 C.F.R. pt. 5 as may be applicable. The contractor shall comply with 40 U.S.C. 3141-3144, and 3146-3148 and the requirements of 29 C.F.R. pt. 5 as applicable.

b. Contractors are required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.

c. Additionally, contractors are required to pay wages not less than once a week.

5. **COPELAND ANTI-KICKBACK ACT**

a. **Standard.** Recipient and subrecipient contracts must include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”).
b. **Applicability.** This requirement applies to all contracts for construction or repair work above $2,000 in situations where the Davis-Bacon Act also applies. **It DOES NOT apply to the FEMA Public Assistance Program.**

c. **Requirements.** If applicable, the non-federal entity must include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations at 29 C.F.R. Part 3 (Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States). Each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to FEMA. Additionally, in accordance with the regulation, each contractor and subcontractor must furnish each week a statement with respect to the wages paid each of its employees engaged in work covered by the Copeland Anti-Kickback Act and the Davis Bacon Act during the preceding weekly payroll period. The report shall be delivered by the contractor or subcontractor, within seven days after the regular payment date of the payroll period, to a representative of a Federal or State agency in charge at the site of the building or work.

**Sample Language.** The following provides a sample contract clause:

**Compliance with the Copeland “Anti-Kickback” Act.**

a. **Contractor.** The contractor shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. pt. 3 as may be applicable, which are incorporated by reference into this contract.

b. **Subcontracts.** The contractor or subcontractor shall insert in any subcontracts the clause above and such other clauses as FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.

c. **Breach.** A breach of the contract clauses above may be grounds for termination of the contract, and for debarment.
as a contractor and subcontractor as provided in 29 C.F.R. § 5.12.”

6. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT

a. Standard. Where applicable (see 40 U.S.C. §§ 3701-3708), all contracts awarded by the non-Federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations at 29 C.F.R. Part 5. See 2 C.F.R. Part 200, Appendix II(E). Under 40 U.S.C. § 3702, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. Further, no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous.

b. Applicability. This requirement applies to all FEMA contracts awarded by the non-federal entity in excess of $100,000 under grant and cooperative agreement programs that involve the employment of mechanics or laborers. It is applicable to construction work. These requirements do not apply to the purchase of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

c. Suggested Language. The regulation at 29 C.F.R. § 5.5(b) provides contract clause language concerning compliance with the Contract Work Hours and Safety Standards Act. FEMA suggests including the following contract clause:

Compliance with the Contract Work Hours and Safety Standards Act.

(1) Overtime requirements. No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.
(2) Violation; liability for unpaid wages; liquidated damages. In the event of any violation of the clause set forth in paragraph (b)(1) of this section the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph (b)(1) of this section, in the sum of $27 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph (b)(1) of this section.

(3) Withholding for unpaid wages and liquidated damages. The (write in the name of the Federal agency or the loan or grant recipient) shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any moneys payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph (b)(2) of this section.

(4) Subcontracts. The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraph (b)(1) through (4) of this section and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs (b)(1) through (4) of this section.

7. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT

   a. Standard. If the FEMA award meets the definition of “funding agreement” under 37C.F.R. § 401.2(a) and the non-Federal entity wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the non-Federal entity must comply with the requirements of 37 C.F.R. Part 401 (Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under
Government Grants, Contracts and Cooperative Agreements), and any implementing regulations issued by FEMA. See 2 C.F.R. Part 200, Appendix II(F).

b. **Applicability.** This requirement applies to “funding agreements,” but it **DOES NOT apply to the Public Assistance**, Hazard Mitigation Grant Program, Fire Management Assistance Grant Program, Crisis Counseling Assistance and Training Grant Program, Disaster Case Management Grant Program, and Federal Assistance to Individuals and Households – Other Needs Assistance Grant Program, as FEMA awards under these programs do not meet the definition of “funding agreement.”

c. **Funding Agreements Definition.** The regulation at 37 C.F.R. § 401.2(a) defines “funding agreement” as any contract, grant, or cooperative agreement entered into between any Federal agency, other than the Tennessee Valley Authority, and any contractor for the performance of experimental, developmental, or research work funded in whole or in part by the Federal government. This term also includes any assignment, substitution of parties, or subcontract of any type entered into for the performance of experimental, developmental, or research work under a funding agreement as defined in the first sentence of this paragraph.

8. **CLEAN AIR ACT AND THE FEDERAL WATER POLLUTION CONTROL ACT**

a. **Standard.** If applicable, contracts must contain a provision that requires the contractor to agree to comply with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. §§ 7401-7671q.) and the Federal Water Pollution Control Act as amended (33 U.S.C. §§ 1251-1387). Violations must be reported to FEMA and the Regional Office of the Environmental Protection Agency. See 2 C.F.R. Part 200, Appendix II(G).

b. **Applicability.** This requirement applies to contracts awarded by a non-federal entity of amounts in excess of $150,000 under a federal grant.

c. **Suggested Language.** The following provides a sample contract clause.

**Clean Air Act**

1. The contractor agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as
amended, 42 U.S.C. § 7401 et seq.

2. The contractor agrees to report each violation to the (name of applicant entering into the contract) and understands and agrees that the (name of the applicant entering into the contract) will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

3. The contractor agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with Federal assistance provided by FEMA.

**Federal Water Pollution Control Act**

1. The contractor agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.

2. The contractor agrees to report each violation to the (name of the applicant entering into the contract) and understands and agrees that the (name of the applicant entering into the contract) will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

3. The contractor agrees to include these requirements in each subcontract exceeding $150,000 financed in whole or in part with Federal assistance provided by FEMA.

9. **DEBARMENT AND SUSPENSION**


   b. **Applicability.** This requirement applies to all FEMA grant and cooperative
agreement programs.

c. Requirements.

i. These regulations restrict awards, subawards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal assistance programs and activities. See 2 C.F.R. Part 200, Appendix II(H); and 2 C.F.R. § 200.213. A contract award must not be made to parties listed in the SAM Exclusions. SAM Exclusions is the list maintained by the General Services Administration that contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. SAM exclusions can be accessed at www.sam.gov. See 2 C.F.R. § 180.530.

ii. In general, an “excluded” party cannot receive a Federal grant award or a contract within the meaning of a “covered transaction,” to include subawards and subcontracts. This includes parties that receive Federal funding indirectly, such as contractors to recipients and subrecipients. The key to the exclusion is whether there is a “covered transaction,” which is any nonprocurement transaction (unless excepted) at either a “primary” or “secondary” tier. Although “covered transactions” do not include contracts awarded by the Federal Government for purposes of the nonprocurement common rule and DHS’s implementing regulations, it does include some contracts awarded by recipients and subrecipients.

iii. Specifically, a covered transaction includes the following contracts for goods or services:
   1. The contract is awarded by a recipient or subrecipient in the amount of at least $25,000.
   2. The contract requires the approval of FEMA, regardless of amount.
   3. The contract is for federally-required audit services.
   4. A subcontract is also a covered transaction if it is awarded by the contractor of a recipient or subrecipient and requires either the approval of FEMA or is in excess of $25,000.

d. Suggested Language. The following provides a debarment and suspension
clause. It incorporates an optional method of verifying that contractors are not excluded or disqualified.

**Suspension and Debarment**

(1) This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the contractor is required to verify that none of the contractor’s principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

(2) The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

(3) This certification is a material representation of fact relied upon by (insert name of recipient/subrecipient/applicant). If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to (insert name of recipient/subrecipient/applicant), the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

(4) The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

10. **BYRD ANTI-LOBBYING AMENDMENT**

a. **Standard.** Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. § 1352. FEMA’s regulation at 44 C.F.R. Part 18 implements the requirements of 31 U.S.C. § 1352 and provides, in Appendix A to Part 18, a copy of the certification that is required to be completed by each entity as described in 31 U.S.C. § 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any
Federal award. Such disclosures are forwarded from tier to tier up to the Federal awarding agency.

b. **Applicability.** This requirement applies to all FEMA grant and cooperative agreement programs. Contractors that apply or bid for a contract of $100,000 or more under a federal grant must file the required certification. See 2 C.F.R. Part 200, Appendix II(I); 31 U.S.C. § 1352; and 44 C.F.R. Part 18.

c. **Suggested Language.**


Contractors who apply or bid for an award of $100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

d. **Required Certification.** If applicable, contractors must sign and submit to the non-federal entity the following certification.

APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

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

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

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

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

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

The Contractor, _________________, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

________________________________________
Signature of Contractor’s Authorized Official

________________________________________
Name and Title of Contractor’s Authorized Official

________________________________________
Date
11. PROCUREMENT OF RECOVERED MATERIALS

a. **Standard.** A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. See 2 C.F.R. Part 200, Appendix II(J); and 2 C.F.R. § 200.322.

b. **Applicability.** This requirement applies to all contracts awarded by a non-federal entity under FEMA grant and cooperative agreement programs.

c. **Requirements.** The requirements of Section 6002 include procuring only items designated in guidelines of the EPA at 40 C.F.R. Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired by the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

d. **Suggested Language.**

   i. In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired—

      1. Competitively within a timeframe providing for compliance with the contract performance schedule;
      2. Meeting contract performance requirements; or
      3. At a reasonable price.

   ii. Information about this requirement, along with the list of EPA-designated items, is available at EPA’s Comprehensive Procurement Guidelines web site, [https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program](https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program).

   iii. The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act.”
RECOMMENDED CONTRACT PROVISIONS

The Uniform Rules authorize FEMA to require additional provisions for non-Federal entity contracts. Although FEMA does not currently require additional provisions, FEMA recommends the following:

1. ACCESS TO RECORDS

   a. **Standard.** All recipients, subrecipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff. Recipients must give DHS/FEMA access to, and the right to examine and copy, records, accounts, and other documents and sources of information related to the federal financial assistance award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance. See DHS Standard Terms and Conditions: Version 8.1 (2018). Additionally, Section 1225 of the Disaster Recovery Reform Act of 2018 prohibits FEMA from providing reimbursement to any state, local, tribal, or territorial government, or private non-profit for activities made pursuant to a contract that purports to prohibit audits or internal reviews by the FEMA administrator or Comptroller General.

   b. **Suggested Language.**

      **Access to Records.** The following access to records requirements apply to this contract:

      (1) The Contractor agrees to provide (insert name of state agency or local or Indian tribal government), (insert name of recipient), the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

      (2) The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

      (3) The Contractor agrees to provide the FEMA Administrator or
his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

(4) In compliance with the Disaster Recovery Act of 2018, the \textit{(write in name of the non-federal entity)} and the Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

2. \textbf{CHANGES}

\begin{itemize}
  \item \textbf{Standard.} To be eligible for FEMA assistance under the non-Federal entity’s FEMA grant or cooperative agreement, the cost of the change, modification, change order, or constructive change must be allowable, allocable, within the scope of its grant or cooperative agreement, and reasonable for the completion of project scope.

  \item \textbf{Applicability.} FEMA recommends, therefore, that a non-Federal entity include a changes clause in its contract that describes how, if at all, changes can be made by either party to alter the method, price, or schedule of the work without breaching the contract. The language of the clause may differ depending on the nature of the contract and the end-item procured.

\end{itemize}

3. \textbf{DHS SEAL, LOGO, AND FLAGS}

\begin{itemize}
  \item \textbf{Standard.} Recipients must obtain permission prior to using the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials. \textit{See DHS Standard Terms and Conditions: Version 8.1 (2018)}.

  \item \textbf{Applicability.} FEMA recommends that all non-Federal entities place in their contracts a provision that a contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

  \item \textbf{Suggested Language.}

    \begin{quote}
      “The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.”
    \end{quote}
\end{itemize}
4. COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS

a. **Standard.** The recipient and its contractors are required to comply with all Federal laws, regulations, and executive orders.

b. **Applicability.** FEMA recommends that all non-Federal entities place into their contracts an acknowledgement that FEMA financial assistance will be used to fund the contract along with the requirement that the contractor will comply with all applicable Federal law, regulations, executive orders, and FEMA policies, procedures, and directives.

c. **Suggested Language.**

   “This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the contract. The contractor will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.”

5. NO OBLIGATION BY FEDERAL GOVERNMENT

a. **Standard.** FEMA is not a party to any transaction between the recipient and its contractor. FEMA is not subject to any obligations or liable to any party for any matter relating to the contract.

b. **Applicability.** FEMA recommends that the non-Federal entity include a provision in its contract that states that the Federal Government is not a party to the contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

c. **Suggested Language.**

   “The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.”

6. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS

a. **Standard.** Recipients must comply with the requirements of The False Claims Act (31 U.S.C. §§ 3729-3733) which prohibits the submission of false or
fraudulent claims for payment to the federal government. See DHS Standard Terms and Conditions: Version 8.1 (2018); and 31 U.S.C. §§ 3801-3812, which details the administrative remedies for false claims and statements made. The non-Federal entity must include a provision in its contract that the contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to its actions pertaining to the contract.

b. **Applicability.** FEMA recommends that the non-Federal entity include a provision in its contract that the contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to its actions pertaining to the contract.

c. **Suggested Language.**

“The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor’s actions pertaining to this contract.”
December 19, 2019

7. REGULAR AGENDA

(c) Discussion and Action on authorizing the City Manager to negotiate a contract for Engineering Services for preparation of FEMA Hazard Mitigation Applications for drainage improvement projects and for low water crossing emergency warning systems and authorize the City Manager to execute said contract. Chief Russell Sander
Council Agenda Item Cover Memo  
December 19, 2019

Agenda Item No.:  7(c)  
Presenter: Russell Sander  
Department: Emergency Management  
Legal Review:

**AGENDA CAPTION**

Discussion and Action on authorizing the City Manager to negotiate a contract for Engineering Services for preparation of FEMA Hazard Mitigation Applications for drainage improvement projects and for low water crossing emergency warning systems and authorize the City Manager to execute said contract.

**BACKGROUND**

Staff is requesting to negotiate a contract with TRC Engineers, Inc for the application preparation for the FEMA Hazard Mitigation Grant Program for drainage improvement projects and for low water crossing emergency warning systems. Staff is also requesting the City Manager to execute said contract.

Engineering services will be broken down into 2 phases. Phase 1 will consist of initial design, line item cost and Benefit Cost Analysis for each Hazard Mitigation project. This portion will cost $4,872.00. Phase 2 will only happen if the grant is award to the City. Phase 2 will consist of extensive design and construction. Phase 2 will be negotiated after the city is awarded the grant. The Engineering firm is responsible for providing the City and the Grant Administrator all the required documents for the grant and coordinating with the general contractor on all services rendered.

Staff solicited RFQs from November 19th through December 2nd and advertised in the local newspaper November 19th and November 29th. The city received one response from TRC Engineers. Staff interviewed the firm and checked references. Engineering fees are included in the total project cost and will be recovered as part of the grant if awarded.

Staff recommends that council approve the only Engineering Firm memo for TRC Engineering and approve the contract for initial design. Also, staff recommends the authorization of the City Manager to negotiate a contract with TRC Engineering for phase 2 engineering services if awarded these grants.
PROFESSIONAL SERVICES AGREEMENT

THIS PROFESSIONAL SERVICES AGREEMENT (this "Agreement") is made and entered into as of the ___ day of __, 2019 by and between the City of Marble Falls ("City") and TRC Engineers, Inc. ("Consultant").

In consideration of the mutual premises, covenants and Agreements herein contained, the parties agree as follows:

Section 1. City hereby engages Consultant, and Consultant hereby accepts such engagement, to provide professional planning and engineering services to the City as specified in Attachment "A" (the "Services"). Consultant shall perform the Services for the benefit of the City upon the terms and conditions contained in this Agreement.

Section 2. Term and Termination.

(a) Term. The term of Consultant’s engagement by City hereunder (the "Term") shall commence on the date of this Agreement and will continue in effect until completion of the Services, unless it is earlier terminated in accordance with this Section. The Services are anticipated to be performed by the Consultant within 2 months from notice to proceed from the City.

(b) Termination. This Agreement may be terminated prior to the end of the Term upon 10 days notice by either party for any or no reason. Such termination shall be effective 10 days following delivery and receipt, by the terminating party to the other party, of written notice of such termination. The City shall pay Consultant for services rendered and obligations incurred to date of termination and Consultant shall submit to the City all Project documents prepared to that point.

Section 3. Services.

(a) Scope of Services. The Services shall include those items listed on Attachment A which is incorporated herein by reference for all purposes. In order for the Consultant to perform the Services, the City’s obligation for providing information and support is also described in Attachment A. Attachment "A" describes all phases of the Services anticipated to be provided by the Consultant, including the work that will be given notice to proceed under the initial phase of services to be performed by Consultant, and the subsequent work that would be authorized by amendment to this contract.

(b) Performance. The Services, and other duties of Consultant hereunder shall be performed promptly upon request by City, and each phase or task to be performed by Consultant shall commence upon the receipt by Consultant of a written Notice to Proceed. The Consultant shall not undertake any work or portion of a task or phase prior to issuance by the City of a written Notice to Proceed for that task or phase of work. Consultant shall provide to the City, prior to commencing with the work, a task-by-task schedule of the Services to be performed, and will submit monthly updates to the schedule to the City to indicate progress on conducting the Services and adjustments to the work schedule. Engineer shall perform all services under this Agreement to the prevailing engineering professional standards consistent with the level of care and skill ordinarily exercised by members of the engineering profession, both public and private, currently practicing in the same locality under similar conditions, including reasonable, informed judgments and prompt, timely action.

(c) Additional Services. If Consultant determines that services outside the scope of Attachment "A" ("Additional Services") are required or recommended, or that Consultant is being asked by City to perform services not covered by Attachment "A", Consultant shall notify City that such services are Additional Services, and the cost associated with their performance and receive approval to perform such Additional Services prior to undertaking them. Additional Services shall be performed at the professional rates listed in Attachment "B", or for a lump sum amount as agreed between the parties.

(d) Consultant Responsibility. Acceptance and approval of the work performed by Consultant or acceptance and approval of any report, document, or computer program by the City shall not constitute nor be deemed a release of the responsibilities and liability of Consultant for the accuracy and competency of Consultant’s work products, computer programs, or other documents, and services prepared/performed under this Agreement. No approvals or acceptances by or in behalf of the City shall be deemed to be an assumption of such responsibility by the City for any defect, error or omission in said work products, computer programs or other documents and services as prepared/performed by Consultant.

Consultant further agrees to correct documents or re-execute services as may be required when such documents or services required to be produced under this Agreement are found to be in error or contain defects or omissions at no additional costs to the City.

Section 4. Compensation.

(a) Fee. In exchange for Consultant ongoing performance of the initial phase of Services associated with Attachment “A” and the other duties and obligations under this Agreement, City shall pay to Consultant a fee (the "Fee") not to exceed $4,872.00. The Fee shall be the sole compensation due Consultant in connection with its rendition of the Services identified in Attachment “A”. Payments to Consultant will be made by City from invoices submitted by Consultant and shall be based on the percentage of the work performed by Consultant on the Project as of the date of the invoice. Invoices shall itemize the services performed between Base Services, Additional Services and expenses, as applicable. Invoices shall not be submitted more frequently than one time per month. Invoices are due and payable thirty (30) days after receipt by the City.

The Fee is to be paid on a not to exceed basis, in accordance to the schedule of values included in Attachment "B", to include any and all expenses that may be incurred by Consultant in the performance of the Services associated with this Agreement. City shall not be obligated to reimburse Consultant for any additional expenses incurred by Consultant in connection with Consultant’s performance of such Services except in accordance with Section 3c of this contract. Subsequent amendments to this Contract may be executed by the City to authorize additional fees for the Consultant to provide the remainder of the Services in Attachment “A” that are not included in the initial Notice to Proceed, the schedule of value for which is shown in Attachment “C”.

(b) Taxes. Consultant, and not City, shall be solely responsible for paying all required federal, state and local taxes related to any amounts received by Consultant pursuant to this Agreement. City shall not withhold OASDI, Medicare or any federal, state or local income or other tax, make unemployment insurance contributions or obtain workers’ compensation insurance on behalf of Consultant.

(c) Payments on account of Consultant’s Services shall be made to Consultant at its billing address indicated on the invoice, 30 days after invoice is received and approved for payment. Invoices for payment of Services shall not be submitted to City more frequently than once per month. Billing shall include documentation of cost of Services rendered during the previous month. Interest shall accrue on undisputed amounts which have not been and are past due, in accordance with the provisions of Section 2251.021 of the Texas Government Code, unless delay in payment is due to the fault of Consultant.

Section 5. Independent Contractor. Consultant shall at all times be an independent Consultant and nothing in this Agreement shall at any time be construed so as to create the relationship of employer and employee, principal and agent, partnership or joint venture as between Consultant and City. Consultant shall have the entire charge, control and supervision of its performance of the Services. Consultant will not have any authority to incur any obligation or bind or commit City to any Agreement, contract, or commitment or to waive, modify, or amend any rights of City under any Agreement, contract, or commitment, except as expressly authorized in writing by City. City shall not in any manner be answerable or accountable for: (i) any violation by Consultant of any federal, state or local laws, regulations, ordinances, rules or orders; or (ii) for any injury, loss or damage arising from or out of any act or omission of Consultant.

Section 6. Governing Law. This Agreement and the respective rights and obligations of the parties hereto shall be governed by and construed in accordance with the laws of the State of Texas, without regard to its conflicts
of laws provisions. Venue and performance of this Agreement shall be in Burnet County Texas.

Section 7 Successors and Assigns. This Agreement and the terms, covenants, provisions and conditions hereof shall be binding upon, and shall inure to the benefit of, the respective heirs, successors and assigns of the parties hereto; provided, however, that Consultant may not subcontract or assign this Agreement without the prior approval of City.

Section 8 Severability and Waiver. If any provision of this Agreement is held to be invalid or unenforceable for any reason, such provision shall be construed to prevailing law rather than voided, if possible, in order to achieve the intent of the parties and, in any event, the remaining provisions of this Agreement shall remain in full force and effect and shall be binding upon the parties hereto. No failure or delay by either the City or Consultant in enforcing any provision of this Agreement shall operate as a waiver.

Section 9 Limitation of Damages. UNDER NO CIRCUMSTANCES WILL CITY BE LIABLE TO CONSULTANT OR CONSULTANT BE LIABLE TO CITY FOR ANY SPECIAL, INDIRECT, CONSEQUENTIAL, EXEMPLARY OR PUNITIVE DAMAGES.

Section 10 Compliance with Law. Consultant agrees that it shall at all times fully comply with all laws, statutes, ordinances, rules, regulations and orders applicable to the Services or this Agreement.

Section 11 Insurance. Consultant agrees to carry and maintain insurance in the following types and amounts for the duration of this Agreement.

(a) Workers' Compensation and Employers' Liability coverage for employees of Consultant, if any, with limits consistent with statutory benefits outlined in the Texas Workers' Compensation Act (Art. 5308-1.01 et seq. Tex. Rev. Civ. Stat.) and minimum policy limits for Employers Liability of $100,000 bodily injury per accident, $500,000 bodily injury disease policy limit and $100,000 per disease per employee.

(b) Commercial General Liability with a minimum combined bodily injury and property damage per occurrence with a limit of $500,000 for coverages A & B. The policy shall contain the following provisions:
   1. Blanket contractual liability coverage for liability assumed under the Agreement and for all subcontracts.
   2. City listed as an additional insured. endorsement CG 2010 or its equivalent.
   3. Thirty (30) day Notice of Cancellation in favor of the City, endorsement CG 0205 or its equivalent.
   4. Waiver of Transfer of Rights of Recovery Against Others in favor of the City, endorsement CG 2404 or its equivalent.

(c) Automobile Liability Insurance for all owned, non-owned and hired vehicles with a minimum combined single limit of $500,000 per occurrence for bodily injury and property damage. Alternate acceptable limits are $250,000 bodily injury per person, $500,000 bodily injury per occurrence and at least $100,000 property damage liability per accident. The policy shall contain the following endorsements in favor of City:
   1. Waiver of Subrogation endorsement TE 2046A or its equivalent.
   2. Thirty (30)-day Notice of Cancellation, endorsement TE 0202A or its equivalent.
   3. Additional Insured, endorsement TE 9901B or its equivalent.

(d) Professional Liability – each claim made $1,000,000.00

Section 12 Indemnity.

Consultant hereby expressly agrees to indemnify and hold harmless the City and the City’s officers, agents and employees, from and against all expenses, claims, demands, costs, and causes of action, including reasonable attorney’s fees for the defense of all claims and demands (collectively, “Costs”), to the extent directly caused by the negligent performance of Services in connection with this Agreement by Consultant, its officers, agents, employees and parties with whom it contracts, including Sub-Consultants, and from all Costs in connection with injury or property damages to the extent directly caused by the negligent performance of Services under this Agreement by Consultant, its employees, agents, representatives and parties with whom it contracts, including Sub-Consultants.

Section 13 Confidentiality.

Consultant covenants and agrees that it shall not, at any time, directly or indirectly, divulge or disclose for any purpose whatsoever, confidential and proprietary information concerning the City that has been developed by the City, or obtained by Consultant from the City or disclosed to the Consultant by the City, as a result of the performance of the Consultant’s work, duties and obligations under this Agreement. The parties stipulate that, as between them, the aforementioned matters are important, material, and confidential and greatly affect the effective and successful conduct of the business of the City and its goodwill, and that any breach of the terms of this section is a material breach of this Agreement. The parties further stipulate that no adequate remedy at law exists for a violation of this Section by Consultant and that therefore the City shall be entitled to injunctive relief against Consultant for such a violation. “Confidential and proprietary information” of the City shall include, but not be limited to, costs and pricing financial and technical information, ideas, designs, specifications, techniques, models, data, programs, documentation, processes, know-how, customer lists, marketing plans, and information discussed at any meetings in which the City is present. “Confidential Information” shall also include any individually identifiable information of Participants.

It is agreed that the provisions of this Section 13 shall be applicable and enforceable unless the terms and conditions of this Section 13 are expressly waived on behalf of the City and reduced to an instrument in writing signed by the City.

Section 14 Ownership and Use of Documents.

Consultant agrees that items such as plans, drawings, photos, designs, studies, specifications, data, computer programs, schedules, technical reports, or other work products which is/are specified to be delivered under this Agreement, and which is/are to be paid for by the City, is/are subject to the rights of the City in effect on the date of execution of this Agreement. Subject to the last sentence in this section, these rights include the right to use, duplicate and disclose such items, in whole or in part, in any manner and for whatever purpose; and, to have others do so. If an item produced by Consultant is copyrightable, Consultant may copyright it, subject to the rights of the City. The City reserves a royalty-free, non-exclusive and irrevocable license to reproduce, publish, modify and use such items and to authorize others to do so. Any reuse or modification of any item by the City shall be at the City’s sole risk and without liability or legal exposure to Consultant. Consultant shall mark all confidential or proprietary information as such prior to furnishing it to the City. Notwithstanding anything to the contrary contained herein, the City agrees that all rights and licenses afforded to the City in this section are limited to the use by the City exclusively for the City and not commercially or with an intent to profit from such information, and the City agrees to keep such information confidential from all parties not directly involved in the permitted use of such information unless required to release the information pursuant to the Texas Public Information Act, Chapter 552, Texas Government Code.

Section 15 Notice.

Invoices and working documents may be hand delivered or sent by regular first class United States mail. Working documents, progress reports, computer documents, computer files, or computer software may be sent through electronic mail (e-mail). Except for the information and/or documents specified above, any notice required to be given pursuant to this Agreement shall be in writing and shall be either delivered personally to the party to be notified, or sent by registered or certified mail, first class postage prepaid, return receipt requested, addressed to the party to be notified at such party’s address:

_______________________
Title:
Section 16. Entire Agreement. This Agreement embodies the entire Agreement and understanding of the parties hereto with respect to the subject matter hereof and supersedes all prior and contemporaneous Agreements and understandings, oral or written, relating to said subject matter. This Agreement may not be amended or modified in any manner except by a written Agreement signed by each of the parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed and delivered this Agreement as of the day and year first above written.

CITY OF MARBLE FALLS:

By: ________________________________
   Mike Hodge, P.E., City Manager

CONSULTANT: TRC Engineers, Inc

By: ________________________________
   K. Beau Perry, P.E., Vice President
Statement of Qualifications
for Professional Engineering Services

FEMA Hazard Mitigation
Grant Program

Prepared for
City of Marble Falls, Texas

TRC ENGINEERS, INC.
T.B.P.E. Firm Registration #F-8632
December 2, 2019

Mr. Russell Sander, Fire Chief/EMC
City of Marble Falls
700 Avenue N
Marble Falls, Texas 78654

Re: Statement of Qualifications for Professional Engineering Services
FEMA Hazard Mitigation Assistance
Drainage Improvement Projects and Emergency Warning Systems for Low Water Crossings

Dear Mr. Sander:

In accordance with the City’s request for Statement of Qualifications, TRC Engineers, Inc. (TRC), is pleased to present herein a team of professionals that provide efficient services and a focus on innovative solutions to provide Professional Consulting Services for the City’s proposed Drainage Improvement Projects and Emergency Warning Systems for low water crossings.

TRC has been providing related professional consulting services to municipalities throughout the State of Texas for over 60 years. We are proposing a Project Manager who offers a proven track record for administrating, coordinating, and completing multiple project assignments within budget and on time. All our key engineering personnel are also Texas Licensed Professional Engineers and will be available and are committed.

TRC appreciates the opportunity to submit this Statement of Qualifications and looks forward to providing the City of Marble Falls with quality, professional consulting services. If you have any questions or require additional information, please contact the undersigned at your earliest convenience at (512) 454-8716 or via email at kperry@trccompanies.com.

Sincerely,

K. Beau Perry, P.E.
Vice President
# TABLE OF CONTENTS

SECTION 1 - INTRODUCTION ............................................................................................................. 1
  1.1 COMPANY HISTORY | OVERVIEW .........................................................................................1
  1.2 SUPPORTING INFORMATION .................................................................................................1
  1.3 OFFICE TO PERFORM WORK ..............................................................................................1
  1.4 LOCAL PRINCIPAL OFFICERS ............................................................................................2
  1.5 CONTACT .............................................................................................................................2

SECTION 2 - EXPERIENCE .............................................................................................................. 2
  2.1 IDENTIFICATION OF PROJECT ...........................................................................................2
  2.2 FEDERAL AND STATE FUNDED PROGRAMS ......................................................................2
  2.2 RELATED WORK ..................................................................................................................3

SECTION 3 - SCOPE OF SERVICES .................................................................................................. 7
  3.1 CONCEPTUAL PHASE ..........................................................................................................8
  3.2 PRELIMINARY DESIGN PHASE ............................................................................................8
  3.4 BID PREPARATION & EVALUATION ...................................................................................9
  3.5 CONSTRUCTION PHASE ......................................................................................................9

SECTION 4 - WORK PERFORMANCE .............................................................................................. 10
  4.1 CAPACITY TO PERFORM WORK IN TIMELY MANNER ......................................................10
  4.2 CAPACITY TO WORK WITHIN BUDGETARY GUIDELINES .................................................11
  4.3 QUALITY ............................................................................................................................11

SECTION 5 - CAPACITY TO PERFORM ......................................................................................... 12
  5.1 OVERVIEW ........................................................................................................................12
  5.2 QUALIFICATIONS OF ENGINEERS-IN-CHARGE .................................................................12
  5.3 ADDITIONAL RESOURCES ...............................................................................................14

SECTION 6 - REFERENCES ............................................................................................................. 15

SECTION 7 - AFFIRMATIVE ACTION – EQUAL OPPORTUNITY EMPLOYER ......................... 15

SECTION 8 - SUMMARY ...............................................................................................................16
APPENDIX

Appendix A – Partial List of Federal and State Funded Projects
Appendix B – Insurance Information
Appendix C – System for Award Management
Appendix D - Résumés
SECTION 1 - INTRODUCTION

1.1 COMPANY HISTORY | OVERVIEW

TRC Engineers, Inc. is a subsidiary of TRC Companies, Inc., a $1-billion firm incorporated in 1969. TRC provides a broad range of infrastructure, environmental, and energy consulting services to federal, state and local government agencies, utilities, healthcare and transportation industries. Our breakthrough solutions are backed by more than 50 years of design know-how. TRC has over 5,000 employees nationwide including experienced professional engineers, geologists, and certified specialists that provide turnkey services to help our clients implement complex projects from initial concept to delivery and operation. This wide-ranging experience assures that we will deliver “results you can rely on”.

Substantiating our strength in the industry, TRC was recently ranked No. 19 among the Top 500 Design Firms in the United States as determined by Engineering News-Record (ENR) magazine. TRC’s commitment to client satisfaction and successful project performance has also put TRC in the top 25% of ENR’s Top 200 Environmental Firms. Notably, TRC has also received two Environmental Business Journal Business Achievement Awards - a recognition for work that is significant in the advancement of the environmental industry.

In the State of Texas, TRC employs more than 250 personnel who work out of 5 locations; Arlington, Austin, Houston, Midland, and San Antonio. Based locally in Austin, TRC has continuously performed engineering services for cities throughout Texas since its inception. We are poised to provide the City of Marble Falls with the engineering services needed to bring the drainage improvement project and emergency warning systems to fruition.

Mission: We understand our clients’ goals and embrace them as our own, applying creativity, experience, integrity and dedication to deliver superior solutions to the world’s energy, environment and infrastructure challenges. At TRC, sustainability is a fundamental principle that drives our business. Our commitment is reflected in the Vision Statement that guides us every day: We will solve the challenges of making the Earth a better place to live – community by community and project by project.

1.2 SUPPORTING INFORMATION

TRC Engineers, Inc. is licensed by the Texas Board of Professional Engineers, registration number F-8632. TRC staff is current with TxCDBG Project Implementation Training.

1.3 OFFICE TO PERFORM WORK

TRC Engineers, Inc.
505 East Huntland, Suite 250
Austin, Texas 78752
Phone: (512) 454-8716
Fax: (512) 454-2433
1.4 LOCAL PRINCIPAL OFFICERS

K. Beau Perry, PE, Vice President – Civil Engineering Services
Mark Robbins, President – Environmental Sector

1.5 CONTACT

The contact person for TRC Engineers, Inc. for this project is Mr. K. Beau Perry, PE. Please contact him by email kperry@trccompanies.com or office phone (512) 454-8716.

SECTION 2 - EXPERIENCE

2.1 IDENTIFICATION OF PROJECT

The following statement of qualifications is made in response to a request from the City of Marble Falls. The engineering work contemplated herein is the same as that normally supplied by this office on all projects in other areas, whether funded federally, by the state, or locally. The proposal is for complete engineering design, periodic construction oversight, and all necessary interim and final inspections for the FEMA Hazard Mitigation Grant Program (HMGP). This project consists of the City of Marble Falls’ Drainage Improvement Projects and Emergency Warning Systems for low water crossings.

2.2 FEDERAL AND STATE FUNDED PROGRAMS

TRC’s Austin office has spent many years working directly with grant and loan agencies, as well as regulatory agencies to successfully obtain funding for the completion of local public works projects. Those federal and state agencies include but are not limited to:

- Federal Emergency Management Agency (FEMA)
- Texas Department of Transportation (TxDOT)
- Texas Department of Agriculture (TDA)
- Texas Department of Housing and Community Affairs (TDHCA)
- Texas Parks & Wildlife Department (TPWD)
- U.S. Department of the Interior (DOI)
- Texas Water Development Board (TWDB)
- Texas Commission on Environmental Quality (TCEQ)
- Texas Historical Commission (THC)

Appendix A is a list of federal and state funded projects that summarize TRC’s experience with a variety of funding sources for local projects in the central Texas area. The table below shows a condensed overview.
FEDERAL AND STATE FUNDED PROJECTS SUMMARY

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Years Experience</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDA</td>
<td>45</td>
<td>Grant</td>
</tr>
<tr>
<td>EPA</td>
<td>35</td>
<td>Grant</td>
</tr>
<tr>
<td>FEMA</td>
<td>25</td>
<td>Grant</td>
</tr>
<tr>
<td>TCF</td>
<td>18</td>
<td>Grant</td>
</tr>
<tr>
<td>TxCDBG</td>
<td>41</td>
<td>CDBG Block Grant</td>
</tr>
<tr>
<td>TPWD</td>
<td>35</td>
<td>Grant</td>
</tr>
<tr>
<td>TWDB</td>
<td>26</td>
<td>Loan</td>
</tr>
<tr>
<td>TxDOT</td>
<td>26</td>
<td>Grant</td>
</tr>
<tr>
<td>USDA</td>
<td>25</td>
<td>Loan/Grant</td>
</tr>
</tbody>
</table>

2.3 RELATED WORK

TRC has extensive experience in municipal engineering services, ranging from planning and design to construction administration. We have prepared numerous engineering studies, master plans, capital improvements plans, and provided general consulting, as well as design services for all types of water, wastewater, paving, drainage, sidewalk, accessibility, and transportation projects.

As specialists in public works and city engineering, TRC has established a standard approach to public access design that from the beginning takes into consideration the various impacts associated with ADA, AASHTO, TAS, and TDLR compliance; the presence of any properties of historical significance; and any other site-specific local issues.

TRC provides here descriptions of completed work similar to the proposed drainage improvements and emergency warning systems for low water crossings.

EXAMPLES OF SIMILAR PROJECTS

<table>
<thead>
<tr>
<th>Project Information</th>
<th>Project Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>WTP Booster Station Improvement Project City of Elgin</td>
<td>TRC provided design and preparation of specifications and plans for the construction of a pump modifications including constructing new concrete pumps pedestals, new concrete pump platforms and monorail hoist support frame, reconditioning the existing pumps constructing a new pump control building and concrete parking area, yard piping, and all other appurtenances necessary for the complete project. <strong>Cost: $1,247,000</strong></td>
</tr>
<tr>
<td>Project Information</td>
<td>Project Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td><strong>Street, Utilities and Drainage Improvement – Phase I</strong>  &lt;br&gt; <strong>City of Elgin</strong></td>
<td>This contract involved street and utility improvements. The project consisted of 14,400 LF of street reconstruction and rehabilitation, 11,000 LF of water main construction, and 3,400 LF of sewer main construction at 22 different locations. <strong>Cost: $3,600,000</strong></td>
</tr>
<tr>
<td><strong>Elgin Drainage Project</strong>  &lt;br&gt; <strong>City of Elgin</strong></td>
<td>TRC provided design, plan preparation, and construction administration for the construction of culverts across Central Avenue consisting of two (6’x3’) boxes, one (4’x3’) box, in addition to culverts across West Brenham Street consisting of two (8’x4’) boxes. Earth channels from West Brenham Street to Hwy. 290 measuring approximately 559 L.F. with rip rap, extension of West 2nd earth drainage channel measuring approximately 159 L.F. Concrete v-drains-6 L.F. wide and 10 L.F. wide concrete valley gutter at North Avenue B. Three (3) concrete driveway at West Brenham Street; and all other appurtenances necessary for the complete project. <strong>Cost: $407,617</strong></td>
</tr>
<tr>
<td><strong>Lee Dildy and Roy Rivers Boulevard Extension Phase II</strong>  &lt;br&gt; <strong>Roadway and Drainage Project</strong>  &lt;br&gt; <strong>City of Elgin</strong></td>
<td>TRC provided design and preparation of plans for 61 L.F. of concrete roadways with curb and medians (landscaped); RCP and RCB storm sewer, sidewalks and gabion wall detention pond with concrete pilot channel; and all other appurtenances necessary for the complete project. <strong>Cost: $3,199,300</strong></td>
</tr>
<tr>
<td><strong>Shenandoah Park Trail</strong>  &lt;br&gt; <strong>City of Elgin</strong></td>
<td>TRC provided design and preparation of plans for 2,837 LF of 6’ wide decomposed granite trail, 838 LF of 6’ wide concrete trail, installation of three (3) park benches with trash receptacles, and two concrete ADA parking spaces. All necessary SWPPP measures, excavation, subgrade preparation, compaction and testing.</td>
</tr>
<tr>
<td><strong>2015 Drainage Study</strong>  &lt;br&gt; <strong>Caldwell County</strong>  &lt;br&gt; <strong>City of Lockhart</strong></td>
<td>TRC was tasked with performing a drainage study at all sub-project sites, cost estimations, creation of engineered drawings, bid documents, necessary permits, cost estimations, and construction management services. The improvements consisted of sanitary sewer mains, water lines, storm sewer, street reconstruction, and storm water detention and channel construction. The project was part of a large bond program within the City, that aimed to address various drainage issues at individual locations around the City. <strong>Cost: $9,000,000</strong></td>
</tr>
<tr>
<td>Project Information</td>
<td>Project Description</td>
</tr>
<tr>
<td>---------------------</td>
<td>---------------------</td>
</tr>
<tr>
<td>Walnut Branch Detention Ponds&lt;br&gt;City of Seguin</td>
<td>This contract involves street and drainage improvements. The project consists of 100 acres of regional detention, split into two ponds on either side of IH 10. In addition, Huber Road is being reconstructed (4,500 LF) to include a bridge crossing comprised of 5' x 10' box culverts.</td>
</tr>
<tr>
<td>Downtown Drainage Improvements&lt;br&gt;City of Gonzales</td>
<td>TRC coordinated with the City, TxDOT, and TDA to put together a proposed drainage plan that addressed flooding issues in the downtown areas. TRC created designs for two storm sewer projects. The first consisted of installing 1,400 LF of 48&quot;, 1,200 LF of 42&quot;, 170 LF of 24&quot; storm sewer pipe, inlets and junction boxes within street right-of-way and across private property. The second, partially funded by TDA grants, consisted of 1,060 LF of 60&quot;, 800 LF of 48&quot;, 600 LF of 18&quot; and 36&quot; storm sewer pipe, 12 inlets and 6 junction boxes in street right-of-way and City property. TRC also managed the acquisition of all necessary permits from TxDOT. &lt;br&gt;&lt;b&gt;Cost: $375,000&lt;/b&gt;</td>
</tr>
<tr>
<td>Paving &amp; Drainage Improvements FM 1378/Country Club Drive&lt;br&gt;City of Wylie/Collin County</td>
<td>This project consists of paving and drainage improvements to an 11,450 LF of FM 1378. The road was widened from a two-lane undivided road to a six-lane divided road. The project includes the installation of approximately 1,300 LF of box culverts, 15,500 LF of storm drains in sizes ranging from 18&quot; to 60&quot;, new traffic signals, and over 14,000 LF of new water lines ranging from 4&quot; to 20&quot; in size. &lt;br&gt;&lt;b&gt;Cost: $9,500,000&lt;/b&gt;</td>
</tr>
<tr>
<td>Pedestrian Bridge Construction along North Acres Trail&lt;br&gt;City of Austin</td>
<td>TRC worked with the City to provide an ADA compliant path over Little Walnut Creek and is part of a larger effort to expand bicycle routes throughout the City. The project consisted of concrete sidewalk installation, a pedestrian bridge installation, grading, retaining walls, drainage improvements, and electrical lighting. TRC responsibilities include trail design to meet ADA and AASHTO bike guideline requirements, coordination with subcontractors for the electrical design, structural design, geotechnical engineering, and worked with the bridge manufacturer to complete the plans and specifications. &lt;br&gt;&lt;b&gt;Cost: $900,000&lt;/b&gt;</td>
</tr>
<tr>
<td>Project Information</td>
<td>Project Description</td>
</tr>
<tr>
<td>---------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Flood Model Development</td>
<td>Co-developed modifications to NWS DWOPER flood routing program to allow interactive gate operations for simulation of flooding through the dams with multiple types of floodgates. Developed the model to be more stable for the large discharges encountered within the Colorado River Basin.</td>
</tr>
<tr>
<td>River, San Marcos, Mountain, Heideke (RSMH) Street</td>
<td>TRC provided design and prepared plans for the street, water, and sanitary sewer improvements, and storm sewer replacement along Heideke Street, between Kingsbury Street and Court Street, and a portion of Mountain Street. Two discharge structures were designed, one on Heideke Street and one on Court Street. The project size is approximately six acres, runs approximately 5,084 LF with proposed roadways ranging from 31 to 41 feet wide. Applications were submitted for acceptance and/or permits to TDLR (sidewalks), TCEQ (water and sanitary sewer), and TxDOT (driveway and utility crossings). Cost: $7,100,000</td>
</tr>
<tr>
<td>Reconstruction Phase II City of Seguin</td>
<td></td>
</tr>
<tr>
<td>River, San Marcos, Mountain, Heideke (RSMH) Street</td>
<td>TRC provided design and prepared plans for the street, water, and sanitary sewer improvements, and storm sewer replacement including the installation of four new discharge structures at their existing outfalls. The project was approximately 25 acres in area and runs approximately 10,990 LF with roadways ranging from 15 to 51 feet wide. This work included a 400 LF box culvert, 170 LF of 8” gravity sewer, and a headwall at the downstream end of the storm sewer. TRC provided project management for the entire project, created an Engineering Drainage Report, coordinated with state and federal agencies including FEMA, TDLR, TCEQ, and TxDOT, and worked closely with city staff throughout project life. Cost: $15,060,089</td>
</tr>
<tr>
<td>Reconstruction Phase I City of Seguin</td>
<td></td>
</tr>
<tr>
<td>FEMA Street &amp; Drainage Improvements City of Natalia</td>
<td>TRC provided design and preparation of plans for 40,000 SY of street reconstruction, including some new base material, 2-course penetration surface treatment and some HMAC. Cost: $184,000</td>
</tr>
<tr>
<td>Flood Protection Plan Uvalde County</td>
<td>TRC designed and installed 13 flood monitoring sites throughout Uvalde County. Additionally, TRC specified water level monitoring sensors, collection, and connecting equipment for flood detection. Cost: $185,120</td>
</tr>
<tr>
<td>Project Information</td>
<td>Project Description</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td><strong>Walnut Branch Detention Ponds</strong>&lt;br&gt;City of Seguin</td>
<td>This contract involved street and drainage improvements. The project consists of 100 acres of regional detention, split into two ponds on either side of IH 10. In addition, Huber Road is being reconstructed (4,500 L.F.) to include a bridge crossing comprised of 5' x 10' box culverts. Project included USACE, FEMA, TxDOT, and railroad approval.</td>
</tr>
<tr>
<td><strong>FEMA Flood Study</strong>&lt;br&gt;Burnet County and Llano County</td>
<td>Performed flood analyses for the Burnet County and Llano County FEMA Study. Successfully developed techniques for computing inflow hydrographs for drainage areas in excess of 20,000 square miles with multiple large river basins. Collected historic flood data and applied that data to the model to allow good calibration of the model to reflect actual conditions. Developed flood gate operations at Buchanan and Wirtz dams to pass the flood events.</td>
</tr>
<tr>
<td><strong>Concrete Low Water Crossing</strong>&lt;br&gt;Edwards County</td>
<td>This contract involved installing a 220 LF concrete low water crossing across Dipping Vat Creek, and furnishing and installing a 460 LF concrete low water crossing at Stewarts Mountain High. <strong>Cost: $255,000</strong></td>
</tr>
<tr>
<td><strong>Anacacho Lane Low Water Crossing Improvements</strong>&lt;br&gt;Kinney County</td>
<td>This project consisted of approximately 240 SY of concrete for a concrete low water crossing and approximately 200 LF of channel reconstruction with all necessary appurtenances. <strong>Cost: $148,000</strong></td>
</tr>
</tbody>
</table>

**SECTION 3 - SCOPE OF SERVICES**

As part of the FEMA Hazard Mitigation Grant Program (HMGP), the City of Marble Falls working in conjunction with the TDEM and FEMA will address the City’s drainage improvements and emergency warning systems for low water crossings.

TRC will provide adequate detail to indicate clearly the problems involved including but not limited to, utility conflicts, working within existing Right-of-Way, ADA slope requirements, encroachment into the 100-yr flood plain, as well as other safety and quality concerns.

The project(s) will serve a multitude of purposes and users as identified below:

- Comply with latest FEMA regulations and latest flood plain maps.
- Comply with latest TCEQ water quality regulations.
- Comply with latest TCEQ wastewater standards.
The final project will contribute to the overall operation, modernization, and maintenance of the City of Marble Falls.

3.1 CONCEPTUAL PHASE

Upon TRC’s receipt of a letter of authorization to commence planning, TRC will meet with the City for the purpose of determining an exact scope for the Project.

TRC will determine the City’s needs regarding the project, including, but not limited to, site evaluation, survey needs, comparisons with other municipal projects, review of budgetary constraints, and other preliminary investigations necessary for the project. TRC will analyze the project and best present the challenges found in the conceptual phase.

TRC will prepare a conceptual design that will include schematic layouts, surveys, sketches, and exhibits which address compliance with all applicable laws, statutes, ordinances, codes and regulations. During the conceptual phase, TRC will:

➢ Meet with City staff to determine the City’s needs. Conduct field site visit with City staff.
➢ Obtain and review all available data regarding the project including applicable regulatory, design, operations, and maintenance issues.
➢ Provide preliminary site layouts.
➢ Determine opinion of probable construction costs.
➢ Provide schedule for project implementation.
➢ Make any necessary surveys of topography, utilities, or other field data required for proper design of the project. Provide consultation and advise as to the necessity of the City providing or obtaining other services such as auger borings, core borings, soil tests, or other subsurface explorations; laboratory testing and inspecting of samples or materials; other special consultations; and act as the City’s representative in connection with any such services.

3.2 PRELIMINARY DESIGN PHASE

TRC will prepare the preliminary design, including, but not limited to, the preliminary drawings and specifications. TRC will submit to the City detailed estimates of the construction costs of each project, based on current area, volume, or other unit costs. Each estimate will also indicate both the cost of each category of work involved in constructing the project and the time required for construction of the project from commencement to final completion.

3.3 FINAL DESIGN PHASE

TRC will prepare the final design, including, but not limited to, bid documents, contracts, drawings, and specifications. Additionally, TRC will describe the size and character of the project including structural and mechanical systems, materials, quantities, and other such elements as may be appropriate. The final design of the project will comply with all applicable laws, statutes, ordinances, codes, and regulations.
TRC will provide the City with complete bid documents sufficient to be advertised for bids by the City. The documents will include the design and specifications required to fulfill the purpose of the project. Upon completion of the final design of the project, with the submission of the complete bid documents, and upon request by the City, TRC will meet with City Staff to present the final design of the project. TRC will provide an explanation of the final design and cost estimate. During final design phase, TRC will:

- Prepare detailed construction drawings and specifications for the project based on the approved preliminary design documents
- Furnish to the City engineering data for and assist in the preparation of the required documents so that the City may secure approval of such governmental authorities as have jurisdiction over design criteria applicable to the project.
- Advise the City of any adjustment of the cost estimate for the project caused by change in scope, design requirement or construction costs, and furnish a revised cost estimate for the project based on the completed drawings and specifications.

### 3.4 BID PREPARATION & EVALUATION

TRC will assist the City in advertising and obtaining bids for the construction of the project. Upon request, TRC will meet with City Staff to present and make recommendations on the bids submitted for the construction of the project.

TRC will review the construction contractor’s bids, including subcontractors, suppliers, and other persons required for completion of the project. TRC will evaluate each bid and provide these evaluations to the City along with a recommendation on each bid.

Where substitutions are requested by a construction contractor, TRC will review the substitution requested and approve or disapprove such substitutions. Typical bid preparation and evaluation include:

- Preparation of Bid Packet/Contract Documents.
- Bid advertisements/solicitation (to be placed, at a minimum, in a local newspaper of general circulation for two (2) consecutive weeks).
- Bid opening (to be held at least two (2) weeks from publication date of first advertisement).
- Bid tabulation, to include completeness and eligibility screening.
- Announcement of lowest and best bid, if applicable (at bid opening).
- Accomplish supplier eligibility verification.
- Approval of contract award by the City.

### 3.5 CONSTRUCTION PHASE

TRC will make visits to the site to inspect the progress and quality of the executed work of the construction contractor and his subcontractors and to determine if such work is proceeding in accordance with the contract document.
TRC will exercise the utmost care and diligence in discovering and promptly reporting to the City any defects or deficiencies in such work and will disapprove or reject any work failing to conform to the contract documents. TRC will have authority to act on behalf of the City only to the extent provided in the Engineering Agreement unless modified by written instrument.

TRC will review and approve shop drawings and samples, the results of tests and inspections, and other data that each construction contractor or subcontractor is required to provide. TRC’s review and approval will include a determination of whether the work complies with all applicable laws, statutes, ordinances and codes and a determination of whether the work, when completed, will comply with the requirements of the contract documents.

TRC will determine the acceptability of substitute materials and equipment that may be proposed by construction contractors or subcontractors. TRC will also receive and review maintenance and operating instruction manuals, schedules, guarantees, and certificates of inspection, which are to be assembled by the construction contractor in accordance with the contract documents.

TRC will issue all instructions of the City to the construction contractor as well as interpretations and clarifications of the contract documents pertaining to the performance of the work.

TRC will review the amounts owed to the construction contractor and recommend to the City, in writing, payments to the construction contractor of such amounts. TRC’s recommendation of payment, based upon on-site inspections and their experience and qualifications as design professionals, will constitute a recommendation by TRC to the City that the quality of work is in accordance with the contract documents.

Upon notification from the construction contractor that the project is complete, TRC will conduct an inspection of the site to determine if the project is complete. TRC will prepare a checklist of items that will be completed prior to final acceptance. Upon notification by the construction contractor that the checklist items designated by TRC for completion have been completed, TRC will inspect the project to verify final completion.

TRC will conduct at least one on-site inspection during the warranty period and will report to the City as to the continued acceptability of the work.

TRC will not execute change orders on behalf of the City or otherwise alter the financial scope of the project without an advance, written authorization from the City.

**SECTION 4 - WORK PERFORMANCE**

**4.1 CAPACITY TO PERFORM WORK IN TIMELY MANNER**

TRC’s engineering qualifications meet and exceed the guidelines set by the scope of work as proposed by the City of Marble Falls. TRC will utilize highly effective communication and project management skills to ensure timely completion of the project. The proposed project team can take the project from start to finish having completed similar work in the past. TRC’s history of meeting client expectations enables us to remain the preferred engineering firm for several Cities and Counties.
4.2 CAPACITY TO WORK WITHIN BUDGETARY GUIDELINES

The possible project scope is very similar to past projects TRC has completed. TRC is familiar with budget limitations of the City and will work to ensure a successful cost-effective project.

Our standard budgeting and estimating process is based on years of experience which yield realistic, attainable results. TRC has systematized the project management process by tracking progress beginning in the proposal phase through major milestones and following through to the end of construction.

It is TRC’s goal to meet the operating budget for all our projects. With over 50 years of municipal engineering experience, TRC is very capable of anticipating and resolving typical project issues such as contractor access, storm water pollution prevention, budget constraints, product availability, permitting, and public.

4.3 QUALITY

It is TRC’s policy to assure the quality of its services through the implementation of a formal Quality Management (QM) Program. TRC’s QM Program is based on the substantive elements of ISO 9001 (i.e., the international quality management system standard) and other guidance provided in prominent regulatory and industry standards. TRC commits to quality and ensures that the quality function has the necessary freedom to implement an effective program without undue bias or pressure.

TRC’s QM Program promotes the achievement of quality and performance objectives by planning, documenting, and integrating customized quality programs based on the project-specific quality requirements into each project or contract. A goal of the QM Program is to assist TRC’s managers and other personnel in fulfilling their responsibilities through a philosophy of identifying quality requirements (e.g., scope of work, regulations, schedules, budgets) and providing procedural guidance for achieving the applicable project requirements.

Highlights of the TRC QM Program include the following minimum expectations:

- Prior to commencing work, the complete scope of the project must be understood and processes and controls in place to make sure that our work fulfills those requirements.
- Proposals and project plans include budgets that are adequate to complete the scope of work, including all appropriate quality controls.
- Projects are staffed to ensure that team capabilities and expertise are in line with the job requirements.
- Independent peer review, as defined by the Civil Engineering Services Practice, applies to all CES Projects and is consistently implemented.
- Communication between managers and employees is encouraged and recognized as a vital component of an effective quality management program.
As per policy, TRC Central Region Infrastructure Practice has established a Quality Management Plan (QMP) that translates the TRC policy into requirements, procedures, and conventions that are adopted by the Practice. The Practice-specific QMPs describe minimum quality-related expectations and/or specific guidelines for project management, staff goals, routine activities that affect the quality of services provided to TRC clients and project deliverables. TRC’s Quality Program is communicated to all staff through an internal website that also includes QM-related guidelines, forms, policies, and standard operating procedures as applicable to each Practice. TRC employees are required to read and understand the QM Program as documented in the Quality Management Policy and their Practice-specific QMP. Copies of QMPs are available for review upon request.

SECTION 5 - CAPACITY TO PERFORM

5.1 OVERVIEW

Over the years, TRC has established significant experience in infrastructure projects. Our communications approach has proven successful with our clients. This office displays professional integrity and competence in all its efforts. This includes the adherence to professional standards of conduct in the engineering profession, providing service to our clients, as well as respect and protection of client data and privileged information. The staff at TRC is composed of individuals who have earned their position through formal education, as well as actual job experience. The key staff employees assigned to this project will have in excess of 100 years combined experience. This background has been gained through working as employees for municipal governments, the State Highway Department, contractors, and for consulting engineers. TRC is highly interested in being assigned this work and our staff is looking forward to the project. We have no conflict of interest or outside influence of this work.

Performance of this firm by all accounts of government officials and staff has been very reliable over the years. This office has been able to correspond and work very closely with any and all personnel and elected officials. It seems evident that the performance of this office has been proven purely by the tenure of TRC with these clients.

5.2 QUALIFICATIONS OF ENGINEERS-IN-CHARGE

As the professionals responsible for the coordination of various disciplines, communication with the client and other agencies, as well as the overall progress of the project, the most important position on the City’s project is the team members. TRC has assembled an experienced and capable project team to fulfill the various roles required for this project. TRC chooses Project Managers carefully for their knowledge, experience, and capabilities to provide the necessary support for a successful project.
The Project Manager (PM) for this project will be Mr. K. Beau Perry, P.E. who has over 17 years of experience that includes projects which range from water and sewerage system expansions, street paving and drainage design to comprehensive planning, park improvements projects and other associated study, correspondence, and research. Mr. Perry serves the City of Elgin as the Consulting Engineer and is currently the City Engineer of record with TML. He has provided general civil engineering services to various Cities, depending on their specific needs. Services include general review functions for various projects; plan review for all new development including residential, commercial and capital improvement projects. Mr. Perry has provided master plans, capital improvements plans and phasing, as well as water, wastewater, and thoroughfare impact fee updates. Mr. Perry has also provided mapping needs for utilities, roadways, zonings, land annexations, base maps, and specialty maps. Mr. Perry assisted public works departments by mapping water and sewer line locations, pipe diameter, hydrant and valve locations, manholes, cleanouts, and an analysis of the overall number of miles of water and sewer line. Mr. Perry has assisted clients in obtaining funding from the following agencies: Texas Water Development Board (TWDB), Texas Department of Transportation (TxDOT), Texas Parks and Wildlife (TPWD), Texas Department of Agriculture (TDA), U.S. Department of Commerce Economic Development Administration (EDA), U.S. Department of Agriculture Rural Development (RD), U.S. Department of Agriculture Natural Resource Conservation Service (NRCS), Federal Emergency Management Agency (FEMA). Mr. Perry would certainly be qualified to handle the proposed engineering project for the City.

**Quality Assurance/Quality Control** - Responsible for project oversight, works autonomously with the PM and Project Engineers to ensure that TRC’s high levels of quality are being met. The QA/QC is not in a direct line between the PM and the Project Engineers, so that they may maintain an objective point of view for each project. Though they may not be directly involved in the progress of the project, they are available to administer advice.

**Project Engineers** - Project engineers coordinate day-to-day activities for each project and answer directly to the PM. The project engineer is responsible for leading a team of Professional Engineers, PMs, EITs, CAD Drafters, and Administrative Staff to produce deliverables to be reviewed by the Project Manager before being provided to the client. Drawing on an impressive array of projects, TRC understands that each project has unique aspects and project management requirements. TRC employs highly skilled and certified PM professionals to manage our projects at a more involved level than the standard triple constraint of scope, time, and budget. TRC provides clients with products that are On Scope, On Schedule, using the most efficient Resources, delivering High Quality results, with minimum Risk.

A partial list of the professionals available to work on this project are listed in the table below while their résumés are in Appendix D.

### KEY PERSONNEL

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Registration No.</th>
<th>Total Years Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td>K. Beau Perry, P.E.</td>
<td>Project Manager</td>
<td>TX PE #98450</td>
<td>17</td>
</tr>
<tr>
<td>H. Craig Bell, P.E.</td>
<td>Project Engineer</td>
<td>TX PE #66078</td>
<td>36</td>
</tr>
<tr>
<td>Name</td>
<td>Role</td>
<td>Registration No.</td>
<td>Total Years Experience</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------------</td>
<td>------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>Sean Cook, P.E.</td>
<td>Project Engineer</td>
<td>TX PE #99589</td>
<td>24</td>
</tr>
<tr>
<td>Kim Culp, P.E.</td>
<td>Project Engineer</td>
<td>TX PE #88467</td>
<td>18</td>
</tr>
<tr>
<td>Ben Sharon, P.E.</td>
<td>Electrical Engineer</td>
<td>TX PE #119935</td>
<td>17</td>
</tr>
<tr>
<td>Reza, P.E.</td>
<td>Structural Engineer</td>
<td>TX PE #130726</td>
<td>14</td>
</tr>
<tr>
<td>Jeff Dahm, P.E.</td>
<td>Project Engineer</td>
<td>TX PE #114235</td>
<td>9</td>
</tr>
</tbody>
</table>

Additionally, TRC has the following Austin staffing resources to provide the City of Marble Falls for the required task.

- Professional Engineers: 24
- Engineers-in-Training: 10
- Other Professionals/Technicians: 10
- Administrative: 6

5.3 ADDITIONAL RESOURCES

TRC will provide all special services required for this project including surveying, environmental review, historic review, and cultural review. TRC’s sister company, TRC Environmental Corp. (also located in Austin) will provide all environmental services. Many of the grant-funded projects require environmental clearance and TRC is ready to provide these services if requested by the City of Marble Falls.

TRC professionals bring several unique and innovative offerings to the Texas environmental and engineering marketplace. Our team of environmental engineers, scientists, geologists, archaeologists, air and water quality experts, and compliance specialists has been providing customer-focused solutions to the environmental aspects of infrastructure development. We provide engineering, scientific, and technical environmental services to customers in various industries. These services include pollution control, waste management, auditing and assessment, permitting and compliance, design and engineering, and natural and cultural resource management. We specialize in air quality and emissions control, licensing new and expanded facilities, and investigating and cleaning up environmentally impaired sites. We focus on the following services:

- Environmental Permitting
- Environmental Engineering
- Brownfield / Redevelopment
- Restoration & Litigation Support
- Air Quality
- Site Selection & Due Diligence

TRC is a leader in implementing innovative and cost-effective fixed-cost remediation solutions for sites that range from discontinued corporate operations to federal Superfund sites. We help clients resolve environmental issues in full compliance with federal, state, and local environmental laws. Clients turn to us to help rehabilitate older business processes to increase efficiency and productivity, during mergers and acquisitions, and to redevelop former industrial properties to meet changing urban demographic patterns. Our site characterization experience
ranges from Phase I assessments of undeveloped land to detailed investigations of single spills or waste management units to complex facility-wide investigations.

SECTION 6 - REFERENCES

Over the last half century, TRC has developed the knowledge and technical expertise to tackle the most complex design challenges. With the large pool of resources to draw upon, TRC has the capacity to provide services to small and large clients alike.

TRC takes great pride in maintaining long-term relationships with City and County staff listed in the table below. Our clients think highly of the services and attention we provide them. Providing long-term services to our clients means we can relate to the needs and constraints of municipalities. Having worked in these clients for as long as we have is evidence that we are doing something right and continue to prove our capability to perform.

<table>
<thead>
<tr>
<th>Client</th>
<th>Contact Person</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edwards County</td>
<td>Judge Souli Shanklin</td>
<td>(830) 683-6122</td>
</tr>
<tr>
<td>City of Elgin</td>
<td>Joe Parten</td>
<td>(512) 281-0119</td>
</tr>
<tr>
<td>Guadalupe-Blanco River Authority</td>
<td>John Smith</td>
<td>(830) 379-5822</td>
</tr>
<tr>
<td>City of Hallettsville</td>
<td>Grace Ward</td>
<td>(361) 798-3681</td>
</tr>
<tr>
<td>City of Hearne</td>
<td>John Noran</td>
<td>(979) 279-3461</td>
</tr>
<tr>
<td>City of Lott</td>
<td>Mayor Annita Tindle</td>
<td>(254) 584-2681</td>
</tr>
<tr>
<td>City of Luling</td>
<td>Mayor Mike Hendricks</td>
<td>(830) 875-2481</td>
</tr>
<tr>
<td>City of Lytle</td>
<td>Mayor Mark Bowen</td>
<td>(830) 772-3692</td>
</tr>
<tr>
<td>City of Lockhart</td>
<td>Sean</td>
<td>(512) 398-6452</td>
</tr>
<tr>
<td>City of Seguin</td>
<td>David Rabago, PE</td>
<td>(830) 386-2594</td>
</tr>
<tr>
<td>City of Teague</td>
<td>Theresa Prasil</td>
<td>(254) 739-2547</td>
</tr>
<tr>
<td>Texas Water Development Board</td>
<td>Larry A. Zamzow</td>
<td>(512)-463-8507</td>
</tr>
<tr>
<td>City of Yoakum</td>
<td>Kevin Coleman</td>
<td>(361) 293-6321</td>
</tr>
</tbody>
</table>

We take pride in the repeat business we have received over the years and are committed to ensure satisfaction and to exceed expectations in everything we do. The experience of our engineers in the public and private sectors, combined with the most advanced computer design software and drafting systems, enable TRC to maintain a professionally managed staff and provide quality controlled services to our clients. As evidenced by this repeat business, our clients know that we provide expertise, experience, and quality in a manner customized to meet their individual needs.

SECTION 7 - AFFIRMATIVE ACTION – EQUAL OPPORTUNITY EMPLOYER

TRC is an affirmative action organization. Should a separate affirmative action plan be requested, TRC is eager and willing to complete said plan such that it is acceptable to the City of Marble Falls.
TRC works to maintain the goals established by the client to incorporate Historically Underutilized Businesses (HUB), Disadvantaged Business Enterprise (DBE), Small Woman-Owned Business Enterprise (SWBE), Minority Business Enterprise (MBE), and Disabled Veteran Business Enterprise (VBE). The incorporation of sub consultants will meet or exceed the HUB requirements pursuant to Texas Government Code, Chapter 2161.

SECTION 8 - SUMMARY

Why TRC?

➢ TRC offers direct experience with a variety of local area infrastructure projects and has a proven track record for administering, coordinating, and completing funded projects within budget and on time.

➢ TRC’s team and key personnel bring extensive knowledge and experience related to all aspects of paving, drainage, water, wastewater, streetscape and environmental projects.

➢ TRC’s local office in Austin can provide immediate support to assist the City as needed.

➢ TRC has over 4,000 professionals to assist and compliment this project as needed.

➢ TRC’s commitment to the City of Marble Falls will not end with completion of the contractual requirements. In keeping with our commitment to project ownership, we will continue to remain available to the City even beyond project close-out to monitor project performance, provide recommendations for service, and maintenance activities as warranted.
APPENDIX A

Partial List of Federal and State Funded Projects
# LIST OF FEDERAL AND STATE FUNDED PROJECTS

<table>
<thead>
<tr>
<th>Client</th>
<th>Type of Work</th>
<th>Construction Cost</th>
<th>Status</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Dilley</td>
<td>Water and Sewer Construction</td>
<td>$700,000</td>
<td>Complete</td>
<td>USDA</td>
</tr>
<tr>
<td>City of Elgin</td>
<td>CLR/FM 1100/SH 95 No. Sidewalk</td>
<td>$690,000</td>
<td>Under Construction</td>
<td>TxDOT</td>
</tr>
<tr>
<td>City of Elgin</td>
<td>Replace 18&quot; Water Main; Water Treatment Plant; Water Well; Elevated Tank; Rehab Existing Elevated Tank; Rehab Existing GSR</td>
<td>$7,300,000</td>
<td>Complete</td>
<td>USDA</td>
</tr>
<tr>
<td>City of Elgin</td>
<td>Water Treatment Plant and Distribution</td>
<td>$750,000</td>
<td>Complete</td>
<td>EDA / HUD</td>
</tr>
<tr>
<td>City of Elgin</td>
<td>Sewage Collection System</td>
<td>$120,000</td>
<td>Complete</td>
<td>HUD</td>
</tr>
<tr>
<td>City of Elgin</td>
<td>Sewage Collection System Improvement</td>
<td>$200,000</td>
<td>Complete</td>
<td>HUD</td>
</tr>
<tr>
<td>City of Elgin</td>
<td>1980 Drainage, Street, Park, Housing</td>
<td>$500,000</td>
<td>Complete</td>
<td>HUD</td>
</tr>
<tr>
<td>City of Elgin</td>
<td>Streets, Housing Rehabilitation</td>
<td>$500,000</td>
<td>Complete</td>
<td>HUD</td>
</tr>
<tr>
<td>City of Elgin</td>
<td>Streets, Housing Rehab, Sidewalks</td>
<td>$500,000</td>
<td>Complete</td>
<td>HUD</td>
</tr>
<tr>
<td>City of Elgin</td>
<td>Sewage Treatment Plant Expansion</td>
<td>$900,000</td>
<td>Complete</td>
<td>EPA</td>
</tr>
<tr>
<td>City of Elgin</td>
<td>Center Projects</td>
<td>$2,020,300</td>
<td>Complete</td>
<td>TxDOT</td>
</tr>
<tr>
<td>City of Elgin</td>
<td>FM 1100 Conceptual Study</td>
<td>$10,000,000</td>
<td>Complete</td>
<td>TxDOT</td>
</tr>
<tr>
<td>City of Gonzales</td>
<td>Riverbank Stabilization</td>
<td>$440,000</td>
<td>Complete</td>
<td>NRCS</td>
</tr>
<tr>
<td>City of Groesbeck</td>
<td>Street and Box Culvert Improvements</td>
<td>$190,000</td>
<td>Complete</td>
<td>HUD</td>
</tr>
<tr>
<td>City of Hallettsville</td>
<td>Drainage Improvements</td>
<td>$500,000</td>
<td>Complete</td>
<td>HUD</td>
</tr>
<tr>
<td>City of Hamilton</td>
<td>WWTP Modifications</td>
<td>$3,000,000</td>
<td>Complete</td>
<td>USDA</td>
</tr>
<tr>
<td>City of Hamilton</td>
<td>Airport Improvements</td>
<td>$1,200,000</td>
<td>Complete</td>
<td>HUD</td>
</tr>
<tr>
<td>Kinney County</td>
<td>Anacacho Lane Low Water Crossing</td>
<td>$150,000</td>
<td>Complete</td>
<td>TxDOT</td>
</tr>
<tr>
<td>Kinney County</td>
<td>Spofford Street Improvements</td>
<td>$600,000</td>
<td>Complete</td>
<td>TxDOT</td>
</tr>
<tr>
<td>Kinney County</td>
<td>Spofford Road Paving Project</td>
<td>$700,000</td>
<td>Complete</td>
<td>TxDOT</td>
</tr>
<tr>
<td>Kinney County</td>
<td>Rehab County Streets and Drainage</td>
<td>$250,000</td>
<td>Complete</td>
<td>FEMA</td>
</tr>
<tr>
<td>Client</td>
<td>Type of Work</td>
<td>Construction Cost</td>
<td>Status</td>
<td>Funding Source</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------------------------</td>
<td>-------------------</td>
<td>---------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Kinney County</td>
<td>Kinney County Road Paving Project</td>
<td>$690,000</td>
<td>Complete</td>
<td>BCAP</td>
</tr>
<tr>
<td>City of Lockhart</td>
<td>Street Improvements</td>
<td>$230,000</td>
<td>Complete</td>
<td>HUD</td>
</tr>
<tr>
<td>City of Lockhart</td>
<td>Water Line Construction</td>
<td>$180,000</td>
<td>Complete</td>
<td>HUD</td>
</tr>
<tr>
<td>City of Lockhart</td>
<td>Street Paving and Water Main</td>
<td>$350,000</td>
<td>Complete</td>
<td>HUD</td>
</tr>
<tr>
<td>City of Lockhart</td>
<td>Treatment Plant</td>
<td>$1,700,000</td>
<td>Complete</td>
<td>EPA</td>
</tr>
<tr>
<td>City of Luling</td>
<td>River Bank Stabilization</td>
<td>$987,000</td>
<td>Complete</td>
<td>NRCS</td>
</tr>
<tr>
<td>City of Luling</td>
<td>Industrial Park Water System</td>
<td>$2,200,000</td>
<td>Complete</td>
<td>EDA</td>
</tr>
<tr>
<td>City of Luling</td>
<td>Luling Bridal Path Sewer</td>
<td>$300,000</td>
<td>Complete</td>
<td>EDA</td>
</tr>
<tr>
<td>City of Marble Falls</td>
<td>Water Pump Station and Pipeline</td>
<td>$320,000</td>
<td>Complete</td>
<td>HUD</td>
</tr>
<tr>
<td>City of Marlin</td>
<td>18&quot; Water Main</td>
<td>$400,000</td>
<td>Complete</td>
<td>EDA</td>
</tr>
<tr>
<td>City of Marlin</td>
<td>Wastewater Collection and Treatment</td>
<td>$1,100,000</td>
<td>Complete</td>
<td>EDA</td>
</tr>
<tr>
<td>City of Marlin</td>
<td>Wastewater and Water System Improvements</td>
<td>$250,000</td>
<td>Complete</td>
<td>TxDOT</td>
</tr>
<tr>
<td>City of Natalia</td>
<td>Streets and Drainage Improvements</td>
<td>$245,000</td>
<td>Complete</td>
<td>FEMA</td>
</tr>
<tr>
<td>City of New Braunfels</td>
<td>Sewage Treatment Plant</td>
<td>$3,800,000</td>
<td>Complete</td>
<td>EPA</td>
</tr>
<tr>
<td>Real County</td>
<td>Stroman Rd. Ditch Rehabilitation</td>
<td>$120,000</td>
<td>Complete</td>
<td>TxDOT</td>
</tr>
<tr>
<td>City of Seguin</td>
<td>Storm Water Pump Station</td>
<td>$440,000</td>
<td>Complete</td>
<td>FEMA</td>
</tr>
<tr>
<td>City of Seguin</td>
<td>FM 466 Street Project</td>
<td>$175,000</td>
<td>Complete</td>
<td>TxDOT</td>
</tr>
<tr>
<td>City of Seguin</td>
<td>SH 123 Bypass and Jim Barnes</td>
<td>$200,000</td>
<td>Complete</td>
<td>TxDOT</td>
</tr>
<tr>
<td>City of Seguin</td>
<td>WWTP Sand Drying Beds</td>
<td>$250,000</td>
<td>Complete</td>
<td>FEMA</td>
</tr>
<tr>
<td>City of Seguin</td>
<td>River Bank Stabilization</td>
<td>$270,000</td>
<td>Complete</td>
<td>NRCS</td>
</tr>
<tr>
<td>City of Seguin</td>
<td>Baxter Street Reconstruction</td>
<td>$2,000,000</td>
<td>Complete</td>
<td>TxDOT</td>
</tr>
<tr>
<td>City of Seguin</td>
<td>Park West Sidewalk</td>
<td>$973,862</td>
<td>Under Construction</td>
<td>TxDOT</td>
</tr>
<tr>
<td>City of Smithville</td>
<td>Drainage Improvements</td>
<td>$125,000</td>
<td>Complete</td>
<td>EDA</td>
</tr>
<tr>
<td>City of Smithville</td>
<td>Parks Improvements</td>
<td>$60,000</td>
<td>Complete</td>
<td>BOR</td>
</tr>
<tr>
<td>City of Teague</td>
<td>WWTP Improvements/Sludge Removal Project</td>
<td>$1,331,088</td>
<td>Complete</td>
<td>USDA</td>
</tr>
</tbody>
</table>
### Professional Engineering Design Services for City of Marble Falls
FEMA Hazard Mitigation Assistance

#### Appendix A

<table>
<thead>
<tr>
<th>Client</th>
<th>Type of Work</th>
<th>Construction Cost</th>
<th>Status</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uvalde County</td>
<td>Low-Water Crossing Project</td>
<td>$300,000</td>
<td>Complete</td>
<td>DOI</td>
</tr>
<tr>
<td>White Pine County</td>
<td>White Pine County Water and Sewer PER</td>
<td>N/A</td>
<td>Complete</td>
<td>USDA</td>
</tr>
<tr>
<td>City of Yoakum</td>
<td>Concrete Drainage Channel</td>
<td>$318,000</td>
<td>Complete</td>
<td>HUD</td>
</tr>
<tr>
<td>City of Yoakum</td>
<td>Street Improvements</td>
<td>$360,000</td>
<td>Complete</td>
<td>HUD</td>
</tr>
<tr>
<td>City of Yoakum</td>
<td>0.3 Million Gallon Elevated Tank</td>
<td>$245,000</td>
<td>Complete</td>
<td>HUD</td>
</tr>
<tr>
<td>City of Yoakum</td>
<td>Sanitary Sewer Improvements Project–Year I</td>
<td>$2,132,000</td>
<td>Complete</td>
<td>TWDB</td>
</tr>
<tr>
<td>City of Yoakum</td>
<td>Sanitary Sewer Improvements Project–Year II</td>
<td>$2,745,000</td>
<td>Complete</td>
<td>TWDB</td>
</tr>
<tr>
<td>City of Yoakum</td>
<td>Sanitary Sewer Improvements Project–Year III</td>
<td>$2,130,000</td>
<td>Complete</td>
<td>TWDB</td>
</tr>
</tbody>
</table>

### LIST OF STATE FUNDED PROJECTS

<table>
<thead>
<tr>
<th>Client</th>
<th>Type of Work</th>
<th>Construction Cost</th>
<th>Status</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bastrop County</td>
<td>Sewer Extensions</td>
<td>$200,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>Bastrop County</td>
<td>Drainage Improvements</td>
<td>$320,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Big Wells</td>
<td>2013 Water Main Improvements</td>
<td>$133,567</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>City of Big Wells</td>
<td>TxCDBG Downtown Revitalization</td>
<td>$202,000</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>City of Big Wells</td>
<td>2011 TxCDBG Water Project</td>
<td>$67,000</td>
<td>Complete</td>
<td>TDRA</td>
</tr>
<tr>
<td>City of Big Wells</td>
<td>2009 STEP Water Project</td>
<td>$95,000</td>
<td>Complete</td>
<td>TDRA</td>
</tr>
<tr>
<td>City of Brackettville</td>
<td>TxCDBG Disaster Relief Fund Project</td>
<td>$250,000</td>
<td>Complete</td>
<td>TDA</td>
</tr>
<tr>
<td>City of Brackettville</td>
<td>2009 STEP Water Project</td>
<td>$525,000</td>
<td>Complete</td>
<td>TDRA</td>
</tr>
<tr>
<td>City of Brackettville</td>
<td>Water Mains</td>
<td>$136,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Brackettville</td>
<td>Booster Station</td>
<td>$136,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Brackettville</td>
<td>Brackettville Street Survey</td>
<td>N/A</td>
<td>Complete</td>
<td>TDRA</td>
</tr>
<tr>
<td>City of Brackettville</td>
<td>TxCDBG 2013 Street Improvements</td>
<td>$170,000</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>City of Camp Wood</td>
<td>Water Mains</td>
<td>$96,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>Client</td>
<td>Type of Work</td>
<td>Construction Cost</td>
<td>Status</td>
<td>Funding Source</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>-------------------</td>
<td>------------</td>
<td>----------------</td>
</tr>
<tr>
<td>City of Camp Wood</td>
<td>TCF Downtown Revitalization Program</td>
<td>$170,300</td>
<td>Complete</td>
<td>TDA</td>
</tr>
<tr>
<td>City of Camp Wood</td>
<td>Water Well</td>
<td>$245,000</td>
<td>Complete</td>
<td>TDA</td>
</tr>
<tr>
<td>City of Camp Wood</td>
<td>Lift Station Rehab</td>
<td>$92,385</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>City of Camp Wood</td>
<td>Downtown Revitalization Program Sidewalks Phase II</td>
<td>$258,161</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>City of Camp Wood</td>
<td>2017 CDBG Generator and Water/Wastewater Improvements</td>
<td>275,000</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>Caldwell County</td>
<td>Road Improvements</td>
<td>$450,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Celina</td>
<td>Northside Sewer Improvement</td>
<td>$450,000</td>
<td>Complete</td>
<td>TCDP</td>
</tr>
<tr>
<td>City of Celina</td>
<td>Southside Sewer Improvement</td>
<td>$555,000</td>
<td>Complete</td>
<td>TCDP</td>
</tr>
<tr>
<td>City of Crystal City</td>
<td>Water Line Improvements</td>
<td>$260,000</td>
<td>Complete</td>
<td>ORCA</td>
</tr>
<tr>
<td>City of Crystal City</td>
<td>Drainage Improvements</td>
<td>$600,000</td>
<td>Complete</td>
<td>FEMA/ORCA</td>
</tr>
<tr>
<td>City of Crystal City</td>
<td>2011 TDRA Sewer Improvements</td>
<td>$65,000</td>
<td>Complete</td>
<td>TDA</td>
</tr>
<tr>
<td>City of Del Rio</td>
<td>2009/10 TxCDBG Planning/Capacity Building Fund</td>
<td>$59,900</td>
<td>Complete</td>
<td>TDRA</td>
</tr>
<tr>
<td>City of Dilley</td>
<td>2007 Water Improvements</td>
<td>$250,000</td>
<td>Complete</td>
<td>TDRA</td>
</tr>
<tr>
<td>City of Dilley</td>
<td>2007 Water, Street, Drainage Improvements</td>
<td>$700,000</td>
<td>Complete</td>
<td>TDRA</td>
</tr>
<tr>
<td>City of Dilley</td>
<td>2009 Water Improvements</td>
<td>$250,000</td>
<td>Complete</td>
<td>TDRA</td>
</tr>
<tr>
<td>City of Dilley</td>
<td>Dilley Infrastructure Improvements</td>
<td>$250,000</td>
<td>Complete</td>
<td>TDRA</td>
</tr>
<tr>
<td>City of Dilley</td>
<td>2011 CDBG Lift Station Improvements</td>
<td>$252,145</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>City of Dilley</td>
<td>2013 CDBG Generator Project</td>
<td>$221,360</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>Edwards County</td>
<td>Concrete Low-Water Crossings</td>
<td>$255,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>Edwards County</td>
<td>County Fairgrounds Restroom Improvements</td>
<td>$97,000</td>
<td>Complete</td>
<td>TDA</td>
</tr>
<tr>
<td>Edwards County</td>
<td>2015 On-Site Sewage Facility</td>
<td>$132,000</td>
<td>Complete</td>
<td>TDA</td>
</tr>
<tr>
<td>Edwards County</td>
<td>Fire Station</td>
<td>$250,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>Edwards County</td>
<td>New Well and System for a Colonia</td>
<td>$435,000</td>
<td>Complete</td>
<td>ORCA</td>
</tr>
<tr>
<td>Client</td>
<td>Type of Work</td>
<td>Construction Cost</td>
<td>Status</td>
<td>Funding Source</td>
</tr>
<tr>
<td>--------------------</td>
<td>----------------------------------------</td>
<td>-------------------</td>
<td>------------</td>
<td>----------------</td>
</tr>
<tr>
<td>City of Elgin</td>
<td>2016 Water Main Improvements</td>
<td>$220,850</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>City of Elgin</td>
<td>Sidewalk Improvements</td>
<td>$143,950</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Elgin</td>
<td>Planning Grant</td>
<td>$55,500</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Elgin</td>
<td>Drainage Improvements</td>
<td>$392,000</td>
<td>Complete</td>
<td>TDCA</td>
</tr>
<tr>
<td>City of Elgin</td>
<td>2012 Sidewalk Improvements</td>
<td>$148,880</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>City of Elgin</td>
<td>Street Paving</td>
<td>$290,000</td>
<td>Complete</td>
<td>TDCA</td>
</tr>
<tr>
<td>City of Elgin</td>
<td>Street Paving</td>
<td>$200,000</td>
<td>Complete</td>
<td>TDOC</td>
</tr>
<tr>
<td>City of Elgin</td>
<td>Water and Sewage System Improvement</td>
<td>$300,000</td>
<td>Complete</td>
<td>TDWR</td>
</tr>
<tr>
<td>City of Elgin</td>
<td>Westbrook Lane Lift Station, Sewer, &amp; Water</td>
<td>$650,000</td>
<td>Complete</td>
<td>ORCA</td>
</tr>
<tr>
<td>City of Elgin</td>
<td>18&quot; Water Main Phase I</td>
<td>$250,000</td>
<td>Complete</td>
<td>TDA</td>
</tr>
<tr>
<td>City of Elgin</td>
<td>18&quot; Water Main Phase II</td>
<td>$250,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Elgin</td>
<td>Park Improvements</td>
<td>$500,000</td>
<td>Complete</td>
<td>TP&amp;W</td>
</tr>
<tr>
<td>City of Elgin</td>
<td>Comprehensive Plan</td>
<td>$91,835</td>
<td>Complete</td>
<td>ORCA</td>
</tr>
<tr>
<td>City of Ennis</td>
<td>Paving, Railroad, Water and Sewer Lines</td>
<td>$500,000</td>
<td>Complete</td>
<td>TCFED</td>
</tr>
<tr>
<td>City of Ennis</td>
<td>Water and Sewer Improvements</td>
<td>$250,000</td>
<td>Complete</td>
<td>TDOC</td>
</tr>
<tr>
<td>Falls County</td>
<td>Bridge Improvements</td>
<td>$350,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Ferris</td>
<td>Sewer Lift Station Rehabilitation</td>
<td>$260,000</td>
<td>Complete</td>
<td>TDCP</td>
</tr>
<tr>
<td>City of Ferris</td>
<td>Water Line Improvements</td>
<td>$290,000</td>
<td>Complete</td>
<td>TDCP</td>
</tr>
<tr>
<td>City of Frisco</td>
<td>Downtown Sewer</td>
<td>$325,000</td>
<td>Complete</td>
<td>TCDP</td>
</tr>
<tr>
<td>GBRA</td>
<td>Wastewater Improvements</td>
<td>$5,400,000</td>
<td>Complete</td>
<td>TWDB</td>
</tr>
<tr>
<td>City of Gonzales</td>
<td>Sewer System Improvements</td>
<td>$350,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Gonzales</td>
<td>Sewer System Improvements</td>
<td>$250,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>Gonzales County</td>
<td>Road Improvements</td>
<td>$650,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Greenville</td>
<td>Sewer System Improvements</td>
<td>$250,000</td>
<td>Complete</td>
<td>TCDP</td>
</tr>
<tr>
<td>City of Groesbeck</td>
<td>Park Improvements</td>
<td>$55,000</td>
<td>Complete</td>
<td>TP&amp;W</td>
</tr>
<tr>
<td>City of Halletsville</td>
<td>Water Lines 2014</td>
<td>$260,000</td>
<td>Complete</td>
<td>TDA</td>
</tr>
<tr>
<td>City of Halletsville</td>
<td>2009 Sewer Improvements</td>
<td>$212,092</td>
<td>Complete</td>
<td>TDRA</td>
</tr>
<tr>
<td>City of Halletsville</td>
<td>2007 Water Project</td>
<td>$420,000</td>
<td>Complete</td>
<td>TDA</td>
</tr>
<tr>
<td>City of Halletsville</td>
<td>Morgan Building St. Project</td>
<td>$194,970</td>
<td>Complete</td>
<td>TDA</td>
</tr>
<tr>
<td>City of Hamilton</td>
<td>Water Line Improvements</td>
<td>$201,000</td>
<td>Complete</td>
<td>TDOC</td>
</tr>
<tr>
<td>Client</td>
<td>Type of Work</td>
<td>Construction Cost</td>
<td>Status</td>
<td>Funding Source</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------------------------------------------------------</td>
<td>-------------------</td>
<td>------------</td>
<td>----------------</td>
</tr>
<tr>
<td>City of Hamilton</td>
<td>Water System Improvements</td>
<td>$195,000</td>
<td>Complete</td>
<td>TDOC</td>
</tr>
<tr>
<td>City of Hamilton</td>
<td>Water System Improvements</td>
<td>$235,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Hamilton</td>
<td>2007 Wastewater Improvements</td>
<td>$250,000</td>
<td>Complete</td>
<td>ORCA</td>
</tr>
<tr>
<td>City of Hamilton</td>
<td>Hamilton WWTP Pump Station</td>
<td>$80,000</td>
<td>Complete</td>
<td>TDRA</td>
</tr>
<tr>
<td>City of Hamilton</td>
<td>Hamilton 2009 Water Project</td>
<td>$250,000</td>
<td>Complete</td>
<td>TDRA</td>
</tr>
<tr>
<td>City of Hamilton</td>
<td>2011 TDRA Sewer Project</td>
<td>$227,500</td>
<td>Complete</td>
<td>TDRA</td>
</tr>
<tr>
<td>City of Hearne</td>
<td>2010 CDBG Sewer Project</td>
<td>$220,000</td>
<td>Complete</td>
<td>TDRA</td>
</tr>
<tr>
<td>City of Hearne</td>
<td>2008 Sewer Replacement</td>
<td>$250,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Hearne</td>
<td>2002 Sewer Replacement</td>
<td>$250,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Hearne</td>
<td>2012 TCF 12&quot; Water Main</td>
<td>$156,810</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>City of Hearne</td>
<td>2013 Crossroads Nursing and Rehab Center Street, Sewer and Water Improvements</td>
<td>$609,933</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>City of Hearne</td>
<td>2014 TCF ECMD Pump Station</td>
<td>$213,808</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>City of Hearne</td>
<td>2016 CDBG Pump Station Project</td>
<td>$335,655</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>City of Hutto</td>
<td>Planning Grant</td>
<td>$14,000</td>
<td>Complete</td>
<td>TDCA</td>
</tr>
<tr>
<td>Kinney County</td>
<td>2008 Spofford Road Reconstruction</td>
<td>$275,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>Kinney County</td>
<td>2011 Street Improvements</td>
<td>$173,293</td>
<td>Complete</td>
<td>TDRA</td>
</tr>
<tr>
<td>Kinney County</td>
<td>US 90 and Ranch Road 693 Water Lines</td>
<td>$335,910</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>Kinney County</td>
<td>Septic System Installation</td>
<td>$60,505</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>City of Kaufman</td>
<td>Sewer Improvements</td>
<td>$242,000</td>
<td>Complete</td>
<td>TCDP</td>
</tr>
<tr>
<td>City of Keene</td>
<td>Sewer Improvements</td>
<td>$225,000</td>
<td>Complete</td>
<td>TCDP</td>
</tr>
<tr>
<td>La Salle County</td>
<td>La Salle Rehabilitation of Private Properties</td>
<td>$450,000</td>
<td>Complete</td>
<td>TDRA</td>
</tr>
<tr>
<td>La Salle County</td>
<td>La Salle 2009 Water Project</td>
<td>$250,000</td>
<td>Complete</td>
<td>TDRA</td>
</tr>
<tr>
<td>City of Lockhart</td>
<td>Water and Wastewater System Improvements</td>
<td>$230,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Lockhart</td>
<td>Park Improvements</td>
<td>$400,000</td>
<td>Complete</td>
<td>TP&amp;W</td>
</tr>
<tr>
<td>City of Lockhart</td>
<td>Water and Wastewater System Improvements</td>
<td>$1,300,000</td>
<td>Complete</td>
<td>TWDB</td>
</tr>
<tr>
<td>City of Lockhart</td>
<td>Water Main Improvements</td>
<td>$250,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>Client</td>
<td>Type of Work</td>
<td>Construction Cost</td>
<td>Status</td>
<td>Funding Source</td>
</tr>
<tr>
<td>------------</td>
<td>--------------------------------------------</td>
<td>-------------------</td>
<td>-----------</td>
<td>----------------</td>
</tr>
<tr>
<td>City of Lockhart</td>
<td>Water and Wastewater System Improvements</td>
<td>$250,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Lockhart</td>
<td>Street Improvements</td>
<td>$370,000</td>
<td>Complete</td>
<td>TDCA</td>
</tr>
<tr>
<td>City of Lockhart</td>
<td>Utility Improvements</td>
<td>$255,000</td>
<td>Complete</td>
<td>TDCA</td>
</tr>
<tr>
<td>City of Lockhart</td>
<td>Street Improvements</td>
<td>$100,000</td>
<td>Complete</td>
<td>TDCA</td>
</tr>
<tr>
<td>City of Lockhart</td>
<td>Street Improvements</td>
<td>$216,000</td>
<td>Complete</td>
<td>TDCA</td>
</tr>
<tr>
<td>City of Lockhart</td>
<td>Street Paving</td>
<td>$200,000</td>
<td>Complete</td>
<td>TDOC</td>
</tr>
<tr>
<td>City of Lockhart</td>
<td>Water and Wastewater Systems</td>
<td>$250,000</td>
<td>Complete</td>
<td>TDOC</td>
</tr>
<tr>
<td>City of Lockhart</td>
<td>2015 CDBG Water Improvements</td>
<td>$308,450</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>City of Lott</td>
<td>Sewer System Improvements</td>
<td>$250,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Lott</td>
<td>Water System Improvements</td>
<td>$250,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Lott</td>
<td>Planning Study</td>
<td>$30,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Lott</td>
<td>2011 CDBG WWTP Improvements</td>
<td>$212,000</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>City of Lott</td>
<td>2016 CDBG Water Improvements</td>
<td>$219,350</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>City of Luling</td>
<td>Water and Sewer Improvements</td>
<td>$800,000</td>
<td>Complete</td>
<td>TWDB</td>
</tr>
<tr>
<td>City of Luling</td>
<td>Street Paving</td>
<td>$185,000</td>
<td>Complete</td>
<td>TDOC</td>
</tr>
<tr>
<td>City of Luling</td>
<td>Water Extensions</td>
<td>$215,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Luling</td>
<td>2005 ORCA Sewer</td>
<td>$265,000</td>
<td>Complete</td>
<td>ORCA</td>
</tr>
<tr>
<td>City of Luling</td>
<td>2016 CDBG Sewer Improvements</td>
<td>$275,495</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>City of Lytle</td>
<td>IH-35 Gas Extension Project</td>
<td>$335,000</td>
<td>Complete</td>
<td>TCF</td>
</tr>
<tr>
<td>City of Lytle</td>
<td>IH-35 Gas Extension</td>
<td>$196,900</td>
<td>Complete</td>
<td>TCF</td>
</tr>
<tr>
<td>City of Lytle</td>
<td>TxCDBG 2009 Drainage Project</td>
<td>$260,000</td>
<td>Complete</td>
<td>TDRA</td>
</tr>
<tr>
<td>City of Lytle</td>
<td>Sewer System Improvements</td>
<td>$250,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Lytle</td>
<td>Well Aeration</td>
<td>$235,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Lytle</td>
<td>2016 TxCDBG Water Improvements</td>
<td>$234,510</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>City of Marlin</td>
<td>Water and Sewer Improvements</td>
<td>$310,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Marlin</td>
<td>Water System Improvements</td>
<td>$200,000</td>
<td>Complete</td>
<td>TDCA</td>
</tr>
<tr>
<td>Client</td>
<td>Type of Work</td>
<td>Construction Cost</td>
<td>Status</td>
<td>Funding Source</td>
</tr>
<tr>
<td>-----------------</td>
<td>-------------------------------------</td>
<td>-------------------</td>
<td>-----------</td>
<td>----------------</td>
</tr>
<tr>
<td>City of Marlin</td>
<td>Sewer System Improvements</td>
<td>$360,000</td>
<td>Complete</td>
<td>TDCA</td>
</tr>
<tr>
<td>City of Marlin</td>
<td>Airport Rehabilitation</td>
<td>$45,000</td>
<td>Complete</td>
<td>TAC</td>
</tr>
<tr>
<td>City of Marlin</td>
<td>Sewer System Improvements</td>
<td>$400,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Marlin</td>
<td>Water Treatment Plant</td>
<td>$360,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Marlin</td>
<td>Water Treatment Plant</td>
<td>$330,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Marlin</td>
<td>TDC Prison Water and Sewer</td>
<td>$1,000,000</td>
<td>Complete</td>
<td>TWDB</td>
</tr>
<tr>
<td>City of Marlin</td>
<td>Sewer System Improvements</td>
<td>$400,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Marlin</td>
<td>Wastewater System Improvements</td>
<td>$325,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Marlin</td>
<td>Street Improvements</td>
<td>$300,000</td>
<td>Complete</td>
<td>TDOC</td>
</tr>
<tr>
<td>City of Marlin</td>
<td>Detention Center Water and Sewer</td>
<td>$400,000</td>
<td>Complete</td>
<td>TDOC</td>
</tr>
<tr>
<td>City of Marlin</td>
<td>Planning Study</td>
<td>$36,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Marlin</td>
<td>Street Paving</td>
<td>$250,000</td>
<td>Complete</td>
<td>TDOC</td>
</tr>
<tr>
<td>City of Mason</td>
<td>Water and Sewer Extensions</td>
<td>$75,000</td>
<td>Complete</td>
<td>TDCA</td>
</tr>
<tr>
<td>City of Maypearl</td>
<td>Elevated Water Tank</td>
<td>$1,200,000</td>
<td>Complete</td>
<td>TCDP</td>
</tr>
<tr>
<td>City of Natalia</td>
<td>Well #7</td>
<td>$235,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Natalia</td>
<td>2015 CDBG Sewer Improvements</td>
<td>$204,337</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>City of Natalia</td>
<td>WWTP CDBG 2017</td>
<td>$213,750</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>City of Navasota</td>
<td>Sewer System Improvements</td>
<td>$185,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Navasota</td>
<td>Industrial Park Drainage</td>
<td>$420,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Nixon</td>
<td>Wastewater Treatment Plant</td>
<td>$235,000</td>
<td>Complete</td>
<td>TDOC</td>
</tr>
<tr>
<td>City of Palmer</td>
<td>Sewer Improvements</td>
<td>$219,000</td>
<td>Complete</td>
<td>TCDP</td>
</tr>
<tr>
<td>Real County</td>
<td>Water Facility Improvements</td>
<td>$395,040</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>Robertson County</td>
<td>2009 CDBG Sewer Project</td>
<td>$197,000</td>
<td>Complete</td>
<td>TDRA</td>
</tr>
<tr>
<td>City of Rocksprings</td>
<td>Elevated Tank</td>
<td>$245,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Rocksprings</td>
<td>Street Paving</td>
<td>$135,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Rocksprings</td>
<td>Water Lines</td>
<td>$235,000</td>
<td>Complete</td>
<td>ORCA</td>
</tr>
<tr>
<td>City of Rocksprings</td>
<td>WWTP Improvements Phase I</td>
<td>$250,000</td>
<td>Complete</td>
<td>ORCA</td>
</tr>
<tr>
<td>City of Rocksprings</td>
<td>WWTP Improvements Phase II</td>
<td>$250,000</td>
<td>Complete</td>
<td>ORCA</td>
</tr>
<tr>
<td>City of Rocksprings</td>
<td>Rocksprings 2009 Water/Sewer</td>
<td>$250,000</td>
<td>Complete</td>
<td>TDRA</td>
</tr>
<tr>
<td>Client</td>
<td>Type of Work</td>
<td>Construction Cost</td>
<td>Status</td>
<td>Funding Source</td>
</tr>
<tr>
<td>------------------------</td>
<td>-------------------------------------------------------</td>
<td>-------------------</td>
<td>----------</td>
<td>----------------</td>
</tr>
<tr>
<td>City of Rocksprings</td>
<td>TxCDBG Downtown Revitalization</td>
<td>$165,000</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>City of Rosebud</td>
<td>Sewer System Improvements</td>
<td>$250,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Rosebud</td>
<td>Water and Sewer Improvements</td>
<td>$250,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Sabinal</td>
<td>2014 TCF Downtown Revitalization Project</td>
<td>$123,800</td>
<td>Complete</td>
<td>TCF</td>
</tr>
<tr>
<td>City of Sabinal</td>
<td>Potable Water Storage Tanks Rehab</td>
<td>$311,500</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>City of San Saba</td>
<td>Sewer System Improvements</td>
<td>$235,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Spofford</td>
<td>Disaster Relief Fund Water Line Replacement</td>
<td>$172,140</td>
<td>Complete</td>
<td>TDA</td>
</tr>
<tr>
<td>City of Spofford</td>
<td>On-site Septic Systems &amp; Fire Hydrants</td>
<td>$85,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Teague</td>
<td>Airport Rehabilitation</td>
<td>$35,000</td>
<td>Complete</td>
<td>TAC</td>
</tr>
<tr>
<td>City of Teague</td>
<td>Sewer System Improvements</td>
<td>$320,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Teague</td>
<td>Water Well</td>
<td>$250,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>City of Teague</td>
<td>Teague 2009 Facility Project</td>
<td>$250,000</td>
<td>Complete</td>
<td>TDRA</td>
</tr>
<tr>
<td>Uvalde County</td>
<td>Concrete Low-Water Crossings</td>
<td>$350,000</td>
<td>Complete</td>
<td>TDHCA</td>
</tr>
<tr>
<td>Uvalde County</td>
<td>Knippa WSC Water Improvements and Residential On-Site Septic Systems</td>
<td>$414,358</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>City of Uvalde</td>
<td>Water Well</td>
<td>$245,000</td>
<td>Complete</td>
<td>TDA</td>
</tr>
<tr>
<td>Uvalde County</td>
<td>2014 On-Site Septic System Project</td>
<td>$385,000</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>Val Verde County</td>
<td>US 90 and Escondido Estates Water Lines</td>
<td>$272,566</td>
<td>Complete</td>
<td>TDA</td>
</tr>
<tr>
<td>Val Verde County</td>
<td>Escondido Estates Booster Station</td>
<td>$580,021</td>
<td>Complete</td>
<td>TDA</td>
</tr>
<tr>
<td>Val Verde County</td>
<td>2012 TxCDBG Water Project</td>
<td>$187,000</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>Val Verde County</td>
<td>2013 Water Improvement Project</td>
<td>$186,000</td>
<td>Complete</td>
<td>TDA</td>
</tr>
<tr>
<td>Val Verde County</td>
<td>Water Line- Materials Only</td>
<td>$74,000</td>
<td>Complete</td>
<td>TDA</td>
</tr>
<tr>
<td>City of Van Alstyne</td>
<td>Main St. Water, Sewer and Paving</td>
<td>$485,000</td>
<td>Complete</td>
<td>TCDP</td>
</tr>
<tr>
<td>City of Whitney</td>
<td>Comprehensive Plan</td>
<td>$30,590</td>
<td>Complete</td>
<td>ORCA</td>
</tr>
<tr>
<td>Client</td>
<td>Type of Work</td>
<td>Construction Cost</td>
<td>Status</td>
<td>Funding Source</td>
</tr>
<tr>
<td>--------------</td>
<td>-------------------------------------</td>
<td>-------------------</td>
<td>----------</td>
<td>----------------</td>
</tr>
<tr>
<td>City of Yoakum</td>
<td>2016 CDBG Sewer Improvements</td>
<td>$248,415</td>
<td>Complete</td>
<td>TxCDBG</td>
</tr>
<tr>
<td>City of Yoakum</td>
<td>2012 TDA Sewer Improvements</td>
<td>$125,500</td>
<td>Complete</td>
<td>TDA</td>
</tr>
<tr>
<td>City of Yoakum</td>
<td>Street Paving</td>
<td>$200,000</td>
<td>Complete</td>
<td>TDCA</td>
</tr>
<tr>
<td>City of Yoakum</td>
<td>Airport Rehabilitation</td>
<td>$50,000</td>
<td>Complete</td>
<td>TAC</td>
</tr>
<tr>
<td>City of Yoakum</td>
<td>Park Improvements</td>
<td>$65,000</td>
<td>Complete</td>
<td>TP&amp;W</td>
</tr>
</tbody>
</table>
APPENDIX B

INSURANCE INFORMATION
Acord Certificate of Liability Insurance

**Certificate Number:** 19-20  
**Revisions:**

<table>
<thead>
<tr>
<th>Coverage Type</th>
<th>Description</th>
<th>COA</th>
<th>Policy Number</th>
<th>DED</th>
<th>Limit</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Commercial General Liability</td>
<td>Claim-Made</td>
<td>5341299</td>
<td>$1,000,000</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Contractual Liability</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A</td>
<td>Automobile Liability</td>
<td>Combined Single Limit</td>
<td>4773667 (AOS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>4773668 (MA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Umbrella Liability</td>
<td>Occurrence</td>
<td>U500075712L179A</td>
<td>5,000,000</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>Workers Compensation and Employer's Liability</td>
<td></td>
<td>022296274 (AOS)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>022296275 (CA)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Professionals Liability</td>
<td></td>
<td>PEC0196684303</td>
<td>5,000,000</td>
<td></td>
</tr>
</tbody>
</table>

**Certificate Holder:**

For Proposal Only

**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:

JNOY1
APPENDIX C

System for Award Management
<table>
<thead>
<tr>
<th>ENTITY</th>
<th>TRC ENGINEERS, INC</th>
<th>Status: Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUNS: 196453711</td>
<td>+4:</td>
<td>CAGE Code: 4SV34</td>
</tr>
<tr>
<td>Expiration Date: 12/13/2019</td>
<td>Has Active Exclusion?: No</td>
<td>Debt Subject to Offset?: No</td>
</tr>
<tr>
<td>Address: 8550 United Plaza Blvd, Ste-502</td>
<td>City: Baton Rouge</td>
<td>State/Province: LOUISIANA</td>
</tr>
<tr>
<td>ZIP Code: 70809-0200</td>
<td>Country: UNITED STATES</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ENTITY</th>
<th>TRC ENGINEERS, INC</th>
<th>Status: Active</th>
</tr>
</thead>
<tbody>
<tr>
<td>DUNS: 040760969</td>
<td>+4:</td>
<td>CAGE Code: 3MFD2</td>
</tr>
<tr>
<td>Expiration Date: 05/28/2020</td>
<td>Has Active Exclusion?: No</td>
<td>Debt Subject to Offset?: No</td>
</tr>
<tr>
<td>Address: 10680 WHITE ROCK RD</td>
<td>City: SACRAMENTO</td>
<td>State/Province: CALIFORNIA</td>
</tr>
<tr>
<td>ZIP Code: 95827-0000</td>
<td>Country: UNITED STATES</td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX D

Résumés
KEVIN BEAU PERRY, PE

EDUCATION
M.S., Engineering Management, University of Texas, 2005
B.S., Civil Engineering, Texas A&M University, 2002

PROFESSIONAL REGISTRATIONS/CERTIFICATIONS
P.E., Texas, (#98450), 2006
P.E., New Mexico, (#18799), 2008
P.E., Colorado, (#42897), 2009
P.E., Mississippi, (#19155), 2009
P.E., Louisiana, (#34670), 2009
P.E., Minnesota, (#48074), 2010
P.E., Wisconsin (#41547), 2011
P.E., Indiana (#11100551), 2011
AWWA RAM-W Certified, 2003
Assessment Methodology-Water Certified

AREAS OF EXPERTISE
Mr. Beau Perry, P.E. has management and technical experience in the following general areas:
- Streets & Drainage Systems
- Water/Wastewater Distribution & Collection Systems
- Permitting
- Water/Wastewater Treatment
- Engineering Reports
- City Engineer
- Miscellaneous Projects

REPRESENTATIVE EXPERIENCE
Mr. Perry has over 16 years of experience and progressive responsibility in civil engineering consulting.
His qualifications include extensive hands-on planning, engineering design, permitting, cost estimating,
and project management. Mr. Perry’s background includes extensive service to public and private-sector
clientele including the Cities of Seguin, Rosenberg, Elgin, Hallettsville and Hamilton, Canadian National
Railroad, BNSF Railway, CSX, and Union Pacific Railroad and TxDOT. He currently serves in the
capacity of Vice President for Civil Engineering Services Division with responsibility for Plans,
Specifications & Estimate (PS&E) packages for various fuel, water, sewer, street & drainage projects and
oversight of personnel and operations.

WATER/WASTEWATER DISTRIBUTION & COLLECTION SYSTEMS

Ireland Street Elevated Tank Rehab Project – Seguin, TX
Mr. Perry serves as a team member for this contract. Mr. Perry was responsible for the construction
coordination with the contractor, construction plans and specifications. The project consisted of
repainting interior and exterior of 500,000 gallon elevated tank including lead abatement and
miscellaneous repairs. The project required TCEQ approval.
0.5 MG Elevated Tank Rehab Project – Elgin, TX
Mr. Perry serves as the project manager for this project. Mr. Perry was responsible for the construction coordination with the contractor, design, plans and specifications. The project consisted of repainting interior and exterior of 500,000 gallon elevated tank including lead abatement and miscellaneous repairs. The project required TCEQ and USDA approval.

0.5 MG Ground Storage Reservoir Project – Elgin, TX
Mr. Perry serves as a team member for this project. He was responsible for the construction coordination with the contractor, bid documents, and plan preparation. The project consisted of constructing a new reservoir, site grading improvements and miscellaneous piping improvements to the existing reservoir to allow parallel or series operation. The project required TCEQ and ORCA approval.

0.3 MG Ground Storage Reservoir Rehab Project – Elgin, TX
Mr. Perry serves as the project manager for this project. Currently he is responsible for the construction coordination with the contractor. The project consists of repainting interior and exterior of 300,000 gallon ground storage reservoir including welding the existing roof to the interior rafters and miscellaneous repairs. The project required TCEQ and USDA approval.

Brazos Electric Power Cooperative, Inc., Jack County Generation Facility – TX
Mr. Perry served as a team member for this contract. The contract involved water line design, preparation of construction plans, and construction management through the completion of the project. The project was completed in a design build format with Holloman Corporation. The project required approval by TxDOT and Jack and Wise Counties. The project consisted of 66,050 L.F. of 20” water line and 67,550 L.F. of 24” gas line.

Boot Ranch Development – Fredericksburg, TX
Mr. Perry serves as a team member for this contract. Currently he is responsible for the design of transferring non-potable water from City of Fredericksburg WWTP to a private development. The project consists of construction 5 miles of 10” reuse main, 10,000 L.F. of 18” gravity sewer main, booster stations (2), pond lining and reusing 4 miles of existing abandoned 10” water main to be completed in cooperation with developer and City. The project included feasibility studies, and will require TCEQ and TxDOT approval prior to installation.

Miscellaneous
Mr. Perry has served as a team member in developing PS&E packages for various water and sanitary sewer systems. Projects include 17,833 L.F. of 4”-8” force mains, 57,561 L.F. of 6”-24” gravity mains, 65,461 L.F. of 6”-18” water mains, eight sewer lift stations in multiple locations across central Texas, including Seguin, Hallettsville, and Elgin.

WATER/WASTEWATER TREATMENT
Elgin Water Treatment Plant Expansion – Elgin, TX
Mr. Perry served as a team member for this contract. The contract involved treatment plant expansion of 1.8 MGD including design for digester, clarifiers, chemical feed building, and forced draft aerator. Mr. Perry was involved in the preparation of construction plans and specifications, and quality control. This project was funded by USDA.
North Texas Municipal Water District Wastewater Treatment Plant – Royse City, TX
Mr. Perry served as a team member for this contract. The contract involved 1.5 MGD wastewater treatment plant including headworks, raw sewage lift station, aerated grit basin, aeration basins, final clarifiers, chlorine contact basins, sludge holding basin, sludge thickener, belt filter press, laboratory/office building, and SCADA system for plant controls.

Water Treatment Plant Improvements – Gonzales, TX
Mr. Perry served as a team member for this contract. The contract involved water treatment plant rehabilitation including chemical feed systems, ground storage reservoir baffles, ground storage interior repainting, transfer pump replacement, electrical modifications, filter turbidimeters and miscellaneous site improvements. In addition, the project included changing disinfection from free chlorine to chloramines. Mr. Perry was involved in the preparation of construction plans and specifications, construction administration, and permitting through TCEQ.

Walnut Branch WWTP Stromwater Mitigation – Seguin, TX
Mr. Perry served as a team member for this contract. The contract involved storm water mitigation improvements including a 15,000 gpm lift station, miscellaneous drainage improvements, outfall discharge structure improvements, and 16” reuse bypass line in order to keep the plant from flooding. Mr. Perry was involved in the preparation of construction plans and specifications and construction administration. Funding was provided by FEMA.

Walnut Branch WWTP Drying Bed Project – Seguin, TX
Mr. Perry served as a team member for this contract. The contract involved sand bed media replacement in all of the sand drying beds. Mr. Perry was involved in the preparation of construction plans and specifications and construction administration. Funding was provided by FEMA.

Wastewater Treatment Plant Expansion – Hamilton, TX
Mr. Perry served as a team member and project manager for these contracts. The contracts involved wastewater treatment plant expansion including belt filter press and building, oxidation ditch, screening channel, grit removal basin, raw sewage and RAS lift station modifications, UV structure, sludge holding basin, final clarifier (No. 3) using USDA funding. Mr. Perry managed the initial project which included the construction of a belt press facility. Mr. Perry was involved in the preparation of construction plans and specifications and permitting through TCEQ for the plant expansion.

North Texas Municipal Water District Odor Abatement Project – Frisco, TX
Mr. Perry served as a team member for this contract. The contract consisted of construction of odor control, noise abatement and landscaping including raw sewage lift station modifications, construction of blower building extension; screenings container building; sludge container building, proposed odor control system and improvements to existing systems; piping modifications; earthen screening berm with landscaping and irrigation system. Mr. Perry was involved in the preparation of construction plans and specifications.

Pond Closing – Lytle, TX
Mr. Perry served as the project manager for this contract. The contract consisted of removing/disposing of sludge from three (3) existing lagoons at the wastewater treatment plant and receiving clean closure from TCEQ. Mr. Perry was involved in the preparation of construction plans and specifications, construction administration, and permitting.
BNSF, Albuquerque Superfund Site – Albuquerque, NM
Mr. Perry serves as a team member for this contract. Mr. Perry was responsible for the plan coordination with all entities and departments. The contract involved treatment plant design for removing and treating a DNAPL plume including oil/water separator, equalization tank, clarification system, filter feed and backwash holding tanks, multi-media filters, carbon adsorption units, carbon transfer vessel, clearwell, sludge press, chemical feed system, operations building, oil skim tank, and off-gas system using EPA guidelines and review. Mr. Perry was involved in the preparation of construction plans and specifications, subcontractor coordination, and quality control. Mr. Perry is presently in charge of construction contractor coordination, submittals, and design considerations for the construction of the plant.

Canadian National WWTP, Gary, Indiana
Mr. Perry served as the project manager for this contract. The design is for a wastewater treatment plant that will accept laundry facilities and stormwater throughout the site. The plant includes settling tank, oil recovery tank, oil skim tank, DAF treatment unit, geo tubes, and other associated items. The plant will include offices, locker room, restroom facilities and meeting rooms. Project was done in EPC format and coordinated with 5 other consultants.

Canadian National Oil Water Separator, Memphis, Tennessee
Mr. Perry served as the project manager for this contract. The design is for an oil water separator replacement that receives water from a DTL station at an Intermodal Facility. Project was done in EPC format.

Canadian National Wastewater Lagoons Sludge Removal & Disposal, Baton Rouge, Louisiana
Mr. Perry served as the project manager for this contract. The design included removal of existing lagoon sludge (40 years) and disposal. TRC was able to get State approval for land application of the sludge from one lagoon saving CN $275,000 in disposal fees. The project also included modifications to the existing outfall, oil water separator, and discharge ports into the ponds. Project was done in EPC format.

Canadian National Wastewater Treatment Plant Design Standards, US/Canada
Mr. Perry is responsible for developing the standard design specifications for wastewater treatment plants in the United States and Canada. These specifications are a go by for various consultants to follow to provide a standard operating procedure, appearance, equipment, etc. at each facility.

CN WWTP Improvements, Memphis, Tennessee
Serving as Project Manager for this contract. The design is for an oil water separator improvements on two existing units, upgrades to the wastewater treatment plant for efficiencies, a new lift station/grit chamber/OWS for conveyance of stormwater to the WWTP. Project also included numerous miscellaneous improvements to the conveyance systems throughout the yard and new concrete platform at the IMX facility located nearby.

Canadian National WWTP Audits, US/Canada
Mr. Perry is responsible for performing wastewater audits in Canada and the United States of various facilities. The audit review is in depth for all equipment, practices, and processes related to the fuel system. Mr. Perry was also the Project Manager for developing the audit guideline manuals for this as well as updating as needed. Newer versions look at EMS standards and risk guidance in determining capital improvements.
Canadian National Project Cycle Manual, US/Canada
Mr. Perry is responsible for developing the standard project cycle manual to govern the responsibilities, deliverables, and expectations for CN personnel and their consultants on capital improvement projects.

Canadian National Fueling Preventative Maintenance Plan, US/Canada
Mr. Perry is responsible for developing the Preventative Maintenance Plan guideline for fueling stations in the United States and Canada. These PMPs are a go by for various consultants to follow to provide a standard maintenance procedure, appearance, reporting, etc. at each facility.

Canadian National Standard Operating Procedures, US/Canada
Mr. Perry is responsible for quality control on development of standard operating procedures for WWTPs in the United States and Canada. These SOPs are developed specifically for each facility.

STREETS & DRAINAGE SYSTEMS

2004 Street & Water Improvement Project – Seguin, TX
Mr. Perry served as a team member for this contract. The contract involved street and drainage design, water line design, preparation of construction plans and specifications, construction management through the completion of the project. The project consisted of 10,250 L.F. of street reconstruction/rehabilitation, 9,285 L.F. of 6”-8” water lines, 1,150 L.F. of 12” sanitary sewer lines and miscellaneous drainage improvements located at three different locations throughout the City. Mr. Perry was responsible for construction plans and specifications and construction management. Project required TxDOT approval.

2006 Street & Water Improvement Project – Seguin, TX
Mr. Perry serves as a team member for this contract. Currently he is responsible for the construction coordination with the City’s contractor. The contract involved street and drainage design, water line design, preparation of construction plans and specifications, construction management through the completion of the project. The project consisted of 12,000 L.F. of street reconstruction/rehabilitation, 4,850 L.F. of 8” water lines, and miscellaneous drainage improvements located at ten different locations throughout the City. Mr. Perry was responsible for construction plans and specifications and construction management.

2007 Street & Water Improvement Project – Seguin, TX
Mr. Perry serves as a team member for this contract. Currently he is responsible for the construction coordination with the City’s contractor. The contract involved street and drainage design, water line design, preparation of construction plans and specifications, construction management through the completion of the project. The project consisted of 9,560 L.F. of street reconstruction/rehabilitation, 2,050 L.F. of 4”-8” water lines, and miscellaneous drainage improvements located at eight different locations throughout the City. Mr. Perry was responsible for all construction plans and specifications and the design of the project. In addition, all construction management and sub-consultant coordination is also performed by Mr. Perry.

2007 Street, Water, Sewer and Drainage Improvement Project – Elgin, TX
Mr. Perry serves as the project manager for this contract. Currently he is responsible for the design, plans, specifications, and estimates associated with the project. The contract involves street and drainage design, water line design, sanitary sewer design, and preparation of construction plans and specifications, construction management through the completion of the project. The project consisted of 15,300 L.F. of street reconstruction/rehabilitation, 10,000 L.F. of 6”-8” water lines, 1000 L.F. of 6”-8”
sewer lines and miscellaneous drainage improvements located at 27 different locations throughout the City.

**Baxter Street Improvements – Seguin, TX**
Mr. Perry serves as a team member for this contract. Currently he is responsible for the contractor coordination with TxDOT and the City. This contract is funded by TxDOT. The contract consists of 3,300 L.F. of street reconstruction, 7,560 L.F. of 18"-36" RCP, and 500 L.F. of 6’ x 3’ box culverts, including 62 inlets. Mr. Perry is responsible for construction management and TxDOT coordination. The project required TxDOT approval.

**Mays Railroad Yard Drainage Improvements – New Orleans, LA**
Mr. Perry served as the project manager for this contract. The contract consisted of 960 L.F. of 18” and 24” RCP, 1,000 L.F. of 8” and 12” sewer force mains, and three (3) storm sewer lift stations to alleviate flooding at the Mays Railroad Yard while maximizing the existing storm sewer conveyance systems. Mr. Perry was responsible for the specifications, surveying, and subcontractor review. The project was completed but never constructed due to the effects of Hurricane Katrina.

**Walnut Street Drainage Improvements – Seguin, TX**
Mr. Perry served as a team member for this contract. The contract consisted of 1,100 L.F. of concrete sidewalk and a bridge crossing including three (3) 8’ x 6’ box culverts and sidewalks across an existing drainage channel for a proposed development. Mr. Perry was responsible for the construction plans and specifications, construction management, and TxDOT and developer, developer’s engineer coordination.

**Heideke Culvert Crossing – Seguin, TX**
Mr. Perry served as a team member for this contract. The contract consisted of reconstructing an existing drainage channel crossing by replacing existing 36” and 42” pipes with two (2) 7’ x 5’ box culverts and miscellaneous riprap channel improvements. Mr. Perry was responsible for the specifications, hydrology and hydraulics and construction management. The contract required approval by Union Pacific Railroad.

**Texas Central & Northeast Fire Stations and Eastwood Drive Drainage Improvements – Seguin, TX**
Mr. Perry served as a team member for this contract. The contract consisted of resurfacing an existing parking lot including the addition of sidewalks, construction of approximately 1,500 L.F. of concrete drainage flume and 36” CMP with inlets tied into TxDOT’s conveyance system for S.H. 123 Bypass, and approximately 400 L.F. of concrete drainage flume to carry excessive runoff from a subdivision to an existing drainage channel. Mr. Perry was responsible for the construction plans and specifications, hydrology and hydraulics and construction management. The contract required approval by TxDOT.

**River Street sidewalks and sign plan – Seguin, TX**
Mr. Perry served as a team member for this contract. The contract consisted of constructing nine (9) sidewalk extensions in downtown Seguin while maintaining existing drainage patterns, completed a sign survey to eliminate sign clutter throughout downtown. Mr. Perry was responsible for the construction plans and specifications, and construction management. The contract required approval by the Main Street committee.

**Walnut Branch Maintenance Project – Seguin, TX**
Mr. Perry served as a team member for this contract. The contract consisted of rehabilitating approximately 6,500 L.F. of USCOE designed floodway to improve hydraulics and capacity. Mr. Perry
was responsible for the construction plans and specifications, and the construction management. The contract required approval by the USCOE and U.S. Fish & Wildlife.

**Green Valley Growers Access Road – Seguin, TX**
Mr. Perry served as a team member for this contract. The contract consisted of constructing approximately 650 L.F. 40’ wide street including curb and gutter with access off of U.S. Hwy. 90 for a private business. Mr. Perry was responsible for the construction plans and specifications and construction management. The contract required approval by TxDOT.

**Hwy. 123 Bypass/Jim Barnes Drive – Seguin, TX**
Mr. Perry served as a team member for this contract. The contract consisted of constructing acceleration and deceleration lanes off Hwy. 123 Bypass including the entrance to Jim Barnes Drive in TxDOT R.O.W. and all striping. Mr. Perry was responsible for the construction plans. The contract required approval and was constructed by TxDOT.

**Walnut Branch Stabilization Project – Seguin, TX**
Mr. Perry served as a team member for this contract. The contract consisted of rehabilitation and rock riprap reinforcing of existing banks along Walnut Branch near the Guadalupe River. Project was with participation from USDA-NRCS. Mr. Perry was responsible for the construction plans and specifications and construction management. The contract required approval by USCOE, U.S. Fish & Wildlife, and Texas Historic Commission.

**Martindale Sidewalk – Seguin, TX**
Mr. Perry served as a team member for this contract. The contract consisted of constructing approximately 625 L.F. of sidewalks in a residential area for foot traffic from Hwy. 123 to an elementary school. Mr. Perry was responsible for construction plans and specifications and construction management. The contract required approval from TxDOT.

**IH-10 Frontage Road Improvement Project – Seguin, TX**
Mr. Perry served as a team member for this contract. The contract consisted of removing the existing frontage road and off ramp at the IH-10/123 Bypass intersection and constructing approximately 1,750 L.F. of new 48’ wide frontage road and a new off ramp, and miscellaneous drainage improvements along the R.O.W. Mr. Perry was responsible for the construction plans and specifications and construction management. The contract required approval from TxDOT.

**Phase One & Two Downtown Streetscape Renovations – Hallettsville, TX**
Mr. Perry served as the project manager for this contract. The contract consisted of constructing drainage improvements in the downtown square for sidewalk improvement project in conjunction with an architect. Mr. Perry was responsible for the construction plans and review of the architects design.

**Little Mill Creek Improvements – Seguin, TX**
Mr. Perry served as a team member for this contract. The contract consisted of relocating approximately 3,200 L.F. of Little Mill Creek to remove the 100 year floodplain from a Lowe’s distribution center property and contain a 100 year storm event without impact upstream or downstream property owners, project also included construction of a 12 acre detention pond to maintain predevelopment runoff rates from the Lowe’s property, project included approval and coordination with USCOE, FEMA, THC, and TPWL. Mr. Perry was responsible for all sub-consultant, developer and developer’s engineer coordination. In
addition, Mr. Perry was responsible for construction plans and specifications. The project was not constructed due to the developer being unable to finance the project.

Walnut Branch Detention Ponds – Seguin, TX
Mr. Perry serves as a team member for this contract. The contract consists of constructing two (2) detention ponds (approximately 100 acres) in series adjacent to IH-10 to the north and south, ponds will allow the existing Walnut Branch to convey a 100 yr storm event within its banks, project will include approval and coordination with USCOE, FEMA, THC, TPWL, and TxDOT. Mr. Perry is responsible for all sub-consultant coordination. In addition, Mr. Perry is responsible for construction plans and specifications.

Sidewalk Improvement Project – Rosenberg, TX
Mr. Perry serves as a team member for this contract. The contract consists of constructing approximately 5,000 L.F. of sidewalks in residential areas for foot traffic to local schools. Project is located in eight different locations. Mr. Perry was responsible for construction plans and specifications and the design of the project. The project required TxDOT approval.

Avenue A Drainage Improvements – Elgin, TX
Mr. Perry served as a project manager for this contract. The contract consisted of constructing new culvert crossing and curb and gutter that was damaged due to water line break. Mr. Perry was responsible for the construction plans and design.

2007 Street Seal Coat – Elgin, TX
Mr. Perry served as a project manager for this contract. The contract consisted of seal coating 33,500 square yards of asphalt across 12 different streets throughout the City. Mr. Perry was responsible for the construction plans and specifications, design, and construction management.

PERMITTING

Vulnerability Assessment & Emergency Response Plan – Lakeway, TX
Mr. Perry served as project manager for this contract. He was responsible for the coordination with various entities including the City, emergency services, and volunteer groups. The contract involved preparation of Vulnerability Assessments for both the water and wastewater facilities. In addition an Emergency Response Plan was prepared to include existing response plans. Documents were submitted and accepted by EPA according with the Bioterrorism Act of 2002

Vulnerability Assessment & Emergency Response Plan – Lakeway, TX
Mr. Perry served as project manager for this contract. He was responsible for the coordination with various entities including the City, emergency services, and volunteer groups. The contract involved preparation of Vulnerability Assessments for the water facilities. In addition an Emergency Response Plan was prepared to include existing response plans. Documents were submitted and accepted by EPA according with the Bioterrorism Act of 2002

Miscellaneous
Mr. Perry has completed over 15 Domestic Wastewater Permit Applications for new, renewals, and amendments to Texas Commission on Environmental Quality (TCEQ). He has also completed pretreatment permits for TCEQ. He has completed sanitary control easements for water wells for TCEQ. He has experience in acquiring utility and driveway permits from Texas Department of Transportation
(TxDOT). Mr. Perry has completed numerous Vulnerability Assessments and Emergency Response Plans for the Environmental Protection Agency (EPA). Projects have included: City of Elgin (TCEQ Sanitary Control Easements), City of Hamilton (TCEQ Major & Minor Permit Amendments).

FUELING

Canadian National Fueling Station, Baton Rouge, Louisiana
Mr. Perry served as the project manager for this contract. The existing FLF was upgraded to increase fuel storage capacity to approximately 75,000 gallons using two tanks installed in a new containment dike. The piping system was constructed in order that the tanks can be isolated to operate the system while one tank is out of service for inspection/cleaning or repair. The pumping system included provisions for maintenance, fuel filtering and air elimination. A truck offload pump system with fuel filtering, air elimination and metering was installed on a new concrete pad adjacent to the truck offload containment pad. Fuel was to be pumped from the truck offload system through new overhead diesel fuel oil piping to the tanks. The upgraded system was controlled using a new PLC based control system installed in a new pump house. Offloading and locomotive fueling pumps were operated via new start/stop stations located at the fueling stanchions/arms. The existing lube oil system was demolished and a new system connected to the existing lube oil cabinet via new piping.

Canadian National Fueling Station, Fond du Lac, Wisconsin
Mr. Perry served as the project manager for this contract. The existing FLF was upgraded to increase fuel storage capacity to approximately 150,000 gallons using three tanks installed in a new containment dike. The piping system will be constructed in order that the tanks can be isolated to operate the system while one tank is out of service for inspection/cleaning or repair. The pumping system includes provisions for maintenance, fuel filtering and air elimination. A truck offload pump system with fuel filtering, air elimination and metering will be modified. The upgraded system will be controlled using a new PLC based control system installed in an existing pump house. Offloading and locomotive fueling pumps were operated via new start/stop stations located at the fueling stanchions/arms. In addition, the oil, journal, and compressor oil system was updated.

CN-Melville Yard Fixed Fuel System Upgrades, Melville Saskatchewan (2 Projects)
Design of diesel and oil piping systems along with the associated stormwater drainage and treatment improvements. Calculation of stormwater flows and selection of oil-water separation equipment. The overall construction scope of this project includes approximately 2,700 linear feet of diesel and oil piping, industrial lift station upgrades, stormwater drainage, and an above ground oil-water separator. An additional project was done to bring above grade approximately 3,000 linear feet of diesel pipeline including a crossing that spanned 5 tracks.

Canadian National Fueling Station, Duluth, Minnesota
Mr. Perry served as the project manager for this contract. A new DTL system was designed with 80,000 gallons using two tanks installed in a new containment dike. In addition, the system will also allow direct fueling to trucks for offsite fueling. The piping system will be constructed in order that the tanks can be isolated to operate the system while one tank is out of service for inspection/cleaning or repair. The pumping system includes provisions for maintenance, fuel filtering and air elimination. A truck offload pump system with fuel filtering, air elimination and metering will be modified. The upgraded system will be controlled using a new PLC based control system installed in an existing pump house. Offloading and truck fueling pumps were operated via new start/stop stations located at the fueling stanchions/arms.
Canadian National Fueling Station, Gary, Indiana
Mr. Perry serves as the project manager for this contract. A new FLF system was designed with 400,000 gallons using two tanks installed in a new containment dike. In addition, a separate lube oil building with lube oil, journal oil and waste oil was designed. The piping system will be constructed in order that the tanks can be isolated to operate the system while one tank is out of service for inspection/cleaning or repair. The pumping system includes provisions for maintenance, fuel filtering and air elimination. A truck offload pump system with fuel filtering, air elimination and metering will be modified. The upgraded system will be controlled using a new PLC based control system installed in an existing pump house. Offloading and train fueling pumps were operated via new start/stop stations located at the fueling stanchions/arms. Project was done in EPC format and coordinated with 5 other consultants.

Canadian National Fueling Station & WWTP Audits, US/Canada
Mr. Perry is responsible for performing fuel system audits in Canada and the United States of various facilities. The audit review is in depth for all equipment, practices, and processes related to the fuel system. Mr. Perry was also the Project Manager for developing the audit guideline manuals for both the fueling stations and WWTP. Over 28 sites in the US and Canada have been audited.

UPRR Fueling Station Audits, US
Mr. Perry is responsible for performing fuel system audits in the United States of various facilities. The audit review is in depth for all equipment, practices, and processes related to the fuel system. Mr. Perry was also the Project Manager for developing the audit guideline manuals for the fueling stations. 9 sites in the US have been audited.

Canadian National Fueling Station Design Standards, US/Canada
Mr. Perry is responsible for developing the standard design specifications for fueling stations in the United States and Canada. These specifications are a go by for various consultants to follow to provide a standard operating procedure, appearance, equipment, etc. at each facility.

Canadian National Project Cycle Manual, US/Canada
Mr. Perry is responsible for developing the standard project cycle manual to govern the responsibilities, deliverables, and expectations for CN personnel and their consultants on capital improvement project.

Canadian National Fueling Preventative Maintenance Plan, US/Canada
Mr. Perry is responsible for developing the Preventative Maintenance Plan guideline for fueling stations in the United States and Canada. These PMPs are a go by for various consultants to follow to provide a standard maintenance procedure, appearance, reporting, etc. at each facility.

Canadian National Piping Modifications, Two Harbors, Minnesota
Mr. Perry was responsible for the design and management of this project. Consisted of design of pressure/pipe expansion areas for 3,000 linear foot bunker No. 2 barge fueling facility.

ENGINEERING REPORTS

2005 Impact Fee – Seguin, TX
Mr. Perry served as the project manager for this contract. He was responsible for updating the City’s impact fee report for water and sewer services. Project included an inventory of existing infrastructure and capital improvements plans for the next ten years. Capital improvements plan and impact fee were successfully adopted by City Council.
2007 Impact Fee – Seguin, TX  
Mr. Perry served as a team member for this contract. He was responsible for updating the City’s impact fee report for water services. Project included an inventory of existing infrastructure and capital improvements plans for the next ten years. Capital improvements plan and impact fee were successfully adopted by City Council.

2008 Impact Fee – Elgin, TX  
Mr. Perry serves as the project manager for this contract. He is responsible for updating the City’s impact fee report for water and sewer services. Project includes an inventory of existing infrastructure and capital improvements plans for the next ten years.

2008 Impact Fee – Rosenberg, TX  
Mr. Perry serves as a team member for this contract. He is responsible for updating the City’s impact fee report for water and sewer services. Project includes an inventory of existing infrastructure and capital improvements plans for the next ten years.

2008 Impact Fee – Elgin, TX  
Mr. Perry serves as the project manager for this contract. He is responsible for updating the City’s impact fee report for water and sewer services. Project includes an inventory of existing infrastructure and capital improvements plans for the next ten years.

Miscellaneous  
Mr. Perry has been a team member and project manager in developing a variety of engineering reports, feasibility studies, and environmental reports. Projects have included: Cities of Elgin, West Tawakoni, Hamilton, and Teague (USDA Engineering and Environmental Reports), City of Seguin (Wastewater Studies (4) and Detention Studies(2)), Cities of Seguin and Elgin (Comprehensive Plans), Brazos Valley Water Alliance (Water Supply & Transmission Studies (2)), Cities of Teague and Hamilton (Wastewater Treatment Plant Studies).

City Engineer  
Mr. Perry has served as a team member and project manager on multiple projects for various municipalities in central Texas including Elgin and Seguin. This On-Call, As Needed contract involves providing technical specialist for a wide variety of assignments including land development review, engineering design, cost estimating, project consulting, and engineering support. Mr. Perry is currently the City Engineer for Elgin, TX.

MISCELLANEOUS PROJECTS  

Fire Station – Edwards County, TX  
Mr. Perry served as a team member on this contract. The contract consisted of constructing the County fire station including all applicable site work, three (3) drive through bays, and warning system. Mr. Perry was responsible for construction plans and specifications, construction management, and compiling with ORCA requirements.

Rodeo Arena Bleachers – Seguin, TX  
Mr. Perry served as a team member on this contract. The contract consisted of replacing the City’s current bleachers at the Rodeo arena with ADA compliant bleachers. Mr. Perry was responsible for City coordination, plans, specifications, quality control and assurance throughout the project.
Utility Map Updates – Seguin, TX
Mr. Perry served as a team member on this contract. The contract consisted of updating the City’s sewer, water, drainage, and electrical systems. Mr. Perry was responsible for quality control and assurance throughout the project.

Austin Energy Decker Power Plant – Austin, TX
Mr. Perry served as a team member on this contract. The contract consisted of designing storm water pollution prevention throughout the power plant. Designs included oil/water separators, diversion berms and earthen channels.

SPECIALIZED TRAINING
- Project Manager Training, 2004
- Magic of Winning Proposals – 1Ricci LLC, 2007
- 40 Hour OSHA Training, 2008
- Contractor Safety Certification for Railways - Current
- Coaching Skills for Managers & Supervisors – Fred Pryor, 2008
- Canadian National Railway Safety Course – Current
- CSX Safety Course - Current
- Contractor Orientation Course – Current
- E-Rail Safe - Current

PROFESSIONAL AFFILIATIONS
- American Society of Civil Engineers
- National Council of Examiner of Engineering & Surveying #34369

SELECTED PUBLICATIONS AND PRESENTATIONS
- Mr. Perry has hosted two “Forums” for fueling and wastewater for all Class 1 Railroads.

HONORS AND AWARDS
- Engineer/Designer of the Year – TRC Infrastructure Division 2004
- Engineer/Designer of the Year – TRC Infrastructure Division 2005
- Achievement Award – TRC Engineers, Inc. July 2007
H. CRAIG BELL, PE

EDUCATION
B.S., Civil Engineering, Texas A&M University, 1983

PROFESSIONAL REGISTRATIONS/CERTIFICATIONS
Professional Engineer, Texas (#66078), 1989

AREAS OF EXPERTISE
Mr. Bell has over 36 years of experience (25 years with TRC) encompassing:

- Water and wastewater treatment design
- Sanitary and storm sewer design
- Water distribution systems
- Preparation of construction plans and specifications
- Construction management
- Design review
- Permit applications
- Operations and maintenance manuals
- Treatment plant upgrades
- Experience with both commercial and governmental clients

REPRESENTATIVE EXPERIENCE
Craig Bell, P.E. has over 36 years of design experience in civil engineering projects including roadway paving and drainage, water and wastewater system improvements and treatment plants. Currently, Mr. Bell serves as the Austin CES Practice Leader for TRC. Mr. Bell has been a lead designer and project manager for numerous municipalities around Central Texas. He has a background in treatment plant design and has expertise in conventional treatment systems. He serves as City Engineer for various municipalities in Central Texas. Mr. Bell’s background includes extensive service to public and private-sector clientele including Central Texas Municipalities, North Texas Municipal Water District, TxDOT, and Texas Commission on Environmental Quality.

New Braunfels Utilities, Hwy. 46 - New Braunfels, TX
Preparation of TCEQ permit application and TxDOT review requests, construction plans and specifications for facility administration building, 2.5 MGD wastewater treatment plant (final phase 10 MGD) including headworks, raw sewage lift station, aerobic digesters, aerated grit basin, aeration basins, final clarifiers, belt filter press facilities and non-potable water pumping facilities, sludge pumps, blower building, chemical feed building and tanks, tertiary filter structure, UV structure, laboratory/office building, SCADA system for plant controls. Managed project including all surveying, permitting, geotechnical subcontractors. Included a Preliminary Engineering Report, Design Memorandum and process manual for operating the plant.

Wastewater Treatment Plant Expansion - Little Elm, TX
Preparation of TCEQ permit amendment application, construction plans and specifications for expanding existing facility from 0.7 MGD to 2.0 MGD with certain component sizing for 3.0 MGD. Treatment facility included raw sewage pumping, fine screening, aerated grit basin with grit classifier, dual fine bubble aeration basins, dual clarification basins for series or parallel operation, dual tertiary filters (traveling bridge design), dual channel vertical U.V. system and post-aeration basin. Existing “bullseye” process treatment system was converted to biological sludge thickening and sludge digestion to enhance belt
press operation. Phosphorus removal consisted of alum precipitation in the tertiary clarifier. Alum sludge is thickened separately in a decant thickener prior to dewatering.

**Water Treatment Plant Expansion - Elgin, TX**
Preparation of engineering feasibility study and environmental report, construction plans and specifications for expansion of existing 1.8 MGD facility to 3.6 MGD, with certain components designed for ultimate build-out of 5.4 MGD. Facility provides iron/manganese removal for well water located approximately 10-miles east of Elgin. Facility includes forced draft aerator, air rapid mix and flocculation basin, upflow solids contact clarifier, gravity backwash filtration, filter backwash and clarifier sludge decant basin and chemical feed building.

**Guadalupe-Blanco River Authority, WWTP No. 2 - Lockhart, TX**
Preparation of engineering study, TCEQ permit application and plans and specifications for 1.50 MGD wastewater treatment plant. The facility includes headworks with screening and aerated grit basin, Carrousel aeration basin, dual final clarifiers, sludge holding basin and gravity thickener, U.V. disinfection, post aeration basin, belt filter press and laboratory-office building.

**Wastewater Treatment Plant - Yoakum, TX**
Preparation of engineering study, plans and specifications for 1.25 MGD wastewater treatment plant to replace existing trickling filter plant. The facility includes headworks, raw sewage lift station, aerated grit basin, dual aeration basins, dual final clarifiers, chlorine contact basins, sludge holding basin and gravity thickener, belt filter press, laboratory-office building and SCADA system for plant controls.

**North Texas Municipal Water District, Sabine Creek Regional Wastewater Treatment Plant - Fate / Royse City, TX**
Preparation of design memo, plans and specifications for regional wastewater treatment plant. Phase I design flow is 1.5 MGD with future build-out of 10.0 MGD. Treatment process consists of raw sewage lift station designed for 15.0 MGD flow, headworks with fine screen and aerated grit / classifier, dual fine bubble aeration basins, dual final clarifiers, tertiary filter and vertical U.V. structure.

**Walnut Branch Wastewater Treatment Plant - Seguin, TX**
Preparation of plans and specifications for 4.9 MGD wastewater treatment plant conversion from trickling filter process to activated sludge. The facility included demolition of two (2) existing trickling filters, construction of three (3) new aeration basins (diffused aeration), conversion of an existing intermediate clarifier to a final clarifier, modifications to miscellaneous structures and new bar screen in the headworks structure.

**Kansas City Southern Railroad, Wastewater Treatment System - Shreveport, LA**
Preparation of construction plans and specifications for design-build project for process wastewater treatment system for engine maintenance area and site stormwater. Treatment system includes grit collection, pump station, oil/water separators, stormwater diversion system and treated process water holding pond.

**Brazos Electric, Jack County Generation Facility - Bridgeport, TX**
Design-build project with general contractor for 16-miles of 20" class 300 ductile iron water transmission pipeline with surveying and design completed in 90-day period. Design included pipeline surge and hydraulic calculations. Construction plans were furnished in two phases to facilitate construction.
Water Treatment Plant - Lockhart, TX
Preparation of plans and specifications for expansion of the existing plant from 3.0 MGD to 6.0 MGD. The project includes a new forced draft aerator, two (2) new gravity filters, new backwash decant basin, sludge/decant pump station, chemical feed room, miscellaneous modifications to existing equipment/structures and SCADA system for plant and distribution system controls.

Water Treatment Plant - Marlin, TX
Preparation of plans and specifications for renovation to the 6.0 MGD water treatment plant including existing clarifier (reactor clarifier) and filter rehab, construction of new powdered activated carbon (PAC) facilities and building and concrete lining of existing earthen ponds.

North Texas Municipal Water District, Stewart Creek West WWTP - Frisco, TX
Preparation of plans and specifications for expansion of the existing activated sludge plant from 1.5 MGD to 5.0 MGD including rehabilitation of lift station, new primary clarifier, aeration basin, final clarifier, tertiary filter, belt filter press and building; and odor control equipment. A subsequent project for odor and noise abatement consisting of landscaped earthen berm and odor control equipment was completed in October, 2004.

Wastewater Treatment Plant - Lytle, TX
Preparation of TCEQ permit amendment application, plans and specifications for new 0.45 MGD facility to replace existing pond plant consisting of raw sewage lift station, manually-cleaned bar screen, oxidation ditch, dual clarifiers, dual chlorine contact basins, aerated sludge holding basin, sludge drying beds and operations building.

BNSF Railway, Groundwater Treatment System - Albuquerque, NM
Preparation of construction plans and specifications for a groundwater treatment system to remediate DNAPL contamination caused by wood treatment operations. Treatment system includes oil-water separator, equalization tank, flocculation tank, lamella clarifier, multi-media filters, carbon adsorption units, and chemical feed systems. Numerous related pumping, monitoring, and control systems were also designed to provide a complete and operational treatment facility.

Canadian National Railway, Mays Yard Wastewater Lagoon Sludge Removal - Harahan, LA
The project consisted of removing and dispensing of wastewater treatment lagoon sludge. Engineering activities include measuring and estimating sludge volumes, designing wastewater lagoon improvements, preparing construction documents, and construction management.

Boot Ranch Development - Fredericksburg, TX
This project consists of 5 miles of 10” reuse main, two booster stations, and reusing 4 miles of existing abandoned 10” water main. The project included feasibility studies, and TCEQ and TxDOT approval prior to installation.

Walnut Street Drainage Improvements - Seguin, TX
Mr. Bell served as a project manager for this contract. The contract consisted of 1,100 L.F. of concrete sidewalk and a bridge crossing including three (3) 8’x6’ box culverts and sidewalks across an existing drainage channel for a proposed development. Mr. Bell was responsible for sealing the construction plans and specifications, construction management, and TxDOT and developer, developer’s engineer coordination. The contract required TxDOT approval.
River Street sidewalks and sign plan - Seguin, TX
Mr. Bell served as the project manager for this contract. The contract consisted of constructing nine (9) sidewalk extensions in downtown Seguin while maintaining existing drainage patterns, completed a sign survey to eliminate sign clutter throughout downtown. Mr. Bell was responsible for sealing the construction plans and specifications, and construction management. The contract required approval by the Main Street committee.

Martindale Sidewalk - Seguin, TX
Mr. Bell served as the project manager for this contract. The contract consisted of constructing approximately 625 L.F. of sidewalks in a residential area for foot traffic from Hwy. 123 to an elementary school. Mr. Bell was responsible for sealing construction plans and specifications and construction management. The contract required approval from TxDOT.

Sidewalk Improvement Project - Rosenberg, TX
Mr. Bell serves as the project manager for this contract. The contract consisted of constructing approximately 5,000 L.F. of sidewalks in residential areas for foot traffic to local schools. Project is located in eight different locations. Mr. Bell was responsible for QA/QC on the construction plans and specifications and the design of the project. The project required TxDOT approval.

Texas Central & Northeast Fire Stations and Eastwood Drive Drainage Improvements - Seguin, TX
Mr. Bell served as the project manager for this contract. The contract consisted of resurfacing an existing parking lot including the addition of sidewalks, construction of approximately 1,500 L.F. of concrete drainage flume and 36” CMP with inlets tied into TxDOT’s conveyance system for S.H. 123 Bypass, and approximately 400 L.F. of concrete drainage flume to carry excessive runoff from a subdivision to an existing drainage channel. Mr. Bell was responsible for sealing the construction plans and specifications, hydrology and hydraulics and construction management. The contract required approval by TxDOT.

The “Bowl” Pavilion - Seguin, TX
Mr. Bell served as the project manager where TRC provided upgrades to the “Bowl” pavilion in Starcke Park including new concrete surface, handicap ramps, sidewalks and modifications to roof structure.

Downtown Sidewalk Improvements - Rosenberg, TX
Mr. Bell served as the project manager for this contract. The contract consisted of re-constructing an existing two-block area in the downtown area. The project includes planters, irrigation, and lighting to provide aesthetic enhancement. Mr. Bell was responsible for QA/QC on the construction plans and specifications and the design of the project. The project required TxDOT approval.

Baxter Street Improvements - Seguin, TX
Mr. Bell served as the project manager for this contract. This contract was funded by TxDOT. The contract consisted of 3,300 L.F. of street reconstruction, 7,560 L.F. of 18”-36” RCP, and 500 L.F. of 6’x 3’ box culverts, including 62 inlets. Mr. Bell was responsible for sealing construction plans and specifications and construction management. The project required TxDOT approval.

Ermel Street Reconstruction - Seguin, TX
Mr. Bell was responsible for QA/QC where TRC provided the design of 1,000 L.F. of sidewalk, street and drainage design.
### Walnut Branch Artist Renditions - Seguin, TX
Mr. Bell was responsible for QA/QC where TRC provided artist renditions for the potential development of the Linear Par, which included a Creek Development Segment with parking areas, portals riparian corridors (Wetlands), bird watching platforms, low water crossing, stone signage features with pavers and others.

### Matthies House Bridge Structure - Seguin, TX
Mr. Bell provided a cost estimate and schematic drawing to reuse the abandoned Guadalupe River bridge (from water plant) for extension across Walnut Branch to the Matthies house.

### Walnut Branch Trail - Seguin, TX
Mr. Bell was responsible for QA/QC where TRC provided aerial maps, preliminary layouts and cost estimates for a trail along Walnut Branch extending from the new Police Station to Nolte Street.

### OTHER PROJECTS:

<table>
<thead>
<tr>
<th>City of Elgin</th>
<th>City of Weimar</th>
</tr>
</thead>
<tbody>
<tr>
<td>WWTP Mobile Belt Filter Press</td>
<td>WWTP Headworks/Outlet Structures</td>
</tr>
<tr>
<td>Eagle's Landing Water/Sewer Project</td>
<td>WWTP Pond Cleaning/Enlarging</td>
</tr>
<tr>
<td>Westwind Subdivision Water/Sewer Project</td>
<td>WWTP 0.5 MGD Expansion</td>
</tr>
<tr>
<td>WWTP Engineering Report</td>
<td>WWTP Engineering Report</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City of Hamilton</th>
<th>GBRA</th>
</tr>
</thead>
<tbody>
<tr>
<td>WWTP Study (for Expansion)</td>
<td>Luling/Lockhart Pump Station</td>
</tr>
<tr>
<td>WWTP Sludge Belt Press Facility</td>
<td>Canyon Park Estates WWTP Equipment</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City of Halletsville</th>
<th>City of Cuero</th>
</tr>
</thead>
<tbody>
<tr>
<td>WWTP Rehabilitation</td>
<td>1.5 MGD WWTP Rehabilitation</td>
</tr>
<tr>
<td>Expo Center Sewer Project</td>
<td>WWTP Sludge Drying Beds (Wedgewire)</td>
</tr>
<tr>
<td>2004 Sewer Project</td>
<td>WWTP O&amp;M Manual</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City of Yoakum</th>
<th>City of Lytle</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water Well No. 5 Aerator</td>
<td>WWTP Pond Closure</td>
</tr>
<tr>
<td>WWTP Permitting for Sludge Composting</td>
<td>Water Well Forced Draft Aerator</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City of Rocksprings</th>
<th>Jonestown Water Supply Corp.</th>
</tr>
</thead>
<tbody>
<tr>
<td>6&quot; Water Line Extensions/Replacement</td>
<td>0.5 MGD Water Treatment Plant</td>
</tr>
<tr>
<td>Edwards County Fire Station</td>
<td>Water Distribution System Mains</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City of The Colony</th>
<th>BNSF Railroad - Sommerville</th>
</tr>
</thead>
<tbody>
<tr>
<td>WWTP Engineering Report (Expansion)</td>
<td>CAMU Pump Sta. and Force Main</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City of Luling</th>
<th>City of Natalia</th>
</tr>
</thead>
<tbody>
<tr>
<td>South WWTP Rehabilitation</td>
<td>WWTP Clarifier/Ox. Ditch Addition</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>City of Gonzales</th>
<th>Paradise Point WSC WTP</th>
</tr>
</thead>
<tbody>
<tr>
<td>WTP Modifications</td>
<td>0.15 MGD Water Treatment Plant</td>
</tr>
<tr>
<td>WTP Disinfection Conversion (Chloramines)</td>
<td>USDA Engineering/Environmental Reports Mod.</td>
</tr>
<tr>
<td>Water Conservation Plan</td>
<td></td>
</tr>
<tr>
<td>WWTP Effluent Reuse</td>
<td></td>
</tr>
</tbody>
</table>

| LCRA                              |                                    |
|-----------------------------------|                                    |
| Elgin WWTP Filters/Sludge Processes |                                    |
### City of Seguin
- Jim Barnes School Water/Sewer Project
- WWTP Drying Bed Rehabilitation
- WWTP Chemical Feed Replacement
- Townewood Sub. Water/Street Project
- Walnut Branch Bank Stabilization Project
- Motorola Water/Sewer Project
- Friesenhahn Rd. Sewer Project
- Burges St. Drainage Project
- Animal Control Building Expansion

### WTP Valve Replacement/SCADA
- WWTP Stormwater Pump Station
- WWTP Water Reuse Bypass
- Deerwood Sub. Sewer Project
- Stremple Road Sewer Project
- Burges St./FM 46/Cedar St. Water/Sewer
- CAVCO Sewer Project
- 123 Bypass Utility Adjustment Project
- Downtown Sidewalk Extensions
SEAN COOK, PE

EDUCATION
B.S., Civil Engineering, University of New Orleans, 1990

PROFESSIONAL REGISTRATIONS/CERTIFICATIONS
Professional Engineer, Texas (#99589), 2007
Professional Engineer, Louisiana (#0027646), 1998

AREAS OF EXPERTISE
Mr. Cook has over 24 years of experience encompassing:
- Civil engineering
- Site drainage layout and design
- Site sewer layout and design
- Roadway layout and design
- Airport layout and design
- Levee and floodwall layout
- Construction Management
- Data file manipulation
- Drafting software: AutoCAD Hydraulic modeling

REPRESENTATIVE EXPERIENCE

South Bay International Wastewater Treatment Plant
San Diego County, California, USIBWC
The proposed improvements for the project were based off of recommendations from a previous Compliance Study Report by URS. The project improvements consisted of two (2) Equalization Tanks (EQ) with a duplex effluent submersible pump station, three (3) Secondary Sedimentation Tanks (SST), replacement of six (6) existing Return Activated Sludge (RAS) pumps with new submersible pumps, an extension to the MCC-DAF Electrical Building, and other site civil works necessary to accommodate these new treatment units for the South Bay International Wastewater Treatment Plant. Associated works for the completion of the project included, but were not limited to, civil site work, plumbing, structural, mechanical, electrical, and instrumentation improvements. Mr. Cook’s responsibilities for the project included performing as project manager for the Post Design Construction Services portion of the project. Responsibilities included task management, submittal review, responses to requests for information, design document clarifications, weekly meetings, and monthly progress reports.

Brayton Fire Training Field WWTP Expansion, College Station, TX
Performed civil engineering design and details for development of construction documents for a waste water treatment plant expansion project. Responsibilities for this project included coordination with the site managers and field personnel to meet their civil design needs at a dynamic training facility. Design work included geometric layout of process gravity drainage system, layout of sewer force main, and paving demolition and restoration plans. Additional work included hydraulic analysis and design of a subsurface drainage system, site grading, miscellaneous paving and site work details, and material quantity estimates.

City of Austin, Davis Water Treatment Plant – Treated Water Discharge
Responsibilities included site inspection services for the construction of the new Medium Service Pump Station including associated reinforced concrete, electrical duct banks, piping, trenching and backfill, and miscellaneous activities.
LCRA, Buchanan Dam Spalling Repair – Arch 45, Burnet, TX
Performed as Project Manager and senior civil engineer for the project. Responsibilities included site inspection services for the construction of the concrete spalling repairs for Arch 45 of the Buchanan Dam. Developed site visit reports documenting activities during each site visit. Assisted in the development of a Summary Report documenting the work related to the spalling repairs for the project.

City of Austin, TxDOT, North of Oltorf to South of Oltorf – Water Line Improvements
Responsibilities included review and development of Plan and Details for water line relocations at Oltorf and I-35.

City of Austin, South Austin Regional Wastewater Treatment Plant – Electrical Substation Number 1 Replacement
Responsibilities included layout of proposed replacement for Substation Number 1 and associated duct bank. Preliminary layout for the duct bank included coordination with numerous below ground utilities within the duct bank routing. Below grade utility locations were verified with the use of a SUE subcontractor. Final duct bank layout and known utilities will be shown in plan and profile drawings.

City of Austin, Austin Water Utility IDIQ - Facilities and Force Main Services
Responsibilities included coordination with AWU for the development of work orders which include work items to be priced out by the IDIQ Construction Contractor. After the work order execution, duties included monitoring the work and notification of the IDIQ Administrator of issues arising during work execution that may require a change to the work order. Two work orders under the IDIQ required the development of Construction Drawings to define the work items. The work included civil engineering design and details for development of construction documents for two sewer lift station demolition and reconstruction projects (Spicewood Parkway Lift Station and Walnut Creek Business Park Lift Station). Responsibilities for this project included coordination with the AWU civil and electrical engineers for the lift station and electrical designs. Design work included selection of submersible pumps for a duplex station, force main layout, wet well structure, and site work layout. Additional work included development of demolition plan, miscellaneous paving and site work details.

Rehabilitation Improvements for the Levees at Edinburg Pump within the Lower Rio Grande Flood Control Project, Penitas, TX
Design work included geotechnical analysis of the existing levee system, geometric layout of levee and floodwall improvements, site grading, design of concrete floodwall with DHS bollard fence, and material quantity estimates. Responsibilities included the preparation of the civil portion of the construction plans, and the civil and structural specifications for the design phase of the project. Coordinated with the Client, stakeholders, DHS, structural engineers and geotechnical engineer. Responsibilities also included the development of the Design Documentation Report which presents the design, engineering analysis, and cost estimates for the proposed project. Once the design services were complete, bid services will be provided to the Client including a pre-bid site visit, answering Contractor questions, development of addendum documents, review of bids, assist Client in the negotiation of bids, and recommendation for award.

Design of Wasteways 1 and 2 within the Ysleta to Fabens Levee Reach, Fabens, TX
Design work included structural modification of two wasteway structures, geometric layout of levee improvements, site grading, removal and replacement of existing DHS bollard fence, and material quantity estimates. Responsibilities included the preparation of the civil portion of the construction plans, and the civil and structural specifications for the design phase of the project. Coordinated with the Client,
Stakeholders, DHS, structural engineers and geotechnical engineer. Responsibilities also included the development of the Design Documentation Report which presents the design, engineering analysis, and cost estimates for the proposed project. Once the design services were complete, bid services were provided to the Client including a pre-bid site visit, answering Contractor questions, development of addendum documents, review of bids, assist Client in the negotiation of bids, and recommendation for award.

**Hydrological/Hydraulic Study and Design for Canutillo Phase II Improvements for the Rio Grande Canalization Project, Canutillo, TX**
Design work included geotechnical analysis of the existing levee system, development of levee improvements, geometric layout of levee and floodwall improvements, site grading, design of concrete floodwall, design of self-rising floodgate, and material quantity estimates. Responsibilities included the preparation of the civil portion of the construction plans, and the civil and structural specifications for the design phase of the project. Responsibilities also included the development of the Design Documentation Report which presents the design, engineering analysis, and cost estimates for the proposed project.

**Geotechnical Analysis and Engineering Evaluation of Rectification Project from Riverside Dam to Fabens, Fabens, TX**
Performed task management for geotechnical and GIS services for the project. Project duties included the management and oversight of the geotechnical and survey subconsultants. Project included soil borings, lab analysis, GIS data and documentation, and development of a Geotechnical Memorandum.

**Geotechnical Analysis of Presidio Flood Control System, Presidio, TX**
Performed task management for geotechnical and GIS services for the project. Project duties included the management and oversight of the geotechnical and survey subconsultants. Project included soil borings, lab analysis, GIS data and documentation, and development of a Geotechnical Memorandum.

**CM Services for Hidalgo Levee, Hidalgo, TX**
Performed construction management services for the project. The construction work consisted of levee and floodwall improvements including a self-rising floodgate at an International Bridge. Responsibilities included task management, submittal review, responses to requests for information, invoice review, and monthly progress reports.

**CM Services for Lower Brownsville Levee, Brownsville, TX**
Performed construction management services for the project. The construction work consisted of levee improvements. Responsibilities included task management, submittal review, responses to requests for information, invoice review, and monthly progress reports.

**CM Services for Ft. Hancock to Fabens Levee Improvements, Fabens, TX**
Performed construction management services for the project. The construction work consisted of levee improvements. Responsibilities included task management, submittal review, responses to requests for information, invoice review, and monthly progress reports.

**CM Services for Urban Presidio Levee Improvements, Presidio, TX**
The construction work consisted of levee improvements. Performed construction inspection services for the project. Responsibilities included construction inspection, submittal review, responses to requests for information, invoice review, and monthly progress reports.
Brayton Fire Training Field Site Paving, College Station, TX
Performed civil engineering design and details for development of construction documents for a site paving and drainage project. Responsibilities for this project included coordination with the site managers and field personnel to meet their civil design needs at a dynamic training facility. Design work included geometric layout of 11 internal asphalt roadways, six parking areas, and various paving layouts in fire training areas. Additional work included hydraulic analysis and design of a subsurface drainage system, site grading, miscellaneous paving and site work details, and material quantity estimates.

Brownsville Public Utilities Board (PUB), Lift Station No. 22, Brownsville, TX
Performed civil engineering design and details for development of construction documents for a sewer lift station demolition and reconstruction project. Responsibilities for this project included coordination with design teams performing gravity sewer line and electrical designs. Design work included selection of pumps for triplex station, force main layout, wet well structure, and site work layout. Additional work included development of demolition plan, miscellaneous paving and site work details, and material quantity estimates.

TVA Bull Run FGD System Unit 1, Clinton, TN
As the civil package coordinator, responsibilities for this project included coordination of the civil design efforts with all other engineering discipline leads and package coordinators. Design work included hydraulic analysis of the existing drainage area, hydraulic analysis, and design of a subsurface drainage system, geometric layout of asphalt roadways, site grading, miscellaneous paving and site work details, and material quantity estimates. Developed drawings for target cost estimate packages and design packages. Developed permit drawings for a utility crossing of a CSX main line and railroad spurs. Provided civil support to the mechanical engineering utility package including plans, details, and specifications for a utility bridge crossing at Worthington Branch, and jack and bore at the CSX railroad.

TVA Kingston FGD System Units 1 - 9, Roane, TN
As the civil package coordinator, responsibilities for this project included coordination of the civil design efforts with all other engineering discipline leads and package coordinators. Design work included hydraulic analysis of the existing drainage area, hydraulic analysis and design of a subsurface drainage system, geometric layout of asphalt roadways, site grading, miscellaneous paving and site work details, and material quantity estimates. Developed drawings for target cost estimate packages and design packages. Developed permit drawings and construction drawings for railroad track crossings.

TVA Colbert FGD System Unit 5, Colbert County, AL
As the civil package coordinator, responsibilities for this project included coordination of the civil design efforts with all other engineering discipline leads and package coordinators. Design work included hydraulic analysis of the existing drainage area, hydraulic analysis and design of a subsurface drainage system, geometric layout of asphalt roadways, site grading, miscellaneous paving and site work details, and material quantity estimates. Developed drawings for target cost estimate packages and design packages.

Marrero (Zone II) Mini Systems Sewerage Improvements
Responsibilities for these projects included the marking up of drawings for the acquisition of temporary and permanent property ROW for several new sewer lift stations, associated piping, and jack and bore pits. Performed application of permits for Louisiana Department of Health and Hospitals and the Louisiana Department of Transportation.
Wastewater Treatment Plants No. 1, 2, and 3, City of Kenner
As structural and hydraulic design engineer for this project, responsibilities included selection of sewer pumps, valves, a sump pump, and other miscellaneous items; execution and review of various structural concrete calculations; and organization and review of design plans.

East Bank Mini Systems Zone V Lift Station E-3-4.
As design engineer for this project, my responsibilities included hydraulic analysis of the lift station and force main, selection of pumps, structural analysis and design of the wet well and dry well, layout of force main and gravity lines, organization and review of design plans and specifications, and processing of applications for DHH permits.

Executive Tower Sewerage Improvements, Metairie, LA
Responsibilities for this project included the layout of new sewerage lines and manholes, flow analysis of the system, and miscellaneous paving details. Avenue 'B' Lift Stations Responsibilities for this project included the inspection and video recording of the lift stations near the completion of the project.

Dow B51 Sanitary Landfill, Freeport, TX
Performed civil engineering design and details for development of construction documents for a sanitary landfill project. Design work included hydraulic analysis of the landfill cell areas, hydraulic analysis and design of a subsurface drainage system, geometric layout of aggregate roadways, site grading, miscellaneous site work details, and material quantity estimates.

HNC Lock and Floodgate for the U.S. Army Corps of Engineers
As the civil lead, responsibilities for this project included coordination of the civil design efforts with all other engineering discipline leads. Design work included development of the preliminary alternative design report and alternative design report; geometric layout of the lock, floodgate and approach channels; development of the site excavation work and temporary flood protection; development and layout of the reservation area and permanent closure dam; study of utility routing through directional drilled HDPE under the Houma Navigational Channel; and layout of the permanent T-Wall and I-Wall flood protection.

Miscellaneous Urban Drainage Design Projects for South East Louisiana, Corp of Engineers IDO Contract. Work included:

- R.R. Canal improvements from Avenue “B” to the Keyhole Canal. Project included geotechnical, hydraulic, and structural engineering, as well as coordination with the local sponsors, utility companies, and the railroad.
- Swift/Canal “A”. Project included geotechnical, hydraulic, civil, and structural engineering for canal improvements from Canal “A” along the West Bank Expressway to the Patriot Street Canal.
- Elmwood Canal Bridge Crossing at Kawanee Avenue. Project included design reports, design plates/drawings, detailed structural, civil, hydraulic and geotechnical design calculations, cost analysis and estimates, traffic analysis and utility design for improvements to replace an existing bridge and approaches traversing an existing major canal. Eventual construction will include maintenance of traffic, detours, major utility relocations, installation of phased bridge construction, and roadway approaches.
- Algiers Canal. Project included geotechnical, hydraulic, civil and structural engineering, levee improvements, flood control structures, ramps and pavement designs for a major levee in Jefferson and Plaquemines Parish.
Reach 3 Structures - Floodwalls at Ames Pump Station, Mount Kennedy Pump Station, levee closure at the existing Oak Cove Pump Station
Responsibilities included the development of the civil portion of the Design Report which presents the preliminary design, engineering analysis, and cost estimates for the proposed project. Additional responsibilities included the preparation of the civil portion of the construction plans, and the civil and structural specifications for the plans and specifications phase of the project. This project included fronting protection and backflow prevention at Ames Pumping Station; Mount Kennedy Pump Station and design of new 500 cfs pumping station; layout and design of T-wall and I-wall structures; layout and design of new levee sections; and demolition of existing Oak Cove Pumping Station, and design of new levee closure.

Design for Elmwood Pump Station No. 3 (2,200 CFS) in Jefferson Parish for the U.S. Army Corps of Engineers
Work included structural analysis and design of T-wall and discharge tubes; pile layout for discharge tubes; civil layout of all new utilities and coordination of all structural, surveying and geotechnical design; and geometric layout of roadway and bike path.

Dwyer Road Pump Station (1,050 CFS) in Orleans Parish for the U.S. Army Corps of Engineers
Work included structural analysis and design of pumping station and site development and cofferdam.

Pumping Station No. 6 (11,000 CFS) in New Orleans for the U.S. Army Corps of Engineers
Work included hydraulic analysis of increased head loss on existing 1000/1200 CFS pumps due to additional structures; mechanical design of sluice gate controls and structures (to prevent backflow through the pumps during a storm event) including maximum torque limits; structural design; and civil layout of all new structures and coordination of all structural, electrical, surveying and geotechnical design.

Yellow Bayou Pumping Station for the U.S. Army Corps of Engineers
Work included mechanical design of natural gas engine pumps, controls, sluice gates, pipe lines, and associated pumping systems and valves; structural design; hydraulic analysis of sluice gated structures and pump hydraulics; and civil layout of all new structures and analysis and coordination of all structural, surveying and geotechnical design. Acted as a structural design engineer for all other task orders during URS’ 2 year IDC.

Comite River Diversion, USACE, $21M
Design for Comite River Diversion, including five roadway bridges and one railroad bridge, relocation, and directional drilling design for all utilities in a parish wide area for the U.S. Army Corps of Engineers. Work included mechanical design of directional drilling steel pipelines thousands of feet long and up to 30 inches in diameter, structural design, civil/structural design of bridge, and slurry wall construction. Also included design for utility crossings, and coordination of all other designs, cost analysis, and writing for a design memorandum.

Expand Apron and Drainage Improvements Phase 2 and 3, Kickapoo Downtown Airport, City of Wichita Falls, TX
Design engineer for the 3,880 square yard expansion of the terminal apron and the removal and replacement of the central taxi lane serving the aircraft hangars. The project includes a range of drainage improvements which establishes a combined underground collection system, with box culverts crossing
the taxilane and extension of open channel ditch. The project design included phasing plans, erosion control plans, geometry, drainage and electrical plans and details. The project was simultaneously designed as two separate bid packages to facilitate construction upon availability of funds. The design estimate for the two projects is $1,765,000 and $1,936,000 respectively.

**Taxiway Seal Coat, Lafayette Regional Airport, Lafayette, LA**
The Project consisted of Improvements to Taxiways at the Lafayette Regional Airport. These improvements include marking removal, crack repair, seal coating the pavement, and marking the taxiways.

Project design included details for removal of markings, crack repair, sealcoating application, and re-stripping of runway and taxiways. Developed construction drawings, specifications and cost estimate. Construction: $600K.

**Laughlin Air Force Base Repair Storm Drainage on Second Street, Del Rio, TX**
Performed civil engineering design and details for development of construction documents for a site paving and drainage project. Responsibilities for this project included coordination with Base personnel for site and drainage improvements along Second Street. Design work included geometric layout of roadway intersections and parking areas. Additional work included layout of a subsurface drainage system, site grading, miscellaneous paving and site work details, and material quantity estimates. Performed construction management and inspection duties during the construction phase of the project.

**Laughlin Air Force Base First Street Area & Airfield Storm Drainage Repairs, Del Rio, TX**
Performed civil engineering design and details for development of construction documents for a site paving and drainage project. Responsibilities for this project included coordination with Base personnel for site and drainage improvements along First Street and within the Airfield. Design work included geometric layout of roadway intersections. Additional work included layout of a subsurface drainage system, site grading, utility relocations, miscellaneous paving and site work details, and material quantity estimates.

**Apron and Fueling System Improvements, Kickapoo Downtown Airport, Wichita Falls, TX**
Project design included the removal of two 12,000 gallon underground fuel storage tanks in accordance with TCEQ Criteria, installation of new aviation fuel storage delivery and distribution station, and reconstruction and expansion of existing general aviation apron and taxi lanes adjacent to existing general aviation hangar structures. As civil engineer, responsibilities for this project included analysis of the existing drainage area, geometric layout of concrete paving, site grading, miscellaneous paving and site work details, and material quantity estimates. The project included nearly 14,000 square yards of concrete apron and taxi lane, as well as asphalt pavement rejuvenation. Construction: $2.1 M

**Cargo Apron, and Connector Taxiways, Lafayette Regional Airport, Lafayette, LA**
Project design included engineering tasks and design support for a new 63,000 square yard air cargo apron on an airfield redevelopment site. The work included preparation of schematic layouts, construction phasing, panel layout, subsurface drainage, jet blast fence details, grading, quality assurance reviews and updates to the airport layout plan. As civil engineer, responsibilities for this project included analysis of the existing drainage area, site grading, subsurface drainage design and layout, miscellaneous site work and drainage details, and material quantity estimates. Construction: $8.33M
Capital Metro Kramer Street Siding, Austin, TX
Performed civil engineering design and details for development of subsurface drainage improvements along the Kramer Street railroad siding. Design work included hydraulic analysis of drainage areas, hydraulic analysis and design of a subsurface drainage system, site grading, miscellaneous site work details, and material quantity estimates.

Capital Metro Manor Siding, Austin, TX
Performed civil engineering design and details for development of subsurface drainage improvements along the Manor Street railroad siding. Design work included hydraulic analysis of drainage areas, hydraulic analysis and design of a subsurface drainage system, site grading, miscellaneous site work details, and material quantity estimates. Design work involved site visits and evaluation of existing drainage inlets and flow paths for drainage areas contributing to the MLK drainage system. Design work involved site visits and evaluation of existing drainage inlets and flow paths for drainage areas contributing to the MLK drainage system. Modeling was then performed for the MLK trunk line. Development of drainage areas and associated flows was coordinated the MWM Design Group who was performing the drainage design for the nearby Redeemer Church. The flows from Redeemer Church tied into the flows for the Manor area drainage system. The project area followed the railroad right-of-way along its East side. A detention pond for the project discharges into an existing 36” pipe that enters the railroad R.O.W. These flows contributed to the MLK trunk line. A portion of the new trunk line improvements was to be built under the proposed railroad track. A structural analysis was performed to verify the box could support the design railroad loading. In addition to the drainage design, URS investigated and identified existing utilities along MLK in the vicinity of proposed drainage culvert. Existing utility conflicts with proposed drainage culverts were identified on the Construction Drawings. The final project was divided into Phase I and II to help expedite construction. During the design process, URS met with City of Austin Environmental, Drainage, and ROW Reviewers prior to Correction submittals to obtain preliminary approvals. Comments were incorporated into the Construction Documents.

4th Street Rehab/Drainage Design, Austin, TX
Performed as Senior Civil Engineer for the development of construction plans and details for drainage modifications along 4th Street.

Site and Playground Improvements at Parkview Elementary School, New Orleans, LA
As the project engineer, responsibilities for this project included geometric layout and design of an asphalt roadway for student drop off, asphalt bus turn-around area, asphalt parking area, and asphalt play area. Additional work included site grading, miscellaneous paving and site work details, hydraulic analysis, and design of a subsurface drainage system, layout of a covered pedestrian walkway, fencing layout with two roller gates, and material quantity estimates. Performed construction management and inspection duties during the construction phase of the project.

Port of South Louisiana Globalplex Facility Internal Roadway Improvements
Responsibilities included the project management of the design and construction of the internal roadway improvements to the Port of South Louisiana Globalplex facility. The design included a subsurface drainage system, geometric layout, and details for a HS-20 and airport loading capacity concrete roadway, striping, signage, and underground utility relocations. Performed construction management and inspection duties during the construction phase of the project. LA-US 167. Responsible for the hydraulic design and geometric layout of the roadway using InXpress software package, the hydraulic analysis of major and minor drainage structures using LDOTD hydraulic programs, and the hydraulic analysis of existing and proposed bridges using WSPRO. LA-US 425. Responsible for the hydraulic analysis of major and minor drainage structures using LDOTD hydraulic programs.
Earhart Boulevard, Jefferson Parish, LA
As resident inspector for the project, my duties included keeping daily and weekly journals, evaluating pay requests, and insuring that the Contractor performed his work in accordance with the plans and specifications.

Conoco Phillips Oil Refinery Drainage Improvements, Belle Chase, LA
Responsibilities for this project included modification of existing site grading and drainage to improve collection of surface runoff within the refinery.

TransAmerican Oil Refinery Master Drainage Plan
Responsibilities for this project included the development of a master drainage study for TransAmerican Oil Refinery. Storm water and process water systems were considered and evaluated in the study. Hydraulic calculations were performed for existing and proposed drainage structures, including gravity drainage and force main systems. Cost estimates were also performed for the proposed drainage improvements.

Mississippi State Port Authority at Gulfport, Project 99 Design
Responsibilities for this project included the grading layout for an asphalt container yard.

St. John the Baptist Parish, Woodland Drive Improvements
Responsibilities for this project included the geometric layout for the road, asphalt geometric layout paving details, a traffic detour plan, striping, signage, and the development of construction drawings and specifications.

Bergeron Chrysler Service Shop, Metairie, LA
Responsibilities for this project included hydraulic analysis of the existing drainage area, hydraulic analysis, and design of a subsurface drainage system, geometric layout for an asphalt parking lot, and miscellaneous paving details.

Allegheny Hatfield’s Ferry Units 1 – 3
As the civil project coordinator, responsibilities for this project included the development of site layouts showing proposed grades and drainage patterns for target cost estimate packages. Material take-offs were performed as part of the target cost effort.

SILOCAF Roadway, Port of New Orleans
Responsibilities for this project included geometric layout, concrete paving details, hydraulic analysis signage, and striping. Also acted as resident inspector for the project.

St. Claude and Seabrook Bridges Traffic/Safety Improvements, Port of New Orleans
Responsibilities included surveying and investigating existing site conditions, recommending various traffic/safety improvements including handicapped ramps, new Jersey barrier walls, guard rails, hand rails, concrete repairs, fencing and barriers, and showing the final improvements in a set of design plans and specifications.

Florida and L & N Railroad Bridges Traffic/Safety Improvements, Port of New Orleans
Responsibilities included surveying and investigating existing site conditions, recommending various traffic/safety improvements including New Jersey barrier walls, guard rails, gate arms, message signs,
hand rails and striping, and showing the final improvements in a set of design plans and specifications.

**Rear Road and Rail "B", Port of New Orleans**
Responsibilities for this project included the geometric layout for both the road and the rail, concrete paving details, hydraulic analysis, and design of a subsurface drainage system, signage, and striping.

**PCW Roadway Phase I, Port of New Orleans**
This project included the design of a subsurface drainage system, the geometric layout, and details for a concrete roadway, striping, and signage.

**PCW Roadway Phase II, Port of New Orleans**
This project included hydraulic analysis, geometric layout, asphalt concrete paving details, concrete retaining wall and curb details, signage, and striping.

**Wharf “C”, Port of New Orleans**
Responsibilities for this project included the geometric layout for both the road and the rail, hydraulic analysis and design of a subsurface drainage system, concrete paving details, signage, striping, and concrete structural design. Hydraulic analysis for this project was aided by using a computer program which followed LDOTD policies and procedures.

**Port of New Orleans, Milan Street Wharf Paving**
Responsibilities for this project included the layout and details for the milling and resurfacing of an asphalt container yard, and the development of construction plans and specifications.

**Port of New Orleans, France Road, Berth 2 Paving**
Responsibilities for this project included the layout and details for an asphalt container yard, and perimeter fencing, and the development of construction plans and specifications.

**Port of New Orleans, Alabo Street Marshalling Yard Paving**
Responsibilities for this project included the geometric layout and details for the rehabilitation of an existing asphalt marshalling yard, and the development of construction drawing and specifications.

**Port of New Orleans, PCW Downstream Demolition**
Responsibilities for this project included detailing and phasing of the demolition of various buildings, paving, and utilities in the PCW area of the Port of New Orleans, and the development of contract plans and specifications.
KIMBERLY CULP, PE

EDUCATION
B.S., Civil Engineering, Texas Tech University, 1994
B.A., Architecture, Texas Tech University, 1994

PROFESSIONAL REGISTRATIONS/CERTIFICATIONS
Professional Engineer, Texas (#88467), 2001
TxDOT Precertification #10056
TxDOT Local Government Project Procedures (LGPP)

AREAS OF EXPERTISE
Ms. Culp has management and technical experience in the following general areas:
- Water, Sanitary Sewer, Street and Drainage Design
- Sidewalk and Trail Design
- Hydrologic & Hydraulic Analyses and Reports
- Traffic Control Plans (TCP)
- Water Pollution Abatement Plan (WPAP) Preparation
- Preparation of Plans, Specifications & Estimates (PS&E)
- Construction Management
- Design Review

Experience is with both commercial and governmental clients in developing:
- Permit Applications
- Operations and Maintenance Manuals

REPRESENTATIVE EXPERIENCE
Ms. Culp has over 18 years of experience and progressive responsibility in drainage and civil engineering consulting. Serving in the capacity of Design Engineer, she offers extensive hands-on experience with planning, engineering design, and cost estimating. Ms. Culp’s background includes extensive service to both the private and public-sector, including various municipalities and Texas DOT.

PERMITTING
Brushy Creek MUD Disc Golf Parking Lot – Round Rock, TX
Ms. Culp prepared the WPAP for the project. She also designed a bioretention facility for water quality for proposed parking lot; this included sizing the facility and the planting that were used in the facility.

FM 1626 – Hays County, TX
Ms. Culp prepared the WPAP, which was submitted and approved by TCEQ. The WPAP included water quality for Permeable Friction Course (PFC), grassy swales, and vegetative filter strips.

US 281 / Loop 1604 Interchange – Alamo RMA, San Antonio, TX
Ms. Culp assisted in the preparation of the WPAP for the proposed improvements. The WPAP included water quality for grassy swales, vegetative filter strips, AquaLogic and detention ponds. She also analyzed the drainage system on the two direct connectors and the drainage system on Loop 1604, east of the US 281 interchange.
DRAINAGE SYSTEMS

FM 1626 – Hays County, TX
The project consisted reconstruction and widening approximately four (4) miles of FM 1626 from a 2-lane road to a 4-lane road. The project consisted of a Permeable Friction Course (PFC) roadway, six (6) culvert crossings, one (1) bridge crossing, half a mile of curb and gutter, concrete sidewalk, and storm sewer. Ms. Culp delineated the drainage areas and calculated the times of concentration using MicroStation, flows were calculated within MicroStation Geopak Drainage. She analyzed four (4) of the culvert crossings using HY-8 and the remaining two (2) were analyzed using HEC-RAS. Ms. Culp input the bridge crossing and analyzed it in HEC-RAS. The scour analysis was also done within HEC-RAS. She oversaw the creation of the plan sheets for the drainage area maps, storm sewer layouts, storm sewer profiles, culvert layouts and a hazardous detention pond. Ms. Culp performed the QA/QC on these sheets. She prepared the WPAP, which was submitted and approved by TCEQ.

US 281 / Loop 1604 Interchange – Alamo RMA, San Antonio, TX
The project consisted of constructing four (4) direct connectors, and various access ramp relocations, roadway widenings, bridge widenings, additional drainage systems that tied into existing systems and water quality features within the limits of Loop 1604, between Bitters Road and Redland Road, and US 281 between Bitters Road and Loop 1604. Ms. Culp delineated drainage areas and calculated times of concentration using MicroStation, flows were then calculated within MicroStation Geopak Drainage. Ms. Culp input the existing and designed the new storm sewer which was analyzed in MicroStation Geopak Drainage. She oversaw the creation of the plan sheets for the drainage area maps, storm sewer layouts, storm sewer profiles, an AquaLogic system, and a detention pond. Ms. Culp also performed the QA/QC on these sheets. She also helped in the preparation of the WPAP that was submitted and approved by TCEQ.

FM 720 – City of Little Elm, Little Elm, TX
The project consisted of reconstruction and widening approximately five (5) miles of FM 720 through an urbanized area of Little Elm from a 2-lane road to a 4-lane road. Besides the roadway, the work consisted of signals, curb and gutter, six (6) culvert crossings, two (2) bridge crossings, and over 20 storm sewer systems. Ms. Culp was responsible for all drainage aspects including construction plans, quantities, and a hydraulic analysis and scour report for the bridge crossing. The project was designed for TxDOT and NTTA.

SH 121, Segment 3N – Collin County, TX
Ms. Culp prepared a hydrologic and hydraulic report for five (5) existing culverts and two (2) bridges as well as he proposed bridges on the main lanes. Four (4) of the culverts were analyzed using TxDOT THYSYS Culvert. The remaining one (1) culvert and two (2) bridges were in the FEMA floodplain and therefore had an existing study that ended at the project site. All three (3) HEC-2 models were expanded to include existing culvert and bridges. The bridges were located over Cottonwood Creek and Rowlett Creek.

US 290 – Dripping Springs, TX
Ms. Culp developed drainage areas and designed 12 storm sewer systems using WinStorm. Design work included locating and sizing curb inlets, drop inlets and open channels. Storm sewer systems tied into three (3) outfall channels, with one having known FEMA elevations and flooding problems. With addition of storm sewer, it was determined that additional flooding would not occur. Also prepared storm sewer
layout sheets, hydraulic sheets, culvert layouts and assisted in preparation of erosion control sheets and standards.

WATER/WASTEWATER DISTRIBUTION & COLLECTION SYSTEMS

CAVCO Sewer Replacement – Seguin, TX
This project involved the replacement of a 10-inch gravity sewer line with a 24-inch gravity sewer main, approximately 7,900 linear feet. This portion of the project extends from Huber Road, north of IH 10, to the SH 46 lift station and ending at Mill Creek. The project also included the replacement of a 12-inch gravity sewer line with a 24-inch gravity sewer main, approximately 3,00 linear feet, from SH 46 and Mill Creek to approximately 80 feet north of Rudeloff Road; As well as the replacement of a 24-inch gravity sewer line with a 24 inch gravity sewer main, approximately 850 linear feet, extending from Huber Road east to near Walnut Branch. Applications were submitted for acceptance and/or permits to TCEQ (sanitary sewer) and TxDOT (utility).

Huber Road Sewer Replacement – Seguin, TX
This project involved the installation of an 18-inch gravity sewer main, approximately 6,500 linear feet. The project is located on Huber Road and extends from the north side of IH 10, connecting to the existing 24-inch sewer main, to the north side of Rudeloff Road. A portion of the sanitary sewer had to be steel encased and bored under a culvert crossing at Walnut Branch. An application was submitted for acceptance to TCEQ (sanitary sewer).

Walnut Branch 18 Inch Sewer Replacement Phase II – Seguin, TX
This project involved the replacement of a 24-inch gravity sewer line with a 42-inch gravity sewer main, approximately 1,800 linear feet. The project was located within Walnut Branch, located south of the new library to the connection to the lift station at the Walnut Branch Wastewater Treatment Plant. The design of the sewer main had to be coordinated with the design of the Walnut Branch Trail Extension in the same area. Applications were submitted for acceptance and/or permits to TCEQ (sanitary sewer) and TxDOT (utility crossing).

BS 123B – Seguin, TX, New Braunfels TxDOT Area Office
Ms. Culp coordinated with TxDOT and the City of Seguin the design of a new water line and sanitary sewer system along BS 123B. The project consisted of approximately 72 linear feet of six inch and 6,800 linear feet of eight inch water line. There was also 1,519 linear feet of six inch, 888 linear feet of eight inch, and 86 linear feet of 24 inch sanitary sewer line. Ms. Culp prepared the plan set in MicroStation and specifications to be included in the TxDOT plan set and bidding document, respectively. Ms. Culp also prepared plan sheets for storm sewer (337 linear feet of a 6’ x 3’ box culvert) that needed to be redesigned along Seidemann Street, west of BS 123B. This system tied into the proposed storm sewer system that TxDOT designed along BS 123B.

Walnut Branch 18 Inch Sewer Replacement – Seguin, TX
This project involved the replacement of an 18-inch gravity sewer line with a 30-inch gravity sewer main, approximately 7,312 linear feet. The project was located within Walnut Branch between Kingsbury Street (US 90) and Guadalupe Street. Applications were submitted for acceptance and/or permits to TCEQ (sanitary sewer) and TxDOT (utility crossing).
Heideke-Martindale Street Sanitary Sewer Improvement – Seguin, TX
This project involved the installation of a new 12-inch 1,782 linear foot gravity sewer main along Martindale Street, a new 12-inch 1,589 linear foot gravity sewer main along Heideke Street, and a new 12-inch 2,719 linear foot gravity sewer main along Stremple Road. Applications were submitted for acceptance and/or permits to TCEQ (sanitary sewer) and TxDOT (utility crossing).

State Highway 123 Utility Extensions – Seguin, TX
This project involved the installation of 3,025 linear feet of an eight-inch sanitary sewer line and 3,289 linear feet of a 12-inch water line along SH 123. A Utility Installation Request was submitted, and approved, to TxDOT for installation of 552 linear feet of 12 inch water line within TxDOT ROW along SH 123B (Austin Street).

SH 123 Bypass Water Loop Phase II & III – Seguin, TX
This project consisted of the extension of a 12-inch water main from Countryside Blvd. (near Topaz Ave.), extending south on Countryside Blvd. to Joe Carrillo Blvd., south along the western property of the SISD elementary school to Jim Barnes Drive extending onto Harry Miller Pass and terminating at the property line of the proposed subdivision (The Meadows at Nolte Farms). An application was submitted for acceptance to TCEQ for the proposed water main.

IH 10 Utility Relocations – Seguin, TX
This project involved the replacement of a 10-inch sanitary sewer line with 785 linear feet of a 24-inch sanitary sewer main. It also included the replacement of an eight inch water line with 441 linear feet of a 16 inch water main under IH 10, west of Austin Street (SH 123 Business). A Utility Installation Request was submitted, and approved, to TxDOT for installation of the water main within TxDOT ROW under IH 10. Ms. Culp also prepared the TxDOT Standard Utility Agreement with supplemental documentation for the water main under IH 10. The Agreement allowed the City partial reimbursement for the water main.

STREETS AND DRAINAGE SYSTEMS

Milam Street – Seguin, TX
Consisting of street improvements (including sidewalks, curb and gutter), sewer and storm sewer replacement along Milam Street, between Kingsbury Street and Mountain Street. The project size is approximately 3,800 linear feet with the proposed roadway 35 feet wide from College Street to Mountain Street and 30 feet wide from Kingsbury Street to College Street. Ms. Culp will prepare the plans, specifications and bid document. Applications will be submitted for acceptance and/or permits to TDLR (sidewalks), TCEQ (sanitary sewer), and TxDOT (driveway permit).

River, San Marcos, Mountain, Heideke (RSMH) Street Reconstruction - Phase I – Seguin, TX
Consisted of street improvements (including sidewalks, curb and gutter), water, sewer and storm sewer replacement along River Street (between College Street and Mountain Street), Mountain Street (between River Street and just east of Bauer Street), San Marcos Street (between Kingsbury Street and Court Street), Bauer Street (between Mountain Street and Court Street), and Milam Street (between Mountain Street and Nolte Street). The project also included installation of four new concrete discharge structures. The project size is approximately 25 acres, runs approximately 11,000 linear feet with proposed roadways ranging from 15 to 51 feet wide. Outfall structures were modeling using HEC-RAS for the 10- and 100-year storm events. Assisted in preparing specifications and bid document. Applications were submitted for acceptance and/or permits to TDLR (sidewalks), TCEQ (water and sanitary sewer), and TxDOT (driveway and utility crossings).
River, San Marcos, Mountain, Heideke (RSMH) Street Reconstruction - Phase II – Seguin, TX
Consisted of street improvements (including sidewalks, curb and gutter), water, sewer and storm sewer replacement along Heideke Street, between Kingsbury Street and Court Street, and a portion of Mountain Street. The project also included the installation of two new concrete discharge structures, one on Heideke Street (between Mountain Street and Court Street) and one on Court Street (west of Heideke Street). The project size is approximately six acres, runs approximately 5,084 linear feet with proposed roadways ranging from 31 to 41 feet wide. Outfall structures were modeling using HEC-RAS for the 10- and 100-year storm events. Ms. Culp prepared specifications and bid document. Applications were submitted for acceptance and/or permits to TDLR (sidewalks), TCEQ (water and sanitary sewer), and TxDOT (driveway and utility crossings).

South River Street – Seguin, TX
The project included street improvements (including sidewalks, curb and gutter, micro surfacing and mill and overlay), water replacement, sewer replacement and new storm sewer along South River Street, between Washington Street and East Klein Street, and West Klein Street. Ms. Culp prepared specifications and bid document. Applications were submitted for acceptance and/or permits to TDLR (sidewalks) and TCEQ (water and sanitary sewer).

Strempel Road – Seguin, TX
The project consisted of widening a narrow two-lane roadway to a four-lane roadway with a continuous left turn lane, curb and gutter, sidewalk along the south side of the roadway, and a water line replacement. The needed drainage improvements required an analysis of the approximately 195-acre drainage basin where a TxDOT Drainage Summary Report, along with construction plans, were submitted to TxDOT for approval. The extensive drainage analysis was performed using specific software, HEC-RAS, HEC-HMS, and HY-8 to comply with TxDOT requirements. Major drainage improvements included 900 LF of culvert, culvert extensions of TxDOT culverts at SH 123 Business (Austin Street) and SH 123 Bypass, drainage channels, and consideration of a future drainage pond that was analyzed concurrently with the Strempel Road design. The detention pond would be using the major culvert crossing as an outfall to the pond. Ms. Culp oversaw the preparation of the plans, specifications and bid documents. Applications were submitted for acceptance and/or permits to TDLR (sidewalks) and TCEQ (water) and TxDOT (driveway permits).

Centers Project – Elgin, TX
The project consisted of approximately one mile of street reconstruction, one major culvert crossing, water and sanitary sewer line replacement, two miles of multipurpose path and two (2) transit stops. Although this was a City of Elgin project, the project had federal funding through TxDOT. Therefore plan review and bid document review was done through TxDOT. Besides TxDOT, TRC coordinated with TDLR, THC and TCEQ to obtain the permits necessary for construction.

Huber Road Stilling Basin – Seguin, TX
The project consisted of the design and installation of a settling basin on the upstream end of the Huber Road culvert crossing. Due to recent storm events, this area has had severe washout of the upstream property owner’s land and along the culvert crossing itself. Ms. Culp designed a settling basin using gabion baskets and a gabion mattress. She also prepared the plan set, specifications, and bid document for the project.
Heideke Street Reconstruction – Seguin, TX
This project consisted of the reconstruction of Heideke Street to a 24-foot-wide asphalt roadway with bar ditches between IH 10 westbound frontage road and SH 123 Bypass. Both ends of Heideke Street connect to TxDOT roadways and therefore driveway permits were submitted to TxDOT. The driveway permits included plans sheets and a hydrologic and hydraulic analysis for proposed culverts and each intersection.

8th Street/Rio Nogales – Seguin, TX
This project consisted of 2,200 linear feet of street reconstruction along Rio Nogales from Guadalupe Street to 8th Street and approximately 1,500 linear feet of street reconstruction along 8th Street from Rio Nogales to the Niagara Bottling Plant. Both intersections on Rio Nogales, Guadalupe Street and 8th Street, were reconstructed as part of this project. Also constructed was a drainage swale from the end of 8th Street, extending to an existing detention pond.

NBU McKenzie WWTP – New Braunfels, TX
This project consisted of the design of a new 2.5 MGD wastewater treatment plant with access off SH 46. Plans (plan and profile, signing, striping, typical sections) were developed for a turning lane into the McKenzie WWTP. These were supplied to TxDOT for a driveway permit. The driveway permit was approved by TxDOT.

NBU Gruene WWTP – New Braunfels, TX
This project consisted of the design of a new 2.5 MGD wastewater treatment plant with access off SH 46/Loop 337. Plans (plan and profile, retaining walls, signing, striping, typical sections) were developed for a turning lane into the Gruene WWTP. These were supplied to TxDOT for a driveway permit. The driveway permit was approved by TxDOT.

DRAINAGE REPORTS

SH 78 (New Braunfels Street) Drainage Study – Seguin, TX
The purpose of this report was to provide the City with a preliminary design of a concrete pilot channel. The project area consists of the UPRR right-of-way between the Railroad and SH 78 extending from 8th Street west to the Walnut Branch concrete channel under the Railroad, or approximately 2,450 linear feet. Flows were calculated using the Rational Method. The channel was input into HEC-RAS Walnut Branch model to determine the hydraulics and the tailwater from Walnut Branch.

Guadalupe Street Drainage Study – Seguin, TX
The purpose of this report was to provide the City with multiple storm sewer infrastructure options, as applicable, and construction cost estimates in order to assist City Staff in selecting the final option for further design and construction document preparation. The existing structure consisted of a 36-inch line with contributing laterals and a drainage area of 103 acres. Flows were calculated using the Rational Method. The TxDOT program WinStorm was used to analyze the existing system.

Hydrologic & Hydraulic Study for Wyoming Springs at 620 Subdivision – Round Rock, TX
The purpose of this study was to determine the 2-, 5-, 10-, 25- and 100-year discharges and the 100-year water surface elevation through the site. After Ms. Culp delineated the drainage areas and calculated the times of concentrations, she then calculated the flows using the SCS method in HEC-HMS. These flows were then used in a HEC-RAS model for an unnamed tributary running through the site. The unnamed tributary flows through four (4) detention structures then through two (2) sets of culverts located upstream.
and downstream of the proposed site. The study was submitted and approved by the City of Round Rock.

**Hydrologic and Hydraulic Study of Walnut Creek at FM 535 – Bastrop, TX**
Existing structures were composed of a main bridge and a relief bridge with a drainage area of 108 square miles. Flows were calculated using regression equation for Lower Colorado Tributaries. Structures were approximately 12 miles from the Colorado River. Ms. Culp used HEC-RAS to model existing conditions and then compared against the FEMA map. Two (2) alternatives were considered: Type A Prestressed beams or box beams. HEC-RAS was used to model both alternatives. Although box beams have the tendency to become buoyant, box beams were recommended option due to lower 100-year water surface elevation, smaller depth and ability to span longer distances.

**MISCELLANEOUS**

**City of Seguin Police Parking Lot Extension – Seguin, TX**
This project consisted of the design of an asphalt parking lot extension for the City of Seguin Police Department. The parking lot will also serve at the detention facility. Ms. Culp determined the flows for the 2-, 10-, 25-, 50- and 100-year events. These flows were used for the detention requirements and analyzed in the Hydraflow Hydrographs Extension for AutoCAD Civil 3D. A drainage report was supplied to the City, as well as the plan set. A plat of the project area was also submitted to the City's Director of Planning for land entitlement and codes.

**Chaparral Drainage Improvements – Seguin, TX**
This project consisted of the design and installation of drainage channels throughout the Chaparral neighborhood that drained through three (3) drainage easements to a golf course property. Plans and quantities were submitted to the City.

**Walnut Branch Creek Trail Extension Project – Seguin, TX**
This project consisted of the design and installation of a trail extension from the Seguin Public Library to Max Starke Park. The trail will be approximately 1,800 linear feet, ten (10) feet wide, along Walnut Branch Creek. This project was procured under the Alamo Area Metropolitan Planning Organization (MPO) FY 2017-2020 Transportation Alternative Program with project regulation assistance from the Texas Department of Transportation (TxDOT). Plans, specification, and estimates will be submitted to the TxDOT San Antonio District for review and approval. The plans will also be submitted to TDLR for review.

**North Vaughan/San Antonio Avenues and Park West Sidewalk Project – Seguin, TX**
This project consisted of the design and installation of sidewalks and curb ramps along North Vaughan Avenue, San Antonio Avenue and Park West; with a pedestrian bridge over Walnut Branch, east of North Vaughan Avenue. The sidewalk along North Vaughan Avenue was approximately 2,500 linear feet of five foot wide sidewalk between Court Street and San Antonio Avenue. The sidewalk along San Antonio Avenue was approximately 3,050 linear feet of five foot wide sidewalk between North Vaughan Avenue and Guadalupe Street. The sidewalk within Park West was approximately 5,280 linear feet with a six foot wide sidewalk and a low water crossing across Walnut Branch. This project was procured under the Alamo Area Metropolitan Planning Organization (MPO) FY 2015-2019 Transportation Alternative Program with project regulation assistance from the Texas Department of Transportation (TxDOT). Plans, specification, and estimates were submitted to the TxDOT San Antonio District for review and approval. The plans were also submitted to TDLR for review.
Elgin Sidewalks Connections – Elgin, TX
This project consisted of the design and installation of sidewalks and curb ramps on a portion of County Line Road, FM 1100, SH 95 and within Elgin Memorial Park. The sidewalk along County Line Road was approximately 591 linear feet of 6-foot wide sidewalk across from Nedig Elementary School. The sidewalk along County Line Road connected to previously existing sidewalks at Bandera Woods Blvd. and the nearby Austin Community College campus. The sidewalk along FM 1100 was approximately 1,058 linear feet of sidewalk that varied between 5-feet and 10-feet wide between Elgin Middle School and SH 95. A 2-7’x6’ culvert was extended on FM 1100 in order to incorporate the 10-foot wide sidewalk. The sidewalk along SH 95 was approximately 814 LF of 6-foot-wide sidewalk from FM 1100 to Elgin Memorial Park. The sidewalk within Elgin Memorial Park was approximately 465 LF with a 6-foot-wide sidewalk. This project was procured under the Capital Area Metropolitan Planning Organization (CAMPO) FY 2017-2020 Transportation Alternative Program with project regulation assistance from the Texas Department of Transportation (TxDOT). TRC met with various City staff and TxDOT staff at the TxDOT Bastrop Area Office and the TxDOT North Austin District Office to review the plans and easements for the project. Plans were submitted to TxDOT’s Bastrop Area and Austin District offices for review and approval. The plans were also submitted to TDLR for review.

2015 Sidewalk Improvements Texas Capital Fund Grant – Elgin, TX
This project consisted of the design and installation of 13 curb ramps (2nd Street, 1st Street, Depot Street and Avenue C, Austin Street and Avenue C, and Brenham Street and Avenue C) and 1,007 linear feet of sidewalk along Avenue C, Austin Street and Brenham Street. The plans were submitted to TDLR for review. In order for Elgin to receive their funding, TDLR performed an inspection of the ramps and supplied a report stating the ramps were in compliance with TAS/RAS specifications.

Seguin Wastewater Collection System Study – Seguin, TX
Ms. Culp calculated the estimated average and peak existing and future sanitary sewer flows throughout the City of Seguin. The study included alternatives for the sanitary sewer system around the SH 46 area, alternatives for a new sanitary sewer system around IH 10 and US 90, proposal for a new sanitary sewer system for the Lake McQueeney area, and a proposal for a new sanitary sewer system for Turtle Lane and Lakeview Drive. The study also included discussions on the wastewater treatment plants and the Springs Hill Wastewater Treatment Plant.

SH 130 Controlled Access Tollway in Austin for Design Quality Assurance for TTA
Analyzed, recalculated, and recommended correction on all aspects of the drainage design. The drainage design included hydrology, culvert layouts, storm sewer plans, water quality plans and all calculations associated with those plan sheets. Also review WPAPs, bridge scour reports and FEMA CLOMR reports. This included drainage for the first 49-miles of a $1.3B 96-mile controlled access tollway. Maintained a rigid minimum-turnaround schedule for plan review to facilitate material ordering and active construction schedules.

SH 11 Hydrologic Study in Grayson County for TxDOT – Paris District, TX
Prepared hydrologic studies for Choctaw Creek, Big Cedar and Cedar Creek. The drainage area for Choctaw Creek was divided into two (2) main areas: Post Oak Creek and Choctaw Creek. The hydrologic study was for both structures, south of the City of Luella. Flows were determined using the SCS Method, the USGS Regression Equations, Texas Interactive Flood Frequency (TIFF), and FEMA. An example of the hydraulic data sheet for their plans was also prepared.
Scour analyses for several highway bridges in TxDOT – Lufkin District, TX
Prepared numerous scour analyzes for bridges in various counties: FM 95 over Naconiche Creek, SH 21 over Hurricane Bayou, US 190 over Woods Creek, FM 352 over Beaver Creek, SH 87 over Bull Bay Creek, SH 21 over Boregas Creek, FM 177 over Arenosa Creek, SH 147 and FM 2262 over Caney Creek, US 59 over Reisingers Creek, US 59 over Attoyac River and US 59 over Hardage Creek.

Hydrologic Analyses for several bridge in TxDOT – Beaumont District, TX
Prepared hydrologic analyzes for 50 bridges. Drainage areas range for 2 to 2,000 square miles. Flow was determined using USGS Regression Equations, the transference equation, USGS PEAKFQ, and Texas Interactive Flood Frequency (TIFF).

SPECIALIZED TRAINING - TxDOT PRECERTIFICATION’S
• Category 2.5.1 – Water Pollution Abatement Plan
• Category 10.1.1 – Hydraulic Studies
• Category 10.2.1 – Basic Hydraulic Design
• Category 10.3.1 – Complex Hydraulic Design
• Category 10.5.1 – Bridge Scour Evaluations and Analysis

PROFESSIONAL AFFILIATIONS
Capital Area Erosion Control Network (CAECN)
BEN SHARON, PE

EDUCATION
Bachelor of Science, Electrical Engineering, University of Idaho, Moscow, ID
Master of Engineering, Electrical Engineering, University of Idaho, Moscow, ID
Leading Professional Services Firms, Harvard Business School, Boston, MA

PROFESSIONAL REGISTRATIONS/CERTIFICATIONS
Professional Electrical Engineer, Texas, (#119935)
Professional Electrical Engineer, California, (#18798)

REPRESENTATIVE EXPERTISE
Mr. Sharon is a Professional Electrical Engineer with 17 years of engineering design and project management experience. His primary areas of expertise include power systems design and analysis, industrial control systems design and radio frequency communications system design. His career has been focused in the construction industry with emphasis in power and industrial control system design for commercial, municipal and federal projects in both a Design and Design-Build project structure. Mr. Sharon offers clients a unique combination of technical expertise in his primary field of practice as well as experience managing multi-discipline design teams. Mr. Sharon has served as the engineer of record for electrical and control systems for numerous complex projects ranging up to $400M and has managed turnkey design-build SCADA replacement and improvement projects for federal and municipal clients.

Mr. Sharon provides expertise in the following areas:

- Design of power distribution systems and Supervisory Control and Data Acquisition (SCADA) systems for industrial facilities.
- Production of full design packages and documentation with detailed engineering drawings and schematics including single-line diagrams, facility power, grounding and lighting plans, control schematics and Process and Instrumentation Diagrams (P&IDs).
- Support of design projects through construction to include bid support, construction support and provide oversight and assistance during startup, testing and commissioning of electrical and industrial control systems.
- Power Systems Design – Prepare detailed design documents for underground and overhead low voltage and medium voltage electrical distribution systems for new construction and expansion/retrofit projects.
- Power System Analysis – Perform load flow, short circuit, protective device coordination, voltage drop, harmonic and Arc –Flash analysis for power distribution systems to establish design criteria for the selection of power monitoring, conditioning and control equipment including active/passive harmonic filters and power factor correction components.
- Electric Motors, Drives and Controls – Specify required infrastructure to operate large 3-phase AC induction motors, including motor control centers, reduced voltage soft starters (RVSS), variable frequency drives (VFDs) and all related overload/short circuit/ground fault protection systems.
- Supervisory Control and Data Acquisition (SCADA) Systems Design - Prepare detailed design documents for industrial control systems to provide local monitoring and control for industrial processes and establishing required interfaces to plant or system-wide Human Machine Interface (HMI).
- Instrumentation & Control Systems – Specify methods for electronic level, pressure, temperature, flow and temperature measurement as well as on-line analytical instrumentation required for plant automation and monitoring.
• Automation Hardware – Strong understanding of top-tier Programmable Logic Controllers (PLCs), Remote Telemetry Units (RTUs) and Distributed Control System (DCS) products by Modicon, Allen Bradley, GE Fanuc, Control Microsystems (now Schneider Electric), Siemens and Emerson.
• Maintains strong understanding of the latest adopted codes, industry standards and technological advancements for modern power distribution and industrial control system hardware and software.

REPRESENTATIVE EXPERIENCE
The following partial list of projects demonstrate Mr. Sharon’s representative experience.

City of San Diego North City Pure Water Facility, San Diego, CA
(Electrical Engineer of Record)
Mr. Sharon is the Electrical Engineer of Record for the $400M (est.) state of the art 34 million gallons per day (MGD) water treatment plant located in San Diego, CA. The NCPWF includes the following key processes: ozone treatment, BAC filtration, MF using microfiltration/ultrafiltration membranes, RO, disinfection with UV/AOP, and product water stabilization. The product water leaving the facility will be chlorinated to maintain a set residual in the pipeline, and then dechlorinated prior to discharge at Morena Reservoir. The electrical design of the NCPWF campus includes site power and fiber optic communications distribution serving 12 identified process areas and 6 buildings, switchgear interfaces to allow for grid-tied co-generation, and extensive electrical interfaces to support the process instrumentation interfaces to the plant-wide Distributed Control System (DCS).

Marine Corps Base Camp Pendleton (MCBCP) P-1043 Northern Regional Tertiary Treatment Plant
(Electrical/I&C Design Manager, Electrical Engineer of Record)
This $120M Design, Build, Operate and Maintain (DBOM) project consisted of a new wastewater treatment plant with treatment capacity of four million gallons per day (4 MGD) and a Tributary Area Pumping Station (TAPS) to convey wastewater to the new plant and a 3.9 Megawatt solar Photovoltaic (PV) Power Plant. The NRTTP consists of influent pump station, headwork facility, sequenced batch reactors (SBRs), aerobic digesters, bio filters odor control system, solids removal, handling and storage facilities, waste activated sludge conveyance and storage, flow equalization, three chemical feed systems (MeOH, NaOCl, and alum), effluent pump station and a LEED Silver Control Building. The plant instrumentation and control system utilized distributed Allen Bradley PLCs which interface to a SCADA system in the Control Building through a self-healing fiber optic loop communication system and provides plant operators the ability to monitor and control the plant from various locations across the Base. The design for the PV plant included 3 geographic base stations with 12kV loop fed substations, a combination of underground and overhead (~3.5 miles) cabling and coordinated Rule 21 compliant 15kV switchgear.

South Louisiana Methanol (SLM) Plant, Water Treatment Plant, Port Charles, LA
(Engineering Manager/Lead Electrical & Controls Engineer – Water Treatment Plant)
Lead electrical and control system engineer for the Front End Engineering and Design (FEED) Phase 2 work associated with the 2MGD water treatment to support the operations of a new $1.2B methanol production facility. The water treatment plant supplies process water to multiple sources within the methanol production areas with influent ground water. Water was treated to varying levels based on the proposed use for fire water, cooling water, or ultra-pure demineralized process water. Raw water treatment was performed by water softening with lime and multi-media filtration. Water used for process was then further treated using a multi-step demineralization process that included ultrafiltration (UF), reverse osmosis (RO), electrodeionization (EDI), and ion exchange. Sludge produced in the softening process was dewatered using filter presses.
Morton Salt Inc. Underground Crushing and Screening Project, Weeks Island, Louisiana

(Electrical Engineer of Record)

Morton Salt, Inc. (Morton Salt) is installing a new underground crushing and screening operation system in the Weeks Island Salt Mine in near New Iberia, Louisiana which consists of conveyors, screens, crushers, vibratory feeders, and associated automation and detection equipment. The power for the new equipment is supplied by new 8kV cabling from grade level to a 1.5MVA substation located approximately 1800 ft below grade. From the substation, power is further distributed via Motor Control Centers housed in a new prefabricated modular building centrally located to the equipment layout. The design challenges included cable routing and structural anchoring in a salt mine environment and addressing voltage drop issues associated with power distribution across a large geographical area.

SCADA Replacement, Buena Park, CA

(Project Manager, Electrical and Control Systems Engineer of Record)

Design-Build project consisted of upgrading SCADA System for the City of Buena Park. The City’s water system consists of 1 reservoir with a booster pump station, 8 well sites, and 4 connections to the Metropolitan Water District's (MWD) Orange County Feeder (OCF) system. The existing Emerson/Iconics SCADA system was outdated and no longer functioning. The system was upgraded to Schneider Electric’s SCADAPack/ClearSCADA system, which is expandable for future growth. The radio network was also upgrade to provide a mesh network to increase the reliability of communications to the remote sites. Produced design drawings and specifications, performed all PLC programming, oversaw PLC installation and conducted loop checks during startup and commissioning and tested all system I/O points end-to-end.

Metropolitan Water District of Southern California Lake Mathews Reservoir Electrical Upgrades Study (Project Manager, Electrical and Control Systems Engineer)

Mr. Sharon to conducted a preliminary study which evaluated the existing electrical power distribution system for LMR facility. The scope of work for this Study included an extensive evaluation of the condition of all existing infrastructure and identification of proposed system upgrades/modifications to improve overall system performance and reliability. The study addressed the system’s ability to serve all existing loads with ample capacity for future loads, reduction of arc flash energy, ease of maintenance, capacity of the existing emergency power system to serve critical reservoir load, reliability of the power distribution system, need for redundancy and operational flexibility. Recommendations were provide with an engineer’s opinion of probable cost and an anticipated project schedule.

Metropolitan Water District of Southern California Intake 2.4 kV Distribution Line Upgrades, Parker Dam, CA (Project Manager, Electrical Engineer)

The project included evaluation of approximately 2 miles of a 2.4 kV distribution line spanning between the Gene Pumping Plant and Intake Pumping Plant near Parker Dam, California which serves power and communications needs for mission critical water and public safety infrastructure in the area. Recommendations and preliminary designs were provided during the Study Phase and Preliminary Design Phase to analyze alternative methods for replacing and rerouting the 2.4 kV power distribution line and the associated telecommunication and fiber optic under-build to establish a more accessible alignment and reliable operations. The final design will replace portions of the existing wood pole distribution line with new steel poles and provide additional communications infrastructure to support the future needs of Metropolitan.

Marine Corps Air Station, Camp Pendleton Sewer Lift Stations Generators and SCADA
Connectivity, Oceanside, CA  
(Project Manager, Electrical and Control Systems Engineer of Record)  
This Design-Build project included the retrofit of five (5) existing sewer lift stations with new diesel emergency generators and remote monitoring at the Base's SCADA system. The project included installation of new diesel generators, automatic transfer switches, automated load banks and new telemetry panels with PLCs and 900MHz spread spectrum radios as well as hardwired LonWorks interfaces to the Base's Johnson Controls UNITY system.

NAS Jacksonville B794 & B799 Industrial Wastewater Treatment Plant Upgrades, Jacksonville, FL  
(Electrical and Control Systems Engineer)  
Project consisted of design, purchase, and installation upgrades to the Waste Treatment Plant No. 3 at building 799 at Naval Air Station in Jacksonville, FL. The rinse waters from plating shop at Building 794 and Building 868 is processed through the treatment system which maximizes water re-use in the industrial process, and/or discharges excess water to the Public Works Department sanitary sewer to reduce operating and maintenance costs.

Reservoir Booster Pump Station Electrical Upgrades, Huntington Beach, CA  
(Project Manager, Electrical Engineer of Record)  
Project consisted of electrical, mechanical and structural upgrades to an existing water booster pump station to provide dual mechanical/electrical drive capabilities for four (4) existing 350 HP pumps. Primary project objective included evaluating the feasibility of upgrading existing Natural Gas (NG) engine driven pumps with right angle gear drives by adding combination gear drives and 350 HP variable speed electric motors to make electrical energy the new prime mover rather than the NG engines. The study required close coordination with Southern California Edison (SCE) to determine the capacity of the utility’s distribution system in a densely populated residential area and ultimately resulted in the recommendations to proceed with establishing a new 1.5 MVA service from the existing 12kV distribution system to serve the booster station. Details of the upgrade included a new 2000A, 480V service, Low Harmonic variable frequency drives (VFDs) to ensure IEEE 519 compliance, and various structural and mechanical upgrades to achieve the space required for the new equipment.

NAS Jacksonville B780 Industrial Wastewater Treatment Plant Upgrades; Jacksonville, FL  
(Electrical and Control Systems Engineer)  
Project consisted of design, purchase, and installation of upgrades to the Waste Treatment Plant No. 2 at building 780 at Naval Air Station in Jacksonville, FL. The industrial waste water from Building 101 and Hanger 101S is processed through the treatment system which maximizes water re-use in the industrial process, and/or discharges excess water to the Public Works Department sanitary sewer to reduce operating and maintenance costs.

City of Buena Park SCADA System Evaluation and Upgrades, Buena Park, CA  
(Project Manager, Electrical and Control Systems Engineer)  
Project included provide as-needed engineering services to assist the City in evaluating its existing Supervisory Control and Data Acquisition (SCADA) system. The purpose of the project was to identify potential shortcomings of the system and to identify potential near-term modifications to ensure that the SCADA system is providing accurate and useful data to City staff. The project team made changes to the City's existing Iconics Human Machine Interface (HMI) and Alarm Management software and provided the City with recommendations for future system upgrades which included a migration path that is better aligned with industry standards and open architecture.
Garvey Plant Well No. 3, Rosemead, CA
(Electrical and Control System Design Manager, Electrical Engineer of Record)
Project provided the design of Well No. 3 at the Gravey Plant site located in Rosemead, CA. The design consisted of a water treatment facility for VOCs with four GAC vessels. Mr. Sharon’s scope of work included full electrical and instrumentation & controls design for a VFD driven well with new MCC, electrical service and control system with spread spectrum RF communications to the GSWC SCADA system.

OMUC Well 41 Treatment, City of Ontario, CA
(Electrical and Control Systems Design Manager, Electrical Engineer of Record)
Project consisted of engineering services for the addition of new facilities and connections to existing facilities for wellhead treatment facilities to treat up to 2,400 gpm from Well No. 41 on OMUC-own property approximately 1,300 feet south of Well No. 41. Mr. Sharon’s scope of work included full electrical and instrumentation & controls design for a new electrical service and PLC-based control system with spread spectrum RF communications to the OMUC SCADA system. Additional services include inspection and oversight during construction.

Cuyamaca Rancho Park SCADA System Design Review, Cuyamaca Rancho State Park, CA
(Project Manager)
Cuyamaca Rancho State Park has a potable water system that includes four reservoirs, a well, and a maintenance building with a SCADA system that provides radio/cellular links to all the remote sites with Allen Bradley PLCs to the central computer system with a Wonderware HMI system located at the maintenance building. The Project consisted of providing sub consultant services to Flores Lund Consultants to inspect, verify, evaluate, and report on the installation and performance of the SCADA system installed at the park. Inspected each site, verifying and evaluating the installation with the specifications, and produced the report on the SCADA system deficiencies.

Utilities Operations Yard Generator Upgrade, Huntington Beach, CA
(Project Manager, Electrical Engineer of Record)
Project consisted design and construction support services for replacement of an existing 208Y/120V 150kW Natural Gas (NG) Genset with a 415kW dual fuel NG/LPG Genset installed in an existing water booster pump station. System included sizing of new Genset to accommodate new loads added under the concurrent Utilities Operations Upgrade Project which added a new administration building at the site. Design included structural upgrades to the existing pump station facility, upgraded feeders, protection and ductbank, automatic transfer switch interface, Genset control system, roof-mounted radiator and a 200kW load bank with automatic exercise control system.

Alameda County Southbound I-680 High Occupancy Toll (HOT) Lane, Alameda County, CA
(Project Manager, Electrical Engineer of Record)
Project included design and installation of a managed toll lane system on Interstate 680 in Alameda County, California. Served as design project manager and electrical engineer of record for the electronic toll system project and produced plans and other contract documents for review and approval by the California Department of Transportation (CALTRANS). The project spanned approximately 15 miles of roadway including and included design of fiber optic, wired and wireless communications systems infrastructure, remote traffic monitoring systems (RTMS) systems, closed circuit television (CCTV) stations, in-lane inductive loop detectors, control system and power distribution systems, wireless toll collection systems and dynamic message signs at various locations along the roadway.
Replace Sewage Treatment System, Remote Training Site Warner Springs, Warner Springs, CA (Electrical Engineer of Record)
Design-Build project to replace the sewage treatment plant at the Navy’s remote survival, evasion, resistance and escape training camp located in the Cleveland National Forest. Project included the design needed to replace the existing, outdated treatment plant with a modern packaged system consisting of a new influent wet well/pump station, primary treatment tank, equalization tank, secondary treatment tank, 40,000 gal. storage tank and effluent pump station to disposal spray field. Electrical design included upgrading of the existing service to the plant and a new control system with wireless communications for remote notification of alarm conditions to Base personnel.

Marine Corps Base Camp Pendleton (MCBCP) Sewer Treatment Plant #12 Upgrades (Electrical and Control Systems Engineer of Record)
Design/Build project consisted of additions to an existing wastewater treatment facility including the addition of a flow equalization basin and pump station, clarifier and all associated electrical and control system infrastructure. Significant electrical design components included evaluation of existing electrical service capabilities and current loading, modifications to existing motor control centers (MCCs) to accommodate new motor loads, site lighting, design of two (2) control panels with PLCs and spread spectrum radio communications, installation of electromagnetic flow meters and other field instruments Class I Div. 1 & 2 locations and assistance with integration services including PLC programming and startup support.

Benjamin Russell Engineering, Inc. - Austin, TX
Provide full service professional electrical engineering services for private and municipal clients with an emphasis on industrial and commercial electrical and control systems.

- Apply sound engineering practices in developing electrical and control system design solutions for a wide variety of client-specific projects in a Design-Bid-Build, Design-Build and Engineer-Procure-Construct (EPC) project delivery structure.
- Maintain a strong working knowledge of applicable industry standards, codes, best practices and technology applications to include IEEE, NEC, NESC, NETA and ISA, et al.
- Responsible for designs for industrial facilities and infrastructure projects ranging in cost from $100K to $400M.
- Provide technical expertise throughout all stages of the project delivery cycle to include concept development, detailed design, procurement, construction, testing, startup and commissioning.
- Prepare detailed electrical and control system drawings and specifications for client-specific projects
  - Medium Voltage Distribution Systems
  - Low Voltage Distribution Systems
  - Emergency Power Systems
  - Motor Controls
  - Instrumentation & Control (I&C) Systems
  - Supervisory Control and Data Acquisition (SCADA) Systems
  - Communications Systems.
- Prepare technical studies and calculations to support design choices and equipment selection
  - Load Flow Studies
  - Voltage Drop and Motor Starting Analyses
  - Short Circuit Studies
Ben Sharon, PE

- Protective Device Coordination Studies
- Arc Flash Studies.

- Provide engineering services during construction
  - Review/approval of contractor submittals
  - Review/response to contractor Requests for Information (RFIs)
  - Evaluate contractor proposed change orders (PCOs)
  - Participate in inspection, startup and testing process
- Prepare planning studies for new construction and expansion/upgrade projects to include development of alternatives and construction cost estimates.

Richard Brady & Associates - San Diego, CA / Austin, TX

- Develop and maintain strong and lasting relationships with existing clients
- Acquire new clients through marketing and business development activities
- Develop and maintain strong relationships with strategic teaming partners
- Manage Electrical and Control Systems (E&C) Engineering Department including staffing, resource allocation, professional development and quality assurance
- Served as interim Engineering Services Manager from September 2013 to September 2014
- Prepare detailed technical and cost proposals and participate in client interviews
- Serve as project manager for several concurrent E&C and multidiscipline projects; up to 16 simultaneous projects
- Identify and facilitate cross-utilization of engineering resources to support other company business lines
- Provide monthly budget status and cost data input to Finance Department
- Participate in annual corporate strategy retreats to evaluate business operations for the previous fiscal year and identify improvements.

Science Applications International Corporation (SAIC) - San Diego, CA

- Provided engineering support for the Interoperable Communications Technical Assistance Program (ICTAP). The ICTAP program is funded by the Department of Homeland Security (DHS) and provides technical support for public safety agencies using and/or procuring analog and digital communication systems.
- Responsible for preparing and finalizing written and detailed engineering analysis, technical reports, technical solutions, RF coverage analysis generated for outside and in-building RF coverage to be delivered to the Office of Domestic Preparedness (ODP) and DHS.
- Provided technical solutions and design for APCO 25 trunking, conventional, SmartZone and Simulcast VHF, UHF, and 700/800 MHz radio systems.
- Provided RF engineering consulting services for the City of New Orleans prior to and after Hurricane Katrina. The work involved coordination with the Federal Emergency Management Agency (FEMA) as well as state and local government agencies.
- Authored white paper detailing the mathematical theory and the system components involved in the design of a Simulcast communication system.
- Developed a portable RF signal strength measurement system for drive testing in urban areas.
- Installed and tested a 70/80 GHz, 0.4 degree BW, microwave link for the Port of Los Angeles.

Microelectronics Research and Communications Institute - Moscow, ID

Responsible for research, design development, fabrication, testing and staff management for projects funded by the National Science Foundation and Hewlett Packard Company.
• Designed and tested various mixed-signal VLSI circuits for implementation in pulse-coded neural networks.
• Successfully designed and tested an artificial neuron known as the Eckhorn neuron that finds applications in the field of image processing.
• Bench tested chips to confirm operation and published results of the design work in a technical journal.
• Managed up to seven research assistant staff in support of the project.
• MRCI Electrophotography project funded by Hewlett Packard Company to characterize the effects of voltage variations on toner deposition.
• Developed/tested a mathematical model that predicts the configuration, precise location, error, and volume of toner a Hewlett Packard LaserJet printer will deposit to generate a given image during the development process with varying voltages.
• Conducted extensive experimental measurements and interpreted results based on statistical distribution models.

SPECIALIZED TRAINING
• United States Army Corps of Engineers Construction Quality Management (CQM)

SELECTED PUBLICATIONS AND PRESENTATIONS
REZA ALAVI, PE

EDUCATION
Ph.D., Civil/Structural Engineering, Southern Methodist University (Candidate)
M.S., Civil/Structural Engineering, Mazandaran University of Science and Technology, 2007
B.S., Civil Engineering, I.A.U., 2003

PROFESSIONAL REGISTRATIONS/CERTIFICATIONS
Professional Engineer, Texas (#130726), 2018

AREAS OF EXPERTISE
Mr. Alavi has over 14 years of experience in the following general areas:

- Modeling, analyzing & designing of large-scale structures in seismic zones.
- Modeling, analyzing & designing of industrial steel shops with high capacity cranes (over 700 kips) under cyclic loading and fatigue effects.
- Modeling, analyzing & designing of concrete reservoirs, cooling towers, clarifiers and other structures in WTPs and WWTPs.
- Modeling, analyzing & designing of pad, strip, combined, pile and mat foundations in industrial plants, especially oil & gas and petrochemicals.
- Familiarity with: STAAD Pro, RISA-3D, Tekla Structures, Navisworks.

REPRESENTATIVE EXPERIENCE
Reza Alavi, PE has over 14 years of design experience in field of oil and gas, refinery and petrochemical, material handling, steel making and DRI plants. He has designed many large-scale industrial structures and foundations including piles and caps. His experience includes design of variety of structures and foundations from foundations for refinery distillation column and refinery furnace in oil and gas plants to melt shop steel structure (mill buildings) with high capacity cranes (more than 700 kips) in steel making plants. He has experience in coordinating of projects and managing of structural department as well as programming and 3D modeling using Finite Elements Method (FEM). He currently serves TRC as senior structural engineer for design and coordinate structures and foundations at environmental projects and other heavy civil and steel structures.

Unnamed Projects at Dallas, TX
Structural analysis/design of residential and commercial projects.

Farzam Oil Fields Development Project, South of Siri Island, Iran
Checking for structural analysis/design of wellhead platform.

Bandar Abbas Oil Refinery, Bandar Abbas, Iran
Structural analysis/design of pipe racks, oil tanks foundations, cooling tower, clarifier, settling pond.

Abadan Refinery (Expansion), Abadan, Iran
Structural analysis/design of distillation column foundation, furnace foundation.
Bandar Imam Khomeini Oil Complex, Iran
Structural analysis/design of oil tank foundation (including piles and cap), clarifier, balers deck and foundation, pipe racks and foundations.

Shiraz Urban Railway, Shiraz, Iran
Structural analysis/design of trains heavy repair shop, including 13 cranes in variety of capacity from 5 to 15 tons.

Mashhad Urban Railway, Mashhad, Iran
Structural analysis/design of steel frame and foundation for office building of the station.

Bafgh DRI/ Steel Making Plant, Bafgh, Iran
Structural analysis/design of melt shop, including 7 cranes in variety of capacity from 90 to 330 tons, clarifier, day bin holder, main control room.

Sabzevar DRI/ Steel Making Plant, Sabzevar, Iran
Structural analysis/design of cooling tower, water reservoirs, scrap yard (including the shop structure, foundation and divider walls).

Sirjan Jahan Steel DRI Plant, Sirjan, Iran
Structural analysis/design of furnace holder structure and foundation, including concrete piles and cap.

Chaharmahal DRI Plant, Shahrekord, Iran
Structural analysis/design of cooling tower, material handling components including galleries and trestles, pump station including equipment/ pumps foundations, and the shop structure and foundation, clarifier, main control room, office building structure.

Hormozgan DRI Plant, Bandar Abbas, Iran
Structural analysis/design of clarifier, day bin holder.

Investigation of Saddle Connections at Steel Frames Under Cyclic/Seismic Loads
Stress/Structural research and investigating on seismic behavior of an especial steel connection, using experiments and nonlinear Finite Elements Method (FEM).

Phases 9 and 10 of South Pars Gas Field Development (SPGC), Asaluyeh, Iran
Structural analysis/design of pump/equipment foundations, desalination holder structures and foundations, office building structure and foundation, oil tank foundation.
JEFF DAHM, PE

EDUCATION
M.P.H., Interdisciplinary MPH, University of California, Berkeley, 2009
M.S., Environmental Engineering, University of California, Berkeley, 2007
B.S. (with Honors), Civil and Environmental Engineering, The University of Texas at Austin, 2005
Business Foundations Certificate (with Honors), The University of Texas at Austin, 2005

PROFESSIONAL REGISTRATIONS/CERTIFICATIONS
Professional Engineer, Texas (#114235), 2013
Professional Engineer, Tennessee (#119870), 2017
Professional Engineer, Florida (#83534), 2017

AREAS OF EXPERTISE
Mr. Jeff Dahm, PE, has project management and technical experience in the following general areas:
- Water Treatment
- Wastewater Treatment
- Pump Station Design
- Pipeline Design
- Ground Storage Tank Design
- General Civil Design
- Land Development
- Construction Phase Services

REPRESENTATIVE EXPERIENCE
Mr. Dahm has over 10 years of experience and progressive responsibility in environmental and civil engineering consulting. His qualifications include hands-on planning, design, construction management, permitting, cost estimating, and project management. Mr. Dahm’s background includes service to public and private-sector clientele including the cities of Austin, Buda, Elgin, Lockhart, Lytle, Seguin, the Guadalupe Blanco River Authority, San Jacinto River Authority, New Braunfels Utilities, Cinco Ranch, Bechtel and various developers. He currently serves in the capacity of Senior Project Engineer and Project Manager in the Civil Engineering Services group with responsibility for project management and technical design of civil, water, and wastewater projects.

PUBLIC WORKS PROJECTS

SH 130 18” Water Main, Phases I and II - Lockhart, TX
Mr. Dahm is serving as the lead project engineer overseeing route selection; surveying; detailed design; and preparation of construction plans and specifications, and providing bidding and construction administration services. The project was divided into two phases. Phase 1 consists of approximately 2,700 linear feet of 18” PVC water main including isolation valves, fire hydrants, and asphalt repair. Phase 2 consists of installation of approximately 5,070 LF 18” PVC water main and 820 LF 16” HDPE water main inside an existing steel casing under State Highway 130.

City Line Road Pump Station - Lockhart, TX
Mr. Dahm is serving as the lead project engineer responsible for detailed design, preparation of construction plans and specifications, and providing bidding and construction administration services.
The project consists of the installation of a potable water booster pump station and associated infrastructure at the existing 500,000-gallon elevated water storage tank on City Line Road.

**SH 130 Elevated Water Storage Tank - Lockhart, TX**
Mr. Dahm is serving as the lead project engineer responsible for detailed design and preparation of construction plans and specifications and providing bidding and construction administration services. The project consists of installation of a 500,000-gallon elevated water storage tank and related civil infrastructure including utilities, roadway, drainage and other site work.

**FM 1322 12” Water Main Improvements - Lockhart, TX**
Mr. Dahm served as the lead project engineer overseeing route selection; surveying; detailed design; and preparation of construction plans. The project consists of installation of 4,600 linear feet of 12” PVC water main including isolation valves, fire hydrants, and asphalt repair.

**NBU Gruene Water Reclamation Facility- New Braunfels, TX**
Mr. Dahm served as project engineer for the design of the new 2.5 MGD Gruene Road Water Reclamation Facility (WRF). The project consists of the construction of the new plant, sanitary sewer transfer pipe from the existing plant to the new plant, abandonment of the existing plant, abandonment of the Bleiders Creek lift station, and construction of a sanitary sewer transfer pipe from the Bleiders Creek station to the new plant site. He is currently serving as Project Manager for the construction administration of this $40 million dollar construction project.

**Shadow Creek WWTP Studies and Expansion – Buda, TX**
Mr. Dahm provided engineering services for the process review and engineering studies of the Shadow Creek Wastewater Treatment Plant. The services included inspection of the existing plant and investigation of issues related to the blower/aeration systems and lift station. Mr. Dahm was the lead author on two different studies. The first study evaluated alternatives for meeting plant effluent requirements based on actual organic loading being considerably higher than the plant design loading. The second study evaluated alternatives for plant expansion due to increased development in the area. He prepared reports that included recommended improvements and provided opinion of probable construction cost for each improvement. He served as project manager and lead design engineer providing detailed design, management and coordination, preparation of plans and specifications, bidding services and construction administration for the 0.611 MGD expansion at the plant.

**WWTP Rehabilitation Projects – Natalia, TX**
Mr. Dahm has served as lead design engineer throughout the design and construction phases of two rehabilitation projects at the City of Natalia WWTP. Improvements consisted of the replacement of the lift station pumps and associated appurtenances, replacement of the clarifier equipment, and the additions of an automatic fine screen, auto-transfer switch, and sludge blanket monitor on the plant clarifier.

**Lift Station Rehabilitation - Camp Wood, TX**
Mr. Dahm served as lead project engineer for the replacement of three lift station pumps and associated infrastructure for the city’s only lift station. He provided detail design, plans and specifications and assisted the city in the bidding process and construction phase services.

**Water and Wastewater Projects 2017 – Seguin, TX**
Mr. Dahm served as project engineer for various improvements to the City of Seguin’s water and wastewater infrastructure. The project consisted of rehabilitating and replacement of the filter media and
underdrain, addition of air scour system, replacement of filter control valves and instrumentation at the Water Treatment Plant. Additional services for the wastewater infrastructure include replacement of the Walnut Branch WWTP outfall and addition of flow metering structures within the plant.

Wastewater Treatment Plant Expansion – Elgin, TX
Mr. Dahm served as project engineer for preliminary design of the 2.0 MGD expansion of the Elgin Wastewater Treatment Plant. He was the lead designer for the chlorine contact basins and disk filters.

NBU Saengerhalle Lift Station Rehabilitation – New Braunfels, TX
Mr. Dahm provided engineering services for the installation of antimicrobial coating of the interior walls of the wet well to remediate and to protect against further corrosion of concrete. Design also included replacement of access hatches and electrical panel supports, bypass pumping, and protective railing.

TXDOT, I-35 at Oltorf Utility Engineering – Austin, TX
Mr. Dahm served as project manager and lead engineer for design of water and wastewater utility relocations. He was responsible for utility engineering including the identification and resolution of utility conflicts, coordination with Austin Water Utility and TXDOT, and ensuring compliance with the relevant regulations. Design included approximately 450 LF of 24-inch water transmission main crossing I-35 using trenchless installation methods. He coordinated and developed engineering report, plans, specifications, and cost estimate for water and wastewater utilities included in the construction contract.

Temple-Belton WWTP Expansion Phase I Improvements Preliminary Engineering – Belton, TX
Mr. Dahm served as project civil engineer for 6 MGD expansion for the Temple-Belton WWTP. He assisted in dissolved oxygen data collection and analysis and preliminary design of aeration improvements in existing ORBAL biological reactor.

Buda WWTP Phase III Expansion Final Design – Buda, TX
Mr. Dahm served as project engineer responsible for civil engineering design of WWTP expansion from 1.5 MGD to 3.0 MGD. Design responsibilities included plant roads, drainage, detention pond layout, yard piping and other civil site improvements.

South Austin Regional Wastewater Treatment Plant Electrical Substation No. 1 Replacement Preliminary Engineering – Austin, TX
Mr. Dahm provided civil and mechanical design for the replacement of existing electrical substation at 75 MGD wastewater treatment plant. He coordinated with plant staff and other disciplines to evaluate multiple locations and duct bank layouts for new substation building. Mr. Dahm gathered and reviewed date on existing underground utilities and identified conflicts for each alternative. He prepared technical memorandums to document investigation, performed evaluation of existing duct banks, and the basis for recommended alternative for the proposed Electrical Substation No. 1 building planning and site location. He also developed estimates of probable construction cost for defined alternatives.

San Jacinto River Authority, Groundwater Reduction Plan Program High Service Pump Station – Conroe, TX
Mr. Dahm served as project engineer throughout all phases of design for a new 30-MGD potable water high-service pump station (HSPS) including design of prestressed wire-wrapped concrete ground storage tanks, drainage swales, culverts, and storm drains, pump selections, phasing strategy for pumps and tanks, and site layout. He developed conceptual design and preliminary engineering reports. Mr. Dahm served as deputy project manager and project manager for construction phase services. He developed,
managed, and coordinated submittal and request for information (RFI) responses. He also attended monthly progress meetings with client, designers, inspectors, construction administrators, and the contractor on this $40 million construction manager at risk (CMAR) project.

San Jacinto River Authority, Electronic Operations Management and Computerized Maintenance Management System – Conroe, TX
Mr. Dahm served as project manager for the development of electronic Operations Manual (eOM) and computerized maintenance management system (CMMS) for the SJRA High Service Pump Station. Deliverables included a system inventory, spare parts list, operation and maintenance narratives and related eOM content.

San Jacinto River Authority, Ground Storage Tank No. 2 at Water Plant No. 3 – The Woodlands, TX
Mr. Dahm served as Deputy Project Manager and Project Engineer for the preliminary and final design of a 2.0 MG prestressed wire-wrapped concrete ground storage tank at the SJRA Water Plant No. 3 in The Woodlands, Texas. He provided site civil site work, yard and GST piping design. Mr. Dahm developed plans, specifications, bid forms, and opinion of probable construction cost. He also coordinated and managed overall design efforts with other disciplines and consultants during concurrent projects at the plant site.

San Jacinto River Authority, Ground Storage Tank No. 2 at Water Plant No. 1 – The Woodlands, TX
Mr. Dahm provided construction phase services for 2.0 MG prestressed wire-wrapped concrete ground storage tank including site civil design and yard and GST piping design. He reviewed RFI, submittals, and shop drawings and provided project oversight during construction over multiple site visits.

Cinco Municipal Utility District No. 1, Cinco Ranch Central Water Reuse – Cinco Ranch, TX
Mr. Dahm provided engineering design and CPS services for the construction of the Cinco Central Reclaimed Water Plant at Cinco Central Municipality Utility District No 1 at Fort Bend County, Texas. He provided design of transfer pump system, irrigation booster pumps, chemical injection facilities, site work and yard piping, control logic, and two 2.0 MG ground storage tanks for conversion of the plant into a reclaimed water facility. He also developed plans, specifications, bid forms, and opinion of probable construction cost. Construction phase services include review of shop drawings, submittals, RFI, and performing site visits.

Cinco Southwest Municipal Utility District, Cinco Ranch Water Treatment Plant Surface Water Conversion – Cinco Ranch, TX
Mr. Dahm provided engineering design and CPS services for the connection of a new North Fort Bend Water Authority (NFBWA) surface water pipeline to the existing ground storage tank (GST) and the addition of Liquid Ammonium Sulfate (LAS) to the existing disinfection system to produce chloramines at the Cinco Southwest Water Supply Plant. He designed modifications to chemical dosing systems and changes to the existing yard piping and ground storage tanks. He also developed design memorandum, plans, specifications, bid forms, and opinion of probable construction cost. Construction phase services include review of shop drawings, submittals, RFI, and performing site visits.

Bechtel Corporation, Queensland Curtis LNG – Queensland, Australia
Mr. Dahm served as Graduate engineer for the Sea Water Intake Outfall (SWIO) structure to provide intake water (passing through a reverse osmosis desalination plant) and discharge of diluted return water for construction of a Liquefied Natural Gas (LNG) processing plant. He assisted in design of seawater intake and outfall systems including pump selection, chlorination system, and piping. Design of the
construction marine facilities on Curtis Island incorporated construction techniques to deal with Acid Sulphate Soils (ASS).

**LAND DEVELOPMENT PROJECTS**

**Shadowglen Development Corps, Shadowview Shopping Center Civil Site Development Plan – Manor, TX**
Mr. Dahm served as project engineer and deputy project manager for 6 acre property with three retail buildings totaling 25,600 square feet. He designed and developed construction plans for site plan, erosion and sedimentation control plan, grading plans, drainage map, and stormwater, water and wastewater plans. He also prepared engineering report and cost estimates to client, coordinated permit approval with City, and provided construction phase services throughout project completion.

**Shadowglen Development Corps, Shadowview Starbucks Civil Site Development Plan – Manor, TX**
Mr. Dahm served as project engineer and deputy project manager for two-lot subdivision of a 4.5 acre property for proposed approximately 1,800 square feet Starbucks building. He developed final plat and supporting documents for processing with City and County for recordation. Mr. Dahm designed and developed construction plans for site plan, erosion and sedimentation control plan, grading plans, drainage map, and stormwater, water and wastewater plans. He prepared engineering report and cost estimates to client. He provided construction phase services throughout project completion.

**Saint Mary Magdalene Episcopal Church – Manor, TX**
Mr. Dahm served as Project Engineer for the development of a 23-acre church campus in Manor, TX. He provided design for civil site plan, drainage, water and wastewater utilities, and roadway and parking. Assisted client during bidding and construction phases services.

**SPECIALIZED TRAINING**
- Project Management Training (TRC), 2018
- Project Manager Training (AECOM), 2013-2014

**PROFESSIONAL AFFILIATIONS**
Chi American Water Works Association, current
Water Environment Federation, current
Chi Epsilon, Honorary Civil Engineering Society, past
American Society of Civil Engineers, past
International Water Association, past
Engineers for a Sustainable World, past

**SELECTED PUBLICATIONS AND PRESENTATIONS**

December 19, 2019

To Whom It May Concern,

On December 3rd, 2019 the City of Marble Falls opened sealed Qualifications from Engineering Firms for HMGP. At that time there was only one submission received by the Fire Chief for this request for qualifications. The firm that submitted the qualification was TRC. After reviewing their qualifications, it was determined that hiring them would be in the best interest of the City of Marble Falls. This information was presented to the Marble Falls City Council on December 19th, 2019 and was granted approval from the City’s Council and the City’s Mayor to hire TRC to complete the engineering services for all Hazard Mitigation Assistance (HMA) for applicable project(s) related to disastrous events within the City of Marble Falls.

John Packer
Mayor, City of Marble Falls
Dear Mrs. Paul:

As requested by the City of Marble Falls (City), TRC Engineers, Inc. (TRC) has prepared this proposal for professional engineering services for the preparation of three (3) Hazard Mitigation Grant Program (HMGP) sub-applications. The sub-applications would be for two (2) low water crossings and eight (8) low water crossings for Emergency Warning Systems.

Each sub-application, a total of three (3), will consist of the following:

1. Scope of Work (SOW).
2. Budget.
3. Schedule.

**SCOPE OF WORK/WORK TASKS**

1. The following work tasks will be included:
   
   a. Determine the size structure needed to pass the 25-year storm event at Nature Heights and Whitman Branch Creek.

   b. Prepare Scope of Work (SOW) for low water crossing at Avenue N and Backbone Creek, Nature Heights at Whitman Branch Creek and eight (8) low water crossings for Emergency Warning Systems.

   c. Determine cost estimates for the two (2) low water crossings and eight (8) locations for Emergency Warning Systems.

   d. Prepare Benefit Cost Analysis (BCA) for the two (2) low water crossings and eight (8) locations for Emergency Warning Systems.

   e. Prepare a schedule that matches all tasks noted in the SOW.
f. Respond to any FEMA and/or State requests for information based on any of the three (3) the sub-applications.

2. The following meetings are included:
   a. Attendance at kick-off meeting with a site visit to each location of work.

3. The following deliverables will be included:
   a. Three (3) sub-applications that will include a scope of work, budget, and schedule.

ASSUMPTIONS/EXCLUSIONS

1. It is assumed that the City of Marble Falls will furnish, at a minimum:
   a. Floodplain models for Backbone Creek and Whitman Branch Creek.
   b. Past studies of Avenue N at Backbone Creek.
   c. Previous cost estimates for crossings at either low water crossing at Backbone Creek or Whitman Branch Creek.

2. Any items not reflected in the scope of work/work tasks are excluded from the scope of work.

COMPENSATION FOR SERVICES

TRC Engineers, Inc. will provide the professional engineering services as outlined in the Scope of Work for a total fee of $4,872.00.

This lump sum fee includes labor and material costs associated with the Scope of Work identified above. TRC’s lump sum fee above is based on a continuous flow of work. Any delays or restrictions beyond TRC’s reasonable control, caused by customer not providing required information or not providing them in a timely manner, which result in idle-time or inefficiencies, could be cause for additional compensation.

Services are rendered in the City of Marble Falls and shall be in accordance with the attached Terms and Conditions (Attachment A). In the attached terms and conditions, TRC Engineers, Inc. is sometimes referred to as “Firm” and sometimes as “Design Professional”, and the client is “City of Marble Falls”.

Fees for services quoted in this proposal are valid for a period of time not to exceed 60 days from the date of this letter.
We appreciate the opportunity to assist with this project and are available to proceed immediately with your written approval. Please review this proposal and, upon acceptance, sign in the space provided below.

Sincerely,

K. Beau Perry, P.E.
Vice President

City of Marble Falls

12-10-19
Date
TRC Engineers, Inc. shall perform the services outlined in the agreement for the stated fee arrangement.

**Access To Site:**
Unless otherwise stated, the Firm will have access to the site for activities necessary for the performance of the services. The Firm will take precautions to minimize damage due to these activities, but has not included in the fee the cost of restoration of any resulting damage.

**Dispute Resolution:**
Any claims or disputes made during design, construction or post-construction between the Client and Firm shall be submitted to non-binding mediation. Client and Firm agree to include a similar mediation agreement with all contractors, subcontractors, subconsultants, suppliers and fabricators, thereby providing for mediation as the primary method for dispute resolution between all parties. Should recourse be made to litigation to resolve any issue in connection with the work or any terms of this Agreement, the non-prevailing party in any such litigation shall pay all costs including reasonable attorney fees.

**Billings/Payments:**
Invoices for the Firm’s services shall be submitted, at the Firm’s option, either upon completion of such services or on a monthly basis. Invoices shall be payable within 30 days after the invoice date. If the invoice is not paid within 30 days after the invoice date, the Firm may, without waiving any claim or right against the Client, and without liability whatsoever to the Client, terminate the performance of the service and retain all deliverables. Retainers shall be credited on the final invoice.

**Late Payments:**
Accounts unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% (or the legal rate) on the then unpaid balance. In the event any portion or all of an account remains unpaid 90 days after billing, the Client shall pay all costs of collection, including reasonable attorney’s fees.

**Indemnification:**
The Client shall, to the fullest extent permitted by law, indemnify and hold harmless the Firm, its parent company and their respective officers, directors, employees, agents and subconsultants from and against all damage, liability and cost, including reasonable attorney’s fees and defense costs, arising out of or in any way connected with the performance by any of the parties above named of the services under this agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of the Firm.

**Certifications:**
Guarantees and Warranties: The Firm shall not be required to execute any document that would result in its certifying, guaranteeing or warranting the existence of conditions whose existence the Firm cannot ascertain.

**Limitation of Liability:**
In recognition of the relative risks, rewards and benefits of the project to both the Client and the Firm, the risks have been allocated such that the Client agrees that, to the fullest extent permitted by law, the Firm’s total liability to the Client for any and all injuries, claims, losses, expenses, damages or claim expenses arising out of the agreement from any cause or causes shall not exceed the amount of compensation for services rendered set forth herein. Such causes include, but are not limited to, the Firm’s negligence, errors, omissions, strict liability, breach of contract or breach of warranty.

**Insurance Provided by the Firm:**
CGL coverage in the amount of one (1) million dollars per occurrence and two (2) million dollars in the aggregate. Auto coverage in the amount of one (1) million dollars. Professional liability coverage in the amount of one (1) million dollars. Worker’s Comprehensive coverage as required by statute.

Initial here:  
(Firm)  (Client).
Termination of Services:
This agreement may be terminated by the Client or the Firm should the other fail to perform its obligations hereunder. In the event of termination, the Client shall pay the Firm for all services rendered to the date of termination, all reimbursable expenses, and reimbursable termination expenses.

Ownership of Documents:
All documents produced by the Firm under this agreement shall remain the property of the Firm and may not be used by the Client for any other endeavor without the written consent of the Firm.

Jobsite Safety:
Neither the professional activities of the Design Professional, nor the presence of the Design Professional or his or her employees and subconsultants at a construction site, shall relieve the General Contractor and any other entity of their obligations, duties and responsibilities including, but not limited to, construction means, methods, sequence, techniques or procedures necessary for performing, superintending or coordinating all portions of the Work of construction in accordance with the contract documents and any health or safety precautions required by any regulatory agencies. The Design Professional and his or her personnel have no authority to exercise any control over any construction contractor or other entity or their employees in connection with their work or any health or safety precautions. The Client agrees that the General Contractor is solely responsible for jobsite safety, and warrants that this intent shall be made evident in the Client’s agreement with the General Contractor. The Client also agrees that the Client, the Design Professional and the Design Professional’s consultants shall be indemnified and shall be made additional insureds under the General Contractor’s general liability insurance policy.

APPROVED and ACCEPTED this the ___ day of __________, 2019.

City of Marble Falls
City of Marble Falls, Texas
Council Agenda Item Cover Memo
December 19, 2019

Agenda Item: Executive Session
Prepared By: Christina McDonald, City Secretary
Department: Administration

AGENDA CAPTION

EXECUTIVE SESSION
CLOSE OPEN SESSION AND CONVENE EXECUTIVE SESSION Pursuant to §551.072 (Deliberation Regarding the Purchase, Exchange, Lease or Value of Real Property) of the Open Meetings Act. Tex. Gov’t Code, Council will meet in Executive Session to discuss the following:

• Discussion regarding LCRA Aerial Easement Acquisition

CERTIFICATION:

I hereby certify that I have reviewed the proposed topic for the Executive Session described herein and, in my opinion, the Texas Open Meetings Act authorizes the Marble Falls City Council to meet in Executive Session and to deliberate regarding the subject matter contained in this cover memo.

Signed this __________ day of ______________________, 2019.

______________________________
City Attorney