

**NOTICE OF LA MARQUE
CITY COUNCIL
BY TELEPHONE CONFERENCE**

In accordance with order of the Office of the Governor issued March 16, 2020, the La Marque City Council will conduct a Workshop meeting on **Monday, July 13, 2020 at 6:00 PM by telephone and video conference** in order to advance the public health goal of limiting face-to-face meetings to slow the spread of the Coronavirus/COVID-19. This Notice, the meeting agenda, and the agenda packet can be found online at:

<https://ci.la-marque.tx.us/AgendaCenter>

THERE WILL BE NO PUBLIC ACCESS TO CITY HALL DURING THE MEETING.

The public will be permitted to offer public comments telephonically as provided below and as permitted by the Chairman during the meeting. A recording of the telephonic meeting will be made and will be available to the public in accordance with the Open Meetings Act upon written request.

THE PUBLIC TOLL-FREE DIAL-IN NUMBER TO PARTICIPATE IN THE MEETING IS:

1 (346) 248-7799

ONCE YOU ARE CONNECTED, YOU MUST ENTER THE FOLLOWING:

Meeting ID: 92493940502

Press *6 to mute or unmute your phone line. You may also connect to the meeting on your smartphone, tablet or computer by going to the following internet address:

<https://zoom.us/j/92493940502>

Once you are on the website, you may need to enter the following:

Meeting ID: 924 9394 0502

If you require accommodation to participate in this meeting, contact the City Clerk at 409-938-9259 or cityclerk@cityoflamarque.org at least 48 hours prior to the meeting start time.



1111 Bayou Road
La Marque, Texas
409-938-9202

Mayor Bobby Hocking

Mayor Pro-Tem Keith Bell- District A

Councilmember Chris Lane- District B

Councilmember Robert Michetich- District C

Councilwoman Casey McAuliffe- District D

ORDINANCE NO. O-2020-0011

RESOLUTION NO. R-2019-0012

**CITY OF LA MARQUE
CITY COUNCIL WORKSHOP
AGENDA
of
JULY 13, 2020**

Notice is hereby given that the City Council of the City of La Marque, Texas will conduct a Workshop **via teleconference (ZOOM)** on Monday, July 13, 2020, beginning at 6:00 p.m. for the purpose of considering the following agenda:

(1) CALL MEETING TO ORDER

(2) ROLL CALL

(3) INVOCATION AND PLEDGE OF ALLEGIENCE

(4) CITIZENS PARTICIPATION (Limited to three minutes per person)

Comments from the public (at this time, any person with city-related business who has signed up may speak to Council on a specific agenda item (limited to three (3) minutes.) In compliance with Texas Open Meeting Act, the City may not deliberate on comments. Personal attacks will not be allowed, and personnel matters should be addressed to the City Manager during normal business hours.

(5) CONSENT

- a. Discussion relating to adopt Resolution No. **R-2020-0009**, repealing Resolution No. R-2020-0004, and moving the La Marque General Election previously called for Saturday, May 2, 2020 to November 3, 2020, as allowed by proclamation of the State of Texas Governor issued by proclamation on March 18, 2020 - City Clerk R. Eldridge
- b. Discussion relating to enter into a Contract with the Galveston County Clerk and Galveston County Election Officer for the General Election to be held on November 3, 2020, and possible Runoff Election on December 15, 2020 - City Clerk R. Eldridge

- c. Discussion relating to approve observed City Holidays for calendar year 2021 – City Manager C. Jackson
- d. Discussion relating to adopt Resolution No. **R-2020-0010**, designating GrantWorks, Inc. as the administration service provider for the 2020 Community Development Block Grant – MIT Program application and project implementation administered through the Texas General Land Office – Emergency Management Coordinator C. Warren
- e. Discussion relating to adopt Resolution No. **R-2020-0011**, designating ADICO, LLC and LNV, LLC as engineering service providers for the 2020 Community Development Block Grant – MIT (CDBG-MIT) Program applications and project implementation administered through the Texas General Land Office (GLO) – Emergency Management Coordinator C. Warren
- f. Discussion relating to ratify the round two Emergency Business Retention Program expenditures – Executive Director of Economic Development Corporation A. Getty
- g. Discussion relating to authorize the purchase of one Case 521G Front End Wheel Loader through H-GAC Buy in the amount of \$138,478.58 – Public Works Director C. Cary
- h. Discussion relating to authorize the purchase of one 2021 Ford F550 Regular Cab w/Versalift Body 5G through H-GAC Buy vendor in the amount of \$102,887.00 – Public Works Director C. Cary
- i. Discussion relating to authorize ADICO, LLC engineering proposal for the Westwood Subdivision Drainage Improvements in the amount of \$18,100.00 and encumber funds for the additional construction amount of \$66,900 for construction for a total project cost estimate of \$85,000 – Public works Director C. Cary

(6) NEW BUSINESS

- a. Discussion relating to adopt Ordinance No. **O-2020-0009**, amending Article III, SPEED REGULATIONS of the La Marque Code of Ordinances, Section 62-88, reducing the speed limit on the Northbound Main lanes and Southbound Main lanes of IH45 from 65 mph to 55 mph, and reducing the speed limit on the Northbound Frontage Road and the Southbound Frontage Road from 50 mph to 45 mph, until the completion of the freeway expansion project by the Texas Department of Transportation – Police Chief K. Jackson **THIS IS THE FIRST READING.**
- b. Discussion relating to CARES Act Interlocal Agreement request by County of Galveston – City Manager C. Jackson

- c. Discussion relating to adopt Resolution No. **R-2020-0012**, recognizing and supporting Police Officers and Law Enforcement Professionals – City Manager C. Jackson
- d. Discussion relating to Self-Quarantine or Home Bound Assistance During the COVID-19 Pandemic – Councilmember R. Michetich
- e. Discussion relating to adopt Ordinance No. **O-2020-0010**, pursuant to Texas Government Code Chapter 418 related to control measures to limit the spread of the COVID-19 virus, including requiring commercial entities providing goods or services directly to the public to develop a health and safety policy mandating the wearing of face masks in their facility; Requiring masks in accordance with Governor’s Order GA-29; and making other provisions related to the subject – Legal – D. Purnell **THIS IS THE FIRST AND FINAL READING**
- f. Discussion/possible action regarding adoption of Ordinance No. **O-2020-0011**, a request for abandonment of an unimproved public right-of-way in the Ambrose subdivision near FM 1765 and Delany Road – Legal Derra - Purnell **THIS IS THE FIRST READING**

(7) ADJOURNMENT

CERTIFICATION:

I hereby certify that the above notice of meeting was posted at 1109-B Bayou Road, La Marque, Texas on or before July 10, 2020 before 5:30 p.m.

Robin Eldridge, TRMC
City Clerk

• • • • • This facility is wheelchair accessible and accessible parking spaces are available. Request for accommodations or
• • • • • interpretive services must be made 48 hours prior to this meeting. Please contact the City Clerk’s office at (409) 938-
• • • • • 9259, or Fax (409) 935-0401, or e-mail cityclerk@cityoflamarque.org for further information.
• • • • •



CITY COUNCIL AGENDA FORM

Meeting Date: July 13, 2020

Agenda item: 5a

Prepared by: Robin Eldridge

Reviewed by: Charlene Warren/

Charles Jackson

Department: Mayor & City Council

AGENDA ITEM DESCRIPTION: Discussion relating to adopt Resolution No. **R-2020-0009**, rescinding Resolution No. R-2020-0004, and moving the La Marque General Election previously called for Saturday, May 2, 2020 to November 3, 2020, as allowed by proclamation of the State of Texas Governor issued by proclamation on March 18, 2020

X

ATTACHMENTS FOR REFERENCE

1. Resolution
2. Letter from Governor/ Proclamation

STAFF BRIEFING:

- On March 13, 2020, the Governor of Texas certified that the novel coronavirus (COVID-19) poses an imminent threat of disaster and, under the authority vested in the Governor by Section 418.0 14 of the Texas Government Code, declared a state of disaster for all counties in Texas
- A proclamation was issued by Texas State Governor Gregg Abbott regarding the postponement of May elections

HISTORY: N/A

TARGET IMPLEMENTATION: July 13, 2020

SIGNIFICANT ACTION DATES:

8.17.2020 - Due date to call the November election

8.28.2020 - Entities may need to modify their resolution to reflect the correct polling locations for the November election after this date.

ACTION:

- | | |
|--|--|
| ☐ Ordinance | ☒ Resolution |
| ☐ Special Presentation | ☐ Proclamation |
| ☐ Finance Report | ☐ Public Hearing |
| ☐ Other | |
| ☒ Mark if this item does not conflict with any Resolution, Ordinance or City Charter, policies, procedures | |

Cost Details:

Budgeted	
Actual Bid	
Estimated Expenditure	
Acct. Name(s)	
Line Item #	
Other Funding	



CITY COUNCIL AGENDA FORM

STAFF'S RECOMMENDATION: Recommend to adopt Resolution No. **R-2020-0009**, rescinding Resolution No. R-2020-0004, and moving the La Marque General Election previously called for Saturday, May 2, 2020 to November 3, 2020, as allowed by proclamation of the State of Texas Governor issued by proclamation on March 18, 2020

FISCAL IMPACT: Depending on the number of entities that contract with Galveston County for election, we all split the cost.

RESOLUTION NO-2020-0009

A RESOLUTION OF THE CITY OF LA MARQUE, TEXAS RESCINDING RESOLUTION NO. R-2020-0004, EXTENDING THE GENERAL ELECTION PREVIOUSLY CALLED FOR SATURDAY, MAY 2, 2020 TO NOVEMBER 3, 2020 AS ALLOWED BY PROCLAMATION OF THE GOVERNOR ISSUED ON MARCH 18, 2020; THE CALLED ELECTION BEING FOR THE PURPOSE OF ELECTING ONE COUNCILMEMBER (DISTRICT B), AND ONE COUNCILMEMBER (DISTRICT D); PROVIDING DETAILS RELATING TO THE HOLDING OF SUCH ELECTION; PROVIDING FOR SEVERABILITY; CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of La Marque, Texas (the "City") has called a General Municipal Election to be held on Saturday, May 2, 2020 for the purpose of electing two Councilmembers, one for District B and one for District D; and

WHEREAS, due to the outbreak of the COVID-19, the Governor of the State of Texas issued a declaration of disaster on March 13, 2020; and

WHEREAS, the City Council of the City of La Marque approved an ordinance declaring a disaster in the City on March 13, 2020; and

WHEREAS, the Governor issued a proclamation on March 18, 2020 allowing municipalities in the State to postpone their general and special elections scheduled for May 2, 2020 to November 3, 2020; and

WHEREAS, the City Council has for several years, contracted with Galveston County for the conduction of their municipal elections; and

WHEREAS, on March 18, 2020, Galveston County advised the entities within Galveston County, they would not be conducting a May 2, 2020; and

WHEREAS, the City Council of the City finds it to be in the best interest of the health, safety and welfare of its citizens to postpone the City's general and special elections from May 2, 2020 to November 3, 2020;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LA MARQUE, TEXAS, THAT:

Section 1. The facts and matters set forth in the preamble to this ordinance are hereby found to be true and correct.

Section 2. The General Municipal previously set by resolution to be held on May 2, 2020 is hereby postponed to November 3, 2020, pursuant to the authority contained in the proclamation of the Governor of the State of Texas, dated March 18,

2020. A copy of the proclamation is attached hereto as Exhibit "A."

Section 3. The candidate filings for the May 2, 2020 election will remain the same for the November 3, 2020 election. The candidate filing period will not be reopened for the November 3, 2020 election.

Section 4. All applications for ballot by mail filed by voters due to being over the age of 65 or because of disability, will still be valid for the November election. All applications for ballot by mail for expected absence from the County will not be valid for the November election.

Section 5. The deadline to register to vote in the November election is October 5, 2020. All applications for ballot by mail for the November election must be submitted no later than October 23, 2020. Early voting will be conducted October 19 through October 30, 2020.

Section 6. In the event any clause phrase, provision, sentence, or part of this Ordinance or the application of the same to any person or circumstances shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this Ordinance as a whole or any part or provision hereof other than the part declared to be invalid or unconstitutional; and the City Council of the City of La Marque, Texas, declares that it would have passed each and every part of the same notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

NOW, DULY PASSED, APPROVED, AND ADOPTED on this _____ day of July 2020.

Bobby Hocking, Mayor
City of La Marque, Texas

ATTEST:

APPROVED AS TO FORM AND CONTENT:

Robin Eldridge, TRMC, City Clerk
City of La Marque, Texas

Derra Purnell, Acting City Attorney
City of La Marque, Texas



GOVERNOR GREG ABBOTT

March 18, 2020

The Honorable Ruth R. Hughs
Secretary of State
State Capitol Room 1E.8
Austin, Texas 78701

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
10:00 AM 'CLOCK
MAR 18 2020

Secretary of State

Dear Secretary Hughs:

Pursuant to his powers as Governor of the State of Texas, Greg Abbott has issued the following:

A proclamation suspending Sections 41.0052(a) and (b) of the Texas Election Code and Section 49.103 of the Texas Water Code to the extent necessary to allow political subdivisions that would otherwise hold elections on May 2, 2020, to move their general and special elections for 2020 only to the next uniform election date, occurring on November 3, 2020, without otherwise adjusting the term of office, and suspending Sections 31.093 and 42.0621(c) of the Texas Election Code to the extent necessary to require all county election officers, if requested by an affected political subdivision, to enter into a contract to furnish election services with any political subdivision who postponed their election to November 3, 2020, under the authority of this proclamation.

The original of this proclamation is attached to this letter of transmittal.

Respectfully submitted,

Gregory S. Davidson
Executive Clerk to the Governor
GSD/gsd

Attachment

PROCLAMATION

BY THE

Governor of the State of Texas

TO ALL TO WHOM THESE PRESENTS SHALL COME:

WHEREAS, Section 41.001(a)(2) of the Texas Election Code provides that a general or special election in this state shall be held on a uniform election date, and the next uniform election date is occurring on May 2, 2020; and

WHEREAS, Section 49.103 of the Texas Water Code provides that certain districts governed by this provision are required to hold director elections in May of each even-numbered year; and

WHEREAS, Section 41.0052 of the Texas Election Code prescribes a procedure for a political subdivision to change a general election date, but the time for making such a change has expired; and

WHEREAS, Section 31.093 of the Texas Election Code requires a county elections administrator to enter into a contract to furnish election services upon request of a political subdivision; and

WHEREAS, Section 42.0621(c) of the Texas Election Code does not require a political subdivision to enter into a contract with a county or hold a joint election with a county on the November uniform election date; and

WHEREAS, on March 13, 2020, the Governor of Texas certified that the novel coronavirus (COVID-19) poses an imminent threat of disaster and, under the authority vested in the Governor by Section 418.014 of the Texas Government Code, declared a state of disaster for all counties in Texas; and

WHEREAS, pursuant to Section 418.016 of the Texas Government Code, the Governor has the express authority to suspend the provisions of any regulatory statute prescribing the procedures for conduct of state business or the orders or rules of a state agency if strict compliance with the provisions, orders, or rules would in any way prevent, hinder, or delay necessary action in coping with a disaster.

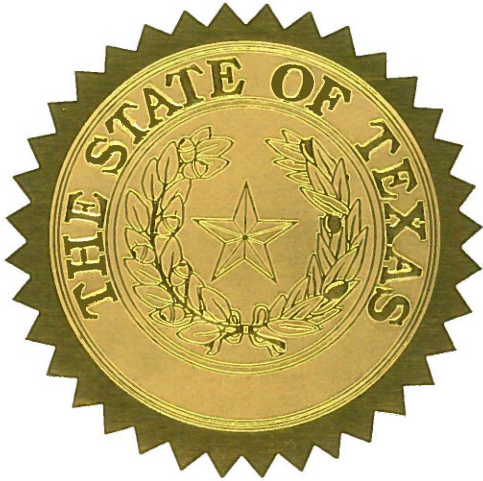
NOW, THEREFORE, I, GREG ABBOTT, Governor of Texas, under the authority vested in me by the Constitution and Laws of the State of Texas, do hereby suspend Sections 41.0052(a) and (b) of the Texas Election Code and Section 49.103 of the Texas Water Code to the extent necessary to allow political subdivisions that would otherwise hold elections on May 2, 2020, to move their general and special elections for 2020 only to the next uniform election date, occurring on November 3, 2020, without otherwise adjusting the term of office. I further suspend Sections 31.093 and 42.0621(c) of the Texas Election Code to the extent necessary to require all county election officers, if requested by an affected political subdivision, to enter into a contract to furnish election services with any political subdivision who postponed their election to November 3, 2020, under the authority of this proclamation.

The authority ordering the election under Section 3.004 of the Texas Election Code is the authority authorized to make the decision to postpone its election in accordance with this proclamation.

Current office holders will hold over to the extent authorized by Article XVI, Section 17 of the Texas Constitution.

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
10:00AM O'CLOCK

MAR 18 2020



IN TESTIMONY WHEREOF, I
have hereto signed my name and
have officially caused the Seal of
State to be affixed at my office in the
City of Austin, Texas, this the 18th
day of March, 2020.

A handwritten signature in black ink that reads "Greg Abbott".

GREG ABBOTT
Governor of Texas

ATTESTED BY:

A handwritten signature in black ink that reads "Ruth R. Hughs".

RUTH R. HUGHS
Secretary of State

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
10:00am O'CLOCK

MAR 18 2020



CITY COUNCIL AGENDA FORM

Meeting Date: July 13, 2020

Prepared by: Robin Eldridge

Agenda item: **5b**

Reviewed by: Charlene Warren/

Charles Jackson

Department: City Clerk

AGENDA ITEM DESCRIPTION: Discussion relating to entering into a Contract with the Galveston County Clerk and Galveston County Election Officer for the General Election to be held on November 3, 2020, and possible Runoff Election on December 15, 2020

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ATTACHMENTS FOR REFERENCE

1. Galveston County Elections Contract

STAFF BRIEFING:

- In order to ensure that this contract is presented to Galveston County Commissioners for approval in a timely manner, City Council first must approve the contract before the deadline

HISTORY:

- The City of La Marque has contracted with Galveston County for Election Services for the past several years
- Most cities contract with the County where they are geographically located to avoid high costs of purchasing and programming their own equipment for their elections
- It was necessary to move (postpone) the May election to the November uniform election date, due to the rapidly progressing COVID-19 virus, so the Contract had to be modified to show the correct dates

TARGET IMPLEMENTATION: July 13, 2020

SIGNIFICANT ACTION DATES:

July 31, 2020 – Due date for entities that want to contract with the County to conduct their November elections

November 3, 2020 – City of La Marque's General Election (postponed from uniform May election date)

December 15, 2020 – Runoff date (if needed)



CITY COUNCIL AGENDA FORM

ACTION:

- | | |
|--|---|
| ☐ Ordinance | ☐ Resolution |
| ☐ Special Presentation | ☐ Proclamation |
| ☐ Finance Report | ☐ Public Hearing |
| ☒ Other - Election Contract | |
| ☒ Mark if this item does not conflict with any Resolution, Ordinance or City Charter, policies, procedures | |

Cost Details:

Budgeted	\$25, 500.00
Actual Bid	
Estimated Expenditure	8,000.00
Acct. Name(s)	Election Costs
Line Item #	01-4021-07-00
Other Funding	

STAFF'S RECOMMENDATION: Recommend to approve entering into a Contract with the Galveston County Clerk and Galveston County Election Officer for the General Election to be held on November 3, 2020 and possible Runoff Election on December 15, 2020

FISCAL IMPACT:

- This amount will depend on how many entities will be having an election, after the filing period ends
- Some entities may be able to cancel their elections
- The cost is split between the County and the entities that will be holding their elections

Contract for Election Services

Local Entity Countywide Vote Center Elections

This Contract is made and entered into this ____ day of _____, 20__ by and between Hon. Dwight D. Sullivan, County Clerk and County Election Officer for Galveston County (herein known as "Galveston County") and _____ on behalf of _____ ("Entity").

This Contract is being entered into pursuant to Texas Election Code, Chapter 31, Subchapter D for the purpose of ensuring that Galveston County and the Entity understand the tasks each is to perform in connection with the following election and any subsequent runoff election, to-wit:

Purpose of Election: _____

November 3, 2020
Election Date

December 15, 2020
Runoff Election Date

Early Voting will be held on **Oct. 19-23, 2020** from 8 a.m. to 5 p.m. and **Oct. 26-30, 2020** with the polls being open from 7 a.m. to 7 p.m. **Saturday, Oct. 24, 2020** from 7 a.m. to 7 p.m. and **Sunday, Oct. 25, 2020** from 1 p.m. to 6 p.m. On Election Day the polls will be open from 7 a.m. to 7 p.m.

1. Duties and Services of Galveston County. Galveston County shall be responsible for performing the following duties and furnishing the following services and equipment in connection with the election and any subsequent runoff election.

- 1.1. Program, or arrange to have programmed, the ballot.
[Cost: Based upon the number of contests on the ballot. See the Fee Schedule]
- 1.2. Arrange to have published the legal notices of the first test of the electronic tabulating equipment as provided in Texas Election Code §127.096 and conduct all required tests of the electronic tabulating equipment under Texas Election Code §§127.096-127.098 and §§129.021-129.023. The first test shall be conducted at least five days prior to the election. In addition, it will be performed during normal business hours and open to the public.
[Cost: The cost for publishing the notice will be split equally between all the entities involved. See the Fee Schedule]
- 1.3. Provide technical and equipment support for the electronic poll books, voting machines and equipment being provided to the Entity. In the event there is an equipment failure Galveston County shall try to remedy the problem over the phone. If unable to do so, will dispatch to locations within Galveston County the appropriate technical support personnel and equipment to correct the failure.
[Cost: Included in the 10% election fee]

- 1.4. On behalf of the Entity, obtain Official Voter Registration lists from the Voter Registrar to be used during Early Voting and on Election Day.
[See Section 2.3 below]
- 1.5. Provide Ballot by Mail services for the Entity.
[See the Fee Schedule]
- 1.6. Hire Judges, Alternate Judges, and clerks to serve as election workers at the various polling locations. Workers will be paid in accordance with Section 3 of this contract and will be required to complete election training (at the discretion of the Elections Division) as a prerequisite for serving. Workers will be paid \$40 for attending training.
- 1.7. Select the countywide vote center polling locations in coordination with the Entity and with the approval of Galveston County Commissioners' Court.
- 1.8. Provide the Entity ****and where possible the candidates running for office,*** a sample ballot for them to proof and approve or provide corrections.
[See sections 2.6 and 2.7 for related information]

****The Entity will be responsible for providing Galveston County with the email and contact information for each candidate who will be on the ballot.***

For additional Duties of Galveston County see section **(5) Fee Schedule of Galveston County** below.

2. *Duties and Services of the Entity.* The Entity will be responsible for performing the duties and services set forth in this section and will consummate this contract **on or before July 31, 2020**. Contracts submitted after this date will require a \$500 fee ***which will be non-refundable regardless of whether the Entity cancels its election.***

- 2.1. Prepare and submit any required submissions to the U.S. Department of Justice under the Federal Voting Rights Act of 1965 for its election and runoff election.
- 2.2. Publish notices of the election in accordance with Section 4.003(a) of the Texas Election Code.
- 2.3. Provide Galveston County with the Entity's requirements for Official Voter Registration lists for early voting and Election Day.
- 2.4. In accordance with Texas Election Code §4.008 as amended, deliver written notice of the election to Galveston County.
- 2.5. It is understood that the Entity may need to modify its election order after **August 28, 2020**, to reflect the actual early voting and Election Day polling locations once the final determination has been made as to which entities will actually be holding an election.

If the Entity wishes to select additional polling locations within its footprint, it will submit a list and the contact information for each facility to Galveston County by

July 31, 2020. Regardless of who selects the polling locations the Entity shall comply with Texas Election Code §43.062, and shall notify prospective voters of the new location by placing a notice at the old polling location and a notice at the new polling location.

[See Section 1.7 for additional information on the selection of countywide polling places]

- 2.6. Provide to Galveston County the language for any ballot propositions, the names of election contests, the names of candidates as they are to appear on the ballot, a copy of a sample ballot, ballot draw information and a completed "Requirements to Program the Ballot" form. These materials will be provided in an electronic form to Galveston County by **no later than August 14, 2020.** All language on the ballot must be provided in both English and Spanish in a Word format. Any other languages required by law, must also be provided in a Word format as well (e.g., Harris County, Chinese and Vietnamese). In addition, the Entity will collect and provide to Galveston County the names, addresses, phone numbers and email addresses of all the candidates who are to appear on its ballot. This information will be used to send candidates copies of the ballot proofs for their review.

[See Section 1.8]

- 2.7. Return to Galveston County, by **Sept. 9, 2020 5 p.m.,** confirmation that the sample ballots Galveston County has prepared and provided to the Entity are satisfactory or provide changes that need to be made. Galveston County intends to conduct the L&A test on the Entity's ballot no later than **Sept. 16, 2020.**

The Entity shall have a representative present during the testing who will sign an affidavit signifying the ballot proofs are accurate and acceptable to the Entity. If unable to attend, a representative may send a signed electronic response approving the ballot.

[See Section 1.8 for related information on ballot proofing]

- 2.8. Galveston County will be conducting elections for numerous Entities on the same day. The parties understand that each election has its own challenges and requirements and that failure to provide the information outlined in Section 2 of this contract by the dates specified will place an undue burden on Galveston County that may hinder the ability to provide the services to the Entity in a timely and accurate manner. **Should the Entity miss the deadlines, and/or fail to notify the County of any special circumstances (e.g., adding portions of another county to their election, additional languages required, or unopposed candidates on the ballot) there may be additional charges incurred, up to \$1,000.00, to be determined by the Chief Deputy of Elections. Should Galveston County be unable to provide the services in a timely and accurate manner the Entity, to the extent allowed under the Constitution and Laws of the State of Texas, shall hold Galveston County and employees harmless from any election errors and corresponding liability and/or damages that may result, including but not limited to the costs incurred related to an election contest and/or the need to conduct a subsequent election.**
- 2.9. As required by §67.017(b) and the Secretary of State's Office, the Entity must submit an electronic precinct-by-precinct report to the Secretary of State's Office by no later than the 30th day after Election Day.

- 2.10. Unless otherwise stipulated, Galveston County will transport or have the Presiding Election Judges transport on its behalf, the voting machines and equipment to and from the Entity's early voting and Election Day voting locations.
- 2.11. Monitor, with the assistance of Galveston County, the overall conduct of its election in Entity's jurisdiction including the observation of the tabulating of the results.
- 2.12. Entity to pay a \$125 fee per early voting and Election Day polling locations within its jurisdiction for additional support staff to provide the Entity and its Judges election support services throughout the term of this contract.
- 3. Cancellation of Contract:** Except for contracts consummated after **July 31, 2020**, the Entity may cancel this contract without incurring any expenses by notifying Galveston County of its intention to cancel by no later than two (2) business days after its candidates filing deadline of **N/A**. The Entity will be obligated to pay Galveston County a \$500 fee if cancelled after this grace period.
- 4. Special Provision: Bilingual Poll Worker Requirements.** Galveston County was a party in Civil Action No. 3:07 CV 377 styled "The United States of America, Plaintiff, v. Galveston County, Texas, Defendant in the United States District Court for the Southern District of Texas, Galveston Division". It entered into a Consent Decree that acknowledged it is covered under both Section 4(f)(4) of the Voting Rights Act as amended and 42 U.S.C. §1973(b)(4) Section 4(f)(4) to provide Spanish language written materials and assistance to voters. Galveston also has an obligation to ensure that its polling places and poll workers comply with the Help America Vote Act of 2002 ("HAVA"), 42 U.S.C. §§15301 et. seq. Although this Consent Decree expired December 31, 2010, Galveston County agreed that it is permanently enjoined from:
- a) Failing to provide in Spanish "any registration or voting notices, forms, instructions, assistance, or other materials or information relating to the electoral process, including ballots," that they provide in English as required by Section 4(f)(4) of the Voting Rights Act, 43 U.S.C. 1973b(f)(4); and
 - b) Failing to ensure that poll workers provide and receive adequate training regarding (1) the use of providing provisional ballots under Section 302(a) of HAVA; and (2) the display of all HAVA-required signs under Section 302(b) of HAVA.
- 5. Fee Schedule of Galveston County:** Galveston County agrees to perform these services at the following rates:
- a) Provide to the Election Judges all necessary election supplies, which are to be returned to Galveston County after the polls close on Election Night.
Cost: \$50 per kit
 - b) Arrange for staff to receive the supplies and equipment being returned by the Election Judges on Election Night.
Cost: Overtime for staff and part time workers hired to provide this service will be evenly split between the entities contracting with Galveston County.
 - c) Provide all necessary voting machines and equipment for use at early voting and Election Day locations.

Cost: \$465 per Verity Touch, \$506 per Verity Controller and \$577 per Verity Touch with access.

- d) Transport the voting machines and equipment to and from the voting locations.
Cost: \$125 delivery per location
- e) Program the ballot and conduct the Logic and Accuracy Testing of the counting equipment.
Cost: Determined by the number of contests on the ballot: \$600 for up to ten contests, \$1,200 for up to 20, \$1,800 for up to 30, \$2,450 for up to 40 and \$3,000 for 41 or more contests.
- f) Provide a central counting station, supplies, equipment and the tabulating and supervisory personnel needed to tabulate. Prepare the unofficial tabulation results and unofficial/official canvass report.
Cost: \$400 for use of the equipment plus overtime for county employees doing the tabulation if applicable.
- g) Assist the Entity in the general overall supervision of the election and any subsequent runoff election.
Cost: Included in the 10 % election fee
- h) Conduct early voting, Election Day Voting, and bilingual training.
Cost: \$48 per person per class
- i) Two or more electronic poll **pads** will be deployed (at the discretion of the Elections Division) to each polling location.
No Cost
- j) Galveston County will partner with the Entities to determine the polling locations within their jurisdictions.
- k) Hire judges, alternate judges, and clerks that are trained by Galveston County and are registered voters from within one of the jurisdictions holding an election.
Cost: Base cost of \$12 per hour per worker. Any worker who serves more than 40 hours in a given pay week will be compensated at time and a half for the hours served in excess of 40 hours.
- l) Elections Mobile App: Entities contracting elections with Galveston County will have their election information included on the Elections Mobile App.
Cost: up to \$500.
- m) The cost for all printed ballots (ballots by mail, sample ballots and test ballots) is \$.25 per sheet.
- n) Ballots by Mail: Galveston County will provide ballot by mail processing services to the Entity. **The cost for this service is \$3.00 per ballot (\$3.50, if a multi-page ballot).**
- o) The Entity may have an observer present during the tabulation of the votes. The name and contact information of the observer must be provided to and approved by the Presiding Judge of the Central Count Station on the form prescribed by the Texas Secretary of State upon arrival at the location.

6. Compensation, Billing, and Payment. In accordance with Section 31.100(d) of the Texas Election Code the Entity will pay Galveston County the greater of Seventy-Five (\$75.00) Dollars or ten percent (10%) of the total amount of this contract for general supervision of the election. Pursuant to Texas Election Code §31.098, Galveston County may contract with third persons for election services and supplies agreed to herein and the Entity hereby agrees to pay for these third party costs when invoiced by Galveston County.

Galveston County will invoice the Entity for services rendered under this contract. The Entity will make payment to Galveston County in accordance with the terms and provisions of what is commonly referred to as the Texas Prompt Payment Act.

7. Voting System. The Hart Intercivic Verity equipment as approved by the Texas Secretary of State will be the voting system used in providing services under this contract.

8. Authorized Representatives. Galveston County's authorized representative for all purposes of this contract is its Chief Deputy Clerk for Elections.

The Entity's authorized representative for all purposes of this contract is:

Name (Print and Sign)

Phone #

9. General Provisions. As specified in Texas Election Code §31.096 this contract may not change:

- a) The authority with whom applications of candidates for a place on a ballot are filed;
- b) The authority with whom documents are filed under Texas Election Code §251.001 et. seq.; or
- c) The authority to serve as custodian of voted ballots or other election records.

As set forth in Texas Election Code §31.099 not later than the 10th day after the date this contract is executed Galveston County shall file a copy of this contract with the County Treasurer and the County Auditor.

10. WAIVER OF DAMAGES. The parties acknowledge that the Hart Intercivic Verity System and the programming of paper ballots is highly technical and that it is conceivable that despite the efforts of Galveston County it might fail during an election or might contain errors. The Entity agrees that should the electronic voting system fail, it will not make any claim against Galveston County or any of their full or part-time employees, independent contractors or agents for damages of any kind, including but not limited to any and all costs relating to an election contest and/or costs and damages incurred for having to conduct a second election caused as a result of such failure or error.

The Entity acknowledges that holding multiple simultaneous elections presents logistical problems and other problems over and above a single election. Galveston County and its

employees and agents will attempt to help ensure that these simultaneous elections are conducted without error or mishap, but on occasion, errors or mishaps do occur. Accordingly, the Entity agrees that should an error or mishap occur that it will not make any claim against Galveston County, or their full or part-time employees, independent contractors or agents for damages of any kind including but not limited to any and all costs relating to an election contest and/or costs and damages incurred by the Entity for having to conduct a second election, as a result of such error or mishap.

If legal action is filed against the Entity involving its election and if Galveston County is named as a party to this legal action and the complaint is based solely on allegations made against the Entity, the Entity shall be solely responsible for all costs and defense of that suit. In addition, the Entity shall be required to provide adequate legal counsel for Galveston County and, upon notice to the Entity, Galveston County shall be entitled to settle such claim or legal action upon terms it deems most advantageous to itself.

For purposes of implementing this contract, Galveston County and the Entity designate the following individuals to submit and/or receive information or notices to Galveston County or the Entity:

Galveston County:

Dwight D. Sullivan, County Clerk
Attention: Ernest Murrie, Chief Deputy Clerk for Elections
Galveston County Justice Center
600 59th Street, Suite 2001
Galveston, TX 77551-4180

P.O. Box 17253
Galveston, Texas 77552-7253
409-770-5108
Email: ernest.murrie@co.galveston.tx.us

Entity:

_____ Phone: _____

_____ Email: _____

This contract will be submitted to the Galveston County Commissioners' Court to be placed on the Consent Agenda as a Receive and File Item.

11. Galveston County Title VI Assurance Clause. Galveston County is committed to ensuring that no person, on the ground of race, color, national origin, religion, sex, age, disability or Veteran status, shall be subjected to discrimination, excluded from participation, or denied the benefits of, its programs and activities.

In accordance with this policy Galveston County requires its service providers and contractors to agree that during the performance of this contract the service provider or contractor for itself, its assignees and successors will abide by the following:

Compliance with Non-Discrimination Laws and Regulations. During the performance of this contract, contractor, for itself, its assignees and successors in interest (hereinafter referred to as "contractor") agrees as follows:

- 1) **Compliance with Regulations.** The contractor shall comply with the Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Transportation (hereinafter, DOT) Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are incorporated herein by reference and made a part of this contract.
- 2) **Nondiscrimination.** The contractor, with regard to the work performed by it during the contract, shall not discriminate on the basis of race, color, national origin, religion, sex, age, disability or Veteran status in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor shall not participate either directly or indirectly in the discrimination prohibited by Section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.
- 3) **Solicitations for Subcontractors, Including Procurement of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the contractor for work to be performed under a subcontract, including procurement of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the contractor of the contractor's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, national origin, religion, sex, age, disability or Veteran status.
- 4) **Information and Reports.** The contractor shall provide all information and reports required by the Regulations or directives issued pursuant thereto, and shall permit access to its books, records, accounts, other sources of information and its facilities as may be determined by Galveston County or the Texas Department of Transportation to be pertinent to ascertain compliance with such Regulations, orders and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish this information the contractor shall so certify to Galveston County or the Texas Department of Transportation as appropriate, and shall set forth what efforts it has made to obtain the information.
- 5) **Sanctions for Noncompliance.** In the event of the contractor's noncompliance with the nondiscrimination provisions of this contract, Galveston County shall impose such contract sanctions as it or the Texas Department of Transportation may determine to be appropriate, including, but not limited to:
 - a) withholding of payments to the contractor under the contract until the contractor complies, and/or
 - b) cancellation, termination, or suspension of the contract, in whole or in part.

- 6) **Incorporation of Provisions.** The contractor shall include the provisions of paragraphs (1) through (6) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations, or directives issued pursuant thereto. The contractor shall take such action with respect to any subcontract or procurement as Galveston County or the Texas Department of Transportation may direct as a means of enforcing such provisions including sanctions for non-compliance: Provided, however, that, in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or supplier as a result of such direction, the contractor may request Galveston County to enter into such litigation to protect the interests of Galveston County, and, in addition, the contractor may request the United States to enter into such litigation to protect the interests of the United States.

Executed this _____ day of _____, 20____.

Galveston County:

Dwight D. Sullivan
County Clerk

Entity:

Name: _____

- | | |
|---|------------------------------------|
| ☐ City Manager | ☐ Mayor |
| ☐ Superintendent | ☐ President |
| ☐ City Secretary | ☐ Other |
| ☐ Chair County Executive Committee | |

Received and Filed:

Galveston County

Hon. Mark Henry
County Judge
Attest:

Dwight D. Sullivan
County Clerk

Date: _____

Date Copy of Agreement Furnished
to County Treasurer: _____

Date Copy of Agreement Furnished
to County Auditor: _____



CITY COUNCIL AGENDA FORM

Meeting Date: July 13, 2020

Prepared by: Charlene Warren

Agenda item: 5c

Reviewed by: Charlene Warren

Charles Jackson

Department: Administration

AGENDA ITEM DESCRIPTION: Discussion relating to approve observed City Holidays for calendar year 2021

☒

ATTACHMENTS FOR REFERENCE

1. Proposed 2021 City Holiday Schedule

STAFF BRIEFING:

- Attached is the proposed holiday schedule for calendar year 2021
- The proposed schedule lists City holidays observed, including the addition of Juneteenth, as recommended by City Manager

HISTORY: N/A

TARGET IMPLEMENTATION: July 13, 2020

SIGNIFICANT ACTION DATES:

ACTION:

- | | |
|--|---|
| ☐ Ordinance | ☐ Resolution |
| ☐ Special Presentation | ☐ Proclamation |
| ☐ Finance Report | ☐ Public Hearing |
| ☒ Other - Observed City Holidays | |
| ☒ Mark if this item does not conflict with any Resolution, Ordinance or City Charter, policies, procedures | |

Cost Details:

Budgeted	
Actual Bid	
Estimated Expenditure	
Acct. Name(s)	
Line Item #	
Other Funding	

STAFF'S RECOMMENDATION: Recommend to approve observed City Holidays for calendar year 2021

FISCAL IMPACT: N/A



Holiday Schedule 2021

New Year's Day	Friday, January 1, 2021
Martin Luther King Birthday	Monday, January 18, 2021
Good Friday	Friday, April 2, 2021
Memorial Day	Monday, May 31, 2021
Juneteenth	Friday, June 18, 2021
Independence Day	Monday, July 5, 2021
Labor Day	Monday, September 6, 2021
Veteran's Day	Thursday, November 11, 2021
Thanksgiving	Thursday, November 25, 2021 Friday, November 26, 2021
Christmas Eve	Thursday, December 23, 2021
Christmas Day	Friday, December 24, 2021

Timesheet procedures for regular employees:

When a holiday falls on a 9-hour regular workday, you will only receive **8 hours of holiday credit**. This means that you will need to work a total of **32** regular hours to carry a total of 40 hours for the week of the holiday. For example, employees that are scheduled to work 9 hours on Monday, you must make up the one hour difference during the week of the holiday as you only receive 8 hours of holiday credit.

The following are **only suggestions** as how to make up the difference. You are not limited to the suggestions below, but you may use them as an example on how to address your employees' schedule during the week of the holiday:

- Work one additional hour during one day of the holiday week or work an extra 30 minutes for 2 days during the week of the holiday
- Only take a 30-minute lunch for 2 days during the week of the holiday
- Use 1 hour of vacation.

- Police and Fire employees whose scheduled workday falls on an official holiday will recognize the day of the holiday.

Timesheet Procedures for Police/Fire Departments - Collective Bargaining & Telecommunicator Personnel:

Follow your departmental internal policies regarding work hours.



CITY COUNCIL AGENDA FORM

Meeting Date: July 13, 2020

Prepared by: Charlene Warren

Agenda item: 5d

Reviewed by: Charlene Warren

Charles Jackson

Department: Administration

AGENDA ITEM DESCRIPTION: Discussion relating to adopt Resolution No. **R-2020-0010**, designating GrantWorks, Inc. as the administration service provider for the 2020 Community Development Block Grant – MIT Program application and project implementation administered through the Texas General Land Office

X

ATTACHMENTS FOR REFERENCE

1. Resolution
2. Score Tabulation Summary
3. GrantWorks Proposal
4. RFP 20-02 CDBG-MIT Grant Administration packet

STAFF BRIEFING:

- Texas General Land Office (GLO) is administering over \$4 billion in U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Mitigation (CDBG-MIT) funds
- These funds will be used to build and implement structural and non-structural projects, programs and partnerships in 140 eligible counties to reduce the risks and impacts of future natural disasters
- CDBG-MIT infrastructure funds are competitive, and Round 1 will award grants from \$3 million up to \$100 million to Hurricane Harvey-impacted communities
- A professional grant administration service provider must be selected to assist with project applications and implementation
- The cost of administration services is included in any grant awarded
- A Request for Proposals was posted on June 2, 2020 on the city's website and on Texasbidsystem.com
- There were eighty-two (82) proposals solicited through Texasbidsystems.com, 272 subscribers notified through CityofLaMarque.org, as well as a legal ad placed in the Galveston County Daily Newspaper which ran twice in a fifteen (15) day period. (6/3/2020 and 6/10/2020)
- Of responses received, five (5) qualified proposals were received and reviewed
- Please see the enclosed score tabulation for results
- Staff recommends accepting the proposal from GrantWorks
- Staff requests that Council authorize the city manager to negotiate the contract with GrantWorks

HISTORY: N/A

TARGET IMPLEMENTATION: July 13, 2020

SIGNIFICANT ACTION DATES: N/A



CITY COUNCIL AGENDA FORM

ACTION:

- | | |
|--|--|
| ☐ Ordinance | ☒ Resolution |
| ☐ Special Presentation | ☐ Proclamation |
| ☐ Finance Report | ☐ Public Hearing |
| ☒ Other – RFP Award | |
| ☒ Mark if this item does not conflict with any Resolution, Ordinance or City Charter, policies, procedures | |

Cost Details:

Budgeted	
Actual Bid	
Estimated Expenditure	
Acct. Name(s)	
Line Item #	
Other Funding	

STAFF'S RECOMMENDATION: Recommend to adopt Resolution No. **R-2020-0010**, designating GrantWorks, Inc. as the administration service provider for the 2020 Community Development Block Grant – MIT Program application and project implementation administered through the Texas General Land Office

FISCAL IMPACT: None; any future grant awards of CDBG-MIT funds will include provisions for administration and engineering services.

RESOLUTION NO. R-2020-0010

A RESOLUTION OF THE CITY OF LA MARQUE, TEXAS AUTHORIZING PROFESSIONAL SERVICE PROVIDER SELECTION FOR COMMUNITY DEVELOPMENT BLOCK GRANT - MITIGATION (CDBG-MIT) PROGRAMS THROUGH THE TEXAS GENERAL LAND OFFICE (GLO)

WHEREAS, participation in CDBG-MIT programs requires implementation by professionals experienced in the administration of federally funded projects; and

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LA MARQUE, TEXAS:

SECTION 1. That GrantWorks is selected to provide application and project-related administration services for CDBG-MIT program.

SECTION 2. That any and all project-related services, contracts, or commitments made with the above-names service provider are dependent on the successful negotiation of a contract with the service provider.

SECTION 3. That it is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law and the public notice of the time, place, and purpose of said meeting was given as required.

PASSED, APPROVED AND ADOPTED by City Council of the City of La Marque on this _____ day of _____, 2020.

CITY OF LA MARQUE, TEXAS

Bobby Hocking, Mayor

ATTEST:

Robin Eldridge, TRMC, City Clerk

APPROVED AS TO FORM:

Derra Purnell, Acting City Attorney

RFP #20-01 CDBG-MIT Grant Administration
Score Tabulation Summary

RESPONDENTS

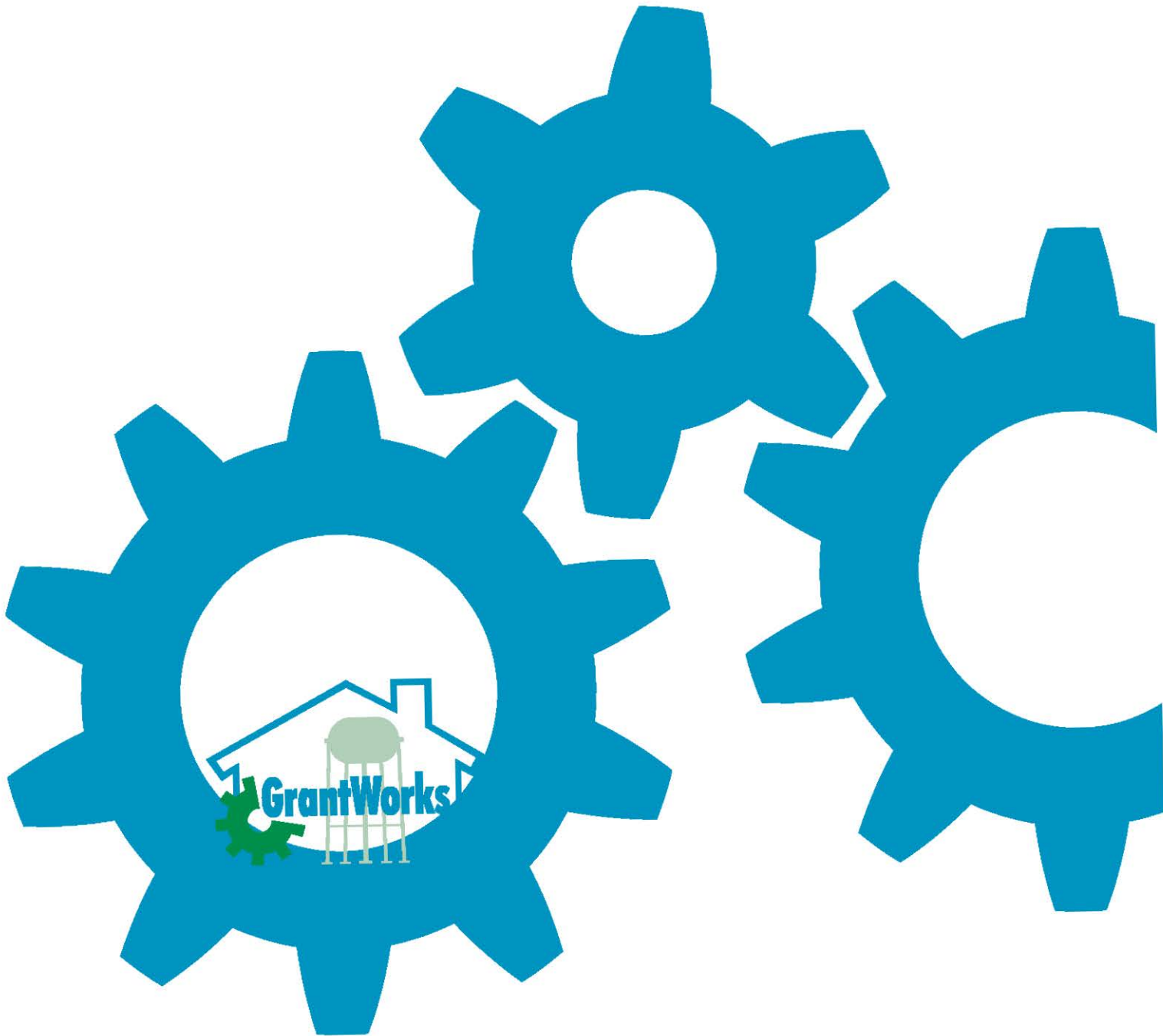
EVALUATORS

	C. JACKSON	S. KOU	C. WARREN	C. CARY	SCORE AVERAGE
GrantWorks	100	100	100	100	100
TLC Eng.	88	90	87	73	84.5
Tidal Basin	64	88	79	44	68.75
Langford	76	89	82	83	82.5
ProSource	62	87	78	61	72

**STATEMENT OF QUALIFICATIONS
GRANT ADMINISTRATION SERVICES**

City of La Marque

2020 CDBG-MIT



AUSTIN (HQ) | ABILENE | ALPINE | BIG SANDY | BEEVILLE | CORPUS CHRISTI
DALLAS | GALVESTON | HEBRONVILLE | HORSESHOE BAY | HOUSTON
HUNTSVILLE | KIRBYVILLE | MCALLEN | NEW ULM | PALESTINE
ROCKPORT | SAN ANGELO | VICTORIA



Bruce Spitzengel

2201 Northland Drive
Austin, TX 78756
512-420-0303
bruce@grantworks.net

June 15, 2020

The Honorable Bobby Hocking
City of La Marque Mayor
1111 Bayou Road
La Marque, Texas 77568

Re: City of La Marque RFP for CDBG-MIT

Dear Mayor Hocking,

Thank you for including GrantWorks in your Request for Proposals. Since 2009, GrantWorks' project managers, planners, and policy experts have developed and implemented over **\$530 million in CDBG Disaster Recovery and FEMA Hazard Mitigation programs for more than 100 Texas local governments**. We have the resources and expertise to begin assisting the City of La Marque 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 GLO and HUD standards as well as the needs and wishes of the City.

GrantWorks' 160+ employees have more than **1,000 years of combined experience** covering all aspects of federal and state grant management for both housing and infrastructure programs. Our team has extensive experience in CDBG-DR working for and with HUD, TDHCA, TDRA, GLO, and local governments in both public and private sector roles. We handle every aspect of CDBG-MIT implementation, including application and 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 disaster recovery program that complies with all GLO and HUD 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,

A handwritten signature in blue ink, appearing to read "Bruce J. Spitzengel".

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 Company Description

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. This includes more than \$530 million administered since 2009 in 100+ CDBG-Disaster Recovery (DR) awards benefiting 60 cities and counties.

GrantWorks is a **HUD Technical Assistance Provider for Texas** and is the grant administrator for four of the Texas General Land Office's largest CDBG-DR contracts: City of Galveston infrastructure, City of Houston infrastructure, Galveston Housing Authority multifamily rebuild, and the Galveston Rental Housing Replacement Program. The GrantWorks team includes staff with numerous certifications relevant to the administration of a disaster recovery program.

Certifications

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

The GrantWorks team has more than 1,000 years of combined experience in administering state and federal grant programs with 160+ 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 grant development projects.** Other specialized services we provide to our clients include:

CDBG Application development	Audit and monitoring support
CDBG beneficiary documentation	Hazard mitigation application and implementation
Federal and state procurement	Affordable housing financing and development
On-site Davis-Bacon labor standards	Housing elevation and buyout
Uniform Act compliance (acquisition)	Housing rehabilitation and reconstruction
Environmental review and clearance	City, County, and Hazard Mitigation planning
Mapping/GIS	Economic development

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 Mitigation Programs

GrantWorks has applied for and implemented more than 1,200 federally funded housing, infrastructure, and mitigation projects through multiple programs. We are knowledgeable regarding program eligibility and requirements for a wide variety of infrastructure needs including water, sewer, streets, drainage, flood control, coastal protection, public buildings, parks, generators, and other facilities. We understand what is required to meet local needs for infrastructure in low-to-moderate income neighborhoods, on a system-wide basis, and to support local job creators.

Infrastructure

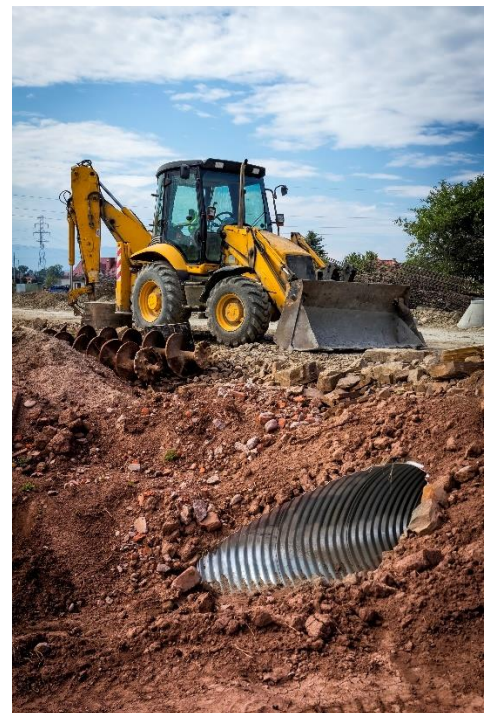
CDBG-Disaster Recovery and Texas Community Development Block Grant (TxCDBG) Program Texas General Land Office | Texas Department of Agriculture

- CDBG-DR—100+ contracts, \$530+ million **#1 in Texas**
- Managing largest Hurricane Ike infrastructure contract award in Texas, \$100 million for City of Galveston
- 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
- TDA 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—215 projects funded, completed or underway
- Colonia Planning Fund—42 projects completed or underway
- Texas Capital Fund (Economic Development) — 88 projects
- Texas Main Street/Downtown Revitalization Program —37 projects

Other Federal Infrastructure and Mitigation Experience

In addition to our extensive work with the CDBG program, GrantWorks also provides application and implementation services to local governments for infrastructure and planning projects with funded by:

- FEMA Hazard Mitigation Grant Program
- FEMA Public Assistance
- Coastal Impact Assistance Program
- Coastal Management Program
- USDA
- Economic Development Administration
- US Department of Transportation programs



CDBG-Disaster Recovery Project Experience

Aransas County and Rockport, Texas

Aransas County, the City of Rockport, and the Town of Fulton considered recovery needs as part of the County's Round 1 Method of Distribution. The County was one of only three to be declared a disaster area under both Hurricanes Ike and Dolly. Ike's impact was both storm surge (3-4 feet) and moderate rainfall (2-3") affecting coastal locations while Dolly's heavy rainfall (4-6") caused localized flooding throughout the County. Identified needs were prioritized using the following criteria: target area characteristics including low to moderate income concentration and regional impact, residential character, inadequate drainage, and colonia status; failure to function; impact on class members protected under fair housing law; conformance with local long-term plans; and regional (multi-jurisdictional) scope and benefit, as prioritized by HUD and the State for Pool competition projects.

GrantWorks assisted with two multijurisdictional projects involving the County and Rockport, totaling \$2 million in CDBG-DR funds. The projects installed new storm drain culverts and related drainage improvements as well as street repairs to reduce flooding and increase the capacity of the existing ditch system in South Rockport. GrantWorks also assisted the Town of Fulton with its \$155,403 award to complete street improvements on Fulton Beach Road, a primary access route for the area.

Jim Wells County, Texas

GrantWorks assisted Jim Wells County in successfully obtaining and administering CDBG-DR Ike/Dolly Round 1 and 2 funding following Hurricane Dolly. The County used Phase 1 funding to install backup generators with transfer switches to ensure continuous operation of the water plant and main lift station. Various drainage structures and channels were also overwhelmed by flood waters which flooded the primary access for the Rancho Alegre area as well as residential properties. In order to ensure the proper conveyance of storm water, the County used Phase 2 funds to remove and replace existing undersized culverts and associated appurtenances, and provide concrete slope protection and re-grade roadside ditches as needed.

In 2018, GrantWorks also assisted the County in securing two CDBG-DR 2015 Flood awards totaling \$1,635,500. These funds are earmarked to provide drainage and street improvements in the Rancho Alegre and Meadowview colonias.

San Patricio County and Aransas Pass, Texas

Following Hurricane Dolly, the County experienced severe flooding, which resulted in drainage infrastructure failure. Standing flood waters blocked a primary access road in Ingleside-on-the-Bay, and the storm surge damaged and collapsed Conn Brown Harbor's bulkhead in Aransas Pass. Failure of the shoreline protection system threatened the public health, safety, and welfare of all served by these facilities. The County used \$422,234 in Phase 1 funding to repair and replace the bulkhead and shoreline protection in Ingleside-on-the-Bay as well as replace Conn Brown Harbor's damaged bulkhead.

Flooding in the County's Peaceful Valley Neighborhood blocked the primary access for the area. In order to reduce risk of flooding, the County used \$1 million in Phase 2 funding to replace an existing low water crossing with a new concrete span bridge that allows water to be channelized under the roadway, reconstruct the roadway, and improve the existing drainage channel.



Refugio County, Texas

Since 1996, GrantWorks has managed disaster recovery, housing, coastal enhancement, transportation and community development projects in Refugio County. In the last three years we have provided FEMA Hazard Mitigation, HOME, CDBG-DR, Texas CDBG, and TxDOT Transportation Infrastructure Fund management services for the county. Current contracts include:

FEMA Hazard Mitigation: GrantWorks wrote an application for HMAP funding, attended the TDEM kick-off meeting, and developed a comprehensive hazards plan for the County and its participating jurisdictions. The plan was quickly approved by TDEM and FEMA in 2017.

HOME: GrantWorks completed the construction of 30 single family homes in both incorporated and unincorporated communities in the County, providing services including financial management, bidding, construction oversight, and inspections.

TxDOT TIF: GrantWorks wrote the application for funding, conducted environmental reviews, monitored labor standards compliance, coordinated the procurement of construction materials, assisted with documenting force account, completed quality assurance visits, and assisted in on-going financial reporting and requests for reimbursements for the county's sixteen road improvement projects.



Housing devastation in Bayside, Texas documented by local GrantWorks personnel on September 1, 2017.

Brazoria County, Texas

During Hurricane Ike, Brazoria County sustained nearly 8 hours of 75 to 110 mile per hour winds. According to the Disaster Impact Model developed by the Texas A&M, the estimated economic loss to Brazoria County for the 12 month period following Ike was \$1.8 billion.

GrantWorks coordinated 51 separate projects distributed among the County, three special utility districts and 21 incorporated cities. Coordination included preparing an application competition within the county, crafting eligible activities, meeting national objectives, and documenting beneficiaries. Projects funded in the first phase totaled over \$8 million and included generator installation, drainage and public facilities improvements. The second phase of CDBG-DR funding was used to reconstruct and elevate roadways, replace deteriorated sewer lines, and build emergency radio tower facilities.



Following the June 2016 flood event, GrantWorks assisted the County in developing its Method of Distribution, preparing applications for over \$16 million in housing and infrastructure improvements, and responding to General Land Office requests for information. More than 1,500 homes throughout Brazoria County were affected by the flood event (DR-4272). Many of these homes are located within the floodplain and require elevation above the base flood level. Projects also include significant drainage improvements in Holiday Lakes and desnagging Oyster Creek and Bastrop Bayou in order to reduce or eliminate hazardous conditions in the two tributaries. GrantWorks will play a key role throughout the course of these projects by providing CDBG-DR services to Brazoria County on a turn-key basis.

Galveston Housing Authority

After Hurricane Ike, the GHA received \$65 million in Round 2.2 funds from the Texas General Land Office. Those funds were used to build two mixed-income multifamily housing projects - The Cedars at Carver Park and The Villas on the Strand - and to construct the infrastructure necessary for these developments. The developments include 282 residential units, of which at least 51% are designated to house low-to-moderate income (LMI) residents. GrantWorks also used funds to prepare a Neighborhood Enhancement Plan in support of The Cedars development.

GrantWorks is also working with the GHA and GLO on a \$26 million project to construct or rehabilitate 97 single family rental housing units across Galveston Island. The units are reserved for low-to-moderate income households who receive Project Based Section 8 voucher assistance. The program includes acquisition of property, elevation and weather proofing to meet HUD and FEMA standards, and all related development and construction activities. GrantWorks oversees all aspects of the GRHRP including project delivery services for three (3) subrecipient developer-owner entities and their general contractors.



Houston, Texas

The City of Houston received \$26 million in CDBG-DR funds for street, tunnel, flood and drainage improvements in the redeveloped Near Northside (Hardy Yards). These improvements were used to restore and ensure the function of the road for primary access; construct a new street and storm drainage system in the Greater Fifth Ward-Brigham redevelopment area; and reconstruct the open ditch storm drainage system in the Greater Fifth Ward, Near Northside, and Old Spanish Trail/South Union neighborhoods. GrantWorks assisted with the applications and the management of these projects for the City.



Matagorda County, Texas

Matagorda County and GrantWorks worked to complete several projects following Hurricane Ike including approximately \$5 million in Round 1 for generator installation, bulkhead replacement, and beach restoration. Round 1 funds have been fully expended and administratively closed. In Round 2 of funding, approximately \$8 million was awarded to the County to reconstruct and elevate roadways, replace deteriorated sewer lines and build a shoreline protection system.

Texas City, Texas

Texas City was awarded several Disaster Recovery projects totaling \$22 million to mitigate flooding and loss of electrical power that occurred during Hurricane Ike. GrantWorks coordinated with the Texas General Land Office, project engineers, environmental consultants, and the city to construct the new emergency power sources at water and sewer facilities, flood control, and drainage infrastructure projects. GrantWorks also assisted the City with developing new projects when the original projects came in under budget.

Client References

Since 1983, GrantWorks has completed over 2,000 grant projects in more than 300 communities across the State. We take pride in our performance, helping to implement projects on time, within budget, and within state and federal requirements. The best way to evaluate our work performance is to speak to our clients.

Reference	Project Description	Project Amount	Contact
Refugio County, Texas FEMA PDM TXDOT TIF CDBG-DR	Bulkhead improvements, multi-jurisdiction mitigation plan, and road improvements	\$2.2 million	Robert Blaschke County Judge (361) 526-4434 judge.blaschke@gmail.com
Galveston Rental Housing Replacement Program CDBG-DR	Rehabilitation, property acquisition, elevation and weather proofing to meet HUD and FEMA standards	\$22 million	Deyna Sims-Hobdy Dir. of Development, GHA (409) 765-1980 Beau Yarbrough CFO, DSW Homes (409) 682-2501
Brazoria County, Texas CDBG-DR	Generators, sewer, drainage, public facilities, roadway elevation, and emergency radio towers	\$16+ million	Nancy Frieudenberg CDBG Program Director (979) 864-1860 nancyf@brazoria-county.com
Jim Wells County, Texas CDBG-DR	Drainage, flood control, generators	\$2.9 million	Juan Rodriguez County Judge (361) 668-5706 Juan.rodriguez@co.jim-wells.tx.us
Navasota, Texas CDBG-DR	Storm sewer flood and drainage and lift station electrical improvements	\$1.4 million	Brad Stafford City Manager (936) 825-6475 bstafford@navasotatx.gov
Port Lavaca, Texas CDBG-DR	Bulkhead and pier improvements	\$118,900	Jody Weaver City Engineer (361) 827-3601 jweaver@portlavaca.org
Stagecoach, Texas CDBG-DR	Dam improvement project and street and drainage improvements	\$1.4 million	Brenda Rutt City Secretary (281) 259-0224 office@stagecoachtx.us

Additional CDBG-DR Experience

In addition to managing more than 1,000 CDBG projects since our founding, GrantWorks has applied for and managed 100+ CDBG-Disaster Recovery grants through the Texas General Land Office:

2018 Hurricane Harvey CDBG-DR through the GLO			
Subgrantee	Grant Amount	Subgrantee	Grant Amount
Alvin	\$1,012,332	Holiday Lakes	\$599,008
Angleton	\$154,439	Ingleside	\$1,954,326
Aransas County	\$53,860,274	Ingleside Buy-out	\$1,215,968
Aransas Pass	\$10,696,302	Iola	\$167,101
Austin County	\$4,301,175	Iowa Colony	\$131,675
Austin County Buy-out	\$1,655,654	Jackson County	\$840,270
Austwell	\$591,701	Jasper Buy-out	\$1,000,000
Bay City	\$287,006	Jasper County Buy-out	\$6,820,960
Bayside	\$720,132	Jones Creek	\$200,859
Bedias	\$167,101	Kirbyville	\$102,597
Bee County	\$100,645	La Ward	\$297,827
Brazoria County	\$10,931,586	Liberty County	\$4,921,503
Brookshire	\$252,637	Liberty County Buy-out	\$6,743,065
Brookside Village	\$999,834	Liverpool	\$191,486
Colorado County (MIC ZIP)	\$1,527,327	Matagorda Co (MIC ZIP)	\$6,948,605
Columbus	\$310,663	Mathis	\$100,000
Danbury	\$178,095	Milam County	\$510,000
Eagle Lake	\$220,089	Milam County Buy-out	\$1,325,839
East Bernard	\$157,563	Palacios	\$1,414,860
Edna	\$730,897	Patton Village	\$473,136
Fayette County Buy-out	\$8,913,618	Point Comfort	\$1,031,252
Fayette County	\$942,778	Polk County Buy-out	\$4,746,977
Freeport	\$193,271	Port Lavaca	\$5,113,395
Fulton	\$4,759,465	Refugio	\$8,419,112
Ganado	\$418,493	Refugio County (MIC ZIP)	\$11,957,845
Goliad	\$477,108	Richwood	\$602,578
Grimes County	\$334,202	Rockport	\$8,320,696
Grimes County Buy-out	\$1,512,129	Rosenberg	\$298,611
City of Hempstead	\$421,314	San Jacinto Co Buy-out	\$11,807,489
City of Hitchcock	\$1,463,149	San Patricio County	\$2,037,215

2018 Hurricane Harvey CDBG-DR through the GLO (Continued)			
Subgrantee	Grant Amount	Subgrantee	Grant Amount
Santa Fe	\$1,389,501	Waller County Buy-out	\$2,244,015
Seadrift	\$1,536,581	Waller County (MIC ZIP)	\$4,036,599
Sinton	\$475,228	Wallis	\$427,602
Somerville	\$167,101	West Columbia	\$159,795
Texas City	\$2,211,686	Wharton	\$1,650,172
Texas City Buy-out	\$2,270,138	Wharton Buy-out	\$1,693,784
Todd Mission	\$167,101	Wharton County	\$2,028,234
Victoria	\$6,056,722	Wharton County Buy-out	\$2,243,565
Victoria Buy-out	\$2,441,508	Woodloch	\$249,958
Victoria County	\$3,515,651	Woodsboro	\$1,245,322
Victoria County Buy-out	\$2,545,545	Yorktown	\$793,105
Walker County	\$4,445,805		

Note, some Harvey CDBG-DR projects are pending final approval by the GLO.

2015/2016 Floods			
Subgrantee	Grant Amount	Subgrantee	Grant Amount
Buffalo	\$923,191	Somerville	\$580,000
Clifton	\$2,894,980	Willacy County	\$1,403,000
Corsicana	\$4,000,000	Cross Plains	\$2,000,000
Dawson	\$996,500	Wharton (City)	\$2,000,000
Grimes County	\$2,866,457	Madisonville	\$2,000,000
Hubbard	\$2,410,589	Brookshire	\$2,000,000
Jewett	\$581,284	Grimes County	\$2,000,000
Jim Wells County	\$1,635,500	Navasota	\$2,000,000
Navasota	\$2,999,000	Madison County	\$2,000,000
Normangee	\$331,500	Austin County	\$2,000,000
Orange Grove	\$1,200,000	San Felipe	\$2,000,000
Premont	\$1,459,090	Wallis	\$2,000,000
Raymondville	\$992,850	Linden	\$2,000,000
Rice	\$606,500	Clifton	\$2,000,000

Ike/Dolly Round 2.2			
Subgrantee	Grant Amount	Subgrantee	Grant Amount
Alvin	\$2,159,644	Jim Wells County	\$1,000,000
Angleton	\$1,559,011	Kenedy County	\$1,000,000
Bayou Vista	\$805,119	Kleberg County	\$1,000,000
Bayside	\$125,069	La Porte	\$4,721,465
Brazoria	\$190,169	Leona	\$124,470
Brazoria County	\$8,095,357	Madison County	\$692,239
Brooks County	\$1,000,000	Matagorda County	\$3,576,278
Clarksville City	\$319,250	Milam County	\$234,504
Clute	\$1,664,451	Palacios	\$1,522,407
Escobares	\$1,000,000	Rockport/Aransas Co.	\$1,000,000
Falfurrias	\$1,000,000	Santa Fe	\$2,337,719
Freeport	\$1,539,279	Sweeny	\$235,860
Galveston	\$87,854,043	Texas City	\$13,277,159
Galveston HA	\$65,392,099	Tiki Island	\$258,788
Hempstead	\$158,424	Trinity	\$1,048,918
Hitchcock	\$6,134,606	Waller County	\$591,576
Houston	\$26,148,986	Wallis	\$750,000
Jamaica Beach	\$623,746	West Columbia	\$269,915

Ike/Dolly Round 2.1			
Subgrantee	Grant Amount	Subgrantee	Grant Amount
Alvin	\$719,881	Kleberg County	\$1,000,000
Angleton	\$519,670	La Porte	\$1,524,040
Aransas Pass	\$259,331	Matagorda County	\$651,315
Elkhart	\$610,943	Navasota	\$478,042
Freeport	\$554,001	Rockport/Aransas Co	\$1,000,000
Galveston	\$17,420,900	San Patricio County	\$1,000,000
Hitchcock	\$2,044,869	Santa Fe	\$779,240
Hughes Springs	\$94,755	Texas City	\$4,425,720

Ike/Dolly Round 1			
Subgrantee	Grant Amount	Subgrantee	Grant Amount
Alto	\$372,606	Los Fresnos	\$176,408
Bayou Vista	\$2,101,656	Madison County	\$491,138
Brazoria County	\$8,704,745	Matagorda County	\$4,787,320
Brooks County	\$75,000	Morgan's Point	\$574,391
Burleson County	\$1,636,262	Point Comfort	\$166,667
Calhoun Co	\$166,667	Port Aransas	\$405,306
Elkhart	\$267,995	Refugio County	\$75,000
Fulton	\$155,403	Robertson County	\$792,891
Galveston (Main WWTP)	\$75,423,000	San Patricio County	\$422,234
Grimes County	\$1,915,046	Santa Fe	\$2,738,741
Groesbeck	\$350,000	Seadrift	\$166,667
Hilshire Village	\$229,980	Texas City	\$4,614,680
Hitchcock	\$2,888,164	Tiki Island	\$1,722,664
Humble	\$574,664	Trinity	\$513,350
Jamaica Beach	\$2,195,385	Waller	\$229,980
Jim Wells County	\$252,270	Waller County	\$229,980
Kleberg County	\$185,263	Wallis	\$77,508
La Porte	\$1,632,495	Waskom	\$207,368
Leon County	\$1,213,683	Washington County	\$711,485

GrantWorks Work Performance and Capabilities

Since its founding in 1979, GrantWorks has grown to become the largest HUD community development, disaster recovery, and housing grant program management firm in Texas. The GrantWorks team has extensive experience in federal, state and local regulations applicable to recovery efforts and is dedicated to assist the City of La Marque in its recovery efforts.

GrantWorks is dedicated to providing the best services 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 continuous involvement at every step of the grant process. Hundreds of local governments have selected GrantWorks as their CDBG administrator over the years.

Understanding of CDBG and Familiarity with GLO

As a testament to our CDBG management expertise, GLO chose GrantWorks to directly administer several state-level grants. These include the of two economic development projects and the implementation of the Galveston Rental Housing Replacement Program. We have a proven track record of submitting high-quality, complete paperwork in a timely manner, and of finishing projects on schedule.

GrantWorks is familiar with the GLO Grant Administration Services Scope of Work for General, Infrastructure, Rental and Non-Rental Housing and has performed similar duties for FEMA and Texas HOME Programs. **The table below summarizes our experience with CDBG-DR activities across a variety of related federal programs:**

	CDBG-DR	Texas HOME	FEMA
Experience	100+ Projects \$530 million	500+ projects \$200 million	40+ projects \$30 million
Activities			
Local Communication	Yes	Yes	Yes
GLO Communication	Yes	N/A	Yes
Application Preparation	Yes	N/A	Yes
Project Scoping	Yes	Yes	Yes
Budgets and Financial Oversight	Yes	Yes	Yes
Environmental Services	Yes	Yes	Yes
Engineer Coordination	Yes	Yes	Yes
Acquisition Reporting	Yes	Yes	Yes
Procurement	Yes	Yes	Yes
Contractor Oversight	Yes	Yes	Engineer
Reimbursements	Yes	Yes	Yes
Quarterly Reports	Yes	Yes	Yes
Project Tracking	Yes	Yes	Yes
Project Closeout	Yes	Yes	Yes
Low or no monitoring findings	Yes	Yes	Yes

GrantWorks Project Approach

GrantWorks will work hand-in-hand with the City through every step of the CDBG-MIT 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 HUD and GLO guidance and requirements. Years of CDBG program experience and an organized project approach allow us to produce tangible, cost-efficient results. We tailor the process to your needs while adhering to the program-specific guidelines.

Project Approach for Infrastructure Projects

GrantWorks has earned an excellent reputation in its application and administration of Hurricanes Ike/Dolly Rounds 1, 2.1, and 2.2 Disaster Recovery funding. We excel in understanding and applying the CDBG program rules, LMI beneficiary documentation process, and eligibility criteria to the benefit of both the State and our client communities.

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 disasters' effects on the residents of the City of La Marque. **We propose to begin work immediately** on your CDBG-MIT application upon award. Our first step will be to conduct a project kickoff meeting with the City and other stakeholders to determine project objectives, scope, schedule and budget. We intend to assist the City with proactively preparing for CDBG-MIT funding.

Project Eligibility

GrantWorks will work with you and the project engineer to identify the project service area and to formulate a plan to document the beneficiary population using our in-house Geographic Information Systems (GIS) mapping capabilities and Census information wherever possible.

Develop Application

GrantWorks staff members have more than 1,000 years of combined experience in administering state and federal grant programs. We 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, qualifies target areas using Census data, and helps satisfy the criteria required for CDBG applications. We worked closely with local officials and GLO staff to create and qualify more than 150 separate project activities for CDBG-DR Ike/Dolly and 100+ project activities for CDBG-DR Harvey. Our expertise in Geographic Information Systems (GIS) mapping, project scoping and beneficiary documentation will help the City of La Marque quickly identify and prioritize its CDBG-MIT eligible projects.

- Develop thorough, detailed CDBG-MIT Applications that meet or exceed the General Land Office (GLO) and HUD expectations.
- Review documentation in order to avoid potential duplication of benefits issues.
- Coordinate with engineer.
- Submit the completed application to GLO by the deadline.
- Respond to all GLO Requests for Information.

Post-Award Activities

GrantWorks was selected to manage more than \$530 million in CDBG-DR funding by the GLO and 100+ Texas localities. Our project management staff is well-versed in HUD requirements, and many of our project managers have worked with the CDBG-DR program for nearly a decade.

Our project management team includes experts in procurement and bidding, contractor coordination, financial management, and other HUD 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 GLO 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 CDBG-MIT 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 La Marque's 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 as needed

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.

- 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
- Ensure that the City is able to meet non-federal match requirements, if applicable

Construction Phase Management

The GrantWorks Team has provided construction phase management services for the CDBG-DR program, Non-entitlement CDBG program, TDEM/FEMA's Hazard Mitigation Program, and FEMA Public Assistance. 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 GLO to resolve any issues that may arise
- Perform internal reconciliation of records for each structure to ensure that receipts and invoices match
- Resolve any GLO or HUD issues and concerns
- Attend any scheduled state or federal audit visits
- Archive hard copy and electronic files

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 and GLO to successfully reach all project schedule requirement and milestones.

GrantWorks intends to assist the City with proactively preparing for Disaster Recovery funding. GrantWorks will work closely with the City to determine its specific needs for implementing projects and the type of information which will best suit the client's end results.

We can adapt our workflow to meet the City's needs while meeting state and federal objectives and deadlines.

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 CDBG-MIT 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.

Key Strengths and Benefits to the City of La Marque	
Experience with water, sewer, streets, housing reconstruction, and planning	✓
Knowledge of HUD CDBG programs and GLO tracking and reporting systems	✓
Work regularly with local codes and ordinances (subdivision, mobile home, flood plain, building code)	✓
Texas-based team with understanding of Federal and Texas statutes and regulations (Stafford Act, 2 CFR 200, Local Gov't Code)	✓

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 La Marque receives the focused attention it deserves as it moves toward recovery. Our Team has administered CDBG 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 CDBG/CDBG-DR, FEMA Public Assistance (PA), FEMA Hazard Mitigation (HMGP), Transportation Infrastructure Fund (TxDOT County Roads), Texas Historical Commission (THC), 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 other 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 HUD and GLO. 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.

Cost of Services: Administration Services (Infrastructure)

Indicate **No Cost Proposal** if your firm is not proposing for the services specified on this Cost of Services page.

The City of La Marque may apply for all, none, or any combination of the CDBG-MIT infrastructure programs listed below (see the Administration Services—Description of Programs in this RFP) and choose one or more service providers to implement awarded activities.

Maximum amount of grant funds firm is able and/or willing to manage: \$ No Maximum Amount

Indicate pricing for any/all CDBG-MIT programs for which firm is able and/or willing to provide specified services at the level of the total award amount.

ADMINISTRATIVE FEE SCHEDULE						
BASE Proposed Cost to Provide <u>All</u> Grant Administration Services						
General Administrative, Environmental, Construction Mgt, related Acquisition Duties (Not Buyout)	Total Award Amount					
Program	<\$249,999.99	\$250,000- \$749,999.99	\$750,000 - \$999,999.99	\$3,000,000	\$1,000,000 - \$24,999,999.99	\$25,000,000 - \$100,000,000
☐ Hurricane Harvey Mitigation (for declared counties)				8% Less \$7,500	8% Less \$7,500	6% Less \$7,500
☐ 2015 Floods Mitigation (for declared counties)				8% Less \$7,500		
☐ 2016 Floods Mitigation (for declared counties)				8% Less \$7,500		
☐ Regional Mitigation (for declared counties)	13% Less \$7,500	11% Less 7,500	10% Less 7,500		8% Less \$7,500	6% Less \$7,500

Proposed Cost to Provide Environmental Services will be deducted from the top Grant Administrative Fee Schedule	
Program	Fees
☐ Hurricane Harvey Mitigation (for declared counties)	\$7,500
☐ 2015 Floods Mitigation (for declared counties)	\$7,500
☐ 2016 Floods Mitigation (for declared counties)	\$7,500
☐ Regional Mitigation (for declared counties)	\$7,500
Proposed Cost to Provide Buyout Services Only (if needed as part of an infrastructure project these fees will be deducted proportionally from the Grant Admin Fee Schedule)	
Program	Fees
☐ Hurricane Harvey Mitigation (for declared counties)	12%
☐ 2015 Floods Mitigation (for declared counties)	12%
☐ 2016 Floods Mitigation (for declared counties)	12%
☐ Regional Mitigation (for declared counties)	12%

GrantWorks is prepared to negotiate the cost and scope of services prior to final selection, as allowed by State and Federal regulations. An administrative services contract will be executed between GrantWorks and the City only in the event of a CDBG-MIT award.

Required Forms and Statements

Small Business, MBE, Affirmative Action and Equal Employment Opportunity Information

GrantWorks is a small Texas-based corporation with 160+ 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

ENTITY	Grantworks, Inc.	Status: Active
DUNS: 963746466	+4:	CAGE Code: 5JH22 DoDAAC:
Expiration Date: 10/08/2020	Has Active Exclusion?: No	Debt Subject to Offset?: No
Address: 2201 Northland Dr		
City: Austin	State/Province: TEXAS	
ZIP Code: 78756-1117	Country: UNITED STATES	

SAM Search Results
List of records matching your search for :

Search Term : Bruce Spitzengel*
Record Status: Active

No Search Results

CONFLICT OF INTEREST QUESTIONNAIRE**FORM CIQ****For vendor doing business with local governmental entity****This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.**

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

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

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

OFFICE USE ONLY

Date Received

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

N/A

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

3 Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes☐ No

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

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

7 
Signature of Vendor doing business with the governmental entity

June 15, 2020

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

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

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

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

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

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

(3) has a family relationship with a local government officer of that local governmental entity.

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

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

Certification Regarding Lobbying

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

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

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

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

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

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

The Contractor, 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

Bruce Spitzengel

Printed Name and Title of Contractor's Authorized Official

June 15, 2020

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). Include 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)

Type of Federal Action: _____ a. contract _____ b. grant _____ c. cooperative agreement _____ d. loan _____ e. loan guarantee _____ f. loan insurance	Status of Federal Action: _____ a. bid/offer/application _____ b. initial award _____ c. post-award	Report Type: _____ a. initial filing _____ b. material change
Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, if Known:		If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:
Congressional District, if known:		Congressional District, if known:
Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):	b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: <u>Bruce Spitzengel</u> Title: <u>President</u> Telephone No.: <u>(512) 420-0303</u> Date: <u>6/15/20</u>	
Federal Use Only	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)	

(To be completed by awarded vendor)

CERTIFICATE OF INTERESTED PARTIES		FORM 1295	
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.		OFFICE USE ONLY	
1 Name of business entity filing form, and the city, state and country of the business entity's place of business.		Must file online at www.ethics.state.tx.us/File	
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.			
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 _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country). I declare under penalty of perjury that the foregoing is true and correct. Executed in _____ County, State of _____, on the _____ day of _____, 20____. (month) (year) _____ Signature of authorized agent of contracting business entity (Declarant)			
ADD ADDITIONAL PAGES AS NECESSARY			

Appendix A – Resumes

Bruce Spitzengel

President

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, specializing in contract administration, application preparation, technical assistance, beneficiary documentation, planning studies, land and infrastructure development, affordable housing development, and state and federal compliance. GrantWorks has secured and managed over \$1 billion in grant funding for 350+ local government clients.

In addition to business development, Bruce continues to play a direct role in creating federally funded projects including CDBG infrastructure, CDBG-Disaster Recovery, and multifamily affordable housing. Bruce has assisted countless communities in developing complicated CDBG projects; his significant knowledge base gained from over 40 years of grant and CDBG experience.

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



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



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)



Martha Arosemena, AICP, PMP

Vice President

PROFESSIONAL QUALIFICATIONS

Martha is responsible for helping supervise and mentor GrantWorks' 15-member Hazard Mitigation and Disaster Recovery project management team. She also manages federal and state-funded projects, including the Galveston Housing Authority's \$65.5 million Disaster Recovery grant.

Martha is a TxCDBG certified administrator and has successfully managed over 90 federally funded projects, shepherding them through the entire grant administration cycle, from contract execution to State monitoring and closeout. Projects managed include public infrastructure, private property rehabilitation, renewable energy, and Disaster Recovery.

Martha's managerial efforts focus on ensuring that the quality of service provided to both internal and external stakeholders meets the highest standards and on Project Manager training and support.

PROJECT EXPERIENCE

Texas CDBG-DR Round 2.2, Galveston Housing Authority, Galveston, Texas, July 2013 – Present, \$65,482,099.00

The Galveston Housing Authority (GHA) received funding to replace two multifamily developments destroyed by Hurricane Ike. Martha provides grant administration services that includes but is not limited to reviewing and processing requests for reimbursement, and providing Davis-Bacon, Section 3, and programmatic technical assistance and guidance. Martha facilitates communication between the various State, the GHA, and the developer stakeholders, thereby ensuring that the team continues to move forward toward successful project completion.

Texas CDBG-DR Round 2.1, City of Rockport, Texas, 2012 – 2015, \$1,000,000.00

Martha provided project management services that helped shepherd the project from inception to completion. The project successfully finished on time and under budget.

Texas CDBG-DR Round 1, Jim Wells County, Alice, Texas, March 2010 – April 2013, \$252,270.00

Martha coordinated with the Texas General Land Office, project engineers, environmental consultants, and local and county representatives to procure and install two new emergency power generators in Premont, Texas. The project successfully completed on time and within budget.



EDUCATION

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

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

HIGHLIGHTS

Expertise in federal programs, including CDBG-DR

Successfully managed over 90 CDBG-funded projects

Excellent written and verbal communication skills

CERTIFICATIONS

Certified Project Management Professional (PMP)

American Institute of Certified Planners (AICP)



Emily Phalan, AICP

Director of Community Development

Emily has led GrantWorks' Community Development Department since 2018 in the administration of more than 400 grant funded projects. In this role, she trains new employees on project management, develops internal procedures for implementation of agency regulations, and oversees department project manager support staff. She is TxCDBG certified and began working as a project manager in 2010.

Emily is experienced with public infrastructure construction, disaster recovery, parks, and coastal projects. Emily interprets government publications and regulations as they pertain to project implementation. Emily previously worked in planning. She holds a M.S. in Community & Regional Planning and B.A. in Geography from The University of Texas at Austin.

Cristal Funderburk

Assistant Director of Community Development

Cristal joined GrantWorks in 2011 and currently assists with internal process improvement, quality control, labor standards, and mentorship of all aspects of project management.

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. As a result of the training she received from GrantWorks' experienced staff, Cristal quickly developed the skill set to successfully manage the complexities of CDBG contracts and to effectively coordinate with local government and state agency contacts. She has also trained new employees in all aspects of project management responsibilities. She is TxCDBG certified in project administration and was promoted to Assistant Director in 2017.

Jeff Carrillo

Assistant Director of Community Development

Jeff assists communities with project implementation and internally provides day to day support for the Community Development Project Managers. Jeff is responsible for managing numerous CDBG-funded grants, including Community Development, Colonia, and Downtown Revitalization Programs through the Texas Department of Agriculture, and Disaster Recovery through the General Land Office. He has also managed Texas Infrastructure Fund grants through Texas Department of Transportation.

Jeff is a TxCDBG certified administrator and has successfully managed federally funded projects, shepherding them through the entire grant administration cycle, from contract execution to State monitoring and closeout. Projects managed include public infrastructure, private property rehabilitation, and Disaster Recovery.

Jeff's project management efforts focus on ensuring that the quality of service provided to both internal and external stakeholders meets the highest standards, and was promoted to Assistant Director in 2018.

Ahide Gutierrez

Senior CD 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

Senior CD Project Manager

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

Ana Gomez-Sanchez

CD Project Manager

Ana is a Community Development Project Manager. Prior to joining GrantWorks, Ana worked for CohnReznick as a Disaster Response and Recovery Consultant focusing on FEMA Hazard Mitigation Projects. Prior to CohnReznick, Ana worked for the United Nations World Food Programme (UN WFP) as a Vulnerability Assessment Officer at the Latin American and the Caribbean Regional Bureau in Panama. While with WFP, she oversaw the implementation of field assessments for response and recovery operations in over 11 countries in the region. Ana holds a Master's Degree in Community and Regional Planning from the University of Texas at Austin and a Bachelor's Degree in Political Science from Florida State University in Tallahassee.

Anthony Gonzales

CD Project Manager

Anthony is a Community Development Project Manager. He has extensive experience managing projects with the Health and Human Services Commission and the Capital Area Metropolitan Planning Organization. He earned his B.S. in Geography from Texas State University. Prior to his professional career, Anthony served as a US Army Infantryman in Operation Iraqi Freedom and Operation Enduring Freedom.

Brice Bloomer

Environmental Specialist

Brice joined GrantWorks in 2019 to work on housing environmental reviews in the HOME and Community Development Departments. Directly after college, Brice began his career conducting NEPA reviews and environmental compliance at an environmental consulting firm in Austin. He earned his BS in Environmental Studies and a minor in Parks and Natural Resource Management from Texas A&M University in College Station.

Cesar Acosta

CD Project Manager

Wording Cesar is a Community Development Project Manager. Prior to joining GrantWorks, Cesar was employed by Evolve Austin as a Deputy Field Director. He earned his MS in Community and Regional Planning from the University of Texas at Austin and a BA in Political Science from the University of Arizona.

Hillary Sotello

Community Development & Recovery Housing Manager

Hillary joined GrantWorks as a CD Infrastructure Project Manager and transitioned to her current role as Community Development & Recovery Housing Manager in 2019. Prior to joining GrantWorks, Hillary worked in commercial building construction in project management. She earned her BS in Geography from the University of Texas at Austin.

Jennifer Horton

CD Project Manager

Prior to joining GrantWorks, Jenny managed a Quality and Risk Analyst Team with Accenture, as well as serving as the team's lead analyst. Jenny has many years of experience in management, administration, and coordination in the public, private, and nonprofit sectors. She holds a Master of Science in Social Work with a focus on Community Administrated Leadership from the University of Texas in Austin, as well as a Nonprofit Governance portfolio from the Lyndon B. Johnson School of Public Affairs. She has been serving with GrantWorks as a Community Development Project Manager since 2018.

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.

Jill Hooks

CD Labor Standards Specialist

Jill joined GrantWorks in 2018 working in the Community Development Department. She is a Federal Davis-Bacon Labor Standards specialist to support TxCDBG projects. She has over 12 years of experience working in the field of labor standards. Previously, Jill worked as a Project Manager and Labor Standards Officer with Traylor & Associates in Tyler, Texas.

John Groberg

CD Project Manager

John is a Community Development Project Manager. Prior to joining GrantWorks, John accrued 10 years of Project Management experience in the field of geophysical exploration, working on projects throughout the Continental US, Alaska, South America, and Asia. John also spent several years as a Project Manager in the field of commercial construction.

Justin Thornton

Environmental Specialist

Justin joined GrantWorks in 2019 to support the Community Development Department. Prior to joining GrantWorks, Justin was employed by Trileaf Corporation as an Environmental Scientist. He holds a B.S. in Geology with an emphasis in Geophysics from Louisiana State University.

Karen Blaney

CD Project Manager

Wording Karen is a Community Development Project Manager. Prior to joining GrantWorks, Karen worked on a broad spectrum of sustainability and infrastructure projects with the University of Texas at Austin, SPEER, and the City of Austin Watershed Protection Department. Born in San Antonio, Karen holds an MA from Pennsylvania State University and a BA from Austin College in Sherman, TX.

Matthew Russo

CD Project Manager

Matthew is a Community Development Project Manager. Prior to joining Grantworks, Matthew worked as a Program Administrator for Goodwill Central Texas. He earned his MA in Public Administration from Wright State University and a BA in History from The Ohio State University.

Melissa Brightwell, PMP

CD Project Manager/Labor Standards Specialist

Melissa is a Community Development Project Manager and Labor Standards Specialist. Melissa is TxCDBG certified in project administration and has attended DOL's Prevailing Wages Seminar. Prior to joining GrantWorks, Melissa worked as a project manager for a global medical device consulting firm, specializing in compliance with FDA regulations. She holds a BBA in International Business from the University of Texas at Austin and a PMP Certificate from the Project Management Institute.

Michele Goerke

Senior CD Project Manager

Michele is experienced in coordinating federally funded projects, working directly with the local government contact, state and federal funding agencies along with third-party project engineer and any other stakeholders. She is experienced as a grant writer and is a specialist in economic development projects including the Texas Capital Fund, Main Street, Downtown Revitalization, and Economic Development Administration programs. Michele has been a project manager for GrantWorks since 2013.

Missy Carugati

CD Project Manager

Missy is a Community Development Project Manager. She has two Bachelor's degrees in Art and Science from UNT and Texas State and has worked on projects relating to environmental issues, water resources, and traffic data. Missy previously worked at TxDOT as a Planner in the Transportation Programming and Planning Department working on data analysis for Traffic. Prior to this, Missy worked as a project manager for Water Rights Division at TCEQ. In her spare time, she educated kids and families about nature and the environment through adventurous activities.

Nancy Pearsall

CD Coordinator

Nancy joined GrantWorks in 2018 to support the Community Development team. Prior to that time, she served as a grants and prospect research manager at KLRU-TV (Austin PBS), St. Edward's University, Integral Care and Special Olympics Texas. Nancy holds a certificate of completion from the Grantsmanship Center training program and a B.A. in Studio Art from UT-Austin.

Nicholas Armstrong

CD Project Manager

Nicholas is a Project Manager in the Community Development Department. Prior to joining Grant Works in 2019, he was employed as a Real Estate Development professional and Urban Planner. Nicholas holds an MS in Community and Regional Planning from the University of Texas at Austin School of Architecture and a BA in Political Science from Loyola University New Orleans.

Rachel Thomas

Environmental Specialist

Rachel is an Environmental Specialist. She earned her MS in Community and Regional Planning from the University of Texas at Austin and a BA in Geography and Sustainability from Miami University.

Robin Sisco, RMLO

CD Project Manager

Robin has over 27 years of experience in public service in Texas since receiving her Masters of Public Administration in 1992. The majority of her career has been spent working with state and federal grant programs, and she has successfully supervised in excess of \$40 million in grant projects for over 60 local governments. Robin has written and managed community development, economic development, disaster recovery, housing, and planning grants through the CDBG Program and Texas HOME Program. Robin holds a B.A. in Psychology from the University of Texas at Austin and a M.P.A. from Texas Tech University. She is also a licensed Residential Mortgage Loan Originator, License #441391.

Robert Davila

CD Project Manager

Robert is a Community Development Project Manager. He was previously employed at the Texas A&M Transportation Institute where he worked on projects involving pedestrian and bike crash analyses in Central Texas. He attended the University of Texas at Austin for both undergrad and graduate school, earning his MS in Community and Regional Planning a BA in Urban Studies.

Rosie Daly

CD Project Manager

Rosie is a Community Development Project Manager. Prior to joining GrantWorks, Rosie was employed by Goodwill Industries of Central Texas as a Program Administrator. She earned her BA from Hope College in Holland, MI and has over 10 years of experience in grant funded project implementation and program management.

Ryan Sunvison

CD Project Manager

Ryan is a Community Development Project Manager. Prior to joining GrantWorks, Ryan was employed by the Texas Commission on Environmental Quality (TCEQ) as an Environmental Investigator. He earned his BS in Environmental Studies from Texas A&M University.

Suzy Riley

Environmental Specialist

Suzy has been an Environmental Specialist with GrantWorks since 2017. Previously, she was employed with GrantWorks as a Community Development Project Manager. Suzy earned her MS in Community and Regional Planning from the University of Texas at Austin.

Vicki Spiess

CD 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.



City of La Marque

1111 Bayou Road
La Marque, Texas 77568
Telephone 409-938-9202

Request for Qualifications (RFQ) #20-01 for Professional Administration Services - Cover Letter

May 28, 2020

Re: Proposed Contract Funding through the General Land Office ("GLO") Community Development & Revitalization CDBG - Disaster Recovery program through the Hurricane Harvey Statewide Competition Mitigation Fund (CDBG-MIT)

Dear Service Providers:

Attached is a copy of the City's Request for Qualifications for professional administration services. These services are being solicited to assist the City of La Marque in its application and project implementation of a contract, if awarded, from the CDBG - MIT program of the General Land Office (GLO). The City of La Marque is considering applying for such funding to support Infrastructure activities in the City of La Marque.

Service providers may submit proposals for any or all activities. Multiple contracts may be awarded as a result of this solicitation. The City will, in its sole discretion, determine the number of contracts awarded, and may decide not to award any contracts.

The submission requirements for this proposal are also included on the attached Request for Qualifications (RFQ) form. Please submit a statement of qualifications to:

City of La Marque
Robin Eldridge, City Clerk
1111 Bayou Road
La Marque, Texas 77568

The deadline for submission of proposals is **10:00 am on June 17, 2020**. It is the responsibility of the submitting entity to ensure that the proposal is received in a timely manner. Proposals received after the deadline will not be considered for award, regardless whether or not the delay was outside the control of the submitting firm. The City of La Marque reserves the right to negotiate with any and all persons or firms submitting timely proposals.

As a result of orders set forth to protect the community and stop the spread of COVID-19, the proposal opening/acknowledgement will not be held in its typical form, but rather via a scheduled Zoom meeting. The information to join this opening/acknowledgement is the following:

June 17, 2020 10:00 A.M. Join Zoom meeting:

Meeting ID: 994 6617 6433; 1-346-248-7799,,99466176453#,,1#,089559# US (Houston)

<https://zoom.us/j/99466176453?pwd=ZHFIV1FGMERNNldEdkpuVXBmVGvtUT09>

The City of La Marque is an Affirmative Action/Equal Opportunity Employer. Section 3 Residents, Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and Labor Surplus Area firms are encouraged to submit proposals.

Sincerely,

Charlene Warren

Assistant to City Manager/EMC

RFQ #20-01 for Administration Professional Services

The City of La Marque is seeking well-qualified administration/activity delivery service provider(s) to assist the City of La Marque in preparing application(s) for and in the overall administration or implementation of proposed **Community Development Block Grant Disaster Recovery-Mitigation (CDBG-MIT) Program** project(s), if funded by the Texas General Land Office (GLO). The following outlines the RFP:

1. Scope of Work

Administration Services

A sample detailed Scope of Services for CDBG administration services provided by the GLO is enclosed in this packet. The administration service provider to be hired will provide application and contract-related management services, including but not limited to the following areas:

Pre-Funding Services*

Provider will assist in developing project scope(s) and complete CDBG-MIT application(s). The provider will work with the local government and Engineer, if applicable, to provide the concise information needed for submission of one or more complete CDBG-MIT funding applications and related documents. The required information shall be submitted in a format to be described by the GLO.

Post-Funding Services

Provider will administer and provide activity delivery of infrastructure, utilities, housing and eligible projects approved for CDBG-MIT funding. The selected service provider must follow all requirements of the HUD CDBG-MIT program as administered by the GLO.

General Administration Services

- Administrative Duties
- Construction Management
- Acquisition Duties (as necessary)
- Buyout Duties (as necessary)
- Environmental Services

Please specify a complete list of actual tasks to be performed under each of these categories in your response, including, if necessary, a **brief** description of each task.

**Pre-funding services are generally ineligible for CDBG-MIT reimbursement.*

2. Statement of Qualifications

The City of La Marque is seeking qualified professional administration service providers experienced in grant application preparation, and administration/activity delivery. Please provide the following as it relates to your qualifications:

- A brief history of the service provider, including general background, knowledge of and experience working with relevant agencies and programs;
- Related experience in applying for and managing federally-funded local projects, in particular recent experience;
- A description of work performance and experience with CDBG, CDBG Disaster Recovery, FEMA Hazard Mitigation or similar projects including a list of at least three references from past local government clients, with information describing the relevancy of the previous performance;
- Describe which specific parts of the Scope of Work the service provider proposes to perform;

- Describe the capacity to perform the chosen Scope of Work activities as well as resumes of all employees who may be assigned to provide services if your firm is selected, identifying current employees and proposed hires; and
- A statement substantiating the resources of the service provider and the ability to carry out the scope of work requested within the proposed timeline.

3. Proposed Cost of Services

Provide your cost proposal to accomplish the scope of work by activity or to complete a specific service outlined above and for any additional services required using the Cost of Services page(s) included in this packet: Required RFP Forms. The specific projects and grant amounts are yet to be determined; therefore, vendors should propose pricing based on the potential funding amounts provided.

The local government will consider dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises. As such, proposers may specify any maximum limit to the total dollar value of grant funds they are able and willing to manage. Service providers may submit proposals for any or all activities. Preference will be given to firm fixed pricing. The proposal must include all costs that are necessary to successfully complete these activities. Note that the lowest/best bid will not be used as the sole basis for entering into this contract; rather, award will be made to the service provider(s) providing the best value, cost and other factors considered.

Profit (either % / actual cost) must be identified and negotiated as a separate element of the price of the contract. To comply, the respondent must disclose and certify in its proposal the percentage of profit being used. "Cost plus percentage of cost" type proposals are prohibited.

4. Evaluation Criteria - The proposal received will be evaluated and ranked according to the following criteria and using the rating sheet enclosed:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	30
Work Performance	30
Capacity to Perform	20
Proposed Cost	20
Total	100

5. Submission Requirements

- A copy of your current **certificate of insurance** for professional liability.
- **Statement of Conflicts of Interest** (if any) the service provider or key employees may have regarding these services, and a plan for mitigating the conflict(s). Note that the City of La Marque may in its sole discretion determine whether or not a conflict disqualifies a firm, and/or whether or not a conflict mitigation plan is acceptable.
- **System for Award Management**. Service provider and its Principals, may not be debarred or suspended nor otherwise on the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Include verification that the service provider as well as the its principals are not listed (are not debarred) through the System for Award Management (www.SAM.gov). Enclose a print out of the search results that includes the record date.
- **Form CIQ**, (enclosed). Texas Local Government Code chapter 176 requires that any vendor or person who enters or seeks to enter into a contract with a local government entity disclose in the Questionnaire Form CIQ the vendor or person's employment, affiliation, business relationship, family relationship or provision of gifts that might cause a conflict of interest with a local government entity. Questionnaire form CIQ is included in the RFP and must be submitted with the response.
- **Certification Regarding Lobbying** (enclosed). Certification for Contracts, Grants, Loans, and Cooperative Agreements is included in the RFP and must be submitted with the response.

- **Form 1295**, (enclosed). Effective January 1, 2016, all contracts and contract amendments, extensions, or renewals executed by the Commissioners Court will require the completion of Form 1295 "Certificate of Interested Parties" pursuant to Government Code § 2252.908. Form 1295 must be completed by awarded vendor at time of signed contract submission. Form 1295 is included in this RFP for your information.
 - **Required Contract Provisions**. Applicable provisions (enclosed) must be included in all contracts executed as a result of this RFP.
6. Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to participate in this RFP. If the awarded vendor is a prime contractor and may use subcontractors, the following affirmative steps are required of the prime contractor:
- 1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - 2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - 3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - 4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
 - 5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration (SBA) and the Minority Business Development Agency (MBDA) of the Department of Commerce.

Minority-owned businesses may be eligible for contract procurement assistance with public and private sector entities from MBDA centers:

Houston MBDA Business Center
 2302 Fannin Street, Suite 165, Houston, TX 77002
 713-718-8974
<https://www.hccs.edu/hcc-in-the-community/entrepreneurial-initiatives/mbda/>

Dallas-Fort Worth MBDA Business Center
 8828 N Stemmons Freeway - Ste 550-B, Dallas, TX 75247
 214-920-2436
<http://www.mbdadfw.com/>

San Antonio MBDA Business Center
 501 W César E Chávez Blvd, San Antonio, TX 78207
 210-458-2480
<https://sanantoniombdacenter.com/>

MBDA Business Center – El Paso
 c/o El Paso Hispanic Chamber of Commerce
 2401 E. Missouri Ave.
 El Paso, TX 79903
 915-351-6232 ext. 19
<https://ephcc.org/blog/growing-my-existing-business/our-mbda-business-center/>

Small and woman-owned businesses may be eligible for assistance from SBA Women's Business Centers:

Houston Women's Business Council, Inc.
 9800 Northwest Freeway, Suite 120, Houston, TX 77018
 713-681-9232
wbc@wbea-texas.org

LiftFund - Dallas Fort Worth Women's Business Center
 8828 N. Stemmons Fwy, Suite 142, Dallas, TX 75247

888-215-2373
wbcdfw@liftfund.com

LiftFund - San Antonio Women's Business Center
600 Soledad St., San Antonio, TX 78205
888-215-2373
wbc@liftfund.com

SBA also provides assistance at Small Business Development Centers located across Texas:
<https://americassbdc.org/small-business-consulting-and-training/find-your-sbdc/>

7. Deadline for Submission – Proposals must be received no later than 10 A.M. June 17, 2020. It is the responsibility of the submitting entity to ensure that the proposal is received in a timely manner. Proposals received after the deadline will not be considered for award, regardless of whether or not the delay was outside the control of the submitting firm. Please submit one digital copy and four (4) hard copies of your proposal; to the following address:

City of La Marque
Attn: Robin Eldridge, City Clerk
1111 Bayou Road
La Marque, Texas 77568

Any questions or requests for clarification must be submitted in writing via EMAIL to r.edridge@cityoflamarque.org at least 3 business days prior to the deadline. The City of La Marque may, if appropriate, circulate the question and answer to all service providers submitted proposals.

**Texas General Land Office
Community Development Block Grant Disaster Recovery - Mitigation (CDBG – MIT)**

**Administration Services
Description of Programs**

Below is a description of proposed Community Development Block Grant-Mitigation (CDBG-MIT) construction/acquisition programs through the Texas General Land Office (GLO). The City of La Marque anticipates applying for the following programs (please check the appropriate programs below):

Applicant: City of La Marque

Programs:

(Local Government will check boxes for Programs included in this RFP)

- ☐ Hurricane Harvey Mitigation (for declared counties)
- ☐ 2015 Floods Mitigation (for declared counties)
- ☐ 2016 Floods Mitigation (for declared counties)
- ☐ Hazard Mitigation: Supplemental (for declared counties)
- ☐ Regional Mitigation (for declared counties)
- ☐ Coastal Resiliency (Coastal Counties Only)

CDBG-MIT Program Descriptions:

Hurricane Harvey State Mitigation: Funds mitigation projects for Hurricane Harvey HUD MID and State MID areas. The State Competition is open to cities, counties, council of governments, state entities, special and service districts. Examples of projects include flood control and drainage improvements, infrastructure improvements, green infrastructure, public facilities, and buyouts.

2015 Floods State Mitigation: Provide funds to cities, counties, Indian Tribes, and councils of governments to address risks in the 2015 Floods HUD MID and State MID areas. Examples of projects include flood control and drainage improvements, infrastructure improvements, green infrastructure, public facilities, and buyouts.

2016 Floods State Mitigation: Provide funds to cities, counties, Indian Tribes, and councils of governments to address risks in the 2016 Floods HUD MID and State MID areas. Examples of projects include flood control and drainage improvements, infrastructure improvements, green infrastructure, public facilities, and buyouts.

Hazard Mitigation Grant Program (HMGP): Supplemental: The Texas Division of Emergency Management has called for, selected, and prioritized a variety of local mitigation projects through FEMA's HMGP. This supplemental helps fund HMGP CDBG-MIT eligible projects that were selected but unable to receive funding in Hurricane Harvey impacted areas.

Regional Mitigation (COG MODs): Each Council of Government (COG) impacted by Hurricane Harvey will be allocated funds. Each COG will develop a method of distribution (MOD) to allocate funds to local units of governments and Indian Tribes. The GLO encourages the prioritization of regional investments with regional impacts in risk reduction to develop disaster-resistant infrastructure including upgrading of water, Sewer, solid waste, communications, energy, transportation, health and medical infrastructure, and natural mitigation infrastructure.

Coastal Resiliency: Provides Funds for a combination of green/ grey infrastructure, or non-structural CDBG-MIT eligible projects identified in the Texas Coastal Master Plan in the Hurricane Harvey HUD MID and State MID areas that enact long-term coastal resiliency. Counties, cities, navigation districts, port authorities, non-government organizations and state agencies are eligible to apply. Examples of projects include wetland protection, beach nourishment, and dune restoration, regional infrastructure improvements, and oyster reef enhancements.

See the GLO's CDBG-MIT Action Plan for more information on the requirements and scopes of these activities:
<https://recovery.texas.gov/files/programs/mitigation/cdbq-mit-submitted-plan.pdf>

This form will be inserted into the RFQ Packet for engineering purposes.

APPROVED BY:

County Judge/Mayor/Board Chairperson

CDBG-MIT HUD and State MID Areas

PLEASE NOTE: Hazard Mitigation: Supplemental, Regional, and Coastal Resiliency Counties are TBD. If you believe you may qualify, please check the box for that program.

County	2015	2016	Harvey	County	2015	2016	Harvey
Anderson	-	State MID	-	Jack	State MID	-	-
Angelina	State MID	State MID	-	Jackson	-	-	State MID
Aransas	-	-	HUD MID	Jasper	State MID	State MID	HUD MID
Archer	State MID	-	-	Jefferson	-	-	HUD MID
Atascosa	State MID	-	-	Jim Wells	State MID	-	State MID
Austin	State MID	State MID	State MID	Johnson	State MID	-	-
Bandera	-	State MID	-	Jones	State MID	State MID	-
Bastrop	State MID	State MID	State MID	Karnes	-	-	State MID
Baylor	State MID	-	-	Kaufman	State MID	-	-
Bee	-	-	State MID	Kendall	State MID	-	-
Blanco	State MID	-	-	Kleberg	-	State MID	State MID
Bosque	State MID	State MID	-	Lamar	State MID	State MID	-
Bowie	State MID	-	-	Lavaca	-	-	State MID
Brazoria	State MID	HUD MID	HUD MID	Lee	State MID	State MID	State MID
Brazos	-	State MID	-	Leon	State MID	State MID	-
Brown	State MID	State MID	-	Liberty	State MID	State MID	HUD MID
Burleson	State MID	State MID	State MID	Limestone	-	State MID	-
Caldwell	State MID	State MID	State MID	Lubbock	State MID	-	-
Calhoun	-	-	State MID	Lynn	State MID	-	-
Callahan	State MID	State MID	-	Madison	State MID	State MID	State MID
Cameron	State MID	-	-	Marion	-	State MID	-
Cass	State MID	State MID	-	Matagorda	-	-	State MID
Chambers	-	-	HUD MID	McLennan	State MID	-	-
Cherokee	State MID	State MID	-	Milam	State MID	State MID	State MID
Clay	State MID	-	-	Montague	State MID	-	-
Coleman	-	State MID	-	Montgomery	State MID	HUD MID	HUD MID
Collingsworth	State MID	-	-	Nacogdoches	State MID	-	-
Colorado	State MID	State MID	State MID	Navarro	State MID	State MID	-
Comal	State MID	-	State MID	Newton	State MID	HUD MID	HUD MID
Comanche	State MID	State MID	-	Nueces	State MID	-	HUD MID
Cooke	State MID	-	-	Orange	State MID	State MID	HUD MID
Coryell	State MID	State MID	-	Palo Pinto	State MID	State MID	-
Dallas	State MID	-	-	Parker	State MID	State MID	-
Delta	State MID	-	-	Polk	State MID	State MID	State MID
Denton	State MID	-	-	Real	State MID	-	-
DeWitt	State MID	-	State MID	Red River	State MID	State MID	-
Dickens	State MID	-	-	Refugio	State MID	-	HUD MID
Duval	State MID	-	-	Robertson	State MID	-	-
Eastland	State MID	State MID	-	Rusk	State MID	-	-

County	2015	2016	Harvey	County	2015	2016	Harvey
Edwards	State MID	-	-	Sabine	State MID	State MID	State MID
Ellis	State MID	-	-	San Augustine	State MID	State MID	State MID
Erath	State MID	State MID	-	San Jacinto	State MID	State MID	HUD MID
Falls	-	State MID	-	San Patricio	-	-	HUD MID
Fannin	State MID	State MID	-	Shelby	State MID	State MID	-
Fayette	State MID	State MID	HUD MID	Smith	State MID	State MID	-
Fisher	-	State MID	-	Somervell	State MID	State MID	-
Fort Bend	State MID	HUD MID	HUD MID	Starr	State MID	-	-
Frio	State MID	-	-	Stephens	-	State MID	-
Gaines	State MID	-	-	Tarrant	State MID	-	-
Galveston	State MID	-	HUD MID	Throckmorton	State MID	State MID	-
Garza	State MID	-	-	Tom Green	State MID	-	-
Gillespie	State MID	-	-	Travis	HUD MID	State MID	-
Goliad	-	-	State MID	Trinity	State MID	State MID	-
Gonzales	State MID	-	State MID	Tyler	State MID	State MID	State MID
Grayson	State MID	-	-	Upshur	-	State MID	-
Gregg	-	State MID	-	Uvalde	State MID	-	-
Grimes	State MID	State MID	State MID	Van Zandt	State MID	State MID	-
Guadalupe	State MID	-	State MID	Victoria	State MID	-	HUD MID
Hall	State MID	State MID	-	Walker	State MID	State MID	State MID
Hardin	State MID	State MID	HUD MID	Waller	State MID	State MID	State MID
Harris	HUD MID	HUD MID	HUD MID	Washington	State MID	State MID	State MID
Harrison	State MID	State MID	-	Wharton	State MID	State MID	HUD MID
Hartley	State MID	-	-	Wichita	State MID	-	-
Hays	HUD MID	-	-	Willacy	State MID	-	-
Henderson	State MID	State MID	-	Williamson	State MID	-	-
Hidalgo	HUD MID	State MID	-	Wilson	State MID	-	-
Hill	State MID	-	-	Wise	State MID	-	-
Hood	State MID	State MID	-	Wood	-	State MID	-
Hopkins	State MID	-	-	Young	State MID	-	-
Houston	State MID	State MID	-	Zavala	State MID	-	-

Harvey HUD Most Impacted and Distressed (MID) Zip Codes

75979 77320 77335 77351 77414 78934 77423 77482 77493 77979

Coastal Resiliency Counties

Based on the 2019 Coastal Resiliency Master Plan

Coastal Resiliency Counties

Aransas	Jackson	Orange	
Brazoria	Jefferson	Refugio	
Cameron	Kenedy	San Patricio	
Chambers	Kleberg	Victoria	
Galveston	Matagorda	Willacy	
Harris	Nueces		

SCOPE OF SERVICES

Administration Services

The Contractor shall provide the following scope of services:

SCOPE OF SERVICES REQUESTED

Providers will help the GLO fulfill State and Federal Community Development Block Grant Mitigation ("CDBG-MIT") statutory responsibilities related to recovery in connection with any federally declared disaster. Providers will assist the GLO and/or grant recipients in completion of CDBG-MIT projects. Respondents may be qualified to provide Grant Administration services for one or more programs or services (environmental, acquisition/buyout, general administration, etc.) Grant administrative services must be performed in compliance with the U.S. Department of Housing and Urban Development ("HUD") and guidelines issued by the GLO.

DESCRIPTION OF SERVICES AND SPECIAL CONDITIONS

Respondent must be able to perform the tasks listed herein to be considered eligible for an award under this Solicitation. Respondents should provide a detailed narrative of their experience as it relates to each of the items below. Respondents should clearly indicate if they intend to provide services in-house with existing staff or through subcontracting or partnership arrangements. Grant Administration Services will be provided in conformance with the guidance documents and use forms provided by the subrecipient utilizing GLO guidance. The providers shall furnish pre-funding and post-funding grant administrative services to complete the CDBG-MIT projects, including, but not limited to the following:

Pre-Funding Services

Grant Administrator will develop project scope and complete CDBG-MIT application(s). The provider will work with the subrecipient and Engineering, if applicable, to provide the concise information needed for submission of complete CDBG-MIT funding application(s) and related documents. The required information shall be submitted in a format to be described by the GLO.

Post-Funding Services

Grant Administrator will provide Grant Administration Services required to complete infrastructure, acquisition/buyout, housing and other eligible projects approved for CDBG-MIT funding. The selected service provider must follow all requirements of the Texas CDBG-MIT program.

Grant Administration Services

a) General Administrative Duties:

- i. Ensure program compliance including all CDBG-MIT requirements and all parts therein, current Federal Register, etc.
- ii. Assist subrecipient in establishing and maintaining financial processes.
- iii. Obtain and maintain copies of the subrecipient's most current contract including all related change requests, revisions and attachments.
- iv. Establish and maintain record keeping systems.
- v. Assist subrecipient with resolving monitoring and audit findings.
- vi. Serve as monitoring liaison.
- vii. Assist subrecipient with resolving third party claims.
- viii. Report suspected fraud to the GLO.
- ix. Submit timely responses to the GLO requests for additional information.
- x. Complete draw request forms and supporting documents.
- xi. Facilitate outreach efforts, application intake, and eligibility review.
- xii. Utilize and assist with GLO's system of record to complete milestones, submit documentation, reports, draws, change requests, etc.
- xiii. Submit change requests and all required documentation related to any change requests.
- xiv. Coordinate, as necessary, between subrecipient and any other appropriate service providers (i.e. Engineer, Environmental, etc.), contractor, subcontractor and GLO to effectuate the services requested.
- xv. May assist in public hearings.
- xvi. Will work with GLO's system of record.
- xvii. Provide monthly project status updates.
- xviii. Funding release will be based on deliverables identified in the contract.
- xix. Labor and procurement duties:
 - a. Provide all Labor Standards Officer (LSO) Services.
 - b. Ensure compliance with all relevant labor standards regulations.
 - c. Ensure compliance with procurement regulations and policies.
 - d. Maintain document files to support compliance.

- xx. Financial duties:
- a. Prepare and submit all required reports (Section 3, Financial Interest, etc.).
 - b. Assist subrecipient with the procurement of audit services.
 - c. Assist subrecipient in establishing and maintaining a bank account for program funds.
 - d. Implementation and coordination of Affirmatively Furthering Fair Housing ("AFFH") requirements as directed by HUD and the GLO.
 - e. Implementation and coordination of Section 504 requirements.
 - f. Program compliance.
 - g. Ensure that fraud prevention and abuse practices are in place and being implemented.
 - h. Prepare and submit all closeout documents.
 - i. Submit all invoices no later than 60 days after the expiration of the contract. All outstanding funds may be swept after 60 days. The provider may request an extension of this requirement in writing.
 - j. Assist in preparation of contract revisions and supporting documents including but not limited to:
 - Amendments/modifications,
 - Change orders.
- xxi. Perform any other administrative duty required to deliver the project.

b) Construction Management

- i. The provider will assist the subrecipient in submitting/setting up project applications in the GLO's system of record.
- ii. The provider may compile and collate complete contract/bid packages that meet GLO program requirements. The packages will contain supporting documentation that meets or exceeds the requirements of the GLO's program. If applications do not have the necessary forms, the provider may assist the subrecipient by coordinating to acquire the necessary documentation.
- iii. The provider may monitor, report, and evaluate contractor's performance; notify the subrecipient if the contractor(s) fails to meet established scheduled milestones. Receive, review, recommend, and process any change orders as appropriate to the individual projects.
- iv. The provider may assist the subrecipient with project Activity Draws/Close Out.
- v. The provider may assist the subrecipient by submitting all the necessary documentation for draws and to close a project activity in the GLO's system of record. The provider will compile, review for completeness, and collate complete contract/closeout packages that meet GLO program requirements for draw requests. If applications do not have the necessary forms, the provider may assist the subrecipient by coordinating to acquire the necessary documentation.
- vi. The provider may assist the subrecipient in developing Architectural and Engineering plans with guidance from the GLO.
- vii. Reassignment scope alignment (if necessary).

c) Acquisition Duties:

- i. Submit acquisition reports and related documents.
- ii. Establish acquisition files (if necessary).
- iii. Complete acquisition activities (if necessary).

d) Buyout Duties (as necessary):

- i. Project planning, design, and startup
 - Assist subrecipient with procuring necessary vendors including appraiser, title vendor, and demolition contractor.
 - Develop subrecipient's Policy and Procedure Manual ("Program Guidelines") and manage subsequent public comment process.
- ii. Property owner notifications
 - Generate and send required mailings to owners and tenants of each parcel targeted for buyout/acquisition.
 - Handle subsequent communication with owners and tenants while developing a contact log for future outreach.
- iii. Intake meetings
 - Advertise, schedule, and conduct intake with interested homeowners. During intake meetings case managers will collect all available documentation necessary to determine eligibility.
 - If there are tenants living in the property, case manager will send them General Information Notices to inform them of the program and their rights.
- iv. Eligibility verification
 - Management staff will review all intake documentation and verify eligibility.

- If applicable, firm will verify duplicative benefits (DOB) and calculate eligible receipts.
- Maintain applicant data in a secure system of record and comply with all record-keeping requirements of the General Land Office.
- v. Environmental reviews and site specific clearances
 - Conduct all required environmental reviews (Tier I and Tier II) and generate environmental clearance reports for each applicant file.
- vi. Offer package generation, approval, and mailing
 - Notify subrecipient that offer packages are ready, and use independently procured appraisals to determine the fair market value of buyout properties.
 - Generate and mail offer packages upon the subrecipient approval.
- vii. Offer meeting
 - Schedule and conduct offer meetings with property owners to discuss their options; accept, appeal or decline.
 - If the owner decides to appeal, the case manager will provide advisory services to guide owner through appeal process.
 - If the owner accepts, a contract of sale will be signed at the offer meeting.
- viii. Closing
 - Coordinate with property owner and subrecipient's procured title company to ensure the clear passage of title.
 - Assist property owner with relocation arrangements and schedule real estate closing.
- ix. Draw/funding requests
 - Assist subrecipient with GLO draw requests, funding requests, wire tracking, and coordinating program activities to align with funding schedule.
- x. File, audit, closeout, and demolition
 - Complete final audit to ensure all procedures were properly followed.
 - Transfer physical files to subrecipient and complete remaining data entry.
 - Provide procured demolition contractor with property access.

e) Environmental Services

- i. Review each project description to ascertain and/or verify the level of environmental review required: Exempt, Categorical Exclusion not Subject to 58.5, Categorical Exclusion Subject to 58.5, Environmental Assessment, and Environmental Impact Statements;
- ii. If necessary, conduct tiered environmental review and submit broad and site-specific environmental reviews as required by 24 CFR Part 58.
- i. Prepare, complete and submit HUD required forms for environmental review and provide all documentation to support environmental findings;
- ii. Consult and coordinate with oversight/regulatory agencies to facilitate environmental clearance;
- iii. Be able to perform or contract special studies, additional assessments, or permitting to secure environmental clearance. These may include, but are not limited to biological assessments, wetland delineations, asbestos surveys, lead-based paint assessments, archeology studies, architectural reviews, Phase I & II ESAs, USACE permits, etc.;
- iv. Prepare all responses to comments received during comment phase of the environmental review, including State/Federal Agency requiring further studies and/or comments from public or private entities during public comment period;
- v. Maintain close coordination with local officials, project engineer and other members of the project team to assure appropriate level of environmental review is performed and no work is conducted without authorization;
- vi. Complete and submit the environmental review into GLO's system of record;
- vii. At least one site visit to project location and completion of a field observation report;
- viii. Prepare and submit for publication all public notices including, but not limited to the Notice of Finding of No Significant Impact (FONSI), Request for Release of Funds floodplain/wetland early and final notices in required order and sequence;
- ix. Provide documentation of clearance for Parties Known to be Interested as required by 24 CFR 58.43;
- x. Process environmental review and clearance in accordance with NEPA;
- xi. Advise and complete environmental re-evaluations per 24 CFR 58.47 when evidence of further clearance or assessment is required;
- xii. Prepare and submit Monthly Status Report; and
- xiii. Participate in regularly scheduled progress meetings.

Administration Professional Services Rating Sheet

CDBG-MIT

Grant Recipient _____ Name of Respondent _____

Evaluator's Name _____ Date of Rating _____

Rate the Respondent of the Request For Proposal (RFP) by awarding points up to the maximum listed for each factor. Information necessary to assess the Respondent on these criteria may be gathered either from past experience with the Respondent and/or by contacting past/current clients of the Respondent. Respondents proposing to offer specific services (environmental or buyout only**) will be scored only on those services.**

Experience

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Related Experience / Background with federally funded projects	5	_____
2. Related Experience / Background with specific project type (infrastructure, acquisition of property, coordination with regulatory agency, etc.)	5	_____
3. Related experience/background with specific services:		_____
a. Administrative, construction management, and related acquisition	5	_____
b. Environmental review	5	_____
c. Buyout management (if not applicable score '0')	5	_____
4. References from current/past clients	5	_____
Subtotal, Experience	30	_____

Work Performance

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Submits requests to client/GLO in a timely manner	5	_____
2. Responds to client/GLO requests in a timely manner	5	_____
3. Past client/GLO projects completed on schedule	5	_____
4. Work product is consistently of high quality with low level of errors	5	_____
5. Past client/GLO projects have low level of monitoring findings/concerns	5	_____
6. Manages projects within budgetary constraints	5	_____
Subtotal, Performance	30	_____

Capacity to Perform

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Qualifications / Experience of Staff		_____
a. Administrative, construction management, and related acquisition	4	_____
b. Environmental review	4	_____
c. Buyout management (if not applicable score '0')	4	_____
2. Present and Projected Workloads	4	_____
3. Demonstrated understanding of scope of the CDBG-MIT Project	4	_____
Subtotal, Capacity to Perform	20	_____

Proposed Cost

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
Proposed cost is in line with independent estimate and compared with all cost proposals received	20	_____
A = Lowest Proposal \$ _____ $A \div B \times 20 = \text{Respondent's Score}$	20	_____
B = Respondent's Proposal \$ _____		

TOTAL SCORE

<u>Factors</u>	<u>Max.Pts.</u>	<u>Score</u>
☐ Experience	30	_____
☐ Work Performance	30	_____
☐ Capacity to Perform	20	_____
☐ Proposed Cost	20	_____
Total Score	100	_____

Cost of Services: Administration Services

Indicate **No Cost Proposal** if your firm is not proposing for the services specified on this Cost of Services page.

The City of La Marque may apply for all, none, or any combination of the CDBG-MIT programs listed below (see the Administration Services—Description of Programs in this RFP) and choose one or more service providers to implement awarded activities.

Maximum amount of grant funds firm is able and/or willing to manage: \$

Indicate pricing for any/all CDBG-MIT programs for which firm is able and/or willing to provide specified services at the level of the total award amount.

Proposed Cost to Provide All Grant Administration Services

General Administrative, Environmental, Construction Mgt, related Acquisition Duties (Not Buyout)

Program	Total Award Amount				
	\$500,000	\$1,000,000	\$3,000,000	\$10,000,000	\$100,000,000
☐ Hurricane Harvey Mitigation (for declared counties)					
☐ 2015 Floods Mitigation (for declared counties)					
☐ 2016 Floods Mitigation (for declared counties)					
☐ Regional Mitigation (for declared counties)					

Proposed Cost to Provide General Administrative, Construction Management, related Acquisition Duties Only (not Buyout)

Program	Total Award Amount				
	\$500,000	\$1,000,000	\$3,000,000	\$10,000,000	\$100,000,000
☐ Hurricane Harvey Mitigation (for declared counties)					
☐ 2015 Floods Mitigation (for declared counties)					
☐ 2016 Floods Mitigation (for declared counties)					
☐ Regional Mitigation (for declared counties)					

Proposed Cost to Provide Environmental Services Only

Program	Total Award Amount				
	\$500,000	\$1,000,000	\$3,000,000	\$10,000,000	\$100,000,000
☐ Hurricane Harvey Mitigation (for declared counties)					
☐ 2015 Floods Mitigation (for declared counties)					
☐ 2016 Floods Mitigation (for declared counties)					
☐ Regional Mitigation (for declared counties)					

Proposed Cost to Provide Buyout Services Only (as needed--in addition to any of the above Service Fees)

Program	Total Award Amount				
	\$500,000	\$1,000,000	\$3,000,000	\$10,000,000	\$100,000,000
☐ Hurricane Harvey Mitigation (for declared counties)					
☐ 2015 Floods Mitigation (for declared counties)					
☐ 2016 Floods Mitigation (for declared counties)					
☐ Regional Mitigation (for declared counties)					

Insert Certificate of Insurance

**Insert System for Award Management (SAM) record
search for company name and company principal**

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

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

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

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

OFFICE USE ONLY

Date Received

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

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

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes

☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes

☐ No

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

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

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

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

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

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

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

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

(3) has a family relationship with a local government officer of that local governmental entity.

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

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

Certification Regarding Lobbying

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

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

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

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

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

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

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

Signature of Contractor's Authorized Official

Printed Name and Title of Contractor's Authorized Official

Date

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

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

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

Type of Federal Action: _____ a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	Status of Federal Action: _____ a. bid/offer/application b. initial award c. post-award	Report Type: _____ a. initial filing b. material change
Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, if Known: Congressional District, if known:		If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:
Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)	

(To be completed by awarded vendor)

CERTIFICATE OF INTERESTED PARTIES		FORM 1295																																							
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.		OFFICE USE ONLY Must file online at www.ethics.state.tx.us/File																																							
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.																																									
<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th rowspan="2" style="width: 35%; padding: 5px; text-align: center;">Name of Interested Party</th><th rowspan="2" style="width: 30%; padding: 5px; text-align: center;">City, State, Country (place of business)</th><th colspan="2" style="width: 35%; padding: 5px; text-align: center;">Nature of Interest (check applicable)</th></tr><tr><th style="width: 50%; padding: 5px; text-align: center;">Controlling</th><th style="width: 50%; padding: 5px; text-align: center;">Intermediary</th></tr></thead><tbody><tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr><tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr><tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr><tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr><tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr><tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr><tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr><tr><td style="height: 20px;"></td><td></td><td></td><td></td></tr></tbody></table>				Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)		Controlling	Intermediary																																
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		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 _____ (street) _____ (city) _____ (state) _____ (zip code) _____ (country). I declare under penalty of perjury that the foregoing is true and correct. Executed in _____ County, State of _____, on the _____ day of _____, 20____. (month) (year) _____ Signature of authorized agent of contracting business entity (Declarant)																																									
ADD ADDITIONAL PAGES AS NECESSARY																																									

REQUIRED CONTRACT PROVISIONS

2 CFR 200.326 Contract provisions. The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

All Contracts

THRESHOLD	PROVISION	CITATION
>\$150,000 (Simplified Acquisition Threshold)	Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.	2 CFR 200 APPENDIX II (A)
>\$10,000	All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.	2 CFR 200 APPENDIX II (B)
None	Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.	2 CFR 200 APPENDIX II (F)
None	Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.	2 CFR 200 APPENDIX II (H)
None	Records of non-Federal entities. The U.S. Department of Housing and Urban Development (HUD), Inspectors General, the Comptroller General of the United States, the Texas General Land Office (GLO), and the pass-through entity, or any of their authorized representatives, must have the right of access to any documents, papers, or other records of the non-Federal entity which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents.	2 CFR 200.336
None	Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following:	2 CFR 200.333

	(a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. (b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period. (c) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition. (d) When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity. (e) Records for program income transactions after the period of performance. In some cases, recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned. (f) Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates). (1) If submitted for negotiation. If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission. (2) If not submitted for negotiation. If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the pass-through entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.	
None	Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. (a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. (b) Affirmative steps must include: (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists; (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;	2 CFR 200.321

	(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.	
None	Verification No Boycott Israel. As required by Chapter 2270, Government Code, CONTRACTOR hereby verifies that it does not boycott Israel and will not boycott Israel through the term of this Agreement. For purposes of this verification, "boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes.	Texas Government Code 2270.002
None	Foreign Terrorist Organizations. Pursuant to Chapter 2252, Texas Government Code, [Company] represents and certifies that, at the time of execution of this Agreement neither [Company], nor any wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of the same (i) engages in business with Iran, Sudan, or any foreign terrorist organization as described in Chapters 806 or 807 of the Texas Government Code, or Subchapter F of Chapter 2252 of the Texas Government Code, or (ii) is a company listed by the Texas Comptroller of Public Accounts under Sections 806.051, 807.051, or 2252.153 of the Texas Government Code. The term "foreign terrorist organization" in this paragraph has the meaning assigned to such term in Section 2252.151 of the Texas Government Code.	Texas Government Code 2252.152
Option Contract Language for contracts awarded prior to Grant Award	The contract award is contingent upon the receipt of CDBG-MIT funds. If no such funds are awarded, the contract shall terminate.	Optional

EO Clause for Construction Contracts > \$10K including administration & engineering contracts associated with construction contracts

THRESHOLD	PROVISION	CITATION
>\$10,000	Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” 41 CFR 60-1.4 Equal opportunity clause. (b) Federally assisted construction contracts. (1) Except as otherwise provided, each administering agency shall require the inclusion of the following language as a condition of any grant, contract, loan, insurance, or guarantee involving federally assisted construction which is not exempt from the requirements of the equal opportunity clause: The applicant hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause: 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	41 CFR §60-1.4(b) and 2 CFR 200 APPENDIX II (C)

	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,	
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	regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance. The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings. (c) Subcontracts. Each nonexempt prime contractor or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts. (d) Inclusion of the equal opportunity clause by reference. The equal opportunity clause may be included by reference in all Government contracts and subcontracts, including Government bills of lading, transportation requests, contracts for deposit of Government funds, and contracts for issuing and paying U.S. savings bonds and notes, and such other contracts and subcontracts as the Director of OFCCP may designate. (e) Incorporation by operation of the order. By operation of the order, the equal opportunity clause shall be considered to be a part of every contract and subcontract required by the order and the regulations in this part to include such a clause whether or not it is physically incorporated in such contracts and whether or not the contract between the agency and the contractor is written. (f) Adaptation of language. Such necessary changes in language may be made in the equal opportunity clause as shall be appropriate to identify properly the parties and their undertakings. [80 FR 54975, Sept. 11, 2015]	
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THRESHOLD	PROVISION	CITATION
>\$2,000	<i>Compliance with the Davis-Bacon Act (40 U.S.C. 3141 et seq.) as supplemented by Department of Labor regulations (29 CFR part 5) and with the Copeland “Anti-Kickback” Act (18 U.S.C. 874; 40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR part 3):</i> Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.	2 CFR 200 APPENDIX II (D)
>\$100,000	Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.	2 CFR 200 APPENDIX II (E)
>\$150,000	Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).	2 CFR 200 APPENDIX II (G)
>\$100,000	Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or	2 CFR 200 APPENDIX II (I) and 24 CFR §570.303

	employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.	
>\$100,000	All Section 3 covered contracts shall include the following clause (referred to as the Section 3 clause): A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing. B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations. C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin. D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135. E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135. F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts. G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i)	24 CFR §135.38

	preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).	
	A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. [78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]	2 CFR 200 APPENDIX II (J)
	Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.	42 U.S.C. 6201



CITY COUNCIL AGENDA FORM

Meeting Date: July 13, 2020

Prepared by: Charlene Warren

Agenda item: 5e

Reviewed by: Charlene Warren

Charles Jackson

Department: Administration

AGENDA ITEM DESCRIPTION: Discussion relating to adopt Resolution No. **R-2020-0011**, designating ADICO, LLC and LNV, LLC as engineering service providers for the 2020 Community Development Block Grant – MIT (CDBG-MIT) Program applications and project implementation administered through the Texas General Land Office (GLO)

X

ATTACHMENTS FOR REFERENCE

1. Resolution
2. Score Tabulation Summary
3. ADICO, LLC Proposal
4. LNV, LLC Proposal
5. RFQ 20-01 CDBG-MIT Engineering packet

STAFF BRIEFING:

- Texas General Land Office (GLO) is administering over \$4 billion in U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Mitigation (CDBG-MIT) funds
- These funds will be used to build and implement structural and non-structural projects, programs and partnerships in 140 eligible counties to reduce the risks and impacts of future natural disasters
- CDBG-MIT infrastructure funds are competitive, and Round 1 will award grants from \$3 million up to \$100 million to Hurricane Harvey-impacted communities
- At least one professional engineering service provider must be selected to assist with project applications and implementation
- Up to three projects may be submitted for consideration, and more than one engineering firm may be selected to develop projects
- The cost of engineering services is included in any grant awarded
- A Request for Qualifications was posted on June 2, 2020 on the city's website and on Texasbidsystem.com
- There were 146 proposals solicited through Texasbidssystems.com, 272 subscribers notified through CityofLaMarque.org, as well as a legal ad placed in the Galveston County Daily Newspaper which ran twice in a fifteen (15) day period. (6/3/2020 and 6/10/2020)
- Of responses received, eight (8) qualified proposals were considered
- Please see the enclosed score tabulation for results
- Staff recommends accepting the proposals from ADICO, LLC and LNV, LLC
- Staff requests that Council authorize the city manager to negotiate contracts with ADICO, LLC and LNV, LLC

HISTORY: N/A



CITY COUNCIL AGENDA FORM

TARGET IMPLEMENTATION: July 13, 2020

SIGNIFICANT ACTION DATES: N/A

ACTION:

- | | |
|--|--|
| ☐ Ordinance | ☒ Resolution |
| ☐ Special Presentation | ☐ Proclamation |
| ☐ Finance Report | ☐ Public Hearing |
| ☒ Other – RFQ Award | |
| ☒ Mark if this item does not conflict with any Resolution, Ordinance or City Charter, policies, procedures | |

Cost Details:

Budgeted	
Actual Bid	
Estimated Expenditure	
Acct. Name(s)	
Line Item #	
Other Funding	

STAFF'S RECOMMENDATION: Recommend to adopt Resolution No. **R-2020-0011**, designating ADICO, LLC and LNV, LLC as engineering service providers for the 2020 Community Development Block Grant – MIT (CDBG-MIT) Program applications and project implementation administered through the Texas General Land Office (GLO)

FISCAL IMPACT: None; any future grant awards of CDBG-MIT funds will include provisions for administration and engineering services.

RESOLUTION NO. R-2020-0011

A RESOLUTION OF THE CITY OF LA MARQUE, TEXAS AUTHORIZING PROFESSIONAL SERVICE PROVIDER SELECTION FOR COMMUNITY DEVELOPMENT BLOCK GRANT - MITIGATION (CDBG-MIT) PROGRAM THROUGH THE TEXAS GENERAL LAND OFFICE (GLO)

WHEREAS, participation in CDBG-MIT programs requires implementation by professionals experienced in federally funded projects; and

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

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

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF LA MARQUE, TEXAS:

SECTION 1. That ADICO, LLC and LNV, LLC are selected to provide application and project-related professional engineering services for CDBG-MIT program.

SECTION 2. That any and all project-related services, contracts, or commitments made with the above-named service provider are dependent on the award of CDBG-MIT funds and successful negotiation of a contract with the service provider.

SECTION 3. That it is hereby officially found and determined that the meeting at which this Resolution is passed is open to the public as required by law and the public notice of the time, place, and purpose of said meeting was given as required.

PASSED, APPROVED AND ADOPTED by City Council of the City of La Marque on this _____ day of _____, 2020.

CITY OF LA MARQUE, TEXAS

Bobby Hocking, Mayor

ATTEST:

Robin Eldridge, TRMC, City Clerk

APPROVED AS TO FORM:

Derra Purnell, Acting City Attorney

RFQ #20-02 CDBG-MIT Engineering
Score Tabulation Summary

RESPONDENTS

EVALUATORS

	C. JACKSON	S. KOU	C. WARREN	C. CARY	AVERAGE
ADICO, Inc	100	100	100	100	100
LNV, Inc	100	98	100	100	99.5
Freese & Nichols	70	87	78	41	69
LJA Eng.	90	79	87	55	77.75
Terracon	67	86	76	32	65.25
Cobalt	67	83	76	44	67.5
Doucet	70	85	80	58	73.25
Amani	90	76	85	46	74.25

**CITY OF LA MARQUE
REQUEST FOR QUALIFICATIONS
RFQ #20-02 ENGINEERING SERVICES**

**TEXAS GENERAL LAND OFFICE
CDBG – MIT – INFRASTRUCTURE**



**2114 EL DORADO BLVD., SUITE 400, FRIENDSWOOD, TX 77546
T: 832-895-1093 | WEBSITE: WWW.ADICO-LLC.COM
CONTACT: DINH V. HO, P.E., DINH@ADICO-LLC.COM**

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TRANSMITTAL LETTER

Tuesday, June 16, 2020

Robin Eldridge
City Clerk
City of La Marque
1111 Bayou Road
La Marque, TX 77568

TRANSMITTAL LETTER

Re: Request for Qualification (RFQ) #20-02 for Engineering/Architectural/Surveying Services
Proposed Contract Funding through the General Land Office (“GLO”) Community Development
& Revitalization CDBG – Disaster Recovery program through the Hurricane Harvey Statewide
Competition Mitigation Fund (CDBG-MIT) – Infrastructure
City of La Marque, TX

Dear Ms. Eldridge,

Adico, LLC is please to submit for your review and consideration our Statement of Qualifications for Engineering Services - Proposed Contract Funding through the General Land Office (“GLO”) Community Development & Revitalization CDBG – Disaster Recovery program through the Hurricane Harvey Statewide Competition Mitigation Fund (CDBG-MIT) – Infrastructure.

Adico understands that firms may submit proposals for any or all activities. Multiple contracts may be awarded because of this solicitation. The City will, in its sole discretion, determine the number of contracts awarded, and may decide not to award any contracts.

Adico understands the Scope of Work as detailed in the Request for Qualifications (RFQ) for General Engineering services as detailed in the advertisement dated May 28, 2020. Adico acknowledges, our firm is qualified, experienced, state licensed engineering firm and able to perform services as detailed below:

I. Scope of Work

Adico has received the detailed Scope of Work provided by GLO. The engineering contract will compass all application and project related engineering services to the City of La Marque under its CDBG-MIT project, including but not limited to the following:

Pre-Funding Services

- Provider will assist in development of grant applications, as necessary.

Post-Funding Services

- Initial Engineering and Design Support
- Engineering and Final Design Support
- Bid and Award Support
- Contract Management and Construction Oversight
- Specialized Services

II. Statement of Qualifications

Adico affirms that our firm meets the appropriate state licensing requirements to practice as an Engineer in the state of Texas. Adico confirms that our firm does not have any record of substandard work within the last five years and has not engaged in any unethical practices within the last five years.

Adico affirms it has experience in the following areas:

- Public works construction including but not limited to disaster recovery projects
- Federally funded construction projects; and
- projects located in this general region of the state

Included in the RFQ is our firm profile that includes experience and qualifications, recent related projects, staff resumes and references.

III. Evaluation Criteria

Adico understands that proposals received by the City of La Marque will be evaluated and ranked in accordance with Exhibit B within the RFQ.

IV. Fair and Reasonable Compensation

Proposals received will be evaluated and the most qualified Respondent will be selected, subject to negotiation of fair and reasonable compensation.

V. Submission Requirements

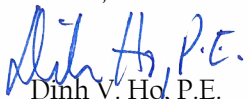
Included in the RFQ are the following required documents:

- Certificate of Insurance for professional liability
- Statement of Conflicts of Interest
- System of Award Management
- Form CIQ
- Certificate Regarding Lobbying
- Form 1295
- Required Contract Provisions

We hope, after your review of our Statement of Qualifications, that we have provided a glimpse of our professional engineering services for the City of La Marque's upcoming projects. We have no doubt that Adico, LLC, a small and minority owned business can provide the City with competent, proficient, and valuable engineering services.

We appreciate your time and consideration and look forward to hearing from you.

Sincerely,
Adico, LLC



Dinh V. Ho, P.E.
TBPE Firm No. 16423

STATEMENT OF QUALIFICATIONS

STATEMENT OF QUALIFICATIONS



I. SCOPE OF SERVICES

The City of La Marque is seeking to enter an engineering services contract with a state registered engineer. A sample detailed Scope of Work provided by GLO has been received and it is understood to encompass all application and project related engineering services to the City of La Marque under its CDBG-MIT project, including but not limited to the following:

Prefunding Services:

Assist with the development of grant applications, as necessary.

Post Funding Services

Initial Engineering and Design Support
Engineering and Final Design Support
Bid and Award Support
Contract Management and Construction Oversight
Specialized Services

It is understood that Pre-funding services are not eligible for CDBG-MIT reimbursement and must be paid with local or other non-CDBG-MIT funds. Respondents may be qualified to provide Engineering services for housing projects, non-housing projects, or both. Engineering services must be performed in compliance with the U.S. Department of Housing and Urban Development ("HUD") and guidelines issued by the GLO. Providers will be bound to specific terms and conditions found in the sample general terms and conditions.

Adico has recent experience with applying for and being selected for several CDBG-MIT Projects. We have worked with grant writers such as Grant Works on the development of grant applications and providing documentation, as necessary. As mentioned, we have been selected for several Engineering contracts, specifically related to CDBG-MIT (Mitigation), CDBG-DR (Disaster Recovery), and CDBG-HMA (Hazard Mitigation Assistance) through various FEMA programs related to Hurricane Harvey. We have also been selected as engineer for the Texas Water Development Board (TWDB) Flood Infrastructure Board (FIF) grant program.

Our role as City Engineer for both the City of La Marque and City of Iowa Colony provides us with a unique ability to assist the cities in defining problems and providing solutions to improve infrastructure and city services. Adico assists the cities in identifying capital improvement projects as well as serving as a liaison between the city and local municipalities, county, state and federal agencies. In addition, Adico works with TxDOT in planning and preparing for the impact and disruption of major roadway projects running through the cities.

Adico currently provides engineering services for other local government, school districts as well as private clients. These scope of services offers a wide range from preliminary feasibility, planning, preliminary and final design, construction administration and management and project closeouts. Our development projects include site development, single and multi-family, K-12 education facilities, and drainage and detention projects. Additional engineering services are provided within the Company Profile located later in the RFQ.

General Requirements:

STATEMENT OF QUALIFICATIONS



- Coordinate, as necessary, between subrecipient and its service providers (i.e., Engineer, Environmental, Contracted Construction Company, Grant Administrator, etc.) and GLO. Regarding project design services.
- Provide monthly project status updates.
- Funding release will be based on deliverables identified in the contract.

Initial Engineering and Design Support

- Assist with the development of grant applications, as necessary.
- Provide all project information necessary to ensure timely execution of the environmental review.
- Provide preliminary engineering, investigations, and drawings sufficient to achieve the preliminary design milestone, including at a minimum:
 - ☐ Cross sections/elevations
 - ☐ Project layout/staging areas
 - ☐ General notes
 - ☐ Special notes
 - ☐ Design details
 - ☐ Specifications
 - ☐ Utility relocation designs
 - ☐ Construction limits, including environmentally sensitive areas that should be avoided during construction
 - ☐ Required permits
 - ☐ Quantities
 - ☐ Estimate of construction costs to within +/- 25%
 - ☐ Schedules for design, permitting, acquisition and construction
- Design surveying, topographic and utility mapping.
- Perform subsurface explorations for project sites, as necessary.
- Prepare horizontal alignments/layouts for all proposed project alternatives necessary to fully describe the project scope, anticipated limitations, and potential project impacts.
- Recommend value engineering options (alternative design, construction methods, procurement, etc.) that may improve efficiency, expedite the schedule, or reduce project costs for the subrecipient.
- Identify, acquire and submit all necessary permits and approvals required for design approval and construction.
- Submit all necessary deliverables to the appropriate entity for review and comment. Adjust project and/or design to satisfactorily address any comments, as necessary.
- Prepare plans and profiles, including vertical design information for the selected alternative.
- Identify and address potential obstacles to project implementation (i.e., pipelines, easements, permitting, environmental, etc.) prior to moving forward with the final design.

STATEMENT OF QUALIFICATIONS



- Support subrecipient with acquisition or property/servitudes/right-of-way documentation as required by the City to facilitate the project, preparing right of way surveys and/or property boundary maps and legal descriptions of parcels to be acquired.
- Provide project schedules from cradle to grave in MS Project format or equal as approved by the subrecipient based on GLO guidance.

Engineering and Final Design Support

Adico is able to provide all Engineering services described below as they relate to final design support:

- Prepare plans and profiles, including necessary design information for the selected alternative sufficient to achieve all detailed design milestones. Examples include, but are not limited to:
 - ☐ Cross sections/elevations
 - ☐ Project layout/staging areas
 - ☐ General notes
 - ☐ Special notes
 - ☐ Design details
 - ☐ Specifications
 - ☐ Utility relocation designs
 - ☐ Construction limits, including environmentally sensitive areas that should be avoided during construction
 - ☐ Required permits
 - ☐ Quantities
 - ☐ Estimate of construction costs to within +/- 20%
 - ☐ Schedules for design, permitting, acquisition and construction
- Provide information to appropriate individuals for the development of environmental fund release reports and floodplain maps.
- Identify, acquire and submit all necessary permits and approvals required for design approval and construction.
- Provide hard copy, if necessary, reproducible plan drawings and bid documents, in addition to electronic copies to the subrecipient, upon design completion, and as requested during design. Electronic copies should be in the native format (AutoCAD DWG) along with PDF packages and should contain all corresponding references, databases, or files associated with the completed design documents.
- Assist the subrecipient and any service provider related to the project with all necessary documentation to ensure compliance with all Program requirements and regulations.

Bid and Award Support

Adico will be able to provide all the Engineering services described below as they relate to bid and award support.

STATEMENT OF QUALIFICATIONS



- Submit appropriate items and support subrecipient in the development of complete bid package.
- Prepare and assist subrecipient in the advertisements for bid solicitation.
- Support development and issuance of bid-related documents necessary to complete bid process (e.g. bid proposal form, bid addenda and supporting documentation).
- Attend and support subrecipient at pre-bid conference and bid opening.
- Support subrecipient with ongoing communication during bid process.
- Support subrecipient to complete bid tabulation and evaluation of responses and provide recommendation for award.
- Support subrecipient to negotiate and finalize contract documents, including issuance of the Notice to Proceed, in accordance with program and subrecipient requirements.
- Support subrecipient in the conducting of a preconstruction conference.

Contract Management and Construction Oversight

Adico has the ability to provide all the Engineering services described below as they relate to contract management and construction oversight.

- Ensure delivery of subrecipient project in accordance with contract.
- Provide ongoing Construction Oversight Reports detailing the status of construction for subrecipient project.
- Review all service provider submittals to ensure compliance with construction contract documents and provide recommendations to subrecipient.
- Provide periodic and final inspections and tests reports, as required for the project.
- Provide on-site supervision and oversight of construction activities at a minimum on a bi-weekly basis or as directed by the GLO or subrecipient.
- Review Construction Change Orders and provide recommendation to subrecipient as to appropriate action.
- Review invoice/draw requests and provide recommendation to subrecipient as to appropriate action, in compliance with the construction contract documents.
- Obtain independent cost estimates for validation purposes, as required.
- Review and respond to requests for information/clarification.
- Support subrecipient with issue identification and claims resolutions.
- Enter all requisite information into the GLO system of record in accordance with established policies and procedures.
- Develop a final “as built” report of quantities, drawings, and specifications.
- Issue to the subrecipient, for execution, a Certificate of Construction Completion within 30 days of final inspection approval.
- Deliver “as-built” drawings to the subrecipient within 30 days of project completion.
- Host and/or attend project coordination meetings in person, by phone, or by video conference, which may or may not fall during normal business hours.
- Perform other contract management and construction oversight duties as required to ensure success of the subrecipient project.
- Provide necessary certifications to regulatory agencies of project completion and compliance (ex. TCEQ).

STATEMENT OF QUALIFICATIONS



- Submit all final invoices within 60 days after contract or work order expiration.

Specialized Services

Adico is able to provide the following Engineering Services:

- Geotechnical Investigations as may be required for a project.
- Detailed Surveying as may be required for a project.
- Site Specific Testing as may be required for a project.
- Archeological Studies as may be required for a project.
- Planning Studies as may be required for a project.
- Feasibility Studies as may be required for a project.
- Legal documentation for property and/or easements to be acquired (i.e., field notes, etc.).
- Phase I and Phase II environmental site assessments as requested.

II. STATEMENT OF QUALIFICATIONS

Our staff of nine experienced and knowledgeable employees has afforded the firm with a large portfolio of different types development projects. We have experience with clients in both the public and private sector. Our projects include planning, preliminary and final design of single family residential, multi-family residential, commercial site development, retail and mixed use, detention facilities, wastewater treatment plants, water plants, and capital infrastructure improvement projects. All our projects include options for contract management and construction phase services.

Our dedicated staff has worked with numerous local government clients. Our current client list includes:

- Harris County
- City of Iowa Colony
- City of La Marque
- City of Sugarland
- City of Houston

Adico currently serves as City Engineer for the City of La Marque and City of Iowa Colony. As City Engineers, one of our primary responsibilities is to serve as the Certified Floodplain Manager (CFM). With this responsibility, we review and approve development projects including hydrologic studies and detention design. To do this, we work with other local governmental agencies, municipal utility district, local developers, and landowners to determine areas of concern and current and future development needs. In addition, as City Engineer, we are the cities representative with other local government as well as state and federal agencies. In addition, we collaborate with city officials in identifying the needs of the city and provide recommendations on expansions/repairs of city infrastructure and capital improvement projects.

Company Profile

Adico, LLC is a consulting civil engineering firm based in Friendswood, TX. Our combined professional experience offers over 45 years of civil engineering expertise in the Houston metropolitan area. Our ambition is simple, we want to use our engineering expertise to create a highly efficient, cost effective product to, at minimum, exceed our clients' expectations. We have worked with numerous both public and private entities to produce projects we are proud to call

STATEMENT OF QUALIFICATIONS



our own. Smart design, functionality, and budget and time consciousness has been a key staple to our success and the reason for several repeat clients. Availability and constant communication with our clients have been the most important component to our success. In our many years in the business, we have developed strong strategic and prosperous partnerships working with fellow engineers, architects, construction contractors, utility districts and governmental agencies to provide clients with the ultimate result of successful projects with thoughtful design.

We offer a wide range of professional civil engineering services. These services include:

- Project conception and initial planning
- Preliminary feasibility studies
- Stage 2 feasibility study
- Preliminary design through final design
- Preparation of construction documents
- Construction phase services

Adico, LLC has consulted on numerous projects, both small and large. Our clients have a vast portfolio of projects throughout the Houston metropolitan area and we are proud to have consulted on many of these complex, exclusive and highly unique projects. To name a few, below is a sample of our consulting services:

- Municipality consulting
- Disaster Recovery consulting
- Educational facilities
- Utility analysis
- Drainage analysis
- Street design and construction management
- Sidewalks and parking lots
- Road and bridges
- Storm water management and system design
- Wastewater treatment plants
- Single family residential land development
- Education facilities
- Commercial site development, including office space, warehouse, strip centers, gas stations, etc.

Core Values:

Adico's core values are constant communication and developing lasting professional relationships. Our diverse staff offers professional services working in various specialties to come together and provide the ultimate service of meeting our client's goals. We have never tried to cut on either quality, the pace of work or any other construction aspects. We stay true to fulfill our promise of efficiency and quality service.

Quality:

We believe our attention to details ensures our success. We always aim to "do it right" the first time and eliminate unnecessary steps, to save time and money. From conception of a project, we

STATEMENT OF QUALIFICATIONS



derive and commit to a game plan that fits the needs of our clients' interests. Our game plan foresees most constraints with time, money and schedule. Market awareness and communication is the key to a successful project.

Pace:

Adico is a prepared firm. We know that most projects are time sensitive. Maintaining an accurate and steady schedule can make or break a project. Our clients are ensured that with our representation on the project, the project will be delivered in a time sensitive manner. Accuracy and attention to detail is not thwarted when we are given a timeline for completion. As experienced professionals, skillful execution is essential to our success.

Firm Staff and Ability to Perform:

Adico, LLC for was formed in 2015 with our principal as its sole employee. In four years, through building advantageous professional relationships and dedication to our craft, we have rapidly grown into a 9-person staff. We have prided ourselves with expertise of our field and producing quality work that results in repeat clients and referrals. Included in our staff is our principal, Dinh V. Ho, two senior project engineers, two project designers, two field inspectors, and two administrative personnel. Our team has decades of experience in hazard mitigation projects at all levels, including planning, designing, and pre and post construction activities for both private and public entities.

Adico recognizes our field, Civil Engineering, is ever changing and always ensures we are knowledgeable of the changes and adapt to them. Our team is diverse and skilled with over 45-year of solid working experience in due diligence, design, pre and post construction activities and obtaining governmental approvals. The team has built and maintained lasting relationships that have paved the way for our success as a firm.

Experience and Qualifications

▪ *Public Works Construction*

As City Engineer for Iowa Colony and La Marque, Adico is responsible for plan review and approval of all development projects including performing construction inspections, and project closeouts for city maintenance. We are responsible for addressing all public infrastructure needs and capital improvement projects.

For the last several years, Harris County has engaged our services for several projects. This includes the Harris County Pet Veterinary Clinic, John Paul Lansing Drainage and Detention Facility and Baytown Waterline Extension. Our scope of services includes planning, initial and final design, bid services, construction administration and inspection services.

▪ *Federally Funded Construction Projects*

As mentioned, Adico has been awarded three CDBG-MIT and HMA projects. This includes Iowa Colony CDBG Projects related to Hurricane Harvey Disaster Recovery, La

STATEMENT OF QUALIFICATIONS



Marque CDBG Hurricane Harvey Disaster Recovery Project and Huffman ISD Hurricane Harvey CDBG-MIT. Adico provide pre and post funding professional engineering related services for these projects. A brief description is below:

- Iowa Colony, Hurricane Harvey-CDBG-DR, HMA
 - Reference: Ron Cox, City Manager
 - Selected for Engineering Services in 2019
 - Identified infrastructure damages and submitted documentation for repair/replacement of structures
 - Status: Design phase
- La Marque, Hurricane Harvey-CDBG-DR
 - Reference: Charles Tink, City Manager
 - Selected for Engineering Services in Nov. 2019
 - Identified drainage projects that suffered repetitive flooding issues
 - Status: Design Phase
- Huffman ISD, Hurricane Harvey, CDBG-DR
 - Reference: Tim Brittain, Huffman ISD Chief Financial Officer
 - Selected for Engineering Services in 2018
 - Repair/Replacement of Chiller Pad
 - Flood remediation of existing facilities
 - Status: Both projects completed in 2019
- Projects located in General Region of the State

All Adico projects are located within Harris County and surrounding counties.

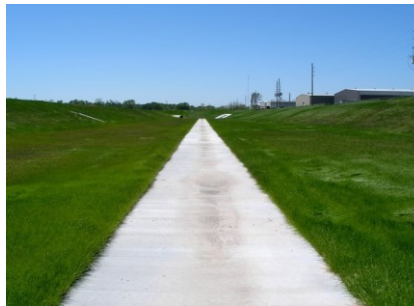
▪ References

References are provided in company brochure located towards the end of our qualification package.

COMPANY BROCHURE

ADICO

CONSULTING ENGINEERS



CONSULTING ENGINEERING SERVICES:
CIVIL ENGINEERS,
PROJECT MANAGERS, CONSTRUCTION MANAGEMENT

ENGINEERING SERVICES

CIVIL ENGINEERING

- Site Planning and Utilities
- Site Development
- Stormwater Drainage System
- Water/Wastewater System
- Pump Station Design
- Wastewater Treatment Plan
- Pedestrian Facilities Planning
- Roadway Design
- Construction Administration

WATER RESOURCES

- Storm Water Management Plans
- Channels
- Storm Sewer Systems
- Detention Basins
- Storm Water Pump Stations
- Water Amenities and Water Quality Ponds
- NPDES Permits/ FEMA Submittals
- Storm Water Pollution Prevention Plans

SITE DEVELOPMENT

- Retail & Mixed Use
- Townhomes and Multi-Family Projects
- Offices and Medical Facilities
- Education

PLANNING

- Master Planning
- Feasibility Studies
- Land Use Planning and Approvals

TRANSPORTATION AND TRAFFIC

- Roadways Geometrics
- Construction Sequencing
- Traffic Control Plans
- Utility Relocations
- Signing & Pavement Markings
- Railroad Design and Studies
- Construction Management/ Administration

LAND DEVELOPMENT

- Feasibility Analysis
- Water Treatment and Distribution
- Wastewater Collection and Treatment
- Storm Water Management
- Erosion/ Sedimentation Controls
- Roadway Design
- Traffic Engineering
- Construction Administration

ALLC civil engineering team has extensive experience ranging from planning, design and construction of water distribution, wastewater collection, stormwater systems and roadways for municipalities, utility districts and private clients.

MUNICIPAL

- City of Iowa Colony
- City of La Marque
- Harris County MUD 381
- Harris County MUD 420
- Harris County
- Galveston County
- City of Sugar Land
- Mason Creek Utility District



EDUCATION

- Katy ISD, Katy High School No. 10
- Katy ISD, Katy Junior High No. 19
- Huffman ISD, Falconridge Elementary
- Alvin ISD— Bob & Betty Nelson E.S.
- Alvin ISD— Sterling Lakes ES
- Houston ISD— Ryan Elementary
Parking Lot Expansion
- Lamar University - Ty Track
Renovations



INDUSTRIAL/COMMERCIAL

- Ellis Business Park
- Hunting Energy Service – Ameriport Campus
- Hunting Energy Services—National Coupling Expansion
- ProBuild, Inc. —Manvel, Katy, Conroe
- Schlumberger



JOHN PAUL LANDING CENTRAL CELL EXCAVATION

Owner: Harris County

Location: West Road, east of Katy
Hockley rd.

Overview: Excavation of
approximately 500,000 cy of
materials and provide connection to
existing pond and pedestrian bridge
and park at John Paul Landing Park.

Responsibility:

- Planning
- Preliminary and final design
of excavation and pilot
channel, pedestrian bridge
and boardwalk
- Stormwater pollution
prevention plan
- Bidding services
- Construction phase services.

Cost Estimate: \$4,500,000

Contact: Jessica Cohen, Harris
County Engineering Dept.

Status: Under Construction,
Estimated completion Summer 2020



HARRIS COUNTY VETERINARY PUBLIC HEALTH EXPANSION

Owner: Harris County

Location: 610 Canino Road, Houston, TX

Overview: Expansion of Harris County Veterinary facilities including water, sanitary sewer and drainage engineering services to expand facility, parking lot and detention to existing facilities.

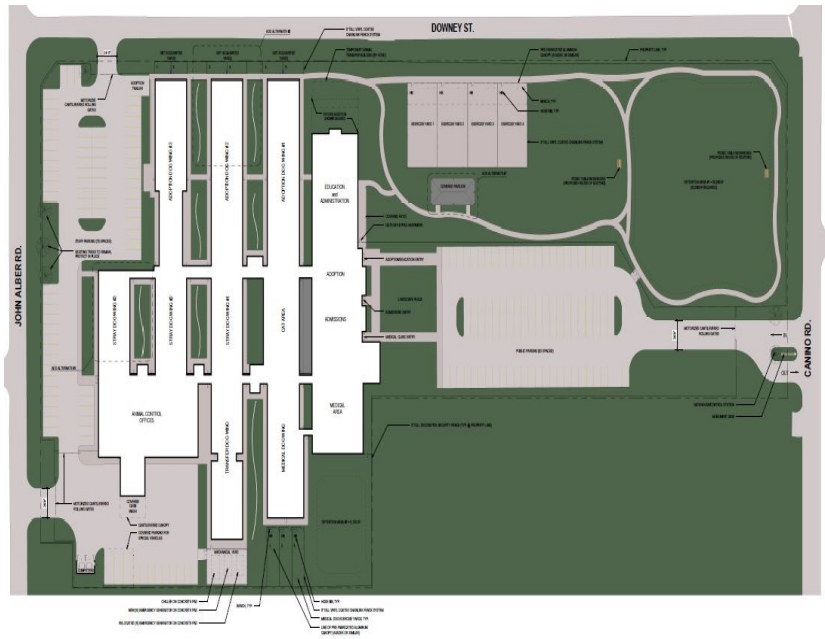
Responsibility:

- Planning
- Preliminary and final design of water, sewer, and drainage expansion.
- Stormwater pollution prevention plan
- Construction phase services

Cost Estimate: \$3,000,000

Contact: Will Turner, Kirksey Architecture

Status: Completed 2018



BOB AND BETTY NELSON ELEMENTARY SCHOOL

Owner: Alvin Independent School
District

Location: FM 1462 and FM 185, Alvin,
TX

Overview: New elementary school in
Alvin, TX. Provide onsite and offsite
water, sanitary sewer, drainage, and
paving engineering services to serve new
elementary school.

Responsibility:

- Planning
- Preliminary and final design of
water, sewer, drainage and
paving for onsite and offsite
facilities.
- Stormwater pollution
prevention plan
- Bidding services
- Construction phase services

Cost Estimate: \$2,000,000

Contact: Adam Belcher, Huckabee
Architects

Status: Completed 2019



COUNTY ROAD 185 WIDENING AND TRAFFIC IMPROVEMENTS

Owner: Alvin Independent School
District

Location: FM 1462 and FM 185, Alvin,
TX

Overview: FM 185 Expansion and
traffic improvements to serve Alvin ISD
Bob and Betty Nelson Elementary
school.

Responsibility:

- Planning
- Preliminary and final design of
drainage and paving
improvements and traffic
signalization
- Stormwater pollution
prevention plan
- Bidding services
- Construction phase services

Cost Estimate: \$650,000.00

Contact: Julianne Black, Alvin ISD

Status: Completed 2019



HUFFMAN ISD FLOOD REMEDIATION OF EXISTING FACILITIES

Owner: Huffman Independent School District

Location: Huffman ISD, various campuses and district facilities

Overview: Flood remediation of existing district facilities, including transportation building, field house, portable buildings, football and track facilities and pump house.

Responsibility:

- Planning
- Flood remediation including detention and drainage plans

Cost Estimate: \$3,500,000

Contact: Tom Trials, Huffman ISD

Status: Planning, Estimated completion Fall 2021



CITY OF IOWA COLONY CDBG-DR AMES ROAD BRIDGE REPLACEMENT

Owner: City of Iowa Colony

Location: Ames Rd., Iowa Colony

Overview: Assist grant writers in developing application for submittal. Planning for replacement bridge damaged from Hurricane Harvey.

Responsibility:

- Planning
- Preliminary and Final Design

Cost Estimate: \$200,000

Contact: Ron Cox, Ron Cox Consulting

Status: Planning, Estimated completion 2021



SHELDON ISD WATER LINE AND FORCE MAIN EXTENSION

Owner: Sheldon Independent School District

Location: CE King Pkwy, Beltway 8

Overview: Approximately 6,000 linear feet of water line extension and approximately 7500 linear feet of lift station and force main to serve new Sheldon ISD High School.

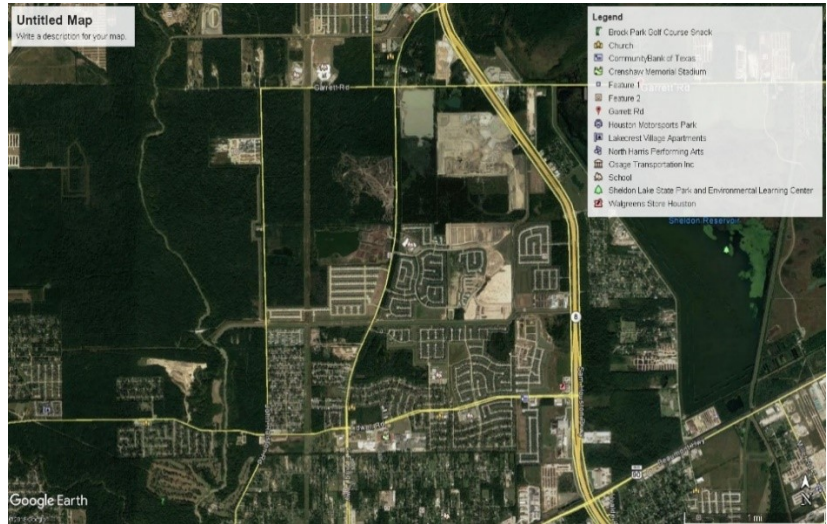
Responsibility:

- Planning
- Preliminary and Final Design of approximately 6,000 lf of water line.
- Preliminary and final design of approximately 7500 lf of lift station and forcemain.
- Bidding Services
- Construction Phase Services

Cost Estimate: \$2,500,000

Contact: Van Franks, LAN Engineering

Status: Completed 2019



KATY ISD NEW HIGH SCHOOL NO. 10

Owner: Katy Independent School District

Location: Katy Hockley Rd and Logenbaugh Rd., Katy, TX

Overview: Approximately 157 acres, provide civil engineering services for detention, flood mitigation and overflow channel to service district complex.

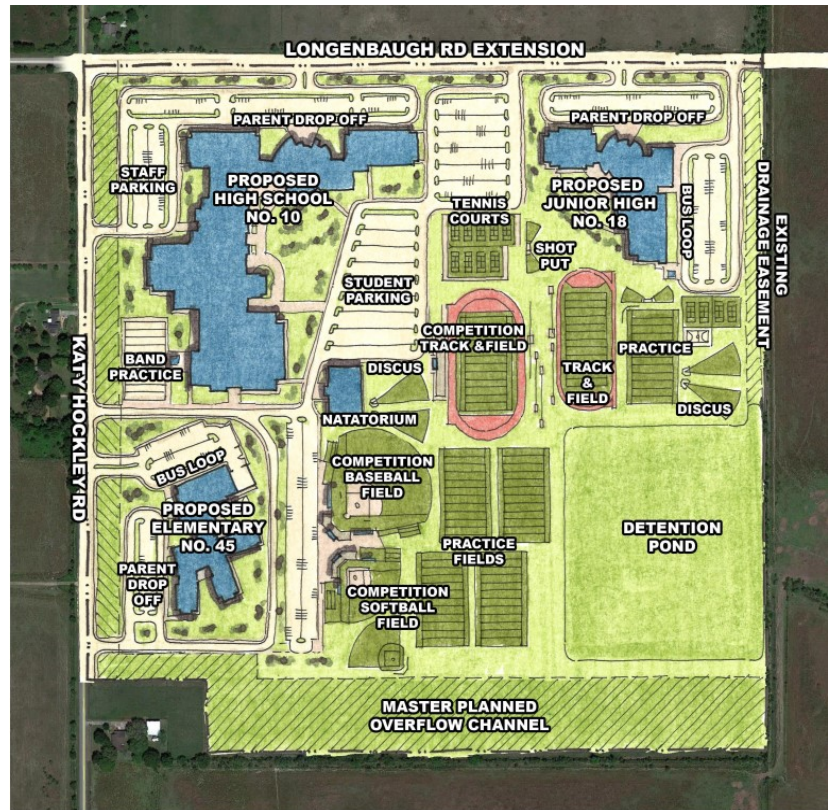
Responsibility:

- Planning
- Preliminary and final design for detention, flood mitigation and overflow channel
- Bidding Services
- Construction Phase Services

Cost Estimate: \$7,500,000

Contact: Elisabeth Kassman, Katy ISD

Status: Currently under construction



KATY ISD FLOOD DAMAGE MITIGATION STUDY

Owner: Katy Independent School District

Location: Katy ISD Various Campuses

Overview: Flood remediation of existing district facilities, including five campuses

Responsibility:

- Feasibility
- Drainage assessment
- Flood remediation report

Cost Estimate: \$300,000

Contact: Elisabeth Kassman, Katy ISD

Status: Completed 2018



FM 2100 EXPANSION TO SERVE HUFFMAN ISD NEW ELEMENTARY SCHOOL

Owner: Huffman Independent School District

Location: FM 2100, Huffman, TX

Overview: Approximately

Responsibility:

- Planning
- Preliminary and final design.
- Bidding Services
- Construction Phase Services

Cost Estimate: \$250,000

Contact:

Status: Completed 2018



REFERENCES

Mr. Joe Castillo, Jr., LEED AP Director
Project Management Office
Harris County Public Infrastructure Dept.
1001 Preston, 7th Floor
Houston, Texas 77002
713.755.7630

Kayleen Rosser
City Secretary
City of Iowa Colony
12003 Iowa Colony Blvd.
Iowa Colony, TX 77583
281.369.2471

Mr. Ron Cox
Ron Cox Consulting
120 St. Andrews
Friendswood, Texas 77546
281.543.0042

Chaise Cary
Director of Public Works
City of La Marque
4916 Texas Ave., Suite C
La Marque, TX 77568
409.838.9280

Mr. Mark Berthold
Director of Facilities Program ProBuild, Inc.
7595 Technology Way, Suite 500
Denver, CO 80237
303.262.8600

Elisabeth Kassman
Katy ISD
Executive Director Facilities, Planning and Construction
6301 South Stadium Lane
Katy, TX 77494
281.396.2309

Tom Trials
Bond Program Management Services
29489 Redtop Rd.
Richards, TX 77873
832.628.9400

Charles Tink Jackson
City Manager
City of La Marque
1111 Bayou Rd.
La Marque, TX 77568
409.938.9225

RESUMES



Dinh V. Ho, P.E.
Principal in Charge/ Project Manager

Role: Principal in Charge/Project Manager

Education: Bachelor of Science, Civil Engineering, Lamar University

Licensing: Texas No. 93895

Project Commitment: 100%

Dinh Ho, P.E. brings over 20-years of civil engineering experience in site and land development. He is responsible for overseeing design and management of projects ranging from education to municipalities. His experiences include coordination with surveyors, architects and other professionals in the preparation of development plans; preparation and review of contractor's bid packages for street paving, sewer, storm water, water utility and franchise utility improvement; and supervision of construction activities.

PROJECT EXPERIENCE:

- Iowa Colony, CDBG Disaster Recovery and Hazard Mitigation Assistance (HMA) procurement and Pre-Funding and Post Funding Services.
- Iowa Colony, City Engineer, Review and approve infrastructure improvement projects including bridges, major thoroughfares, collector streets and subdivision streets and provide construction inspection services, Iowa Colony, TX
- Alvin ISD, Bob and Betty Nelson Elementary School, Onsite and Offsite Utilities, Alvin, TX
- Huffman ISD, Falcon Ridge Elementary School, Onsite and Offsite Utilities, Huffman, TX
- Katy ISD, Perform flood mitigation survey of five schools and develop plan to mitigate future flooding, Katy, TX
- Harris County, Provide initial and final design and obtain approval for TXDOT roadway expansion and traffic signalization for approximately 1300 LF of Wolf Road, Huffman, TX
- Alvin ISD, Provide initial and final design and obtain approval for CR 185 widening and traffic signalization for approximately 1,000 LF., Alvin, TX
- Alvin ISD, Provide initial and final design and obtain approvals for 350 LF of pedestrian cross wings and traffic signalization of FM 1462, Alvin, TX.
- Houston ISD, Ryan Middle School-Storm Water Detention and Parking Lot Expansion, Houston, TX
- Houston Community College, Alief Early College High School-New Campus, Houston, TX
- Houston ISD, 2007 Bond Program Manager, Houston, TX



Phasith (Sid) Nanthavong, P.E.
Senior Project Manager

Role: Senior Project Engineer

Education: Bachelor of Science, Engineering Technology in
Structural Analysis and Design, University of Houston, 1997

Licensing: Texas No. 99284

Project Commitment: 100%

Sid offers over 20-years of experience as a project engineer and project manager in civil engineering. Sid provides extensive knowledge in design and development of commercial site development and municipal projects. His overall experience includes floodplain mitigation, stormwater detention design, conveyance analysis, stormwater quality/ stormwater pollution prevention design, site grading, utility, design layout, roadway design, site investigation and due diligence for land acquisition.

PROJECT EXPERIENCE:

- UPS Expansion, Project manager of preliminary and final design of site facilities. La Marque, TX
- 35 Acre Mobile Home Community, Project manager of preliminary and final design of site facilities, Arcola, TX
- 10 Commercial development and utility extension, Project manager of preliminary and final design of site facilities, Baytown, TX
- Fort Bend County MUD 225, Sanitary Lift Station and Force main, Rosenberg, TX
- Memorial Green Residential and Commercial Development, Houston, TX
- Quadvest Water Line and Sanitary Extension, Old Town Springs, TX
- Halliburton North Belt Campus Improvement, Houston, TX
- Milner Road Improvement, Houston, TX
- West Road Extension & Detention, Harris County
- North Sanitary Sewer Extension and Lift Stations and Sanitary Force Main, Lake Jackson, TX



Israel Wong
Construction Manager

Role: Construction Manager
Education: ITT Technical Institute, 1997
Years with Firm: 2016-present
Project Commitment: 100%

Israel Wong has 14-years experience in construction management and design for various site development projects. His responsibilities have included design and construction management of water and sewer facilities, paving facilities drainage area maps, storm water plans and profile sheets, storm water pollution prevention plans, as well as traffic control plans. In addition, Israel has served as Construction Bond Manger for Houston ISD 2007 Bond Program, who oversaw four school sites.

PROJECT EXPERIENCE:

- City of Iowa Colony, City inspector for all infrastructure projects, Iowa Colony, TX
- City of La Marque, TX, City inspector for all infrastructure projects, Iowa Colony, TX
- Alvin ISD, Bob and Betty Nelson Elementary School, Onsite and Offsite Utilities, Alvin, TX
- Huffman ISD, Falcon Ridge Elementary School, Onsite and Offsite Utilities, Huffman, TX
- Magnolia ISD, Magnolia West High School, Storm Water Detention and Access road Improvements, Magnolia, TX
- Houston ISD, Butler & Barnett Stadium Synthetic Turf & Drainage System Installation, Houston, TX
- Houston ISD, Delmar Stadium Synthetic Turf & Drainage System Installation, Houston, TX
- Houston ISD, Ryan Middle School-Storm Water Detention and Parking Lot Expansion, Houston, TX
- Houston Community College, Alief Early College High School-New Campus, Houston, TX
- Houston ISD, Wainwright Elementary School Storm Water Detention and Parking Lot Expansion, Houston, TX
- Houston ISD, 2007 Bond Program Manager, Houston, TX



Dale P. Dao
Senior Civil Designer/ Construction Manager

Role: Senior Civil Designer

Education: Instrumentation, Lamar Institute of Technology, 2005

Years with Firm: 2016-present

Project Commitment: 100%

Dale has over 12-years experience of the design of site and land development projects. These projects included paving design, road cross section and ditches, drainage/storm drain design and analysis, potable water and fire design, sanitary sewer, catch basins, as well as inlets and outlets. In addition, Dale has construction inspection experience with the City of Iowa Colony, City of La Marque as well as private development project.

PROJECT EXPERIENCE:

- Alvin ISD, Bob and Betty Nelson Elementary School, Onsite and Offsite Utilities, Alvin, TX
- Harris County, Provide initial and final design and obtain approval for TXDOT roadway expansion and traffic signalization for approximately 1300 LF of Wolf Road., Huffman, TX
- Huffman ISD, Falcon Ridge Elementary School, Onsite and Offsite Utilities, Huffman, TX
- Alvin ISD, Provide initial and final design and obtain approval for CR 185 widening and traffic signalization for approximately 1,000 LF., Alvin, TX
- Alvin ISD, Provide initial and final design and obtain approvals for 350 LF of pedestrian cross wings and traffic signalization of FM 1462, Alvin, TX.
- Magnolia ISD, Magnolia West High School, Storm Water Detention and Access road Improvements, Magnolia, TX
- Houston ISD, Butler & Barnett Stadium Synthetic Turf & Drainage System Installation, Houston, TX
- Houston ISD, Delmar Stadium Synthetic Turf & Drainage System Installation — Houston, TX
- Houston ISD, Ryan Middle School-Storm Water Detention and Parking Lot Expansion, Houston, TX
- Houston Community College, Alief Early College High School-New Campus, Houston, TX



Erann Perez
Civil Designer

Role: Civil Designer

Education: Associates, Engineering Design Graphics
Technology North Harris Community College

Years with Firm: 2016-Present

Project Commitment: 100%

Erann has over 14-years experience of the design of site and land development projects. These projects included paving design, road cross section and ditches, drainage/storm drain design and analysis, sanitary sewer, and paving facilities. His responsibilities have also included SWPPP, GIS, architectural design, fire code and ADA compliance.

PROJECT EXPERIENCE

- Alvin ISD, Bob and Betty Nelson Elementary School, Onsite and Offsite Utilities, Alvin, TX
- Harris County, Provide initial and final design and obtain approval for TXDOT roadway expansion and traffic signalization for approximately 1300 LF of Wolf Road., Huffman, TX
- Huffman ISD, Falcon Ridge Elementary School, Onsite and Offsite Utilities, Huffman, TX
- Alvin ISD, Provide initial and final design and obtain approval for CR 185 widening and traffic signalization for approximately 1,000 LF., Alvin, TX
- Alvin ISD, Provide initial and final design and obtain approvals for 350 LF of pedestrian cross wings and traffic signalization of FM 1462. --- Alvin, TX.
- Magnolia ISD, Magnolia West High School, Storm Water Detention and Access road Improvements — Magnolia, TX
- Houston ISD, Butler & Barnett Stadium Synthetic Turf & Drainage System Installation — Houston, TX
- Houston ISD, Delmar Stadium Synthetic Turf & Drainage System Installation — Houston, TX
- Houston ISD, Ryan Middle School-Storm Water Detention and Parking Lot Expansion — Houston, TX
- Houston Community College, Alief Early College High School-New Campus — Houston, TX



Felipe Alvarado
Project Engineer

Role: Project Engineer

Education: BS Civil Engineer, University of Nuevo Leon, MX

Years with Firm: 2019-Present

Project Commitment: 100%

Felipe is a civil engineer with over 32-years experience in Petro-chemical, construction management and structural design. Construction management experience including major concrete/steel structures, flood control channels, roadway facilities, construction surveying and structural forensic inspection.

PROJECT EXPERIENCE:

- City of Iowa Colony, CDBG Disaster Recovery and Hazard Mitigation Assistance (HMA) procurement and Pre-Funding and Post Funding Services, Iowa Colony, TX
- Harris County, John Paul Landing Central Cell Excavation, design of 20-acre detention mitigation basin for John Paul Landing Park, Katy, TX



Dong Nguyen, P.E., CFM
Senior Project Manager

Role: Senior Civil Engineer

Education: Bachelor of Science, Civil Engineer, California State Polytechnic University

License: TRPE: 93048, TCFM: 0775-05N

Project Commitment: 100%

With over 20-years of experience, Dong has worked as a Civil Engineer specializing in water resources and civil design. Specific knowledge and skills include floodplain delineation and mapping, hydrologic impact analysis and mitigation design and drainage system design. Dong has vast experience with the requirements and permitting of Various Counties, Federal Emergency Management Agency, and US Army Corps of Engineers.

PROJECT EXPERIENCE

- Velasco Drainage District, Prepare Drainage Report for 50 miles of Levees, 14 Pump Stations, 34 Gravity Drainage Structures and a Navigation Control Tidal Gate Structure of the Freeport Hurricane Flood Protection Levee Certification, Clute, TX
- Varner Creek Utility District, Prepare and Obtain the Approve of the LOMR and Levee Certification of Columbia Lakes Subdivision, West Columbia, TX
- Fort Bend County, Manage the Mapping and Release of the Digital Flood Insurance Rate Map (DFIRM) for Fort Bend County, Fort Bend, TX
- LNG Development, Prepare the Drainage Analysis for Pretreatment Facility of Freeport, Freeport, TX
- Cypress Woods Nursing Home, Prepare and Obtain Special Use Permit for the Cypress Woods Nursing Home, Angleton, TX
- Gulf Coast Water Authority, Review the Design and Drainage Study of Chocolate Bayou Salt Water Barrier, Texas City, TX
- LNG Development, Prepare and Obtain the USACE Section 408 Permit for Pretreatment Facility of Freeport, Freeport, TX



Michael Gonzalez
Construction Inspector

Role: Construction Inspector

Education: Associates, Computer Business, Texas School of Business, 2007, Associates, Health Science, Houston Community College, 2015

Years with Firm: 2019-Present

Project Commitment: 100%

Michael has over 10-years experience in supervisory positing overseeing maintenance operations in storm, sanitary, and water distribution systems. Performed inspections for site development, municipal utility districts and city infrastructure projects. Michael currently holds a TCEQ Customer Service Inspectors License.

PROJECT EXPERIENCE

- City of Iowa Colony, City inspector for all infrastructure projects, Iowa Colony, TX
- City of La Marque, TX, City inspector for all infrastructure projects, Iowa Colony, TX

REQUIRED DOCUMENTATION

SAM Search Results
List of records matching your search for :

Search Term : Adico, LLC.*
Record Status: Active

ENTITY	Adico, LLC.	Status: Active
DUNS: 079908584	+4:	CAGE Code: 85QA5 DoDAAC:
Expiration Date: 01/27/2021	Has Active Exclusion?: No	Debt Subject to Offset?: No
Address: 211 E PARKWOOD AVE STE 209		
City: FRIENDSWOOD	State/Province: TEXAS	
ZIP Code: 77546-5387	Country: UNITED STATES	



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/10/2020

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

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

PRODUCER Angela Johnson Insurance Agency, Inc. 104 Melody Lane Friendswood TX 77546		CONTACT NAME: Raymond L. Walters, Jr PHONE (A/C, No, Ext): 2816482828 FAX (A/C, No): E-MAIL ADDRESS: broker@ajohnsonins.com	
INSURED ADICO, LLC 2114 EL DORADO BLVD Ste 400 FRIENDSWOOD TX 77546-6505		INSURER(S) AFFORDING COVERAGE INSURER A: Hiscox Ins Co Inc INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 10200	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☐ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:	Y					EACH OCCURRENCE	\$
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COMP/OP AGG	\$
								\$
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE ☐ OTH-ER ☐	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
A	Professional Liability	N		UDC-1582364-EO-20	05/15/2020	05/15/2021	Each Claim - \$2,000,000 Aggregate - \$2,000,000	

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

CERTIFICATE HOLDER**CANCELLATION**

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

Raymond L. Walters, Jr

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

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

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

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

OFFICE USE ONLY

Date Received

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

ADICO, LLC

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

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes

☒ No

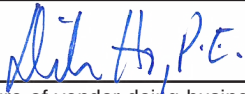
B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes

☒ No

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

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

7 

Signature of vendor doing business with the governmental entity

153

06162020

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

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

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

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

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

Certification Regarding Lobbying

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

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

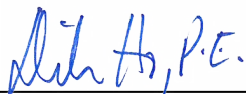
(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection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

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

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

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

The Contractor, ADICO, LLC, 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

DINH HO, P.E.

Printed Name and Title of Contractor's Authorized Official

06162020

Date

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

This disclosure form shall be completed by the reporting entity, whether sub-awardee 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.

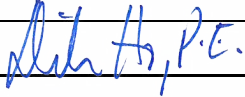
1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a follow-up report caused 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 sub-awardee, e.g., the first sub-awardee 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 "Sub-awardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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

Approved by OMB

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

Type of Federal Action: _____ a. contract _____ b. grant _____ c. cooperative agreement _____ d. loan _____ e. loan guarantee _____ f. loan insurance	Status of Federal Action: _____ a. bid/offer/application _____ b. initial award _____ c. post-award	Report Type: _____ a. initial filing _____ b. material change
Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, if Known: Congressional District, if known:	If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:	
Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <u></u> Print Name: <u>DINH HO</u> Title: <u>PRINCIPAL</u> Telephone No.: <u>832-895-1093</u> Date: <u>06162020</u>	
Federal Use Only	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)	

(To be completed by awarded vendor)

CERTIFICATE OF INTERESTED PARTIES**FORM 1295**

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

OFFICE USE ONLY

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

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 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

 Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day
 of _____, 20 _____, to certify which, witness my hand and seal of office.

 Signature of officer administering oath

 Printed name of officer administering oath

 Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

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

**OFFICE USE ONLY
CERTIFICATION OF FILING****1 Name of business entity filing form, and the city, state and country of the business entity's place of business.**

Adico, LLC
Friendswood, TX United States

Certificate Number:
2020-632705

Date Filed:
06/16/2020

Date Acknowledged:

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

City of La Marque, TX

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

RFQ 20-02 Engineering Services
Professional Engineering Services

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	HO, dinh	Friendswood, TX United States	X	

5 Check only if there is NO Interested Party.

☐**6 UNSWORN DECLARATION**

My name is _____, and my date of birth is _____.

My address is _____, _____, _____, _____, _____.
(street) (city) (state) (zip code) (country)

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

Executed in _____ County, State of _____, on the _____ day of _____, 20____.
(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)

Exhibit D: REQUIRED CONTRACT PROVISIONS

2 CFR 200.326 Contract provisions. The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

All Contracts

THRESHOLD	PROVISION	CITATION
>\$150,000 (Simplified Acquisition Threshold)	Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.	2 CFR 200 APPENDIX II (A)
>\$10,000	All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.	2 CFR 200 APPENDIX II (B)
None	Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.	2 CFR 200 APPENDIX II (F)
None	Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.	2 CFR 200 APPENDIX II (H)
None	Records of non-Federal entities. The U.S. Department of Housing and Urban Development (HUD), Inspectors General, the Comptroller General of the United States, the Texas General Land Office (GLO), and the pass-through entity, or any of their authorized representatives, must have the right of access to any documents, papers, or other records of the non-Federal entity which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents.	2 CFR 200.336
None	Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following:	2 CFR 200.333

	(a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. (b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period. (c) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition. (d) When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity. (e) Records for program income transactions after the period of performance. In some cases recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned. (f) Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates). (1) If submitted for negotiation. If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission. (2) If not submitted for negotiation. If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the pass-through entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.	
None	Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. (a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. (b) Affirmative steps must include: (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists; (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;	2 CFR 200.321

	(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.	
Option Contract Language for contracts awarded prior to Grant Award	The contract award is contingent upon the receipt of CDBG-DR funds. If no such funds are awarded, the contract shall terminate.	Optional

EO Clause for Construction Contracts > \$10K including administration & engineering contracts associated with construction contracts

THRESHOLD	PROVISION	CITATION
>\$10,000	Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” 41 CFR 60-1.4 Equal opportunity clause. (b) Federally assisted construction contracts. (1) Except as otherwise provided, each administering agency shall require the inclusion of the following language as a condition of any grant, contract, loan, insurance, or guarantee involving federally assisted construction which is not exempt from the requirements of the equal opportunity clause: The applicant hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause: 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	41 CFR §60-1.4(b) and 2 CFR 200 APPENDIX II (C)

	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,	
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	regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance. The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings. (c) Subcontracts. Each nonexempt prime contractor or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts. (d) Inclusion of the equal opportunity clause by reference. The equal opportunity clause may be included by reference in all Government contracts and subcontracts, including Government bills of lading, transportation requests, contracts for deposit of Government funds, and contracts for issuing and paying U.S. savings bonds and notes, and such other contracts and subcontracts as the Director of OFCCP may designate. (e) Incorporation by operation of the order. By operation of the order, the equal opportunity clause shall be considered to be a part of every contract and subcontract required by the order and the regulations in this part to include such a clause whether or not it is physically incorporated in such contracts and whether or not the contract between the agency and the contractor is written. (f) Adaptation of language. Such necessary changes in language may be made in the equal opportunity clause as shall be appropriate to identify properly the parties and their undertakings. [80 FR 54975, Sept. 11, 2015]	
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THRESHOLD	PROVISION	CITATION
>\$2,000	<i>Compliance with the Davis-Bacon Act (40 U.S.C. 3141 et seq.) as supplemented by Department of Labor regulations (29 CFR part 5) and with the Copeland “Anti-Kickback” Act (18 U.S.C. 874; 40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR part 3):</i> Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.	2 CFR 200 APPENDIX II (D)
>\$100,000	Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.	2 CFR 200 APPENDIX II (E)
>\$150,000	Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).	2 CFR 200 APPENDIX II (G)
>\$100,000	Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or	2 CFR 200 APPENDIX II (I) and 24 CFR §570.303

	employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.	
>\$100,000	All Section 3 covered contracts shall include the following clause (referred to as the Section 3 clause): A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing. B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations. C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin. D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135. E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135. F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts. G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i)	24 CFR §135.38

	preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).	
	A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. [78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]	2 CFR 200 APPENDIX II (J)
	Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.	42 U.S.C. 6201



**General Land Office (GLO)
Community Development & Revitalization -
Mitigation Fund (CDBG-MIT) for
Engineering/Architectural/Surveying Services**

RFQ No. 20-02



June 17, 2020

Robin Eldridge
City Clerk
City of La Marque
1111 Bayou Road
La Marque, Texas 77568

RE: Statement of Qualifications (SOQ) for the **City of La Marque**
CDBG - MIT through GLO Community Development & Revitalization; RFQ No. 20-02

Dear Selection Committee:

LNV, LLC (LNV) is a full-service consulting firm comprised of **engineering, architecture and surveying** experts who develop technically-sound and cost-effective solutions for public clients. LNV is committed to customer satisfaction by providing responsible and practical solutions.

We have successfully completed design, bidding, and construction management services for more than 100 federal projects funded through the Community Development Block Grant Program for Rural Texas, Texas Capital Fund, Economic Development Administration, USDA Rural Development and other similar programs. Our engineers specialize in drainage, water, wastewater, transportation and drainage/flood control improvements and are familiar with the needs of the City of La Marque. Our project approach is based on sound, technical criteria surrounded with communication, cooperation and coordination. We will use the interdisciplinary approach to incorporate sustainable features with the best management practices for the necessary engineering services.

LNV certifies that:

- *The firm meets appropriate state licensing requirements to practice as an engineer in Texas;*
- *The firm has not had a record of substandard work within the last five years;*
- *The firm has not engaged in any unethical practices within the last five years.*

We sincerely appreciate the opportunity to present our qualifications to the City and stand ready to assist you with your needs. If you need any additional information, please do not hesitate to contact me at 361-563-1553 or via email at RViera@LNVinc.com. We look forward to hearing from you as you move through your selection process.

Sincerely,

Robert Viera, PE, RPLS
Managing Principal

TBPE Firm No. F-366
TBAE Firm No. BR 599
TBPELS Firm No. 10126500

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Section 1 - Company Profile

City of La Marque
CDBG - MIT; RFQ No. 20-02

LVN is a consulting firm with a dynamic team of engineers, surveyors, architects and construction experts who collaborate to develop technically-sound and cost-effective solutions for both public and private sector clients. LVN equips and empowers its dedicated people to customize a broad spectrum of services to clients' needs and satisfaction.

From inception to implementation to operation, LVN delivers excellence. LVN understands your project needs by providing optimal solutions, respects your financial resources by being innovative and efficient, and values your time by being prompt and responsive.

LVN'S CLIENT
RETENTION RATE IS
CURRENTLY AT 95%

Since 2000, LVN has provided technically-sound and cost-effective services. LVN continues to take pride in managing project costs to meet clients' budget and scheduling requirements, and focuses on federal, municipal, industrial, county, and state projects. LVN provides surveying, architectural design, site design, civil, structural, marine, transportation, and traffic engineering plus environmental, permitting, and construction management services. In addition, LVN offers full construction services through multiple project delivery methods to allow for the most valuable and confident agreement between all involved parties.

LVN's professional staff includes licensed professional engineers, licensed architects, registered professional land surveyors, board certified structural engineers, leadership in energy and environmental design accredited professionals, certified construction documents technologist, confined space certified professionals, value engineers, certified floodplain managers, environmental permitting professionals, certified quality control managers, professionals certified by TxDOT, engineers-in-training, certified water utility operators, certified wastewater operators, construction inspectors, surveying crews, numerous design technicians, and a strong administrative staff.

Organizational Structure:

LLC

Date of Firm Formation:

January 1, 2020 (LVN, LLC an Ardurra Company), March 15, 2000 (LVN, Inc)

Ownership:

In February 2020, LVN merged with Ardurra Group, Inc. As a part of this family, LVN will maintain the same level of quality and commitment to our clients, but we can now offer additional resources, expertise, and services. Specifically, we now boast more than 450 employees nationwide, with 150 in Texas. We are excited about the opportunity to leverage Ardurra's working relationship to provide you with the best service, unique solutions and quality products.

Areas of Expertise

- Drainage/Stormwater
- Water
- Wastewater
- Transportation
- Architecture
- Structural
- Environmental
- Surveying
- Oil and Gas
- Facility Management Plan
- Construction Management
- Commissioning
- Safety Training

Relevant Services

Drainage/Stormwater

LVN offers a broad range of stormwater services to provide the expertise and guidance necessary for system analysis and design. From big picture services like drainage master plans and CIP development, to the more intricate aspects of design and construction, LVN helps make visions materialize. The firm's professionals excel in the areas of planning, development, design, modeling, funding and assisting with regulatory compliance.

Transportation

Pressure on the nation's transportation systems is on the rise due to aging infrastructure, population growth, increased freight volumes and funding limitations. In order to support this critical infrastructure, LVN works with its clients to develop a tailored, integrated and sustainable approach to creating an optimal solution. From the initial study to the complete reconstruction of thoroughfares, LVN provides comprehensive planning, engineering design and construction support services.

Water

LVN has designed safe and secure sources of drinking water for millions of people. As an industry leader, the firm plans, designs, models and manages water resources. LVN's professionals combine innovative strategies with constructive delivery methods to provide quality projects within schedule, budget, regulatory and permitting constraints. LVN's expertise includes wells, booster pump stations, water storage tanks, transmission mains and distribution systems, and complete services – including operations – for new treatment plants, and the expansion or rehabilitation of existing plants.

Wastewater

Effective management and treatment of wastewater is crucial to maintaining public health and a clean, safe environment. LVN's proficiency in the planning, modeling, and design of wastewater infrastructure ensures wastewater flows are controlled, collected, treated, and reused or discharged in an environmentally safe manner. From small decentralized systems to large, complex municipal and industrial systems, LVN's professionals are experts in treating wastewater and its residuals. The firm understands the financial constraints on communities and industries, and works to provide the best value solution to its clients.

Surveying

With the performance to maximize productivity today and the scalability to continue adapting to new challenges and opportunities in the future, LVN's survey professionals can provide a variety of services. The firm's hands-on project management approach mitigates delivery risk, manages change and ensures the end result meets expectations. LVN uses Trimble equipment and office software to allow for advancement in field productivity and system-wide efficiency. This software integrates a range of positioning technologies, including GPS, robotic total stations with application software, wireless communications, and services to provide complete solutions. In addition, LVN uses Carlson Survey software for data collection and management to produce accurate 2-D drawings and land-based design for surveying.

Environmental

LVN provides a variety of environmental engineering design, permitting and consulting services. The Texas Commission on Environmental Quality is the state's primary regulatory agency and LVN has an excellent working relationship with its staff, at both the state and regional level. The relationships, experience and knowledge of regulations also hold true for the Environmental Protection Agency, U.S. Army Corps of Engineers, Texas General Land Office and the Texas Department of Transportation.

Structural

LVN's structural engineers are highly experienced and diversified in the analysis and design of various types of buildings, bridges and other structures, especially those located in high-wind hurricane prone areas. The firm specializes in a variety of project types, including unique structures for Naval Facilities and the U.S. Army Corps of Engineers. This diversification keeps the department up-to-date with all necessary code and design requirements, which is essential for solving everyday challenges associated with protecting the public welfare and enhancing safety through innovative designs.

Architecture

Quality projects are measured by the value created for the client. In order to create value, LVN focuses on meeting the client's needs, schedule and budget, while providing useful guidance along the way. LVN's licensed architects and design professionals comprehend each client's vision before delivering functional, aesthetically pleasing and sustainable solutions. The firm's reputation, knowledge and experience provide a sense of trust throughout all phases of the design process.

Construction Management

LVN's proven comprehensive management approach starts by pro-actively preventing the measures historically resulting in change orders, budget overruns, delays, scheduling problems and design errors, while keeping the client's best interest at the forefront. LVN will remain mindful of the project's goals and objectives while serving as the client's representative. LVN's personnel balance the fundamentals of construction with the latest technologies and materials, and utilize state-of-the-art computer systems and software necessary to plan and manage all phases of construction.

Section 2 - Experience and Qualifications

City of La Marque
CDBG - MIT; RFQ No. 20-02

LVN has successfully completed design, bidding and construction management services for more than 100 federal projects funded through the Community Development Block Grant Program for Rural Texas, Texas Capital Fund, Economic Development Administration, USDA Rural Development, and other similar programs. Samplings of LVN's similar project experience with drainage infrastructure projects, federally-funded construction projects and relevant local projects are detailed below with references. Additional projects and/or information is available upon request.

Local Project Experience

WASTEWATER TREATMENT PLAN AND LIFT STATION REHABILITATION PROJECT

La Marque, Texas

LVN is assisting The City of La Marque to rehabilitate two of their main lift stations. The design consists of converting the lift stations from submersible pumps to above ground enclosed self-priming pumps with generators for emergency backup. One lift station has three pumps and the second has four pumps with 40 horsepower pumps rated at 1500 gallons per minute each. The lift stations were designed to meet the upgraded capacity of the City's WWTP expansion project from 3 MGD to 5.25 MGD

Project Construction Cost: \$1.2 M
Client Contact: City of La Marque, Charles "Tink" Jackson, City Manager
1111 Bayou Rd., La Marque, Texas 77568
830.334.3676
c.jackson@cityoflamarque.org

WASTEWATER TREATMENT PLANT EXPANSION & EXISTING FACILITY UPGRADES

La Marque, Texas

The City of La Marque, Texas is under enforcement from the Texas Commission on Environmental Quality (TCEQ) to address exceeding the permitted capacity of the City's Wastewater Treatment Plant (WWTP). The City of La Marque retained the services of LVN to design the expansion of the La Marque WWTP as well as the improvements to the existing facilities. The WWTP will be expanded from a treatment capacity of 3.0 million gallons per day (MGD) average daily flow (ADF) and 12.0 MGD peak two-hour flow to 5.25 MGD ADF and 21.0 MGD.

Project Construction Cost: Approximately \$18M
Client Contact: City of La Marque, Charles "Tink" Jackson, City Manager
1111 Bayou Rd., La Marque, Texas 77568
830.334.3676
c.jackson@cityoflamarque.org

SURVEY OF CEMETERY

La Marque, Texas

LVN performed a boundary and topographic survey to determine the location of existing cemetery plots in relation to the location of the platted cemetery plots of record. LVN utilized drone technology to fly the site and capture existing improvements, produce orthorectified aerial imagery, and photograph and catalogue each headstone to compliment the boots on the ground topographic survey. Records research was performed and historic maps of the cemetery were found showing a handwritten history of purchased lots and their owners. The end deliverable to the client were existing conditions maps overlaid on aerial imagery showing the location of existing cemetery plots versus their platted locations, as well as, a comparison of the catalogued headstones to the historic inventory maps. The client was able to use our maps and data to update their inventory and determine the available unused platted plots and have LVN monument those on the ground with iron rods and aluminum caps designating the plot and block numbers.

Project Construction Cost: N/A
Client Contact: City of La Marque, Charles "Tink" Jackson, City Manager
1111 Bayou Rd., La Marque, Texas 77568
830.334.3676
c.jackson@cityoflamarque.org

Federally-Funded/Relevant Project Experience

DISASTER RECOVERY FUNDING THROUGH GLO COMMUNITY DEVELOPMENT & REVITALIZATION

Goliad, Texas

This project consists of various drainage projects throughout the City limits to help eliminate low water crossings and providing a safe passage for local residents during rain events.

Project Construction Cost: \$370,000

Client Contact: City of Goliad, Kandi Hubert, City Secretary
152 West End Street, Goliad, Texas, 77963
361-645-3454
citysecretary@goliadtx.net

DISASTER RELIEF PROJECT - CDBG - VENADO ACRES SUBDIVISION, DRAINAGE & STREET IMPROVEMENTS

Kleberg County, Texas

LVN provided engineering services for the rehabilitation of County Road 1015 and improvements to the drainage crossing County Road 1015 and County Road 2165 West in the Venado Acres Subdivision. LVN's design called for road reconstruction, 36-inch reinforced concrete pipe with pre-cast safety end treatments, box culverts with safety end treatments, street light fixtures and associated appurtenances. LVN performed design phase, bid phase, topographic survey and construction administration services, as well as construction observation. The project team coordinated with Kleberg County staff, the General Land Office and the Texas Department of Rural Affairs for review and approval of submittals. Kleberg County experienced severe flooding during Hurricane Dolly. Water rose to chest-height in several of the subdivisions in the Ricardo area, prompting evacuations and causing property damage. Roadways were impassable making access for emergency services and evacuation difficult. This project was funded by the General Land Office of the State of Texas, to provide for disaster recovery and restoration of infrastructure for communities impacted by the 2008 hurricanes. Funds allocated by the United States Department of Housing and Urban Development through the Texas Community Development Block Grant Program.

Project Construction Cost: \$136,600

Client Contact: Kleberg County, Roy Cantu, County Commissioner
PO Box 752, Kingsville, TX 78364
361-296-3623
rcantu@co.kleberg.tx.us

FEMA HMGP – HORTON LANE DRAINAGE IMPROVEMENTS

Poteet, Texas

LVN is providing engineering services for the final design plans and specifications based on the selected alternative submitted to the Texas Division of Emergency management's (TDEM) Hazard Mitigation Grant Program for a Hazard Mitigation Grant. The funding assistance is to help alleviate the dangerous flooding conditions occurring within the northeastern area of the City where a large concentration of K through 12 schools exist. The lack of adequate positive drainage largely contributes to the ponding of flow at two roadway locations that frequently have flood depths ranging from 7 inches to 12 inches.

This project will include engineering and surveying services for the construction of a trapezoidal earthen channel along the eastern and western sides of School Drive, the installation of reinforced concrete pipe with driveway crossings, repairing of two driveways and asphalt pavement repair, installation of reinforced concrete box culverts, the removal and repair of a wired fence and acquire of drainage easements.

Project Construction Cost: \$294,014
Client Contact: City of Poteet, Eric Jiminez, City Administrator
PO Box 378, Poteet, Texas 78065
830-742-3574
ejiminez@poteettexas.gov

DISASTER RELIEF STORM WATER IMPROVEMENTS PROJECT

Brooks County, Texas

LNv provided civil engineering and surveying services for this project, which is comprised of drainage improvements along CR 301, 302, 303 and CR 201. The drainage improvements along CR 301, 302 and 303 involve approximately 2,800 linear feet of 10-inch through 30-inch HDPE, as well as safety end treatments, pavement repair, base repair, pond excavation and regrading 11,500 linear feet of the existing ditch.

The CR 201 drainage improvements involve approximately 350 linear feet of 18-inch HDPE, safety end treatments, pavement repair, base repair, regrading 8,600 linear feet of existing ditch and clearing 3,700 linear feet of Cibolo Creek. LNv performed preliminary and final design, surveying, bid phase services, and provided construction oversight.

Project Construction Cost: \$558,000
Client Contact: Brooks County, Eri Ramos, County Judge
PO Box 515, Falfurrias, Texas 78355
361-325-5604
eramos@co.brooks.tx.us

DISASTER RELIEF PROJECT

Bayside, Texas

LNv provided civil engineering, surveying and materials testing services for his project that consisted of reconstruction of four drainage structures damaged by flooding. This included the rehabilitation of two culvert structures and the replacement of two existing bridges. LNv also assisted in submitting the Urgent Need Fund Application for these services.

Project Construction Cost: \$315,000
Client Contact: City of Bayside, Sharon Scott, Mayor
PO Box 194, Bayside, Texas 78340
361-529-6520
baysidecityoffice@att.net

TIF DRAINAGE PROJECT

Refugio County, Texas

This project consists of replacing two drainage structures crossing County Roads. LNv provided all the necessary civil engineering and surveying services to develop plans and specifications associated with the Refugio County TxDOT TIF Grant Project for Dedear Road (Tivoli) and Cliff Road Drainage Crossing Improvements.

Project Construction Cost: \$320,000
Client Contact: Refugio County, Robert Blaschke, County Judge
808 Commerce, Refugio, Texas 78377
361-526-4434
robert.blaschke@co.refugio.tx.us

FEMA DRAINAGE IMPROVEMENTS PROJECT

Jim Wells County, Texas

The project consists of engineering services for the replacement of two small bridges in the Orange Groove Area for Jim Wells County. LNV will provide all civil engineering and surveying services for the removal of two drainage structures, one on County Road 352N and one on County Road 354. This project includes demolition and removal of existing concrete box culverts, wingwalls, riprap, minor channel grading, seeding, pavement repairs and traffic control.

Project Construction Cost: \$132,222
Client Contact: Jim Wells County, Pedro Trevino, Former County Judge
200 N. Almond, Alice, Texas 78332
361-668-5706
pedro.trevino@co.jim-wells.tx.us

FEMA HMGP - SH 181 FLOOD STUDY FOR MEDIO CREEK

Beeville, Texas

LNv provided civil engineering services for the preparation and submittal of a Preliminary Engineering Report for a segment of Medio Creek in Bee County. The firm also developed six (6) proposed alternatives related to approximately 3 miles of Medio Creek, whereby up to 2.5 miles of floodplain inundates State Highway 181, a hurricane evacuation route.

Project Construction Cost: N/A
Client Contact: Bee County, Dennis Dewitt, County Commissioner
105 W. Corpus Christi, Room 104, Beeville, Texas 78102
361-621-1572
dennis.dewitt@co.bee.tx.us

PHASE I-A DRAINAGE IMPROVEMENTS

San Diego, Texas

LNv provided civil engineering and surveying services for this project, which comprised various drainage improvements approximately 0.8 miles of ditch and new channel improvements, approximately 0.4 miles of small and large storm sewer pipe and inlets at Dix Avenue between North Travis to North Venture. LNv also prepared plans and specifications for improvements to an existing crossing drainage structure, and rehabilitation of approximately 0.46 miles of street on Tovar Street from Zaragoza Street to Highway 44.

Project Construction Cost: \$1,537,000
Client Contact: City of San Diego, Sally Lichtenberger, Mayor
404 South Mier Street, San Diego, Texas 78384
361-279-3341

KERRVILLE-STORMWATER MASTER PLAN

Kerrville, Texas

LNv was responsible for developing the city's storm water master plan which included a review of the city's current drainage policy and criteria, mapping of the city's overall major watersheds and drainage patterns, a GIS inventory of the existing storm drainage network, and an evaluation of city identified localized drainage problems throughout the city.

Project Construction Cost: N/A
Client Contact: City of Kerrville, EA Hoppe, Deputy City Manager
701 Main Street, Kerrville, Texas 78028
830-258-1110
ea.hoppe@kerrvilletx.gov

ON-CALL - LORENCE CREEK PRELIMINARY ENGINEERING REPORT

San Antonio, Texas

LVN was responsible for developing the city's storm water master plan which included a review of the city's current drainage policy and criteria, mapping of the city's overall major watersheds and drainage patterns, a GIS inventory of the existing storm drainage network, and an evaluation of city identified localized drainage problems throughout the city.

Project Construction Cost: N/A
Client Contact: City of San Antonio, Robert Reyna, Project Manager
114 W. Commerce, San Antonio, Texas 78205
210-207-8022

CITYWIDE DRAINAGE STUDY

Aransas Pass, Texas

LVN is responsible for developing a city-wide drainage study to inventory the city's existing storm drainage infrastructure, perform condition assessments, sizing recommendations, drainage improvement needs, project priority list, review current drainage policy and criteria, and evaluate the condition of the city's three stormwater pump station facilities.

Project Construction Cost: N/A
Client Contact: City of Aransas Pass, Gary Edwards, City Manager
PO Box 2000, Aransas Pass, Texas 78335
361-758-5301
citymanager@aransaspasstx.gov

Additional FEMA Project Experience

LNv is provided disaster recovery and project funding source services for the following entities:

Refugio County

- Precinct 1 - multiple projects
- Precinct 2 - multiple projects
- Precinct 3 - multiple projects
- Precinct 4 - multiple projects
- County Fairgrounds - multiple projects
- King's Park
- Leon-Shelley Park
- Lion-Shelley RV Park
- Police Annex Building
- Police Department Building

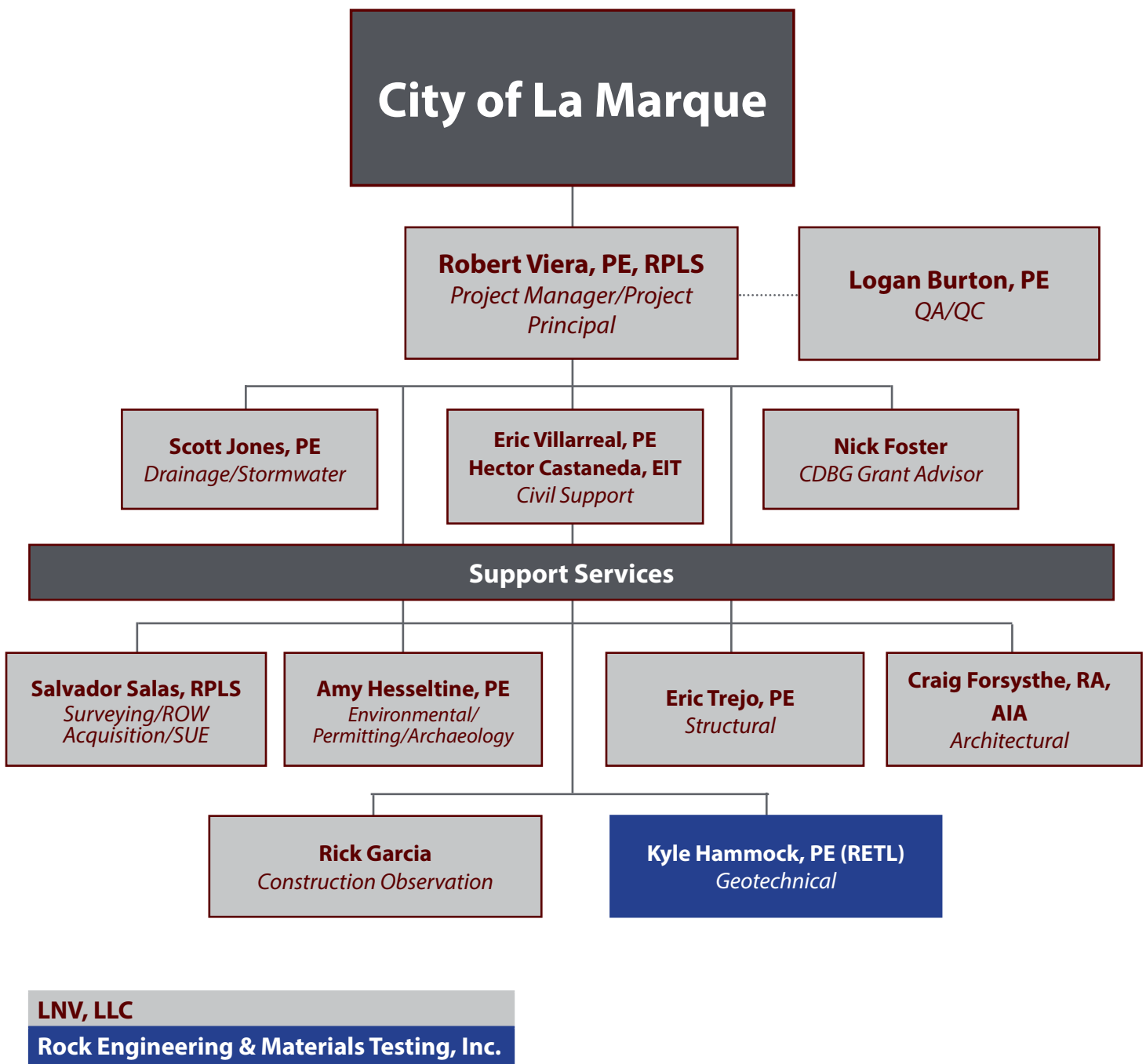
Town of Refugio

- Animal Control Building
- City Hall
- Fire Department Station
- Fire Department Training Field
- Heritage Park

Below is a list of past disaster recovery and project funding source services LNv has provided:

- Town of Bayside - Disaster Relief Project
- Refugio County WCID No. 2 - CIAP Mission River Boat Ramp Improvements
- Refugio County - TIF Drainage Project
- Refugio County - CIAP Austwell Water Quality Improvements
- Kenedy County - Disaster Relief Drainage Improvements
- Kleberg County - Disaster Recovery Supplement Fund Drainage Activities
- Kleberg County - Disaster Relief Project - CDBG - Venado Acres Subdivision, Drainage/Street Imprv.
- Brooks County - Disaster Relief Storm Water Improvements Project
- Kenedy County - Disaster Relief Project
- Cameron County - Disaster Assessment Team
- City of Stockdale - WWTP Disaster Relief Reparation Project
- Falls City – CDBG - Water Plant Improvements (Drought Disaster Relief Grant)
- Town of Woodsboro - Disaster Recovery Services
- Town of Refugio - Disaster Recovery Services

Capacity to Perform



Robert Viera, PE, RPLS - Project Manager/Principal-In-Charge



Education

Bachelor of Science,
Civil Engineering, Texas
A&M University, 1994

Registrations & Certifications

Professional Engineer,
Texas No. 85616
Registered Professional
Land Surveyor, Texas
No. 6178

Mr. Viera serves as senior vice president/principal of LNV. He has provided surveying, engineering design and project management services on a variety of projects types, including water, wastewater, transportation, drainage and land development. As a dual-licensed professional land surveyor and engineer, Mr. Viera can manage projects from inception through completion, providing further value to his clients. The majority of his clients include small- to mid-sized public entities. In addition, he has worked with many federal and state funding programs to help finance projects for his clients. As principal-in-charge, he will ensure the project team has the resources needed to complete the project on time and within budget.

Brooks County - Disaster Relief Stormwater Improvements Project

Mr. Viera served as principal-in-charge for this project, which comprised the drainage improvements along CR 301, 302, 303 and CR 201. The drainage improvements along CR 301, 302 and 303 involve approximately 2,800 linear feet of 10-inch through 30-inch HDPE, as well as safety end treatments, pavement repair, base repair, pond excavation and regrading 11,500 linear feet of the existing ditch. The CR 201 drainage improvements involve approximately 350 linear feet of 18-inch HDPE, safety end treatments, pavement repair, base repair, regrading 8,600 linear feet of existing ditch and clearing 3,700 linear feet of Cibolo Creek.

City of Bayside - Disaster Relief Project

Mr. Viera served as principal-in-charge/project manager for reconstruction of four drainage structures damaged by flooding. This included the rehabilitation of two culvert structures and the replacement of two existing bridges. LNV also assisted in submitting the Urgent Need Fund Application for these services.

City of San Diego - Phase I-A Drainage Improvements

Mr. Viera served as principal-in-charge/project manager for this project, which comprised various drainage improvements approximately 0.8 miles of ditch and new channel improvements, approximately 0.4 miles of small and large storm sewer pipe and inlets at Dix Avenue between North Travis to North Venture.

Kleberg County - CDBG Colonia - Water System Improvements, Kingsville

Mr. Viera served as principal-in-charge/project manager for this project, which comprised various water and wastewater improvements. The water portion of the project involved the demolition of a concrete ground storage tank, a new 100,000 gallon galvanized bolted steel ground storage tank, the removal and replacement of two pumps/motors/controls, fence extension, a 6,000-gallon hydropneumatic pressure tank with nitrogen system, and approximately 5,000 linear feet of 6-inch PVC water line with public/ private water service lines. The sewer line portion included approximately 1,000 linear feet of 8-inch SDR 26 sewer line, manholes, and public/private sewer service lines.

Logan Burton, PE - QA/QC



Mr. Burton serves as principal/project manager at LNV, and works in the firm's headquarter office in Corpus Christi. He has more than 15 years of experience in the design and management of a variety of civil engineering projects for many municipal clients in South Texas. Mr. Burton's passion includes master planning, modeling and designing water and wastewater infrastructure. His focus is on water and wastewater treatment and distribution and collection systems. He has managed more than 10 water system hydraulic modeling projects and is currently serving as the project manager for the City of Corpus Christi's Oso WRP Nutrient Removal Phase 2 Project which involves the replacement of a new lift station headworks and aeration system. He is knowledgeable in a variety of computer programs, including SewerGEMS, HEC-RAS, HEC-HMS, WinStorm, EPANET, H2OMap and InfoWater Suite. He is also knowledgeable in GIS applications using ArcView GIS.

Education

Master of Science, Civil Engineering (Hydraulics & Hydrology), Texas A&M University, 2003

Bachelor of Science, Civil Engineering, Texas A&M University, 2002

Registrations & Certifications

Professional Engineer, Texas No. 135649

NAASCO Certified Sewer & Manhole Inspector (PACP, LACP, MACP)

City of Corpus Christi - Padre Island Elevated Storage Tank

Mr. Burton participated in this project which consisted of the design of a 1.5-MG composite elevated storage tank near the Nueces/Kleberg County line on Padre Island. The elevated storage tank was designed to withstand adverse weather conditions and included cathodic protection and high performance coatings. The elevated storage tank is required to alleviate pressure fluctuations on the Island and to comply with TCEQ regulations by providing adequate elevated storage in the pressure zone created by the Sand Dollar Pump Station. Design of the elevated storage tank was coordinated with the South Side Transmission Main (SSTM) Phase 8 to provide adequate water supply and pressure for projected demands on the Island. Also included in this project is approximately 2,400 linear feet of 30-inch water line (ductile iron, steel, or bar wrapped steel cylinder), 42-inch steel casing, cathodic protection, and all other appurtenances to tie the elevated tank into the existing Island distribution system.

City of Corpus Christi - New Broadway Wastewater Treatment Plant

Project manager for the civil design, road reconstruction, demolition of existing treatment facilities, right-of-way acquisition, topographic survey, stormwater pollution prevention plans, and rehabilitation of the existing effluent line for replacement and upgrade of existing Broadway Wastewater Treatment Plant with a New Broadway Wastewater Treatment Plant. The NBWWTP has been designed as a secondary treatment facility with effluent meeting requirements defined in the City's TPDES permit. Treated secondary effluent will be discharged through the plant's existing 42-inch effluent line which will be rehabilitated and the plant's discharge point will remain unchanged.

City of Kingsville - Main Lift Station Force Main

Project engineer for approximately 7,200 linear feet of 24-inch PVC force main and tie-ins to the existing lift station and wastewater treatment plant. The scope of work also included 320 linear feet of 24-inch boring and 284 linear feet of 36-inch bore and steel casing. LNV located air release valves and gate valves per TCEQ requirements. LNV also performed a topographic survey to prepare the plan and profile sheets. Close coordination with the City of Kingsville, TxDOT and TCEQ was required for permitting purposes.

City of Mathis - Water and Wastewater Improvements

Project engineer for various water and wastewater system improvements. The wastewater system improvements involved a new lift station, approximately 15,000 linear feet of 10-inch through 18-inch SDR 26 sewer line and approximately 50 fiberglass manholes. The water system improvements involved approximately 900 linear feet of 8-inch C-900 PVC water line and fire hydrant assemblies. LNV designed the water line portion of the project in accordance with Chapter 290 and the sewer line portion in accordance with Chapter 317 of the TCEQ rules and regulations.

Scott Jones, PE - Stormwater/Drainage



Education

Bachelor of Science,
Civil Engineering,
University of Texas at
Austin, 1990

Registrations & Certifications

Professional Engineer,
Texas No. 81986

Mr. Jones has over 30 years' experience in civil engineering design and project management. His experience includes new street design, street rehabilitation, drainage plans, underground and above-ground storm water collection and conveyance systems, water distribution systems including waterlines, booster pump stations and ground storage tanks, wastewater collection systems, wastewater lift stations, wastewater forcemains, rehabilitation of water and wastewater systems, water quality and storm water management facilities, storm water pollution prevention plans (SWPPP), best management practices, site grading and commercial and residential land development. As a project manager, Mr. Jones has experience in all facets of the development process including project coordination and communication, feasibility due diligence studies, land acquisition, land planning and platting, construction plans. He maintains a high standard of quality and value engineering on all of his construction projects. In addition, he maintains good relationships with numerous city, county and state agencies throughout the State of Texas and has an excellent track record of processing and permitting his projects at an above-average pace. Mr. Jones is adept at numerous Microsoft-based programs, is an advanced AutoCAD user and is knowledgeable in current surveying technologies and requirements.

City of Corpus Christi - Airline Road - SPID to McArdle - Improvements

Project manager for the complete reconstruction of Airline Road street and utilities, including replacement of the ex. stormwater infrastructure with a new 5-year capacity underground storm sewer system. Storm main size is 36" RCP. Storm lateral sizes ranged from 18-inch to 24-inch RCP.

Port of Corpus Christi Authority - Cargo Dock 9 Stormwater and Wastewater Assessment/Repairs

Project manager for the assessment of the existing storm water and wastewater facilities at Cargo Dock 9. Improvements include roof gutter of building, CCTV inspection of site storm sewer lines condition assessment, analyze existing wastewater infrastructure, review pavement settlement and design of recommended stormwater and wastewater improvements.

City of Corpus Christi - Holly Road - Rodd Field to Ennis Joslin Road Improvements

Project manager for the complete reconstruction of Holly Road street and utilities, including conversion from roadside ditch drainage to a 5-year capacity underground storm sewer system. Storm main sizes ranged from 24" RCP to 2-8x2 BC. Storm lateral sizes ranged from 18-inch to 24-inch RCP.

City of Corpus Christi - Greenwood Complex

Mr. Jones served as project manager and project engineer for this project, which comprised the design of stormwater, water and wastewater infrastructure to serve the Sports Complex. Scott was also responsible for the design of rehabilitation efforts for the existing parking lots and the design of new parking facilities, as well as, pedestrian sidewalks and other infrastructure. The Greenwood Sports Complex included the construction of new buildings and sports fields, and Scott coordinated the efforts of the other disciplines on the Project (i.e. architectural, landscape, lighting, etc.).

Eric Villarreal, PE - Civil Support



Education

Bachelor of Science,
Civil Engineering - Texas
A&M University, 1999

Registrations & Certifications

Professional Engineer,
Texas No. 103807

Mr. Villarreal serves as a Group Leader for LNV. He specializes in water, wastewater, drainage and land/site development projects. He has designed and/or managed these project types for numerous municipalities and utility districts in South Texas. His experience also extends to small residential subdivisions and large multifamily residential developments. While providing engineering design and calculations for these projects, Mr. Villarreal gained valuable experience by working directly with the client through the planning phase, by working closely with in-house staff through the design phase, and by working with contractors through the construction phase. He is well-versed in a variety of computer programs, including EPANET, WaterCAD, StormCAD, FlowMaster and WinStorm.

City of Aransas Pass - FM 2725 12-Inch Waterline

Mr. Villarreal served as project manager for the installation of 12-inch waterline for the City of Aransas Pass. LNV reviewed the existing data and established an initial design criteria and design constraints. During construction, LNV reviewed samples, created estimates, and conducted site visits. LNV also provided a topographic survey of the area. TxDOT permitting was required for this project.

City of Aransas Pass - Highland/Johnson Ave Water/Wastewater Improvements

Project manager for the installation of approximately 4,600 linear feet of 10-inch PVC wastewater line and 9,900 linear feet of 8"-inch PVC wastewater line, as well as a lift station, 1,750 linear feet of 4-inch PVC force main, and 32 fiberglass manholes in accordance with the plans, specifications, and contract documents. This project also includes approximately 3,000 linear feet of 8" C900 water line, valves, fittings, fire hydrants, reconnections, and pavement repair in accordance with the plans, specifications, and contract documents.

City of Aransas Pass - CDBG - Water Line Improvements

Served as project manager for the replacement of approximately 4,450 linear feet of 6-8" water line, 29 valves, 29 hydrants, and boring and casing, reconnections, and pavement repair and associated appurtenances on Matlock from Lamont to 13th and on 7th from Matlock to Wheeler (SH 35).

San Patricio County - Colonia Wastewater Extension

Served as project manager for the installation of approximately 2,360 linear feet of 6-inch wastewater line, fittings, manholes and services connections and approximately 250 linear feet of 6-inch forcemain.

San Patricio County - 2013-14 Colonia Waterline Extension Improvements

Project manager for the installation of approximately 2,550 linear feet of 8-inch PVC water line including fire hydrant assemblies, 8-inch bores, new water services and waterline tie-ins in accordance with contract documents, specifications and plans.

Hector Castaneda, EIT - Civil Support



Education

Bachelor of Science,
Civil Engineering,
Texas A&M University -
Kingsville, 2000

Registrations & Certifications

Engineer-in-Training,
Texas No. 32319

Mr. Castaneda has more than 15 years of experience performing engineering services for various municipalities throughout South Texas. He specializes in the planning, design and construction management of wastewater treatment and collection systems, water treatment and distribution systems, roadway improvements, and drainage improvements. Mr. Castañeda is familiar with the procedures and regulations of federal and state agencies, and has assisted numerous municipalities with funding applications for infrastructure and economic development projects. He also has experience in the preparation of plats, boundary surveys and pollution prevention plans for several site development projects.

Kenedy County - Disaster Relief Drainage Improvements

Mr. Castañeda served as project engineer for this project, which comprised various drainage improvements. The scope of work included approximately 4,000 linear feet of new drainage culverts (storm sewer system) ranging in size from 12-inches to 48-inches, box culverts, 70 inlets and outfall structures, regrading 1,100 linear feet of existing ditches, other related appurtenances, and site work. Repairs to the existing pavement were also performed, as necessary. The scope of work involved a hydraulic and hydrology analysis of the proposed system, a topographic survey for design, permitting, and coordination with the applicable agencies.

City of Taft - Drainage Improvements on Gregory Street

Mr. Castañeda served as project engineer for the drainage improvements along Gregory Street. The improvements included approximately 1,150 linear feet of 18-inch HDPE storm water pipe, 12-inch casing, the removal and replacement of an 8-inch wastewater line, eight inlets/basins, asphalt and concrete pavement repair, concrete sidewalk and driveway repair, concrete valley gutter, base repair, water and gas line adjustments, and one storm water connection. LNV performed design, bid and construction administration phase services for this project.

Refugio County - TIF Drainage Project

Mr. Castañeda served as engineer-in-training for the replacement of two drainage structure crossing County Roads. LNV provided all the necessary civil engineering and surveying services to develop plans and specifications associated with the Refugio County TxDOT TIF Grant Project for Dedear Road (Tivoli) and Cliff Road Drainage Crossing Improvements.

City of Mathis - Drainage Improvements Project

Mr. Castañeda served as project engineer for the design and construction of the drainage improvements to multiple streets. Design included the drainage improvements for Freeman Street at intersections of Encino, Evergreen and Almond Street and Atascosa Street from Freeman to Sommors Street. Construction included periodic construction site visits and a project site assessment.

Refugio County - CDBG Colonia - Water System Improvements, Refugio

Mr. Castañeda served as project engineer for approximately 7,500 linear feet of 6-inch water line, five fire hydrants, related public-side water services, one new ground storage tank at the existing water plant site, and 14 private-side service lines.

Nick Foster - CDBG Grant Advisor



Education

Master of Arts, Ancient History, Louisiana State University, 2005

Bachelor of Arts, Cultural Geography, Louisiana State University, 2005

Mr. Foster has 15 years of experience with the implementation and administration of federal grant and construction programs with emphasis on HUD CDBG-DR. He is familiar with all aspects of CDBG including labor compliance issues such as Davis Bacon, project eligibility, grant applications, real property acquisition, environmental review and construction management. Nick assisted in the training, coordination, and implementation of several federally funded programs from Louisiana, Texas and Illinois. He remains abreast of the CDBG-MIT program, its intent, parameters, restrictions and overall guide to implementation.

Galveston County - HUD CDBG Program

Community Development Project Coordinator for this project, which comprised technical assistance to public officials for the identification of eligible projects. Responsible for the approval and installation of permanent emergency generators for Bolivar Peninsula SUD as well as several other projects benefiting Bolivar Peninsula. Provided expert guidance on CDBG regulations and applicability and served as liaison to Texas GLO. Developed grant applications; advised on applicability of proposed projects; and coordinating a team of engineers and GIS staff for the needs of application completion. Led training sessions for the dissemination of HUD ethnicity and income data sets and presented application documentation for Commissioners Court approval. Supervised the delivery \$65M in HUD funds for construction projects responsible for the procurement, compliance and financial management of the infrastructure projects.

City of League City - Hurricane Harvey CDBG-DR Acquisition and Non-Housing Recovery Program

Served as Advisor for this project, which comprised responsible for grant management and administration services for the City's acquisition and non-housing CDBG-DR projects. Responsibilities include coordination with City and Texas General Land Office, program and project compliance, as well as pre- and post-funding services. Pre-funding services include development of project scope and completion of CDBG-DR application and related documents. Post-funding services include grant admin, compliance and closeout of all infrastructure, acquisition and eligible projects approved for CDBG-DR funding.

Port Arthur - Harvey Disaster Recovery Grant Management and Administration

Served as Technical Advisor for this project, which comprised damage assessments, FEMA, HMGP and CDBG-DR grant program management and administration for \$100M in public infrastructure. Work includes public structures, drainage conveyance systems and roadways as well as FEMA 406 and 404 grants. Ardurra is managing grants and preliminary engineering for 80 individual projects. Ardurra assisted the City to identify five FEMA 404 projects totaling \$30M. Projects include 4 drainage capacity improvements and 1 water clarifier improvement to increase capacity to move water through treatment system.

City of Beaumont - FEMA Public Assistance, 404 Mitigation, CDBG-DR

Served as Technical Advisor for damage assessments, environmental advisory, FEMA, HMGP and CDBG-DR grant management and hazard mitigation. Identified eight FEMA 404 applications totaling \$22.6M. This includes five building flood proofing projects, two increased capacity of mitigated space for buildings projects, and one new drainage pump station.

Craig Forsythe, RA, AIA - Architectural



Mr. Forsythe has provided architectural design and project management services for more than 20 years. He specializes in the following project types for public and private clients: educational, municipal, medical, commercial, industrial and religious. Mr. Forsythe has gained immense experience leading the project team from schematic design through construction completion. His number one priority has always been to provide the quality of work necessary to maintain a solid working relationship with all parties involved.

Education

Bachelor of
Environmental Design,
Texas A&M University,
1992

Registrations & Certifications

Registered Architect,
Texas No. 19929

City of Hidalgo - Viejo Development

As the project architect, Mr. Forsythe provided an architectural evaluation of four structures owned by the City of Hidalgo located in its Historic District (Hidalgo Viejo). LNV provided the City with a condition assessment and a prescribed improvement plan to bring the structures back into inhabitable condition. LNV concluded that some structures were unsafe to inhabitate, while others appeared to be fair in condition. LNV prepared a preliminary estimate of probable cost for the renovation to the buildings they could restore. LNV also assisted with materials testing (lead and asbestos) in each building.

Corpus Christi Housing Authority - Infrastructure Improvements at Leeward Homes

Mr. Forsythe provided architectural services for the replacement of sewer lines for Leeward Homes. LNV replaced the sewer lines from mains to 30 four bedroom homes, including all waste lines under each foundation and connection to fixture drops.

SAWS - Crescent Park Wall Modifications and Equipment Coverings

Served as project architect for a booster station in the Dominion area of San Antonio to improve the domestic water service within the Hidden Springs subdivision. To solve visibility issues with the neighboring community, LNV designed three canopies utilizing a structural steel skeleton and cold formed framing. Mr. Forsythe designed partial drop walls which were architecturally finished to resemble the neighboring community housing.

City of Edinburg – New Maintenance Facility

Served as project architect for full architectural design of a new maintenance facility. When construction begins, the facility will total approximately 4,400 square feet and include multiple office and administrative space, rest room space, as well as large storage and repair work areas and repair shop rooms for maintenance/ repair and overhaul, etc. of the parks recreation vehicles (i.e. golf carts and golf machines) and equipment. Site design was also included, however drainage elevations design and site work construction will be by the City.

City of Dilley - New Convention Center

Served as project manager of this project, which will include a new 11,967 square-foot convention center with a library facility, a large meeting room, caterer's kitchen, public restrooms, outdoor amphitheater and mechanical spaces.

Eric Trejo, PE - Structural



Education

Bachelor of Science,
Civil Engineering, Texas
A&I University, 1988

Registrations & Certifications

Professional Engineer,
Texas No. 75758
SECB No. 2414-0708

Mr. Trejo serves as senior vice president/principal and chief structural engineer of LNV. He has over 30 years of experience in structural and marine engineering and project management. He has successfully executed projects in structural design of multi-million dollar projects for water and wastewater plants, petrochemical refineries and related industries. He also has vast experience with shoreline protection systems, commercial and institutional type buildings, and marine dock design. Mr. Trejo utilizes the latest 3D finite element modeling software for detailed structural analysis and design of structures comprised of steel, reinforced concrete, and timber materials. His experience also includes the analysis and design of large equipment foundation systems, cast-in-place concrete structures, tank foundation systems, vessel and stack foundations, renovations to marine dock facilities, and retrofit design to existing structures.

City of Corpus Christi - O.N. Stevens Water Treatment Plant Wash Water System Phase 2

As senior structural engineer, Mr. Trejo reviewed all structural and civil details to include design of retaining wall, new concrete sump at filter building, platforms, pep penetration and filter building, vibration analysis, and reinforced details at supply and return stations. He also reviewed drawings, cost estimates, and footing design.

City of Corpus Christi - Padre Island Sand Dollar Pump Station Improvements

Mr. Trejo served as structural project manager for the structural design and upgrading the existing booster pump station to add two 300-HP pumps, pump building, electrical building, emergency generator and associated yard piping as well as installation of 111 linear feet of concrete retaining wall, installation of flowable backfill, bollards, concrete valley gutter, 10-inch C-900 PVC water line, erosion control, 8-foot aluminum fence and gate and landscaping and irrigation. This project was implemented to meet immediate pressure needs of the North Padre Island Distribution System.

City of Laredo - Booster Station Improvements and 3.0 MG Elevated Water Storage Tank

Mr. Trejo served as the structural engineer for two new 4,000 GPM centrifugal pumps with associated suction and discharge header piping, and a new 2.0 MG ground storage tank at the Milmo booster pump station. Also included were two new 1,500 GPM centrifugal pumps with associated suction and discharge header piping at the Hendricks booster pump station, as well as a new discharge header at the Lyon booster pump station, and all incidental piping, electrical, instrumentation and SCADA, and site work.

City of Gonzales - Water Treatment Plant Filter Improvements

Mr. Trejo served as structural engineer for the structural engineering services for filter improvements of the City's water treatment plant. He proposed filter improvements included an 84-foot x 50-foot concrete filter building which will house four 15-foot x 15-foot filters, pipe gallery, blowers and filtered water wet well. Each filter cell was sized at 15-foot x 15-foot or 225 square feet with a total filter area of 900 sq-foot. The three filters on-line at the design flow rate of 3,125-gpm, provides for a filtration rate equal to 4.6-gpm/sq-ft, which is less than the TCEQ maximum limit of 5-gpm/sq-foot. The project included removal of seven pumps, which pumped settled water through the pressure filters with a system that gravity flowed settled water to a wet well, which then utilized two high efficiency VFD pumps to lift the settled water into the new filters.

Amy Hesseltine, PE - Environmental/Permitting



Ms. Hesseltine serves as the Group Leader for LNV's environmental division. She's proficient in a variety of environmental engineering design, permitting and consulting services. Ms. Hesseltine specializes in projects related to MSW, medical waste and RCRA facilities, wetlands, Section 404 and dredging permits, compliance plans (SWPPP/SPCC), environmental site assessments, TPDES and MS4 permitting, and air permitting. The Texas Commission on Environmental Quality is the state's primary regulatory agency and Ms. Hesseltine has an excellent working relationship with its staff, at both the state and regional level. The relationships, experience and knowledge of regulations also hold true for the Environmental Protection Agency, U.S. Army Corps of Engineers, Texas General Land Office and the Texas Department of Transportation.

Education

Bachelor of Science,
Civil Engineering,
University of Missouri-
Rolla, 1996

Registrations & Certifications

Professional Engineer,
Texas No. 93578

TxDOT Sequence No.
24750

Certified Associate in
Project Management

Wetland Delineation
Training, Wetland
Training Institute, Inc.

Plant Identification
Course

Federal Wetland/Water
Regulatory Policy
Course

TCEQ MSW Landfill Air
Permitting Course

TxDOT NEPA
Assignment Training

City of Kerrville - Stormwater Master Plan

Ms. Hesseltine served as environmental engineer for this project, which comprised a review of the city's current drainage policy and criteria, mapping of the city's overall major watersheds and drainage patterns, a GIS inventory of the existing storm drainage network, and an evaluation of city identified localized drainage problems throughout the city. Planning included a review of city historical and projected growth to develop policy guidance and prioritization of capital improvement projects for implementation. In addition, a storm water utility fee rate comparison was performed to assess potential revenue generation for the city and has since been adopted.

San Patricio County - CDBG - Flood and Drainage Improvements

Project manager for this project, which included a jurisdictional determination request to the U.S. Army Corp of Engineers (USACE) for a pond located at the above referenced project site. The USACE concurred with LNV that the pond was not subject to USACE jurisdiction and the facility could proceed with backfilling of the pond. LNV later performed a wetland delineation and submitted a jurisdictional determination request to the USACE for a wetland located at the project site. The jurisdictional determination for the second wetland area is pending the USACE's verification of the delineation.

City of Corpus Christi - Southside Transmission Mains

Ms. Hesseltine served as senior environmental engineer for this project, which comprised a wetland delineation on the approximately 3.7 acre site and a pre-construction notification to the U.S. Army Corps of Engineers for Nationwide Permit No. 12 (Utility Line Activities), to allow the construction of the transmission main, elevated water storage tank and associated parking lot. Impacted wetlands were mitigated at a 1:1 ratio. The mitigation plan included the construction of an approximately 0.23 acre wetland.

City of Corpus Christi - Padre Island Elevated Storage Tank, Corpus Christi, Texas

Ms. Hesseltine served as senior environmental engineer for this project, which comprised a new 1.5 MG composite elevated storage tank and associated street and drainage improvements. This project included design, bid and construction phase services, as well as surveying, inspections, permitting, land acquisition, and warranty phase services. LNV obtained permits from TxDOT and the U.S. Army Corps of Engineers. Ms. Hesseltine performed wetland delineation, prepared a pre-construction notification to the U.S. Army Corps of Engineers and prepared a progress monitoring report. The scope also included 2,400 linear feet of 30-inch water line with 42-inch steel casing at crossings of TxDOT right of way, cathodic protection, and all appurtenances.

Salvador Salas, RPLS - Surveying/ROW Aquisition/SUE



Mr. Salas has over eight years' experience in surveying and digital mapping. He has served as project manager on LNV's oil and gas projects spread across Texas, and he is providing support surveys to LNV's architect, engineer, and environmental specialists. Mr. Salas is familiar with topographic and boundary surveying, 3D laser scanning, ALTA/ACSM title surveys, construction staking, pipeline staking and as-built surveys, right-of-way, GIS exhibits and asset management, coordination with entities, and subdivision platting and layout.

Education

Bachelor of Science,
Geographic
Information, Texas A&M
University - Corpus
Christi, 2015

Registrations & Certifications

Registered Professional
Land Surveyor, Texas
No. 6612

City of Poteet - FEMA HMGP, Horton Lane Drainage Improvements

Mr. Salas served as survey manager on this project which included the final design plans and specifications based on the selected alternative submitted to the Texas Division of Emergency management's (TDEM) Hazard Mitigation Grant Program for a Hazard Mitigation Grant. This project includes engineering and surveying services for the construction of a trapezoidal earthen channel along the eastern and western sides of School Drive, the installation of reinforced concrete pipe with driveway crossings, repairing of two driveways and asphalt pavement repair, installation of reinforced concrete box culverts, the removal and repair of a wired fence and acquire of drainage easements.

Kleberg County – Survey for CR 2280

As survey manager, Mr. Salas was responsible for a topographic survey of existing ditch and preparation of a drawing with recommendations. The drainage ditch is approximately 1500 linear feet.

City of Stockdale – Wastewater Disaster Relief Reparation Project

Mr. Salas served as survey manager for this project which comprised of a TDA Disaster Relief Grant due to 12 inches of rain over a 4-5-hour period. The ponds were inundated and overflowed, but the embankments remained intact. Assisted with the inspection and evaluation of piping, valves, aerator and transfer structures.

City of Kingsville – Golf Course Lift Station Force Main Reroute

Mr. Salas served as survey manager on this project to remove the Golf Course LS flows off the gravity line and re-routing the flows so that they discharge directly into the headworks of the South Wastewater Treatment Plant (WWTP). By extending the force main to the WWTP, the Golf Course LS flows now bypass a section of gravity line with inadequate capacity and as a result, provide capacity relief to the 12-in PVC gravity wastewater line. LNV identified the alternative routes available, coordinated with City staff to select the most appropriate alternative, designed the force main, sized the new pumps, provided survey and easement acquisition and developed plans and specifications for the construction project.

Rick Garcia- Construction Observation



Registrations & Certifications

OSHA Training

CPR/First Aid

Mr. Garcia has more than 12 years of experience as a project superintendent, general contractor and field inspector. His experience includes residential, commercial, institutional and civil projects for private and public clients. Mr. Garcia served as a construction observer for the University of Texas at San Antonio facility expansion project and multiple FAA funded projects for the Corpus Christi International Airport. These projects involved civil site work, land development and related infrastructure, commercial buildings, new construction and renovations, and multi-discipline university campus expansion projects. Mr. Garcia has a strong working knowledge of construction documents, drawings and specifications as well as a comprehensive understanding of line grade and survey methods.

City of Poteet - FEMA HMGP – Horton Lane Drainage Improvements

Construction inspector for the final design plans and specifications based on the selected alternative submitted to the Texas Division of Emergency management's (TDEM) Hazard Mitigation Grant Program for a Hazard Mitigation Grant. The funding assistance is to help alleviate the dangerous flooding conditions occurring within the northeastern area of the City where a large concentration of K through 12 schools exist. The lack of adequate positive drainage largely contributes to the ponding of flow at two roadway locations that frequently have flood depths ranging from 7 inches to 12 inches. This project will include engineering and surveying services for the construction of a trapezoidal earthen channel along the eastern and western sides of School Drive, the installation of reinforced concrete pipe with driveway crossings, repairing of two driveways and asphalt pavement repair, installation of reinforced concrete box culverts, the removal and repair of a wired fence and acquire of drainage easements..

City of Dilley – Street Improvement Project

Construction inspector for approximately 90,800 square yards of cement treatment, 15,000 tons of new base, 14,470 square yards of flexible base, 209,730 square yards of two-course surface treatment, valve and manhole adjustments, 500 square yards of concrete pavement, 3,000 tons of HMA CP (level-up), and concrete curb and gutter.

City of Pearsall – Street Improvements

Construction inspector for the rehabilitation of approximately 58,500 linear feet of roadway. The project included seal coat, overlay, and reconstruction by assessing the conditions of existing streets and providing recommendations and cost estimates for repairs. Also included in this project was the preparation of plans and specifications for the construction of the recommended street improvements.

City of Pearsall – Street and Utility Improvements

Construction inspector for nine streets within the city limits. The utility improvements consisted of pipe bursting, full replacement and adjustments for the water, sewer and gas mains. The roadway design consisted of the reconstruction of the roadway with a new pavement section.

Mark Rock, PE - Geotechnical (RETL)



Education

Bachelor of Science,
Civil Engineering -
University of Houston,
1986

Registrations & Certifications

Professional Engineer -
Texas No. 71395

Mark Rock is Vice President of Rock Engineering & Materials Testing, Inc. and has over 29 years of experience in the Geo-technical Engineering and Materials Testing field. He has been the Project Engineer, Project Manager and/or Design Assistant on over 4000 Geo-technical Engineering Studies across the State of Texas throughout his career. Mark Rock has a reputation for being extremely knowledgeable and experienced with the soil conditions in and around South Texas.

Mark Rock's project experience includes site feasibility and distress studies, as well as geo-technical construction inspection services. His design experience includes shallow spread footing and mat foundations, multi-story structures supported on drilled pier foundations in which he has performed pier load tests, roadway and airport pavement design, dock structures, and significant bridge foundations. Mr. Rock's expertise in design also includes construction on highly expansive soils, non-cohesive soils and compressible soils, as well as providing recommendations for soft soil sampling in wetlands restoration projects.

Bulk Terminal Improvements, Corpus Christi, TX

This project consisted of a soils exploration, laboratory testing program, and foundation and pavement analysis for the Storm Water Quality Improvements project, which included concrete retaining walls, berms, sedimentation/filtration structures, and concrete lined ditches, constructed at the Port of Corpus Christi Authority Bulk Terminal located near Navigation Boulevard and Joe Fulton Corridor in Corpus Christi, TX. Mr. Rock was the lead Geotechnical engineer on this project and the Principal-in-Charge.

Indian Point Shoreline Protection Program, Portland, TX

This project consisted of a soils exploration, laboratory testing program and geotechnical recommendations for the Indian Point Shoreline Protection project, which included the installation of a breakwater system, constructed along Indian Point located in Portland, TX. Indian Point Park is located on the northwest perimeter of Corpus Christi Bay along the Portland Causeway. Mr. Rock was the lead Geotechnical engineer on this project and the Principal-in-Charge.

Elevated Water Storage Tanks – Holly Rd. at Leopard St. and Rand Morgan Blvd., Corpus Christi, TX

The project consisted of the construction of elevated water storage tanks at the existing Holly Pump Station located at 4925 Holly Rd., near the southeast corner of the intersection of Leopard St. and Rand Morgan Blvd. Mr. Rock was the lead Geotechnical engineer on this project and the Principal-in-Charge.

NuStar Energy Pipeline Crossing Project, Corpus Christi, TX

Rock Engineering & Testing Laboratory, Inc. is currently working on several Geotechnical and Construction Materials Testing projects for the City of Corpus Christi as part of their 2008 and 2012 Bond. Mr. Rock was the lead Geotechnical engineer on this project and the Principal-in-Charge.

Past Government Clients

Aransas County	City of Poteet
Bandera County	City of Portland
Bee County	City of Robstown
Bexar County	City of Rockport
Bexar Metropolitan Water District	City of Rollingwood
Brooks County	City of Runge
Cameron County	City of San Antonio
City of Alice	City of San Diego and San Diego MUD
City of Aransas Pass	City of San Marcos
City of Austin	City of Sanger
City of Austwell	City of Sinton
City of Bandera	City of Sunset Valley
City of Bay City	City of Taft
City of Bee Cave	City of Victoria City of Yorktown
City of Beeville	Corpus Christi Army Depot Corpus Christi Housing Authority
City of Bishop and Bishop EDC	Corpus Christi International Airport
City of Corpus Christi	Corpus Christi Regional Transportation Authority
City of Cotulla	Guadalupe-Blanco River Authority
City of Dilley	Hays County
City of Driscoll	Jim Wells County
City of Edinburg	Karnes County
City of El Cenizo	Kenedy County
City of Fair Oaks Ranch	Kleberg County
City of Falfurrias	Laguna Madre Water District
City of Falls City	Live Oak County
City of Garland	McMullen County and MCWCID No. 1
City of George West	Medina County
City of Goliad	Naval Air Station (Kingsville and Corpus Christi)
City of Gonzales	Nueces County
City of Gregory	Pettus Municipal Utility District
City of Harlingen	Port of Corpus Christi Authority
City of Helotes and Helotes EDC	Refugio County
City of Hidalgo	Refugio County Drainage District No. 1
City of Ingleside	San Antonio Water System
City of Junction	San Patricio County
City of Kenedy	Texas Department of Rural Affairs
City of Kerrville	Texas Parks and Wildlife Department
City of Kingsville	Town of Addison
City of Kyle	Town of Bayview
City of Laredo	Town of Refugio
City of Marion	Town of Woodsboro
City of Mathis	Travis County TNR
City of Pearsall	TxDOT (Multiple Districts)
City of Pleasanton	Webb County

Section 3 - References

City of La Marque
CDBG - MIT; RFQ No. 20-02

Client Name/Contact	Phone/Email Address
City of Aransas Pass <i>Mayor, Gary Edwards</i>	P: 361-758-5301 E: citymanager@aransaspasstx.gov
Bee County <i>County Judge, George (Trace) Morrill, III</i>	P: 361-621-1556 E: george.morrill@beecounty.texas.gov
San Patricio County <i>County Judge, Terry Simpson</i>	P: 361-364-9301 E: terry.simpson@co.san-patricio.tx.us
Aransas County <i>County Judge, CH "Burt" Mills, Jr.</i>	P: 361-621-1556 E: judge@aransascounty.org
Refugio County <i>County Judge, Robert Blaschke</i>	P: 361-526-4434 E: robert.blaschke@co.refugio.tx.us

Project Understanding

The clear direction in federally funded recovery and resiliency programs is toward preventative strategies and projects that reduce the risk of future damages to citizens and public infrastructure assets due to natural disasters. While the focus of mitigation has previously had its foundation in the FEMA world, the movement confirmed through the HUD CDBG-MIT program is that the federal-state-local partnerships that have been traditionally established are being leveraged to create new opportunities for effective protection of people and infrastructure that will also reduce the need for post-disaster funding obligations from the federal level.

In its commitment to disaster recovery and management, LNV has been operating by the principle of strategic recovery and sustainability for decades. Recovering smarter, stronger and better means that responding to damages due to natural disasters must include strategies to reduce the risk of the same damage recurring.

LVN staff knows the requirements of the HUD CDBG-MIT program which was introduced in the Federal Register on August 30, 2019. This Federal Register Notice informed the public of a \$6.875B allocation in CDBG-MIT funds to grantees recovering from qualifying 2015, 2016 and 2017 disasters. ***CDBG-MIT represents the best of both worlds in disaster recovery; FEMA and HUD.*** Mitigation Projects that traditionally existed only in the FEMA sphere now can be funded under HUD CDBG rules. This allows governments to take proactive steps to mitigate against future potential disasters.

The State of Texas was allocated \$4.297B of which a minimum of \$2.105B must be expended in HUD-identified “most impacted and distressed” (MID) areas.

Project Approach

LVN has developed a three-part scope of work to implement its pro-active approach to projects. The first part is the preliminary phase, which includes all applicable tasks necessary for design. The project will be discussed with all involved parties to develop a scope inclusive of multi-level needs, wants and concerns. LVN will conclude this phase by working with the City of La Marque to define the most cost-effective approach with the best value.

The preliminary phase is followed by the design phase, which includes all tasks necessary to develop plans and specifications to carry out the recommendations previously prepared. The final phase comes during construction. LVN will provide the City with the oversight needed to ensure the project is constructed according to plans and specifications. This approach will be significantly refined and tailored once the scope of work is defined. A brief description of the tasks to be performed for each phase is below:

Preliminary Phase

- ***Hold project initiation meeting:*** Initial consultation will be held with the City staff to detail contacts, coordination, project schedule, and specific project issues and needs. The extent of the preliminary engineering activities and project limits will be defined during this initial meeting. Existing concerns, preferred materials and preferences for design will be discussed. LVN staff will meet with District officials to discuss mitigation needs and potential projects. LVN brings subject matter experts from every level of government: HUD, FEMA, State CDBG-DR, City and entitlement City. Our experts worked for these agencies and have the client’s perspective that few competitors can match.
- ***Assemble and review existing data:*** All existing data related to the project will be assembled and reviewed (e.g., all available water, wastewater, electric, cable and gas utility plans for the area, existing data and interview data from the City, utility maintenance records, utility system and right of way maps, etc.).
- ***Establish initial design criteria and design constraints:*** Develop the specific criteria for the production of plans, specifications and estimates. LVN will incorporate the gathered data into its design to reduce the need for change orders.

- Evaluate existing data: This will include soils investigations, field surveys, and data provided by the City. LNV will gather any additional information required for the project.
- Conduct physical inspections: Design personnel will go to the field with available information to determine problem areas and areas where additional information is needed. This is a very important step to completely understand a project.
- Report/Summary: Review, prepare and finalize preliminary cost estimates and schedules for implementing the recommendations.
- Coordination with City officials: Upon selection, LNV staff will engage with City leadership and stakeholders to understand the City's immediate needs and project priorities. Together, our CDBG specialists and City experts will review lessons learned and best practices in the CDBG-MIT focused on ensuring funding for City priority projects.

Design Phase

- Prepare detailed construction drawings in accordance with established design criteria and good engineering practices: Key features of the drawings will include location maps, written general instructions to the Contractor detailing critical requirements, plan sheets for utility improvements, standard details, miscellaneous details, etc.
- Prepare detailed specifications and contract documents in accordance with established design criteria and good engineering practices: Key features of the specifications and contract documents will include a complete contract document package using any City requirements, with specific insurance requirements, safety requirements, limitations of authority, and related matters, as well as technical specifications containing detailed requirements for construction materials, execution, measurement and payment, submittals, and related project requirements.
- Regulatory Agencies: Submit required information to regulatory agencies for review and approval.
- Conduct second physical inspection: Design personnel would go to the field with the final plans and visually verify everything works on the ground. This can avoid costly construction change orders.
- Cost Estimates and Schedules/Bidding: Using the prepared bid forms and the most current bid prices from similar projects, LNV will prepare detailed cost estimates and schedules, then work with the City in requesting, receiving and reviewing bids.

Construction Phase

- Monitoring of construction progress: LNV will provide construction phase services to include periodic, general observations by a professional engineer and more defined observations by a construction observer to monitor construction progress, conduct certified field testing and inspections, attend status meetings, and to address any concerns or suggestions.
- Pre-construction meeting: LNV's project manager will attend the pre-construction meeting to inform the contractor of the major issues encountered during project design and solutions to those issues. Successful compliance with Davis Bacon and Related Acts (DBRA) begins with the pre-construction conference. LNV educates prospective bidders on the process.
- Milestones and completion dates: Anticipated milestones and completion dates will be utilized as an outline for completion of status reporting and review of partial payments to the contractor(s). After review of contractor payment requests, recommendations for payment will be forwarded to appropriate entities. Recommendations for payment will be based on the percentage of construction completed by the contractor.
- Contractor shop drawings and vendor cut sheets: LNV will review contractors shop drawings and vendor cut sheets to ensure compliance with the technical specifications within the contract documents. LNV will prepare change orders in response to altered field conditions requiring an alteration in the scope of work. In the unlikely event of a change order, the adjustment process will be cost effective, seamless and as effortless as possible for the City.

Quality Assurance/Quality Control



LNV's quality assurance program is more than just the procedures, reviews and documents. It includes the project team's hard work and attention to detail, along with the determined mindset and willingness to check, make sure, and verify again. To ensure project requirements are carried through the design and construction phases, LNV employs internal processes during design, coordinates with the client, and ensures communication between the design team and construction personnel.

Internally, designs are reviewed through a peer review and reviewed by the supervising engineer several times throughout the design phase; typically during the preliminary, intermediate and final phases. The reviews include line-by-line checks of the engineering reports and drawings to ensure completeness, and conformance to the project scope, schedule and budget. This individual will examine constructability challenges, anticipate performance of proposed improvements and note any future hindrances to operation and maintenance practices.

This individual will also offer alternatives and design modifications to address concerns found during review for consideration by the project team. Throughout design, the documents are coordinated and reviewed with the client to discuss if the project requirements are being met, how they are being met, and if those requirements as designed, provide value to the City.

This quality assurance program enhances the quality and accuracy of the final product, which in turn eliminates unnecessary change orders. (Construction inspections will be performed and reported on regular intervals to verify compliance with construction documents.)

Project Management

The key challenge of project management is to accomplish all of the project goals and objectives within the established scope, time, and budget limitations. Regardless of the approach, careful consideration must be given to the overall project objectives, time line and cost, as well as the roles and responsibilities of everyone involved. LNV is equipped with the latest project management tools, is constantly upgrading its system and provides improved management training to all project managers.

Robert Viera, PE, RPLS, will be responsible for the overall project administration and management, including thorough coordination between the City and the design team, and for ensuring the City's needs are kept at the forefront. With LNV's extensive project management capabilities, the City staff will be working with an experienced leader to incorporate customized management tools, forms and other materials necessary for efficiency.

At minimum, these materials include a monthly status report with an update of all active project schedules, cash flows, tasks completed to date and tasks to be executed over the next month, and a list of any information needs or concerns that may arise. Microsoft Project will be utilized to plan projects, to collaborate with others, to stay organized and to keep the project on track.

Scheduling

The heart of any timely project is a detailed and accurate schedule. The key components to minimizing changes involve carefully defining the project scope with the City. LNV's project manager will work with the City's staff to confirm all key steps, phases, milestones, approvals and project meetings for the project, then incorporate the items into a detailed schedule. LNV's scheduling method will summarize consistent and disciplined thinking in a systematic manner. This will ensure the appropriate amount of resources have been allocated.

LNV makes better use of dollars by creating and managing a master schedule with milestones at the strategic level, along with short-interval schedules. The schedule will specify the start and finish dates for each activity, as well as the interlocking relationships between activities.

This effective take on the Critical Path Scheduling method will be used as a management control tool for defining, integrating and analyzing what must be done to complete each project on time and within budget. LNV will work with the City to create a smooth, more reliable work flow that maximizes productivity and minimizes waste.

Budgeting

Construction cost management in the current market conditions require consistent review of costs and accountability by the design team. With the drastic swings in material costs common in today's environment, it is imperative to make the right material and system design choices. LNV monitors the project budget at all times and any shortfall will be readily noted. Should a shortfall be identified, LNV will quickly evaluate the incident and make recommendations to continue within budget.

Budgets can create challenges both from an architectural/engineering fee standpoint and from a construction cost standpoint. With respect to developing architectural/engineering fees, LNV typically develops a detailed scope and fee estimate, which is then reviewed with the client to arrive at a mutually acceptable budget. LNV works with its clients to make sure the scope and fee are appropriate to the services needed. LNV has developed thousands of construction cost estimates and engineering fee proposals for public projects.

When developing construction cost estimates, the team relies on historical data developed from prior projects, unit bid prices published by other public agencies and, as necessary, development of unit prices using national cost estimating sources such as R.S. Means.

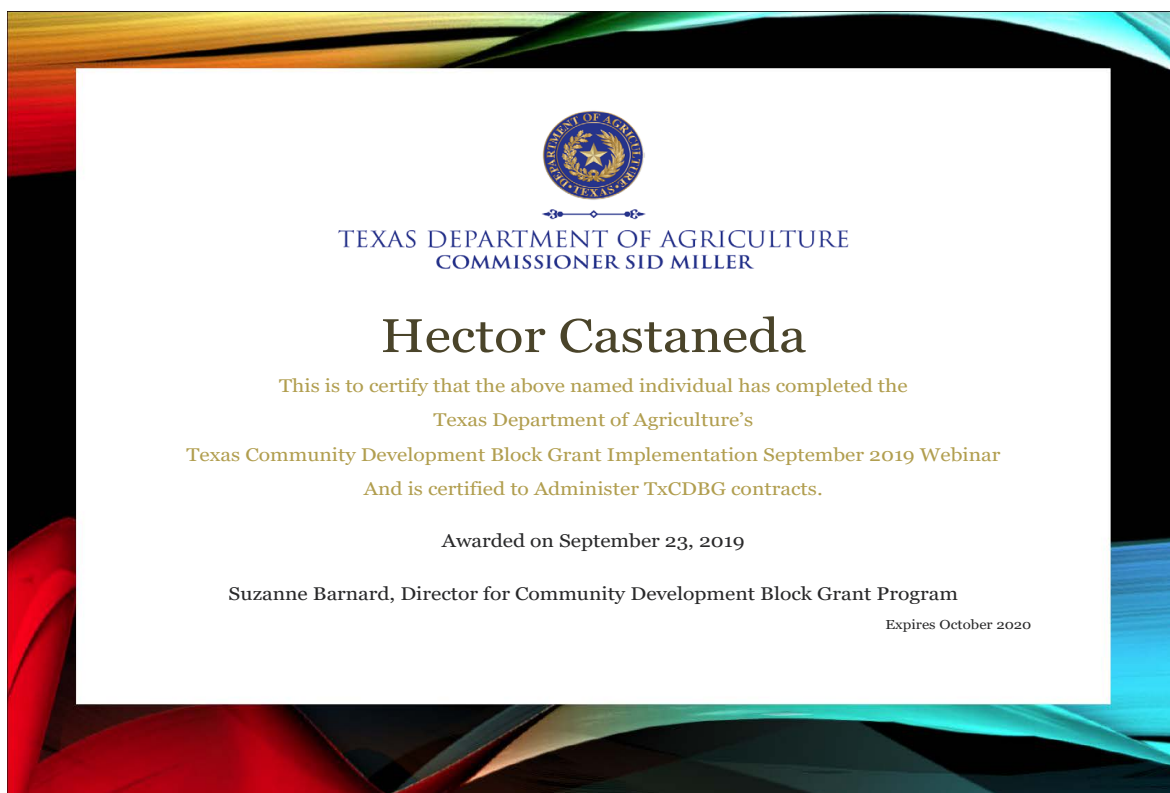
Value Engineering

Value engineering maximizes every project dollar spent and is a critical component in LNV's design process. Cost analysis, identification of alternatives, construction feasibility, labor and material availability, and project schedule are all carefully considered during this phase. LNV will study and suggest workable alternatives to avoid unnecessary spending and provide improved value and economy, while maintaining the integrity of the project and the City's goals. During the value analysis review, all expenditures relating to construction, maintenance, operation, and replacement are considered.

Certificate of Registration - Engineering



CDBG Certification



Certificate of Registration - Architecture

5/4/2020

TBAE Business Certificate



THE TEXAS BOARD OF ARCHITECTURAL EXAMINERS

Certifies that

LNV, LLC.

is duly registered and authorized in accordance with all
rules and regulations of the State of Texas

in testimony whereof this certificate has been issued
by the authority of this Board

Registration No. BR 599

Renewal of this registration is due on April 30, 2021

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Certificate of Insurance - General Liability



ARDURRA-01

NGONZALEZ

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/20/2020

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

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

PRODUCER Ames & Gough 8300 Greensboro Drive Suite 980 McLean, VA 22102		CONTACT NAME: PHONE (A/C, No, Ext): (703) 827-2277 FAX (A/C, No): (703) 827-2279 E-MAIL ADDRESS: admin@amesgough.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A : Valley Forge Insurance Company A(XV)	
		INSURER B : National Fire Insurance Company of Hartford A(XV)	
		INSURER C : Continental Insurance Company A(XV)	
		INSURER D : Berkshire Hathaway Specialty Insurance Company	
		INSURER E :	
		INSURER F :	

COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:			
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.							
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Contractual Liab. GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☒ PROTECT ☐ LOC OTHER:			6075640222	1/1/2020	1/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			6075640236	1/1/2020	1/1/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			6075640270	1/1/2020	1/1/2021	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000 \$
C	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	6075640267	1/1/2020	1/1/2021	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Professional Liab.			47-EPP-306878-02	1/1/2020	1/1/2021	Per Claim/Aggregate 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Engineer Consultants - State of Texas

CERTIFICATE HOLDER Sample Only for Bidding Purposes	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
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ACORD 25 (2016/03)

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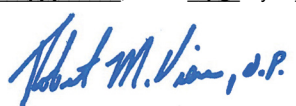
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SAM.gov Verification

SAM Search Results List of records matching your search for : Search Term : LNV* Record Status: Active		
ENTITY	LNV, Inc.	Status: Active
DUNS: 050772461	+4:	CAGE Code: 3P6Y5 DoDAAC:
Expiration Date: 07/08/2020	Has Active Exclusion?: No	Debt Subject to Offset?: No
Address: 801 Navigation Blvd Ste 300	City: Corpus Christi	State/Province: TEXAS
ZIP Code: 78408-2600		Country: UNITED STATES
ENTITY	LNV, INC.	Status: Active
DUNS: 185494700	+4:	CAGE Code: 5APY4 DoDAAC:
Expiration Date: 07/08/2020	Has Active Exclusion?: No	Debt Subject to Offset?: No
Address: 8918 TESORO DR STE 401	City: SAN ANTONIO	State/Province: TEXAS
ZIP Code: 78217-0000		Country: UNITED STATES
ENTITY	LNV, Inc.	Status: Active
DUNS: 849281188	+4:	CAGE Code: 5ASS7 DoDAAC:
Expiration Date: 07/08/2020	Has Active Exclusion?: No	Debt Subject to Offset?: No
Address: 7500 Rialto Blvd Bldg 1 Ste 240	City: Austin	State/Province: TEXAS
ZIP Code: 78735-8531		Country: UNITED STATES

SAM Search Results			
List of records matching your search for :			
Search Term : ardurra*			
Record Status: Active			
ENTITY	Ardurra Group, Inc.		Status: Active
DUNS: 092981521	+4:	CAGE Code: 5PTY7	DoDAAC:
Expiration Date: 08/25/2020	Has Active Exclusion?: No	Debt Subject to Offset?: No	
Address: 4921 Memorial Hwy Ste 300			
City: Tampa		State/Province: FLORIDA	
ZIP Code: 33634-7507		Country: UNITED STATES	
ENTITY	ARDURRA GROUP HOLDINGS LLC		Status: Active
DUNS: 080368430	+4:	CAGE Code: 7Q8T8	DoDAAC:
Expiration Date: 06/04/2021	Has Active Exclusion?: No	Debt Subject to Offset?: No	
Address: 3012 26th St			
City: Metairie		State/Province: LOUISIANA	
ZIP Code: 70002-6002		Country: UNITED STATES	

Certificate of Interested Parties - 1295

CERTIFICATE OF INTERESTED PARTIES		FORM 1295			
		1 of 1			
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.		OFFICE USE ONLY			
1 Name of business entity filing form, and the city, state and country of the business entity's place of business. LNV, LLC Corpus Christi, TX United States		CERTIFICATION OF FILING Certificate Number: 2020-629299 Date Filed: 06/08/2020 Date Acknowledged:			
2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed. City of La Marque, Texas					
3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract. RFQ 20-02 CDBG-MIT Professional Engineering, Architectural and/or Surveying services					
4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)		
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; padding: 2px;">Controlling</th> <th style="width: 50%; padding: 2px;">Intermediary</th> </tr> </table>	Controlling	Intermediary
Controlling	Intermediary				
	Ardurra Group, Inc.	Tampa, FL United States	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center; padding: 2px;">X</td> <td style="width: 50%;"></td> </tr> </table>	X	
X					
5 Check only if there is NO Interested Party. ☐					
6 UNSWORN DECLARATION My name is <u>Robert Viera</u> , and my date of birth is <u>02-20-1970</u> . My address is <u>801 Navigation Blvd., Suite 300</u> , <u>Corpus Christi</u> , <u>TX</u> , <u>78408</u> <u>USA</u> . (street) (city) (state) (zip code) (country) I declare under penalty of perjury that the foregoing is true and correct. Executed in <u>Nueces</u> County, State of <u>TX</u> , on the <u>16</u> day of <u>June</u> , 20 <u>20</u> . (month) (year)  _____ Signature of authorized agent of contracting business entity (Declarant)					

Conflict of Interest Questionnaire

LNV has no potential conflicts of interest.

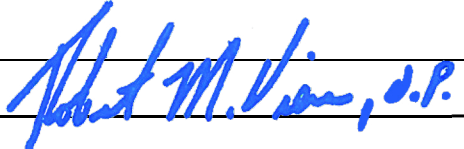
CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.	OFFICE USE ONLY	
1 Name of vendor who has a business relationship with local governmental entity. LNV, LLC		
2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)		
3 Name of local government officer about whom the information is being disclosed. N/A Name of Officer		
4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary. N/A A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor? ☐ Yes ☒ No B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity? ☐ Yes ☒ No		
5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more. N/A		
6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).		
7 Signature of vendor doing business with the governmental entity June 17, 2020 Date		

Disclosure of Lobbying Activities

0348-0046

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

Type of Federal Action: <u>A</u> a. contract b. grant c. cooperative agreement d. loan e. loan guarantee f. loan insurance	Status of Federal Action: <u>A</u> a. bid/offer/application b. initial award c. post-award	Report Type: <u>A</u> a. initial filing b. material change
Name and Address of Reporting Entity: ____ Prime ____ Subawardee Tier____, if Known: Congressional District, if known:		If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: LNV, LLC Congressional District, if known:
Federal Department/Agency:		7. Federal Program Name/Description: CDBG-MIT - City of La Marque CFDA Number, if applicable: _____
Federal Action Number, if known:		9. Award Amount, if known: \$
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>		b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.		Signature:  Print Name: <u>Robert Viera, PE</u> Title: <u>Managing Principal</u> Telephone No.: <u>361-883-1984</u> Date: <u>June 17, 2020</u>
Federal Use Only		Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)

Certification Regarding Lobbying

Certification Regarding Lobbying

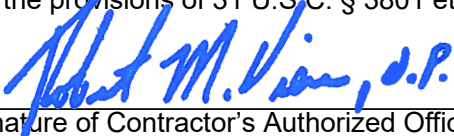
(To be submitted with each bid or offer exceeding \$100,000)

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, LNV, LLC, 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

Robert Viera, PE, Managing Principal

Printed Name and Title of Contractor's Authorized Official

June 17, 2020

Date



City of La Marque

1111 Bayou Road
La Marque, Texas 77568
Telephone 409-938-9202

Request for Qualifications (RFQ) #20-02 for Engineering/Architectural/Surveying Services - Cover Letter

May 28, 2020

Re: Proposed Contract Funding through the General Land Office ("GLO") Community Development & Revitalization CDBG - Disaster Recovery program through the Hurricane Harvey Statewide Competition Mitigation Fund (CDBG-MIT) - Infrastructure

Dear Engineering Service Providers:

Attached is a copy of the City's Request for Qualifications for engineering services. These services are being solicited to assist the City of La Marque in its application and project implementation of a contract, if awarded, from the CDBG - MIT program of the General Land Office (GLO). The City of La Marque is considering applying for such funding to support Infrastructure activities in the City of La Marque.

Firms may submit proposals for any or all activities. Multiple contracts may be awarded as a result of this solicitation. The City will, in its sole discretion, determine the number of contracts awarded, and may decide not to award any contracts.

The submission requirements for this proposal are also included on the attached Request for Qualifications (RFQ) form. Please submit a statement of qualifications to:

City of La Marque
Robin Eldridge, City Clerk
1111 Bayou Road
La Marque, Texas 77568

The deadline for submission of proposals is **10:00 am on June 17, 2020**. It is the responsibility of the submitting entity to ensure that the proposal is received in a timely manner. Proposals received after the deadline will not be considered for award, regardless whether or not the delay was outside the control of the submitting firm. The City of La Marque reserves the right to negotiate with any and all persons or firms submitting timely proposals.

As a result of orders set forth to protect the community and stop the spread of COVID-19, the proposal opening/acknowledgement will not be held in its typical form, but rather via a scheduled Zoom meeting. The information to join this opening/acknowledgement is the following:

June 17, 2020 10:00 A.M. Join Zoom meeting:

Meeting ID: 994 6617 6433; 1-346-248-7799,,99466176453#,,1#,089559# US (Houston)

<https://zoom.us/j/99466176453?pwd=ZHFIV1FGMERNNldEdkpuVXBmVGvtUT09>

The City of La Marque is an Affirmative Action/Equal Opportunity Employer. Section 3 Residents, Minority Business Enterprises, Small Business Enterprises, Women Business Enterprises, and labor surplus area firms are encouraged to submit proposals.

Sincerely,

Charlene Warren

Assistant to City Manager/EMC

Request for Qualifications (RFQ) for Engineering/Architectural/Surveying Services

The City of La Marque is seeking to enter into an engineering/architectural/surveying services contract with a state registered engineer/architect/surveyor. The following outlines this request for qualifications.

- I. Scope of Work - A sample detailed Scope of Work provided by GLO is enclosed as Exhibit A. The engineering/architectural/surveying contract will encompass all application and project related engineering/architectural/surveying services to the City of La Marque under its CDBG-MIT project, including but not limited to the following:

Pre-Funding Services*

Assist with the development of grant applications, as necessary.

Post-Funding Services

Initial Engineering and Design Support
Engineering and Final Design Support
Bid and Award Support
Contract Management and Construction Oversight
Specialized Services

Please specify actual tasks to be performed under each of these categories in your response.

**Pre-funding services are not eligible for CDBG-MIT reimbursement and must be paid with local or other non-CDBG-MIT funds.*

- II. Statement of Qualifications - The City is seeking to contract with a competent engineering/ architectural/ surveying firm, registered to practice in the State of Texas.
 - Public works construction including but not limited to disaster recovery, projects;
 - Federally funded construction projects; and
 - Projects located in this general region of the state
 - **Transmittal letter including:**
 - Brief statement of the firm's understanding of the scope of the work to be performed;
 - Confirmation that the firm meets the appropriate state licensing requirements to practice as an Architect/Engineer in Texas
 - Confirmation that the firm has not had a record of substandard work within the last five years;
 - Confirmation that the firm has not engaged in any unethical practices within the last five years;
 - Any other information that the firm feels appropriate to support their understanding;
 - **Company Profile**
 - **Experience and Qualifications.** Set forth your experience and qualifications as they relate to the proposed project in terms of technical scope, tasks involved, deliverable products, and other elements of the work as they relate to the evaluation criteria and all requirements of this RFQ including the following:
 - Experience with public works construction including but not limited to disaster recovery projects;
 - Experience with federally funded construction projects;
 - A list of past local government clients, as well as resumes of all engineers/architects/surveyors that will or may be assigned to this project if you receive the engineering/architectural/surveying services contract award.
 - **References.** Each firm must furnish a minimum of five (5) references.
- III. Evaluation Criteria - The proposal received will be evaluated and ranked according to the following criteria and using the rating sheet enclosed as Exhibit B:

<u>Criteria</u>	<u>Maximum Points</u>
Experience	60
Work Performance	25
Capacity to Perform	15
Total	100

- IV. For this RFQ, Respondent's qualifications will be evaluated, and the most qualified Respondent will be selected, subject to negotiation of fair and reasonable compensation.
- For costs of architectural/engineering (A/E) professional services, negotiations must occur after the initial selection of the engineer or architect as price cannot be used as a selection factor. (See 2CFR 200.320 (d)(5) and Texas Government Code § 2254.004)
- V. Submission Requirements
- A copy of your current **certificate of insurance** for professional liability.
 - **A statement of conflicts of interest** (if any) the proposing entity or key employees may have regarding these services. The statement should include conflicts, as well as any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interests are identified, please state so.
 - **System for Award Management.** Consultant/Firm is not debarred or suspended from the Excluded Parties List System (EPLS) in the System for Award Management (SAM). Include verification that your company as well as the company's principal is not listed (is not debarred) through the System for Award Management (www.SAM.gov). Enclose a print out of the search results that includes the record date.
 - **Form CIQ**, enclosed in Exhibit C. Texas Local Government Code chapter 176 requires that any vendor or person who enters or seeks to enter into a contract with a local government entity disclose in the Questionnaire Form CIQ the vendor or person's employment, affiliation, business relationship, family relationship or provision of gifts that might cause a conflict of interest with a local government entity. Questionnaire form CIQ is included in the RFP and must be submitted with the response.
 - **Certification Regarding Lobbying**, enclosed in Exhibit C. Certification for Contracts, Grants, Loans, and Cooperative Agreements is included in the RFP and must be submitted with the response.
 - **Form 1295**, enclosed in Exhibit C. Effective January 1, 2016, all contracts and contract amendments, extensions, or renewals executed by the Commissioners Court will require the completion of Form 1295 "Certificate of Interested Parties" pursuant to Government Code § 2252.908. Form 1295 must be completed by awarded vendor at time of signed contract submission. Form 1295 is included in this RFQ for your information.
 - **Required Contract Provisions.** Applicable provisions enclosed in Exhibit D must be included in all contracts executed as a result of this RFQ.
- VI. Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. – Small and minority businesses, women's business enterprises, and labor surplus area firms are encouraged to participate in this RFP. If the awarded vendor is a prime contractor and may use subcontractors, the following affirmative steps are required of the prime contractor:
- 1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
 - 2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
 - 3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
 - 4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
 - 5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce.
- VII. Deadline for Submission – Proposals must be received no later than **10:00 AM on June 17, 2020.**

Please submit **one digital copy** and **four printed copies** of your Statement of Qualifications in an envelope clearly marked "RFQ 20-02" to:

City of La Marque
Robin Eldridge, City Clerk
1111 Bayou Road
La Marque, Texas 77568

EXHIBIT A

SCOPE OF WORK

The Contractor shall provide the following scope of services:

SCOPE OF SERVICES REQUESTED

Providers will help the GLO fulfill State and Federal Community Development Block Grant Disaster Recovery (“CDBG-DR”) statutory responsibilities related to disaster recovery for presidentially declared disasters in Texas. Providers will assist the GLO and grant recipients in the completion of CDBG qualified housing or non-housing projects. Respondents may be qualified to provide Engineering services for housing projects, non-housing projects, or both. Engineering services must be performed in compliance with the U.S. Department of Housing and Urban Development (“HUD”) and guidelines issued by the GLO. Providers will be bound to specific terms and conditions found in the sample general terms and conditions.

DESCRIPTION OF SERVICES AND SPECIAL CONDITIONS

Respondents will be required to show the ability to provide all the Engineering services described below. Respondent shall then provide a detailed description of how they meet the requirement, describing their knowledge and experience, as well as providing discrete examples of previous work where applicable.

General Requirements

- a) Coordinate, as necessary, between subrecipient and its service providers (i.e., Engineer, Environmental, Contracted Construction Company, Grant Administrator, etc.) and GLO. regarding project design services.
- b) Provide monthly project status updates.
- c) Funding release will be based on deliverables identified in the contract.

Initial Engineering and Design Support

Respondents will be required to show the ability to provide all the Engineering services described below:

- a) Assist with the development of grant applications, as necessary.
- b) Provide all project information necessary to ensure timely execution of the environmental review.
- c) Provide preliminary engineering, investigations, and drawings sufficient to achieve the preliminary design milestone, including at a minimum:
 - i. Cross sections/elevations
 - ii. Project layout/staging areas
 - iii. General notes
 - iv. Special notes
 - v. Design details
 - vi. Specifications
 - vii. Utility relocation designs

- viii. Construction limits, including environmentally sensitive areas that should be avoided during construction
- ix. Required permits
- x. Quantities
- xi. Estimate of construction costs to within +/- 25%
- xii. Schedules for design, permitting, acquisition and construction
- d) Design surveying, topographic and utility mapping.
- e) Perform subsurface explorations for project sites, as necessary.
- f) Prepare horizontal alignments/layouts for all proposed project alternatives necessary to fully describe the project scope, anticipated limitations, and potential project impacts.
- g) Recommend value engineering options (alternative design, construction methods, procurement, etc.) that may improve efficiency, expedite the schedule, or reduce project costs for the subrecipient.
- h) Identify, acquire and submit all necessary permits and approvals required for design approval and construction.
- i) Submit all necessary deliverables to the appropriate entity for review and comment. Adjust project and/or design to satisfactorily address any comments, as necessary.
- j) Prepare plans and profiles, including vertical design information for the selected alternative.
- k) Identify and address potential obstacles to project implementation (i.e., pipelines, easements, permitting, environmental, etc.) prior to moving forward with the final design.
- l) Support subrecipient with acquisition or property/servitudes/right-of- way documentation as required by the City to facilitate the project, preparing right of way surveys and/or property boundary maps and legal descriptions of parcels to be acquired.
- m) Provide project schedules from cradle to grave in MS Project format or equal as approved by the subrecipient based on GLO guidance.

Engineering and Final Design Support

Respondents will be required to show the ability to provide all the Engineering services described below as they relate to final design support:

- a) Prepare plans and profiles, including necessary design information for the selected alternative sufficient to achieve all detailed design milestones. Examples include, but are not limited to:
 - i. Cross sections/elevations
 - ii. Project layout/staging areas
 - iii. General notes
 - iv. Special notes
 - v. Design details
 - vi. Specifications
 - vii. Utility relocation designs
- viii. Construction limits, including environmentally sensitive areas that should be avoided during construction
- ix. Required permits
- x. Quantities
- xi. Estimate of construction costs to within +/- 20%
- xii. Schedules for design, permitting, acquisition and construction
- b) Provide information to appropriate individuals for the development of environmental fund release reports and floodplain maps.
- c) Identify, acquire and submit all necessary permits and approvals required for design approval and construction.

- d) Provide hard copy, if necessary, reproducible plan drawings and bid documents, in addition to electronic copies to the subrecipient, upon design completion, and as requested during design. Electronic copies should be in the native format (AutoCAD DWG) along with PDF packages and should contain all corresponding references, databases, or files associated with the completed design documents.
- e) Assist the subrecipient and any service provider related to the project with all necessary documentation to ensure compliance with all Program requirements and regulations.

Bid and Award Support

Respondents will be required to show the ability to provide all the Engineering services described below as they relate to bid and award support.

- a) Submit appropriate items and support subrecipient in the development of complete bid package.
- b) Prepare and assist subrecipient in the advertisements for bid solicitation.
- c) Support development and issuance of bid-related documents necessary to complete bid process (e.g., bid proposal form, bid addenda and supporting documentation).
- d) Attend and support subrecipient at pre-bid conference and bid opening.
- e) Support subrecipient with ongoing communication during bid process.
- f) Support subrecipient to complete bid tabulation and evaluation of responses and provide recommendation for award.
- g) Support subrecipient to negotiate and finalize contract documents, including issuance of the Notice to Proceed, in accordance with program and subrecipient requirements.
- h) Support subrecipient in the conducting of a preconstruction conference.

Contract Management and Construction Oversight

Respondents will be required to show the ability to provide all the Engineering services described below as they relate to contract management and construction oversight.

- a) Ensure delivery of subrecipient project in accordance with contract.
- b) Provide ongoing Construction Oversight Reports detailing the status of construction for subrecipient project.
- c) Review all service provider submittals to ensure compliance with construction contract documents and provide recommendations to subrecipient.
- d) Provide periodic and final inspections and tests reports, as required for the project.
- e) Provide on-site supervision and oversight of construction activities at a minimum on a bi-weekly basis or as directed by the GLO or subrecipient.
- f) Review Construction Change Orders and provide recommendation to subrecipient as to appropriate action.
- g) Review invoice/draw requests and provide recommendation to subrecipient as to appropriate action, in compliance with the construction contract documents.
- h) Obtain independent cost estimates for validation purposes, as required.
- i) Review and respond to requests for information/clarification.
- j) Support subrecipient with issue identification and claims resolutions.
- k) Enter all requisite information into the GLO system of record in accordance with established policies and procedures.
- l) Develop a final “as built” report of quantities, drawings, and specifications.
- m) Issue to the subrecipient, for execution, a Certificate of Construction Completion within 30 days of final inspection approval.

- n) Deliver “as-built” drawings to the subrecipient within 30 days of project completion.
- o) Host and/or attend project coordination meetings in person, by phone, or by video conference, which may or may not fall during normal business hours.
- p) Perform other contract management and construction oversight duties as required to ensure success of the subrecipient project.
- q) Provide necessary certifications to regulatory agencies of project completion and compliance (ex. TCEQ).
- r) Submit all final invoices within 60 days after contract or work order expiration.

Specialized Services

Respondents will be required to show the ability to provide all the Engineering services described below as they relate to specialized services.

- a) Provide Geotechnical Investigations as may be required for a project.
- b) Provide Detailed Surveying as may be required for a project.
- c) Provide Site Specific Testing as may be required for a project.
- d) Provide Archeological Studies as may be required for a project.
- e) Provide Planning Studies as may be required for a project.
- f) Provide Feasibility Studies as may be required for a project.
- g) Provide Legal documentation for property and/or easements to be acquired (i.e., field notes, etc.).
- h) Provide Phase I and Phase II environmental site assessments as requested.

Exhibit B

Engineer/Architect/Surveyor Rating Sheet

Grant Recipient _____

CDBG-MIT

Name of Respondent _____

Date of Rating _____

Evaluator's Name _____

Experience -- Rate the respondent for experience in the following areas:

Comments

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Has previously designed _____ type of projects	20	_____
2. Has worked on federally funded construction projects	15	_____
3. Has worked on projects that were located in this general region.	10	_____
Note: Location for A/E (Architect/Engineer) may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract. 2 CFR 200.319(b)		
4. Extent of experience in project construction management	15	_____
Subtotal, Experience	60	=====

Work Performance

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Past projects completed on schedule	10	_____
2. Manages projects within budgetary constraints	5	_____
3. Work product is of high quality	10	_____
Subtotal, Performance	25	=====

NOTE: Info necessary to assess the respondent on these criteria should be gathered by contacting pas _____ t/current clients.

Capacity to Perform

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
1. Staff Level / Experience of Staff	5	_____
2. Adequacy of Resources	5	_____
3. Professional liability insurance is in force	5	_____
Subtotal, Capacity to Perform	15	=====

TOTAL SCORE

<u>Factor</u>	<u>Max.Pts.</u>	<u>Score</u>
☐ Experience	60	_____
☐ Work Performance	25	_____
☐ Capacity to Perform	15	_____
Total Score	100	=====

Exhibit C: Required RFQ Forms
Insert Certificate of Insurance

Insert System for Award Management (SAM) record search for company name and company principal.

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

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

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

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

OFFICE USE ONLY

Date Received

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

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

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐

Yes

☐

No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐

Yes

☐

No

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

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

7

220

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

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

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

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

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

- (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that
 - (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
 - (iii) the vendor;
- (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:
 - (i) a contract between the local governmental entity and vendor has been executed; or
 - (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

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

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

(1) the date that the vendor:

- (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
- (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

- (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
- (B) that the vendor has given one or more gifts described by Subsection (a); or
- (C) of a family relationship with a local government officer.

Certification Regarding Lobbying

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

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

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

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

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

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

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

Signature of Contractor's Authorized Official

Printed Name and Title of Contractor's Authorized Official

Date

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

This disclosure form shall be completed by the reporting entity, whether sub-awardee 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 sub-awardee, e.g., the first sub-awardee 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 "Sub-awardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitations for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Included prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.
(b) Enter the full names of the individual(s) performing services and include full address if different from 10(a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

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

Approved by OMB

Disclosure of Lobbying Activities

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352
(See reverse for public burden disclosure)

Type of Federal Action: _____ a. contract _____ b. grant _____ c. cooperative agreement _____ d. loan _____ e. loan guarantee _____ f. loan insurance	Status of Federal Action: _____ a. bid/offer/application _____ b. initial award _____ c. post-award	Report Type: _____ a. initial filing _____ b. material change
Name and Address of Reporting Entity: _____ Prime _____ Subawardee Tier _____, if Known: Congressional District, if known:		If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known:
Federal Department/Agency:	7. Federal Program Name/Description: CFDA Number, if applicable: _____	
Federal Action Number, if known:	9. Award Amount, if known: \$	
10. a. Name and Address of Lobbying Registrant <i>(if individual, last name, first name, MI):</i>	b. Individuals Performing Services <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i>	
11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
Federal Use Only	Authorized for Local Reproduction Standard Form - LLL (Rev. 7-97)	

(To be completed by awarded vendor)

CERTIFICATE OF INTERESTED PARTIES		FORM 1295																			
Complete Nos. 1 - 4 and 6 if there are interested parties. Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.		OFFICE USE ONLY																			
1 Name of business entity filing form, and the city, state and country of the business entity's place of business.																					
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) <table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 50%; padding: 2px;">Controlling</th><th style="width: 50%; padding: 2px;">Intermediary</th></tr></thead><tbody><tr><td style="height: 20px;"></td><td></td></tr><tr><td style="height: 20px;"></td><td></td></tr><tr><td style="height: 20px;"></td><td></td></tr><tr><td style="height: 20px;"></td><td></td></tr><tr><td style="height: 20px;"></td><td></td></tr><tr><td style="height: 20px;"></td><td></td></tr><tr><td style="height: 20px;"></td><td></td></tr><tr><td style="height: 20px;"></td><td></td></tr></tbody></table>	Controlling	Intermediary																
Controlling	Intermediary																				
5 Check only if there is NO Interested Party. ☐																					
6 AFFIDAVIT I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct. _____ Signature of authorized agent of contracting business entity AFFIX NOTARY STAMP / SEAL ABOVE Sworn to and subscribed before me, by the said _____, this the _____ day of _____, 20_____, to certify which, witness my hand and seal of office. _____ Signature of officer administering oath _____ Printed name of officer administering oath _____ Title of officer administering oath																					
ADD ADDITIONAL PAGES AS NECESSARY																					

Exhibit D: REQUIRED CONTRACT PROVISIONS

2 CFR 200.326 Contract provisions. The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards. The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200—Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

All Contracts

THRESHOLD	PROVISION	CITATION
>\$150,000 (Simplified Acquisition Threshold)	Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.	2 CFR 200 APPENDIX II (A)
>\$10,000	All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.	2 CFR 200 APPENDIX II (B)
None	Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of "funding agreement" under 37 CFR §401.2 (a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency.	2 CFR 200 APPENDIX II (F)
None	Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.	2 CFR 200 APPENDIX II (H)
None	Records of non-Federal entities. The U.S. Department of Housing and Urban Development (HUD), Inspectors General, the Comptroller General of the United States, the Texas General Land Office (GLO), and the pass-through entity, or any of their authorized representatives, must have the right of access to any documents, papers, or other records of the non-Federal entity which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents.	2 CFR 200.336
None	Financial records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal award must be retained for a period of three years from the date of submission of the final expenditure report or, for Federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the Federal awarding agency or pass-through entity in the case of a subrecipient. Federal awarding agencies and pass-through entities must not impose any other record retention requirements upon non-Federal entities. The only exceptions are the following:	2 CFR 200.333

	(a) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken. (b) When the non-Federal entity is notified in writing by the Federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period. (c) Records for real property and equipment acquired with Federal funds must be retained for 3 years after final disposition. (d) When records are transferred to or maintained by the Federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the non-Federal entity. (e) Records for program income transactions after the period of performance. In some cases recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the non-Federal entity's fiscal year in which the program income is earned. (f) Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates). (1) If submitted for negotiation. If the proposal, plan, or other computation is required to be submitted to the Federal Government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission. (2) If not submitted for negotiation. If the proposal, plan, or other computation is not required to be submitted to the Federal Government (or to the pass-through entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.	
None	Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms. (a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. (b) Affirmative steps must include: (1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists; (2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources; (3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;	2 CFR 200.321

	(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises; (5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and (6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.	
Option Contract Language for contracts awarded prior to Grant Award	The contract award is contingent upon the receipt of CDBG-DR funds. If no such funds are awarded, the contract shall terminate.	Optional

EO Clause for Construction Contracts > \$10K including administration & engineering contracts associated with construction contracts

THRESHOLD	PROVISION	CITATION
>\$10,000	Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “federally assisted construction contract” in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” 41 CFR 60-1.4 Equal opportunity clause. (b) Federally assisted construction contracts. (1) Except as otherwise provided, each administering agency shall require the inclusion of the following language as a condition of any grant, contract, loan, insurance, or guarantee involving federally assisted construction which is not exempt from the requirements of the equal opportunity clause: The applicant hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR Chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause: 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	41 CFR §60-1.4(b) and 2 CFR 200 APPENDIX II (C)

	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,	
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	regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance. The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings. (c) Subcontracts. Each nonexempt prime contractor or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts. (d) Inclusion of the equal opportunity clause by reference. The equal opportunity clause may be included by reference in all Government contracts and subcontracts, including Government bills of lading, transportation requests, contracts for deposit of Government funds, and contracts for issuing and paying U.S. savings bonds and notes, and such other contracts and subcontracts as the Director of OFCCP may designate. (e) Incorporation by operation of the order. By operation of the order, the equal opportunity clause shall be considered to be a part of every contract and subcontract required by the order and the regulations in this part to include such a clause whether or not it is physically incorporated in such contracts and whether or not the contract between the agency and the contractor is written. (f) Adaptation of language. Such necessary changes in language may be made in the equal opportunity clause as shall be appropriate to identify properly the parties and their undertakings. [80 FR 54975, Sept. 11, 2015]	
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THRESHOLD	PROVISION	CITATION
>\$2,000	<i>Compliance with the Davis-Bacon Act (40 U.S.C. 3141 et seq.) as supplemented by Department of Labor regulations (29 CFR part 5) and with the Copeland “Anti-Kickback” Act (18 U.S.C. 874; 40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR part 3):</i> Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.	2 CFR 200 APPENDIX II (D)
>\$100,000	Contract Work Hours and Safety Standards Act (40 U.S.C. 3701-3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.	2 CFR 200 APPENDIX II (E)
>\$150,000	Clean Air Act (42 U.S.C. 7401-7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251-1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251-1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).	2 CFR 200 APPENDIX II (G)
>\$100,000	Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or	2 CFR 200 APPENDIX II (I) and 24 CFR §570.303

	employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.	
>\$100,000	All Section 3 covered contracts shall include the following clause (referred to as the Section 3 clause): A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing. B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations. C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this Section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin. D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135. E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135. F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts. G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i)	24 CFR §135.38

	preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).	
	A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines. [78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]	2 CFR 200 APPENDIX II (J)
	Mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.	42 U.S.C. 6201



CITY COUNCIL AGENDA FORM

Meeting Date: July 13, 2020

Prepared by: Alex Getty

Agenda item: 5f

Reviewed by: Charlene Warren/

Charles Jackson

Department: EDC

AGENDA ITEM DESCRIPTION: Discussion relating to ratify the round two Emergency Business Retention Program expenditures

☒ X

ATTACHMENTS FOR REFERENCE

1. Council workshop minutes of May 11, 2020
2. Council minutes of May 11, 2020
3. Draft EDC minutes of May 21, 2020
4. Emergency Business Retention Program Report

STAFF BRIEFING:

- LMEDC Board of Directors approved an Emergency Business Retention Program on April 2, 2020
- Program designed to provide emergency business retention grants to La Marque business owners who were negatively impacted by the COVID-19 pandemic
- On May 11, 2020, City Council ratified round one of the Emergency Business Retention Program and approved a round two

HISTORY:

March 18, 2020 - City of La Marque Orders Closure of Bars, Restaurants and Entertainment Venues

March 19, 2020 - Governor Abbott Issues Executive Order to Mitigate Spread of COVID-19 in Texas

March 23, 2020 - Galveston County Judge Issues Stay at Home Order

April 2, 2020 - LMEDC Board of Directors approved an Emergency Business Retention Program by telephone Special Meeting

April 8, 2020 - LMEDC Grant Application Review Committee met and awarded grants to 64 La Marque businesses totaling an award of \$547,500

May 11, 2020 - City Council ratified round one of the Emergency Business Retention Program and approved a round two

May 21, 2020 - La Marque EDC ratified round one and approved round two

May 27, 2020 - Grant review committee met and awarded grants to 60 La Marque businesses totaling an award of \$425,500

TARGET IMPLEMENTATION: Round two of the Emergency Business Retention Program went into effect May 21, 2020

SIGNIFICANT ACTION DATES:

April 2, 2020 - LMEDC Board of Directors approved an Emergency Business Retention Program by telephone Special Meeting



CITY COUNCIL AGENDA FORM

May 11, 2020 - City Council ratified round one of the Emergency Business Retention Program and approved a round two

May 21, 2020 - La Marque EDC ratified round one and approved round two

ACTION:

- | | |
|--|---|
| ☐ Ordinance | ☐ Resolution |
| ☐ Special Presentation | ☐ Proclamation |
| ☐ Finance Report | ☐ Public Hearing |
| ☒ Other - Ratify Expenditure | |
| ☒ Mark if this item does not conflict with any Resolution, Ordinance or City Charter, policies, procedures | |

Cost Details:

Budgeted	Pandemic Response
Actual Bid	N/A
Estimated Expenditure	\$425,500
Acct. Name(s)	
Line Item #	19-6003-00-00
Other Funding	Reserves

STAFF'S RECOMMENDATION: Recommend to ratify the round two Emergency Business Retention Program expenditures

FISCAL IMPACT: This program absolutely saved some La Marque businesses from closure due to business interruption caused by COVID-19. Due to many variables, the overall fiscal impact is difficult to assess but whatever the ultimate impact, the program will have had a long-term benefit to the City of La Marque.



**CITY OF LA MARQUE
CITY COUNCIL WORKSHOP
MINUTES
of
MAY 11, 2020**

City Council Workshop Minutes of the City of La Marque City Council held on Monday, May 11, 2020, beginning at 6:00 p.m. at 1109-B Bayou Road with the following members present:

(1) CALL TO ORDER

Mayor Hocking called the Workshop to order at 6:00 p.m.

(2) ROLL CALL

Bobby Hocking	Mayor
Keith Bell	Mayor Pro-Tem, Councilmember District A
Chris Lane	Councilmember, District B
Robert Michetich	Councilmember, District C
Casey Mc Auliffe	Councilwoman, District D

OTHER OFFICIALS PRESENT:

Charles "Tink" Jackson	City Manager
Robin Eldridge	City Clerk
Kierra Nance	Deputy City Clerk
Derra Purnell	Acting City Attorney

(3) INVOCATION AND PLEDGE OF ALLEGIANCE- Skipped

(4) CITIZENS PARTICIPATION

There were none.

(5) CONSENT

- a. Discussion relating to accept the Quarterly Investment Report for First Quarter 2020 - No discussion followed
- b. Discussion relating to adopt Resolution No. R-2020-0005, to deny Texas-New Mexico Power's electric rate increase request for the maximum period allowed by law - No discussion followed

- c. Discussion relating to approve a Final Plat of Landing at Delany Cove Section 12, a subdivision of 16.368 acres located in S.F. Austin League No. 4 Survey, A-2, City of La Marque, Galveston County, Texas - After a brief discussion, relating to the maintenance of the roadways, it was determined that once the roads are constructed and excepted by the city, there is a one-year maintenance period, where the contract and developer are responsible for any defects, the City will then do a final inspection and anything that requires attention, they will repair.
- d. Discussion relating to accept the City of La Marque Audited Comprehensive Annual Financial Report as of fiscal year ended September 30, 2019 - No discussion followed
- e. Discussion relating to approve agreement with MVBA LLC dba Accounts Receivable Collections Group to assist with EMS delinquent collection services - Clarification was provided in how it was determined to change from the current company to a new company, and this is the company that the current billing (Intermedix) is using for the collections.
- f. Discussion relating to approve agreement with MVBA LLC dba Accounts Receivable Collections Group to assist with utility delinquent collection services - Questions were asked as to how this company was selected, and it was said that it was a little expensive, and other cities have provided references to their reputation and they are more familiar with the current software that the city's utility billing uses.
- g. Discussion relating to adopt Resolution No. R-2020-0006, consenting to the inclusion of land into Galveston County Municipal Utility District No. 68 - No significant discussion
- (6) OLD BUSINESS**
 - a. Discussion relating to COVID-19 disaster declaration - City Manager reported that there were some reimbursements/disbursements due to the City for COVID related expenses that the city has incurred, since the pandemic began, based on city's per capita. The first money available will be 20% of the total amount allotted for that city. The money has to be spent by December 31, 2020. No significant discussion
- (7) NEW BUSINESS**
 - a. Discussion relating to adopt Ordinance No. O-2020-0003, amending the fiscal year 2019-20 Budget Disaster Fund for COVID-19 crisis by increasing various accounts' expenditures as set forth in Exhibit "A" **THIS IS THE FIRST READING**
No significant discussion
 - b. Discussion relating to current and future use for the ABC Buildings-and property located at 4916 FM 1765

Public Works Director Cary - reported that Building C is currently used for Public Works Administration Offices; Building B is an open community room for meetings, etc.; Building A is being used as a storage facility.

Adico Engineer Mr. Ho reported that building C is complete; and that same goes for Building B; Building A is a warehouse currently in deteriorating condition- roof issues need to be addressed. The front parking area is low-lying and floods in any raining event, in the parking lot in the back. Some of drainage in front has been improved due to TxDOT doing some drainage work in the ditch on 1765. The roof needs repair. Options were discussed for plans for Building A. After speaking with the bond counsel, it was determined it could be sold as long as the city is not going to make any money off if it, by using the money received to pay off the debt.

A short assessment was provided by Mr. Ho including the condition of the roof being poor, and in need of repair (estimated cost being \$300,000.00) and the presence of mold in the building. Rebuilding and raise the slab was suggested. A question was asked as to who did the inspections on Building A; a report and the name of the contractor who conducted the report was asked for to be provided by Mr. Cary; City Manager to check with bond counsel for information as to what can be done to Building A, within the bond guidelines, to see how the bond documents were worded. Some basic internal drainage could be constructed to alleviate some of the flooding in the front parking lots, or re-grading the parking lot; and some ditch work along Garrett Road; obtaining a copy of the roof assessment estimate was asked to be provided. A report will come before Council on the items mentioned above.

- c. Discussion relating to job description for proposed in-house City Attorney position
There was a brief discussion including, City Manager explained that a position would have to be created and salary would have to be established, and this would have to be done all at the same time. Explained the process in gathering information from other cities for a job description similar to this position. Further discussion included listing of expenditures that the city currently spends on the Prosecutor, professional fees, resources for legal fees and attorney's fees. Estimated at \$150,000.00 for a normal year not including bond counsel or specialized attorney services; In-house person to include prosecution services (calculated at an average of \$15,000.00 other legal costs estimated at an average of \$85,000.00 - 90,000.00). The benefit would be a forty-hour week person, which could save in the long run; weekly/hourly estimate hours; a question was asked about certain qualifications (ability to see) which was said to be very reasonable and common prerequisite. Pro-and cons with the possibility of an in-house attorney as opposed to a contracted attorney was mentioned.
- d. Discussion relating to creation/adoption of an Ethics Ordinance for the City of La Marque
The draft ordinance will apply to all elected officials and include all Boards and Commissions and the City Manager. It establishes a Code of Conduct and creates and Ethics Commission. Further discussion included an explanation of what the

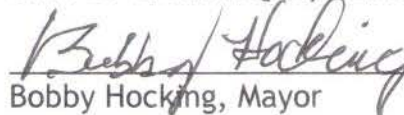
Ethics Commission's duties would include. It gives a mechanism for Charter violations. It was the consensus of Council that they wanted to spend more time on this, and a Workshop Meeting was talked about to take place on Monday, May 18, 2020, at 6:00 p.m. to allow more time to discuss and devote the full Workshop to this discussion.

- e. Discussion relating to formalizing a letter to the Governor and/or others requesting property tax valuations be maintained at 2019 values
The discussion and the purpose of a letter would be to try to maintain a 2019 level of appraisals. Legal counsel reported that they are required to reappraise and adopt the new appraisal values. Further discussion included that school districts stood to lose the most, it was asked that the Appraisal District to be sent a copy of the letter as well.
- f. Discussion relating to ratify Emergency Business Retention Program expenditures
Executive Director Economic Development Corporation Mr. Getty explained how this program came about. The goal of the program was to help as many small businesses as possible with all of the businesses having to temporarily close because of the COVID-19 virus. (pandemic); there were so many unknowns and left a small amount of time to be able to possibly help some of those businesses. Qualification criteria was briefly discussed. Mayor Pro-Tem Bell will be serving on the next Committee for the second round with an additional \$500,000.00 available for helping out some of the smaller business in La Marque.
- g. Discussion relating to additional funding opportunities under the Emergency Business Retention Program
Mr. Getty reported that after the EDC regular meeting on the 21st, they will begin with the second phase on the 22nd.

(8) ADJOURNMENT

The Council Workshop adjourned at 6:41 p.m.

CITY OF LA MARQUE, TEXAS


Bobby Hocking, Mayor

ATTEST:


Robin Eldridge, TRMC

City Clerk



**CITY OF LA MARQUE
CITY COUNCIL REGULAR
MINUTES
of
MAY 11, 2020**

City Council Regular Minutes of the City of La Marque City Council held on Monday, May 11, 2020, beginning immediately following the City Council Workshop that began at 6:00 p.m. at 1109-B Bayou Road with the following members present:

(1) CALL TO ORDER

Mayor Hocking called the Workshop to order at 6:42 p.m.

(2) ROLL CALL

Bobby Hocking	Mayor
Keith Bell	Mayor Pro-Tem, Councilmember District A
Chris Lane	Councilmember, District B
Robert Michetich	Councilmember, District C
Casey Mc Auliffe	Councilwoman, District D

OTHER OFFICIALS PRESENT:

Charles "Tink" Jackson	City Manager
Robin Eldridge	City Clerk
Kierra Nance	Deputy City Clerk
Derra Purnell	Acting City Attorney

(3) MINUTES

- a. Workshop Minutes of March 9, 2020
- b. Regular Meeting Minutes of March 9, 2020
- c. Emergency Meeting Minutes of March 13, 2020

** Councilmember Lane made a motion to approve the minutes of the City Council Workshop and Regular meetings held on March 9, 2020 and the Emergency meeting minutes of March 13, 2020.

** Mayor Pro-Tem Bell seconded, after a roll call vote, **MOTION CARRIED UNANIMOUSLY**

(4) CONSENT

- a. Consider recommendation to accept the Quarterly Investment Report for First Quarter 2020
- b. Consider recommendation to adopt Resolution No. R-2020-0005, to deny Texas-New Mexico Power's electric rate increase request for the maximum period allowed by law
- c. Consider recommendation to approve a Final Plat of Landing at Delany Cove Section 12, a subdivision of 16.368 acres located in S.F. Austin League No. 4 Survey, A-2, City of La Marque, Galveston County, Texas
- d. Consider recommendation relating to accept the City of La Marque Audited Comprehensive Annual Financial Report as of fiscal year ended September 30, 2019
- e. Consider recommendation to approve agreement with MVBA LLC dba Accounts Receivable Collections Group to assist with EMS delinquent collection services
- f. Consider recommendation to approve agreement with MVBA LLC dba Accounts Receivable Collections Group to assist with utility delinquent collection services
- g. Consider recommendation to adopt Resolution No. R-2020-0006, consenting to the inclusion of land into Galveston County Municipal Utility District No. 68

** Councilwoman Mc Auliffe made a motion to approve the consent agenda.

** Mayor Pro-Tem Bell seconded, after a roll call vote, MOTION CARRIED UNANIMOUSLY

(5) NEW BUSINESS

- a. Consider recommendation to adopt Ordinance No. O-2020-0003, amending the fiscal year 2019-20 Budget Disaster Fund for COVID-19 crisis by increasing various accounts' expenditures as set forth in Exhibit "A" THIS IS THE FIRST READING

** Councilwoman Mc Auliffe made a motion to adopt Ordinance O-2020-0003 on the First reading.

** Mayor Pro-Tem Bell seconded. After a roll call vote, MOTION CARRIED UNANIMOUSLY

- b. Consider recommendation for current and future use for the ABC Buildings and property located at 4916 FM 1765

** It was the consensus of Council for staff to get numbers together from the workshop and have on the following agenda.

- c. Consider recommendation relating to job description for proposed in-house City Attorney position

- ** Councilmember Michetich made a motion to post and approve the in-house City Attorney position
- ** Councilwoman Mc Auliffe seconded. After a roll call vote, **MOTION CARRIED UNANIMOUSLY**
- d. Consider recommendation relating to creation/adoption of an Ethics Ordinance for the City of La Marque
- ** Councilmember Michetich made a motion to schedule a Workshop for Monday, May 18, 2020 at 6:00 p.m. to further discuss the Ethics Ordinance
- ** Councilwoman McAuliffe seconded. After a roll call vote, **MOTION CARRIED UNANIMOUSLY**
- e. Discussion/possible action relating to formalizing a letter to the Governor and/or others requesting property tax valuations be maintained at 2019 values
- ** Councilmember Michetich made a motion formalizing a letter to the Governor and/or others requesting property tax valuations be maintained at 2019 and suggested it to be sent to the Appraisal District as well.
- ** Councilwoman Mc Auliffe seconded. After a roll call vote, **MOTION CARRIED UNANIMOUSLY**
- f. Consider recommendation relating to ratify Emergency Business Retention Program expenditures
- ** Councilwoman Mc Auliffe made a motion to ratify Emergency Business Retention Program expenditures
- ** Councilmember Michetich seconded. After a roll call vote, **MOTION CARRIED UNANIMOUSLY**
- g. Discussion relating to additional funding opportunities under the Emergency Business Retention Program
- ** Mayor Hocking made a motion to approve additional funding opportunities and appointed Mayor Pro-Tem Bell to the Selection Committee of the Emergency Business Retention Program
- ** Councilwoman Mc Auliffe seconded. After a roll call vote, **MOTION CARRIED UNANIMOUSLY**
- (6) **APPOINTMENTS**
 - a. Discussion/possible action regarding appointments and/or reappointments to fill various positions of the Boards and Commissions

There were no appointments

(7) **REQUESTS AND ANNOUNCEMENTS**

Mayor Hocking expressed condolence to the family of Lloyd Chris - State Representative for the region and chairman of the Democratic Party as well as a past La Marque Councilmember

Councilwoman Mc Auliffe asked that discussion of the purchase of the ABC building be on the next agenda; she expressed her gratefulness to the municipal leadership and staff. Asked all to act as if the virus is far from over, and each should be doing anything individually to not spread the virus.

Mayor Pro-Tem Bell echoed Mayors condolences for Lloyd Chris. Asked for a meeting with the City Manager, Police Chief, Constable Rose, and TCPD for something can attack the criminal elements (recent drug and gang related violence)

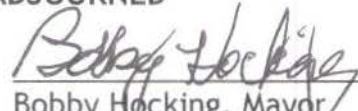
Councilmember Michetich hoped that all had a happy Mother's Day

City Manager wished Mayor a happy birthday the following day. (May 12)

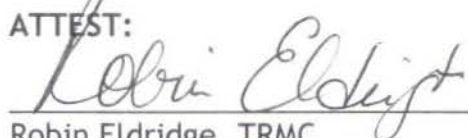
(8) **ADJOURNMENT**

** Mayor Pro-Tem Bell made a motion to adjourn the meeting at 7:00 p.m.

** Councilwoman McAuliffe seconded. **MEETING ADJOURNED**


Bobby Hocking, Mayor

ATTEST:


Robin Eldridge, TRMC
City Clerk



**LA MARQUE ECONOMIC DEVELOPMENT CORPORATION
REGULAR MEETING MINUTES
MAY 21, 2020**

IN ACCORDANCE WITH ORDER OF THE OFFICE OF THE GOVERNOR ISSUED MARCH 16, 2020, THE BOARD OF DIRECTORS OF THE LA MARQUE ECONOMIC DEVELOPMENT CORPORATION CONDUCTED THIS MEETING BY TELEPHONE CONFERENCE IN ORDER TO ADVANCE THE PUBLIC HEALTH GOAL OF LIMITING FACE-TO-FACE MEETINGS (ALSO CALLED "SOCIAL DISTANCING") TO SLOW THE SPREAD OF THE CORONAVIRUS (COVID-19). THERE WAS NO PUBLIC ACCESS TO THE LOCATION AND A TOLL-FREE DIAL-IN NUMBER TO PARTICIPATE IN THE TELEPHONIC MEETING WAS PROVIDED. THE PUBLIC WAS PERMITTED TO OFFER PUBLIC COMMENTS TELEPHONICALLY AS PROVIDED BY THE AGENDA AND AS PERMITTED BY THE PRESIDING OFFICER DURING THE MEETING.

AGENDA:

1. CALL TO ORDER
Chairman Crowder called the meeting to order at 9:03 a.m.

2. ROLL CALL

PRESENT:

Ron Crowder, Chairman
Gene Smith, Secretary
Deanie Barrett
Louis "Mac" McGaffey
Bobby Hocking

3. NEW BUSINESS
 - a. Discussion/possible action to appoint a budget review committee for Fiscal Year 2021
Board member Hocking made a motion to approve the appointment of Board members Smith and Barrett to the budget review committee for Fiscal Year 2021. Board member Smith seconded the motion. The motion passed unanimously.
 - b. Discussion/possible action to ratify total expenditure of the Emergency Business Retention Program that was approved by the EDC Board on April 2, 2020
Board member Barrett made a motion to ratify total expenditure of the Emergency Business Retention Program that was approved by the EDC Board on April 2, 2020. Board member Hocking seconded the motion. Chairman Crowder

and Board member McGaffey abstained from voting on this item. The motion passed with three votes.

c. Discussion/possible action regarding a round 2 of the Emergency Business Retention Program

Board member Barrett made a motion to approve a second round of the Emergency Business Retention Program. Board member Hocking seconded the motion. The motion passed unanimously.

d. Discussion/possible action regarding the Business Improvement Funds application submitted by K.B. Kids Daycare

Board member McGaffey made a motion to approve the Business Improvement Funds application submitted by K.B. Kids Daycare. Board member Barrett seconded the motion. After a brief discussion, the motion passed unanimously.

4. REQUESTS, ANNOUNCEMENTS AND COMMENTS

Board member Barrett inquired about the financial reports, which Chairman Crowder announced that financial reports will be tabled until in person meetings resume.

5. ADJOURNMENT

Chairman Crowder adjourned the meeting at 9:13 a.m.

Ron Crowder, Chairman

Kierra K. Nance
Deputy City Clerk

Emergency Business Retention Grant Report

LMEDC Board of Directors approved a Business Retention Program on April 2, 2020, designed to provide emergency business retention grants to qualified La Marque business owners who were negatively impacted by the COVID-19 pandemic. Clear Lake Shores was the first in Galveston County to approve a program. Their application was shared with the EDC's of Galveston County shortly thereafter. Texas City EDC made slight revisions to the Clear Lake Shores application and approved their program April 1, 2020. La Marque EDC met the next day and approved the third program in Galveston County. LMEDC and City of La Marque Finance were able to execute the program in a matter of a few business days, getting much-needed grant funds into the hands of business owners fighting to stay afloat.

March 18, 2020 - City of La Marque Orders Closure of Bars, Restaurants and Entertainment Venues

March 19, 2020 - Governor Abbott Issues Executive Order To Mitigate Spread Of COVID-19 In Texas

March 23, 2020 - Galveston County Judge Issues Order To Stay Home

April 2, 2020 - LMEDC Board of Directors approved an Emergency Business Retention Grant Program by telephone Special Meeting

April 7, 2020 - Application period closed at noon; applications were prepared for Grant Review Committee

April 8, 2020 - LMEDC Grant Application Review Committee met and awarded grants to 64 La Marque businesses totaling an award of \$547,500

April 9-11, 2020 - LMEDC Staff contacted business owners and City Finance Department mobilized

April 15, 2020 - City of La Marque Finance issued the last of the checks

Round Two

May 11, 2020 - La Marque City Council ratified round one of the Emergency Business Retention Program and approved a round two

May 21, 2020 - La Marque EDC ratified round one and approved round two

May 26, 2020 - Application period closed at noon; applications were prepared for Grant Review Committee

May 27, 2020 - LMEDC Grant Application Review Committee met and awarded grants to 60 La Marque businesses totaling an award of \$425,500

May 28-30, 2020 - LMEDC Staff contacted business owners and City Finance Department mobilized

June 12, 2020 - City of La Marque Finance issued the last round two check



CITY COUNCIL AGENDA FORM

Meeting Date: July 13, 2020

Prepared by: Chaise Cary

Agenda item: 5g

Reviewed by: Charlene Warren/

Charles Jackson

Department: Public Works

AGENDA ITEM DESCRIPTION: Discussion relating to authorize the purchase of one Case 521G Front End Wheel Loader through H-GAC Buy in the amount of \$138,478.58

☒

ATTACHMENTS FOR REFERENCE

1. H-GAC Contract Pricing Worksheet

STAFF BRIEFING:

- Current front-end loader is 15 years old with 85,000+ miles
- We do not have a backup front-end loader truck
- City Council reached consensus for the purchase of one new front-end loader at the July 25, 2019 budget workshop meeting and adopted the FY 2020 budget on September 16, 2019
- Several manufacturers were evaluated for value, warranty, and functionality
- After careful consideration, staff recommends the purchase of a Case 521G Front Wheel Loader through ASCO, an H-GAC Buy contractor
- Estimated delivery time is 30-60 days from date of order
- Pricing is based on specifications supplied by the City of La Marque
- Finance Director has reviewed and verified the availability of funds
- Appropriation of funds is through the approved lease-purchase financing in November 2019 under Resolution R-2019-0036 by Council
- Mid-year budget 2019-20 amendment for Council approval will include the full cost

HISTORY:

- Current front-end loader is 15 years old, with 85,000 plus miles, which is utilized daily. Has no lights, no horn, no windows, and tends to get stuck in second gear.

TARGET IMPLEMENTATION: September 2020

SIGNIFICANT ACTION DATES:

7/25/2019 - City Council reached consensus to purchase one front-end loader

9/16/2019 - City Council adopted FY 2020 budget

11/11/2019 - City Council adopted Resolution No. R-2019-0036



CITY COUNCIL AGENDA FORM

ACTION:

- | | |
|--|---|
| ☐ Ordinance | ☐ Resolution |
| ☐ Special Presentation | ☐ Proclamation |
| ☐ Finance Report | ☐ Public Hearing |
| ☒ Other – Capital Purchase | |
| ☒ Mark if this item does not conflict with any Resolution, Ordinance or City Charter, policies, procedures | |

Cost Details:

Budget 2020	Midyear Budget Amendment 2019-20
Actual Bid	\$138,478.58
Estimated Expenditure	
Acct. Name(s)	10 Year Life Assets - Vehicles
Line Item #	01-7030-12-00
Other Funding	

STAFF'S RECOMMENDATION: Recommend to authorize the purchase of one Case 521G Front End Wheel Loader through H-GAC Buy in the amount of \$138,478.58

FISCAL IMPACT: \$138,478.58



CONTRACT PRICING WORKSHEET

For Standard Equipment Purchases

Contract
No.:

EM06-19

Date
Prepared:

5/18/2020

This Worksheet is prepared by Contractor and given to End User. If a PO is issued, both documents **MUST** be faxed to H-GAC @ 713-993-4548. Therefore please type or print legibly.

Buying Agency:	City of La Marque	Contractor:	Associated Supply Company (ASCO)
Contact Person:	Phil Bush	Prepared By:	Skipper Robinson
Phone:	409-750-5193	Phone:	(832) 316-2507
Fax:		Fax:	(713) 649-5571
Email:	servicecenter@cityoflamarque.org	Email:	srobinson@ascoeq.com

Product Code:	EM19A23	Description:	CASE 521G Front End Wheel Loader
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A. Product Item Base Unit Price Per Contractor's H-GAC Contract: 119258

B. Published Options - Itemize below - Attach additional sheet if necessary - Include Option Code in description if applicable

(Note: Published Options are options which were submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
734054 - Joystick w/ 1 Aux Function	Included	3 year / 3,000 hour full machine factory limited warranty	Included
424988 - 2.1 cu. Yd. bkt w/ Coupler	7001.58	3 year / 2,000 hour planned maintenance	Included
Standard Cab Comfort	Included		
Standard Visibility Bundle	Included		
Ride Control	Included		
		Subtotal From Additional Sheet(s):	
		Subtotal B:	7001.58

C. Unpublished Options - Itemize below - Attach additional sheet if necessary

(Note: Unpublished options are items which were not submitted and priced in Contractor's bid.)

Description	Cost	Description	Cost
60" x 60" Forks - CNH QC	6500		
		Subtotal From Additional Sheet(s):	
		Subtotal C:	6500

Check: Total cost of Unpublished Options (C) cannot exceed 25% of the total of the Base Unit Price plus Published Options (A+B).

For this transaction the percentage is:

5%

D. Total Cost before any other applicable Charges, Trade-Ins, Allowances, Discounts, Etc. (A+B+C)

Quantity Ordered:	1	X Subtotal of A + B + C:	132759.58	=	Subtotal D:	132759.58
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E. Trade-Ins / Special Discounts / Other Allowances / Freight / Installation / Miscellaneous Charges

Description	Cost	Description	Cost
Freight	6900	Spring Discount	-6075
Material Surcharge	4394		
Local Delivery	500		
		Subtotal E:	5719

Delivery Date: 30-60 Days

F. Total Purchase Price (D+E):

138478.58



ENGINE

Make	FPT
Model	F4HFE413NB
Emissions Certification	Tier 4 Final
Emissions Technology	SCR/DOC
Type	4-stroke, turbocharged
Cylinders	4-cylinder in-line
Bore/Stroke	4.09 x 5.20 in (104 x 132 mm)
Displacement	275 in ³ (4.5 L)
Fuel	#2 Diesel, #1 and #2 mixture permitted for cold temperatures
Fuel injection	Direct injection – electronic
Fuel filter	Replaceable, full flow spin-on cartridge
Air filter	2-element dry type w/ warning restriction indicator
Mid-mount cooling module:	Mid-mount air/water
Fan – hydraulic driven:	
Style	8 blade puller
Diameter	28 in (711 mm)
Water pump	Integral
Engine oil pump operating angle ratings:	
Side-to-side	35°
Fore and aft	35°
Oil filtration	Replaceable, full flow spin-on cartridge
Engine speeds	RPM
Rated – full load	2000
Horsepower:	
Maximum Power Mode:	
Peak gross @ 1800 RPM	142 hp (106 kW)
Net rated @ 2000 RPM	129 hp (96 kW)
Peak net @ 1800 RPM	131 hp (98 kW)
Standard Power Mode:	
Peak gross @ 1800 RPM	133 hp (99 kW)
Net rated @ 2000 RPM	106 hp (79 kW)
Peak net @ 1800 RPM	123 hp (91 kW)
Economy Power Mode:	
Peak gross @ 1700 RPM	110 hp (82 kW)
Net rated @ 2000 RPM	76 hp (57 kW)
Peak net @ 1700 RPM	101 hp (75 kW)

Torque – peak:

Maximum Power Mode:

Gross @ 1600 RPM	448 lb-ft (608 N-m)
Net @ 1600 RPM	424 lb-ft (575 N-m)

Standard Power Mode:

Gross @ 1300 RPM	407 lb-ft (552 N-m)
Net @ 1300 RPM	391 lb-ft (530 N-m)

Economy Power Mode:

Gross @ 1200 RPM	403 lb-ft (547 N-m)
Net @ 1200 RPM	389 lb-ft (528 N-m)

Torque rise:

Maximum power range	21%
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NOTE: Gross horsepower and torque per SAE J1995.
Net horsepower and torque per SAE J1349.

DRIVETRAIN

Transmission:

4F/3R Proportional w/ Electronic Control
Module torque sensing autoshift/manual
shift and modulation

Gears	Helical cut
Gear ratios – 4-speed	Forward/Reverse
1st	4.012/3.804
2nd	2.174/2.061
3rd	1.088/1.031
4th	0.619/ —

Torque converter:

Stall ratio – 4-speed	2.30:1
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Differential:

Limited slip w/ 34% transfer on front and
rear axles

Rear axle oscillation	24° total
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Front and rear axles:

Differential ratio	3.364
Planetary ratio	6.4
Final axle ratio	21.53

Planetaries	Outboard
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Service brakes:

Hydraulically actuated, maintenance-free,
multiple wet disc w/ accumulator to all
four wheels

Brake surface area:

Front hub – each	480 in ² (0.31 m ²)
Rear hub – each	480 in ² (0.31 m ²)

Parking brakes:

Spring-applied hydraulic release disc on
transmission output shaft neutralizes power
flow to wheels when engaged

Travel speeds – 4-speed transmission:

	Forward	Reverse
	mph (kph)	mph (kph)
1st	3.8 (6.1)	4.0 (6.4)
2nd	6.9 (11.1)	7.3 (11.7)
3rd	13.4 (21.6)	14.1 (22.8)
4th	22.3 (35.9)	—

NOTE: Travel speeds at full engine throttle
w/ 17.5 x 25 L2/L3 tires.

ELECTRICAL

Voltage	24 Volts, negative ground
Alternator	70 amp
Batteries (2)	12-volt

OPERATOR ENVIRONMENT

ROPS cab AC w/ heat; Key start; Articulated
power steering w/ tilt column; Fully adjustable,
suspension seat; Foot throttle; Single lever loader
control w/ fully adjustable wrist rest, 2 cup
holders; 2 interior rear view mirrors; 2-inch
(51 mm) retractable seat belt; Multiple storage
trays; Single brake pedal; F/N/R shuttle switch;
External rearview mirrors; Pressurized air filtering;
Anti-glare window strip; Front and Rear Defroster;
Side window, partial/fully open; 2 Dome lights;
Wipers, rear and intermittent front; Windshield
washers, front and rear; Rubber floor mat; Horn.

Displays/Gauges:

Digital:

Transmission oil temperature; Engine coolant
temperature; Fuel level; DEF level.

LCD screen:

Hour meter; Time; FNR indicator; Trip
computer A/B; Differential lock; Engine
speed; Automatic transmission indicator;
DeClutch indicator; Fuel consumption; Engine
diagnostics; Error reporting; Travel speed;
Gear selection; Engine mode indicator;
Transmission diagnostics; DEF – Diesel
Exhaust Fluid gauge.

Audible/Visual alarms:

Warning lights:

Parking brake; Coolant temperature;
Hydraulic oil temperature; Transmission
oil temperature; Air filter; Transmission
filter; Alternator; Low fuel; Grid heater;
Brake pressure; Engine oil pressure;
Steering pressure.

Caution warnings:

Parking brake; Coolant temperature;
Hydraulic oil temperature; Transmission
oil temperature; Air filter; Transmission filter;
Hydraulic filter; Alternator; Low fuel.

Critical warnings:

Engine oil pressure; Brake pressure; Steering
pressure – w/ aux. steering; Coolant
temperature; Hydraulic oil temperature;
Transmission oil temperature.

Backup alarm

Maintenance reminders:

Cab air filter; Engine oil filter; Fuel pre-filter;
DEF tank vent filter; SCR supply filter;
Hydraulic oil and filter; Engine air filter;
Engine coolant drive belt; Cab recirculation
filter; Engine breather filter; Transmission
breather; Front and rear axle fluid; SCR
supply module filter.

NOTE: *If equipped w/ option.

OPERATING WEIGHT

Z-Bar

Unit equipped w/ ROPS cab w/ heater and A/C; Standard counterweight; 17.5-R25 L3 Radial tires; 2.3 yd³ (1.8 m³) pin-on w/ bolt on edge; Full fuel; 165 lb (75 kg) operator:

24,290 lb (11 018 kg)

XT

Unit equipped w/ ROPS cab w/ heater and A/C; Full counterweight; 17.5-R25 L3 Radial tires; 2.1 yd³ (1.6 m³) ACS loader bucket w/ bolt on edge; Standard batteries; Full fuel; 165 lb (75 kg) operator:

25,834 lb (11 718 kg)

XR

Unit equipped w/ ROPS cab w/ heater and A/C; Full counterweight; 17.5-R25 L3 Radial tires; Front and rear fenders; 2.3 yd³ (1.8 m³) general purpose loader bucket w/ edge; Full fuel; 165 lb (75 kg) operator:

24,572 lb (11 146 kg)

HYDRAULICS

Pump – steering/implement:

Closed center pressure/flow compensated

Variable displacement – load-sensing:

35.4 gpm @ 2000 RPM
(134 L/min @ 2000 RPM)

Loader control valve:

Closed-center, sectional 2, 3 or 4-function
w/ control for lift, tilt and auxiliary hydraulics

Loader auxiliary steering:

Hydraulic orbital center-pivot articulating
w/ on-demand oil flow

High pressure standby 3,625 psi (24 993 kPa)

Filtration:

Filtered vent w/ relief on hydraulic reservoir,
maintains 2-8 psi on reservoir, 10-micron, return
filter furnishes only clean oil to all components
of the system

SERVICE CAPACITIES

Fuel tank 50.0 gal (189.0 L)

DEF tank – Diesel Exhaust Fluid:

Usable capacity 7.1 gal (26.7 L)
Total 11.7 gal (44.2 L)

Hydraulic system:

Reservoir 15.0 gal (56.8 L)
Total 23.8 gal (90.1 L)

Transmission:

Service w/ filter 6.87 gal (26 L)

Front and rear axle:

Front axle 23.2 qt (22.0 L)
Rear axle 23.2 qt (22.0 L)

Engine oil w/ filter 12.5 qt (11.8 L)

Cooling system 23.2 qt (22.0 L)

OTHER SPECIFICATIONS

Lift cylinder:

Bore diameter 4.00 in (101.6 mm)
Rod diameter 2.25 in (57.2 mm)
Stroke 30.82 in (783.0 mm)

Dump cylinder – Z-Bar and XR:

Bore diameter 4.50 in (114.3 mm)
Rod diameter 2.50 in (63.5 mm)
Stroke 20.84 in (529.3 mm)

Dump cylinders – XT:

Bore diameter 4.00 in (101.6 mm)
Rod diameter 2.25 in (57.2 mm)
Stroke 29.85 in (758.2 mm)

Loader:

Z-Bar loader linkage; Single control for
lift and tilt; Positive hold float; Automatic
return-to-dig; Automatic height control;
Automatic return-to-travel; Brake pedal
transmission disconnect; Bucket position
indicator on bucket.

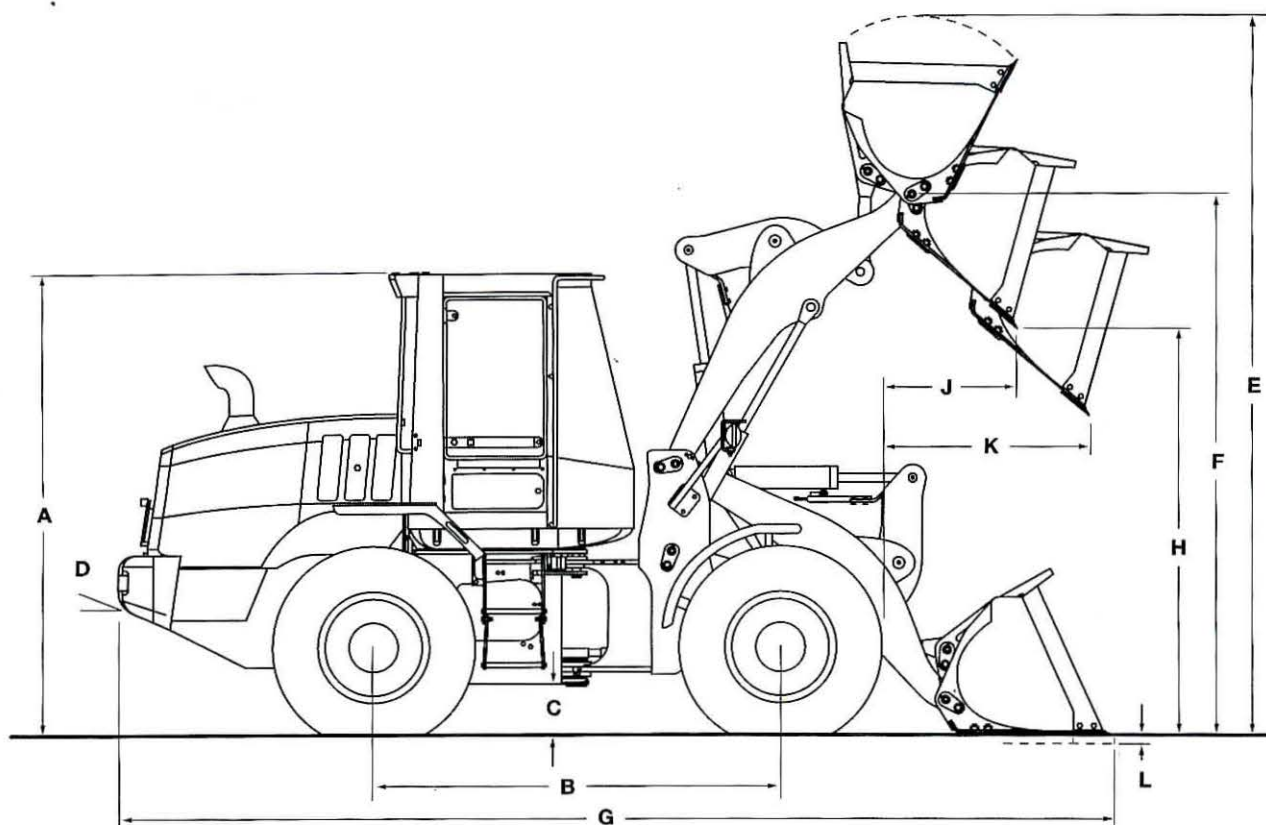
Cycle time:

Raise w/ rated bucket load 5.4 sec
Dump w/ rated bucket load:
Z-Bar/XR 1.2 sec
XT 2.4 sec
Float down 3.9 sec

Sound level in Cab (LpA) 68 dB(A)

Exterior sound level (LwA) 102 dB(A)

NOTE: Sound level data tested in accordance
with ISO6395, 6396, 3744.



Line drawings are for illustrative purpose only and may not be exact representation of unit.

DIMENSIONS

A. Height to top of ROPS cab	128.9 in (3 275 mm)
Height to drawbar	37.5 in (952 mm)
B. Wheelbase	108.3 in (2 750 mm)
C. Ground clearance	13.4 in (341 mm)
D. Angle of departure	30°
Width:	
Overall* without bucket	96.4 in (2 448 mm)
Centerline tread	78.7 in (2 000 mm)
Turning radius* – outside	196.9 in (5 002 mm)
Turning angle:	
From center	40°
Total angle	80°
Rear axle oscillation – total	24°

NOTE: *Dimensions taken with 17.5x25 L2 Radial tires. Additional dimensions on pages 4 through 7.

WEIGHT ADJUSTMENTS

Select Options	Weight Adjustment	Tipping Load Adjustment Straight: Deflected	Tipping Load Adjustment 40° Turn: Deflected
17.5 x 25 L2 Bias tires	-632 lb (-287 kg)	-588 lb (-267 kg)	-834 lb (-378 kg)
17.5 x 25 L3 Bias tires	-344 lb (-156 kg)	-318 lb (-144 kg)	-527 lb (-239 kg)
17.5-R25 XHA TL (L2 Radial) tires	-168 lb (-76 kg)	-188 lb (-85 kg)	-179 lb (-81 kg)
20.5-R25 L2 Bias tires	+220 lb (+100 kg)	+142 lb (+64 kg)	-72 lb (-33 kg)
20.5-R25 L2 Radial tires	+556 lb (+252 kg)	+366 lb (+166 kg)	+290 lb (+132 kg)
20.5-R25 L3 Radial tires	+812 lb (+368 kg)	+609 lb (+276 kg)	+517 lb (+234 kg)
20.5-R25 Snow Radial tires	+680 lb (+308 kg)	+447 lb (+203 kg)	+362 lb (+164 kg)
Light counterweight	-1,069 lb (-485 kg)	-2,196 lb (-996 kg)	-1,781 lb (-808 kg)

NOTE: Tires inflated to 50 psi (345 kPa) in the front and 40 psi (275 kPa) in the rear.

**Unit equipped with Z-Bar loader arms, 2.1 yd³ (1.61 m³) general purpose pin on bucket with bolt-on edge, 17.5x25 L3 Radial tires, ROPS cab with heater and air conditioner, heavy counterweight, standard batteries, front and rear fenders, full fuel and 165 lb (75 kg) operator. Adjust select options from rated weight.

PERFORMANCE SPECS
521G Z-Bar*
**2.1 yd³ (1.61 m³) Bucket
with Bolt-On Edge - Pin On**
**2.0 yd³ (1.53 m³) Bucket
with Teeth - Pin On**
**2.3 yd³ (1.76 m³) Bucket
with Bolt-On Edge - Pin On**

Operating weight	24,203 lb (10 978 kg)	24,128 lb (10 944 kg)	24,290 lb (11 018 kg)
E. Operating height – fully raised with spillguard	181.6 in (4 613 mm)	181.6 in (4 614 mm)	184.3 in (4 682 mm)
F. Hinge pin height – fully raised	142.0 in (3 606 mm)	142.0 in (3 606 mm)	142.0 in (3 606 mm)
G. Overall length – bucket level on ground	260.3 in (6 612 mm)	266.0 in (6 755 mm)	263.3 in (6 687 mm)
Dump angle – fully raised	55°	55°	55°
H. Dump height – fully raised, 45° dump	108.7 in (2 760 mm)	105.0 in (2 668 mm)	106.7 in (2 711 mm)
J. Bucket reach – fully raised, 45° dump	37.9 in (962 mm)	42.0 in (1 067 mm)	39.8 in (1 012 mm)
K. Bucket reach – 7 ft 0 in (2.13 m) height, 45° dump	55.8 in (1 418 mm)	58.0 in (1 474 mm)	56.8 in (1 443 mm)
L. Dig depth	2.7 in (67 mm)	2.8 in (71 mm)	2.9 in (73 mm)
Operating load – ISO Rigid Tires	8,960 lb (4 064 kg)	9,083 lb (4 120 kg)	8,842 lb (4 011 kg)
Operating load – ISO Deflected Tires	8,131 lb (3 688 kg)	8,243 lb (3 739 kg)	8,015 lb (3 636 kg)
Maximum material density – ISO Rigid Tires	4,267 lb/yd ³ (2 532 kg/m ³)	4,542 lb/yd ³ (2 695 kg/m ³)	3,844 lb/yd ³ (2 281 kg/m ³)
Maximum material density – ISO Deflected Tires	3,872 lb/yd ³ (2 297 kg/m ³)	4,121 lb/yd ³ (2 446 kg/m ³)	3,485 lb/yd ³ (2 068 kg/m ³)
Tipping load – ISO Rigid Tires: Straight	20,357 lb (9 234 kg)	20,623 lb (9 355 kg)	20,102 lb (9 118 kg)
40° turn	17,920 lb (8 128 kg)	18,166 lb (8 240 kg)	17,684 lb (8 021 kg)
Tipping load – ISO Deflected Tires: Straight	18,911 lb (8 578 kg)	19,157 lb (8 690 kg)	18,661 lb (8 464 kg)
40° turn	16,262 lb (7 376 kg)	16,486 lb (7 478 kg)	16,030 lb (7 271 kg)
Lift capacity: Full height	12,249 lb (5 556 kg)	12,326 lb (5 591 kg)	12,161 lb (5 516 kg)
Ground	23,635 lb (10 721 kg)	24,540 lb (11 131 kg)	22,083 lb (10 017 kg)
Breakout force with tilt cylinder	20,934 lb (9 495 kg)	22,593 lb (10 248 kg)	19,370 lb (8 786 kg)
Loader clearance circle with bucket	431.7 in (10 966 mm)	435.4 in (11 059 mm)	433.4 in (11 008 mm)

521G XR
**2.1 yd³ (1.61 m³) Bucket
with Bolt-On Edge - Pin On**
**2.0 yd³ (1.53 m³) Bucket
with Teeth - Pin On**
**2.3 yd³ (1.76 m³) Bucket
with Bolt-On Edge - Pin On**

Operating weight	24,485 lb (11 106 kg)	24,409 lb (11 072 kg)	24,572 lb (11 146 kg)
E. Operating height – fully raised with spillguard	196.6 in (4 993 mm)	196.6 in (4 993 mm)	199.3 in (5 061 mm)
F. Hinge pin height – fully raised	156.9 in (3 985 mm)	156.9 in (3 986 mm)	156.9 in (3 985 mm)
G. Overall length – bucket level on ground	273.9 in (6 958 mm)	279.6 in (7 101 mm)	276.9 in (7 033 mm)
Dump angle – fully raised	51°	51°	51°
H. Dump height – fully raised, 45° dump	123.6 in (3 140 mm)	120.0 in (3 047 mm)	121.7 in (3 091 mm)
J. Bucket reach – fully raised, 45° dump	36.9 in (937 mm)	41.0 in (1 042 mm)	38.8 in (987 mm)
K. Bucket reach – 7 ft 0 in (2.13 m) height, 45° dump	67.5 in (1 714 mm)	69.9 in (1 775 mm)	68.6 in (1 741 mm)
L. Dig depth	4.0 in (102 mm)	4.2 in (106 mm)	4.3 in (108 mm)
Operating load – ISO Rigid Tires	7,621 lb (3 457 kg)	7,724 lb (3 504 kg)	7,521 lb (3 411 kg)
Operating load – ISO Deflected Tires	6,972 lb (3 163 kg)	7,068 lb (3 206 kg)	6,872 lb (3 117 kg)
Maximum material density – ISO Rigid Tires	3,629 lb/yd ³ (2 153 kg/m ³)	3,862 lb/yd ³ (2 292 kg/m ³)	3,270 lb/yd ³ (1 940 kg/m ³)
Maximum material density – ISO Deflected Tires	3,320 lb/yd ³ (1 970 kg/m ³)	3,534 lb/yd ³ (2 097 kg/m ³)	2,988 lb/yd ³ (1 773 kg/m ³)
Tipping load – ISO Rigid Tires: Straight	17,381 lb (7 884 kg)	17,603 lb (7 984 kg)	17,166 lb (7 787 kg)
40° turn	15,242 lb (6 914 kg)	15,448 lb (7 007 kg)	15,042 lb (6 823 kg)
Tipping load – ISO Deflected Tires: Straight	16,268 lb (7 379 kg)	16,475 lb (7 473 kg)	16,053 lb (7 282 kg)
40° turn	13,944 lb (6 325 kg)	14,135 lb (6 412 kg)	13,745 lb (6 235 kg)
Lift capacity: Full height	11,128 lb (5 047 kg)	11,203 lb (5 082 kg)	11,041 lb (5 008 kg)
Ground	20,122 lb (9 127 kg)	20,291 lb (9 204 kg)	19,915 lb (9 033 kg)
Breakout force with tilt cylinder	21,010 lb (9 530 kg)	22,672 lb (10 284 kg)	19,438 lb (8 817 kg)
Loader clearance circle with bucket	444.2 in (11 282 mm)	448.2 in (11 385 mm)	446.1 in (11 330 mm)

521G
Z-Bar/XR
Z-Bar/XR
Z-Bar/XR

Maximum rollback:	Ground	40°/39°	40°/39°	40°/39°
	Carry position	44°/46°	44°/46°	44°/46°
	@ Full height	54°/55°	54°/55°	54°/55°
Maximum grading angle with bucket – back dragging		60°/60°	60°/60°	60°/60°
SAE bucket capacity – struck		1.77 yd ³ (1.35 m ³)	1.67 yd ³ (1.28 m ³)	2.00 yd ³ (1.53 m ³)
Heaped		2.10 yd ³ (1.61 m ³)	2.00 yd ³ (1.53 m ³)	2.30 yd ³ (1.76 m ³)
Bucket width – outside		100.4 in (2 550 mm)	100.9 in (2 563 mm)	100.4 in (2 550 mm)
Bucket weight		1,603 lb (727 kg)	1,527 lb (693 kg)	1,690 lb (766 kg)

PERFORMANCE SPECS

521G Z-Bar*		2.20 yd³ (1.68 m³) Bucket with Teeth - Pin On	2.60 yd³ (1.99 m³) Bucket with Bolt-On Edge - Pin On	2.10 yd³ (1.61 m³) Bucket with Bolt-On Edge - ACS Coupler
Operating weight		24,214 lb (10 983 kg)	24,222 lb (10 987 kg)	25,117 lb (11 393 kg)
E. Operating height – fully raised with spillguard		184.3 in (4 682 mm)	186.7 in (4 743 mm)	184.7 in (4 692 mm)
F. Hinge pin height – fully raised		142.0 in (3 606 mm)	142.0 in (3 606 mm)	141.9 in (3 604 mm)
G. Overall length – bucket level on ground		269.0 in (6 832 mm)	266.0 in (6 757 mm)	265.3 in (6 739 mm)
Dump angle – fully raised		55°	55°	55°
H. Dump height – fully raised, 45° dump		103.0 in (2 617 mm)	104.9 in (2 664 mm)	105.4 in (2 678 mm)
J. Bucket reach – fully raised, 45° dump		44.0 in (1 118 mm)	41.5 in (1 055 mm)	41.7 in (1 058 mm)
K. Bucket reach – 7 ft 0 in (2.13 m) height, 45° dump		58.9 in (1 495 mm)	57.5 in (1 460 mm)	57.9 in (1 471 mm)
L. Dig depth		3.0 in (77 mm)	3.2 in (81 mm)	2.7 in (69 mm)
Operating load – ISO Rigid Tires		8,963 lb (4 065 kg)	8,793 lb (3 988 kg)	8,199 lb (3 719 kg)
Operating load – ISO Deflected Tires		8,125 lb (3 685 kg)	7,968 lb (3 614 kg)	7,404 lb (3 359 kg)
Maximum material density – ISO Rigid Tires		4,074 lb/yd ³ (2 417 kg/m ³)	3,382 lb/yd ³ (2 007 kg/m ³)	3,904 lb/yd ³ (2 317 kg/m ³)
Maximum material density – ISO Deflected Tires		3,693 lb/yd ³ (2 191 kg/m ³)	3,065 lb/yd ³ (1 818 kg/m ³)	3,526 lb/yd ³ (2 092 kg/m ³)
Tipping load – ISO Rigid Tires:	Straight	20,363 lb (9 236 kg)	19,983 lb (9 064 kg)	18,740 lb (8 500 kg)
	40° turn	17,925 lb (8 131 kg)	17,585 lb (7 977 kg)	16,398 lb (7 438 kg)
Tipping load – ISO Deflected Tires:	Straight	18,901 lb (8 573 kg)	18,546 lb (8 412 kg)	17,358 lb (7 873 kg)
	40° turn	16,249 lb (7 371 kg)	15,936 lb (7 228 kg)	14,809 lb (6 717 kg)
Lift capacity:	Full height	12,238 lb (5 551 kg)	12,228 lb (5 547 kg)	11,330 lb (5 139 kg)
	Ground	23,379 lb (10 605 kg)	20,727 lb (9 401 kg)	18,132 lb (8 224 kg)
Breakout force with tilt cylinder		20,775 lb (9 423 kg)	18,181 lb (8 247 kg)	18,096 lb (8 208 kg)
Loader clearance circle with bucket		437.2 in (11 104 mm)	435.0 in (11 049 mm)	434.5 in (11 037 mm)

521G XR		2.20 yd³ (1.68 m³) Bucket with Teeth - Pin On	2.60 yd³ (1.99 m³) Bucket with Bolt-On Edge - Pin On	2.10 yd³ (1.61 m³) Bucket with Bolt-On Edge - ACS Coupler
Operating weight		24,496 lb (11 111 kg)	24,504 lb (11 115 kg)	25,399 lb (11 521 kg)
E. Operating height – fully raised with spillguard		199.3 in (5 061 mm)	201.7 in (5 123 mm)	199.7 in (5 071 mm)
F. Hinge pin height – fully raised		156.9 in (3 985 mm)	156.9 in (3 985 mm)	156.9 in (3 984 mm)
G. Overall length – bucket level on ground		282.5 in (7 177 mm)	279.6 in (7 102 mm)	278.9 in (7 085 mm)
Dump angle – fully raised		51°	51°	51°
H. Dump height – fully raised, 45° dump		118.0 in (2 997 mm)	119.8 in (3 044 mm)	120.4 in (3 058 mm)
J. Bucket reach – fully raised, 45° dump		43.0 in (1 092 mm)	40.5 in (1 030 mm)	40.7 in (1 033 mm)
K. Bucket reach – 7 ft 0 in (2.13 m) height, 45° dump		70.9 in (1 801 mm)	69.4 in (1 762 mm)	69.7 in (1 772 mm)
L. Dig depth		4.4 in (112 mm)	4.6 in (116 mm)	4.1 in (104 mm)
Operating load – ISO Rigid Tires		7,622 lb (3 457 kg)	7,491 lb (3 398 kg)	6,941 lb (3 148 kg)
Operating load – ISO Deflected Tires		6,967 lb (3 160 kg)	6,844 lb (3 104 kg)	6,315 lb (2 864 kg)
Maximum material density - ISO Rigid Tires		3,465 lb/yd ³ (2 056 kg/m ³)	2,881 lb/yd ³ (1 710 kg/m ³)	3,305 lb/yd ³ (1 961 kg/m ³)
Maximum material density - ISO Deflected Tires		3,167 lb/yd ³ (1 879 kg/m ³)	2,632 lb/yd ³ (1 562 kg/m ³)	3,007 lb/yd ³ (1 784 kg/m ³)
Tipping load – ISO Rigid Tires:	Straight	17,383 lb (7 885 kg)	17,091 lb (7 752 kg)	15,948 lb (7 234 kg)
	40° turn	15,244 lb (6 914 kg)	14,982 lb (6 796 kg)	13,882 lb (6 297 kg)
Tipping load – ISO Deflected Tires:	Straight	16,259 lb (7 375 kg)	15,980 lb (7 248 kg)	14,875 lb (6 747 kg)
	40° turn	13,934 lb (6 320 kg)	13,687 lb (6 208 kg)	12,630 lb (5 729 kg)
Lift capacity:	Full height	11,116 lb (5 042 kg)	11,110 lb (5 039 kg)	10,215 lb (4 633 kg)
	Ground	20,081 lb (9 109 kg)	19,856 lb (9 006 kg)	18,802 lb (8 528 kg)
Breakout force with tilt cylinder		20,846 lb (9 456 kg)	18,242 lb (8 274 kg)	18,162 lb (8 238 kg)
Loader clearance circle with bucket		450.2 in (11 435 mm)	447.8 in (11 375 mm)	447.3 in (11 362 mm)

521G		Z-Bar/XR	Z-Bar/XR	Z-Bar/XR
Maximum rollback:	Ground	40°/39°	40°/39°	40°/39°
	Carry position	44°/46°	44°/46°	44°/46°
	@ Full height	54°/55°	54°/55°	54°/55°
Maximum grading angle with bucket – back dragging		61°/61°	60°/60°	60°/60°
SAE bucket capacity – struck		1.90 yd ³ (1.45 m ³)	2.21 yd ³ (1.69 m ³)	1.77 yd ³ (1.35 m ³)
Heaped		2.20 yd ³ (1.68 m ³)	2.60 yd ³ (1.99 m ³)	2.10 yd ³ (1.61 m ³)
Bucket width – outside		100.9 in (2 563 mm)	100.4 in (2 550 mm)	100.4 in (2 550 mm)
Bucket weight		1,614 lb (732 kg)	1,622 lb (736 kg)	2,517 lb (1 141 kg)

PERFORMANCE SPECS

521G Z-Bar*		2.00 yd³ (1.53 m³) Bucket with Teeth - ACS Coupler	2.10 yd³ (1.61 m³) Bucket with Bolt-On Edge - JRB Coupler	2.00 yd³ (1.53 m³) Bucket with Teeth - JRB Coupler
Operating weight		25,041 lb (11 359 kg)	25,006 lb (11 343 kg)	24,931 lb (11 308 kg)
E. Operating height – fully raised with spillguard		184.7 in (4 692 mm)	186.0 in (4 724 mm)	186.0 in (4 724 mm)
F. Hinge pin height – fully raised		141.9 in (3 605 mm)	141.9 in (3 605 mm)	141.9 in (3 605 mm)
G. Overall length – bucket level on ground		270.9 in (6 882 mm)	269.1 in (6 834 mm)	266.6 in (6 773 mm)
Dump angle – fully raised		55°	55°	55°
H. Dump height – fully raised, 45° dump		101.8 in (2 586 mm)	102.8 in (2 612 mm)	104.4 in (2 651 mm)
J. Bucket reach – fully raised, 45° dump		45.8 in (1 163 mm)	43.2 in (1 098 mm)	41.2 in (1 046 mm)
K. Bucket reach – 7 ft 0 in (2.13 m) height, 45° dump		59.9 in (1 521 mm)	58.0 in (1 472 mm)	56.8 in (1 443 mm)
L. Dig depth		2.9 in (72 mm)	3.7 in (94 mm)	3.8 in (98 mm)
Operating load – ISO Rigid Tires		8,275 lb (3 753 kg)	7,960 lb (3 611 kg)	8,048 lb (3 650 kg)
Operating load – ISO Deflected Tires		7,478 lb (3 392 kg)	7,202 lb (3 267 kg)	7,267 lb (3 296 kg)
Maximum material density – ISO Rigid Tires		4,137 lb/yd ³ (2 455 kg/m ³)	3,791 lb/yd ³ (2 249 kg/m ³)	4,024 lb/yd ³ (2 388 kg/m ³)
Maximum material density – ISO Deflected Tires		3,739 lb/yd ³ (2 219 kg/m ³)	3,429 lb/yd ³ (2 035 kg/m ³)	3,634 lb/yd ³ (2 156 kg/m ³)
Tipping load – ISO Rigid Tires:	Straight	18,899 lb (8 573 kg)	18,188 lb (8 250 kg)	18,393 lb (8 343 kg)
	40° turn	16,549 lb (7 507 kg)	15,920 lb (7 221 kg)	16,095 lb (7 301 kg)
Tipping load – ISO Deflected Tires:	Straight	17,514 lb (7 944 kg)	16,873 lb (7 654 kg)	17,040 lb (7 729 kg)
	40° turn	14,956 lb (6 784 kg)	14,403 lb (6 533 kg)	14,535 lb (6 593 kg)
Lift capacity:	Full height	11,407 lb (5 174 kg)	11,435 lb (5 187 kg)	11,513 lb (5 222 kg)
	Ground	18,780 lb (8 519 kg)	15,664 lb (7 105 kg)	15,898 lb (7 211 kg)
Breakout force with tilt cylinder		19,364 lb (8 783 kg)	16,839 lb (7 638 kg)	21,530 lb (9 766 kg)
Loader clearance circle with bucket		438.3 in (11 133 mm)	436.8 in (11 094 mm)	435.8 in (11 070 mm)

521G XR		2.00 yd³ (1.53 m³) Bucket with Teeth - ACS Coupler	2.10 yd³ (1.61 m³) Bucket with Bolt-On Edge - JRB Coupler	2.00 yd³ (1.53 m³) Bucket with Teeth - JRB Coupler
Operating weight		25,323 lb (11 486 kg)	25,288 lb (11 470 kg)	25,212 lb (11 436 kg)
E. Operating height – fully raised with spillguard		199.7 in (5 071 mm)	200.9 in (5 104 mm)	201.0 in (5 104 mm)
F. Hinge pin height – fully raised		156.9 in (3 984 mm)	156.9 in (3 984 mm)	156.9 in (3 984 mm)
G. Overall length – bucket level on ground		284.6 in (7 228 mm)	282.6 in (7 177 mm)	280.1 in (7 115 mm)
Dump angle – fully raised		51°	51°	51°
H. Dump height – fully raised, 45° dump		116.7 in (2 965 mm)	117.8 in (2 992 mm)	119.3 in (3 031 mm)
J. Bucket reach – fully raised, 45° dump		44.8 in (1 138 mm)	42.2 in (1 073 mm)	40.2 in (1 020 mm)
K. Bucket reach – 7 ft 0 in (2.13 m) height, 45° dump		72.0 in (1 829 mm)	70.0 in (1 778 mm)	68.7 in (1 746 mm)
L. Dig depth		4.2 in (108 mm)	5.1 in (129 mm)	5.2 in (133 mm)
Operating load – ISO Rigid Tires		7,009 lb (3 179 kg)	6,771 lb (3 071 kg)	6,839 lb (3 102 kg)
Operating load – ISO Deflected Tires		6,381 lb (2 894 kg)	6,168 lb (2 798 kg)	6,220 lb (2 821 kg)
Maximum material density - ISO Rigid Tires		3,504 lb/yd ³ (2 079 kg/m ³)	3,224 lb/yd ³ (1 913 kg/m ³)	3,419 lb/yd ³ (2 029 kg/m ³)
Maximum material density - ISO Deflected Tires		3,191 lb/yd ³ (1 893 kg/m ³)	2,937 lb/yd ³ (1 743 kg/m ³)	3,110 lb/yd ³ (1 845 kg/m ³)
Tipping load – ISO Rigid Tires:	Straight	16,089 lb (7 298 kg)	15,550 lb (7 053 kg)	15,708 lb (7 125 kg)
	40° turn	14,017 lb (6 358 kg)	13,542 lb (6 143 kg)	13,677 lb (6 204 kg)
Tipping load – ISO Deflected Tires:	Straight	15,014 lb (6 810 kg)	14,520 lb (6 586 kg)	14,651 lb (6 645 kg)
	40° turn	12,762 lb (5 789 kg)	12,337 lb (5 596 kg)	12,440 lb (5 643 kg)
Lift capacity:	Full height	10,290 lb (4 668 kg)	10,327 lb (4 684 kg)	10,403 lb (4 719 kg)
	Ground	18,937 lb (8 590 kg)	17,021 lb (7 720 kg)	17,288 lb (7 842 kg)
Breakout force with tilt cylinder		19,433 lb (8 815 kg)	16,893 lb (7 662 kg)	21,599 lb (9 797 kg)
Loader clearance circle with bucket		451.4 in (11 467 mm)	449.8 in (11 426 mm)	448.7 in (11 398 mm)

521G		Z-Bar/XR	Z-Bar/XR	Z-Bar/XR
Maximum rollback:	Ground	40°/39°	41°/40°	41°/40°
	Carry position	44°/46°	44°/46°	44°/46°
	@ Full height	54°/55°	54°/55°	54°/55°
Maximum grading angle with bucket – back dragging		62°/61°	61°/61°	61°/60°
SAE bucket capacity – struck		1.67 yd ³ (1.28 m ³)	1.77 yd ³ (1.35 m ³)	1.67 yd ³ (1.28 m ³)
	Heaped	2.00 yd ³ (1.53 m ³)	2.10 yd ³ (1.61 m ³)	2.00 yd ³ (1.53 m ³)
Bucket width – outside		100.9 in (2 563 mm)	100.4 in (2 550 mm)	100.9 in (2 563 mm)
Bucket weight		2,441 lb (1 107 kg)	2,406 lb (1 091 kg)	2,330 lb (1 057 kg)

PERFORMANCE SPECS

521G XT	2.1 yd³ (1.61 m³) Bucket with Bolt-On Edge - ACS Coupler**	2.0 yd³ (1.53 m³) Bucket with Teeth ACS Coupler**	2.1 yd³ (1.61 m³) Bucket with Bolt-On Edge - JRB Coupler***	2.0 yd³ (1.53 m³) Bucket with Teeth JRB Coupler***
Operating weight	25,834 lb (11 718 kg)	25,765 lb (11 687 kg)	25,404 lb (11 523 kg)	25,328 lb (11 489 kg)
E. Operating height – fully raised with spillguard	196.2 in (4 984 mm)	193.8 in (4 923 mm)	188.4 in (4 786 mm)	188.4 in (4 786 mm)
F. Hinge pin height – fully raised	147.3 in (3 742 mm)	147.3 in (3 742 mm)	147.3 in (3 743 mm)	147.4 in (3 743 mm)
G. Overall length – bucket level on ground	269.6 in (6 848 mm)	275.2 in (6 991 mm)	274.0 in (6 960 mm)	279.7 in (7 103 mm)
Dump angle – fully raised	57°	57°	57°	57°
H. Dump height – fully raised, 45° dump	106.1 in (2 695 mm)	102.5 in (2 603 mm)	102.0 in (2 590 mm)	98.3 in (2 497 mm)
J. Bucket reach – fully raised, 45° dump	46.1 in (1 171 mm)	50.3 in (1 277 mm)	40.6 in (1 031 mm)	44.7 in (1 136 mm)
K. Bucket reach – 7 ft 0 in (2.13 m) height, 45° dump	62.9 in (1 598 mm)	64.9 in (1 650 mm)	55.0 in (1 396 mm)	56.7 in (1 440 mm)
L. Dig depth	3.3 in (84 mm)	3.4 in (87 mm)	10.0 in (254 mm)	10.2 in (258 mm)
Operating load – ISO Rigid Tires	7,652 lb (3 471 kg)	7,719 lb (3 501 kg)	7,389 lb (3 351 kg)	7,488 lb (3 396 kg)
Operating load – ISO Deflected Tires	6,858 lb (3 111 kg)	6,924 lb (3 141 kg)	6,692 lb (3 035 kg)	6,784 lb (3 077 kg)
Maximum material density – ISO Rigid Tires	3,644 lb/yd ³ (2 162 kg/m ³)	3,860 lb/yd ³ (2 290 kg/m ³)	3,518 lb/yd ³ (2 088 kg/m ³)	3,744 lb/yd ³ (2 222 kg/m ³)
Maximum material density – ISO Deflected Tires	3,266 lb/yd ³ (1 938 kg/m ³)	3,462 lb/yd ³ (2 054 kg/m ³)	3,187 lb/yd ³ (1 891 kg/m ³)	3,392 lb/yd ³ (2 013 kg/m ³)
Tipping load – ISO Rigid Tires:				
Straight	17,509 lb (7 942 kg)	17,650 lb (8 006 kg)	16,870 lb (7 652 kg)	17,083 lb (7 749 kg)
40° turn	15,304 lb (6 942 kg)	15,439 lb (7 003 kg)	14,777 lb (6 703 kg)	14,976 lb (6 793 kg)
Tipping load – ISO Deflected Tires:				
Straight	16,130 lb (7 317 kg)	16,269 lb (7 380 kg)	15,671 lb (7 108 kg)	15,871 lb (7 199 kg)
40° turn	13,716 lb (6 221 kg)	13,848 lb (6 281 kg)	13,383 lb (6 071 kg)	13,568 lb (6 154 kg)
Lift capacity:				
Full height	10,560 lb (4 790 kg)	10,653 lb (4 832 kg)	10,433 lb (4 732 kg)	10,565 lb (4 792 kg)
Ground	24,924 lb (11 305 kg)	24,908 lb (11 298 kg)	22,734 lb (10 312 kg)	22,724 lb (10 307 kg)
Breakout force – dump cylinder	20,302 lb (9 209 kg)	21,531 lb (9 766 kg)	21,227 lb (9 629 kg)	22,556 lb (10 231 kg)
Loader clearance circle with bucket	428.4 in (10 880 mm)	431.5 in (10 960 mm)	432.2 in (10 977 mm)	435.0 in (11 049 mm)

521G

Maximum rollback:				
Ground	57°	57°	57°	57°
Carry position	59°	59°	59°	59°
@ Full height	64°	64°	64°	64°
Maximum grading angle with bucket – back dragging	61°	62°	61°	63°
SAE bucket capacity – struck	1.77 yd ³ (1.35 m ³)	1.67 yd ³ (1.28 m ³)	1.77 yd ³ (1.35 m ³)	1.67 yd ³ (1.28 m ³)
Heaped	2.10 yd ³ (1.61 m ³)	2.00 yd ³ (1.53 m ³)	2.10 yd ³ (1.61 m ³)	2.00 yd ³ (1.53 m ³)
Bucket width – outside	100.4 in (2 550 mm)	101.4 in (2 575 mm)	100.4 in (2 550 mm)	100.9 in (2 563 mm)
Bucket weight	2,655 lb (1 204 kg)	2,586 lb (1 173 kg)	2,225 lb (1 009 kg)	2,149 lb (975 kg)

NOTE: *Z-Bar performance data shown with full counterweight

**XT lift arm with buckets for ACS Pro Series 2000® size 30 HD coupler.

***XT lift arm with bucket for Case coupler

Performance data unit equipped with 17.5x25 L2 Radial tires, ROPS cab with heater and air conditioner, full counterweight, standard batteries, front and rear fenders, full fuel and 165 lb (75 kg) operator. Specifications per SAE J732, J1234, J695, J742 and J818.

STANDARD EQUIPMENT

OPERATOR ENVIRONMENT

See page 1

ENGINE

Case/FPT F4HFE413NB
Tier 4 Final Certified
Selective Catalytic Reduction (SCR) with
Diesel Oxidation Catalyst
Selectable work modes:
Maximum power
Auto power
Standard power
Economy power
Turbocharger
Charge air cooling
Automatic fan belt tensioner
Integral engine oil cooling
Fuel filter with water trap
Dual-element dry-type air cleaner
Hydraulic-driven cooling fan
Air-cooled radiator
Mid-mounted cooling module
Common rail electronic fuel injection

LOADER

See page 2 – Operating weight,
Other specifications

DRIVETRAIN

4-wheel drive
4F/3R Selectable autoshift/manual
shift transmission
Electronic Control Module – programmable,
computer controlled proportional shifting
with programmable gear selection
Onboard diagnostics
Single lever electronic shift control
F/N/R switch in loader control handle
Downshift button
Torque converter
Outboard planetary axles
Limited-slip differentials
Transmission oil cooler
Brake pedal transmission disconnect
Hydraulic wet disc brakes
Spring-applied hydraulic release parking brake
Limp-Home Mode

HYDRAULICS

Electro-hydraulic (EH) joystick loader control
Low-effort steering
Hydraulic driven fan
8 Diagnostic quick couplers
Split flange hydraulic connections –
1 in or greater
Hydraulic oil cooler

ELECTRICAL

70 amp alternator and voltage regulator
Battery isolator/electrical disconnect
(2) 700 CCA 12-volt batteries
Lights:
2 Front driving headlights – high/low beam
2 Front flood
2 LED stop and tail lights
2 Rear flood
Front and rear turn signal/flash
Centrally located fuse box
with all electrical circuits protected
Backup alarm
Remote jump posts

OTHER

Front and rear fenders, partial coverage
Heavy counterweight
Drawbar hitch
Articulation locking bar
Lift arm locking bar
Lift and tie-down points – front/rear
Grouped remote-mounted ecology drains:
Engine oil
Engine coolant
Hydraulic oil

TELEMATICS

CASE SiteWatch™ Telematics – includes
hardware and a 3-yr Advanced
data subscription

OPTIONAL EQUIPMENT

OPERATOR ENVIRONMENT

Cloth-covered heated air-suspension seat
Leather trimmed heated air seat with active suspension
3 in (76 mm) retractable seat belt
Sound Shield noise suppression package
Bluetooth radio, 12V AM/FM with auxiliary input
Radio-ready – 12- or 24-volt with auxiliary power – 12-volt
Cab convenience package:
Rear sun shade, interior mirror, under the seat drawer, coat hook, 12V accessory port, and an ash tray
In cab powered cooler box
In cab accessory mount
RH steps and platform
LED rotating beacon
Joystick steering
Rear view camera
External rear view mirrors
External heated rear view mirrors
Front LED driving/headlights
LED front and rear work lights
Extra front-facing LED work lights

DRIVETRAIN

Heavy-duty axles with locking front differential and open rear differential
Cold weather package:
Heavy-duty batteries (2x 950 CCA)
Fuel heater
Hydraulic oil cooler bypass
Low temperature hydraulic oil
Grid heater

HYDRAULICS

Auxiliary hydraulics
Ride Control™
Secondary steering
3- or 4-spool loader valves with 2- or 3-lever loader control

LOADER

Hydraulic attachment coupler systems
Buckets – see pages 4 through 7
Parallel lift XT
Extended reach XR

TIRES

17.5 x 25 radial
20.5 R25 radial
20.5 R25 bias

ADVANCED ENGINE AIR FILTRATION

Variable speed hydraulic reversing fan

OTHER

Special paint
Full coverage fenders
Tool box
Fire extinguisher
Side guards for rear frame
License plate brackets, front and rear
12 mph (20 kph) maximum speed control
Skid Plate/Transmission guard
Standard fenders with right and left hand steps
Wide full coverage fenders with right and left hand steps

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Always read the Operator's Manual before operating any equipment. Inspect equipment before using it, and be sure it is operating properly. Follow the product safety signs and use any safety features provided.



CITY COUNCIL AGENDA FORM

Meeting Date: July 13, 2020

Prepared by: Chaise Cary

Agenda item: 5h

Reviewed by: Charlene Warren

Charles Jackson

Department: Public Works

AGENDA ITEM DESCRIPTION: Discussion relating to authorize the purchase of one 2021 Ford F550 Regular Cab w/Versalift Body 5G through H-GAC Buy vendor in the amount of \$102,887.00

☒

ATTACHMENTS FOR REFERENCE

1. H-GAC Contract Pricing Worksheet

STAFF BRIEFING:

- Current bucket truck is 20 years old with 120,000 plus miles
- Maintenance costs have increased, and reliability has decreased significantly
- City Council reached consensus for the purchase of one bucket truck at the July 25, 2019 budget workshop meeting and adopted the FY 2020 budget on September 16, 2019
- Several manufacturers were evaluated for value, warranty, and functionality
- After careful consideration, staff recommends the purchase of a 2021 Ford F550 Regular Cab w/Versalift Body 5G through Rockdale Country Ford dba Caldwell Country, an H-GAC contractor
- Recommended truck is pre-stocked with required equipment and tools included
- Estimated delivery time is 180-280 days from date of order
- Pricing is based on specifications supplied by the City of La Marque
- Finance Director has reviewed and verified the availability of funds
- Appropriation of funds is through the approved lease-purchase financing in November 2019 under Resolution R-2019-0036 by Council
- Midyear budget 2019-20 amendment for Council approval will include the full cost

HISTORY:

- Current bucket truck is 20 years old with 120,000 plus miles
- In the last three years, the City has spent several thousand dollars attempting to keep the bucket truck running with little success
- Current bucket truck will be held as a secondary truck for emergencies and small jobs
- Current bucket truck does not have a long enough boom which limits the employees on specific jobs

TARGET IMPLEMENTATION: September 2020



CITY COUNCIL AGENDA FORM

SIGNIFICANT ACTION DATES:

7/25/2019 - City Council reached consensus to purchase one bucket truck

9/16/2019 - City Council adopted FY 2020 budget

11/11/2019 - City Council adopted Resolution No. R-2019-0036

ACTION:

- | | |
|--|---|
| ☐ Ordinance | ☐ Resolution |
| ☐ Special Presentation | ☐ Proclamation |
| ☐ Finance Report | ☐ Public Hearing |
| ☒ Other - Capital Purchase | |
| ☒ Mark if this item does not conflict with any Resolution, Ordinance or City Charter, policies, procedures | |

Cost Details:

Budget 2020	Midyear Budget Amendment 2019-20
Actual Bid	\$102,887.00
Estimated Expenditure	
Acct. Name(s)	10 Year Life Assets - Vehicles
Line Item #	01-7030-12-00
Other Funding	

STAFF'S RECOMMENDATION: Recommend to authorize the purchase of one 2021 Ford F550 Regular Cab w/Versalift Body 5G through H-GAC Buy vendor in the amount of \$102,887.00

FISCAL IMPACT: \$102,887.00

QUOTE# 001-VSW21586B

CONTRACT PRICING WORKSHEET

End User: CITY OF LAMARQUE	Contractor: ROCKDALE COUNTRY
Contact Name: PHIL BUSH	ROCKDALE COUNTRY FORD DBA CALDWELL COUNTRY
Email: STEVENILES@VERSALIFT.COM	Prepared By: Averyt Knapp
Phone #: 409-750-5193	Email: aknapp@caldwellcountry.com
Fax #:	Phone #: 979-567-6116
Location City & State: LA MARQUE	Fax #: 979-567-4376
Date Prepared: JUNE 2, 2020	Address: P. O. Box 72, ROCKDALE, TX 76567
Contract Number: BUY BOARD #601-19	Tax ID # 27-3037856

Product Description: 2021 FORD F550 REGULAR CAB W-VERSALIFT BODY F5G

A Base Price & Options: \$100,940

B Fleet Quote Option:

Code	Description	Cost	Code	Description	Cost
	4X2-REGULAR CAB, 18,000#GVWR, 145" WHEELBASE, 60" CAB TO AXLE, 6.7L-V8 DIESEL, 10-SPD AUTOMATIC, PTO PROVISION, (NO SPARE TIRE), 40-20-40 VINYL SEATS, FULL RUBBER FLOOR, AIR CONDITION, AMFM- STEREO, TILT, HD FRONT SUSPENSION, (NO REAR VISION CAMERA PROVISION), VERSALIFT SST-40-EIH (VSW-21586B)	INCL			
	FORD WARRANTY 5YR/60,000 MILES POWERTRAIN @ N/C	INCL		ROCKDALE COUNTRY FORD PO BOX 72 ROCKDALE, TEXAS 76567	
	** IF POWER WINDOWS, POWER LOCKS, POWER MIRRORS, & KEYLESS ENTRY NEEDED, ADD \$800	N/I			
	**DELIVER TO LA MARQUE, ADD \$512	N/I			
*	**CONITINUOUS ROTATION, ADD \$685	N/I			
	** IF FULL SIZE SPARE TIRE & WHEEL NEEDED, ADD \$350	N/I			
Subtotal B					INCL

C Unpublished Options

Code	Description	Cost	Code	Description	Cost
			263		

Subtotal C					
D Other Price Adjustments (Installation, Delivery, Etc...)					
Subtotal D VERSALIFT -WACO					INCL
E Unit Cost Before Fee & Non-Equipment Charges (A+B+C+D)					\$100,940
Quantity Ordered					1
Subtotal E					\$100,940
F Non-Equipment Charges (Trade-In, Warranty, Etc...)					
BUY BOARD FEE					\$400
G. Color of Vehicle: WHITE					
H. Total Purchase Price (E+F)					\$101,340
Estimated Delivery Date:					180-280 DAYS APPX

Versalift Southwest L.L.C.
1200 Texas Central Pkwy
Waco, Texas 76712-1415
254.420.5330



BUYBOARD QUOTATION

VSW-21586B

Customer: Caldwell Country
Attn: Averyt Knapp
Email: averyt@caldwellcountry.com

Date: June 2, 2020
Model: SST-40-EIH

RFQ: City of La Marque
Amanda Hobby
a.hobby@cityoflamarque.org

We are pleased to quote the VERSALIFT SST-40-EIH; insulated end mounted 40 ft. (12.2m) telescopic aerial platform lift, 45 ft. (13.7 m) working height, 27 ft. 9 in. (8.5 m) horizontal reach including the following items (based on a 40" frame height):

AERIAL LIFT SPECIFICATIONS

PLATFORM - The fiberglass platform is 24 in. x 30 in. x 42 in. (0.61 m x 0.76 m x 1.07 m) deep with an inside and outside step for easy access. The platform capacity is 400 lbs. (181 kg). A tubular rubber support for the platform is provided.

PERSONNEL RESTRAINT SYSTEM - An arc flash rated safety harness and lanyard are supplied. The anchor for the lanyard is attached to the upper platform support.

PLATFORM LINER AND VINYL COVER - A 50 kV rated liner and soft vinyl cover are supplied for the platform.

4-AXIS CONTROL - The 4-Axis controller option is a full pressure control which, through use of nonconductive components, helps provide high electrical resistance for the unit. Located at the platform, the 4-axis control consists of a single handle control which, through non-conductive linkage, actuates the interlock section and four individual boom function valves.

TRUGUARD™ 2.0 - This advance upper controls isolation system provides 4" of electrical isolation from the entire upper controls, including the control dash panel. This system also includes a protective shield which helps prevent environmental and work related contaminants from making direct contact with the isolating surfaces.

HYDRAULIC PLATFORM LEVELING - Platform leveling is controlled by a master and slave cylinder arrangement. The platform leveling system can be activated from the upper controls to adjust platform leveling, tilt the platform for cleaning, or to ease the removal of an injured operator.

ROTATING PLATFORM - Provides 180° hydraulic platform rotation.

OUTER/INNER BOOM ASSEMBLY - The outer/inner boom assembly includes an outer boom, telescopic inner boom, extension system, and hose assemblies. The outer boom consists of a 6 in. x 8 in. (150 mm x 200 mm) steel section and a 7.5 in. x 9.5 in. (190 mm x 240 mm) fiberglass section (Electroguard) that maintains a 42 in. (1.08 m) insulation gap with the inner boom fully retracted. The 5 in. x 7 in. (130 mm x 180 mm) rectangular fiberglass inner boom is housed within the outer boom. The extension system consists of a hydraulic cylinder, two holding valves, and a hose carrier housed entirely within the boom assembly. The hoses routed through the outer/inner boom assembly are non-conductive and fully contained within the boom assembly. The outer/inner boom assembly articulates from 14° below horizontal to 74° above horizontal. Actuated by a double acting cylinder with a holding valve, the outer/inner boom assembly is offset to one side to provide easy access to the platform. A tie-down strap is included.

COMPENSATED LOWER BOOM - The lower boom consists of a 6 in. (150 mm) square steel section. The SST-40 lower boom articulates from 5° below horizontal to vertical for a total travel of 95°. A compensation link forms a parallelogram linkage to maintain the outer/inner boom assembly at a constant angle to the turret.

AERIAL LIFT SPECIFICATIONS (CONTINUED)

PINS - Pins are high-strength alloy steel which are chrome plated for a hard finish and corrosion resistance. Pins are bolted in place with a welded pin tab at one end and a pin cap at the other for redundant retention.

CYLINDERS - Both the outer and lower boom cylinders are a threaded end-cap design. The lower boom and extension cylinders are equipped with two holding valves to prevent down creep and to lock the booms in position in the event of hose failure. The outer boom cylinder is equipped with one holding valve.

TURRET - The turret wings are ½ in. (13 mm) thick steel plate. A steel tube is welded between the turret wings to support the boom cylinder and provide rigidity. The turret plate is machined flat to support the rotation bearing. A bearing cover is provided to prevent foreign material from interfering with lift rotation.

ROTATION - Rotation is 370°, non-continuous with a mechanical stop. Continuous, unrestricted rotation is available as an option (see option descriptions). Rotation is accomplished by a hydraulically driven worm and spur gear set acting on a shear-ball rotation bearing. The critical bolts holding the turret to the rotation bearing and the bearing to the pedestal are grade 8 hex head cap screws. These critical bolts are marked with a torque seal indicator to provide a quick means to inspect for relative movement. A slotted adjustment is provided for pinion and rotation gear clearances. An external hex drive is provided for manual rotation in case of hydraulic failure.

PEDESTAL - The pedestal is a round shape with an access opening on both sides. The 12 gallon (45 l) hydraulic reservoir is built integral to the pedestal. A 100-mesh suction screen and 10-micron return line filter are located inside the pedestal. The top plate is 1 ¼ in. (32 mm) thick and machined flat to support the rotation bearing.

HYDRAULIC OIL RESERVOIR - A 17 gallon (64.4 l) hydraulic oil reservoir is built integral to the pedestal. Two sight gauges allow quick hydraulic fluid level checks.

INDIVIDUAL LOWER CONTROLS - Individual full pressure controls at the turret actuate all boom functions. The lower control station is equipped with a selector valve to override the upper controls.

LEVELING CONTROL AT LOWER CONTROLS - The platform leveling system can be activated from the lower controls to adjust platform leveling, tilt the platform for clean out, or to ease the removal of an injured operator.

LUBRICATION - Non-lube bearings are used at all points of motion. The rotation bearing is the only component that requires periodic lubrication.

HYDRAULIC SYSTEM - The open-center hydraulic system operates at 5 gpm (18.9 lpm) at 2250 psi (158 kg/cm²). The pump draws oil through a 100-mesh suction screen. A 10-micron return line filter with bypass valve is included. Fluid level gages are furnished for checking fluid level.

HOSES AND FITTINGS - The hoses routed through the booms are high pressure and non-conductive with swaged hose end fittings. Nylon sleeves are installed over hoses at points of movement. Reusable fittings can be installed if a hose is damaged.

ENGINE START/STOP AND MASTER CONTROL - The start/stop circuit has been designed so that the lift cannot be operated unless the truck ignition key is in the "run" position and the master switch is "on." This feature makes it difficult for unauthorized individuals to operate the lift when the truck is locked. An air cylinder at the platform and a toggle switch at the turret are provided to actuate the engine start/stop control.

BACKUP PUMP - An auxiliary hydraulic pump designed to bring the booms down in case the main hydraulic source fails. This system consists of a hydraulic pump driven by a 12V DC motor, which is powered by the truck engine battery. The system is connected in parallel with the main pump and is designed for non-continuous operation. An air cylinder at the platform and a toggle switch at the pedestal energize this system. When used with continuous rotation, an additional pass in the collector assembly is usually required.

EMERGENCY LOWERING - This system consists of a needle valve attached to the outside of the platform. When opened slowly, the boom will lower to ground safely.

AUTOMATIC THROTTLE CONTROL - Automatically advances the engine idle speed when the PTO is engaged.

AERIAL LIFT SPECIFICATIONS (CONTINUED)

ELECTRICAL INSULATION SPECIFICATIONS - The outer/inner boom assembly is tested and certified for electrical work at 46 KV and below in accordance with ANSI A92.2 requirements. The outer/inner boom assembly is fully insulated even in a retracted position.

PAINT - The complete unit is primed and painted prior to assembly. The standard color is white urethane.

SLOPE INDICATORS - Slope indicators are required on Versalift units and supplied by Time Manufacturing Co. Slope indicators shall be installed to indicate the level of the rotation bearing relative to the ground.

MANUALS - Two (2) Operator's Manuals, two (2) Service Manuals, one (1) Manual of Responsibilities, and one (1) EMI Safety Manual are included with each aerial lift.

CHASSIS SPECIFICATIONS

Minimum Chassis Requirements:

- Clean Cab to Axle Dimension (tops, sides and bottoms) 60 in. (1.52 m)
- Frame Section Modulus 9.25 in³ (152 cm³)
- Frame Resisting Bending Moment 333,000 in-lbs. (37,600 N-m)
- GVWR 17,500 lbs. (7935 kg)
- Front GAWR 6,000 lbs. (2722 kg)
- Rear GAWR 13,500 lbs. (6124 kg)
- Approximate Curb Weight for Stability 13,100 lbs. (5942 kg)
- Ford Chassis Cab
- Diesel Engine
- PTO Provision
- Rear Fuel Tank Only

BODY SPECIFICATIONS

Service Body:

108 inches long X 40 inches high X 94 inches wide.

- 20 Inch compartment depth.
- 54 Inch bed area.
- 24 Inch top of floor to top of body.
- 18 Inch horizontal compartment height.
- 12 Ga Wheel wells.
- 16 Ga. body materials.
- .125 Aluminum Tread-Brite - Full height rock guards to bottom of crossmembers.
- 12 Ga. Galvanneal SMOOTH compartment tops.
- 12 Ga. Galvanneal SMOOTH floor.
- Four (4) - 5/8" Drain holes in each corner of the floor.
- Stainless Steel Automotive rotary type door latches - Versalift
- Latch Covers on All doors.
- Stainless steel rod and socket type door hinges.
- Gas Cylinder door holders on all vertical hinged doors and
- Chain stops on horizontals.
- Double Panel Body Doors.
- Rubber rolled crown type fenders. (Installed with Cutouts)
- Master door lock system.
- Automotive Bulb Type Weather-stripping.
- Front bulk head.
- Shelving / Hooks installed on DUAL Uni-Strut for infinite adjustment.
- Mud Flap brackets, 4" x 1/4" Flat with four 5/16" holes 1" from bottom & ends then evenly spaced

BODY SPECIFICATIONS (CONTINUED)

Streetside Compartmentation:

1st Vertical:

30 Inches wide

- Two (2) shelves each with adjustable dividers on 4" centers.

Horizontal:

54 Inches wide

- One (1) shelf with adjustable dividers on 4" centers.

Rear Vertical:

24 Inches wide

- Six (6) locking/swivel type material hooks 2-2-2.

Curbside Compartmentation:

1st Vertical:

30 Inches wide

- Seven (7) locking/swivel type material hooks 2-3-2.
- Compartment to be Vented.

Horizontal:

54 Inch

- Open compartment.

Rear Vertical:

24 Inches wide

- Two (2) shelves each with adjustable dividers on 4" centers.

Hotstick Shelf:

108 Inches long

- Two poly coated brackets and rear dropdown access door.

Frame Installation:

- Cut-out for customer supplied Tower – SST-40-EIH
- 2" x 2" Treadplate Angle at front bulkhead.

SMOOTH Tailshelf:

38 inches long X Full width of body x 6 inches high

- Recessed Gripstrut access steps on Curbside.
- 7-Lamp light bar installed at rear.

Rear Lighting L.E.D in Tailshelf:

- Rubber mounted recessed rear lighting kit with harness
- Two (2) stop/tail/turn lights - Peterson Brand M826R-7 L.E.D.
- Two (2) clear back up lights - Peterson Brand M826C - 7 LED
- Two (2) front clearance lights reflector style- Peterson brand M173A L.E.D
- Two (2) side clearance lights reflector style- Peterson brand M173R L.E.D
- Two (2) rear clearance lights reflector style - Peterson brand M173R L.E.D
- Three (3) light center cluster reflector Style - Peterson brand M173R L.E.D
- 7-Lamp light wiring harness.

Wheel Chock Storage:

- One each side built into Tailshelf.
- Pendulum Retainers.

Fuel Filler Cut out in Wheel panel, Streetside:

- Ford fuel filler is square and behind wheel.

BODY SPECIFICATIONS (CONTINUED)

Belted Step:

- One (1) rubber belted type step at side access.

Tailgate:

5.5" high X full width of bed area

- Removable composite wood tailgate installed at rear of load space.
- Includes Pins and Lanyards

Grab Handles:

- One (1) bolt-on type at side access of body.
- One (1) pool type grab handles at side access of body.

Paint:

- Prime paint gray interior.
- Rubberized protective undercoating.

INSTALLATION DETAILS

- Furnish and install mounting hardware, PTO, and pump
- Install VERSALIFT SST-40-EIH
- Furnish and install hydraulic diagnostic test ports
- Furnish and install body and accessories
- Furnish and install park brake interlock
- Furnish and install slope indicators
- Furnish and install backup alarm
- Furnish and install combo pintle/hitch with 2" ball and two (2) safety "D" rings
- Furnish and install ICC rear bumper
- Furnish and install a 6 prong trailer receptacle
- Furnish and install mud flaps
- Furnish and install travel height decal in the cab
- Furnish and install a 5 lb. fire extinguisher and a 3-piece triangle reflector kit, both to be installed in cab or inside compartment, only.
- Furnish and install a rear under-frame torsion bar with ballast
- Furnish and install rubber bumper for hotstick door
- Paint body to match cab and chassis
- Paint treadplate floor with black no-skid
- Furnish two (2) rubber wheel chocks
- Furnish a vinyl pouch for all manuals
- Furnish DOT chassis inspection. DOT sticker is to be placed in the rear window of the cab behind the driver's seat.
- Test ride completed unit for 1 hour
- Test and Certify per ANSI A92.2

PRICE SUMMARY

Aerial, Body, Accessories and Installation:	\$ 54,567.00
Chassis (Ford Chassis Cab):	\$To Be Supplied
SUBTOTAL:	\$ 54,567.00
NET PRICE FOB WACO, TEXAS:	\$ 54,567.00

OPTIONS

Option 1:	Delivery to La Marque, Texas:	<u>ADD TO NET PRICE:</u>	\$ 512.00
Option 2:	Continuous Rotation:	<u>ADD TO NET PRICE:</u>	\$ 685.00

CONTINUOUS ROTATION - Rotation is continuous and unrestricted in either direction. An electric and hydraulic collector ring assembly provides a path for hydraulic oil and electric signals from the pedestal to turret. Rotation is accomplished by a hydraulically driven worm and spur gear set acting on a shear-ball rotation bearing. The critical bolts holding the turret to the rotation bearing and the bearing to the pedestal are grade 8 hex head cap screws. These critical bolts are marked with a torque seal indicator to provide a quick means to inspect for relative movement. A slotted adjustment is provided for pinion and rotation gear clearances. An external hex drive is provided for manual rotation in case of hydraulic failure.

NOTES

1. Your Terms This Order: Net 30 Days pending credit approval.
2. Days to Delivery: Approximately 180 – 210 Days after receipt of order or 60 days after receipt of chassis, whichever is later. Delivery times are subject to change without prior notice.
3. This Quotation Valid For: 30 Days
4. This quotation does not include any applicable sales tax, title, license or state inspection.
5. If Versalift Southwest is not supplying the chassis; it is the customer's responsibility to deliver the chassis to our facility in Waco, Texas.
6. Customer supplied chassis specification must accompany purchase order along with the contact information of the supplying chassis dealer. If the chassis specification does not meet minimum requirements for the application additional charges may be incurred to meet those requirements. This is necessary to order the correct mounting hardware to accommodate the particular chassis to be used.

Thank you for considering **Versalift Southwest** to meet your utility equipment needs. We look forward to earning your business.

Sincerely,

Steve Niles
Regional Sales Manager
Phone: (254) 717-3523
SteveNiles@Versalift.com

Signature: _____ Date: _____

P.O. #: _____ Quantity: _____ Options: _____

Please sign and date this quote if you would like to purchase this unit as stated in the quotation listed above. Indicate any options that you wish to include on your unit by the option number in the space provided above. Please fax this with your PO to (254) 776-8025 or email to staceymetayer@versalift.com.



CITY COUNCIL AGENDA FORM

Meeting Date: July 13, 2020

Prepared by: Chaise Cary

Agenda item: 5i

Reviewed by: Charlene Warren

Charles Jackson

Department: Public Works

AGENDA ITEM DESCRIPTION: Discussion relating to authorize ADICO, LLC engineering proposal for the Westwood Subdivision Drainage Improvements in the amount of \$18,100.00 and encumber funds for the additional construction amount of \$66,900 for construction for a total project cost estimate of \$85,000

X

ATTACHMENTS FOR REFERENCE

1. ADICO, LLC engineering proposal
2. ADICO, LLC engineering assessment

STAFF BRIEFING:

- ADICO completed an engineering assessment in August of 2018
- Finance Director has reviewed and verified the availability of funds
- Midyear or year-end budget 2019-20 amendment for Council approval will include the full cost

HISTORY:

- Westwood Circle subdivision was developed in the early 1980s and is located on the west side of La Marque off FM 1764
- The subdivision has had drainage issues for decades; multiple citizens call our office with street flooding after even small amounts of rain
- The subdivision was constructed without storm sewer drainage system

TARGET IMPLEMENTATION: Design in August, 2020. Construction in October, 2020.

SIGNIFICANT ACTION DATES:

08/18/2018 - ADICO completed an engineering drainage assessment

09/16/2019 - City Council adopted FY 2020 budget

03/10/2020 - ADICO completed an engineering proposal for drainage improvements



CITY COUNCIL AGENDA FORM

ACTION:

- | | |
|--|---|
| ☐ Ordinance | ☐ Resolution |
| ☐ Special Presentation | ☐ Proclamation |
| ☐ Finance Report | ☐ Public Hearing |
| ☒ Other - Capital Improvement | |
| ☒ Mark if this item does not conflict with any Resolution, Ordinance or City Charter, policies, procedures | |

Cost Details:

Budget 2020	Future Budget Amendment 2019-20
Actual Bid	
Estimated Expenditure	\$85,000.00
Acct. Name(s)	Capital Improvements
Line Item #	65-7001-12-00
Other Funding	

STAFF'S RECOMMENDATION: Recommend to authorize ADICO, LLC engineering proposal for the Westwood Subdivision Drainage Improvements in the amount of \$18,100.00 and encumber funds for the additional construction amount of \$66,900 for construction for a total project cost estimate of \$85,000

FISCAL IMPACT: \$85,000.00 estimated

CITY OF LA MARQUE
WESTWOOD SUBDIVISION DRAINAGE ISSUES
PRELIMINARY CONSTRUCTION COST ESTIMATE
June 26, 2020

Item No.	Item Description	Quantity	Unit	Unit Price	Cost
001	CLEARING, GRUBBING AND SITE PREPARATION				
	A. Mobilization	1	LS	\$5,000.00	\$5,000.00
	B. Clearing/Site Preparation	0.5	AC	\$5,000.00	\$2,500.00
	TOTAL CLEARING, GRUBBING AND SITE PREPARATION				\$7,500.00
002	EXCAVATION AND PAVING				
	A. Regrade Existing Ditch	1000	LF	\$10.00	\$10,000.00
	B. Demo and Dispose of existing concrete swales	2500	SF	\$2.00	\$5,000.00
	C. New 8-foot concrete swale	4000	SF	\$6.00	\$24,000.00
	D. Hydromulch	1	AC	\$3,500.00	\$3,500.00
	E. Remove and Replace 6-inch concrete pavement	910	SF	\$10.00	\$9,100.00
	E. SWPPP	1	LS	\$1,500.00	\$1,500.00
	TOTAL EXCAVATION & PAVING				\$53,100.00
001	Clearing, Grubbing and Site Preparation				\$7,500.00
002	Paving and Lot Grading				\$53,100.00
	Sub-Total Construction				\$60,600.00
	Contingencies (10%)				\$6,060.00
	Total Construction				\$66,660.00
	TOTAL PRELIMINARY CONSTRUCTION COST ESTIMATE				\$66,660.00

August 18, 2018

Mr. Carol Buttler
City Manager
City of La Marque, Texas

Re: Westwood Subdivision Drainage Issues
City of La Marque, TX

Dear Mrs. Buttler;

Per your request, Adico, LLC has reviewed and analyze the drainage issues at the above referenced Subdivision.

Our analysis was based on the following information:

1. Onsite inspection of the roadside ditches after rain events and under normal condition.
 2. Review of floodplain data as from FEMA.
 3. Topographic survey conducted by Grueller Surveying of the eastern side of the subdivision
- A. General Information:**
1. The Westwood Subdivision was developed in the 1980's.
 2. The design of the drainage system utilizes rear drainage ditch connected by concrete line swale between lots.
 3. The swale conveys drainage from the lots and streets to the rear drainage ditch by sheet flow.
 4. Ultimately the drainage ditch discharge into the TxDOT rights-of-way and drainage facilities at FM 1764.

Floodplain:

1. The subdivision is located in located in Flood Zone C per FIRM panel 485486005D dated February 16, 1983. This is the current effective map.
 - a. Zone C is considered outside the 500 year floodplain
2. Recently FEMA has published the preliminary maps for the Galveston County region. The preliminary map indicates the site in completely within Zone C, unchanged from the current maps.

B. Analysis of Drainage Issues

Based on our information provided and obtained, we have concluded the following:

1. **Concrete Swale No. 1 – Located between Lot 18 & 19**
 - a. The concrete swales between these two lots is currently depressed in certain area.
 - b. Specifically the from the street curb at the site and the western part of the swale.
 - c. Based on the topographic survey provided, the data shows the section from Westwood Circle going east approximately 100', currently ponds during period of rain (see attachment).
 - d. This also caused the street ponding at this location as it does not drain property to the



Concrete Swale No. 1

2. Concrete Swale No.2 – Located between Lot 23 & 24

- a. The concrete swale between these two lots has a depression at the midway point.
- b. Based on the topographic survey provided, the survey points indicate this area has a negative grade.
- c. This has caused standing water in the general area.



Concrete Swale No. 2

3. Eastern Drainage Ditch

- a. The drainage ditch along the east side of the subdivision does not drain properly.
- b. The drainage ditch along the rear of Lots 17-20 has not been properly maintained. These ditch must be cleared and properly graded to the south.
- c. The drainage ditch at the rear of Lots 21-23 appears to be well maintained, but does not have the proper slope to convey upstream drainage.
- d. Based on the topographic survey provided, the survey points indicates this drainage ditch has a slope of less than 0.05% through a majority of ditch. This has caused standing water and back up onto the street.

C. Recommendation:

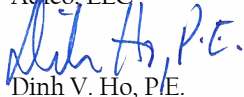
1. **Concrete Swale No. 1** - Remove and replace approximately 215' of concrete swale, with proper slope to the drainage ditch between Lots 19 & 20.
2. **Concrete Swale No. 2** - Remove and replace approximately 230 LF of concrete swale, with proper slope to the drainage ditch between Lots 23 & 24.
3. **Eastern Drainage Ditch**
 - a. Clear and regrade approximately 630' X 30' wide area to the rear of Lots 17-20.
 - b. Regrade/Redefine the drainage ditch between Lots 21-23.

D. Estimated Construction Costs:

Item No.	Item Description	Quantity	Unit	Unit Price	Cost
001	CLEARING, GRUBBING AND SITE PREPARATION				
A.	Mobilization	1	LS	\$7,500.00	\$7,500.00
B.	Clearing/Site Preparation	0.5	AC	\$10,000.00	\$5,000.00
	TOTAL CLEARING, GRUBBING AND SITE PREPARATION				\$12,500.00
002	EXCAVATION AND GRADING				
A.	Regrade Existing Ditch	1000	LF	\$15.00	\$15,000.00
B.	Demo and Dispose of existing concrete swales	2225	SF	\$4.00	\$8,900.00
C.	New 5-foot concrete swale	2225	SF	\$10.00	\$22,250.00
D.	Hydromulch	1	AC	\$3,500.00	\$3,500.00
E.	SWPPP	1	LS	\$1,000.00	\$1,000.00
	TOTAL EXCAVATION & PAVING				\$50,650.00
PRELIMINARY CONSTRUCTION COST ESTIMATE					
001	Clearing, Grubbing and Site Preparation				\$12,500.00
002	Excavation and Grading				\$50,650.00
	Sub-Total Construction				\$63,150.00
	Contingencies (15%)				\$9,472.50
	Total Construction				\$72,622.50
	Engineering (15%)				\$10,893.38
	Construction Inspection (3%)				\$2,178.68
	TOTAL PRELIMINARY CONSTRUCTION COST ESTIMATE				\$85,694.55

Should you have any questions, please do not hesitate to call our office.

Sincerely,
Adico, LLC


Dinh V. Ho, P.E.

TBPE Firm No. 16423

CC: Les Rumsberg, COLM

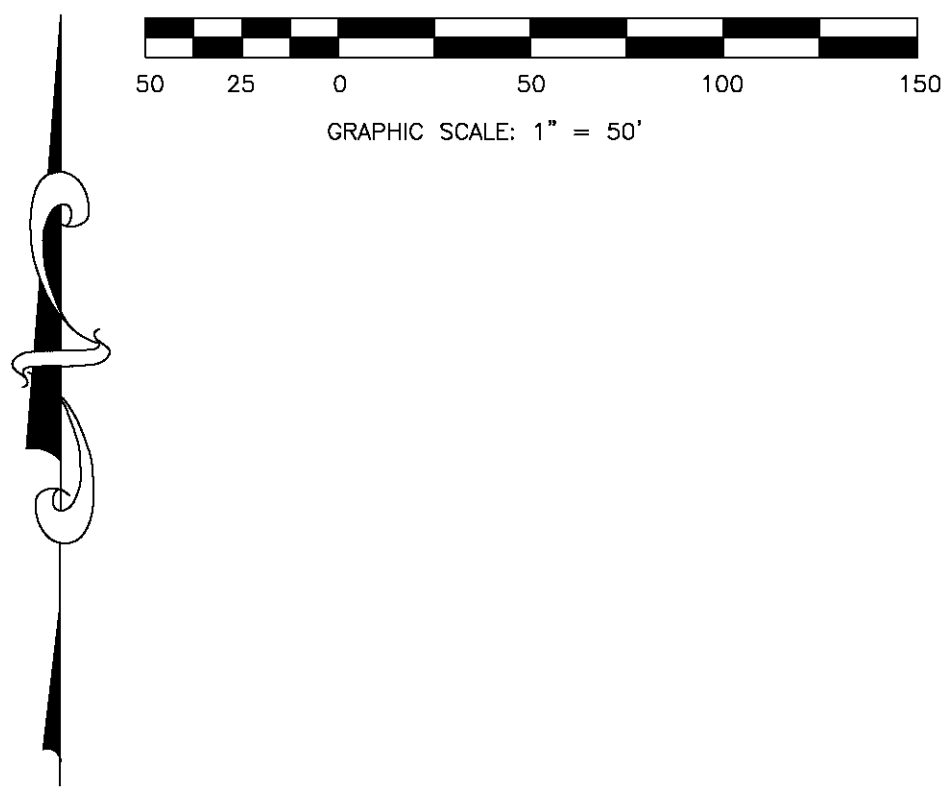
File: 18100-1-007

Westwood Subdivision

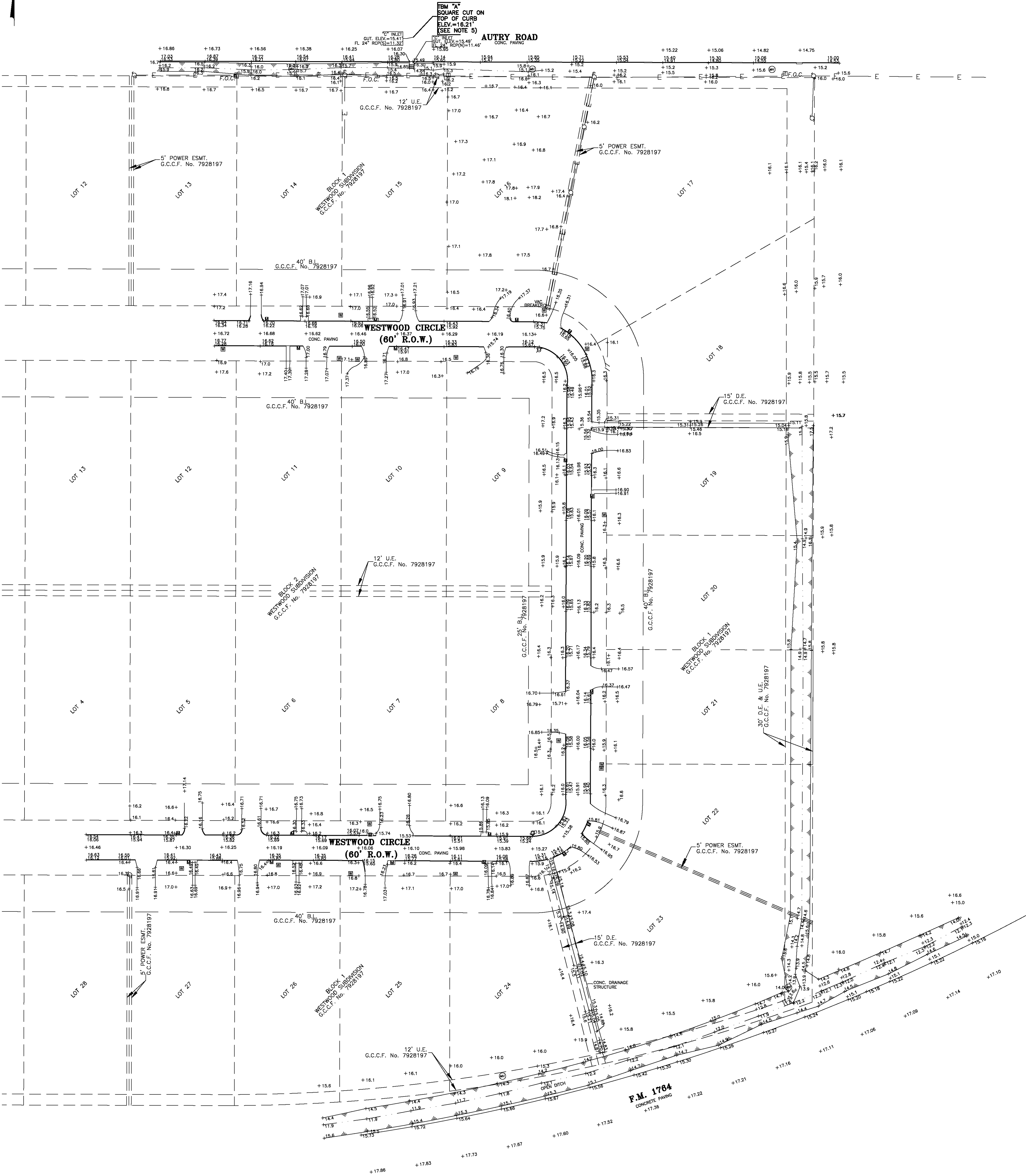
Drainage Issues

Legend





- NOTES:
1. The surveyor has not abstracted the subject property.
 2. Survey was created without the benefit of a title commitment.
 3. Basis of Bearings for the survey is the Texas State Plane Coordinate System South Central Zone (NAD 83).
 4. By graphic plotting only, the subject tract is located in Zone "C", areas of minimal flooding as shown on Federal Emergency Management Agency Flood Insurance Rate Map No. 4854860005D, dated 02/16/1983.
 5. Control Benchmark: Sanitary Manhole Rim, located at the northwest corner of the intersection of Delaney Road and Lawndale Street, approximately 325 ft. south of the Lift Station Site on Delaney Road, Elev.=14.41'
- To convert to BM E 1507, NGVD29 (12/23/87) add 0.37'.
- TBM, "A": Set Square cut located on top of curb on the north line of Autry Road, as shown hereon, Elev.=16.21'



LEGEND		
	IRON ROD SET/FIND	
	POWER POLE	
	GUY ANCHOR	
	MANHOLE	
	MONITORING WELL	
	CLEANOUT	
	GATE VALVE & BOX	
	FIRE HYDRANT	
	WATER METER	
	TELEPHONE PEDESTAL	
	CABLE EQUIPMENT	
	LIGHT STANDARD	
	TRAFFIC SIGN	
	TREE	
	PIPE BOLLARD	
	FIBER OPTIC CABLE	
	M.H.	
	I.C.V.	
	CURB INLET	
	AREA INLET	
	EDGE OF BUILDING	
	TOP OF CURB ELEVATION	
	GUTTER ELEVATION	
	WOOD FENCE	
	CHAIN LINK FENCE	
	WROUGHT IRON FENCE	
	OVERHEAD ELECTRIC	
	WATERLINE	
	GAS LINE	
	TELEPHONE LINE	
	CENTER OF SWALE	
	TOP OF BANK	
	EXIST. NATURAL GROUND ELEVATION	
	EXIST. ASPHALT OR CONCRETE ELEVATION	



I do hereby certify that this survey was this day made on the ground. This plat correctly represents the facts found at the time of the survey.

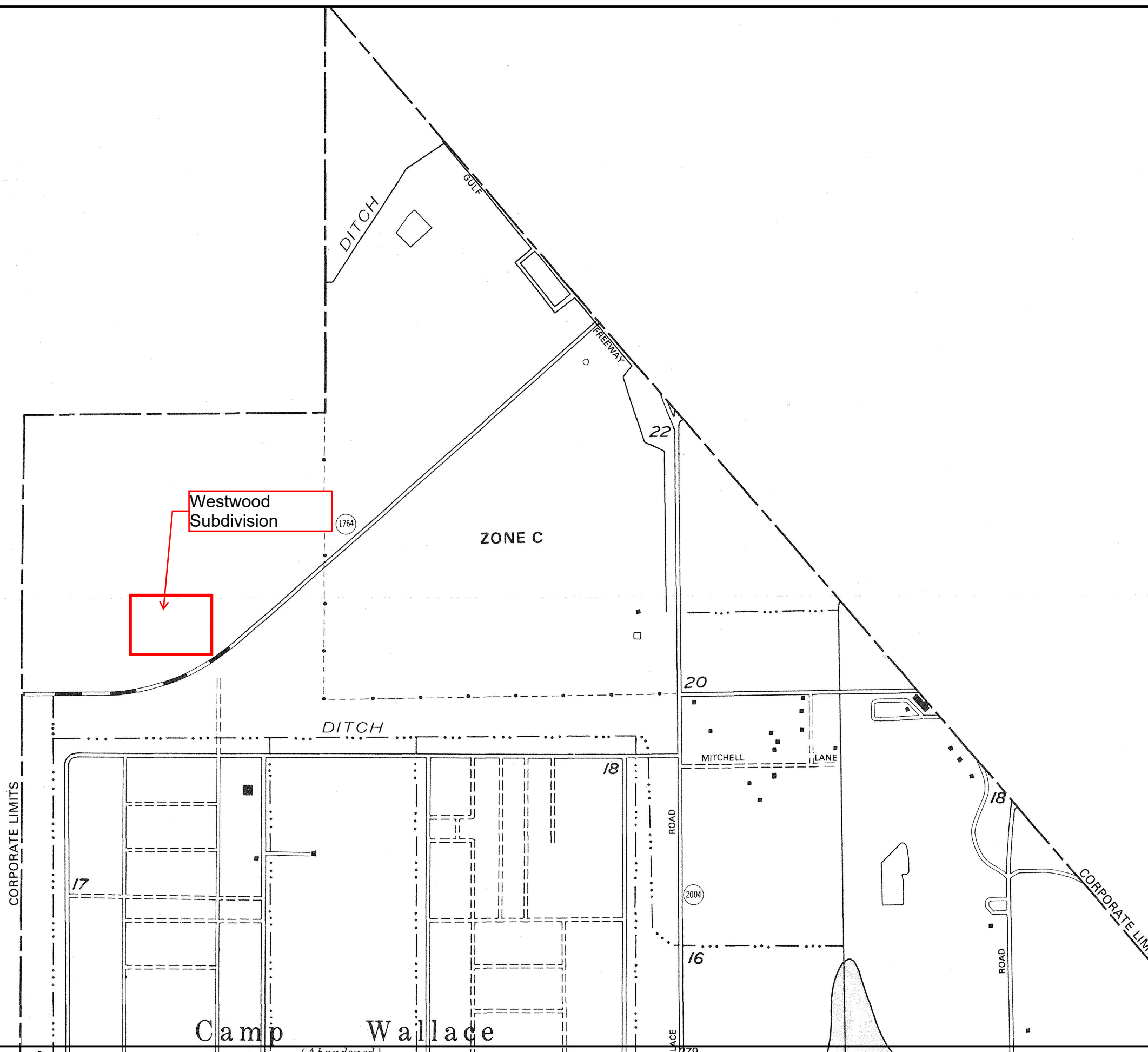
Kenneth A. Gruller
Texas Registered Professional Land Surveyor No. 5476

PLAT OF SURVEY
PARTIAL TOPOGRAPHY
WESTWOOD SUBDIVISION
G.C.C.F. No. 7928197
LOCATED IN
LA MARQUE, TEXAS
GALVESTON COUNTY, TEXAS

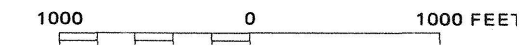
Gruller Surveying, LLC

PROFESSIONAL LAND SURVEYING
5699 SAN FELIPE, SUITE 1420
HOUSTON, TEXAS 77056

SCALE: 1" = 50' FIELD BOOK: 2018-JP DATE: 07-08-2018
PHONE: (713) 333-1466 FAX: (713) 782-3755 DWG. NO. 45-18102.dwg



APPROXIMATE SCALE



NATIONAL FLOOD INSURANCE PROGRAM

FIRM
FLOOD INSURANCE RATE MAP

CITY OF
LA MARQUE, TEXAS
GALVESTON COUNTY

PANEL 5 OF 25

COMMUNITY-PANEL NUMBER
485486 0005 D

MAP REVISED:
FEBRUARY 16, 1983



Federal Emergency Management Agency

This is an official copy of a portion of the above referenced flood map. It was extracted using F-MIT On-Line. This map does not reflect changes or amendments which may have been made subsequent to the date on the title block. For the latest product information about National Flood Insurance Program flood maps check the FEMA Flood Map Store at www.msc.fema.gov



CITY COUNCIL AGENDA FORM

Meeting Date: July 13, 2020

Prepared by: Chief Kirk Jackson

Agenda item: 6a

Reviewed by: Charlene Warren

Charles Jackson

Department: Police

AGENDA ITEM DESCRIPTION: Discussion relating to adopt Ordinance No. **O-2020-0009**, amending Article III, SPEED REGULATIONS of the La Marque Code of Ordinances, Section 62-88, reducing the speed limit on the Northbound Main lanes and Southbound Main lanes of IH45 from 65 mph to 55 mph, and reducing the speed limit on the Northbound Frontage Road and the Southbound Frontage Road from 50 mph to 45 mph, until the completion of the freeway expansion project by the Texas Department of Transportation **THIS IS THE FIRST READING**

X

ATTACHMENTS FOR REFERENCE

1. Ordinance
2. Texas Department of Transportation Form 1204 – Request for Regulatory Construction Speed Zone
3. TXDOT Construction Speed Zone Exhibit
4. TXDOT Plans of Proposed State Highway Improvement
5. TXDOT Internal Email for Approval of Construction Speed Zone

STAFF BRIEFING:

- The City La Marque has approximately 5.5 miles of IH-45 within the corporate limits
- The Texas Department of Transportation is responsible for the maintenance and construction of IH-45
- The Texas Department of Transportation is engaged in an IH-45 expansion project that started near the Galveston County-Harris County line
- In June of 2019, the City of La Marque was notified of the expansion project entering the city limits affecting IH-45 main lanes and frontage roads from FM 1765 South to FM 519.
- At the request of TXDOT, La Marque City Council approved Ordinance O-2019-009 with a SECOND READING on July 8, 2019
- In June of 2020, the City of La Marque was notified of the expansion project continuing South through the city limits and has been asked to reduce the speed limits on the Main lanes and Frontage Roads of IH-45 for the duration of the expansion project in La Marque
- The project will affect the Main lanes and Frontage Roads from North of FM 519, to the Texas City Wye, on the Southernmost city limit
- The proposed Ordinance has been reviewed and approved by the City Attorney

HISTORY

6/7/2020 -The City of La Marque received the notice of scheduled construction and request for reduction of the IH-45 speed limits



CITY COUNCIL AGENDA FORM

TARGET IMPLEMENTATION: After adoption of a proposed ordinance on First Reading, conducting a Public Hearing, and adoption of the Ordinance on the Second Reading

SIGNIFICANT ACTION DATES: N/A

ACTION:

- | | |
|--|---|
| ☒ Ordinance | ☐ Resolution |
| ☐ Special Presentation | ☐ Proclamation |
| ☐ Finance Report | ☐ Public Hearing |
| ☐ Other | |
| ☒ Mark if this item does not conflict with any Resolution, Ordinance or City Charter, policies, procedures | |

Cost Details:

Budgeted	
Actual Bid	
Estimated Expenditure	
Acct. Name(s)	
Line Item #	
Other Funding	

STAFF'S RECOMMENDATION: Recommend to adopt Ordinance No. **O-2020-0009**, amending Article III, SPEED REGULATIONS of the La Marque Code of Ordinances, Section 62-88, reducing the speed limit on the Northbound Main lanes and Southbound Main lanes of IH45 from 65 mph to 55 mph, and reducing the speed limit on the Northbound Frontage Road and the Southbound Frontage Road from 50 mph to 45 mph, until the completion of the freeway expansion project by the Texas Department of Transportation **THIS IS THE FIRST READING**

FISCAL IMPACT: N/A

ORDINANCE NO. O-2020-0009

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LA MARQUE, TEXAS, TEMPORARILY REDUCING THE SPEED LIMITS FOR A PORTION OF THE SOUTH BOUND MAINLANES AND THE NORTH BOUND MAINLANES OF IH45 FROM 65 MPH TO 55 MPH AND A PORTION OF THE SOUTHBOUND FRONTAGE ROAD AND THE NORTHBOUND FRONTAGE ROAD FROM 50 MPH TO 45 MPH AND FOR ESTABLISHING THE PERIOD OF TEMPORARY REDUCTION OF SUCH SPEED LIMITS; PROVIDING A PENALTY NOT TO EXCEED \$200.00 FOR THE VIOLATION OF THIS ORDINANCE; PROVIDING A REPEALING CLAUSE, A SEVERABILITY CLAUSE, AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Texas Department of Transportation has notified the City of La Marque, Texas, of its plan of construction for the widening of areas of the South Bound Interstate 45 and North Bound Interstate 45; and

WHEREAS, a traffic control study during construction requires a decrease of 10 mph of the posted speed limit on the main lanes and a decrease of 5 mph on the Frontage Roads; and

WHEREAS, the current posted speed limits on both the South Bound Mainlanes and the North Bound Mainlanes in such areas are 65 mph.

WHEREAS, the current posted speed limits on both the South Bound Frontage Roads and the North Bound Frontage Roads in such areas are 50 mph.

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

SECTION ONE:

That the speed limit of 65 mph on the South Bound Mainlanes of I-45 beginning at mile marker 0.000 and ending at mile marker 3.868 be decreased from 65 mph to 55 mph.

SECTION TWO:

That the speed limit of 65 mph on the North Bound Mainlanes of I-45 beginning at mile marker 0.000 and ending at mile marker 3.868 be decreased from 65 mph to 55 mph.

SECTION THREE:

That the speed limit of 50 mph on the South Bound Frontage Road of I-45 beginning at mile marker 0.000 and ending at mile marker 3.868 be decreased from 50 mph to 45 mph.

SECTION FOUR:

That the speed limit of 50 mph on the North Bound Frontage Road of I-45 beginning at mile marker 0.000 and ending at mile marker 3.868 be decreased from 50 mph to 45 mph.

SECTION FIVE:

That this Ordinance shall become effective on the second and final reading and publication in accordance with the La Marque City Charter and Chapter 52 of the Texas Local Government Code, and remain in effect until completion of the freeway expansion project on both the South Bound Mainlanes and the North Bound main lanes and the Frontage Roads of I-45 by Texas Department of Transportation, at which time the speed limits in the above referenced areas of I-45 shall revert back to 65 mph and 50 mph respectively, as evidenced by the removal of all temporary speed limit signs.

SECTION SIX:

Savings and Repealing Clause. All provisions of any Ordinance in conflict with this Ordinance are hereby repealed, but such repeal shall not abate any pending prosecution for violation of the repealed Ordinance, nor shall the repeal prevent a prosecution from being commenced for any violation if occurring prior to the repeal of the Ordinance. Any remaining portions of said Ordinances shall remain in full force and effect.

SECTION SEVEN:

Penalty Provision. Any person, firm, corporation or business entity violating this Ordinance shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be fined an amount not less than fifty (\$50.00) and not more than two hundred dollars (\$200.00). Each unlawful act or continuing day's violation under this Ordinance shall constitute a separate offense. The penal provisions imposed under this Ordinance shall not preclude La Marque from filing suit to enjoin the violation. La Marque retains all legal rights and remedies available to it pursuant to local, state and federal law.

PASSED AND APPROVED by City Council of the City of La Marque on FIRST reading this ____ day of _____, 2020.

PASSED, APPROVED and ADOPTED by City Council of the City of La Marque on SECOND and FINAL reading this the ____ day of _____, 2020.

CITY OF LA MARQUE, TEXAS

Bobby Hocking, Mayor
City of La Marque, Texas

ATTEST:

Robin Eldridge, TRMC
City Clerk

APPROVED AS TO FORM:

Derra Purnell, Acting City Attorney



Request for Regulatory Construction Speed Zone

Form 1204
(Rev. 6/19)
Page 1 of 2

District:	Houston	Contact Person:	Jeanne Javadi
Highway:	IH 45	Contact Phone Number:	713-802-5517

Type of work:	☐ 2 - Dual Lane encroachment	☒ 3 - Lane closure w/o barrier
☒ 1 - Shoulder activity	☒ 2 - Lane closure w/ barrier	☐ 4 - One-way traffic signal
☒ 1 - Lane encroachment	☒ 2 - Temporary diversion	☐ 4 - Unpaved surface

Project Description (from TxDOTCONNECT):
RECONSTRUCT IH 45/SH 146/SH 6 INTERCHANGE AND WIDEN IH 45 MAINLANES FROM 6 TO 8 LANES

Construction Speed Limit (MPH)				
Current Speed Limit (MPH)	Type 1	Type 2	Type 3	Type 4
85	65	65	65	65, 60, 55, 50 or 45
80	65	65	65	65, 60, 55, 50 or 45
75	65	65 or 60	65 or 60	65, 60, 55, 50 or 45
70	65	65 or 60	65 or 60	65, 60, 55, 50 or 45
65	60	60 or 55	60 or 55	60, 55, 50 or 45
60	None	55	55 or 50	55, 50 or 45
55	None	50	50 or 45	50 or 45
50	None	45	45 or 40	45 or 40
45	None	40	40 or 35	40 or 35
40	None	35	35 or 30	35 or 30
35	None	30	30 or 25	30 or 25
30	None	25	25 or 20	25 or 20
25	None	20	20 or 15	20 or 15

*Buffer zones needed for speed transitions > 15 mph

	Section 1	Section 2	Section 3	Section 4
County	Galveston	Galveston	Galveston	Galveston
Highway	IH 45 ML	IH 45 ML	IH 45 FR	IH 45 FR
City Name (or Rural)	La Marque	Rural	La Marque	Rural
Pre-construction Posted Speed	65	65	50	50
Proposed Construction Speed	55	55	45	45
Control-Section-Job	0500-04-103, 0500-04-104	0500-04-103, 0500-04-104	0500-04-103, 0500-04-104	0500-04-103, 0500-04-104
Beginning Mile Point	3.868	17.137 (at Tx City Wye)	3.868	17.137 (at Tx City Wye)
Ending Mile Point	0.0 (at Tx City Wye)	15.547	0.0 (at Tx City Wye)	15.547
Length	3.868	1.590	3.868	1.590
Project Number	C500-4-103, C500-4-104	C500-4-103, C500-4-104	C500-4-103, C500-4-104	C500-4-103, C500-4-104

Does your form submission include attachment(s)? ☐ YES ☒ NO

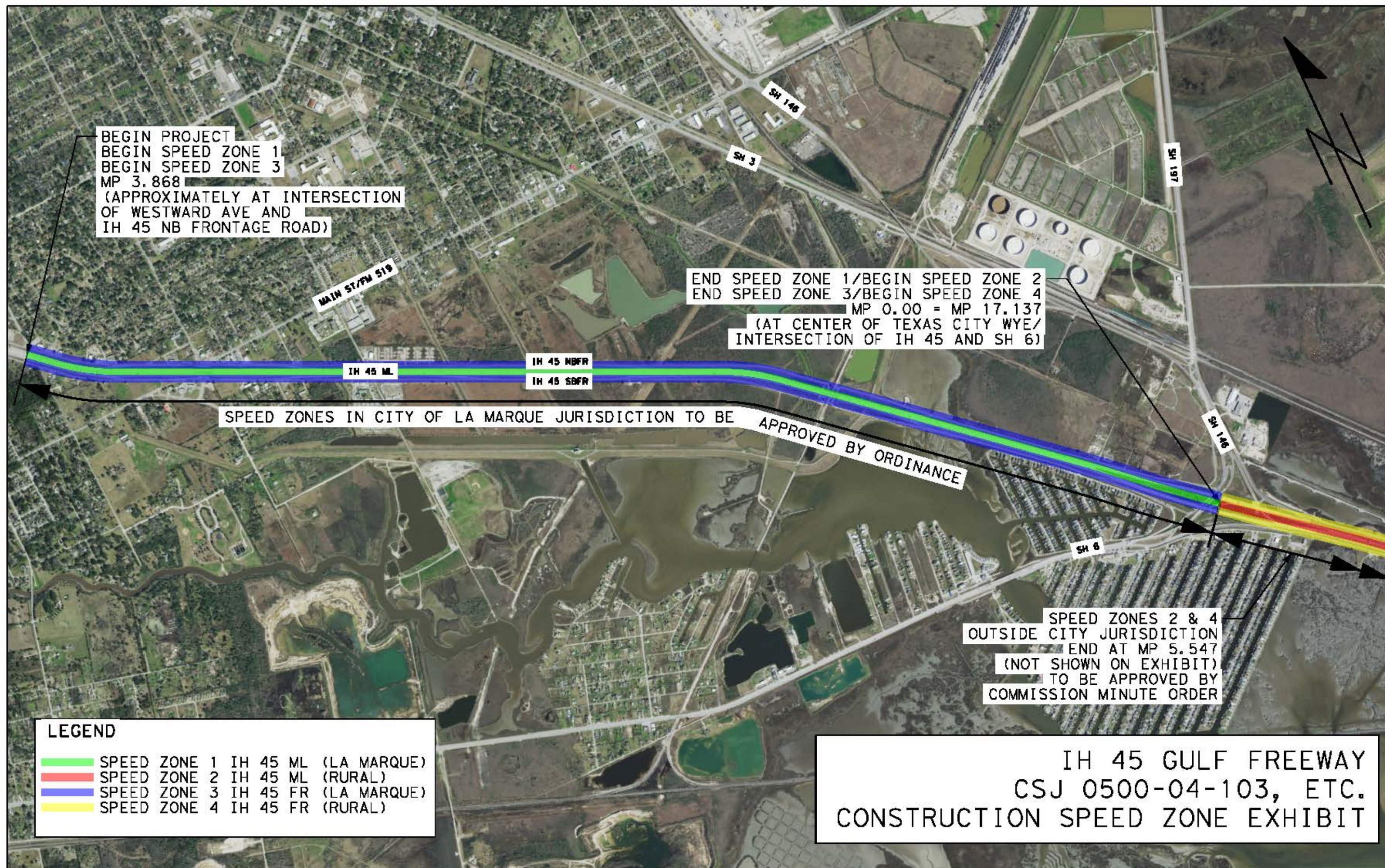
Directions to complete request:

1. Using the list of work zone factors below, identify which Type of Work your project section(s) will include.
2. Using the table on the form (p.1), identify the posted speed of your project section.
3. Identify your options for construction speed limits for each section of your project.
4. Complete the table with all information and submit to TRF_TE_SpeedZone@txdot.gov for processing.

Types of Work	Condition	Factors
Type 1		
Shoulder Activity	Activity closer than 10 ft but not closer than 2 ft from the edge of the traveled way	1, 2
Lane Encroachment	Activity encroaches to the edge of the traveled way	1, 2, 3, 4, 6
Type 2		
Dual Lane Encroachment	Activity or barrier encroaches to each edge of traveled way creating a "chute" condition	1, 2, 3, 4, 6
Lane Closure with Barrier	Activity requires a lane closure with workers protected by a barrier	3, 4, 6, 7
Temporary Diversion	Activity requires a temporary diversion be constructed	3, 4, 6, 8
Type 3		
Lane Closure w/o Barrier	Activity requires a lane closure with workers within 10 feet of traveled way unprotected by barrier	1, 3, 4, 6, 7
Type 4		
One-Way Traffic Signal	Activity uses a one-way traffic signal to direct traffic through construction area	3, 6, 8
Unpaved Surface	Activity requires traffic to travel on an unpaved surface	5, 6

Factors:

1. Workers present for extended periods within 10 feet of traveled way unprotected by barriers
2. Horizontal curvature that might increase vehicle encroachment rate
3. Lane width reduction of 1 foot or more with a resulting lane width less than 11 feet
4. Barrier, traffic control devices or pavement edge drop off within 2 feet of traveled way
5. Reduced design speed for stopping sight distance
6. Unexpected conditions
7. Traffic congestion created by lane closure
8. Reduced design speed for detour roadway or transitions



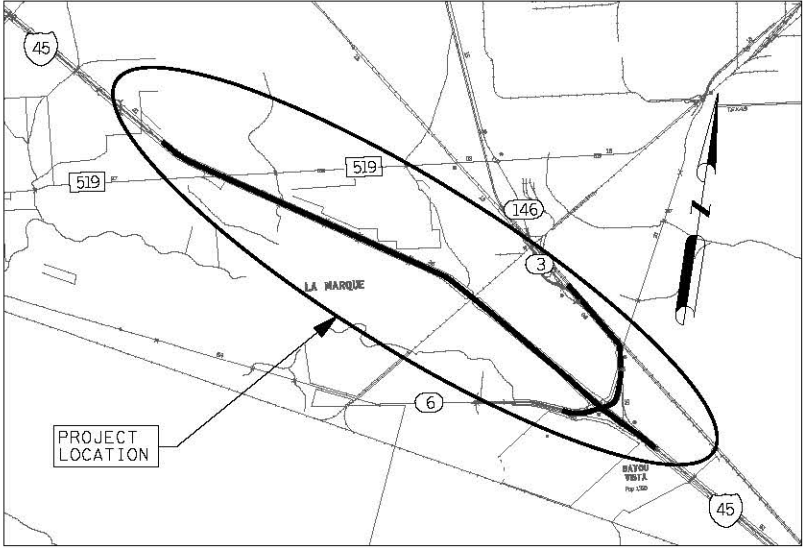
INDEX OF PLANS
CSJ 0500-04-103 PLANS - SEE SHEETS 1A-999
CSJ 0500-04-104 PLANS - SEE SHEETS 1000-2999
CSJ 0500-04-103, ETC. TCP - SEE SHEETS 3000-3999
CSJ 0500-04-103, ETC. STANDARDS - SEE SHEETS 4000-4318

STATE OF TEXAS
DEPARTMENT OF TRANSPORTATION
PLANS OF PROPOSED
STATE HIGHWAY IMPROVEMENT

STATE PROJECT NO. C 500-3-103, ETC.
CSJ NO: 0500-04-103, ETC.

IH 45
GALVESTON COUNTY

CSJ	LIMITS	STATION	ROADWAY		BRIDGE		CANAL BRIDGE		TOTAL	
			FEET	MILES	FEET	MILES	FEET	MILES	FEET	MILES
0500-04-103	IH 45 FROM N OF TX CITY WYE TO S OF TX CITY WYE	1759+00.00 - 1865+00.00	9567.00	1.812	896	0.170	137.00	0.026	10600	2.008
0500-04-103	SH 6/SH 146	3000+00.00 - 3072+22.07	7222.07	1.368	0	0.000	0.00	0.000	7222.07	1.368
0500-04-104	FROM NORTH OF FM 519 TO NORTH OF TEXAS CITY WYE	1596+00.00 - 1759+00.00	14234.00	2.696	2066	0.391	0.00	0.000	16300	3.087
TOTAL			31023.07	5.876	2962	0.561	137.00	0.026	34122.07	6.462



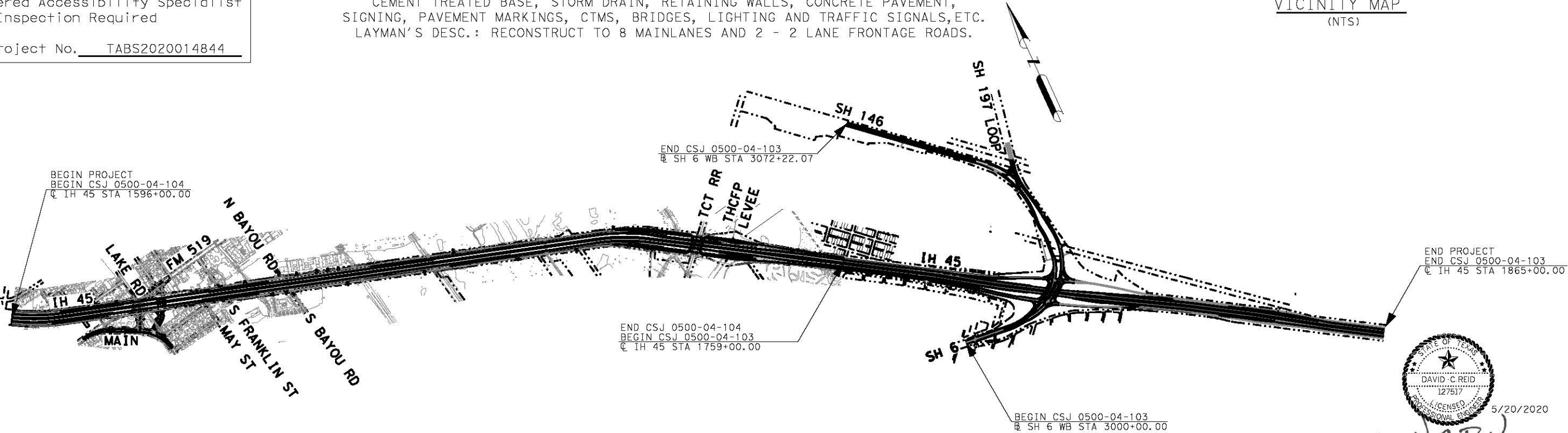
VICINITY MAP
(NTS)

FOR THE CONSTRUCTION OF FREEWAY FACILITY

CONSISTING OF: GRADING, LIME TREATED SUBGRADE,
CEMENT TREATED BASE, STORM DRAIN, RETAINING WALLS, CONCRETE PAVEMENT,
SIGNING, PAVEMENT MARKINGS, CTMS, BRIDGES, LIGHTING AND TRAFFIC SIGNALS, ETC.
LAYMAN'S DESC.: RECONSTRUCT TO 8 MAINLANES AND 2 - 2 LANE FRONTAGE ROADS.

Registered Accessibility Specialist
(RAS) Inspection Required

TDLR Project No. TABS2020014844



LOCATION MAP
SCALE: NTS

RAILROAD CROSSINGS : TCT & TWO - UPRR
EQUATIONS : NONE
EXCEPTIONS : NONE

SPECIFICATIONS ADOPTED BY THE TEXAS DEPARTMENT OF
TRANSPORTATION, NOVEMBER 1, 2014 AND SPECIFICATION ITEMS
LISTED AS FOLLOWS, SHALL GOVERN ON THIS PROJECT:
REQUIRED SPECIAL LABOR PROVISIONS FOR ALL STATE
CONSTRUCTION PROJECTS (SP000-008)

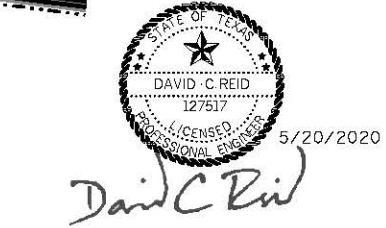


RECOMMENDED FOR LETTING: ☐

APPROVED FOR LETTING: ☐

PROJECT MANAGER

DISTRICT ENGINEER



STATE OF TEXAS
DEPARTMENT OF TRANSPORTATION

PLANS OF PROPOSED
STATE HIGHWAY IMPROVEMENT

PROJECT NO: C 500-4-103
CSJ NO: 0500-04-103
IH 45
GALVESTON COUNTY

IH 45
FUNCTIONAL CLASSIFICATION
URBAN FREEWAY

DESIGN SPEED		
MAIN LANES.....	70 MPH	
SIDE ROADS.....	45 MPH	
RAMPS.....	45 MPH	
FRONTAGE ROADS.....	45 MPH	
DESIGN ADT		
2022	MAIN LANES	FRONTAGE RDS
2052	83,260	14,900
	127,330	22,940

FED. RD. DIV. NO.	PROJECT NO.		SHEET NO.
	C 500-4-103, ETC		001A
STATE	DIST.	COUNTY	
TEXAS	HOUSTON	GALVESTON	
CONT.	SECT.	JOB	HIGHWAY NO.
0500	04	103, ETC	IH 45

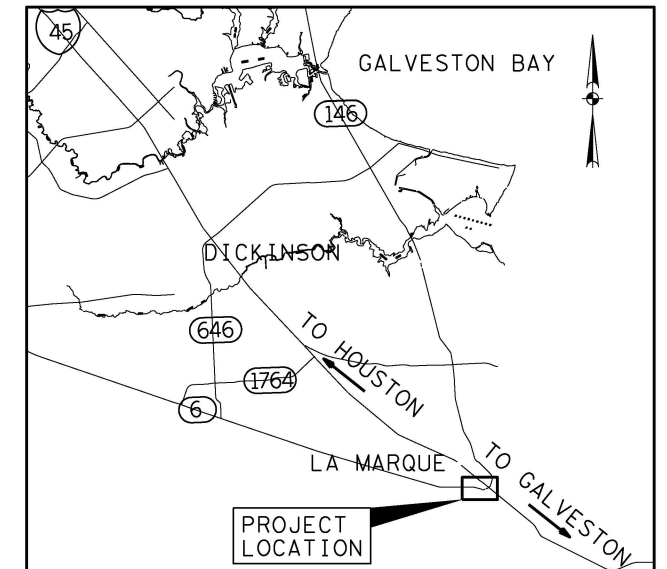
SH 6
FUNCTIONAL CLASSIFICATION
URBAN PRINCIPAL ARTERIAL

DESIGN SPEED	
MAIN LANES.....	45 MPH
DESIGN ADT	
2022	MAIN LANES
2052	14,000
	21,500

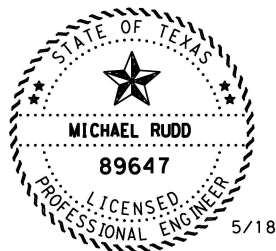
CSJ	LIMITS	STATION	ROADWAY		BRIDGE		CANAL BRIDGE		TOTAL	
			FT	MI	FT	MI	FT	MI	FT	MI
0500-04-103	IH 45 FROM N OF TX CITY WYE TO S OF TX CITY WYE	1759+00-1865+00	9567.00	1.812	896.00	0.170	137.00	0.026	10600	2.008
0500-04-103	SH 6/SH 146	3000+00-3072+22.07	7222.07	1.368	0.000	0.000	0.000	0.000	7222.07	1.368
		TOTAL	16789.07	3.180	896.00	0.170	137.00	0.026	17822.07	3.376

NET LENGTH OF PROJECT — RDWY = 16,789.07 FT = 3.180 MI
BRIDGE = 1033.00 FT = 0.196 MI
TOTAL = 17,822.07 FT = 3.375 MI

FOR THE RECONSTRUCTION OF WIDENING OF A FREEWAY FACILITY
CONSISTING OF GRADING, CEMENT TREATED BASE, CONCRETE PAVEMENT, RETAINING WALLS, LIME TREATED SUBGRADE,
CTMS, SWP3, BRIDGES, STORM DRAIN, SIGNING, PAVEMENT MARKINGS, LIGHTING AND TRAFFIC SIGNALS, ETC.
LAYMAN'S DESC.: RECONSTRUCT TO 8 MAIN LANES AND 2 2-LANE FRONTAGE ROADS, CONSTRUCT NEW MAINLANE BRIDGE,
AND RECONSTRUCT SH 146 AND SH 6 AT IH 45



VICINITY MAP
(NTS)
KEY MAP 738 (W, X)
KEY MAP 772 (A, B, E, F)



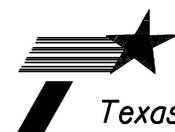
5/18/2020

AECOM 19219 KATY FREEWAY
SUITE 100
HOUSTON, TX 77094
AECOM Technical Services Inc. 3580

SUBMITTED
FOR LETTING

PROJECT MANAGER

Michael Rudd, P.E.



Texas Department of Transportation

LOCATION MAP
SCALE: NTS

EQUATIONS: NONE
EXCEPTIONS: NONE
RR CROSSINGS: TWO - UPRR

REGISTERED ACCESSIBILITY SPECIALIST (RAS) INSPECTION REQUIRED.
TDLR PROJECT NO. _____

SEE SHEETS 1001-1003 FOR INDEX OF SHEETS

STATE OF TEXAS
DEPARTMENT OF TRANSPORTATION
PLANS OF PROPOSED
STATE HIGHWAY IMPROVEMENT

STATE PROJECT NO. C 500-3-104
CSJ NO: 0500-04-104

IH 45
GALVESTON COUNTY

FUNCTIONAL CLASSIFICATION:
URBAN INTERSTATE

DESIGN SPEED

MAIN LANES.....70 MPH
RAMPs.....45 MPH
FRONTAGE ROADS.....45 MPH
ACCESS ROADS.....30 MPH

FED RD DIV NO.	PROJECT		SHEET NO
6	C 500-4-103, ETC		1000
STATE	DISTRICT	COUNTY	
TEXAS	HOU	GALVESTON	
CONTROL	SECTION	JOB	HIGHWAY NO
0500	04	103, ETC	IH 45

DESIGN ADT

	MAIN LANES	FRONTAGE RD
2020	56,500	16,840
2050	87,970	26,150

Registered Accessibility Specialist
(RAS) Inspection Required

TDLR Project No. TABS2020014844

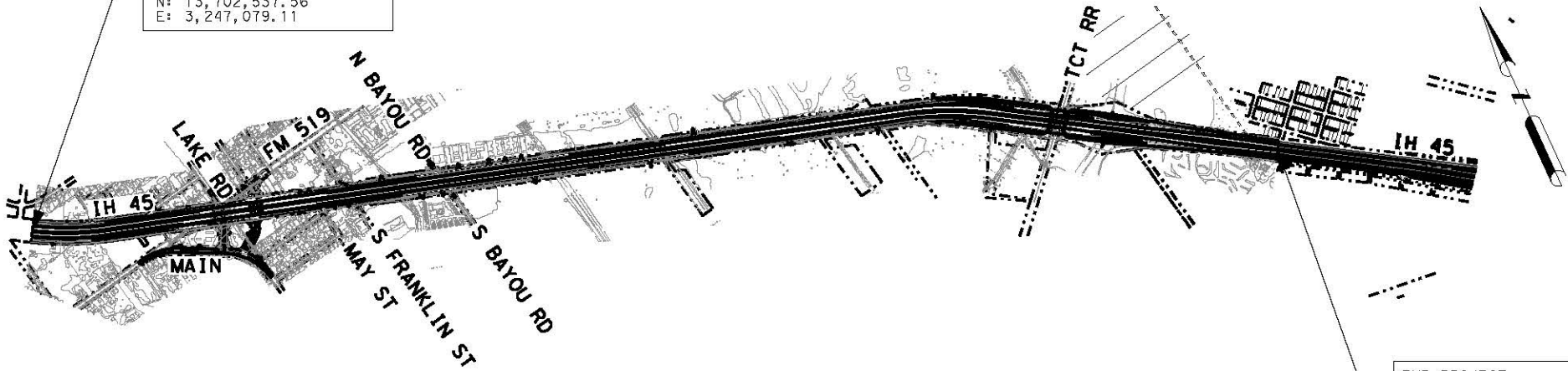
CSJ	LIMITS	STATION	ROADWAY		BRIDGE		TOTAL	
			FEET	MILES	FEET	MILES	FEET	MILES
0500-04-104	FROM NORTH OF FM 519 TO NORTH OF TEXAS CITY WYE	1596+00.00 - 1759+00.00	14234	2.696	2066	0.391	16300	3.087

NET LENGTH OF PROJECT —
RDWY = 14234 FT = 2.696 MI
BRIDGE = 2066 FT = 0.391 MI
TOTAL = 16300 FT = 3.087 MI

FOR THE CONSTRUCTION OF FREEWAY FACILITY

CONSISTING OF: GRADING, LIME TREATED SUBGRADE,
CEMENT TREATED BASE, STORM DRAIN, RETAINING WALLS, CONCRETE PAVEMENT,
SIGNING, PAVEMENT MARKINGS, CTMS, BRIDGES, LIGHTING AND TRAFFIC SIGNALS, ETC.
LAYMAN'S DESC.: RECONSTRUCT TO 8 MAINLANES AND 2 - 2 LANE FRONTAGE ROADS.

BEGIN PROJECT
CSJ 0500-04-104
@ IH 45 STA 1596+00.00
REF MARKER 11+0.028
MP: 3.868
LAT = 29° 21' 39.8446"N
LONG = 94° 59' 11.0831"W
N: 13,702,537.56
E: 3,247,079.11

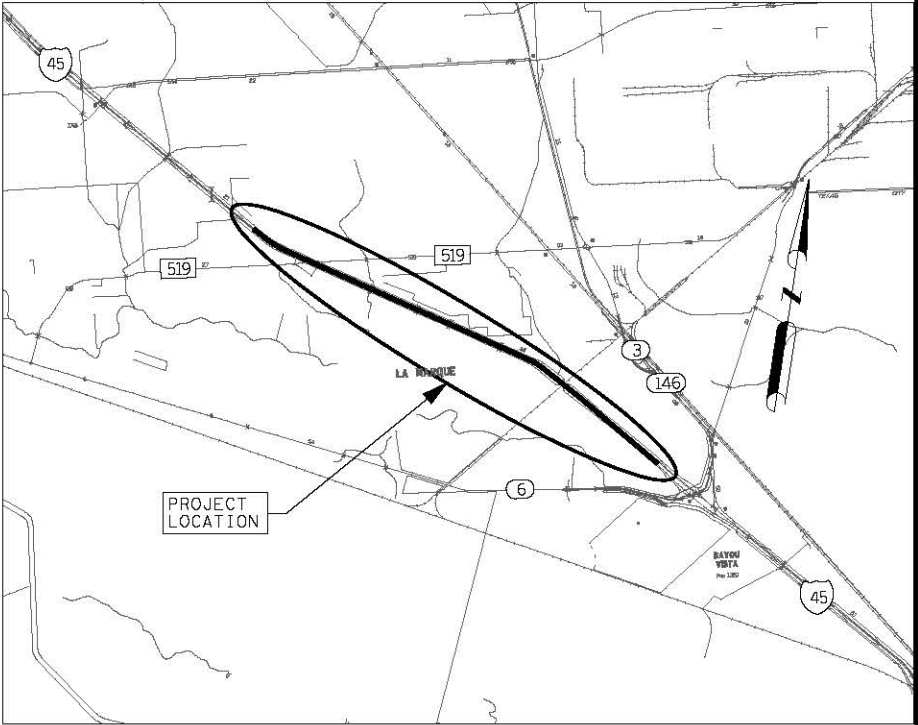


END PROJECT
CSJ 0500-04-104
@ IH 45 STA 1759+00.00
REF MARKER 7+0.941
MP: 0.781
LAT = 29° 20' 17.0905"
LONG = 94° 56' 34.4132"
N: 13,694,661.53
E: 3,261,224.40

LOCATION MAP

SCALE: NTS

RAILROAD CROSSINGS : TCT
EQUATIONS : NONE
EXCEPTIONS : NONE



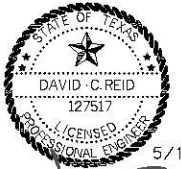
VICINITY MAP
(NTS)

ALL BEARINGS AND COORDINATES ARE BASED ON THE TEXAS
COORDINATE SYSTEM, SOUTH CENTRAL ZONE (4204), NORTH
AMERICAN DATUM OF 1983 (NAD 83), 1993 ADJUSTMENT, EPOCH
2010. ALL DISTANCES AND COORDINATES SHOWN ARE SURFACE AND
MAY BE CONVERTED TO GRID BY DIVIDING BY A COMBINED
ADJUSTMENT FACTOR OF 1.00013.

ALL ELEVATIONS SHOWN ARE REFERENCED TO THE NORTH AMERICAN
VERTICAL DATUM OF 1988 (NAVD88).

SPECIFICATIONS ADOPTED BY THE TEXAS DEPARTMENT OF
TRANSPORTATION, NOVEMBER 1, 2014 AND SPECIFICATION ITEMS
LISTED AS FOLLOWS, SHALL GOVERN ON THIS PROJECT:
REQUIRED SPECIAL LABOR PROVISIONS FOR ALL STATE
CONSTRUCTION PROJECTS (SP000-008)

© 2020



F-12040

RECOMMENDED FOR LETTING:

PROJECT MANAGER

From: [Derryk Blasig](#)
To: [Alexander Choy](#); [Igor Ginzburg](#); [Michael Awa](#); [Rashidah Dyer](#); [Reza Arjmand](#); [Roberto Lewis](#); [Rogelio Rubico](#); [Sylvester Onwas](#)
Cc: [Jeanne Javadi](#)
Subject: IH 45 (500-1, 500-4) Construction Speed Zone Approval
Date: Thursday, June 11, 2020 2:31:44 PM

We have reviewed the following construction speed zone request:

Highway	IH 45
C-S-J	0500-04-103 0500-04-104
County	Galveston
City	La Marque, Rural
Project #	C 500-4-103 C 500-4-104

We concur with the following construction speed zones:

#	Mile Points	Length(mi)	Speed(mph)	C-S	City
1.	15.547 – 17.137	1.590	55	500-1	Rural
2.	15.547 – 17.137	1.590	45	500-1 (FRTG)	Rural
3.	0.000 – 3.868	3.868	55	500-4	La Marque
4.	0.000 – 3.868	3.868	45	500-4 (FRTG)	La Marque

We will include Zones 1 and 2 in the July 2020 Commission Minute Order.

[Please proceed with the city of La Marque to have a city ordinance passed for Zones 3 and 4.](#)

Disclaimer - Per Chapter 2, Section 3 of the Procedures for Establishing Speed Zones manual, the construction speed zone signs must be removed or covered in areas within these approved milepoints where/when they are not needed.



CITY COUNCIL AGENDA FORM

Meeting Date: July 13, 2020

Prepared by: Charlene Warren

Agenda item: 6b

Reviewed by: Charlene Warren

Charles Jackson

Department: Administration

AGENDA ITEM DESCRIPTION: Discussion relating to CARES Act Interlocal Agreement request by County of Galveston

☒

ATTACHMENTS FOR REFERENCE

1. Proposed Interlocal Agreement by County of Galveston
2. Email from Tyler Drummond dated June 16, 2020

STAFF BRIEFING:

- Galveston County and its thirteen (13) municipalities received funding from the Coronavirus Relief Fund (CRF) under the Coronavirus Aid, Relief, and Economic Security Act (CARES Act)
- Allocation to the City of La Marque was \$924,935, based on population at \$55 per capita; all funding is required to be expended by December 30, 2020 or the funds are to be returned
- On June 16, 2020, an email was received from Tyler Drummond, Chief of Staff for Galveston County Judge Mark Henry requesting financial contribution from each municipality's CARES allocation
- The County's request of the City of La Marque is \$168,170.00 (18%)
- MR. Drummond explained that the County is currently spending about \$50,000 per week for public testing at UTMB and expectations are the amount would increase to about \$105,000 weekly, which would not be sustainable without financial contributions from the thirteen (13) municipalities in Galveston County
- Additionally, the County would expand testing to include all employees of any political subdivision, regardless if the employees are Galveston County residents or not
- Mr. Drummond also expressed a need for increased staffing for the Galveston County Health District (GCHD)
- Galveston County's allotment was \$2.3M, of which they are committing over 56% (\$1.3M) to expanded public testing and assisting GCHD with their needs
- Staff's recommendation is to retain the CARES Act funding for the City's current/future COVID-19 needs and in December, transfer any unused funding to Galveston County

HISTORY: N/A

TARGET IMPLEMENTATION: Dependent upon Council action

SIGNIFICANT ACTION DATES: N/A



CITY COUNCIL AGENDA FORM

ACTION:

- | | |
|--|---|
| ☐ Ordinance | ☐ Resolution |
| ☐ Special Presentation | ☐ Proclamation |
| ☐ Finance Report | ☐ Public Hearing |
| ☒ Other | |
| ☒ Mark if this item does not conflict with any Resolution, Ordinance or City Charter, policies, procedures | |

Cost Details:

Budgeted	
Actual Bid	
Estimated Expenditure	
Acct. Name(s)	
Line Item #	
Other Funding	

STAFF'S RECOMMENDATION: Dependent upon City Council's direction

FISCAL IMPACT: Unknown at this time; up to \$168,170 if County's request is accepted

INTERLOCAL AGREEMENT FOR TRANSFER OF CARES ACT FUNDING

This agreement, effective on the date of execution by each Municipality (“effective date”), is between the County of Galveston, a political subdivision of the State of Texas (“County”), and each of the following municipalities located wholly or partially within Galveston County, Texas: City of Bayou Vista, Texas; City of Clear Lake Shores, Texas; City of Dickinson, Texas; City of Friendswood, Texas; City of Galveston, Texas; City of Hitchcock, Texas; City of Jamaica Beach, Texas; City of Kemah, Texas; City of La Marque, Texas; City of League City, Texas; City of Santa Fe, Texas; City of Texas City, Texas; Village of Tiki Island, Texas (each individually “Municipality” or collectively “Municipalities”).

WHEREAS, County and Municipalities are eligible to receive funding from the Coronavirus Relief Fund (“CRF”) under The Coronavirus Aid, Relief, and Economic Security Act, also known as the CARES Act, which permits transfers of funding to other units of government;

WHEREAS, the State of Texas allocated CRF funding to the County based on the population in only unincorporated areas and allocated funding to Municipalities based on the population in incorporated areas within Galveston County, Texas;

WHEREAS, Pursuant to Chapter 791 of the Texas Government Code, County and Municipalities are authorized to enter into this interlocal agreement;

WHEREAS, County is currently funding COVID-19 lab testing services for residents throughout Galveston County, Texas, including residents within incorporated Municipalities; and

WHEREAS, County intends to continue supporting COVID-19 testing and public health responses throughout the County, including within Municipalities.

NOW THEREFORE, in consideration of the agreements contained herein, the Parties hereby covenant and agree as follows:

1. Each of the Municipalities agrees to transfer CRF funding to the County in the amounts indicated in Exhibit A to support COVID-19 testing and related public health efforts.
2. This Agreement is independently effective as to the County and each of the Municipalities who execute it. None of the Municipalities has any authority to bind any other. Whether or not any or all of the other Municipalities execute this Agreement does not affect the validity of the Agreement between each individual Municipality and the County.
3. Each Municipality authorizes the State of Texas to distribute the CRF funding subject to this agreement directly to the County.
4. If it is not practicable for any reason for the State to distribute the funds subject to this Agreement directly to the County, each Municipality agrees to obtain subject funding from the State of Texas and remit the same to the County.
5. The parties agree that the relationship between the parties of this Agreement is strictly that of independent contractors, and the parties have not entered into a joint venture, partnership or other entity in any capacity.

6. The Term of this Agreement will be for one (1) year from the Effective Date, unless sooner terminated as provided herein. The Term may be extended by written mutual agreement of the parties.
7. The parties agree that the laws of the State of Texas shall govern in any dispute concerning the rights of the parties, and that a state court in Galveston County, Texas shall be the proper venue for such dispute.
8. All financial obligations under this Agreement shall be funded from current revenues and exclusively from currently-available CRF funds.
9. This agreement may be executed in multiple counterparts.

By signing below, the representatives affirm that they are authorized to bind their respective entities and enter into this Agreement.

THE COUNTY OF GALVESTON, TEXAS

ATTEST:

By: _____
Mark Henry
County Judge

County Clerk

Date: _____

Date: _____

THE CITY OF BAYOU VISTA, TEXAS

ATTEST:

By: _____
Lou Wortham
Mayor

City Secretary

Date: _____

Date: _____

THE CITY OF CLEAR LAKE SHORES, TEXAS

ATTEST:

By: _____
Kurt Otten
Mayor

City Secretary

Date: _____

Date: _____

THE CITY OF DICKINSON, TEXAS

ATTEST:

By: _____
Julie Masters
Mayor

City Secretary

Date: _____

Date: _____

THE CITY OF FRIENDSWOOD, TEXAS

By: _____
Michael Foreman
Mayor

Date: _____

ATTEST:

City Secretary

Date: _____

THE CITY OF GALVESTON, TEXAS

By: _____
James Yarborough
Mayor

Date: _____

ATTEST:

City Secretary

Date: _____

THE CITY OF HITCHCOCK, TEXAS

By: _____
Randy Strickland
Mayor

Date: _____

ATTEST:

City Secretary

Date: _____

THE CITY OF JAMAICA BEACH, TEXAS

By: _____
Steve Spicer
Mayor

Date: _____

ATTEST:

City Secretary

Date: _____

THE CITY OF KEMAH, TEXAS

By: _____
Terri Gale
Mayor

Date: _____

ATTEST:

City Secretary

Date: _____

THE CITY OF LA MARQUE, TEXAS

By: _____
Bobby Hocking
Mayor

Date: _____

ATTEST:

City Secretary

Date: _____

THE CITY OF LEAGUE CITY, TEXAS

By: _____
Pat Hallisey
Mayor

Date: _____

ATTEST:

City Secretary

Date: _____

THE CITY OF SANTA FE, TEXAS

By: _____
Jason Tabor
Mayor

Date: _____

ATTEST:

City Secretary

Date: _____

THE CITY OF TEXAS CITY, TEXAS

By: _____
Matthew Doyle
Mayor

Date: _____

ATTEST:

City Secretary

Date: _____

VILLAGE OF TIKI ISLAND, TEXAS

By: _____
Vernon Teltschick
Mayor

Date: _____

ATTEST:

City Secretary

Date: _____

EXHIBIT A

Funding per Municipality:

ENTITY:	POPULATION:	ALLOCATION:
Bayou Vista	1,648	\$16,480
Clear Lake Shores	1,164	\$11,640
Dickinson	21,532	\$215,320
Friendswood	28,606	\$286,060
Galveston	49,638	\$496,380
Hitchcock	7,855	\$78,550
Jamaica Beach	1,080	\$10,800
Kemah	2,047	\$20,479
La Marque	16,817	\$168,170
League City	104,260	\$1,042,600
Santa Fe	13,624	\$136,240
Texas City	50,946	\$509,460
Tiki Island	1,057	\$10,570

Charlene Todaro

From: Drummond, Tyler <Tyler.Drummond@co.galveston.tx.us>
Sent: Tuesday, June 16, 2020 2:02 PM
To: Tafuri, Scott; chief@bayouvista.us; Brent Spier; 'Gregory Trantham'; Hunt, Derek (EMS Director/Co-EMC); 'Brian Mansfield'; Mark Morgan; Wilmon C. Smith; Walter Gant; shutchison@ci.jamaicabeach.tx.us; Charlene Todaro; Edghill, Ryan; 'Philip Meadows'; 'Thomas Munoz'; tikiemc@comcast.net; Mark.Williams@senate.texas.gov; Terri Gale; danielskonyha@yahoo.com; kurt.otten.cls@gmail.com; jmasters@ci.dickinson.tx.us; mayor@friendswood.com; Jim Yarbrough; rstricklind@cityofhitchcock.org; stevekspicer@aol.com; Bobby Hocking; mayor@ci.santa-fe.tx.us; tikimayor@comcast.net; mdoyle@texascitytx.gov; pat.hallisey@leaguecitytx.gov; cheard@ci.dickinson.tx.us; fwdcity@friendswood.com; Brian Maxwell; Marie Gelles; c.buttler@cityoflamarque.org; john.baumgartner@leaguecitytx.gov; Liechty, Linda
Cc: Henry, Mark
Subject: RE: CARES Act Fund Transfer Request

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

Following up on our conference call earlier this morning, below is the additional information that was requested:

TESTING:

Galveston County is currently spending about \$50K per week for public testing at UTMB. That cost will approximately double starting tomorrow to \$105K. which is not sustainable without your financial support:

- 100 Nasal Swab Tests/day @ \$100/test – cap at 500 tests per week (\$50K/wk)
- 200 Antibody Tests/day @ \$55/test – cap at 1,000 tests per week (\$55K/wk)

Presently, testing has only been open to residents of the 13 municipalities in Galveston County along with residents of the unincorporated areas in Galveston County are eligible to receive Free testing.

We would like to continue and further expand testing with UTMB, but can only financially continue doing so if the 13 municipalities partner with the county in sharing costs. Here is what we are anticipating to do with expanded testing:

- Increase to 150 Nasal Swab Tests/day (750 tests per week) (\$75,000/wk)
- Stay at 200 Antibody Tests/day (1,000 tests per week) (\$55K/wk)
- New Weekly Cost for Public Testing – \$130,000

We will expand testing eligibility to all employees of any political subdivision within Galveston County and employees of businesses within Galveston County. Essentially, anyone who works or lives in Galveston County can be eligible for the free testing.

Based on the arrangement we have for testing right now, UTMB is screening for insurance. The CARES Act required all public and private insurers to cover testing for free – no money out of pocket or financial obligation for the insured. The funds we are providing to UTMB are being used by people who don't have insurance coverage. A lot of people who lost their jobs also ended up losing insurance coverage. We will continue this practice of having UTMB screen for insurance so we can make sure those without coverage have access to testing.

Using July 1, 2020 as a start date, we estimate a total of 27 weeks bringing us through the end of the 2020 calendar year. At a burn rate of \$130,000 per week, we anticipate testing to cost **\$3,510,000 over the next 6 months**. This number does not include the months of May and June where the county has already committed to pay for testing with UTMB.

GALVESTON COUNTY HEALTH DISTRICT

Before we can increase testing capacity, we must increase staffing and resources at the Galveston County Health District (GCHD). They have seen a large influx in demand due to the current increase in cases and need additional staff and resources to address this as businesses reopen and activities start back up in the community. When we increase testing capacity, this will also increase the demand and necessity of increased staff at the GCHD to handle the increased volume.

Currently, the GCHD is in need of at least 6 additional staff – not including what they will need when we increase testing capacity.

- **Nursing Staff**
 - o Needed for follow-up and monitoring of active positive patients in self quarantine
 - o GCHD is in current need of 2 additional staff – we anticipate possibly needing another 2-4 employees over the next 6 months.
- **Epidemiologists**
 - o Needed for initial contact and investigations of positive patients as well as following up with close contacts to attempt to isolate the spread of COVID-19 in the community.
 - o GCHD is in current need of 2 additional staff – we anticipate possibly needing another 2-4 employees over the next 6 months.
- **Business Taskforce**
 - o Needed to assist local businesses with how to mitigate the spread of COVID-19 in their business as well as how to deal with a positive worker or guest. This will also be necessary when we make testing open and available to people who work in the county.
 - o GCHD is in current need of 2 staff to start addressing the needs of the business community in the county – the most likely could grow into needing an additional 2 staff members based on business community demand.

We're planning to transfer \$500K to the Galveston County Health District to assist in paying for additional staffing and program resources as needed. Please note: We CANNOT expand testing without exponentially expanding the Health District staffing – there is no way for their present staff to keep up with current growth let alone new growth from expanded testing.

Galveston County's request of 18% of the 13 municipalities CARES Act allocation only accounts for **\$3,002,749**.

Galveston County portion of the CARES Act was \$2.3M – of which we are committing over 56% (\$1.3M) to expanded public testing and assisting the GCHD with their needs.

Total 18% share from Galveston County Cities	\$3,002,749
Total Contribution from Galveston County	\$1,300,000
<u>Total Funding Available</u>	<u>\$4,302,749</u>

Countywide Testing thru End of 2020	\$3,510,000
GCHD Staffing & Resources	\$500,000
<u>Total Anticipated Costs</u>	<u>\$4,010,000</u>
Leftover for Unanticipated Needs	\$292,749

TYLER DRUMMOND | Chief of Staff

County Judge Mark Henry | 722 Moody Ave. | Galveston, TX 77550

409.765.2639 (Office) | 409.771.2373 (Cell)

tyler.drummond@co.galveston.tx.us | www.galvestoncountytexas.gov

From: Tafuri, Scott <Scott.Tafuri@co.galveston.tx.us>**Sent:** Monday, June 15, 2020 3:08 PM**To:** chief@bayouvista.us; Brent Spier <bspier@clearlakeshores-tx.gov>; 'Gregory Trantham' <gtrantham@ci.dickinson.tx.us>; Hunt, Derek (EMS Director/Co-EMC) <dhunt@ci.dickinson.tx.us>; 'Brian Mansfield' <briansfield@ci.friendswood.tx.us>; Mark Morgan <mmorgan@galvestontx.gov>; Wilmon C. Smith <wsmith@hitchcockpd.com>; Walter Gant <wgant@kemah-tx.com>; shutchison@ci.jamaicabeach.tx.us; Charlene Warren <c.todaro@cityoflamarque.org>; Edghill, Ryan <ryan.edghill@leaguecitytx.gov>; 'Philip Meadows ' <philip@ci.santa-fe.tx.us>; 'Thomas Munoz' <tmunoz@texas-city-tx.org>; tikiemc@comcast.net; Mark.Williams@senate.texas.gov; Terri Gale <mayorgale@kemah-tx.com>; danielskonyha@yahoo.com; kurt.otten.cls@gmail.com; jmasters@ci.dickinson.tx.us; mayor@friendswood.com; Jim Yarbrough <JimYarbrough@GalvestonTX.Gov>; rstrickland@cityofhitchcock.org; stevekspicer@aol.com; b.hocking@ci.lamarque.tx.us; mayor@ci.santa-fe.tx.us; tikimayor@comcast.net; mdoyle@texascitytx.gov; pat.hallisey@leaguecitytx.gov; cheard@ci.dickinson.tx.us; fwdcity@friendswood.com; Brian Maxwell <BMaxwell@GalvestonTX.Gov>; Marie Gelles <mgelles@cityofhitchcock.org>; c.buttler@cityoflamarque.org; john.baumgartner@leaguecitytx.gov; Liechty, Linda <Linda.Liechty@co.galveston.tx.us>**Cc:** Drummond, Tyler <Tyler.Drummond@co.galveston.tx.us>; Henry, Mark <Mark.Henry@co.galveston.tx.us>**Subject:** CARES Act Fund Transfer Request**Importance:** High

Dear Galveston County Mayor/City Manager/Emergency Manager,

Under the CARES Act, Congress authorized financial reimbursements to local governments for activities in response to COVID-19 as well as to cover eligible costs throughout the rest of the 2020 calendar year. The allocations that were awarded by the state have been designated to each of the 13 municipalities and to the county at \$55 per capita. The allocations have been awarded as follows:

ENTITY:	POPULATION:	ALLOCATION:
Galveston County	41,865	\$2,302,575
Bayou Vista	1,648	\$90,640
Clear Lake Shores	1,164	\$64,020
Dickinson	21,532	\$1,184,260
Friendswood	28,606	\$1,573,330
Galveston	49,638	\$2,730,090
Hitchcock	7,855	\$432,025
Jamaica Beach	1,080	\$59,400
Kemah	2,047	\$112,585
La Marque	16,817	\$924,935
League City	104,260	\$5,734,300
Santa Fe	13,624	\$749,320
Texas City	50,946	\$2,802,030
Tiki Island	1,057	\$58,135

Over the past 4 weeks, Galveston County allocated the majority of its CARES Act funds to increase nasal swab testing capacity for the public. Nasal swab testing is running at over \$200K per month with only 2,000 tests per month. Starting this Wednesday, the county is expanding the local testing capacity with UTMB and by offering antibody testing to the public. Those who receive a positive result from the antibody test will be required to then register to take the nasal swab test to confirm they do not presently have COVID-19. The costs for antibody tests is expected to come in around \$250K per month in addition to the \$200K per month being spent on nasal swab tests.

To date, Galveston County has accumulated about \$1M for eligible reimbursable expenses not including the testing costs mentioned above. Outside of reimbursing ourselves for funds spent on PPE and response over the past several months, Galveston County has a difference of \$1.3M in CARES Act funding available for the testing and other response activities.

The Galveston County Health District only received eligibility for \$500K from the CARES Act. The funding they received is to reimburse the district for the mass testing they conducted a few months back at the beginning of this epidemic along with reimbursable expenses for staffing, PPE, etc. That only leaves the district with a small percentage of CARES Act funds to spend on epidemiology, investigations, following-up on positive cases, mitigation response/support for businesses in the community, or any other activities necessary to help slow the spread of COVID-19 in our communities.

We need to be prepared to be able to pay for public testing and to support response activities with our health district. Therefore, Galveston County would like to have the support from all of the local jurisdictions with making the following proposal:

With CARES Act funds being limited to what the money can be spent on and with the county and health district providing a countywide approach to testing and follow-up, we would like to find a way to continue paying for the activities currently being engaged in and have access to funding to expand our current response efforts and for future response activities if/when this epidemic necessitates it.

Judge Henry consulted with Chief Nimm Kidd of the Texas Department of Emergency Management, and was encouraged to have the county enter into a transfer agreement with all of our 13 municipalities. The transfer agreement will allow each community to allocate some of their CARES Act funds to pay for current and future countywide COVID-19 response. At this time, we are only requesting that you transfer at a rate of \$10 per capita. The proposed transfer request from each community would be the following:

ENTITY:	POPULATION:	ALLOCATION:
Bayou Vista	1,648	\$16,480
Clear Lake Shores	1,164	\$11,640
Dickinson	21,532	\$215,320
Friendswood	28,606	\$286,060
Galveston	49,638	\$496,380
Hitchcock	7,855	\$78,550
Jamaica Beach	1,080	\$10,800
Kemah	2,047	\$20,479
La Marque	16,817	\$168,170
League City	104,260	\$1,042,600
Santa Fe	13,624	\$136,240
Texas City	50,946	\$509,460
Tiki Island	1,057	\$10,570

The above transfer amounts equate to each community allocating 18% of their CARES Act to go towards testing and other community response activities for the rest of the 2020 calendar year. We feel this request is reasonable and responsible given the circumstances and current unknowns as our economy begins to open back up.

The interlocal agreement has been attached for your review and consideration.

The Galveston County Office of Emergency Management will **hold a conference call tomorrow (6/16) at 0930,** for all mayors, city managers, and emergency management coordinators to discuss this proposal in more detail and answer any questions you may have. **The call in information is 1-888-808-6929: Code: 3095002.** If you are in agreement with the attached interlocal, please sign a copy where your signature line is located and email to Tyler.Drummond@co.galveston.tx.us.

Sincerely,

Scott N. Tafuri

Emergency Management Coordinator
Galveston County Office of Emergency Management
1353 FM 646 W. Suite 201, Dickinson, TX 77539
Office: 281-309-5003
Mobile: 409-370-8592
24 Hour Hotline: 888-384-2000
www.gcoem.org



RESOLUTION NO. R-2020-0012

A RESOLUTION OF THE CITY OF LA MARQUE, TEXAS RECOGNIZING AND SUPPORTING POLICE OFFICERS AND LAW ENFORCEMENT PROFESSIONALS

Whereas, Federal, State, and local police officers, sheriffs, and other law enforcement officers across the United States serve with valor, dignity, and integrity; and

Whereas, law enforcement officers are charged with pursuing justice for all individuals, while performing their duties with fidelity to the constitutional and civil rights of the public they serve; and

Whereas, law enforcement officers swear an oath to uphold the public trust even though, through the performance of the duties of a law enforcement officer, the officers may become targets for acts of violence; and

Whereas, law enforcement officers have bravely continued to meet the call of duty to ensure the security of their neighborhoods and communities at the risk of their own personal safety in the time of a viral pandemic and racial unrest; and

Whereas, the resolve to service is clearly demonstrated by law enforcement officers across the country who have tragically fallen ill or passed away in the line of duty; and

Whereas, officers who behave in ways contrary to their oaths or betray the public trust should be held fully accountable and face the consequences therefore; but at the same time, the overwhelming majority of decent, honorable and selfless law enforcement officers should not be judged by the actions of a few; and

Whereas, within our own city, the La Marque Police Department has consistently demonstrated a commitment to achieve and maintain the highest levels of training and certification, by, for example, becoming the first department in Galveston County to implement and complete additional requirements for de-escalation training including having officers become certified as de-escalation training trainers; and

Whereas, the La Marque Police Department has an exemplary record of engagement with the City's community members, participating in numerous community policing activities including: National Night Out, the La Marque Citizens Police Academy; Blue Santa; school supply drives, quarterly movie nights with the citizens; supportive partnership with M.A.D.D., Student Police Academy with local students, and participation with the local Ministerial Alliance; and

Whereas, the La Marque Police Department has adopted three pillars as the foundation for the department; integrity, respect and dedication. It is the goal of the La Marque Police Department to recognize the worth and diversity of individuals and

cultures, showing neither undue favor or bias; exercising just practices in all they do; and

Whereas, the La Marque Police Department has an outstanding and record of police service and being on the front lines of crime prevention, investigations, and arrests; and

Whereas, law and order in any community must be a collaboration between the citizens of that community, the police, city administration and elected officials; and

Whereas, recent experience has shown that crime will begin to rise as officers become less willing to initiate contacts with the public due to lack of community and official support; and

Whereas, police officers must have the backing of their community and elected leaders to do their job effectively;

NOW THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF LA MARQUE, TEXAS:

This Mayor and City Council, on behalf of the City of La Marque, Texas:

(1) expresses unwavering support for law enforcement officers of the City of La Marque and across the United States who act ethically and with integrity in the pursuit of preserving safe and secure communities; and

(2) recognizes the need to ensure that law enforcement officers have the equipment, training, and resources that are necessary in order to protect the health and safety of the officers while the officers protect the public; and

(3) recognizes the law enforcement community for continual unseen acts of sacrifice and heroism, especially in the midst of current issues faced by the United States; and

(4) acknowledges that police officers and other law enforcement personnel, especially those who have made the ultimate sacrifice, should be remembered and honored; and

(5) expresses condolences and solemn appreciation to the loved ones of each law enforcement officer who has made the ultimate sacrifice in the line of duty; and

(6) expresses its strong support for the dedication of the La Marque Police Department to respect all individuals regardless of race or culture, and to adopt and emphasize constitutional, ethical, and unbiased law enforcement practices; and

(7) encourages the citizens of La Marque and people of the United States to remain aware of the essential mission that law enforcement personnel undertake in service to their communities and to honor and respect the ongoing efforts of the

overwhelmingly decent and honorable members of the law enforcement community in furtherance of that mission, even at risk of their own personal safety.

PASSED, APPROVED AND ADOPTED by City Council of the City of La Marque, Texas on this the ____ day of _____, 2020.

CITY OF LA MARQUE, TEXAS

Bobby Hocking, Mayor

ATTEST:

Robin Eldridge, TRMC

APPROVED AS TO FORM:

Derra Purnell, Acting city Attorney

Robin Eldridge

From: Charles Jackson
Sent: Wednesday, July 8, 2020 12:25 PM
To: Charlene Todaro; Robin Eldridge
Subject: FW: Self Quarantine or Home bound Help during Covid-19

Please Add to the agenda under "Discuss and Possible Action Related to Self-Quarantine or Home Bound Assistance During the COVID-19 Pandemic". Attached the email as documentation. No agenda form required.

From: Robert Michetich
Sent: Wednesday, July 8, 2020 11:36 AM
To: Bobby Hocking <b.hocking@cityoflamarque.org>
Cc: Charles Jackson <c.jackson@cityoflamarque.org>
Subject: Self Quarantine or Home bound Help during Covid-19

Mayor,

Would you support me to add this topic for discussion to our upcoming Council meeting?

At issue are the realizations that no matter who we are, what positions we hold, what residents we are, what business we operate, what jobs we all have or not, whether we agree with masks or no masks, treatments available or not, testing accuracy, and virus spread rates, we are limited in what we can really change.

However, at the end of the day, we have many people for which this virus and all things associated with it, has created a great deal of anxiety and physical/ logistical limitations. We also have hospitalizations that need to be reduced. So what can we do to affect these anxieties and hospital counts?

When we think about our older population and it really isn't just limited to them, if someone tests positive or is sick and must self quarantine, if they are by themselves or even a spouse, the hardship on getting groceries or medicines, not to mention the psychological effects of isolation can be the tipping point as to whether or not they may choose to pursue hospitalization.

My first thoughts were to have Tink coordinate a call with Kaiser, Henry, and UTBM to determine if we can add a question to the testing process for positive individuals to opt into an assistance network of volunteers who would take on at min 2 families of individuals for grocery or medicine pickup and a once a day phone call for wellness check. This may not be an easy thing to orchestrate but it's worth discussing. An alternative could be the Nextdoor application for helping your neighbor. It would only be effective for those that have the app and have internet access. It has its limitations and would require citywide notification, but it could help avoid a hospitalization if only for the lack of logistic help.

Thanks
Robert Michetich
409-692-4545



CITY COUNCIL AGENDA FORM

Meeting Date: July 13, 2020

Prepared by: Derra Purnell

Agenda item: 6e

Reviewed by: Charlene Warren

Charles Jackson

Department: Legal

AGENDA ITEM DESCRIPTION: Discussion relating to adopt Ordinance No. **O-2020-0010**, an ordinance pursuant to Texas Government Code Chapter 418 related to control measures to limit the spread of the COVID-19 virus, including requiring commercial entities providing goods or services directly to the public to develop a health and safety policy mandating the wearing of face masks in their facility; requiring masks in accordance with Governor's Order GA-29; and making other provisions related to the subject **THIS IS THE FIRST AND FINAL READING**

X

ATTACHMENTS FOR REFERENCE

1. Ordinance
2. Mayor's Order dated July 2, 2020
3. Governor's Order GA-28
4. Governor's Proclamation dated July 2, 2020
5. Governor's Order GA-29

STAFF BRIEFING:

- Governor Abbott issued Order GA-28 regulating Texas businesses under Chapter 418 in relation to the COVID-19 disaster declaration and prohibiting cities from adopting any regulation in direct conflict with this order
- The Governor issued a proclamation on July 2, 2020, that amended two sections of GA-28
- Mayor Hocking issued an order on the morning of July 2, 2020 requiring business entities open to the public to adopt a health and safety policy and requiring citizens to wear masks (though there was no penalty for an individual not wearing a mask)
- The Governor also issued Order GA-29 on the afternoon of July 2, 2020, requiring masks statewide, subject to a list of exceptions and exemptions for certain counties with fewer than 20 cases of COVID-19
- Order GA-29 limits the ability of city law enforcement to detain individuals not wearing masks
- This limitation, perhaps inadvertently, has the legal impact of preventing even a temporary stop by law enforcement of individuals not wearing masks if that is the only reason for the stop
- The proposed ordinance extends the Mayor's July 2nd order subject to the modifications and limitations imposed by the Governor's orders

TARGET IMPLEMENTATION: Effective immediately upon adoption and remains in effect as long as the Governor's disaster declaration remains in effect, unless terminated earlier by City Council



CITY COUNCIL AGENDA FORM

ACTION:

- | | |
|--|---|
| ☒ Ordinance | ☐ Resolution |
| ☐ Special Presentation | ☐ Proclamation |
| ☐ Finance Report | ☐ Public Hearing |
| ☐ Other | |
| ☒ Mark if this item does not conflict with any Resolution, Ordinance or City Charter, policies, procedures | |

Cost Details:

Budgeted	
Actual Bid	
Estimated Expenditure	
Acct. Name(s)	
Line Item #	
Other Funding	

STAFF'S RECOMMENDATION: Recommend to adopt Ordinance No. **O-2020-0010**, related to control measures to limit the spread of the COVID-19 virus

FISCAL IMPACT: N/A

ORDINANCE NO. O - 2020-0010

AN ORDINANCE OF THE CITY COUNCIL OF LA MARQUE PURSUANT TO TEXAS GOVERNMENT CODE CH 418 RELATED TO CONTROL MEASURES TO LIMIT THE SPREAD OF THE COVID-19 VIRUS REQUIRING COMMERCIAL ENTITIES PROVIDING GOODS OR SERVICES DIRECTLY TO THE PUBLIC TO DEVELOP A HEALTH AND SAFETY POLICY MANDATING THE WEARING OF FACE MASKS IN THEIR FACILITY; REQUIRING MASKS IN ACCORDANCE WITH GOVERNOR'S ORDER GA-29; AND MAKING OTHER PROVISIONS RELATED TO THE SUBJECT

WHEREAS, pursuant to Texas Government Code Ch. 418, City of La Marque Mayor Bobby Hocking declared a state of local emergency and disaster on March 13, 2020 due to imminent threat arising from COVID-19; and

WHEREAS, in accordance with Texas Government Code Section 418.108(b), on March 13, 2020, the La Marque City Council adopted an Ordinance Continuing the Declaration of State of Local Disaster for the City and has repeatedly continued the State of Local Disaster for the City of La Marque concurrent with the Governor's orders declaring a statewide disaster; and

WHEREAS, in accordance with Texas Government Code Section 418.108(b), the Mayor is authorized by City Council to continue to exercise the powers granted by the Texas Disaster Act of 1975 for the period specified in the order; and

WHEREAS, there currently still exists a declaration of public health disaster in and for the State of Texas as declared by Texas Governor Greg Abbott and the Texas Department of State Health Services (DSHS) as well as those Declarations and Ordinances passed by the Mayor and City Council of La Marque, Texas; and

WHEREAS, the Mayor determined on July 2, 2020 that extraordinary emergency measures must be taken to try and mitigate the effects of this public health emergency and to facilitate a response to the public health threat; and

WHEREAS, it is the intent of this Ordinance to remain as consistent and in harmony to the extent possible, with the Executive Orders of Governor Greg Abbott;

WHEREAS, the Governor's orders do not preclude a local jurisdiction from imposing the requirements contained in this Ordinance; and

WHEREAS, the Council finds, after consultation with the local health authority, that this Ordinance extending the measures taken by the Mayor on July 2nd is in the best interests of the public health and safety;

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

Section 1. Health and Safety Policy - Commercial Entities. That all commercial entities in the City of La Marque providing goods or services directly the public must develop and implement a health and safety policy ("Health and Safety Policy"). The Health and Safety Policy must require, at a minimum, that all employees or visitors to the commercial entity's business premises or other facilities wear face coverings when in an area or performing an

activity which involves close contact or proximity to co-workers or the public where six feet of separation is not feasible. The Health and Safety Policy required to be developed and implemented by this Ordinance may also include the implementation of other mitigating measures designed to control and reduce the transmission of COVID-19 such as temperature checks or health screenings. Commercial entities must post the Health and Safety Policy in a conspicuous location sufficient to provide notice to employees and visitors of all health and safety requirements. Failure to develop and implement the Health and Safety Policy required by this Ordinance may result in a fine not to exceed \$1,000 for each violation.

Section 2. Face Coverings and Social Distancing - General Public. Face coverings are required as provided in Governor's Order GA-29. Further, citizens 10 years or older are strongly encouraged to wear a face covering over their nose and mouth in all places where it is difficult to keep six feet away from other people or in areas that involve close proximity with others outside their household. The CDC advises face coverings for people 2 years or older. City of La Marque residents should continue to maintain social distancing of at least six feet while outside their home. City of La Marque employees are also required to wear face coverings under the same circumstances as the general public. Citizens should also perform City business online, through regular mail, by telephone, or through the City's utility payment window on the side of City Hall to avoid visiting City facilities unless absolutely necessary.

Section 3. Publicity and Filing. Pursuant to §418.108(c) of the Texas Disaster Act, this Ordinance related to the declaration of a local state of disaster due to this public health emergency shall be given prompt and general publicity and shall be filed promptly with the City Clerk.

Section 4. Severability. The sections, paragraphs, sentences, clauses and phrases of this Executive Order are severable and if any phrase, clause, sentence, paragraph or section of this Executive Order should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections that can be given effect without the invalid provision, and to this end, the provisions of this Order are severable.

Section 5. Interpretation and Additional Terms. To the greatest extent possible, this Ordinance shall be interpreted as consistent with and supplemental to any Executive Order issued by the Texas Governor. All provisions of the Executive Orders of the Texas Governor either existing or as, if and when issued, which are made applicable to all jurisdictions by law shall automatically be incorporated into and constitutes terms of this Order enforceable as is set forth herein without necessity for the issuance of any further orders.

Section 6. Penalty and Exceptions. Excepting Section 2 and subject to the limitations contained in the executive orders of Governor Greg Abbott, any peace officer or other person with lawful authority is hereby authorized to enforce provisions of this Ordinance in accordance with Chapter 418 of the Texas Government Code or as otherwise authorized by state law.

Section 7. Emergency and Effective Date. This Ordinance is declared to meet emergency conditions, as provided in Section 2.23 of the La Marque City Charter and, as such, is hereby passed by the City Council on first and only reading. Also in accordance with Section 2.23 of the La Marque City Charter, this Ordinance so passed shall be final and shall take effect immediately after passage and shall remain in force for so long as the Governor's disaster declaration due to public health emergency remains in effect; provided, however, in accordance with City Charter this Ordinance in no event shall this Ordinance remain in place for a period exceeding six months.

APPROVED AND ADOPTED by the City Council of the City of La Marque on this **13th** day of **July** 2020.

CITY OF LAMARQUE, TEXAS

Bobby Hocking, Mayor

ATTEST:

Robin Eldridge, TRMC, City Clerk

APPROVED AS TO FORM:

Derra Purnell, Acting City Attorney

AN ORDER OF THE MAYOR OF LA MARQUE PURSUANT TO TEXAS GOVERNMENT CODE CH 418 RELATED TO CONTROL MEASURES TO LIMIT THE SPREAD OF THE COVID-19 VIRUS REQUIRING COMMERCIAL ENTITIES PROVIDING GOODS OR SERVICES DIRECTLY TO THE PUBLIC TO DEVELOP A HEALTH AND SAFETY POLICY MANDATING THE WEARING OF FACE MASKS IN THEIR FACILITY, REQUIRING THE PUBLIC TO WEAR FACE MASKS, PROHIBITING MASS GATHERINGS IN THE CITY AND LIMITING ACCESS TO CITY BUILDINGS

WHEREAS, pursuant to Texas Government Code Ch. 418, City of La Marque Mayor Bobby Hocking declared a state of local emergency and disaster on March 13, 2020 due to imminent threat arising from COVID-19; and

WHEREAS, in accordance with Texas Government Code Section 418.108(b), on March 13, 2020, the La Marque City Council adopted an Ordinance Continuing the Declaration of State of Local Disaster for the City and has repeatedly continued the State of Local Disaster for the City of La Marque concurrent with the Governor's orders declaring a statewide disaster; and

WHEREAS, in accordance with Texas Government Code Section 418.108(b), the Mayor is authorized by City Council to continue to exercise the powers granted by the Texas Disaster Act of 1975 for the period specified in the order; and

WHEREAS, there currently still exists a declaration of public health disaster in and for the State of Texas as declared by Texas Governor Greg Abbott and the Texas Department of State Health Services (DSHS) as well as those Declarations and Ordinances passed by the Mayor and City Council of La Marque, Texas; and

WHEREAS, the transmission of COVID-19 has not dissipated but remains a significant threat to the health and safety to the citizens of the City of La Marque and rates of infection are increasing at an alarming exponential rate and the number of people ending up in the hospital, ICU, or on ventilators is also dramatically rising despite efforts by local authorities to control the spread; and

WHEREAS, the Mayor has determined that extraordinary emergency measures must be taken to try and mitigate the effects of this public health emergency and to facilitate a response to the public health threat;

WHEREAS, a Mayor is authorized to control ingress to and egress from a disaster area and control the movement of persons and occupancy of premises on an appropriate local scale in accordance with Section 418.08(g) of the Texas Government Code and his authority as Emergency Management Director;

WHEREAS, it is the intent of this Executive Order to remain as consistent and in harmony to the extent possible, with the Executive Orders of Governor Greg Abbott; and

WHEREAS, by the authority vested in me as Mayor of the City of La Marque and as the Emergency Management Director for the City of La Marque to continue to protect the health and safety of the community and address developing and rapidly changing circumstances when presented by the current public health emergency, I hereby issue this Order.

NOW, THEREFORE, PURSUANT TO THE TEXAS DISASTER ACT OF 1975, MAYOR BOBBY HOCKING ISSUES THIS ORDER AS FOLLOWS:

Effective as of 12:01 a.m. on Saturday, July 4, 200 ("Effective Date"), and continuing through 11:59 p.m. on Friday, July 10, 2020 unless extended, modified or terminated early by the City Council of the City of La Marque or as otherwise indicated below:

Section 1. Health and Safety Policy - Commercial Entities. From the date of this Executive Order all commercial entities in the City of La Marque providing goods or services directly the public must develop and implement a health and safety policy ("Health and Safety Policy"). The Health and Safety Policy must require, at a minimum, that all employees or visitors to the commercial entity's business premises or other facilities wear face coverings when in an area or performing an activity which involves close contact or proximity to co-workers or the public where six feet of separation is not feasible. The Health and Safety Policy required to be developed and implemented by this Executive Order may also include the implementation of other mitigating measures designed to control and reduce the transmission of COVID-19 such as temperature checks or health screenings. Commercial entities must post the Health and Safety Policy required by this Executive Order in a conspicuous location sufficient to provide notice to employees and visitors of all health and safety requirements. Failure to develop and implement the Health and Safety Policy required by this Executive Order within five (5) calendar days following the Effective Date may result in a fine not to exceed \$1,000 for each violation.

Section 2. Face Coverings and Social Distancing - General Public. Consistent with the Proclamation issued June 22, 2020, citizens 10 years or older are strongly encouraged to wear a face covering over their nose and mouth when in a public place where it is difficult to keep six feet away from other people or working in areas that involve close proximity with others outside their household. The CDC advises face coverings for people 2 years or older. Face coverings may include homemade masks, scarfs, bandanas, or a handkerchief. City of La Marque residents should continue to maintain social distancing of at least six feet while outside their home. City of La Marque employees are also required to wear face coverings under the same circumstances as the general public. Citizens should also perform City business online, through regular mail, by telephone, or through the City's utility payment window on the side of City Hall to avoid visiting City facilities unless absolutely necessary.

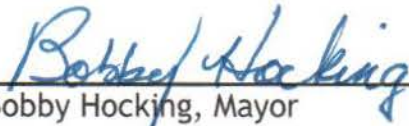
Section 3. Publicity and Filing. Pursuant to §418.108(c) of the Texas Disaster Act, this declaration of a local state of disaster due to this public health emergency shall be given prompt and general publicity and shall be filed promptly with the City Clerk.

Section 4. Severability. The sections, paragraphs, sentences, clauses and phrases of this Executive Order are severable and if any phrase, clause, sentence, paragraph or section of this Executive Order should be declared invalid by the final judgment or decree of any court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections that can be given effect without the invalid provision, and to this end, the provisions of this Order are severable.

Section 5. Interpretation and Additional Terms. To the greatest extent possible, the Order shall be interpreted as consistent with and supplemental to any Executive Order issued by the Texas Governor. All provisions of the Executive Orders of the Texas Governor either existing or as, if and when issued, which are made applicable to all jurisdictions by law shall automatically be incorporated into and constitutes terms of this Order enforceable as is set forth herein without necessity for the issuance of any further orders.

Section 6. Penalty and Exceptions. Excepting Section 2 of this Executive Order and in accordance with the limitations contained in the executive orders of Governor Greg Abbott, that any peace officer or other person with lawful authority is hereby authorized to enforce provisions of this Executive Order in accordance with the authority granted under Texas Disaster Act of 1975.

ORDERED this 2nd day of July 2020.


Bobby Hocking, Mayor

ATTEST:


Robin Eldridge, TRMC, City Clerk



GOVERNOR GREG ABBOTT

June 26, 2020

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
8:45 AM 'CLOCK

JUN 26 2020

Secretary of State

The Honorable Ruth R. Hughs
Secretary of State
State Capitol Room 1E.8
Austin, Texas 78701

Dear Secretary Hughs:

Pursuant to his powers as Governor of the State of Texas, Greg Abbott has issued the following:

Executive Order No. GA-28 relating to the targeted response to the COVID-19
disaster as part of the reopening of Texas.

The original executive order is attached to this letter of transmittal.

Respectfully submitted,

Gregory S. Davidson
Executive Clerk to the Governor

GSD/gsd

Attachment

Executive Order

BY THE
GOVERNOR OF THE STATE OF TEXAS

Executive Department
Austin, Texas
June 26, 2020

EXECUTIVE ORDER GA 28

*Relating to the targeted response to the COVID-19 disaster
as part of the reopening of Texas.*

WHEREAS, I, Greg Abbott, Governor of Texas, issued a disaster proclamation on March 13, 2020, certifying under Section 418.014 of the Texas Government Code that the novel coronavirus (COVID-19) poses an imminent threat of disaster for all counties in the State of Texas; and

WHEREAS, in each subsequent month effective through today, I have renewed the disaster declaration for all Texas counties; and

WHEREAS, the Commissioner of the Texas Department of State Health Services (DSHS), Dr. John Hellerstedt, has determined that COVID-19 continues to represent a public health disaster within the meaning of Chapter 81 of the Texas Health and Safety Code; and

WHEREAS, I have issued executive orders and suspensions of Texas laws in response to COVID-19, aimed at protecting the health and safety of Texans and ensuring an effective response to this disaster; and

WHEREAS, I issued Executive Order GA-08 on March 19, 2020, mandating certain social-distancing restrictions for Texans in accordance with guidelines promulgated by President Donald J. Trump and the Centers for Disease Control and Prevention (CDC); and

WHEREAS, I issued Executive Order GA-14 on March 31, 2020, expanding the social-distancing restrictions for Texans based on guidance from health experts and the President; and

WHEREAS, I subsequently issued Executive Orders GA-16, GA-18, GA-21, GA-23, and GA-26 from April through early June 2020, aiming to achieve the least restrictive means of combatting the threat to public health by continuing certain social-distancing restrictions, while implementing a safe, strategic plan to Open Texas; and

WHEREAS, as Texas reopens in the midst of COVID-19, increased spread is to be expected, and the key to controlling the spread and keeping Texas residents safe is for all Texans to consistently follow good hygiene and social-distancing practices, especially those set forth in the minimum standard health protocols from DSHS; and

WHEREAS, due to recent substantial increases in COVID-19 positive cases, and increases in the COVID-19 positivity rate and hospitalizations resulting from COVID-19, targeted and temporary adjustments to the reopening plan are needed to achieve the

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SECRETARY OF STATE
8:45am O'CLOCK

JUN 26 2020

least restrictive means for reducing the growing spread of COVID-19 and the resulting imminent threat to public health, and to avoid a need for more extreme measures; and

WHEREAS, everyone must act safely, and to that end, this executive order and prior executive orders provide that all persons should follow the health protocols from DSHS, which whenever achieved will mean compliance with the minimum standards for safely reopening, but which should not be used to fault those who act in good faith but can only substantially comply with the standards in light of scarce resources and other extenuating COVID-19 circumstances; and

WHEREAS, the “governor is responsible for meeting ... the dangers to the state and people presented by disasters” under Section 418.011 of the Texas Government Code, and the legislature has given the governor broad authority to fulfill that responsibility; and

WHEREAS, failure to comply with any executive order issued during the COVID-19 disaster is an offense punishable under Section 418.173 by a fine not to exceed \$1,000, and may be subject to regulatory enforcement;

NOW, THEREFORE, I, Greg Abbott, Governor of Texas, by virtue of the power and authority vested in me by the Constitution and laws of the State of Texas, and in accordance with guidance from DSHS Commissioner Dr. Hellerstedt and other medical advisors, the Governor’s Strike Force to Open Texas, the White House, and the CDC, do hereby order the following on a statewide basis effective at noon on June 26, 2020:

Every business establishment in Texas shall operate at no more than 50 percent of the total listed occupancy of the establishment; provided, however, that:

1. There is no occupancy limit for the following:
 - a. any services listed by the U.S. Department of Homeland Security’s Cybersecurity and Infrastructure Security Agency (CISA) in its Guidance on the Essential Critical Infrastructure Workforce, Version 3.1 or any subsequent version;
 - b. religious services, including those conducted in churches, congregations, and houses of worship;
 - c. local government operations, including county and municipal governmental operations relating to licensing (including marriage licenses), permitting, recordation, and document-filing services, as determined by the local government;
 - d. child-care services;
 - e. youth camps, including but not limited to those defined as such under Chapter 141 of the Texas Health and Safety Code, and including all summer camps and other daytime and overnight camps for youths; and
 - f. recreational sports programs for youths and adults;
2. Except as provided below by paragraph number 5, this 50 percent occupancy limit does not apply to outdoor areas, events, or establishments, except that the following outdoor areas or outdoor venues shall operate at no more than 50 percent of the normal operating limits as determined by the owner:
 - a. professional, collegiate, or similar sporting events;
 - b. swimming pools;
 - c. water parks;
 - d. museums and libraries;
 - e. zoos, aquariums, natural caverns, and similar facilities; and

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SECRETARY OF STATE
8:45am O’CLOCK

JUN 26 2020

- f. rodeos and equestrian events;
- 3. This 50 percent occupancy limit does not apply to the following establishments that operate with at least six feet of social distancing between work stations:
 - a. cosmetology salons, hair salons, barber shops, nail salons/shops, and other establishments where licensed cosmetologists or barbers practice their trade;
 - b. massage establishments and other facilities where licensed massage therapists or other persons licensed or otherwise authorized to practice under Chapter 455 of the Texas Occupations Code practice their trade; and
 - c. other personal-care and beauty services such as tanning salons, tattoo studios, piercing studios, hair removal services, and hair loss treatment and growth services;
- 4. Amusement parks shall operate at no more than 50 percent of the normal operating limits as determined by the owner;
- 5. For any outdoor gathering in excess of 100 people, other than those set forth above in paragraph numbers 1, 2, or 4, the gathering is prohibited unless the mayor of the city in which the gathering is held, or the county judge in the case of a gathering in an unincorporated area, approves of the gathering, and such approval can be made subject to certain conditions or restrictions not inconsistent with this executive order;
- 6. For dine-in services by restaurants that have less than 51 percent of their gross receipts from the sale of alcoholic beverages, the occupancy limit shall remain at 75 percent until 12:01 a.m. on June 29, 2020, at which time such restaurants may only operate at up to 50 percent of the total listed occupancy of the restaurant, subject to paragraph number 9 below;
- 7. People shall not visit bars or similar establishments that hold a permit from the Texas Alcoholic Beverage Commission (TABC) and are not restaurants as defined above in paragraph number 6; provided, however, that the use by such bars or similar establishments of drive-thru, pickup, or delivery options for food and drinks is allowed to the extent authorized by TABC;
- 8. People shall not use commercial rafting or tubing services, including rental of rafts or tubes and transportation of people for the purpose of rafting or tubing;
- 9. For any business establishment that is subject to a 50 percent “total listed occupancy” limit or “normal operating limit,” and that is in a county that has filed with DSHS, and is in compliance with, the requisite attestation form promulgated by DSHS regarding minimal cases of COVID-19, the business establishment may operate at up to 75 percent of the total listed occupancy or normal operating limit of the establishment;
- 10. For purposes of this executive order, facilities with retractable roofs are considered indoor facilities, whether the roof is opened or closed;
- 11. Staff members are not included in determining operating levels, except for manufacturing services and office workers;
- 12. Except as provided in this executive order or in the minimum standard health protocols recommended by DSHS, found at www.dshs.texas.gov/coronavirus, people should not be in groups larger than ten and should maintain six feet of social distancing from those not in their group;
- 13. People over the age of 65 are strongly encouraged to stay at home as much as possible; to maintain appropriate distance from any member of the household who has been out of the residence in the previous 14 days; and, if leaving the

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SECRETARY OF STATE
8:45am O'CLOCK

JUN 26 2020

home, to implement social distancing and to practice good hygiene, environmental cleanliness, and sanitation;

14. In providing or obtaining services, every person (including individuals, businesses, and other legal entities) should use good-faith efforts and available resources to follow the minimum standard health protocols recommended by DSHS;
15. Nothing in this executive order or the DSHS minimum standards precludes requiring a customer to follow additional hygiene measures when obtaining services. Individuals are encouraged to wear appropriate face coverings, but no jurisdiction can impose a civil or criminal penalty for failure to wear a face covering;
16. People shall not visit nursing homes, state supported living centers, assisted living facilities, or long-term care facilities unless as determined through guidance from the Texas Health and Human Services Commission (HHSC). Nursing homes, state supported living centers, assisted living facilities, and long-term care facilities should follow infection control policies and practices set forth by HHSC, including minimizing the movement of staff between facilities whenever possible; and
17. For the remainder of the 2019-2020 school year, public schools may resume operations for the summer as provided by, and under the minimum standard health protocols found in, guidance issued by the Texas Education Agency (TEA). Private schools and institutions of higher education are encouraged to establish similar standards. Notwithstanding anything herein to the contrary, schools may conduct graduation ceremonies consistent with the minimum standard health protocols found in guidance issued by TEA.

Notwithstanding anything herein to the contrary, the governor may by proclamation add to the list of establishments or venues that people shall not visit.

This executive order shall supersede any conflicting order issued by local officials in response to the COVID-19 disaster, but only to the extent that such a local order restricts services allowed by this executive order, allows gatherings prohibited by this executive order, or expands the list or scope of services as set forth in this executive order. Pursuant to Section 418.016(a) of the Texas Government Code, I hereby suspend Sections 418.1015(b) and 418.108 of the Texas Government Code, Chapter 81, Subchapter E of the Texas Health and Safety Code, and any other relevant statutes, to the extent necessary to ensure that local officials do not impose restrictions in response to the COVID-19 disaster that are inconsistent with this executive order, provided that local officials may enforce this executive order as well as local restrictions that are consistent with this executive order.

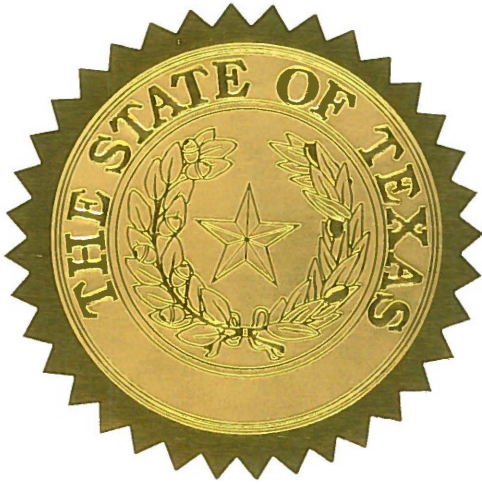
All existing state executive orders relating to COVID-19 are amended to eliminate confinement in jail as an available penalty for violating the executive orders. To the extent any order issued by local officials in response to the COVID-19 disaster would allow confinement in jail as an available penalty for violating a COVID-19-related order, that order allowing confinement in jail is superseded, and I hereby suspend all relevant laws to the extent necessary to ensure that local officials do not confine people in jail for violating any executive order or local order issued in response to the COVID-19 disaster.

This executive order supersedes Executive Order GA-26, but does not supersede Executive Orders GA-10, GA-13, GA-17, GA-19, GA-24, GA-25, or GA-27. This

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SECRETARY OF STATE
8:45am O'CLOCK

JUN 26 2020

executive order shall remain in effect and in full force unless it is modified, amended, rescinded, or superseded by the governor. This executive order may also be amended by proclamation of the governor.



Given under my hand this the 26th
day of June, 2020.

A handwritten signature in black ink, reading "Greg Abbott", written over a horizontal line.

GREG ABBOTT
Governor

ATTESTED BY:

A handwritten signature in black ink, reading "Ruth R. Hughs", written over a horizontal line.

RUTH R. HUGHS
Secretary of State

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
8:45am O'CLOCK

JUN 26 2020



GOVERNOR GREG ABBOTT

July 2, 2020

FILED IN THE OFFICE OF THE
SECRETARY OF STATE

2:30pm O'CLOCK

JUL 02 2020

Secretary of State

The Honorable Ruth R. Hughs
Secretary of State
State Capitol Room 1E.8
Austin, Texas 78701

Dear Secretary Hughs:

Pursuant to his powers as Governor of the State of Texas, Greg Abbott has issued the following:

A proclamation amending Executive Order GA-28 relating to mass gatherings in Texas during the disaster posed by the novel coronavirus (COVID-19).

The original proclamation is attached to this letter of transmittal.

Respectfully submitted,

Gregory S. Davidson
Executive Clerk to the Governor
GSD/gsd

Attachment

PROCLAMATION

BY THE

Governor of the State of Texas

TO ALL TO WHOM THESE PRESENTS SHALL COME:

WHEREAS, I, Greg Abbott, Governor of Texas, issued a disaster proclamation on March 13, 2020, certifying under Section 418.014 of the Texas Government Code that the novel coronavirus (COVID-19) poses an imminent threat of disaster for all counties in the State of Texas; and

WHEREAS, in each subsequent month effective through today, I have renewed the disaster declaration for all Texas counties; and

WHEREAS, I issued Executive Order GA-28 on June 26, 2020, relating to the targeted response to the COVID-19 disaster as part of the reopening of Texas; and

WHEREAS, additional measures are needed to slow the spread of COVID-19 in Texas;

NOW, THEREFORE, I, Greg Abbott, Governor of Texas, by virtue of the power and authority vested in me by the Constitution and laws of the State of Texas, do hereby amend paragraph numbers 5 and 12 of Executive Order GA-28, effective at 12:01 p.m. on July 3, 2020, to read as follows:

5. For any outdoor gathering in excess of 10 people, other than those set forth above in paragraph numbers 1, 2, or 4, the gathering is prohibited unless the mayor of the city in which the gathering is held, or the county judge in the case of a gathering in an unincorporated area, approves of the gathering, and such approval can be made subject to certain conditions or restrictions not inconsistent with this executive order;
12. Except as provided in this executive order or in the minimum standard health protocols recommended by DSHS, found at www.dshs.texas.gov/coronavirus, people shall not be in groups larger than 10 and shall maintain six feet of social distancing from those not in their group;

This proclamation shall remain in effect and in full force for as long as Executive Order GA-28 is in effect and in full force, unless otherwise modified, amended, rescinded, or superseded by the governor.



IN TESTIMONY WHEREOF, I have hereunto signed my name and have officially caused the Seal of State to be affixed at my office in the City of Austin, Texas, this the 2nd day of July, 2020.

A handwritten signature in black ink that reads "Greg Abbott".

GREG ABBOTT
Governor

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
2:30pm O'CLOCK

JUL 02 2020

ATTESTED BY:



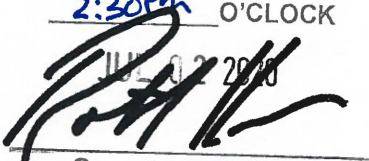
RUTH R. HUGHS
Secretary of State

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
2:30 PM O'CLOCK
JUL 02 2020



GOVERNOR GREG ABBOTT

July 2, 2020

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SECRETARY OF STATE
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JUL 02 2020

Secretary of State

The Honorable Ruth R. Hughs
Secretary of State
State Capitol Room 1E.8
Austin, Texas 78701

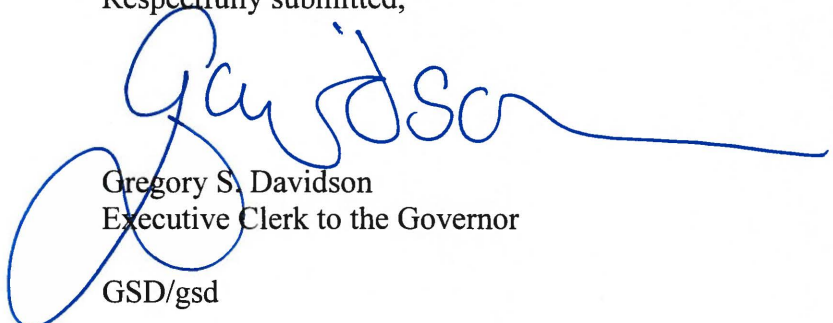
Dear Secretary Hughs:

Pursuant to his powers as Governor of the State of Texas, Greg Abbott has issued the following:

Executive Order No. GA-29 relating to the use of face coverings during the
COVID-19 disaster.

The original executive order is attached to this letter of transmittal.

Respectfully submitted,


Gregory S. Davidson
Executive Clerk to the Governor

GSD/gsd

Attachment

POST OFFICE BOX 12428 AUSTIN, TEXAS 78711 512-463-2000 (VOICE) DIAL 7-1-1 FOR RELAY SERVICES

Executive Order

BY THE
GOVERNOR OF THE STATE OF TEXAS

Executive Department
Austin, Texas
July 2, 2020

EXECUTIVE ORDER GA 29

Relating to the use of face coverings during the COVID-19 disaster.

WHEREAS, I, Greg Abbott, Governor of Texas, issued a disaster proclamation on March 13, 2020, certifying under Section 418.014 of the Texas Government Code that the novel coronavirus (COVID-19) poses an imminent threat of disaster for all counties in the State of Texas; and

WHEREAS, in each subsequent month effective through today, I have renewed the disaster declaration for all Texas counties; and

WHEREAS, the Commissioner of the Texas Department of State Health Services (DSHS), Dr. John Hellerstedt, has determined that COVID-19 continues to represent a public health disaster within the meaning of Chapter 81 of the Texas Health and Safety Code; and

WHEREAS, I have issued executive orders and suspensions of Texas laws in response to COVID-19, aimed at using the least restrictive means available to protect the health and safety of Texans and ensure an effective response to this disaster; and

WHEREAS, as Texas reopens in the midst of COVID-19, increased spread is to be expected, and the key to controlling the spread and keeping Texans safe is for all people to consistently follow good hygiene and social-distancing practices; and

WHEREAS, due to recent substantial increases in COVID-19 positive cases, and increases in the COVID-19 positivity rate and hospitalizations resulting from COVID-19, further measures are needed to achieve the least restrictive means for reducing the growing spread of COVID-19, and to avoid a need for more extreme measures; and

WHEREAS, I have joined the medical experts in consistently encouraging people to use face coverings, and health authorities have repeatedly emphasized that wearing face coverings is one of the most important and effective tools for reducing the spread of COVID-19; and

WHEREAS, given the current status of COVID-19 in Texas, requiring the use of face coverings is a targeted response that can combat the threat to public health using the least restrictive means, and if people follow this requirement, more extreme measures may be avoided; and

WHEREAS, wearing a face covering is important not only to protect oneself, but also to avoid unknowingly harming fellow Texans, especially given that many people who go into public may have COVID-19 without knowing it because they have no symptoms; and

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SECRETARY OF STATE
2:30pm O'CLOCK

JUL 02 2020

WHEREAS, the “governor is responsible for meeting ... the dangers to the state and people presented by disasters” under Section 418.011 of the Texas Government Code, and the legislature has given the governor broad authority to fulfill that responsibility; and

WHEREAS, failure to comply with any executive order issued during the COVID-19 disaster is an offense punishable under Section 418.173 by fine;

NOW, THEREFORE, I, Greg Abbott, Governor of Texas, by virtue of the power and authority vested in me by the Constitution and laws of the State of Texas, do hereby order the following on a statewide basis effective at 12:01 p.m. on July 3, 2020:

Every person in Texas shall wear a face covering over the nose and mouth when inside a commercial entity or other building or space open to the public, or when in an outdoor public space, wherever it is not feasible to maintain six feet of social distancing from another person not in the same household; provided, however, that this face-covering requirement does not apply to the following:

1. any person younger than 10 years of age;
2. any person with a medical condition or disability that prevents wearing a face covering;
3. any person while the person is consuming food or drink, or is seated at a restaurant to eat or drink;
4. any person while the person is (a) exercising outdoors or engaging in physical activity outdoors, and (b) maintaining a safe distance from other people not in the same household;
5. any person while the person is driving alone or with passengers who are part of the same household as the driver;
6. any person obtaining a service that requires temporary removal of the face covering for security surveillance, screening, or a need for specific access to the face, such as while visiting a bank or while obtaining a personal-care service involving the face, but only to the extent necessary for the temporary removal;
7. any person while the person is in a swimming pool, lake, or similar body of water;
8. any person who is voting, assisting a voter, serving as a poll watcher, or actively administering an election, but wearing a face covering is strongly encouraged;
9. any person who is actively providing or obtaining access to religious worship, but wearing a face covering is strongly encouraged;
10. any person while the person is giving a speech for a broadcast or to an audience; or
11. any person in a county (a) that meets the requisite criteria promulgated by

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2:30 PM O'CLOCK

JUL 02 2020

the Texas Division of Emergency Management (TDEM) regarding minimal cases of COVID-19, and (b) whose county judge has affirmatively opted-out of this face-covering requirement by filing with TDEM the required face-covering attestation form—provided, however, that wearing a face covering is highly recommended, and every county is strongly encouraged to follow these face-covering standards.

Not excepted from this face-covering requirement is any person attending a protest or demonstration involving more than 10 people and who is not practicing safe social distancing of six feet from other people not in the same household.

TDEM shall maintain on its website a list of counties that are not subject to this face-covering requirement pursuant to paragraph number 11. The list can be found at: www.tdem.texas.gov/ga29.

Following a verbal or written warning for a first-time violator of this face-covering requirement, a person's second violation shall be punishable by a fine not to exceed \$250. Each subsequent violation shall be punishable by a fine not to exceed \$250 per violation.

Local law enforcement and other local officials, as appropriate, can and should enforce this executive order, Executive Order GA-28, and other effective executive orders, as well as local restrictions that are consistent with this executive order and other effective executive orders. But no law enforcement or other official may detain, arrest, or confine in jail any person for a violation of this executive order or for related non-violent, non-felony offenses that are predicated on a violation of this executive order; provided, however, that any official with authority to enforce this executive order may act to enforce trespassing laws and remove violators at the request of a business establishment or other property owner.

This executive order hereby prohibits confinement in jail as a penalty for the violation of any face-covering order by any jurisdiction.

Executive Order GA-28 is hereby amended to delete from paragraph number 15 the phrase: “, but no jurisdiction can impose a civil or criminal penalty for failure to wear a face covering.”

The governor may by proclamation amend this executive order or add to the list of people to whom this face-covering requirement does not apply.

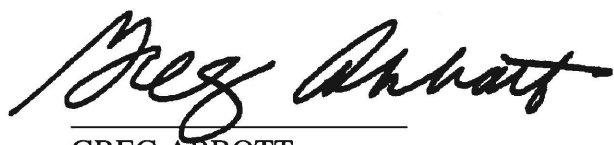
This executive order does not supersede Executive Orders GA-10, GA-13, GA-17, GA-19, GA-24, GA-25, GA-27, or GA-28 as amended. This executive order shall remain in effect and in full force until modified, amended, rescinded, or superseded by the governor.

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
2:30 PM O'CLOCK

JUL 02 2020



Given under my hand this the 2nd
day of July, 2020.



GREG ABBOTT
Governor

ATTESTED BY:


RUTH R. HUGHS
Secretary of State

FILED IN THE OFFICE OF THE
SECRETARY OF STATE
2:30pm O'CLOCK
JUL 02 2020



CITY COUNCIL AGENDA FORM

Meeting Date: July 13, 2020

Prepared by: Derra Purnell

Agenda item: 6f

Reviewed by: Charlene Warren/

Charles Jackson

Department: Legal/Dev. Svcs.

AGENDA ITEM DESCRIPTION: Discussion relating to adopt Ordinance No. **O-2020-0011**, a request for abandonment of an unimproved public right-of-way in the Ambrose subdivision near FM 1765 and Delany Road **THIS IS THE FIRST READING**

X

ATTACHMENTS FOR REFERENCE

1. Ordinance
2. Ambrose Approved General Land Plan

STAFF BRIEFING:

- A request was received to abandon unimproved right-of-way in the Ambrose subdivision (the area recently approved by Council under the Ambrose Planned Development District Zoning Ordinance)
- The unimproved right-of-way will be replaced by a new public right-of-way to be dedicated by deed or final plat in accordance with the General Plan that was already approved by Council
- The general land plan has already been approved, but the old public right-of-way must be expressly abandoned by Council to be legally effective
- This Ordinance is drafted to provide that the abandonment is not effective until either the new right-of-way is dedicated or the appraised value of the property being abandoned is paid to the City
- This protects the City in the unlikely event that the Ambrose development is never platted

HISTORY:

5/12/2020 - Ambrose PDD zone change recommended for approval by Planning and Zoning Commission

5/26/2020 - Ambrose Planned Development District Zoning Ordinance and general plan recommended for approval by Planning and Zoning Commission

6/8/2020 - Ambrose Planned Development District Zoning Ordinance approved on first reading

6/8/2020 - Ambrose General Plan approved

7/13/2020 - Ambrose PDD ordinance to be approved on second reading

TARGET IMPLEMENTATION: Second Reading, if approved, will be the August Council meeting



CITY COUNCIL AGENDA FORM

ACTION:

- | | |
|--|---|
| ☒ Ordinance | ☐ Resolution |
| ☐ Special Presentation | ☐ Proclamation |
| ☐ Finance Report | ☐ Public Hearing |
| ☐ Other | |
| ☒ Mark if this item does not conflict with any Resolution, Ordinance or City Charter, policies, procedures | |

Cost Details:

Budgeted	N/A
Actual Bid	N/A
Estimated Expenditure	N/A
Acct. Name(s)	N/A
Line Item #	N/A
Other Funding	N/A

STAFF'S RECOMMENDATION: Recommend to adopt Ordinance No. **O-2020-0011**, abandoning unimproved public right-of-way in the Ambrose subdivision **THIS IS THE FIRST READING**

FISCAL IMPACT: N/A

ORDINANCE NO. O-2020-0011

AN ORDINANCE OF THE CITY OF LA MARQUE, TEXAS, FINDING THAT PUBLIC CONVENIENCE AND NECESSITY NO LONGER REQUIRE THE CONTINUED EXISTENCE OF AN UNIMPROVED PUBLIC RIGHT-OF-WAY IN THE AMBROSE SUBDIVISION NEAR FM 1765 AND DELANY ROAD; VACATING, ABANDONING, AND CLOSING SAID PUBLIC RIGHT-OF-WAY; AUTHORIZING THE MAYOR TO EXECUTE AND THE CITY CLERK TO ATTEST, RESPECTIVELY, QUITCLAIM DEEDS CONVEYING SAID ABANDONED RIGHT-OF-WAY TO THE PROPERTY OWNERS; AND CONTAINING OTHER PROVISIONS RELATING TO THE SUBJECT.

WHEREAS, the Owners of property adjacent to and underlying the hereinafter described right-of-way, by and through their authorized agents, have petitioned the City of La Marque, Texas to vacate, abandon, and close that portion of unimproved public right-of-way in the Ambrose subdivision near FM 1765 and Delany Road, as more particularly described in Exhibit "A", within the City of La Marque, Texas (the "Right-of-way"); and

WHEREAS, the City Council has determined this Right-of-way is no longer necessary for public convenience and necessity and should be vacated, abandoned, and closed;

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

Section 1. That the facts and recitations set forth in the preamble of this Ordinance are hereby found to be true and correct.

Section 2. The City Council of the City of La Marque, Texas, hereby finds and determines that, subject to the conditions in Section 3 of this Ordinance, public convenience and necessity no longer require the continued existence of that portion of the unimproved public right-of-way in Ambrose subdivision, more particularly described depicted in Exhibit "A", attached hereto and made a part hereof for all purposes, within the City of La Marque, Texas, and this Right-of-way is hereby vacated, abandoned, and closed, subject to the conditions in Section 3 of this Ordinance.

Section 3. This abandonment shall not be effective unless and until one of the following conditions is met: (1) alternative public right-of-way is dedicated by a final plat in accordance with the general plan approved for Ambrose subdivision, unless such general plan is amended and approved by City Council prior to dedication of the alternative right-of-way; or (2) following payment of the appraised value of the Right-of-way by the adjacent property owners in proportion to the ownership being conveyed in accordance with City Code Section 56-5. Upon satisfaction of one of these conditions, the Mayor and City Clerk are hereby authorized to execute and attest,

respectively, quitclaim deeds, conveying the hereinabove described abandoned right-of-way to the property owners in proportion to their ownership of adjacent property or otherwise provide documentation of this abandonment up request of the adjacent owners.

Section 4. Effective Date and Publishing. This ordinance shall be effective upon the expiration of the time period provided in City Charter Section 13.09 following adoption on second and/or final reading after publication and hearing, as provided in Sections 2.17-2.19 of the Charter of the City of La Marque, and publication in accordance with Section 52.013 of the Texas Local Government Code.

Section 5. Conflict and Repeal. This ordinance is intended to be cumulative and shall not repeal any previous ordinances except to the extent of an irreconcilable conflict.

Section 6. Severability. In the event any clause, phrase provision, sentence, or part of this ordinance or the application of the same to any person or circumstance shall for any reason be adjudged invalid or held unconstitutional by a court of competent jurisdiction, it shall not affect, impair, or invalidate this ordinance as a whole or any part of the same, notwithstanding the omission of any such part thus declared to be invalid or unconstitutional, whether there be one or more parts.

PASSED and APPROVED by City Council of the City of La Marque on the First Reading this ____ day of _____ 2020.

PASSED, APPROVED, AND ADOPTED by City Council of the City of La Marque on the Second and Final Reading this ____ day of _____ 2020.

CITY OF LA MARQUE, TEXAS

Bobby Hocking, Mayor

ATTEST:

Robin Eldridge, City Clerk, TRMC

APPROVED AS TO FORM:

Derra Leigh Purnell, Acting City Attorney

Exhibit A

County: Galveston
Project: Saltgrass Crossing
C.I. No.: 1197-20
Job Number: 2019309-20

FIELD NOTES FOR 1.55 ACRES

Being a 1.55 acre tract of land located in the Stephen F. Austin League No. 4, A-2, in Galveston County, Texas; said 1.55 acre tract being a portion of a call 82.13 acre tract of land (Tract "B") recorded in the name of Saltgrass 300, Ltd., in Clerk's File Number 2005035885 of the Official Public Records of Real Property of Galveston County (O.P.R.R.P.G.C.) said 1.55 acre tract being more particularly described by metes and bounds as follows (all bearings are referenced to the Texas Coordinate System, South Central Zone and the most easterly line of said 82.13 acre tract):

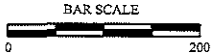
Commencing at a 3/8-inch iron rod found an exterior corner of said 82.13 acre tract, the southwest corner of a call 5.00 acre tract of land recorded in Clerk's File Number 9416649 of the O.P.R.R.P.G.C. and the northwest corner of a call 15.640 acre tract of land recorded in Clerk's File Number 2018006662 of the O.P.R.R.P.G.C., same being the southeast Right-of-Way corner of Fleming Street (60-feet wide) as recorded in Clerk's File Numbers 8309485 and 8319629 of the O.P.R.R.P.G.C.;

Thence, with the common line of said 82.13 acre tract and said 15.640 acre tract, South 02 degrees 45 minutes 44 seconds East, a distance of 735.13 feet to the **Point of Beginning** of the herein described tract of land and the southwest corner of said 15.64 acre tract, same being on the north line of a 65-foot wide Right-of-Way Easement recorded in Clerk's File Number 9524165 of the O.P.R.R.P.G.C.;

1. Thence, continuing with the east line of said 82.13 acre, South 02 degrees 45 minutes 44 seconds East, a distance of 65.00 feet;
2. Thence, across aforesaid 82.13 acre tract, South 87 degrees 00 minutes 06 seconds West, a distance of 1,038.68 feet to the common line of said 82.13 acre tract and a call 63.60 acre tract of land (Tract "A") recorded in the name of Saltgrass 300, Ltd. in Clerk's File Number 2005035884 of the O.P.R.R.P.G.C., same being on the southwest corner of aforesaid 65-foot wide Right-of-Way Easement;
3. Thence, with said common line, North 02 degrees 43 minutes 21 seconds West, a distance of 65.00 feet to the northwest corner of said 65-foot wide Right-of-Way Easement;

4. Thence, with the north line of said 65-foot wide Right-of-Way Easement, North 87 degrees 00 minutes 06 seconds East, a distance of 1,038.63 to the **Point of Beginning** and containing 1.55 acres of land.





FLEMING ST.

CALL 5.00 ACRES
C.F. NO. 9416649
O.P.R.R.P.G.C.

P.O.C.
3/8" IR

80' H.L.&P. EASEMENT
VOL. 943, PG. 13
G.C.D.R.

PORTION OF A
CALL 82.13 ACRES
(TRACT "B")
C.F. NO. 2005035885
O.P.R.R.P.G.C.

PORTION OF A
CALL 63.60 ACRES
(TRACT "A")
C.F. NO. 2005035884
O.P.R.R.P.G.C.

CALL 15.64 ACRES
(TRACT "1")
C.F. NO. 2018006662
O.P.R.R.P.G.C.

20' SANITARY SEWER EASEMENT
CITY OF LAMARQUE
C.F. NO. 9546729
O.P.R.R.P.G.C.

P.O.B.

1.55 ACRES

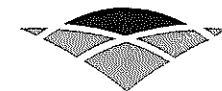
65' RIGHT-OF-WAY EASEMENT
CITY OF LAMARQUE
C.F. NO. 9524165
O.P.R.R.P.G.C.

CALL 6.060 ACRES
(TRACT "2")
C.F. NO. 2018006662
O.P.R.R.P.G.C.

CALL 2.090 ACRES
HL&P
C.F. NO. 8647700
O.P.R.R.P.G.C.

PORTION OF A
CALL 82.13 ACRES
(TRACT "B")
C.F. NO. 2005035885
O.P.R.R.P.G.C.

Costello



Engineering and Surveying
2107 CityWest Blvd., 3rd Floor
Houston, Texas 77042
(713) 783-7788 (713) 783-3580, Fax
TBPE FIRM REG. No. 280
TBPLS FIRM REG. No. 100486

**EXHIBIT OF
1.55 ACRES
GALVESTON COUNTY, TEXAS**

JOB NO.: 2019309-20

DATE: 06/03/2020

EXHIBIT NO.: 119720



As shown on this plan, the property is to be subdivided into lots. The owner, Saltgrass Ph.2, is to be responsible for the subdivision and shall be responsible for the payment of all taxes and fees. The owner shall be responsible for the payment of all taxes and fees. The owner shall be responsible for the payment of all taxes and fees.

SCALE: 1" = 100'
DATE: 08/17/2020
NORTH

LEGEND

PHASE 1 RESERVE AREA CALCULATIONS

RESERVE	AREA
A - PARK AREA	2.1 ± AC.
D - LANDSCAPE OPEN SPACE	1.2 ± AC.
C - LANDSCAPE OPEN SPACE	0.04 ± AC.
D - LANDSCAPE OPEN SPACE	0.38 ± AC.
E - LANDSCAPE OPEN SPACE	0.10 ± AC.
TOTAL	3.82 ± AC.

PHASE 2 RESERVE AREA CALCULATIONS

RESERVE	AREA
A - LANDSCAPE OPEN SPACE	0.75 ± AC.
B - LANDSCAPE OPEN SPACE	0.12 ± AC.
TOTAL	0.87 ± AC.

PHASE 2 RESERVE AREA CALCULATIONS

RESERVE	AREA
A - LANDSCAPE OPEN SPACE	0.66 ± AC.
B - LANDSCAPE OPEN SPACE	0.92 ± AC.
C - LANDSCAPE OPEN SPACE	2.1 ± AC.
TOTAL	3.68 ± AC.

REQUIRED 20% OPEN SPACE = 16.4 ACRES
PROPOSED 24% OPEN SPACE = 21.1 ACRES (EXCLUDES HL&P ESMT'S)

All information furnished regarding this property is from sources deemed reliable. However, Tgen Planning has not made an independent investigation of these sources and no warranty or representation is made by Tgen Planning as to the accuracy thereof and same is submitted subject to errors, omissions, and plan changes at other conditions. This plan is intended to secure and does not represent any regulatory approval. Land plan is subject to change. The developer has reserved the right, without notice, to make changes in this plan and other aspects of the development to comply with governmental requirements and to fulfill its marketing objective.

SCALE: 1" = 100'
DATE: 03-17-2020



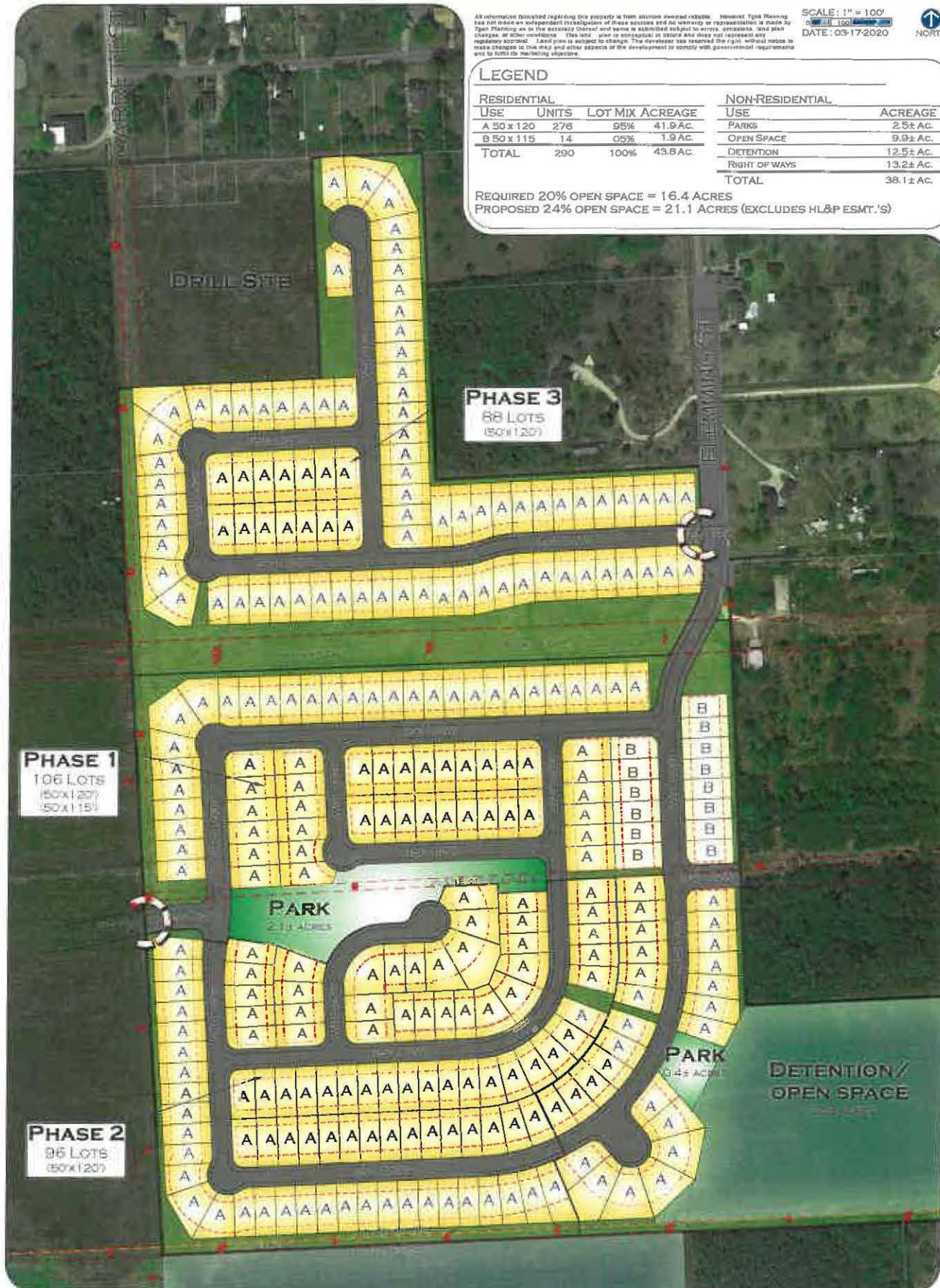
LEGEND

RESIDENTIAL			
USE	UNITS	LOT MIX	ACREAGE
A 50x120	276	95%	41.9 AC.
B 50x115	14	05%	1.9 AC.
TOTAL	290	100%	43.8 AC.

NON-RESIDENTIAL	
USE	ACREAGE
PARKS	2.5± AC.
OPEN SPACE	9.9± AC.
DETENTION	12.5± AC.
RIGHT OF WAYS	13.2± AC.
TOTAL	38.1± AC.

REQUIRED 20% OPEN SPACE = 16.4 ACRES

PROPOSED 24% OPEN SPACE = 21.1 ACRES (EXCLUDES HL&P ESMT.'S)



M.I. HOMES

SALTGRASS PH.2 TRACT
82.0± ACRES WITHIN LA MARQUE, TX.
PLANNED DEVELOPMENT DISTRICT



PLANNING & LANDSCAPE ARCHITECTURE
1107 CRYSTAL BLVD., SUITE 100 | 5000 CAPITAL OF TEXAS BLVD., SUITE 200
HOUSTON, TEXAS 77042 | AUSTIN, TEXAS 78759
713.545.0364 | 512.660.3447

All information furnished regarding this property is from sources deemed reliable. However, Tgen Planning has not made an independent investigation of these sources and no warranty or representation is made by Tgen Planning as to the accuracy thereof and same is warranted subject to errors, omissions, and changes in data. This plan is not to be used for any other purpose than that for which it was prepared. Land plan is subject to change. The owner has reserved the right without notice to make changes to this map and other aspects of the development to serve and guarantee the requirements and to build its marketing objectives.

SCALE: 1" = 100'
DATE: 03-17-2020 NORTH

LAND USE SCHEDULE - PHASE 1

RESIDENTIAL			
USE	UNITS	LOT MIX	ACREAGE
A 50 x 120	92	87%	14.2 AC.
B 50 x 115	14	13%	1.9 AC.
TOTAL	106	100%	16.1 AC.

NON-RESIDENTIAL	
USE	ACREAGE
OPEN SPACE	1.9 AC.
PARK	2.5 AC.
DETENTION	12.5 AC.
RIGHT OF WAYS	6.2 AC.
TOTAL	23.1 AC.

LAND USE SCHEDULE - PHASE 2

RESIDENTIAL			
USE	UNITS	LOT MIX	ACREAGE
A 50 x 120	96	100%	14.5 AC.
TOTAL	96	100%	14.5 AC.

NON-RESIDENTIAL	
USE	ACREAGE
OPEN SPACE	0.9 AC.
RIGHT OF WAYS	3.6 AC.
TOTAL	4.5 AC.

LAND USE SCHEDULE - PHASE 3

RESIDENTIAL			
USE	UNITS	LOT MIX	ACREAGE
A 50 x 120	88	100%	13.2 AC.
TOTAL	88	100%	13.2 AC.

NON-RESIDENTIAL	
USE	ACREAGE
OPEN SPACE	3.3 AC.
RIGHT OF WAYS	3.5 AC.
TOTAL	6.8 AC.

REQUIRED 20% OPEN SPACE = 16.4 ACRES
PROPOSED 24% OPEN SPACE = 21.1 ACRES (EXCLUDES 3.8 AC. HL&P ESMT.'S)
OVERALL TOTAL=82.0± AC



SALTGRASS PH.2 TRACT
82.0± ACRES WITHIN LA MARQUE, TX.
OPEN SPACE PHASE PLAN





SCALE: 1" = 100'

0 100

DATE: 04-08-2020



All information furnished regarding this property is from sources deemed reliable. However, 7gen Planning has not made an independent investigation of those sources and no warranty or representation is made by 7gen Planning as to the accuracy thereof and same is submitted subject to errors, omissions, and plan changes, or other conditions. This plan is conceptual in nature and does not represent any regulatory approval. Land plan is subject to change. The developer has reserved the right, without notice, to make changes to the map and other aspects of the development to comply with governmental requirements and to fulfill the marketing objective.

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SALTGRASS PH.2 TRACT
82.0± ACRES WITHIN LA MARQUE, TX.
ROW AND BUILDING SETBACK EXHIBIT



PLANNING & LANDSCAPE ARCHITECTURE
1107 CRYSTAL DRIVE, SUITE 400 HOUSTON, TEXAS 77042 713.349.0284
1900 N. CAPITAL, SUITE 1100, AUSTIN, TEXAS 78758 512.669.3494



All information furnished regarding this property is based on current records. However, Title Company does not warrant the accuracy of the information and does not warrant the accuracy of the information. The information is provided for informational purposes only and is not intended to be used for any other purpose. The information is provided for informational purposes only and is not intended to be used for any other purpose. The information is provided for informational purposes only and is not intended to be used for any other purpose.

SALTGRASS PH.2 TRACT 88.1+ ACRES WITHIN LA MARQUE, TX CONCEPTUAL PARK PLAN

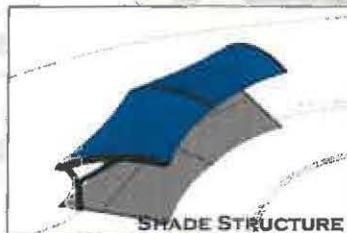




SPLASHPAD



PLAYGROUND



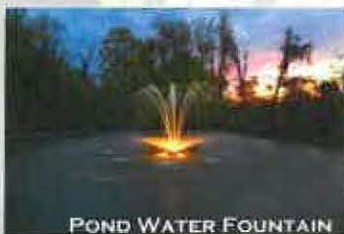
SHADE STRUCTURE



BENCH



TRASH RECEPTACLE



POND WATER FOUNTAIN



TRAIL AT AMENITY LAKE



BACKLESS BENCH



BIKE RACK



M.I. HOMES

SALTGRASS PH.2 TRACT 82.0 ± ACRES WITHIN LA MARQUE, TX COMMUNITY CHARACTER PROPOSED AMENITIES



PLANNING & LANDSCAPE ARCHITECTURE
 117 CHURCH STREET, SUITE 400 | AUSTIN, TEXAS 78701
 PHONE: 512.544.7744 | FAX: 512.544.7745