

AGENDA

BE IT KNOWN that the **CITY COUNCIL** of the City of Richwood will meet in **City Council Regular Meeting** on **Monday, August 31, 2020** at **6:00 PM** at 1800 N. Brazosport Blvd., Richwood, TX 77531 at the Richwood City Hall in the Council Chambers with the following agenda:

I. CALL TO ORDER

II. ROLL CALL OF COUNCIL MEMBERS

III. PUBLIC COMMENTS

IV. CONSENT AGENDA

A. July Budget Report

V. DISCUSSION AND ACTION ITEMS

A. Discuss and consider a resolution authorizing the selection of a professional service provider for the Community Development Block Grant - Mitigation (CDBG-MIT) Program funded through the Texas General Land Office (GLO).

B. Discuss and consider approving a resolution amending policy #504 and deleting policy #1303 in the Personnel Policy.

C. Discuss and consider authorizing the submission of an application for funding through the Coronavirus Relief Fund created by the CARES Act and authorizing the City Manager to act as the City's Executive Officer and Authorized Representative in all matters pertaining to the City's participation in the relief program.

D. Discuss and consider approving premium pay for employees who worked during Emergency Operations as a result of Hurricane Laura - In accordance with Personnel Policy #1303

E. Discuss and consider a resolution amending the fiscal year 2019-2020 budget to increase budget of Richwood Volunteer Fire Department to allocate funding received in Fiscal Year 2018-2019.

F. Discuss and consider a resolution amending the fiscal year 2019-2020 budget to revoke resolution 20-R-1 and increase the budget of Richwood Volunteer Fire Department to allocate funds received in fiscal year 2018-2019.

G. Discuss and consider a resolution amending the fiscal year 2019-2020 budget to correct allocation of grant money received in FY 2018-2019 and expenditures made for the Fire Department Equipment.

H. Discuss and consider a resolution amending the fiscal year 2019-2020 budget to correct the budgeted amount for Fund 30 Expenditure to Brazosport Water Authority.

I. Discuss and consider a resolution amending the FY 2019-2020 Budget to add Fund 28 and associated revenue transactions.

VI. EXECUTIVE SESSION

A. Pursuant to Chapter 551.0745, Personnel Matters to deliberate the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee or to hear a complaint or charge against an officer or employee:

1. Eric Foerster, City Manager

VII. ACTION AS RESULT OF EXECUTIVE SESSION

VIII. CITY MANAGER'S REPORT

IX. COUNCIL MEMBER COMMENTS & REPORTS

X. MAYOR'S REPORT

XI. FUTURE AGENDA ITEMS

XII. ADJOURNMENT

The City Council may go into Executive Session on any item listed on the Agenda in accordance with Section 551.071 of the Government Code (attorney-client privilege).

I, Kirsten Garcia, do hereby certify that I did, on _____ at _____ p.m., post this notice of meeting on the bulletin board at 1800 N. Brazosport Blvd., Richwood, TX, in compliance with the Texas Open Meetings Law.

Kirsten Garcia, City Secretary
City of Richwood

This facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to this meeting. Please contact the City Secretary's Office at (979) 265-2082 or FAX (979) 265-7345 for further information.



AGENDA MEMORANDUM-AUGUST 24, 2020

ITEM # CONSENT

CONTACT: Patricia Ditto, Deputy Finance Director

SUBJECT: Monthly Budget Summary Report

SUMMARY: Receive and/or approval of July 2020 Budget Report

BACKGROUND INFORMATION:

The information provided is for the FY 2019-20 budget period, month ending July 31, 2020. This summary highlights several key points related to the current month's activity for the General Fund and for the Water and Sewer Fund only. The attached report is unaudited and may include corrections from prior months.

DISCUSSION:

10-General Fund

As of July 31, 2020, General Fund revenues total \$2,410,251 or 92.% of the budget year to date. General Fund expenditures total \$2,048,248, or 77.55% of the budget with 10 months or 83.33% of the year completed. The net total for the General Fund is \$222,856, ahead of the budgeted net by \$231,029.

July is the first month that adjustments are showing up on the financials. Therefore, some amounts for the month may skew the monthly numbers but YTD figures are correct with the adjustments included.

Revenue (GF)

- Current M & O (Maintenance and Operations) Property tax (29-4103) received through the end of July is \$1,631,099, 98.3% of its annual budgeted amount.
- Sales Tax revenue (29-4117) received this month totaled \$45,527 for taxes collected on May 2020 sales reported for monthly filers. The City is ahead of budget in this line item at 96.4% of budgeted revenue collected. 20%, or \$92,579 has been posted to Fund 25 Transportation for Streets. We are fortunate to show a positive number for sales tax, as many municipalities are showing major deficiencies in this revenue category.
- Permits and Licenses revenues total \$9,379 for July. Year to date revenue is \$85,856, behind budget a bit at 76.13% of budget.
- Court fees for July are only \$474.53, year to date of \$57,793, about \$30,000 behind last year and only 55.6% of budget for this year.

Expenditures (GF)

The Administrative Department (01) is slightly below budget with \$53,350 spent for July or 81% of the annual budget utilized to date.



The Finance Department (11) is below budget with \$5,335 spent this month or 61% of the annual budget year to date. One thing to remember on this category is that I was put into Administration when hired in June rather than Finance.

Judicial Department (06) expenditures for the month are \$3,720 or 63.43% of the year to date budget spent.

The Permitting & Inspections Department (10) expenditures are below budget with 59.35% of the annual budget year to date.

The Police Department (05) expenditures for the month are \$64,378 or 82.58% year to date, right at budget. Chief Mayer has worked extra hours and night shifts to keep overtime down while employees have been off related to COVID.

The Fire Department (07) expenditures for the month are \$601. An adjustment was made to correct a previous error in the amount of \$14,045, reducing their YTD expenditures to \$253,580, which is 95.1% of their budget. An additional adjustment in the amount of approximately \$84,000 will be made if approved by Council at this meeting, which will show in August as a reduction.

The Code Enforcement Department (09) expenditures for the month are \$2,371, having only spent 51.64% of the annual budget.

The City Maintenance Department (02) expenditures for the month are \$13,972 or 67.43% of the annual budget to date.

The Parks and Recreation Department (08) expenditures for the month are \$1,102 or 84.71% of the annual budget to date.

The Other Financing Sources and Uses is a non-department budget used to record all budgeted transfers to/from funds. Budgeted transfers were made from the General Fund to Water & Sewer (60,000), Replacement (48,000), Beautification (2,500). In addition, monies collected for Court Security and Court Technology as a part of court fees were transferred to the appropriate funds, \$20,829 for Security and \$8,618 for Technology.

30-Water, Sewer and Solid Waste Fund

As of July 31, 2020, Water, Sewer, and Solid Waste Funds year to date operating revenues totals \$1,824,015 or 86.5% of budget. Water, Sewer, and Solid Waste Fund operating expenditures total \$1,486,278, or 88.23% of the budget with 10 months or 83.33% of the year completed. The net total for the Water, Sewer and Solid Waste Fund is \$288,726, ahead of budget net by \$449,784. A transfer of \$19,681 was transferred out of W&S to Fund 28 I&I. These monies come from a rate increase in the sewer bill to accumulate money for future I&I needs.

RECOMMENDATION: Council to approve July 2020 Budget Summary Report for General Fund and the Water, Sewer and Solid Waste Funds.

City of Richwood Operational Budget Report 10/01/2019 to 07/31/2020						
10 General Fund	Prior YTD	Current Period	Current YTD	Annual Budget	Remaining Budget	% Earned/Used
Revenue						
Taxes	2,157,586.14	23,698.46	2,204,008.45	2,344,000.00	139,991.55	94.03%
Licenses and permits	93,706.51	9,378.92	85,456.08	112,250.00	26,793.92	76.13%
Intergovernmental revenue	8,000.00	0.00	0.00	1,100.00	1,100.00	0.00%
Charges for services	5,948.00	0.00	1,624.00	8,500.00	6,876.00	19.11%
Fines and forfeitures	88,271.53	474.53	57,793.12	104,000.00	46,206.88	55.57%
Special Revenues	5,353.21	296.52	2,684.51	1,200.00	(1,484.51)	Ahead of Budget
Interest	17,868.40	736.96	22,903.25	14,000.00	(8,903.25)	Ahead of Budget
Miscellaneous revenue	129,404.20	(28,610.73)	35,781.80	29,360.00	(6,421.80)	Ahead of Budget
Total Revenue	2,506,137.99	5,974.66	2,410,251.21	2,614,410.00	204,158.79	92.19%
Expenditures						
General Government Administration						
Personnel & Benefits	353,591.87	27,322.03	231,009.86	222,373.00	(8,636.86)	Over Budget
Supplies	35,583.66	1,199.74	18,533.39	19,720.00	1,186.61	93.98%
Maintenance & Repair	1,220.63	496.35	5,644.46	10,000.00	4,355.54	56.44%
Utilities	8,539.06	1,101.00	9,100.35	11,000.00	1,899.65	82.73%
Professional Services	99,387.25	22,161.00	108,425.37	206,300.00	97,874.63	52.56%
Other Services	62,004.70	1,000.00	45,715.43	45,295.00	(420.43)	Over Budget
Capital Equipment	3,390.77	69.67	1,695.41	4,800.00	3,104.59	35.32%
Total Administration	563,717.94	53,349.79	420,124.27	519,488.00	99,363.73	80.87%
Finance Department						
Personnel & Benefits	0.00	5,335.26	90,726.90	173,148.00	82,421.10	52.40%
Supplies	0.00	0.00	360.13	5,150.00	4,789.87	6.99%
Maintenance & Repair	0.00	0.00	0.00	2,800.00	2,800.00	0.00%
Utilities	0.00	63.04	514.21	0.00	(514.21)	Over Budget
Professional Services	0.00	125.00	53,600.29	47,500.00	(6,100.29)	Over Budget
Other Services	0.00	(5,682.73)	6,141.97	18,550.00	12,408.03	33.11%
Capital Equipment	0.00	0.00	0.00	1,200.00	1,200.00	0.00%
Total Finance Department	0.00	(159.43)	151,343.50	248,348.00	97,004.50	60.94%
Judicial						
Personnel & Benefits	52,606.76	3,620.27	42,465.66	64,196.00	21,730.34	66.15%
Supplies	2,685.50	100.13	1,460.66	2,650.00	1,189.34	55.12%
Utilities	409.97	0.00	144.93	500.00	355.07	28.99%
Professional Services	8,731.78	0.00	10,830.00	17,800.00	6,970.00	60.84%
Other Services	2,353.00	0.00	373.00	2,000.00	1,627.00	18.65%
Total Judicial	66,787.01	3,720.40	55,274.25	87,146.00	31,871.75	63.43%
Permitting & Inspections						
Personnel & Benefits	54,697.00	3,600.00	41,848.54	74,000.00	32,151.46	56.55%
Supplies	208.23	0.00	1,664.04	100.00	(1,564.04)	Over Budget
Maintenance & Repair	890.96	0.00	0.00	0.00	0.00	Over Budget
Professional Services	3,630.00	0.00	2,588.18	3,000.00	411.82	86.27%
Other Services	10,556.38	0.00	640.98	1,650.00	1,009.02	38.85%
Total Permitting & Inspections	69,982.57	3,600.00	46,741.74	78,750.00	32,008.26	59.35%
Special Revenue Expenditures						
Supplies	9,888.93	1,850.85	3,163.66	0.00	(3,163.66)	Over Budget
Total Special Revenue Expenditures	9,888.93	1,850.85	3,163.66	0.00	(3,163.66)	Over Budget
Total General Government	710,376.45	62,365.61	676,647.42	933,732.00	257,084.58	72.47%

10 General Fund	Prior YTD	Current Period	Current YTD	Annual Budget	Remaining Budget	% Earned/Used
Public Safety						
Police Department						
Personnel & Benefits	627,461.86	56,422.10	670,652.95	807,737.00	137,084.05	83.03%
Supplies	24,815.72	3,230.16	26,621.86	38,650.00	12,028.14	68.88%
Maintenance & Repair	22,849.65	3,520.37	27,768.38	23,800.00	(3,968.38)	Over Budget
Utilities	10,876.93	1,188.83	12,378.95	12,600.00	221.05	98.25%
Professional Services	38,942.46	237.50	47,941.14	73,375.00	25,433.86	65.34%
Other Services	24,859.91	0.00	23,605.61	24,000.00	394.39	98.36%
Capital Equipment	3,934.55	(220.79)	4,336.37	4,700.00	363.63	92.26%
Total Police Department	753,741.08	64,378.17	813,305.26	984,862.00	171,556.74	82.58%
Fire Department						
Personnel & Benefits	14,471.45	70.00	5,751.96	26,300.00	20,548.04	21.87%
Supplies	1,702.67	184.78	11,852.50	15,400.00	3,547.50	76.96%
Maintenance & Repair	49,830.78	0.00	102,260.77	20,650.00	(81,610.77)	Over Budget
Utilities	2,695.02	346.08	2,384.81	3,600.00	1,215.19	66.24%
Professional Services	69,750.00	0.00	116,250.00	102,300.00	(13,950.00)	Over Budget
Other Services	15,292.96	0.00	13,536.29	15,500.00	1,963.71	87.33%
Capital Equipment	40,182.17	(14,045.00)	1,543.65	82,907.00	81,363.35	1.86%
Total Fire Department	193,925.05	(13,444.14)	253,579.98	266,657.00	13,077.02	95.10%
Code Enforcement						
Personnel & Benefits	37,873.02	2,371.18	26,389.49	47,730.00	21,340.51	55.29%
Supplies	850.39	0.00	0.00	1,000.00	1,000.00	0.00%
Professional Services	10,223.94	0.00	840.00	3,200.00	2,360.00	26.25%
Other Services	417.00	0.00	0.00	800.00	800.00	0.00%
Total Code Enforcement	49,364.35	2,371.18	27,229.49	52,730.00	25,500.51	51.64%
Total Public Safety	997,030.48	53,305.21	1,094,114.73	1,304,249.00	210,134.27	83.89%
Public Works						
City Maintenance						
Personnel & Benefits	78,018.64	8,840.67	87,615.37	144,389.00	56,773.63	60.68%
Supplies	10,447.65	482.91	7,033.17	13,600.00	6,566.83	51.71%
Maintenance & Repair	11,202.70	65.32	22,480.56	28,450.00	5,969.44	79.02%
Utilities	24,588.95	2,370.25	24,620.76	30,800.00	6,179.24	79.94%
Professional Services	63.00	0.00	0.00	0.00	0.00	Over Budget
Other Services	4,435.61	0.00	6,180.78	4,900.00	(1,280.78)	Over Budget
Capital Equipment	22,129.00	2,212.90	19,916.10	26,776.00	6,859.90	74.38%
Total City Maintenance	150,885.55	13,972.05	167,846.74	248,915.00	81,068.26	67.43%
Streets and Drainage						
Maintenance & Repair	52,415.81	0.00	0.00	0.00	0.00	Over Budget
Capital Equipment	36,239.80	0.00	0.00	0.00	0.00	Over Budget
Total Streets and Drainage	88,655.61	0.00	0.00	0.00	0.00	Over Budget
Emergency/Disaster						
Professional Services	25,282.75	0.00	0.00	0.00	0.00	0.00%
Capital Equipment	0.00	0.00	2,887.95	0.00	(2,887.95)	Over Budget
Total Emergency/Disaster	25,282.75	0.00	2,887.95	0.00	(2,887.95)	Over Budget
Total Public Works	264,823.91	13,972.05	170,734.69	248,915.00	139,991.55	68.59%

10 General Fund	Prior YTD	Current Period	Current YTD	Annual Budget	Remaining Budget	% Earned/Used
Parks and Recreation						
Supplies	1,072.99	700.00	2,893.00	3,200.00	307.00	90.41%
Maintenance & Repair	12,361.98	15.33	22,497.18	25,500.00	3,002.82	88.22%
Utilities	1,294.42	174.22	1,331.76	2,000.00	668.24	66.59%
Other Services	6,377.62	133.84	7,842.15	10,220.00	2,377.85	76.73%
Capital Equipment	0.00	0.00	100.00	0.00	(100.00)	Over Budget
Total Parks and Recreation	21,107.01	1,023.39	34,664.09	40,920.00	6,255.91	84.71%
Miscellaneous	0.00	(10,694.32)	72,087.14	113,367.00	41,279.86	63.59%
Total Expenditures	1,993,337.85	119,967.94	2,048,248.07	2,641,183.00	592,934.93	77.55%
Other Financing Sources and Uses						
Sources						
Transfers In	104,410.00	0.00	800.00	142,000.00	141,200.00	0.56%
Total Sources	104,410.00	0.00	800.00	142,000.00	141,200.00	0.56%
Uses						
Transfers Out	(2,781,091.00)	139,946.86	139,946.86	123,400.00	(16,546.86)	Over Budget
Total Uses	(2,781,091.00)	139,946.86	139,946.86	123,400.00	(16,546.86)	Over Budget
Total Other Financing Sources and Uses	2,885,501.00	139,946.86	(139,146.86)	18,600.00	157,746.86	Ahead of Budget
Total - 10 GENERAL FUND	3,398,301.14	(253,940.14)	222,856.28	(8,173.00)	231,029.28	Ahead of Budget

City of Richwood Operational Budget Report 10/01/2019 to 07/31/2020						
30 Water & Sewer Enterprise Fund	Prior YTD	Current Period	Current YTD	Annual Budget	Remaining Budget	% Earned/Used
Net Operating Income (Loss)						
Operating income						
Sewer Department	684,896.93	73,146.52	698,018.42	837,200.00	139,181.58	83.38%
Water Department	810,980.26	91,244.30	871,208.31	989,000.00	117,791.69	88.09%
Solid Waste Department	211,336.51	26,150.25	254,788.42	282,000.00	27,211.58	90.35%
Total Operating income	1,707,213.70	190,541.07	1,824,015.15	2,108,200.00	284,184.85	86.52%
Operating expense						
Sewer Department						
Personnel & Benefits	0.00	7,473.83	96,429.93	154,914.00	58,484.07	62.25%
Supplies	0.00	1,421.22	2,883.92	16,240.00	13,356.08	17.76%
Maintenance & Repair	57,301.51	557.33	18,107.65	83,770.00	65,662.35	21.62%
Utilities	0.00	0.00	0.00	23,200.00	23,200.00	0.00%
Professional Services	349,402.79	120,054.12	505,122.74	698,300.00	193,177.26	72.34%
Other Services	0.00	0.00	1,127.25	13,800.00	12,672.75	8.17%
Capital Equipment	0.00	0.00	9,480.00	14,300.00	4,820.00	66.29%
Total Sewer Department	406,704.30	129,506.50	633,151.49	1,004,524.00	371,372.51	63.03%
Water Department						
Personnel & Benefits	307,559.31	11,995.76	188,520.35	203,153.00	14,632.65	92.80%
Supplies	38,040.66	637.00	30,877.96	26,300.00	(4,577.96)	Over Budget
Maintenance & Repair	100,684.43	138.55	54,830.23	75,470.00	20,639.77	72.65%
Utilities	43,943.41	5,278.97	47,001.05	30,100.00	(16,901.05)	Over Budget
Professional Services	19,890.36	4,961.33	22,370.95	35,000.00	12,629.05	63.92%
Other Services	250,479.94	24,040.50	301,205.92	19,250.00	(281,955.92)	Over Budget
Capital Equipment	3,313.48	(40.40)	3,181.34	0.00	(3,181.34)	Over Budget
Total Water Department	763,911.59	47,011.71	647,987.80	389,273.00	(258,714.80)	Over Budget
Solid Waste Department						
Personnel & Benefits	0.00	1,054.44	14,115.03	20,732.00	6,616.97	68.08%
Professional Services	201,931.59	21,993.75	191,023.53	270,000.00	78,976.47	70.75%
Total Solid Waste Department	201,931.59	23,048.19	205,138.56	290,732.00	85,593.44	70.56%
Total Operating expense	1,372,547.48	199,566.40	1,486,277.85	1,684,529.00	198,251.15	88.23%
Total Net Operating Income (Loss)	334,666.22	(9,025.33)	337,737.30	423,671.00	85,933.70	79.72%
Non-Operating Items						
Non-operating income						
Interest income	1,614.84	527.19	5,293.05	2,000.00	3,293.05	Ahead of Budget
Grants	0.00	0.00	35,778.00	0.00	35,778.00	Ahead of Budget
Other income	2,313.88	1,099.16	2,977.42	3,000.00	22.58	Ahead of Budget
Transfers In	89,909.00	60,000.00	60,000.00	14,400.00	45,600.00	Ahead of Budget
Total Non-operating income	93,837.72	61,626.35	104,048.47	19,400.00	84,648.47	Ahead of Budget
Non-operating expense						
Debt Service	127,064.56	4,897.50	133,379.37	342,129.00	208,749.63	38.99%
Transfers Out	108,967.96	19,680.75	19,680.75	262,000.00	242,319.25	7.51%
Total Non-operating expense	236,032.52	24,578.25	153,060.12	604,129.00	451,068.88	25.34%
Total Non-Operating Items	(142,194.80)	37,048.10	(49,011.65)	(584,729.00)	535,717.35	Ahead of Budget
Total - 30 Water & Sewer Enterprise Fund	192,471.42	28,022.77	288,725.65	(161,058.00)	449,783.65	Ahead of Budget

RESOLUTION NO. 20-R-24

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

WHEREAS, the CDBG-MIT program requires implementation by professionals experienced in federally-funded projects;

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 GLO requirements;

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

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That Strand Associates be selected to provide application and project-related professional engineering services for the 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.

PASSED AND APPROVED this the 24th day of August, 2020

THE CITY OF RICHWOOD, TEXAS

ATTEST

Steve Boykin, Mayor

Kirsten Garcia, City Secretary

Professional

Engineering

Services

GLO CDBG-MIT Program – Infrastructure Projects

Statement of Qualifications

City of Richwood, TX

August 18, 2020





Strand Associates, Inc.®

910 West Wingra Drive

Madison, WI 53715

(P) 608-251-4843

August 18, 2020

Ms. Kirsten Garcia
City of Richwood
1800 Brazosport Boulevard N
Richwood, TX 77531

Re: Request for Qualifications (RFQ) – Texas General Land Office (GLO) Community Development Block Grant-Mitigation (CDBG-MIT) Program – Infrastructure Projects

Dear Ms. Garcia:

Thank you for this opportunity to submit our Statement of Qualifications (SOQ) to assist the City of Richwood with services associated with budget requests, scopes of work, and draft specifications for the preparation of GLO CDBG-MIT applications, as needed. Once the City is awarded grant funding, we will provide engineering design, bid-related, and construction-related services to see each project through to completion.

We understand the City is interested in applying for funding improvements for various flood protection, stormwater, and sanitary sewer lift station projects. Our knowledge and history working alongside the City in developing and submitting a grant application for the Bastrop Bayou Flood Gates and Detention Pond project, in addition to our current efforts preparing the City's Stormwater Management Master Plan will benefit the City. This SOQ demonstrates our ability to provide the City unsurpassed engineering and surveying services for these types of projects. Our *client first* philosophy means that we make the interests of our clients a top priority. Toward this end, we are excited to offer a highly qualified and available team to assist the City in completing these projects.

By selecting our firm, the City will realize sound solutions that are effective for the City's budget and schedule, while achieving the goals of each project. The following features of our team will result in successful service to the City:

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

Our firm meets the appropriate state licensing requirements to perform engineering services in the state of Texas (Registration Number F-8405). We do not have a record of substandard work nor have we engaged in unethical practices within the last 5 years, or at any time.

We agree in principle with the terms and conditions in the sample GLO Professional Services Agreement included in the RFQ. If selected, we would like the opportunity to discuss some specific agreement language.

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

Sincerely,

STRAND ASSOCIATES, INC.®

Matthew S. Richards
President

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

Mark K. Shubak, P.E., CFM
Stormwater Engineer



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Project Approach

Approach Delivers Solutions That Enhance the Value of City Infrastructure

Our team’s philosophy with quality-of-life infrastructure initiatives begins with the end-goal firmly in mind. With a thorough understanding of the motivations and desired outcomes of our project partners, we can help chart the proper approach to achieve project objectives. The way we communicate with the City of Richwood as our partner will set the stage for successful projects.

Interaction with City Staff

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

Project Approach

Our typical approach to the engineering functions of a project is divided into four phases, hereinafter referred to as the *application phase*, *preliminary design phase*, *final design phase*, and *bid and construction phase*. Our team is committed to providing excellence in engineering throughout each of these phases. When the City needs a single task performed, such as a survey or an environmental study, we will apply the same work ethic to that singular task. Through discussions with City staff, we will develop a thorough understanding of the scope of each project and employ the approach described below. It is our intent to fully utilize available funding opportunities. Our proven project approach delivers cost-effective improvements that meet funding program requirements. We have been highly successful in optimizing grant funding for many projects and will do so for the City, as well.

- **Application Phase**

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

We understand the City intends to apply for funds associated with the Hurricane Harvey flood event. As described in the *Understanding and Approach* section, our team is very familiar with the City’s drainage and flood mitigation needs, having assisted in the development of the Bastrop Bayou Flood Gates and Detention Pond project plans and funding applications in 2018.

The valuable experience we have gained will enable our team to hit the ground running to efficiently prepare CDBG-MIT funding applications for the City without delay. We understand that pre-funding professional services are not eligible for CDBG-MIT reimbursement. Our experience and familiarity with the City’s flood mitigation goals will enable us to prepare a quality funding application for the City.

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



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



Hurricane Harvey flood-impacted parcel map.

Our experience and familiarity with the City’s flood mitigation goals will lead to a successful funding application.



- **Preliminary Design Phase**

During the preliminary design phase, two tasks receive initial emphasis. First, we will hold a preliminary design conference with the City to review the scope of each project and establish or confirm expectations, project objectives, and priorities. Next, we will collect the information required for design of the proposed improvements. Information to be collected includes any field surveys required to develop background drawings for the proposed improvements, along with geotechnical information and utility information required for design. Following the predesign conference and collection of data, we will begin work on preliminary designs and assist the grant consultant with the environmental documents. Preliminary cost estimates and other appropriate deliverables will also be prepared.

- **Final Design Phase**

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

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

- **Bid and Construction Phase**

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

During actual construction, we will provide construction-phase tasks, including preparation and certification (if required) of monthly pay estimates, issuance of additional instructions to the contractor(s), continued Utility coordination, as needed, and periodic visits to the site.

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

Project Management

Managing projects is much more than just meeting budgets and schedules, although those aspects are certainly important. Effective project management is also about communicating, engaging, collaborating, and problem solving. Our team leaders have a history of successful project management and we encourage the City to contact our references to verify the effectiveness of our management style.

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

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

Project management approach delivers confidence.

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



Project Understanding and Specific Approach to These Projects

The City has had a long history of significant flooding issues, including flood events in 2016 and, most significantly, during Hurricane Harvey in 2017. During the week following Hurricane Harvey, floodwaters from Bastrop Bayou caused widespread flooding that, based on available flood damage reports, impacted 340 structures within the city. However, it is understood that many residents and businessowners that suffered damage did not report it and the actual number of impacted structures is estimated to be more than 500.



Hurricane Harvey drone flyover photo looking northeast along FM 2004 showing widespread and extensive flooding on the northeast side of the city.

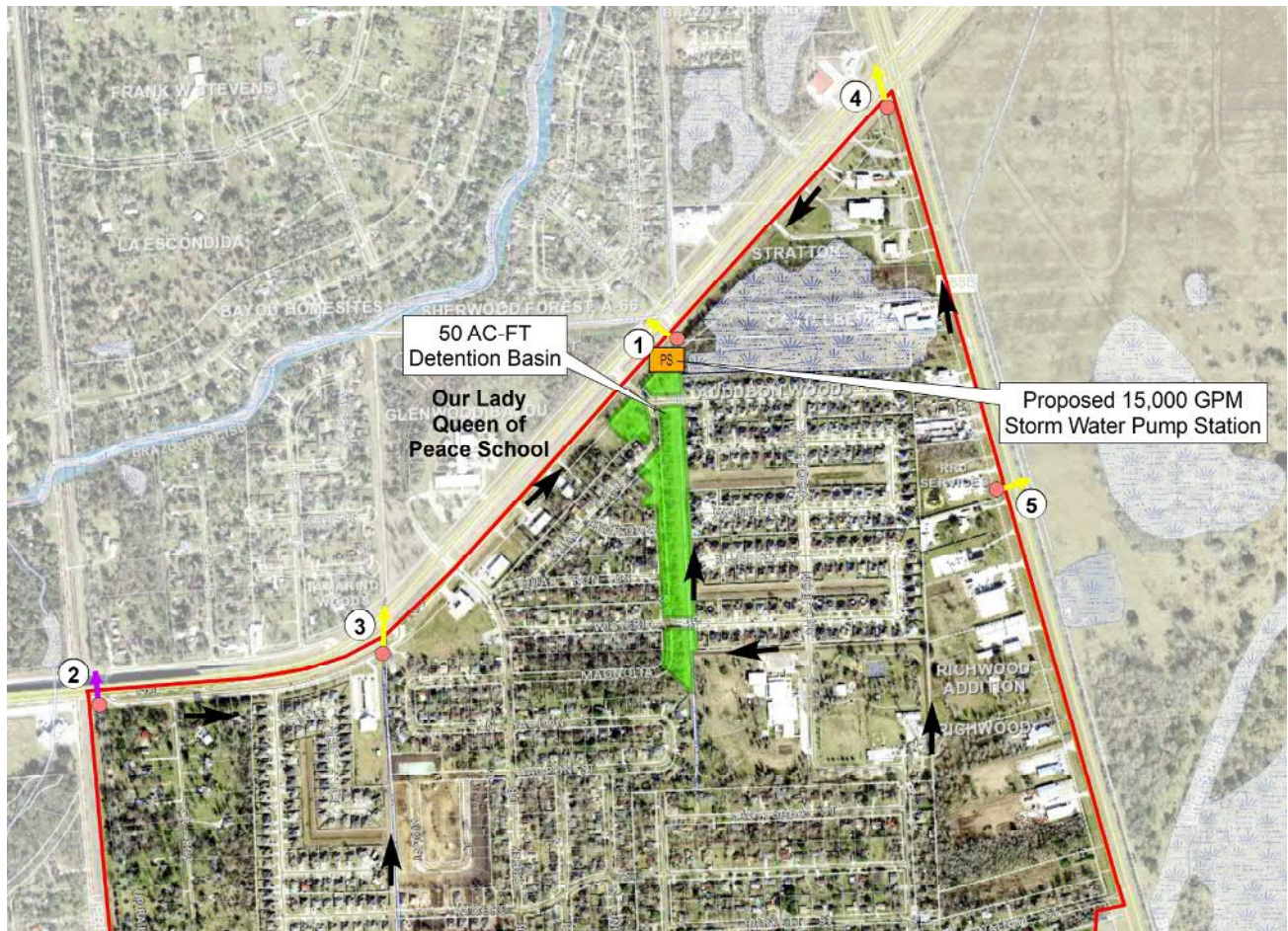
Following this catastrophic flood event, our team began working closely with the City to develop potential flood mitigation solutions that would greatly reduce the frequency and severity of the flooding that was experienced during Hurricane Harvey. The outcome of our flood mitigation planning effort included several recommended component flood control projects that will prevent Bastrop Bayou floodwaters from backing up into the city across FM 2004 and Brazosport Boulevard, resulting in significant flood mitigation benefits for the City and its residents. The flood control project plan that we helped develop includes five flood gate structures, four of which are along FM 2004 and one along Brazosport Boulevard; a proposed 50-acre-foot stormwater detention basin; a 15,000 gallon per minute (gpm) stormwater pumping station; and creation of a 75-acre-foot flood storage area within the floodplain of Bastrop Bayou. Given that the four flood gate structures are located within the right of way of FM 2004, we will emphasize early and frequent coordination with Texas Department of Transportation (TxDOT) staff to gain approval of our plans.



We have enjoyed serving the City of Richwood for several years.



Existing 6-foot by 4-foot box culverts under FM 2004 to have proposed flood gates implemented.



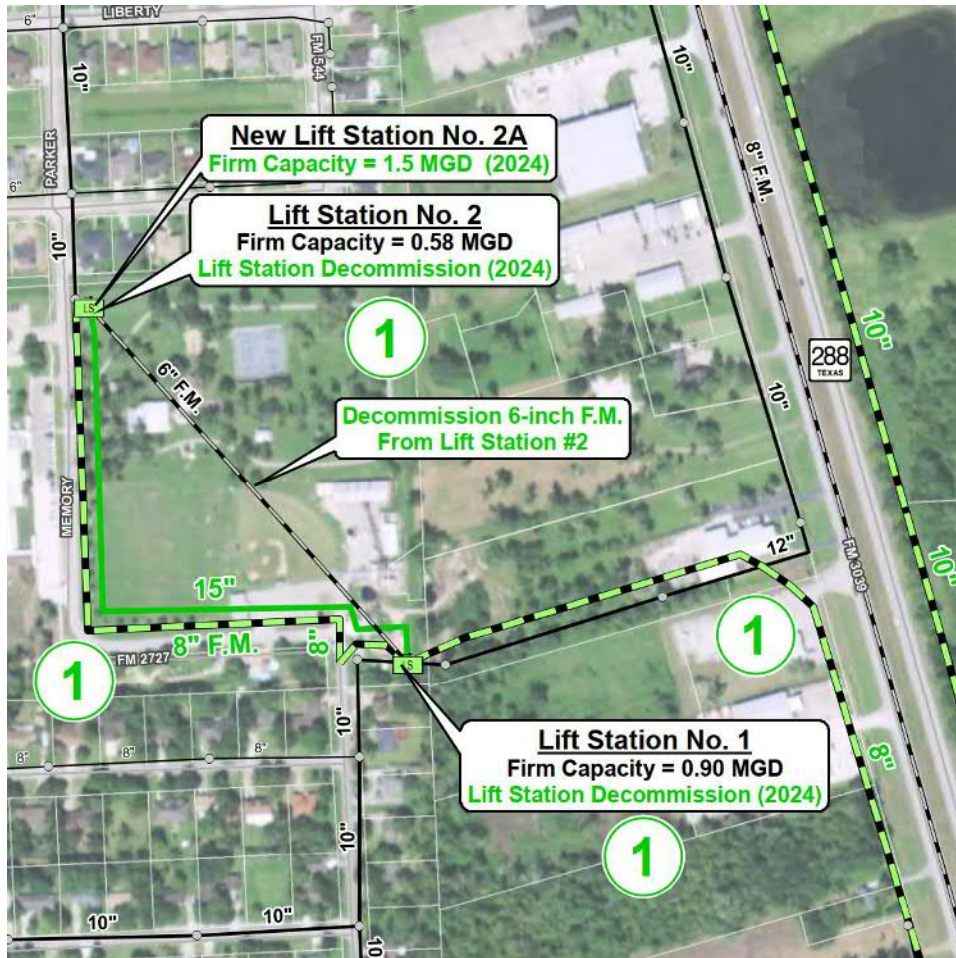
City map showing location of potential flood mitigation projects, including five flood gate structures, 50-acre-foot detention basin, and 15,000-gpm stormwater pumping station.

The study we performed in 2018 included conducting a detailed cost-benefit analysis meeting Federal Emergency Management Agency (FEMA) standards. The results of this analysis clearly demonstrated that the benefits associated with reduction in flood damages of \$14.1 million over the 50-year design life of the flood control projects outweighed and justified the \$8.8 million implementation cost of the flood control projects. Our team has also assisted the City in applying for funding assistance via the Hazard Mitigation Grant Program (HMGP) and GLO CDBG-Disaster Recovery (CDBG-DR) program. To further strengthen future flood mitigation funding applications, the City wisely decided to conduct a citywide Stormwater Management Master Plan. Our team began work on the master plan in late 2019 and the project will be completed in the next couple months. This prior and ongoing drainage work experience has enabled us to gain valuable institutional knowledge and understanding of the past flooding problems and challenges in the city, existing stormwater drainage infrastructure, and future flood mitigation goals and objectives.

Our history with drainage in the city makes us uniquely qualified to prepare the CDBG-MIT funding application and continue with design of effective flood mitigation solutions.

While it is understood that the City is interested in pursuing funding for the Bastrop Bayou Flood Gates and Detention Pond project through the GLO CDBG-MIT program, the program allows entities to submit applications for up to three different projects to mitigate damage incurred during the Hurricane Harvey flooding event.

There is another project the City may consider, which was identified as part of the Wastewater Impact Fee Study prepared by another consultant. That study identified a wastewater capital improvement project to decommission Lift Station Nos. 1 and 2, construct a larger 1.5 million gallon per day (MGD) Lift Station No. 2A on the Lift Station No. 2 site, convey sanitary flows currently pumped by Lift Station No. 1 via a 15-inch gravity sewer to Lift Station No. 2A, and construct a new 8-inch force main to convey sanitary flows pumped by Lift Station No. 2A to a discharge location immediately north of City Hall. The various project components are shown in the following map that was included in the Wastewater Impact Fee Study.



City map showing location of proposed Lift Station No. 2A and piping improvements.

Both lift stations became inundated by the Bastrop Bayou flooding that occurred after Hurricane Harvey. The project identified in the study should also include measures to elevate the wet well above the base flood elevation indicated on the revised Flood Insurance Rate Map (currently shown as preliminary and dated June 30, 2017) that is anticipated to be approved by FEMA in the near future.

Provisions should also be made to provide an emergency power generator with automatic transfer switch to serve Lift Station No. 2A in the event of a power outage. The study provided a capital cost for this project of \$2,614,600 in 2019 dollars. The capital cost for this project plus the flood protection measures previously mentioned are anticipated to exceed the minimum \$3.0 million grant award amount for the GLO program.



Firm Profile

More Than 74 Years of Service Signifies Organizational Strength and Commitment to Quality

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

Our years of experience and vast service capabilities enable us to meet the engineering needs of our clients effectively.

In an ongoing commitment to serve our Texas clientele more effectively and efficiently, we completed construction of a new facility in Brenham in January 2019. This new office encompasses more than 12,750 square feet and provides extensive workspaces, conference rooms, and production facilities for a growing Texas staff.



New, relocated Brenham office.

Wide Range of Services Meet All Project Needs

Our areas of specialization include the following:

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

Our services reflect the needs of our clients.



Strategic Office Locations Conveniently Serve Clients Throughout the Region

To serve our national client base efficiently, we have 10 offices throughout the U.S.



Civil and environmental engineering and science services are provided from 10 offices throughout the U.S.

Reliable Consulting Service Has Cultivated Long-Standing Client Relationships

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

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

Effective Management Practices Provide a Stable Foundation

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

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

Only with solid management practices could a company thrive in this industry for more than 74 years.

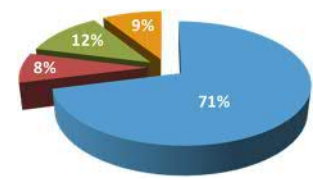
Our commitment to long-term client relationships is a major factor in our success.

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



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

Our expert staff of 445 employees embody the academic backgrounds and experience of all disciplines normally necessary to complete a project successfully. Our engineers average more than 12 years of experience and the majority are licensed or have advanced degrees. We are managed by our active engineering staff.



2020 Staff Resources

• Total Staff	445
• Engineers	317* (71%)
o Environmental engineers/specialists.....	76
o Civil engineers.....	110
o Transportation engineers.....	77
o Aviation engineers.....	7
o Structural engineers.....	20
o Electrical engineers.....	17
o Mechanical engineers.....	10
• Other Professionals	35 (8%)
o Business development.....	14
o Architects.....	2
o Information technologists.....	8
o Right of way acquisition agents.....	3
o Professional land surveyors.....	8
• Technical Support	53 (12%)
o Field technicians.....	15
o Office technicians/CADD operators.....	38
• Administrative Support	40 (9%)
o Clerical, accounting, human resources.....	40

* Seventeen (17) of these are Leadership in Energy and Environmental Design (LEED®) accredited or Institute for Sustainable Infrastructure (ISI) Envision™ professionals.

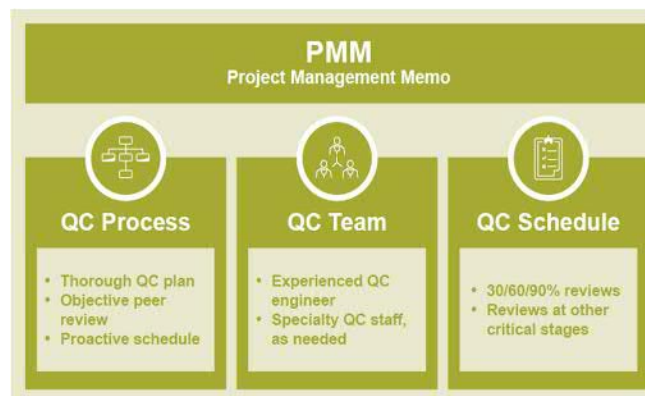
■ Professional Engineers/
Specialists
■ Other Professionals
■ Technical Support
■ Administrative Support

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

To ensure quality on our projects, we have developed an internal Quality Control (QC) program that focuses on applying quality peer review at each step of the design process. As each project is scoped, the Project Manager issues a Project Management Memorandum (PMM) that describes the individual QC plan for the project. This plan identifies a Quality Control Engineer; an individual responsible for critiquing the design for technical accuracy, constructability, and conformance to project objectives at critical stages throughout project development. By assembling the QC plan at project scoping, all team members are aware of the stages at which quality reviews will take place and can plan accordingly.

Our approach to project management involves ongoing quality control reviews.

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



Quality review program defines commitment to excellence.

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

To serve our clients better, we continually upgrade the technology at each of our offices and train our staff on the effective use of the latest tools available.

Our offices are comparably equipped with videoconferencing equipment, which enables face-to-face communications between our clients and our experts around the nation. Our Vidyo system is linked to our offices via real-time voice and high-definition video. The videoconferencing computers are integrated with our Local Area Network (LAN) and Wide Area Network (WAN), permitting direct digital sharing of Computer-Aided Design (CAD) and other drawings across the videoconferencing network.



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

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

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

Our designs have gained local and national acclaim and our firm has consistently been included in *Engineering News-Record's* (ENR) lists of top design firms. For 2020, our rankings are: Texas and Louisiana Top Design Firms – 92; national Top 500 Design Firms – 185. We have received distinctions and client praise for our ability to coordinate and facilitate difficult projects, including aspects related to differing political views, environmental views, personalities, and agendas. In fact, we recently completed Phase 1 of a major, multi-faceted transportation reconstruction project with the Wisconsin Department of Transportation that has been described as an exemplary cost conscious, successfully planned, and executed project that was forged through its local partnerships with the community. The far-reaching, positive effects of our sound engineering is evident in state and national recognition, including being named the #1 Top Road Project in North America in 2017 by *ROADS & BRIDGES* magazine.

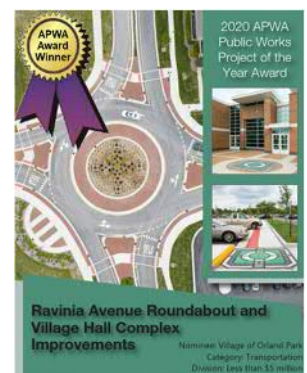
Below is a partial list of awards we have recently received.

- 2020 American Public Works Association (APWA) Chicago Metro Chapter– Southwest Branch Project of the Year Award – Ravinia Avenue Roundabout and Village Hall Complex Improvements – Orland Park, IL
- 2020 APWA National Public Works Project of the Year Award – Small Cities/Rural Communities (Environmental) – Wisconsin Rapids West Side Pumping Station Force Main – Wisconsin Rapids, WI

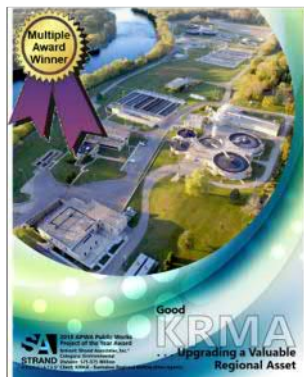
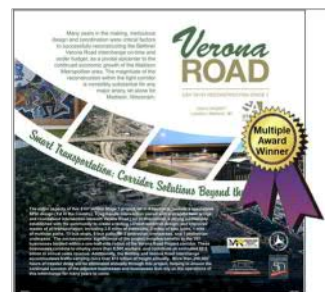
Our equipment enables the resources of each office to be shared with all other offices efficiently.

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

RANKED 92nd IN TEXAS and LOUISIANA TOP DESIGN FIRM 2020
by Engineering News-Record Texas & Louisiana



- 2020 American Council of Engineering Companies (ACEC) Kentucky Engineering Excellence Honor Award – South Fourth Street Streetscapes Improvements – Louisville, KY
- 2020 APWA Chicago Metro Chapter–Fox Valley Branch Project of the Year Award – Cary Wastewater Treatment Plant Phase I Improvements – Cary, IL
- 2020 APWA Chicago Metro Chapter–Lake Branch Project of the Year Award – Lake Forest Drinking Water Treatment Plant Improvements – Lake Forest, IL
- 2020 ACEC Illinois Engineering Excellence Honor Award – Illinois Department of Transportation (IDOT) IL 47 Phase I Study Relieves Woodstock Congestion – McHenry County, IL
- 2020 Excellence in Highway Design for Best Local Program – East Grand Avenue Reconstruction – Wisconsin Rapids, WI
- 2020 ACEC Indiana Engineering Excellence Merit Award – Lawrenceburg Civic Park – Lawrenceburg, IN
- 2020 APWA Chicago Metro Chapter Project of the Year Award – Cary Wastewater Treatment Plant Phase I Improvements – Cary, IL
- 2020 ACEC Wisconsin Engineering Excellence State Finalist Award – Fond du Lac Wastewater Treatment and Resource Recovery Facility Sidestream Deammonification – Fond du Lac, WI
- 2019 APWA – Indiana Chapter Public Works Project of the Year, Transportation Category – 25th People Trail Extension – Columbus, IN
- 2019 APWA Wisconsin Project of the Year Award – West Town Square – Janesville, WI
- 2019 ASCE Wisconsin Engineering Project Achievement Award – West Town Square – Janesville, WI
- 2019 ACEC National Recognition Award – People Trail Extension – Columbus, IN
- 2019 ACEC National Recognition Award – Fairhill-MLK Green Infrastructure Ambassador Project – Cleveland, OH
- 2019 ACEC National Recognition Award – Meister Cheese Company Wastewater Treatment Plant Energy Improvements – Muscoda, WI
- 2019 APWA Illinois Southwest Branch Project of the Year Award – Well No. 14 Drilling and Iron Filtration Facility – Lockport, IL
- 2019 ACEC Illinois Engineering Excellence Special Achievement Award – Moline North Slope Wastewater Treatment Plant Improvements – Moline, IL
- 2019 ACEC Indiana Engineering Excellence Honor Award – People Trail Extension – Columbus, IN
- 2019 ACEC Ohio Engineering Excellence Outstanding Achievement Award – Fairhill-MLK Green Ambassador Project – Cleveland, OH
- 2019 ACEC Wisconsin Engineering Excellence Best of State Award – Meister Cheese Company Wastewater Treatment Plant Energy Improvements – Muscoda, WI
- 2019 APWA Illinois Project of the Year Award – Moline North Slope Wastewater Treatment Plant Improvements – Moline, IL
- 2018 Kentucky-Tennessee Water Environment Association (KY-TN WEA) Outstanding Overflow Abatement Project Award – Henderson Water Utility Combined Sewer Overflow (CSO) Long Term Control Plan – Henderson, KY
- 2018 APWA Wisconsin Project of the Year Award – Waukesha Clean Water Plant Improvements – Waukesha, WI
- 2018 ACEC Engineering Excellence National Recognition Award – Verona Road (USH 18/151) Reconstruction Stage 1 – Madison, WI
- 2018 ACEC Wisconsin Engineering Excellence Best of State Award – Verona Road (USH 18/151) Reconstruction Stage 1 – Madison, WI
- 2018 APWA Illinois Chicago Chapter Project of the Year Award – Kankakee River Metropolitan Agency Upgrades – Kankakee, IL





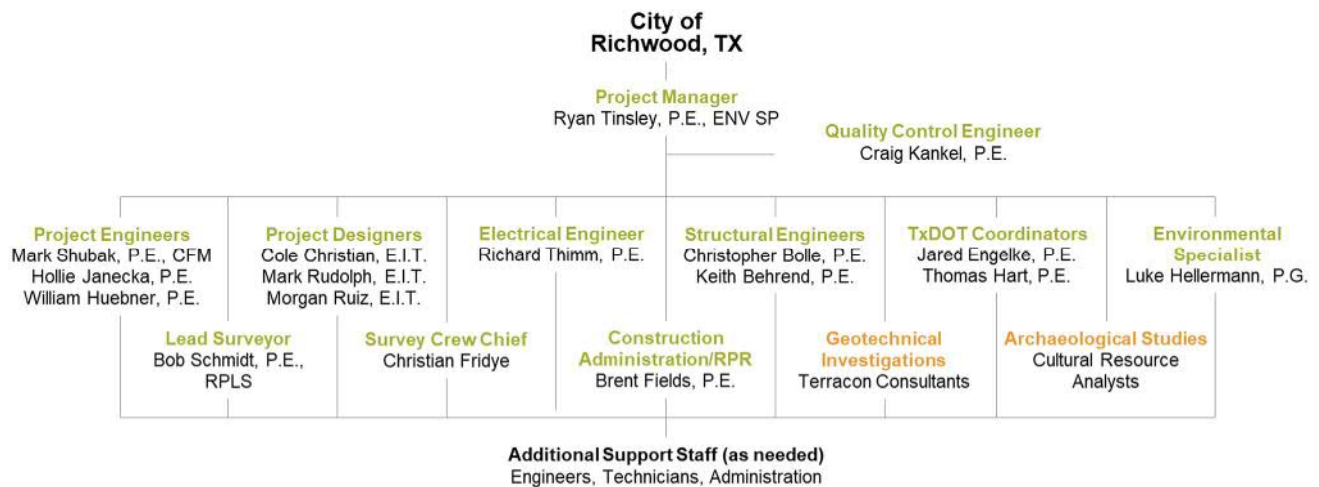
Project Team

Team's Record of Proven Performance Results in Technically-Sound Solutions

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

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

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



Project Manager

Ryan D. Tinsley, P.E., ENV SP, will serve as our Project Manager, responsible for communication with the City, staff coordination, and project administration. Ryan has 18 years of experience providing design and construction-related services on a variety of projects. After more than 12 years of service in our Louisville, Kentucky, office, Ryan joined our Brenham, Texas, office in 2018 as Discipline Coordinator for the Municipal, Stormwater, and Transportation Group. Ryan now serves as our Director of Operations for the Brenham office and is responsible for overseeing the group's efforts on a wide variety of municipal projects, ranging from small utility extensions to large transportation projects. Prior to September 2018, Ryan served in a similar Discipline Coordinator role in our firm's Louisville office.



Ryan currently serves as the City's primary contact for all ongoing City projects, which illustrates his vast municipal knowledge and commitment to serving the City of Richwood.

Ryan is well known to the City of Richwood and is the Project Manager for the ongoing Stormwater Management Master Plan, 2020 CDBG-DR GLO Sanitary Sewer Improvements, and North Water Plant projects. Ryan is also assisting other staff on the 2020 Street Improvements and Yaupon Drive Sidewalk and Pedestrian Bridge project. Ryan's overall experience in the city and his understanding of these projects will be invaluable to the success of this project.



In addition, Ryan's recent flood protection, drainage, and lift station experience includes the Brenham Community Development Corporation Regional Detention Pond, Baker Katz Development Sanitary Sewer Improvements, Ralston Creek Lift Station, and Munz Lift Station projects in Brenham, Texas; the Highway 36 Sanitary Sewer Extension project in Sealy, Texas; the 20-Year Comprehensive Facility Plan (Flood Protection Volume) and the Western Flood Pumping Station Rehabilitation projects for the Louisville and Jefferson County Metropolitan Sewer District (MSD) in Louisville, Kentucky.

Overall Quality Control Engineer

Craig Kankel, P.E., will serve as the overall Quality Control (QC) Engineer. Craig has delivered successful projects covering the entire spectrum of engineering services for municipal and industrial clients for 39 years. He has been responsible for utility plan development, design, and construction administration of sewer, water, and gas utilities; sewage treatment plants; pumping stations; and water tanks. His experience also includes preparation of environmental information documents and assessments, presentation at public meetings, and coordination with multiple public and private agencies, including municipalities and the Texas GLO. Craig gives overriding consideration to project budgets and schedules, and to meeting federal and state requirements.

Craig's in-depth knowledge of project designs, specifications, cost estimates, and construction services provides us an independent professional reviewer for our projects. As the QC Engineer on many of our major projects, Craig plays an important role in helping us meet our goal of accurate, complete, and fully coordinated project deliverables.



Craig has delivered successful projects for municipal and industrial clients for 39 years.

Project Engineers

Mark K. Shubak, P.E., CFM, Senior Associate, is a registered Professional Engineer in Texas, Illinois, Iowa, Ohio, and Wisconsin. Mark has 27 years of practical experience as a stormwater drainage engineer. Mark has recently served as the Senior Drainage Engineer for several major drainage improvement and flood mitigation plan development and design projects in the cities of Richwood, Brenham, Bastrop, Dayton, Sealy, and Magnolia, Texas.

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

Mark has been directly involved with the City of Richwood's ongoing city-wide Stormwater Management Master Plan and the Bastrop Bayou Flood Gates and Detention Pond Flood Study project, which will result in the efficient design of effective flood mitigation solutions. Mark also currently provides stormwater drainage review services on development projects for the cities of Dayton, Magnolia, and Snook, and recently updated the City of Bastrop's stormwater drainage ordinance and design manual.



Mark has 27 years of experience as a municipal stormwater and water resource engineer.

Hollie A. Janecka, P.E., will serve as a Project Engineer. Hollie's design experience includes working with AutoCAD Civil 3-D, StormCAD, SewerCAD, and GIS software to create construction drawings. She has experience in commercial and residential land development, including the design of storm sewers, water mains, roadways, and site layout and grading. In addition, Hollie also has experience working with many governmental agencies, including the GLO, FEMA, and CDBG.



Hollie has experience in drainage area analysis, drainage repairs, and drainage improvements.



Hollie's drainage experience consists of analysis of multiple downtown areas of Brenham, design of drainage repairs for Brenham's storm sewer system and regional stormwater detention basin, improvements for the Brenham Community Development Corporation (BCDC), improvements for Louanna Estates and Hohlt Park Stream Restoration in Brenham, the Gill Branch Drainage Channel Replacement project in Bastrop, and drainage improvements at the MARS plant in Waco, Texas.

William J. Huebner, P.E., has 15 years of experience and will serve as a Project Engineer. His design experience includes drainage improvements, municipal wastewater and water facilities, wastewater collection systems, water distribution systems, wastewater treatment plants (WWTPs), lift stations, natural gas transmission and distribution systems, sports fields, and municipal park and sports facilities. His experience also includes serving as a member of the field crew on both engineering and boundary surveys, preparing engineering designs, and performing project and construction management and construction inspection services.



With 15 years of experience, William specializes in sanitary sewer projects.

William has completed numerous sanitary sewer improvement projects. These projects include the Liberty TxCDBG Sanitary Sewer Improvements, Giddings Sanitary Sewer Overflow (SSO) Water and Sewer Improvements, Giddings Business Park Lift Station, and the Sealy North 3rd Street Lift Station. William also has extensive experience managing sanitary sewer rehabilitation projects that included smoke testing and manhole physical inspections.

William is very familiar with Richwood area site conditions having worked on several projects for the City of Barzoria, City of West Columbia, and serving as City Engineer for the City of Sweeny.

Project Designers

Cole C. Christian, E.I.T., joined our firm in 2017 and brings 5 years of municipal experience (intern and post-graduate) in commercial and residential areas, including stormwater and detention analysis; storm sewer, sanitary sewer, water main, and roadway design; and site layout and grading.



Cole's 5 years of drainage experience makes him an excellent addition to our project team.

Cole is currently providing services for GLO, FEMA, and CDBG Drainage Improvements in Burleson County and Lee County, Texas. He is also providing services for the CDBG-DR Drainage and Street Improvements project in Somerville, Texas; TxCDBG Lift Station Improvements project in Caldwell, Texas; and the Baker Katz Sanitary Sewer Improvements project in Brenham, Texas. Cole's additional recent experience includes drainage improvements on Melba Circle in Bryan, Texas; SSO Sanitary Sewer Improvements in Giddings, Texas; 2018 Manhole Inspection and Smoke Testing for Dayton, Texas; and the 2018 Sanitary Sewer System Evaluation in Huntsville, Texas that included smoke testing and manhole physical inspections prior to developing a successfully completed sanitary sewer rehabilitation project.

Mark A. Rudolph, E.I.T., will also serve as a Project Designer. Mark has been involved in the design of influent pumping stations, sanitary sewer line extensions, wastewater treatment plant components, and the preparation and submission of Texas Commission on Environmental Quality (TCEQ) applications for WWTP permits. Mark's areas of expertise include water treatment and distribution, wastewater collection and treatment, and natural gas distribution. Mark is familiar with the Richwood area as he has served as a design engineer on several projects in Brazoria, Texas.



Mark is experienced with water and wastewater treatment, oil and gas, and air quality.



Morgan E. Ruiz, E.I.T., will serve as a Project Designer, assisting with I/I and sewer rehabilitation engineering. Morgan has design experience with sanitary sewer line extensions and improvements. Other experience includes residential design of storm drainage, roadway, site layout, and grading.

Morgan's experience with the City of Richwood includes the ongoing North Water Plant project. In addition, she also assisted the City with the polyphosphate addition for Well Nos. 5 and 6 and is currently working on a pipe bursting project. Morgan is currently working with several government agencies, such as GLO for pipe bursting in Richwood, Texas, and the TxCDBG for a ground storage tank replacement in Snook, Texas.

Electrical Engineer

Richard G. Thimm, P.E., has 14 years of electrical and SCADA system design and construction-related experience for all types of facilities, including municipal facilities, wastewater treatment facilities (WWTF), water treatment facilities, sanitary and stormwater pumping stations, and well facilities. Rick is well-versed in medium-voltage and low-voltage power distribution systems and supervisory control and data acquisition (SCADA) system controls for both new and existing facilities.

Rick was responsible for the electrical design of the following Texas projects: Munz Lift Station in Brenham; a WWTP Expansion project in Magnolia, the Sika Lift Station in Sealy, the 2017 WWTP Electrical Improvements in Sweeny, and a new WWTP in Snook. His broad range of experience and attention to detail will make sure that the design provided will work seamlessly with the existing infrastructure.

Structural Engineers

Christopher T. Bolle, P.E., has 11 years of experience as a Structural Engineer and Project Manager. Chris is a registered Professional Engineer in Texas, Wisconsin, Missouri, Delaware, and South Carolina. He has a broad range of design experience, including wastewater treatment and conveyance facilities; water supply and treatment facilities; underground utility structures; retaining walls; industrial, municipal, and commercial buildings; and miscellaneous nonbuilding structures.

Chris's experience includes design of new buildings as well as adaptive reuse of existing buildings and structures. He is well versed in the design and use of various construction materials, including steel, concrete, masonry, and wood. Chris has served as Lead Structural Engineer on several projects for an International Food Processing Company and has prepared structure and building facility designs for various water and wastewater treatment plants, fire stations, administration buildings, and public works facilities.

Keith R. Behrend, P.E., has 16 years of experience in structural design and is a registered Professional Engineer in Texas. Keith provides extensive experience with Load and Resistance Factor Design (LRFD), including site layout and design of highway structures, such as box culverts, single- and multi-span concrete slab and prestressed girder structures, pedestrian bridges, retaining walls, and sign structures.

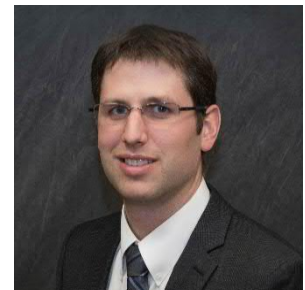
Keith's project experience in Texas includes the South Yaupon Sidewalk and Pedestrian Bridge in Richwood; Ralston Creek Lift Station, Munz Lift Station, and Baker Katz Sanitary Sewer Improvements in Brenham; Front Street Drainage Improvements in Sealy; and the Wastewater Treatment Plant Expansion and Unity Park Drainage Improvements in Magnolia, among others.



Morgan has experience with sanitary sewer projects, water storage projects, and drainage projects.



Rick has 14 years of electrical and SCADA system design and construction-related experience for various types of facilities.



Chris has 11 years of structural design experience, including wastewater treatment and conveyance projects.



Keith has played a role in every phase of structure design at our firm.



Keith has prepared preliminary and final plans, including structure survey reports, design study reports, special provisions, quantity calculations, and cost estimates. He has worked on structures for city streets, town roads, county highways, and state and interstate highway systems, including 11 recent bridges along US 41 in Wisconsin.

Keith has designed numerous single- and multi-cell box culverts, including cast-in-place, precast box, and precast three-sided arch structures in Texas, Wisconsin, and Ohio. He recently designed more than 8,000 feet of precast and cast-in-place box culverts and three-sided arches for a complex municipal project for the Metropolitan Sewer District of Greater Cincinnati, Ohio. This project involved strategic sewer separation to mitigate discharges from its largest combined sewer overflow.

TxDOT Coordinators

Jared D. Engelke, P.E., is a registered Professional Engineer in Texas and Wisconsin and has more than 13 years of experience in design, plan development, and construction staging management and administration on municipal and DOT urban and rural highway projects. Jared joined our firm's Brenham office earlier this year after spending 13 years in our Madison, Wisconsin, office.

Jared's recent Texas project experience includes the City of Dayton SH 321 and SH 90 Sidewalks, Aransas County Sidewalk Improvements, the City of Richwood South Yaupon Sidewalk and Pedestrian Bridge, the City of Brenham Salem Road Street Improvements and Old Chappell Hill Road Improvements, and the City of Hempstead sidewalks. In addition, Jared has served as Project Engineer for numerous local roadway and bridge reconstruction and rehabilitation projects and site development projects. He served a key role as Assistant Project Manager/Lead Roadway Design Engineer for the \$200 million US 18/151 (Verona Road) project in Madison, Wisconsin. This project included expansion of a key entryway to the city, as well as many local road connections and realignments.



Jared has more than 13 years of transportation project experience.

Thomas R. Hart, P.E., is a registered Professional Engineer in Texas and Utah and has 17 years of experience serving municipal and state clients on a variety of projects, including municipal, transportation, and aviation design; project management; construction management; project plan and concept development; and municipal and environmental studies. Tom's experience also includes corridor studies of various sizes, roadway reconstruction projects for local streets, pedestrian and sidewalk improvements, multi-use trails, and traffic studies.

Tom is experienced in assisting local governments in navigating the process of gaining funding from a variety of sources, including federal, state, and local programs. This experience also includes making sure the design accounts for the various requirements attached to the funding.

Recently, Tom has managed an assortment of local government projects at various stages from various funding sources. This includes sidewalk design (Aransas County, Dayton, and Richwood, Texas); drainage concepts and planning (Richwood, Texas); sanitary sewer funding development (Richwood, Texas); and transportation planning (Brenham, Texas). He also works with local governments and TxDOT in the development and construction of municipal airport projects.



Tom has 17 years of experience in municipal design and project management.



Environmental Specialist

Luke T. Hellermann, P.G., is a Professional Geologist based in our Madison, Wisconsin, office, with 29 years of experience in environmental investigation, documentation, and permit preparation. Luke has NEPA documentation for projects of all types, ranging from Categorical Exclusions (CE) to Environmental Impact Statements (EIS). He is very familiar with NEPA processes, as well as coordinating with necessary federal and state agencies and obtaining permits. He has completed impact analyses related to effects to historic properties (Section 106 process), primary environmental effects, noise and air impacts, and hazardous materials impacts, as well as effects to the natural environment.



Luke brings more than 29 years of environmental document preparation expertise to this assignment.

Lead Surveyor

Robert C. Schmidt, P.E., RPLS, has 42 years of experience, is a registered Professional Engineer in Texas, and a registered Professional Land Surveyor in Texas. Many of the projects Bob leads are federally funded. His expertise includes plan development, design, and construction supervision of drainage improvements, large diameter storm sewers, paving, pumping stations, water storage facilities, water transmission lines, water wells, water supply and distribution mains, sanitary sewage collection systems and major interceptors, lift stations, force mains, sewage treatment plants, and gas distribution facilities.



Bob brings 42 years of surveying expertise to our team.

Bob's experience also includes preparation of environmental information documents/assessments, presentation at public meetings, and coordination with public and private agencies, such as city and county governments, Texas Department of Licensing and Regulation, Flood Control Districts, TxDOT, Federal Aviation Administration (FAA), United States Army Corps of Engineers (USACE), United States Environmental Protection Agency (USEPA), Texas Water Development Board (TWDB), TCEQ, Texas Historical Commission, Texas Parks and Wildlife, and FEMA.

Survey Crew Chief

Christian Fridye has 10 years of survey experience. He specializes in field surveys, civil surveys, sewer evaluations and inspections, and construction observation services. Christian has provided boundary survey services, courthouse deed research, field surveys, American Land Title Association (ALTA) surveys, and oil field unit development and lease surveys. His topographic survey experience includes sonar and depth sounding of fracking ponds for Laredo Energy, as well as surveys for clients located in Richwood, Brenham, Dallas, Schulenburg, and Dayton, Texas. Christian also has knowledge of and experience with TxDOT permits, roads and streets, right of way and easement acquisitions, pipeline surveys, drainage improvements, parks, trails, and construction staking.



Christian has 10 years of surveying experience.

Construction Administration and Resident Project Representative (RPR)

Brent R. Fields, P.E., will provide construction administration and RPR services for this project. Brent has 14 years of experience as a Construction Project Manager, including contract administration and contractor coordination. Since joining our firm in 2019, Brent has provided his engineering expertise in helping with multiple construction projects. He recently worked with the City of Brenham on the BCDC Regional Detention Pond and 2018 TxCDBG Sanitary Sewer Improvements project, and has also provided construction-related services for the cities of Brenham, La Grange, Magnolia, Sealy, Somerville, Manvel, Danbury, and West Columbia, Texas.



Brent has 14 years of experience in construction administration.

As a Construction Project Manager, Brent's duties include conducting pre-construction and progress meetings; observation of construction activities; resolution of construction issues; coordination between contractors and clients; review and approval of pay applications and change orders; and coordination with government agencies.



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

Though our firm provides a wide variety of services, we do work with specialty subconsultants, as needed. For the City’s projects, should the need arise, we anticipate working with the following subconsultants.

Geotechnical Investigations

Terracon Consultants, Inc. (Terracon) is a multidisciplinary firm with expertise in geotechnical, construction inspection, materials testing and engineering, mining, and geologic and hydrogeologic engineering. Terracon has partnered with us on many projects. Terracon’s success as a responsive, resourceful, and reliable firm led it to achieving a ranking of 22 in ENR’s 2020 listing of the Top 500 Design Firms. Terracon is a nationwide firm, but has multiple offices located in Texas. Terracon will assist us with any needed geotechnical services.



Archaeological Studies

For the past three decades, **Cultural Resource Analysts, Inc. (CRA)**, has been recognized as one of the most respected full-service cultural resource consulting firms in the United States. Headquartered in Lexington, Kentucky, CRA has offices located throughout the United States ready to meet the cultural resource management needs of both public- and private-sector clients. A Certified Small Business, CRA’s mission is to meet the client’s needs in the delivery of appropriate, high-quality, cost-effective consulting services in the study of archaeology and the historic-built environment.



Integrated, Corporate-Wide Scheduling Program Proves Availability of Staff

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

Statement of Availability

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

About Our Scheduling Program

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

At the start of every project, the Project Manager enters the associated hours assigned for each staff member each month. All projects in the scheduling program are updated on a monthly basis through project completion and staff availability is reviewed at that time to distribute workload appropriately among employees and confirm that ample time is available for staff to meet project deadlines.

Our integrated, computerized, corporate-wide scheduling system gives us up-to-date status reports on the schedule of every staff member.



By using our integrated scheduling program to project current staff workload and upcoming project deadlines, we can determine if completing tasks or meeting deadlines for any specific project will become an issue and we can reallocate internal efforts and resources, as necessary, before a concern becomes a problem.

We are confident that the availability of our team is more than sufficient to meet the City's overall project schedule, as substantiated by the graph below.



Team's percentage of availability leads to responsive service.



Resumes

Project Manager

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

Quality Control Engineer

Craig Kankel, P.E.

Project Engineers

Mark K. Shubak, P.E., CFM, Senior Associate

Hollie A. Janecka, P.E.

William J. Huebner, P.E.

Project Designers

Cole C. Christian, E.I.T.

Mark A. Rudolph, E.I.T.

Morgan E. Ruiz, E.I.T.

Electrical Engineer

Richard G. Thimm, P.E.

Structural Engineers

Christopher T. Bolle, P.E.

Keith R. Behrend, P.E.

TxDOT Coordinators

Jared D. Engelke, P.E.

Thomas R. Hart, P.E.

Environmental Specialist

Luke T. Hellermann, P.G.

Lead Surveyor

Robert C. Schmidt, P.E., RPLS

Survey Crew Chief

Christian Fridye

Construction Administration and RPR

Brent R. Fields, P.E.

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

AREAS OF EXPERTISE

- Water Distribution and Storage
- Streetscape and Trails
- Wastewater Collection and Pumping
- Land Acquisition
- Flood Pumping and Protection
- Utility Coordination

PROFESSIONAL EXPERIENCE

Ryan is the Director of Operations of our firm's Brenham Office and the Discipline Coordinator of the office's Municipal, Stormwater, and Transportation Group. Ryan is responsible for overseeing the group's efforts on a wide variety of municipal projects, ranging from small utility replacements to large transportation projects. Prior to September 2018, Ryan served in a similar capacity in our firm's Louisville, Kentucky, office.

Ryan also has several years of experience at the U.S. Army Corps of Engineers, where he worked in the structural and civil-site design departments on a variety of military and civil-works projects.

Below is a list of Ryan's applicable design and construction experience.

- **Stormwater Management Master Plan – City of Richwood, Texas** – Project Manager for a communitywide Stormwater Management Master Plan that is evaluating potential measures to relieve long-standing flooding and drainage issues. This city-wide Stormwater Management Master Plan will create a roadmap for successfully addressing existing flooding and drainage issues throughout the city and will help reduce future flood-related damage and losses. One of the five projects identified by the plan is anticipated to be the Bastrop Bayou Flood Gates and Detention Pond project.
- **Brenham Community Development Corporation (BCDC) Detention Pond – City of Brenham, Texas** – Quality Control Engineer for the design of a new regional stormwater detention facility to address current platted development for future growth. A hydrologic and hydraulic (H&H) analysis was performed and a new detention basin was designed to meet the industrial park's current and future growth needs.

- **20-Year Comprehensive Facilities Plan, Louisville-Jefferson County MSD, Kentucky** – Technical lead and writer for the flood protection volume of the plan, evaluating each of MSD's 16 flood pumping stations for needed reliability, capacity, and electrical redundancy improvements. The evaluation considered current level of service, rainfall atlas updates, level of development, increased frequency of extreme storms, and secondary power alternatives. The evaluation recommended 34 projects and annual allocations totaling more than \$466 million to improve the reliability and capacity of MSD's flood pumping stations, floodwalls and levees.
- **Western Flood Pumping Station Replacement, Louisville-Jefferson County MSD, Kentucky** – RPR for this \$18.5 million construction project to rehabilitate a 1,166 MGD flood pumping station, including four vertical turbine pumps (totaling 5,000 HP), three vertical turbine pumps (totaling 1,350 HP), a dual-feed electrical switchgear, a retractable traversing trash rake, flap/shutter gates, a 30-ton bridge crane, HVAC system, and structural repairs.
- **Nolin River Watershed Sewer Infrastructure, Hardin County Water District No. 2, Kentucky** – Construction Services Coordinator for this project to sewer the Nolin River Watershed, including the historic town of Glendale and a planned 1,550-acre industrial development park. The project installed nearly 140,000 LF of gravity sewers and force mains, four regional pumping stations, 16 stream crossings, two railroad bores, and 30 road crossings (including a bore under I-65) to convey flows to a regional WWTP just south of Elizabethtown.

YEARS OF EXPERIENCE
18

YEARS WITH FIRM
15

EDUCATION

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

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

REGISTRATION

Professional Engineer in Kentucky and Texas

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



- **Roberts Drive and Sixth Street Pumping Station Improvements, City of Ashland, Kentucky** – Lead Design Engineer for the replacement of the Sixth Street Pumping Station and design assistance for the related force main improvements. This \$7 million construction project consists of the replacement of two sanitary pumping stations (totaling 1,500 HP) with variable frequency drives to provide a 20 MGD total pumping capacity. Additionally, 3 miles of 20- and 30-inch force main was designed through heavily developed residential and commercial areas.
- **Richwood Pumping Station Intermediate Improvements, Sanitation District No. 1 of Northern Kentucky, KY** – Senior project manager for the design, bidding, and construction administration phases of this project. The project will upgrade and increase the capacity of the existing station to an interim pumping capacity of 10 MGD. Improvements include new pumps, motors, electrical switchgear, hoists, HVAC, and structural repairs. The project is currently under construction, which is slated for a December 2018 completion.
- **Wastewater System Improvements, Water Works and Sewer Board of the City of Prichard, Alabama** – RPR for the Stanley Brooks WWTP and Carlos Morris WWTP Consent Decree Improvements, Morris Basin Pumping Station Improvements, Bear Fork Road and Highpoint Boulevard Sanitary Sewer Improvements, and Parkwood Sewer Extension projects. Observed work includes the construction of two major pumping stations, 14 submersible pumping stations, force mains, gravity sewers, a 1.5 MG equalization basin, a degritter, six clarifiers, two sludge pumping stations, chemical feed equipment, flow-meters, and electrical/SCADA equipment
- **Cheshire Pumping Station and Force Main Improvements, Delaware County Regional Sewer District, OH** - Quality control to expand the pumping capacity of an existing 0.9 MGD pumping station to a 3.5 MGD pumping facility. The project includes a new duplex wet well and control building adjacent to the existing station components, as well as, a new 6,700 linear

feet of 16-inch force main extending from the upgraded pumping station to a new discharge manhole. This project is currently in the 90 percent design phase.

- **Small Bridge Replacements, Louisville Metro Government, Kentucky** – Project Manager responsible for inventorying 100 bridges and culverts per year for a 5-year program. Ryan developed a scoring system for the various structural components, which was then weighted and used to develop a composite rating. Those structures that were rated as failed, very poor, or poor were then prioritized for replacement. Ryan also prepared cost opinions and performed hydrologic and hydraulic modeling to properly size the bridge and culvert replacements. Five to ten of the lowest ranked structures were then designed for replacement each year of the program.

PROFESSIONAL AFFILIATIONS

- Water Environment Federation
- American Society of Civil Engineers
 - Louisville Branch, President and Communications Chair, 2018 – 2019
 - Kentucky Section, State Younger Member Coordinator, 2014 – 2018
 - Louisville Branch, Younger Member Group, President, 2010 – 2014
 - University of Louisville Student Chapter, Practitioner Advisor, 2005 – 2017
- Society of American Military Engineers
 - National Young Members Council, Vice-Chair (Conferences), 2006 – 2008

AWARDS AND HONORS

- American Society of Civil Engineers
 - KY Young Engineer of the Year, 2014
 - KY Young Engineer of the Year, 2012

CERTIFICATIONS

- Envision Sustainability Professional
- Grade and Drain, Level 1
- ACI Concrete Field Testing Technician, Grade 1
- KYTC Highway Structural Inspector, Level 1

Craig Kankel, P.E.



AREAS OF EXPERTISE

- Planning and Design of Water Distribution Systems and Storage
- Construction Management
- Planning and Design of Wastewater Treatment Plants and Expansions
- Project Management
- Wastewater Distribution System Evaluation and Rehabilitation
- Agency Coordination

PROFESSIONAL EXPERIENCE

Craig has devoted 39 years to helping clients across Texas. He has performed a wide range of engineering tasks, including developing plans and designs, and providing construction administration services for utilities, streets and drainage in residential and commercial developments, water, sewer and gas utilities, sewage treatment plants, and pumping stations.

His design experience includes underground utilities and storm sewer projects requiring knowledge of water, sewer, natural gas, and storm sewer construction. His experience also includes preparation of environmental information documents and assessments, presentation at public meetings, and coordination with public and private agencies.

A small sampling of Craig's wide range of experience is listed below.

- **Library and Community Center Off-site Paving and Drainage – City of Dayton** – Quality Control Engineer for three new reinforced concrete curb and gutter streets and storm sewer to serve a new library/community center.
- **Downtown Street Improvements – City of Navasota** – Project Manager for the design of drainage and concrete street improvements in downtown Navasota including three intersections with TxDOT highways and ADA accessible routes in the downtown area. Coordinated with architects, landscaping, and electrical engineers for streetscapes.
- **Disaster Recovery Generator Improvements Round 2.2 – City of Hardin, Texas** – Project Manager for the design of a generator and concrete foundation, an automatic transfer switch, and related electrical work. This was a GLO-funded project.

- **Disaster Recovery Generator Improvements Round 2.2 – City of Daisetta, Texas** – Project Manager for design- and construction-phase services for the installation of three standby generators, a generator with sound attenuated enclosures, foundation, electrical equipment, related electrical raceways and wiring, an automatic transfer switch, and fencing. This was a GLO-funded project.
- **Hurricane Disaster Recovery Round 2.2 – Generator Improvements at Austin Street and Southeast Lift Stations, City of Dayton, Texas** – Quality Control Engineer for the design of two standby generators with diesel fueled drive engines, automatic transfer switches, wiring, conduit, controls, and controls/electrical rack modifications. This project was funded through the GLO.
- **Hurricane Ike Disaster Recovery Generator Improvements Round I, Phase II – City of Magnolia, Texas** – Project Manager for design- and construction-phase services for five diesel generator units with weatherproof enclosure, automatic transfer switch, wiring conduit, controls, concrete foundation, and all incidental improvements.
- **2013 TxCDBG System-wide SCADA and Selected Pumping Stations Improvements Project – City of Sealy, Texas** – Project Manager for design- and construction-phase services for SCADA system for the water system, plus local controls at each water pump station. Project included electrical equipment, wiring and conduit, three new booster pumps and related piping, yard piping, connections to existing ground storage tank, building renovations, and construction of a new chlorination building.

YEARS OF EXPERIENCE

39

YEARS WITH FIRM

39

EDUCATION

B.S. Civil Engineering – Texas A&M University, 1981

REGISTRATION

Professional Engineer in Texas

Craig Kankel, P.E.

- 
- **Disaster Recovery Generator Improvements Round 2.2 – City of Sweeny, Texas** – Project Manager for design- and construction-phase services for the installation of an automatic transfer switch, electrical equipment, foundation, three standby generators, related electrical raceways and wiring, and fencing.
 - **FM 1459 Phase II Sanitary Sewer Extension, City of Sweeny, Texas** – Project Manager for the installation of 3,400 feet of 12-inch PVC gravity sanitary sewer line, 805 feet of 4-inch PVC service line, 406 feet of PVC force main and a new duplex grinder pump lift station to serve a newly annexed area of Sweeny.
 - **TxCDBG Sanitary Sewer Rehabilitation Program, City of Liberty, Texas** – Project Manager for the design and construction of 4,150 feet of 6-inch HDPE gravity sanitary sewer lines by pipe bursting and all related appurtenances. Project was partially funded through a Texas Community Development Block Grant program and required coordination with the grant agency and grant consultant.
 - **2012 TxCDBG Water Booster Pump Replacement Project – City of Daisetta, Texas** – Project Manager for design- and construction-phase services for the removal of three booster pumps (two with motors), and concrete pads, and the installation of three booster pumps with motors on concrete pads, and electrical wiring and conduits, from the existing motor starters to the new pump motors, including motor-winding heater wiring from the existing 120/240v single-phase breaker panel.
 - **2012 TxCDBG Water Well Rehabilitation Project – City of Daisetta, Texas** – Project Manager for design- and construction-phase services for the installation of a new submersible pump and motor, new wiring in the well, new airline in the well, wire line lowering tubing in the well as detailed, and existing 4-inch pump column with one new additional 21-foot joint of 4-inch galvanized steel pump column for two wells.
 - **TxCDBG Water Booster Pump Replacement Project, City of Daisetta, Texas** – Project Manager of the design and construction for the removal and replacement of two-end suction booster pumps.
 - **500,000-Gallon Ground Storage Tank, City of Giddings, Texas** – Project Manager for the design and construction of a 500,000-gallon ground storage tank at Giddings existing Caldwell St. Water Plant.
 - **2012 Water Well No. 5, Including Piping and Electrical Connections, City of Sweeny, Texas** – Project Manager for the design and construction phase services for the plugging of an existing well and the construction of a new submersible pump water well.
 - **Artificial Turf Practice Field, Texas A&M University** – Performed design and construction phase services for the conversion of a grass practice field to an Astroturf practice field. Improvements included complex subdrain system and state of the art Astroturf 2000 turf system along with field lighting.
 - **Football Practice Fields, Texas A&M University** – Project Manager for the design and construction supervision of two new sand based football practice fields. Project included specialized root zone mix with a complex subdrain system and irrigation. Decorative fencing and retaining walls were also included in this project.

PROFESSIONAL AFFILIATIONS

- National Society of Professional Engineers
- Texas Society of Professional Engineers
 - Past President – Brazos Chapter
- Professional Engineers in Private Practice

Mark K. Shubak, P.E., CFM

Senior Associate

AREAS OF EXPERTISE

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

PROFESSIONAL EXPERIENCE

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

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

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

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

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

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

Specific Project Experience:

- **Bastrop Bayou Flood Gates and Detention Pond Flood Study – City of Richwood, Texas** – Project Manager and Lead Stormwater Engineer for development a comprehensive flood mitigation plan that sought to relieve catastrophic Hurricane Harvey flood damage experienced by over 340 structures in the City of Richwood. The recommended flood control master plan included over \$8.8 million in drainage improvement projects that includes five flood gates structures, a 50-acre-foot detention basin, 15,000 gpm flood pumping station and a flood control facility that will create 75-acre-feet of Bastrop Bayou floodplain storage.
- **GLO CDBG-DR Timberbrook Estates Drainage Improvements, City of Magnolia, Texas** – Stormwater/Drainage Quality Control Engineer for the design and construction-phase services for reshaping ditches, replacement of existing driveway culverts, and providing erosion control for a subdivision in the City.

YEARS OF EXPERIENCE

27

YEARS WITH FIRM

20

EDUCATION

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

REGISTRATION

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

Certified Floodplain Manager

Mark K. Shubak, P.E., CFM

Senior Associate



There are existing culverts and ditches that have inverse flowlines and needed to be corrected. This project is currently under construction.

- **Stormwater Management Design Standards – City of Bastrop, Texas** – Project Manager and Lead Stormwater Engineer that was responsible for drafting new stormwater management and drainage design standards for the rapidly developing community of Bastrop, Texas. Mark helped lead a robust and highly successful public engagement process that included attending multiple focus group meetings with development community representatives and affected stakeholders, conducting several public involvement meetings, and presenting the final technical design standards and ordinances to the City Council.
- **Brenham BCDC Detention Pond, Brenham Community Development Corporation, Texas** – Stormwater/Drainage Quality Control Engineer for the design-phase of regional detention pond for 152-acre business park, including drainage area delineation, storm sewer design, and pond routing.
- **Louanna Estates Drainage Project, City of Brenham, Texas** – Stormwater/Drainage Quality Control Engineer for the design- and construction-phase of storm sewer system to decrease flooding in the subdivision. This analysis was to make sure the storm pipes and inlets carried certain flow.
- **Unity Park Drainage Repair, City of Magnolia, Texas** – Lead Stormwater Engineer for the design and construction-phase of installation of a new outlet structure at the Unity Park pond that carries flow from a large watershed. Design had to make sure that the weir was long and deep enough to carry the 100-year flow.
- **Melba Circle Drainage Improvements (Ongoing), City of Bryan, Texas** – Stormwater/Drainage Quality Control Engineer for the study and analysis of existing drainage system using 2D-Modeling software. Provided cost estimates, preliminary design options, and report. Designed the City's preferred option that consisting of approximately 1,600 feet of 18-, 24-, 30-, 36-, and 48-inch RCP installed by open-cut with and additional section of 27-inch pipe rehabilitated by cured-in-place pipe. This project was to mitigate flood of three homes in the area.
- **2020 GLO CDBG-DR Front Street and Alleyway Drainage Improvements (Ongoing), City of Sealy, Texas** – Stormwater/Drainage Quality Control Engineer for design and construction phase services for the rehabilitation of the existing drainage channel located within a 24-foot easement between properties. The project consists of concrete lining approximately 3,000 linear-feet the existing alley channel and regrading approximately 1,500 linear-feet of the earthen channel along Front Street. Hydrologic and hydraulic analysis was completed for this project using a 2D-modeling software. The goal of this project was to improve drainage of the adjacent properties and mitigate erosion of the channel.
- **Front Street Drainage Improvement, City of Sealy, Texas** – Project Manager and Lead Stormwater/Drainage Engineer for the hydrologic and hydraulic modeling, plan development and design of stormwater infrastructure to improve the drainage capacity of the Front Street Drainageway (open ditch) and culverts from Moody Street to Overcreek Way, approximately 4,400 linear feet. The improvements included installing 8- by 5-foot box culverts at Moody and Jason Streets, and double 8- by 3-foot culverts at Overcreek Way and at three commercial driveway crossings.
- **2017 GLO CDBG-DR Hurricane Harvey-Houston Street Drainage Culvert, City of Cleveland, Texas** – Stormwater/Drainage Quality Control Engineer for project consisting of design and ditch regrading for a new 8-foot by 3-foot box culvert to parallel an existing culvert travelling underneath a TxDOT roadway in the city, the main roadway through the heart of the city. This project is currently under design.

PROFESSIONAL AFFILIATIONS

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

Hollie A. Janecka, P.E.

AREAS OF EXPERTISE

- Engineering Design
- Land Development
- Construction Management

PROFESSIONAL EXPERIENCE

Hollie has performed various engineering tasks, including design services and administration services for utilities and drainage in residential and commercial development; design of water main, storm, and sanitary sewer; and site layout and grading. She has engineering design experience using AutoCAD Civil 3D, StormCAD, SewerCAD, and GIS software to create and modify construction drawings.

Hollie's land development project experience includes design of commercial and residential areas, including roadways, site layout and grading, water main, storm sewer, and sanitary sewer.

Drainage Project Experience:

- **Brenham Drainage Area Analysis, City of Brenham, Texas** – Delineated drainage areas, performed runoff, and hydraulic calculations for storm sewer drainage improvements for multiple areas within the city.
- **Brenham BCDC Detention Pond, Brenham Community Development Corporation** – Design-phase of regional detention pond for 152-acre business park, including drainage area delineation, storm sewer design, and pond routing. Design was in accordance with the City of Brenham Drainage Design Criteria.
- **Louanna Estates Drainage Project, City of Brenham, Texas** – Design- and construction-phase of storm sewer system to decrease flooding in the subdivision. This analysis was to make sure the storm pipes and inlets carried certain flow.
- **Brenham Hohlt Park Stream Restoration, City of Brenham, Texas** – Design- and construction-phase of installing rock riprap along the eroded creek at the park because of flooding. This included analysis of water velocities and stresses.

- **MARS Plant, Boldt Construction** – Design-phase of regional detention pond for 145-acre drainage area to be developed. Design was in accordance with the City of Waco Drainage Design Criteria.
- **Unity Park Drainage Repair, City of Magnolia, Texas** – Design and construction-phase of installation of a new outlet structure at the Unity Park pond that carries flow from a large watershed. Design had to make sure that the weir was long and deep enough to carry the 100-year flow.

Federally Funded Experience:

- **2018 TxCDBG Wolters Avenue Ground Storage Tank, City of Schulenburg, Texas** – Design and construction-phase services for a new 300,000-gallon ground storage tank. Project included tying in existing well piping, demolition of the existing tank, and designing a new aerator.
- **GLO CDBG-DR Timberbrook Estates Drainage Improvements, City of Magnolia, Texas** – Design and construction-phase services for reshaping ditches, replacement of existing driveway culverts, and providing erosion control for a subdivision in the City. There are existing culverts and ditches that have inverse flowlines and needed to be corrected. This project is currently under construction.
- **2017 GLO CDBG-DR Hurricane Harvey-Water Plant No. 3 Generator, City of Cleveland, Texas** – Project consists of design and replacement of a diesel engine driven generator with weatherproof enclosure, automatic transfer switch, wiring conduit, controls, concrete foundation, and all related appurtenances for a fully operational

YEARS OF EXPERIENCE

4

YEARS WITH FIRM

4

EDUCATION

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

REGISTRATION

Professional Engineer in
Texas

Hollie A. Janecka, P.E.



system. The existing generator was damaged due to significant rainfalls during Hurricane Harvey. This project is currently under design.

- **2017 GLO CDBG-DR Hurricane Harvey-Houston Street Drainage Culvert, City of Cleveland, Texas –**
Project consists of design and ditch regrading for a new 8-foot by 3-foot box culvert to parallel an existing culvert travelling underneath a TxDOT roadway in the city, the main roadway through the heart of the city. This ditch was heavily eroded because of significant rainfalls during Hurricane Harvey. This project is currently under design.
- **GLO CDBG-DR La Grange 14-inch Water Line, Fayette County, Texas –**
Project consists of about a mile of new 14-inch water line travelling from an existing pumping station to an existing elevated storage tank that will tie-in water services, replace existing smaller lines, and provide adequate pressure and capacity for La Grange's water system. Flooding from Hurricane Harvey caused the water well along the route significantly diminished water service in La Grange. This project is currently under design.

PROFESSIONAL AFFILIATIONS

- Texas Society of Professional Engineers,
Brazos Chapter Treasurer

William J. Huebner, P.E.

AREAS OF EXPERTISE

- Engineering Design
- Project and Construction Management
- Construction Inspection

PROFESSIONAL EXPERIENCE

William has 15 years of experience serving clients in Texas. His current duties consist of engineering design, project and construction management, and construction inspection. Prior work experience has included drainage improvements, water and wastewater design, wastewater plant design, natural gas transmission and distribution system design, sports field renovations, municipal park design, sports facilities design, and surveying.

Drainage Project Experience:

- **GLO, FEMA, and CDBG Drainage Improvements (Ongoing), Lee County, Texas** – Prepared grant applications for FEMA’s Hazard Mitigation Program, Texas General Land Office Disaster Recovery Grant Program, and Texas Community Development Block Grant for road and bridge improvements to County Road 226 along with road and culvert improvements for Post Oak Drive. Provided cost estimates, cost benefit analysis, and preliminary engineering services for each.
- **Windover East and Old Oaks Drainage Improvements, City of Bryan, Texas** – Designed drainage improvements for existing subdivision drainage system. Prepared detailed engineering report to identify key improvements and various options for the City to consider. Prepared plans and specifications for earthen ditch widening, installation of new 15-inch by 7-foot by 2-foot RCP storm sewer, concrete flumes, inlets and point repairs to existing pipe.
- **Hog Branch Regional Detention Pond Study, City of Sealy, Texas** – Performed preliminary design of a regional detention pond including runoff calculations, open channel sizing, pond design and outlet design. Prepared drainage report and preliminary cost estimate.

Wastewater System Project Experience:

- **TxCDBG Lift Station – City of Caldwell, Texas** – Design- and construction-phase services for the replacement of an existing lift station. The new 700 gpm lift station includes new submersible pumps, polymer concrete wet well, piping, valves, fencing, electrical and controls. This project is currently under construction.
- **TxCDBG Hwy 21 Sewer Improvements – Basic Services, City of Madisonville, Texas** – Design- and construction-phase services for the replacement of more than 2,400 feet of 6-inch gravity sanitary sewer lines serving more than 17 residential and commercial sewer connections. This line was installed by pipe bursting underneath TxDOT right of way.
- **GLO CDBG-DR Sanitary Sewer Improvements – City of Liberty, Texas** – Planning, application, design- and construction-related services for the replacement of approximately 2000 feet of 12-inch sanitary sewer line, services, manholes and other appurtenances. During recent flood events, the City experienced severe I/I that overloaded its WWTP. The City identified a section of the collection system that contributed significantly to the I/I and needed to replace it. The line route includes several conflicts with existing utilities and storm sewer, as well as a railroad crossing and TxDOT highway crossing. The project will be bidding shortly and construction is anticipated to be complete by the end of 2020.

YEARS OF EXPERIENCE
15

YEARS WITH FIRM
15

EDUCATION

B.S. Civil Engineering –
Texas A&M University, 2004

REGISTRATION

Professional Engineer in
Texas

William J. Huebner, P.E.



- **2018 Water, Sewer, and Sidewalk Improvements – City of Sweeny, Texas** – Design- and construction-phase services for the replacement of more than 3,200 feet of 6-, 8-, and 12-inch gravity sanitary sewer lines and 12 manholes. We installed approximately 7,100 feet of new 12-inch water line in TxDOT ROW. We also designed 1,500 feet of sidewalk, providing a route to a City park. This project includes permitting through TxDOT and installing improvements by bore and open-cut methods.
- **Basin AJ-12 SSES-Basic Services – City of Huntsville, Texas** – Study and evaluation of Basin AJ-12 consisting of approximately 80,000 feet of sanitary sewer collection lines and 370 manholes. Prepared a report describing the existing system's condition and developed rehabilitation phasing. Provided design- and construction-phase services for Phase 1-Sewer Rehabilitation involving of more than 19,000 feet of 6-, 8-, 10, and 12-inch gravity sanitary sewer lines serving more than 145 residential and commercial sewer customers/connections. This project includes both open-cut and pipe bursting.
- **U.S. 59 North Sewer Extension – City of Splendora, Texas** – Design-phase services for the construction of installation of approximately 7,000 linear feet of new 12-inch PVC gravity sewer line, as well as approximately 11,500 linear feet of 6-inch through 1.5-inch PVC pressure sewer line along Highway 59 in Splendora, Texas. Project included highway and railroad bores for the gravity and pressure sewer lines and required extensive easement acquisition.
- **West Commercial Park Subdivision Sewer Extension – City of Sealy, Texas** – Design- and construction-phase services for a new lift station and the installation of 2,675 feet of 6-inch PVC force main and 2,335 feet of 0- and 18-inch PVC sanitary sewer gravity line.
- **SSO Sanitary Sewer Rehabilitation – City of Giddings, Texas** – Design- and construction-phase services for the replacement of more than 14,500 feet of 6- and 8-inch gravity sanitary sewer lines serving more than 170 residential and commercial sewer customers/connections. The Scope of work was related to the implementation of a Sanitary Sewer Overflow (SSO) plan that was developed for the City under the SSO program promulgated by the Texas Commission on Environmental Quality (TCEQ). The SSO program promotes the identification and replacement of deteriorated sewer lines in an effort to prevent overflows and the related monetary fines from TCEQ for an overflow.
- **Clarifier and Motor Control Center Improvements – City of Sweeny, Texas** – Design- and construction-related services for the replacement of two existing clarifiers, including all rakes, troughs, weirs, motors, bridges, and other related equipment. The project also included replacing all the motor control center equipment with modern PLCs, touch screen control, and SCADA capable equipment. The project also included a new emergency generator. During Hurricane Harvey, the plant was under more than 8 feet of water. The old emergency generator was mounted about 2 feet above the ground and was submerged during the flood. The new generator was designed to be installed on a pad, 10 feet above ground to avoid future interruption of service because of flooding. The projects were broken out into the clarifier portion and the electrical portion and bid separately. Both projects were completed on time and within budget.

PROFESSIONAL AFFILIATIONS

- Chi Epsilon (Civil Engineering Honor Society)

Cole C. Christian, E.I.T.

AREAS OF EXPERTISE

- Stormwater Analysis
- Utility Engineering
- Residential Land Development
- Commercial Land Development

PROFESSIONAL EXPERIENCE

Cole has 5 years of engineering design experience serving clients in Texas. His projects have resulted in engineering efficiencies in the analysis of stormwater and detention facilities; drafting pipe networks; and preparation of final plats, preliminary plans, and water and sewer reports for both commercial and residential clients. Project experience includes:

2020 Richwood Street Improvements, City of Richwood, Texas – Plan development, design, and reconstruction of 5,000 feet of residential street repairs and reconstructions. This project builds upon the 2018 Pavement Asset Inventory, which inventoried and assessed the condition of all the City-maintained streets using the Pavement System Evaluation and Rating (PASER) guidelines. This project includes geotechnical investigations, conceptual design alternatives, and cost opinions for roughly 27,000 feet of roadway rated a four or below, which will be used to prioritize the initial 5,000 feet of pavement improvements. This project is in the early planning stages with construction expected to move forward in fall 2020.

2020 GLO CDBG-DR Front Street and Alleyway Drainage Improvements (Ongoing), City of Sealy, Texas – Design and construction phase services for the rehabilitation of the existing drainage channel located within a 24-foot easement between properties. The project consists of concrete lining approximately 3,000 linear-feet the existing alley channel and regarding approximately 1,500 linear-feet of the earthen channel along Front Street. Hydrologic and hydraulic analysis was completed for this project using a 2D-modeling software. The goal of this project was to improve drainage of the adjacent properties and mitigate erosion of the channel.

2019 CDBG-DR Drainage and Street Improvements-Basic Services, City of Somerville, Texas – Design and construction phase services for approximately 1,860 linear feet of street rehabilitation including four cul-de-sacs, and 650 linear feet of storm sewer with inlets to decrease rainfall draining by curb and gutter. Street improvements include removing and replacing curb and gutter, pulverizing existing asphalt surface and base, installing double course asphaltic treatment, valley gutters, storm sewer pipe and inlets, sidewalks, and all associated site work including seeding. This project also includes approximately 650 linear feet of storm sewer with inlets to decrease the amount of runoff in the streets.

GLO, FEMA, and CDBG Drainage Improvements (Ongoing), Lee County, Texas – Prepare grant applications for FEMA's Hazard Mitigation Program, Texas General Land Office Disaster Recovery Grant Program, and Texas Community Development Block Grant for road and bridge improvements to County Road 226 along with road and culvert improvements for Post Oak Drive. Provide cost estimates, cost benefit analysis, and preliminary engineering services for each. Address FEMA comments to aid in application approval.

Melba Circle Drainage Improvements (Ongoing), City of Bryan, Texas – Study and analysis of existing drainage system using 2D-Modeling software. Provided cost estimates, preliminary design options, and report. Designed the City's preferred option that consisting of approximately 1,600 feet of 18-, 24-, 30-, 36-, and 48-inch RCP installed by open-cut with and additional section of 27-inch pipe rehabilitated by cured-in-place pipe. This project was to mitigate flood of three homes in the area.

YEARS OF EXPERIENCE

5

YEARS WITH FIRM

2

EDUCATION

B.S. Civil Engineering – Texas A&M University College Station, 2017

REGISTRATION

Engineer-in-Training

Cole C. Christian, E.I.T.



2019 TxCDBG Lift Station (Ongoing), City of Caldwell, Texas – Design and construction phase services for the replacement of an existing lift station. The new 700 gpm lift station includes new submersible pumps, polymer concrete wet well, piping, valves, fencing, electrical and controls. This project is currently under construction and is anticipated to be complete in late 2020.

Baker Katz Sanitary Sewer Improvements (Ongoing), City of Brenham, Texas – Design and construction phase services for a new lift station. The new 380 gpm lift station includes new submersible pumps, Precast concrete wet well, piping, valves, fencing, electrical and controls. This project also includes installation of approximately 4,300 linear-feet of new gravity sewer trunk ranging from 8- to 12-inch. Approximately 3,000 linear-feet of a new 6-inch force main was constructed to the existing wet well. This project is currently being bid out and is anticipated to be complete in late 2020.

Basin NB-06 SSES-Basic Services, City of Huntsville, Texas (Ongoing) – Study and evaluation of Basin NB-06 consisting of approximately 56,000 feet of sanitary sewer collection lines and 248 manholes. The services we are providing consist of smoke testing and manhole inspections to determine areas where infiltration and inflow was severe. A report will be developed and provided to the City that included findings and observations.

Basin AJ-12 SSES-Basic Services, City of Huntsville, Texas – Study and evaluation of Basin AJ-12 consisting of approximately 80,000 feet of sanitary sewer collection lines and 370 manholes. Prepared a report describing the existing system's condition and developed rehabilitation phasing. Provided design and construction phase services for Phase 1-Sewer Rehabilitation involving of more than 19,000 feet of 6-, 8-, 10, and 12-inch gravity sanitary sewer lines serving more than 145 residential and commercial sewer customers/connections. This project includes both open-cut and pipe bursting.

2018 Sanitary Sewer Analysis-Basic Services, City of Dayton, Texas – Study and Evaluation of the entire sanitary sewer system consisting of approximately 250,000 feet of sanitary sewer collection lines and 690 manholes. Prepared a report describing the existing system's condition and present a repair items list based on severity of the problems found.

SSO Sanitary Sewer Improvements, City of Giddings, Texas – Design and construction phase services for the replacement of more than 14,500 feet of 6- and 8-inch gravity sanitary sewer lines serving more than 170 residential and commercial sewer customers/connections. Scope of work was related to the implementation of a Sanitary Sewer Overflow (SSO) plan that we developed for the City. This project includes TxDOT permitting, lines installed by pipe bursting and open-cut.

TxCDBG Hwy 21 Sewer Improvements-Basic Services, City of Madisonville, Texas – Design and construction phase services for the replacement of more than 2,400 feet of 6-inch gravity sanitary sewer lines serving more than 17 residential and commercial sewer customers/connections. This line was installed by pipe bursting underneath TxDOT right of way.

GLO, FEMA, and CDBG Disaster Mitigation (Ongoing), City of Sweeny, Texas – Prepare grant applications for FEMA's Hazard Mitigation Program for a generator that will be provide power to a lift station during disaster situations. Provide cost estimates, cost benefit analysis, and preliminary engineering services. Address FEMA comments to aid in application approval.

PROFESSIONAL AFFILIATIONS

- American Society of Professional Engineers

Mark A. Rudolph, E.I.T.

AREAS OF EXPERTISE

- Wastewater Collection and Treatment
- Wastewater Permitting
- Water Storage Tank Rehabilitation
- Water Distribution
- Gas Distribution

PROFESSIONAL EXPERIENCE

Mark joined our firm in July 2018 with a Master's degree from Texas A&M University. His primary focus is wastewater, including permitting, design of collection systems, and treatment plant projects.

Mark has experience with all phases of a project's lifespan including design, bidding, and management.

Wastewater Project experience:

- **Wastewater Treatment Plant Expansion, City of Magnolia, Texas** – Designed influent lift station and chlorination/de-chlorination systems for treatment plant expansion.
- **Trunk Sewer Line Replacement, City of Brazoria, Texas** – Replacement of 18-inch trunk line open-cut and pipe bursting methods.
- **CDBG Sewer Replacements, City of Brazoria, Texas** – Installation of approximately 3,700 linear feet of 6-inch and 8-inch PVC gravity sewer main.
- **Highway 36 Sewer Replacement, City of Brazoria, Texas** – Installation of approximately 1,000 linear feet of 12-inch and 15-inch PVC gravity sewer main.
- **Various WWTP Permit Renewals, Texas** – Prepared and submitted applications to the TCEQ to renew/amend WWTP permits for 12 municipalities across the State of Texas.

Water Project experience:

- **Rexville Road EST Rehabilitation, City of Sealy, Texas** – Rehabilitation of 400,000-gallon elevated storage tank including painting and electrical work.
- **EST & GST Rehabilitation, City of Brazoria, Texas** – Rehabilitation of 825,000-gallon ground storage tank and 500,000-gallon elevated storage tank.

- **Water Main Replacements, City of Brenham, Texas** – Installation of approximately 11,000 linear feet of 6-inch and 8-inch PVC water main.
- **Highway 36 Water Main Extension, City of Sealy, Texas** – Installation of approximately 4,000 linear feet of 12-inch and 14-inch PVC and HDPE water main.
- **Railroad Water Line Crossing, City of Brazoria, Texas** – Installation of 250 linear feet of 10-inch PVC water main in casing by bore under railroad ROW.
- **Gas Line Relocation, City of Navasota, Texas** – Replacement and relocation of existing steel gas main creek crossing.

Gas Project experience:

- **New Gas Gate Station, City of Sealy, Texas** – Designed regulator station to facilitate gas delivery to new industrial user.

PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers

YEARS OF EXPERIENCE

2

YEARS WITH FIRM

2

EDUCATION

M.E. Civil Engineering – Texas A&M University, 2018

B.S. Petroleum Engineering, Texas A&M, 2016

REGISTRATION

Engineer-in-Training

Morgan E. Ruiz, E.I.T.

AREAS OF EXPERTISE

- Wastewater Collection
- Water Supply and Distribution
- Road Improvements

PROFESSIONAL EXPERIENCE

Wastewater

Experience includes gravity sewers in residential areas and lift station sizing analysis.

- **Pipe Bursting, City of Richwood, Texas** – Project Designer for this project to pipe burst 2,900 linear feet of clay sanitary sewer lines in residential areas and replace 12 manholes with concrete manholes.
- **Munz Lift Station Pump Sizing, City of Brenham, Texas** – Conducted analysis of commercial and residential areas currently and will be serving lift station to determine lift station pump size.

Water Supply and Distribution

Experience includes working on water plant projects, both new construction and replacement of buildings and structures, as well as distribution extensions and replacement.

- **North Water Plant, City of Richwood, Texas** – This project consisted of constructing a new water well, booster pumping station, and ground storage tank, which increased the City's overall water capacity to keep up with Texas Commission on Environmental Quality's requirements for the growing community.
- **Waterline Improvements, City of Sweeny, Texas** – Project Designer for this construction project consisting of replacing 32,310 linear feet of water lines ranging from 2 to 10 inches in diameter.
- **Water Storage Tank, City of Snook, Texas** – Project Designer on this project replacing a 48,000-gallon ground storage tank with a 53,000-gallon ground storage tank. This project enabled the outdated storage tank to be removed and disposed of and the installation of a liquid propane generator to be installed as a backup power source.

- **WWTP Water Line Extension, City of West Columbia, Texas** – Project Designer on this project to extend the current water line by 5,000 linear feet to the wastewater treatment plant.

Road Improvements

Experience includes working on water plant projects, both new construction and replacement of buildings and structures, as well as distribution extensions and replacement.

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

YEARS OF EXPERIENCE

1

YEARS WITH FIRM

1

EDUCATION

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

REGISTRATION

Engineer-in-Training in Texas

Richard G. Thimm, P.E.

AREAS OF EXPERTISE

- Electrical Power Distribution
- Standby Emergency Power Systems
- Lighting
- Process Controls
- Lighting Controls
- Computer-Based Control Systems (SCADA)

PROFESSIONAL EXPERIENCE

Municipal Electrical System experience includes design of municipal building facility medium-voltage and low-voltage power distribution, process controls, Emergency and Standby Power Systems design, communication systems (ethernet, fiber-optic, radio), building lighting and general power, process instrumentation, PLC-based instrumentation and controls (SCADA), short circuit calculations, and voltage drop analysis. Specific design projects include:

- Brenham Munz Lift Station, Brenham, Texas
- Magnolia WWTP Expansion, Magnolia, Texas
- Sealy Sika Lift Station, Sealy, Texas
- Snook WWTP, Snook Texas
- Sweeny 2017 WWTP Electrical Improvements, Sweeny, Texas
- Ashippun WWTF, Ashippun, Wisconsin
- Bartlett WWTP Influent Screening Project, Bartlett, Illinois
- Brooklyn WWTF, Brooklyn, Wisconsin
- Carrollton Utilities WTP Ion Exchange System Addition, Carrollton, Kentucky
- Cedar Rapids Water Pollution Control Facility MCC-2 Replacement, Cedar Rapids, Iowa
- Central Lake County JAWA Clearwell Underdrain Dewatering System, Lake Bluff, Illinois
- Central Lake County JAWA Fluoride Storage and Feed Room Upgrades, Lake Bluff, Illinois
- Clay Township Pump Station 8 Upgrades, Clay Township, Indiana
- Columbus WWTP, Columbus, Indiana
- Decatur Water Treatment Plant Phase II Upgrades, Decatur, Illinois
- Dubuque WPCP, Dubuque, Iowa
- Grandview Lake WWTP, Grandview Lake, Indiana
- Jackson WWTP Odor Control System, Jackson, Wisconsin
- Kankakee River Metropolitan Agency WWTP – Phase 1A Modifications, Kankakee, Illinois
- Kankakee River Metropolitan Agency WWTP – Phase 1B Modifications, Kankakee, Illinois
- Kankakee River Metropolitan Agency WWTP – Phase 1C Modifications, Kankakee, Illinois
- La Grange WWTP Upgrades, La Grange, Kentucky
- Lexington WWTP Electrical Improvements, Lexington, Kentucky
- Madison Metropolitan Sewerage District Pump Stations 6 and 8 Upgrades, Madison, Wisconsin
- Manitowoc Wastewater Treatment Facility Improvements, Manitowoc, Wisconsin
- Menomonee Falls Water System Well No. 4 Filter Removal and Garage Upgrades, Menomonee Falls, Wisconsin
- Montello Water Treatment Plant Chemical Room Addition, Montello, Wisconsin
- New Glarus WWTP, New Glarus, Wisconsin
- North Shore Water Commission Water System Fluoride and Polymer Addition, Glendale, Wisconsin
- Onalaska Main Street Stormwater Pump Station, Onalaska, Wisconsin
- Romeoville Normantown Road Water Treatment Plant, Romeoville, Illinois
- Sandwich UV System Addition, Sandwich, Illinois
- St. Charles Well 7 Upgrades, St. Charles, Illinois
- Sheboygan WWTP Main Electrical Switchgear Replacement, Sheboygan, Wisconsin
- Stevens Point UV System Upgrades, Stevens Point, Wisconsin
- Washington Wastewater Treatment Facility Upgrades Phases 1 and 2A, Washington, Illinois

YEARS OF EXPERIENCE
14

YEARS WITH FIRM
14

EDUCATION
B.S. Electrical Engineering –
University of Wisconsin-
Madison, 2006

REGISTRATION
Professional Engineer in
Wisconsin and Texas

Richard G. Thimm, P.E.



Commercial Building Electrical System

experience includes design of electrical power distribution systems (480 volts and below), short circuit calculations, voltage drop analysis.

Water System Controls Design includes Camera Security systems design, telemetry, and PLC based process controls (SCADA) including SCADA graphics human machine interface (HMI) development with Wonderware.

SCADA Graphics development includes design and development of water and wastewater facility SCADA graphics using Wonderware Intouch as well as reports development using Microsoft Access. Specific projects include:

- Ashippun WWTF SCADA Graphics, Ashippun, Wisconsin
- Brooklyn WWTF SCADA Graphics, Brooklyn, Wisconsin
- Lake Barrington Community Homeowners Association WWTP SCADA Graphics, Barrington, Illinois
- Mount Horeb Well SCADA Graphics and Reports, Mount Horeb, Wisconsin
- New Glarus WWTF SCADA Graphic, New Glarus, Wisconsin

Industrial Facilities Electrical System

experience includes design of electrical power distribution systems, lighting design, and HVAC and Industrial controls. Specific design projects include:

- Danisco Culture Plant Expansion, Danisco USA, Inc., Madison, Wisconsin

Roadway Lighting experience includes lighting layout design and photometric analysis of rural and urban roadways in Wisconsin and Illinois using LitePro and AGI32 analysis software. Design includes corridors, under and overpasses, intersections, and roundabout lighting. Specific projects include:

- Braidwood Main Street Lighting Design, Braidwood, Illinois
- Business 41 Roundabout Lighting Design, Peshtigo, Wisconsin
- Dubuque Bee Branch Creek Restoration Memorial Lighting Design, Dubuque, Iowa
- Lexington Downtown Streetscape Lighting Design, Lexington, Kentucky

- Oconto – Peshtigo USH, Oconto, Wisconsin and Peshtigo, Wisconsin
- Rich/Glidden Road Roundabout Lighting Design, DeKalb, Illinois
- Somonauk Road/Cortland Road Roundabout Lighting Design, DeKalb, Illinois
- State Trunk Highway (STH) 310, Two Rivers, Wisconsin
- STH 102, Rib Lake, Wisconsin
- STH 59 Relocation, Milton, Wisconsin
- US Hwy 51/Windsor Road Roundabout Lighting Design, Windsor, Wisconsin
- US Hwy 12 Roundabout Lighting Design, Wisconsin
- Wauwatosa Road (STH 181), Mequon, Wisconsin
- West Chicago Main Street Tunnel Rehabilitation, West Chicago, Illinois
- Whitewater Roundabout Lighting Design, Whitewater, Wisconsin

Lighting Design includes photometric calculation (interior) and analysis with LitePro (interior/exterior), day lighting, area and architectural exterior lighting, and interior and exterior lighting controls. Security and Communication Systems design. Emergency and Standby Power Systems Design. Specific Design projects include:

- Waupaca Police Department Renovation/Expansion, Waupaca
- Grand Chute Fire Department, Grand Chute, Wisconsin
- QBE Regional Insurance Data Center Modifications, Sun Prairie, Wisconsin
- UW-Madison Doyle Building UPS Power Study, Madison, Wisconsin
- Waterloo High School Boiler Replacement, Waterloo, Wisconsin
- Town of Brookfield Town Hall HVAC Replacement, Brookfield, Wisconsin

Christopher T. Bolle, P.E.

AREAS OF EXPERTISE

- Structural Engineering
- Municipal Facility Design
- Industrial Facility Design

PROFESSIONAL EXPERIENCE

Experience includes structural design of industrial manufacturing facilities; commercial and municipal facilities; as well as water and wastewater treatment plant facilities. Chris is experienced in design of new and adaptive reuse of existing facilities. He has considerable experience in the evaluation and strengthening of existing structures and building frame systems to handle loads from new HVAC, refrigeration, process, packaging, electrical equipment and piping as well as snow loading changes.

Chris has served as lead structural engineer for numerous projects including facility expansion projects, reconfiguration and additions to existing buildings, and structural modifications to support new equipment. He is experienced in the design of various building materials including steel framing, pre-engineered metal building construction, precast and prestressed concrete, masonry, and insulated metal panel construction. Chris' experience includes project budget development, preliminary design, final design, and construction related services.

Commercial and Industrial Design

International Food Processing Company, 25,000-square-foot process building addition, Granite City, Illinois

- International Food Processing Company, 6,500-square-foot utility building addition, Granite City, Illinois
- International Food Processing Company, 5,000-square-foot production space renovation, Little Chute, Wisconsin
- International Food Processing Company, 8,000-square-foot office building renovation, Little Chute, Wisconsin
- International Food Processing Company, 15,000-square-foot conversion of warehouse space to production space, Garland, Texas
- International Manufacturing Company, Cooling Tower and Reservoir addition, Reedsburg, Wisconsin

- New Verona Farm and Fleet, Verona, Wisconsin

Municipal Facility Design

- Algoma Administrative Building and Garage, Algoma, Wisconsin
- Town of Grand Chute New Administrative Fire Station, Grand Chute, Wisconsin
- Bethany School Remodeling, Milwaukee, Wisconsin

Wastewater Design

- Columbus City Utilities Wastewater Treatment Plant, Columbus, Indiana.
- Village of Deerfield Wastewater Reclamation Facility, Deerfield, Illinois.
- Village of Mount Morris Wastewater Treatment Facility, Mount Morris, Illinois.
- City of Athens Wastewater Treatment Improvements, Athens, Ohio
- Illinois American Water Company Santa Fe Wastewater Reclamation Facility Improvements, Lemont, Illinois

Water Design

- City of Rockford Water Treatment Plant Improvements, Rockford, Illinois
- City of Middleton Well No. 8 Well House, Middleton, Wisconsin
- City of Platteville Well No. 5 Facility, Platteville, Wisconsin
- Well No. 4 Well House and Park Facility, Prairie du Sac, Wisconsin

YEARS OF EXPERIENCE

13

YEARS WITH FIRM

13

EDUCATION

B.S. Civil Engineering – Marquette University, Wisconsin, 2007

REGISTRATION

Professional Engineer in Wisconsin, Texas, Missouri, Delaware, and South Carolina

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

AREAS OF EXPERTISE

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

PROFESSIONAL EXPERIENCE

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

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

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

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

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

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

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

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

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

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

Keith's experience in Texas is listed below.

- South Yaupon Sidewalk and Pedestrian Bridge, Richwood, Texas
- Front Street Drainage Improvements, Sealy, Texas
- Wastewater Treatment Plant Expansion, Magnolia, Texas
- Unity Park Drainage Improvements, Magnolia, Texas
- Baker Katz Sanitary Sewer Improvements, Brenham, Texas

YEARS OF EXPERIENCE

16

YEARS WITH FIRM

11

EDUCATION

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

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

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

REGISTRATION

Professional Engineer in Texas and Wisconsin

Structural Engineer in Arizona and Illinois

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



- Munz Lift Station, Brenham, Texas
- Ralston Creek Lift Station, Brenham, Texas
- Wharton Regional Airport Hangar Improvements, Wharton, Texas
- Van Zandt County Regional Airport Hangar Improvements, Wills Point, Texas
- Kraft-Heinz, Garland, Texas

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

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

Jared D. Engelke, P.E.

AREAS OF EXPERTISE

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

PROFESSIONAL EXPERIENCE

Transportation

- **2020 Richwood Street Improvements, City of Richwood, Texas** – Project Engineer for the plan development, design, and reconstruction of 5,000 feet of residential street repairs and reconstructions. This project builds upon the 2018 Pavement Asset Inventory, which inventoried and assessed the condition of all the City-maintained streets using the Pavement System Evaluation and Rating (PASER) guidelines. This project includes geotechnical investigations, conceptual design alternatives, and cost opinions for roughly 27,000 feet of roadway rated a four or below, which will be used to prioritize the initial 5,000 feet of pavement improvements. This project is in the early planning stages with construction expected to move forward in fall 2020.
- **Salem Road Improvements, City of Brenham, Texas** – Project Engineer for the design and reconstruction of approximately 2,100 feet of Salem Road from Highway 36 westward to the BNSF Railroad tracks. The pavement section is being upgraded from asphalt to concrete and widened as a minor arterial roadway. This project is in the early planning stages with construction expected to move forward in summer 2020.
- **Sidewalk Improvements, City of Dayton, Texas** – Project Engineer for design and P.S.&E. preparation for approximately 2.7 miles of sidewalk along US 90 and SH 321 in the City of Dayton, Texas. The design included stormwater enhancements along the north section of SH 321. The construction cost is anticipated to be approximately \$1.6 million.
- **Sidewalk Improvements, Aransas County, Texas** – Project Engineer for design and P.S.&E. preparation for approximately 2 miles of sidewalk along several streets in downtown Rockport, Texas. The construction cost is anticipated to be \$800,000.
- **I-294 Central Tri-State Tollway, Illinois** – Project Engineer and Roadway Design Lead for a 2-mile section of the I-294 Central Tri-State Tollway project in the Chicago suburbs with estimated construction cost of \$185 million. The total project is 22 miles long and estimated at \$4 billion construction. Strand's portion includes the reconstruction of the existing 8- to 12-lane interstate and the addition of 1 to 2 travel lanes in each direction.
- **Verona Road (US 18/151) Reconstruction, Phase II, City of Madison, Wisconsin (WisDOT)** – Assistant Project Manager and Roadway Design Lead responsible for plans, specifications and estimate for two new interchanges (Verona Road-CTH PD and Verona Road-Williamsburg Way) along this urban freeway reconstruction project in Madison, Wisconsin. The project includes the addition of travel lanes on Verona Road and CTH PD and many unique project features, including a single-point urban interchange at Verona Road and CTH PD, the addition of a collector-distributor road system connecting the CTH PD and Williamsburg Way interchanges, and a roundabout on Williamsburg Way. The mainline, Verona Road (US 18/151), reconstruction was approximately 2 miles in length and construction costs were \$87 million.
- **Verona Road (US 18/151) Reconstruction, Phase I, City of Madison, Wisconsin (WisDOT)** – Assistant Project Manager and Roadway Design Lead responsible for plans, specifications and estimate for the Madison Beltline Highway – Verona Road Interchange in the City of Madison. The project included the reconstruction and addition of travel lanes along 2 miles of the Beltline and 0.75 miles of Verona

**YEARS OF
EXPERIENCE**
13

YEARS WITH FIRM
13

EDUCATION

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

Technical Communication Certificate – University of Wisconsin-Madison, 2007

REGISTRATION

Professional Engineer in Texas and Wisconsin

Jared D. Engelke, P.E.



Road. The high-profile project had many unique project features, including the State's second single-point urban interchange, a roundabout under a bridge structure (one of only a few in the country), and the reconfiguration of the Verona Road frontage road system. Construction costs were \$107 million.

- **US 151-Main Street Interchange, Wisconsin** – Project Engineer responsible for plans, specifications and estimate for the US 151 – Main Street interchange in Sun Prairie, Wisconsin. This project included the realignment of Main Street under the existing US 151 bridge structure and the addition of lanes to the interchanges entrance and exit ramps. The improvements along Main Street were approximately 0.4 miles in length and construction costs were \$3.3 million.
- **Woodland Drive Reconstruction, Town of Westport, Wisconsin** – Assistant Project Manager and Design Leader for bicycle and pedestrian accommodation additions for 1.2-miles of Woodland Drive in the Town of Westport, Wisconsin as part of a WisDOT local program project. The design included reconstruction of Woodland Drive and addition of on-street bicycle lanes and an off-street multiuse path, the correction of deficient horizontal and vertical roadway geometrics, the addition/reconstruction of storm sewer. Construction costs were \$2 million.
- **US 12 Bypass, Wisconsin** – Project Engineer for design and P.S.&E. preparation for the 5.7-mile US 12 freeway bypass project located between Wisconsin Dells and Baraboo in Sauk County, Wisconsin. The project included a 5-mile off-alignment four-lane bypass with significant grading, storm sewer, five detention basins, 10 roundabouts, roadway geometrics, signing and marking, and traffic control drawings. The construction costs were \$33.7 million.

Municipal

- Designed and prepared plans for the improvement of Mill Road in the village of Waunakee, Wisconsin. The project included roadway realignment, railroad improvements, the addition of on-street bike lanes, as well as a multiuse path.

- Designed and prepared plans for the Village of Waunakee, Wisconsin, 2008 and 2009 utility improvements. Plans included improvements to storm sewer, water main, sanitary sewer, and intersections.

Real Estate Acquisition

- Assisted in public involvement and landowner coordination for acquisition of needed lands and interests for improvements to Woodland Drive in the town of Westport, Wisconsin. The project included alignment and profile modifications and the addition of multiuse path and bicycle lane.
- Assisted in the acquisition of land interest for improvements to WIS 26 in the city of Janesville, Wisconsin. The acquisitions included 53 parcels with two relocations and the access rights to WIS 26 from numerous parcels.

Field Work

- Construction observation for the Woodland Drive bicycle and pedestrian accommodation project in the Town of Westport, Wisconsin. Work items included common excavation, HMA pavement, concrete curb and gutter, storm sewer, erosion control, pavement marking, and traffic control.
- Construction observation for the Mill Road improvement project in the village of Waunakee, Wisconsin. Work items included bridge widening, common excavation, HMA pavement, concrete curb and gutter, storm sewer, erosion control, pavement marking, and traffic control.
- I-39/90 Rehabilitation, Madison to Portage Road, Columbia County – Performed construction observation for Interstate rehabilitation. Work items included 6.5 miles of HMA overlay, five median crossovers, culverts, concrete barrier wall, beam guard, erosion control, pavement marking, and traffic control. Work operations for the project took place during daytime and nighttime work hours.

Thomas R. Hart, P.E.

AREAS OF EXPERTISE

- Transportation Design
- Project Management
- Construction Management
- Roadway Design
- Project Planning and Concept Development
- Environmental Studies and Public Involvement

PROFESSIONAL EXPERIENCE

Tom has more than 17 years of experience serving a wide variety of clients in several states. He is a versatile engineer with specific experience in roadway and pedestrian projects, including both local government and DOT facilities. This includes new facilities, and improvements and reconstruction of existing facilities. He has experience in the various stages of project development, including planning studies, environmental studies, project design, public involvement and construction management. Tom also has experience in municipal projects such as drainage and water facilities; utility coordination and SUE; and municipal airports.

Richwood City Municipal Projects, Richwood, Texas, Project Manager – Managed a variety of municipal projects including citywide pavement assessment, a flood mitigation study, and a 2,000-foot sidewalk installation project. Assisted in a funding application for a Harvey-related GLO sanitary sewer project.

Aransas County Sidewalk Project - Rockport, Texas, Project Manager – Worked with County officials and TxDOT to determine updates and tasks needed to convert previously prepared design drawings to TxDOT format.

Aransas County Airport Hangar Reconstruction, Aransas County, Texas, Project Manager – Managed Strand's portion of recovery team's hangar rebuilding efforts, including survey, FAA coordination, and grading design of hangar access taxiways.

Brenham City Thoroughfare Plan, Brenham, Texas, Project Manager – Worked with City staff to update the City's Thoroughfare Plan, including roadway functional classifications (existing and future), typical sections, alignments, and project priorities.

Eagle Lake Airport, Eagle Lake, Texas, Construction Engineer – Performed construction engineering services, including submittal reviews, contractor coordination, and addressing field issues during construction. The project involved drainage improvements, pavement rehabilitation, and new taxiway areas, built to TxDOT/FAA standards.

Hearne Municipal Airport, Hearne, Texas, Project Manager – Managed design of airport improvements including new taxiways, pavement rehabilitation, and electrical work.

Wharton Regional Airport - Wharton, Texas, Project Manager - Managed project to update and finalize previously prepared design of new box hangars, for construction later in 2020. Included local and TxDOT coordination.

Mason County Airport, Mason, Texas, Project Manager – Managed the final design stage of this project that includes fencing, pavement rehabilitation, and drainage improvements. This included the development of final plans and specifications.

SR-28/Main Street, Nephi, Utah, Project Manager – Prepared design for this federally funded local government/UDOT project. The project rebuilt and improved Main Street with pedestrian improvements, corrected slopes on paved shoulder between travel way and curb/gutter, and added drainage improvements, lighting, and aesthetic features.

900 East Improvements, Salt Lake County, Utah, Project Manager – Performed design engineering for urban roadway improvement project, including widening some areas to create a more consistent width, drainage improvements; rebuilt segments of sidewalk; and relocated power poles.

YEARS OF EXPERIENCE

17

YEARS WITH FIRM

2

EDUCATION

B.S. Civil Engineering Utah State University, 2003

REGISTRATION

Professional Engineer in Texas and Utah

Thomas R. Hart, P.E.



NM124 Trail, Laguna, New Mexico, Design Engineer – Worked with the Pueblo of Laguna, FHWA, and NMDOT to finalize design plans that had been previously prepared, and incorporate value engineering components for this new trail segment parallel to NM-124.

Racetrack Subdivision, Santa Fe County, New Mexico, Project Manager – Prepared design plans for improvement of roadways and drainage system. This included grading and paving dirt roads, installing a drainage system with underground and above-ground features, and keeping improvements within right-of-way.

West Davis Corridor, Davis County, Utah, Project Manager – Performed preliminary engineering of more than 10 miles of new freeway. This included developing and analyzing alignment alternatives and preliminary design of complex system interchange concepts to support a major EIS. This required consideration of traffic demands, safety, environmental impacts, access, right-of-way, and extensive public input.

Street Improvement Projects, American Fork, Utah, Project Manager – Performed design of several different roadway locations within the City. Improvements varied depending on location and ranged from simple overlays to full reconstruct and widening projects with drainage and pedestrian features and utility relocations.

7200 West Widening, West Valley City/Salt Lake County, Utah, Project Manager – Managed design of 1.4-mile, urban, 5-lane roadway including widening portions of 7200 West, adding segments of sidewalk, drainage improvements, and a new box culvert.

7200 West Traffic and Bicycle Study, Salt Lake County, Utah, Project Manager – Performed lane and shoulder configuration study of the previous reconstruction and widening project to accommodate a bicycle lane and potentially improve roadway safety.

Parkway Boulevard Study, West Valley City, Utah, Project Manager – Managed the study and development of preliminary concepts for a 2-mile stretch of roadway. This included traffic, roadway design, ROW, and other investigations.

US-550/NM-528, Rio Rancho, New Mexico, Design Engineer – Assisted in development of construction phasing for a new Continuous-Flow Intersection (CFI) to replace a conventionally signalized intersection. Phasing was developed to allow ongoing traffic flow and enable reasonably sized work zones and a safety buffer.

SR-108 Reconstruction, Syracuse, Utah, Design Manager – Oversaw and coordinated engineering for this major roadway widening and reconstruction. The design addressed traffic and access issues, including pedestrians at three separate schools. This general manager/general contractor effort involved extensive collaboration with a contractor and UDOT.

Brigham City Airport, Brigham City, Utah, Construction Engineer/Inspection – Assisted in construction management and inspection of this project which included reconstructing a segment of runway, building a new parallel taxiway, apron reconstruction, improving drainage, and upgrading the vehicular entrance.

North University Greenway, Provo, Utah, Design Engineer – Prepared design plans and construction inspection of a segment of this new recreational trail, built parallel to US-189 and with minor work done on the roadway as well.

I-15 CORE Standards Review, Utah County, Utah, Design Engineer – Reviewed design criteria as part of the program management for this major reconstruction and widening of 24 miles of I-15.

HSIP Studies, UDOT Regions 3 and 4, Utah, Design Engineer – Conducted studies that examined crashes and roadway deficiencies on several different highways, including I-15 in central and southern Utah. The results were used to develop reports for use in the HSIP program.

1800 North Interchange Study, Clinton, Utah, Design Engineer – Developed various interchange configuration options for a proposed new interchange on I-15. This included unconventional concepts due to the close parallel proximity of an arterial street and other features.

PROFESSIONAL AFFILIATIONS

- American Society of Civil Engineers

Luke T. Hellermann, P.G.

AREAS OF EXPERTISE

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

PROFESSIONAL EXPERIENCE

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

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

Groundwater Flow Modeling experience includes municipal well and remediation well zone of influence and capture zone delineation and well field siting, design, and analysis. Modeling efforts have evaluated potential aquifer

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

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

PRESENTATIONS/PUBLICATIONS

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

PROFESSIONAL AFFILIATIONS

- National Groundwater Association
- Wisconsin Groundwater Association

YEARS OF EXPERIENCE

29

YEARS WITH FIRM

25

EDUCATION

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

REGISTRATION

Professional Geologist in Wisconsin

Robert C. Schmidt, P.E., RPLS

AREAS OF EXPERTISE

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

PROFESSIONAL EXPERIENCE

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

Topographic Surveying experience:

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

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

YEARS OF EXPERIENCE
42

YEARS WITH FIRM
38

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

REGISTRATION
Professional Engineer in
Texas

Registered Professional Land
Surveyor in Texas

Christian Fridye

AREAS OF EXPERTISE

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

PROFESSIONAL EXPERIENCE

Christian joined O'Malley Engineers (now Strand Associates, Inc.®) in 2009. During his employment his duties have consisted of field surveys, civil surveys, sewer evaluations and inspections, and construction observation services.

In 2015, Strand Associates, Inc.® acquired O'Malley Engineers.

Boundary Surveying includes:

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

Construction Observation includes:

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

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

- City of Giddings, Texas
- City of La Grange, Texas
- City of Schulenburg, Texas
- City of Brenham, Texas
- City of Snook, Texas

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

- Kraft Foods, Dallas, Texas
- Blue Bell Creameries, Brenham, Texas
- Monogram Foods, Schulenburg, Texas
- Global Tubing, Dayton, Texas

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

- Navasota Airport
- Brenham Airport
- Lago Vista
- Burnet Airport
- Olney Airport
- Pecos Airport
- Sonora Airport
- Wilbarger County Airport
- Caldwell Airport
- Marshall Airport
- Van Zandt County Airport
- Harrison County Airport
- Lee County Airport
- Fayette Regional Air Center
- Cameron Airport
- Hillsboro Airport
- Aransas County Airport

General Projects:

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

YEARS OF EXPERIENCE

10

YEARS WITH FIRM

10

EDUCATION

Blinn College 2005 – 2007
Texas A&M 2007 – 2009 –
Bachelor of Science in
Animal Science

Lone Star Community
College 2011 – 2012,
Surveying Coursework

Brent R. Fields, P.E.

AREAS OF EXPERTISE

- Construction Administration
- Construction Project Management
- Plant Operations

PROFESSIONAL EXPERIENCE

Brent has more than 14 years of experience including engineering and construction plan review and revision, with extensive experience in public works projects and master planned developments.

As Construction Manager, he has also assisted with design and regularly performs successful problem resolution and quality control.

Drainage and Culvert experience:

- **Brenham BCDC Detention Pond, Brenham Community Development Corporation, Texas** – Resident Project Representative for the construction-phase of regional detention pond for 152-acre business park, including drainage area delineation, storm sewer design, and pond routing.
- **Industrial Boulevard Storm Damage Repairs, City of Brenham, Texas** – Resident Project Representative for the construction-phase of reconstruction of an earthen channel with installation of box culverts to aid future erosion issues.
- **Burleson Street Culvert Replacement, City of Brenham, Texas** – Part-time Resident Project Representative for a culvert replacement project that was designed by another consultant. This project replaced two 72-inch diameter corrugated metal pipe culverts and headwalls with a 50-foot span reinforced concrete bridge with wingwalls. This project also replaced two 36-inch diameter corrugated metal pipe culverts with three 36-inch reinforced concrete pipe culverts.

Other project experience:

- **2018 TxCDBG Sewer Improvements, City of Bastrop, Texas** – Resident Project Representative for the installation of new sewer line of various sizes to replace existing, old line.

- **2019 W. Lower Line Street Trunk Sewer Replacement, City of La Grange, Texas** – Resident Project Representative for the installation of new sewer line of various sizes to replace existing, old line. This involved connecting into an existing wastewater treatment plant and tying in several services.

Responsibilities include:

- Review and approval of pay estimates and change orders.
- Coordination of inspections with government agencies.
- Coordination of project schedules with contractors to meet client expectations.
- Resolution of construction issues with design engineers, inspectors, contractors, and government agencies.
- Resolution of design issues during construction of projects.
- Constructability review of construction drawings.
- Review, sign and seal documents for agency acceptance.
- Develop quality control procedures.
- Written and verbal communication of construction progress and issues, internally and externally.
- Coordinate and conduct preconstruction meetings.

CERTIFICATIONS

- Groundwater Treatment Operator-C
- Wastewater Treatment Operator-C

YEARS OF EXPERIENCE

14

YEARS WITH FIRM

Hired in 2019

EDUCATION

B.S., Architectural Engineering, University of Texas, 2006

REGISTRATION

Professional Engineer in Texas



Project Experience

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

Our team has worked together to complete many similar projects, some of which are described below. Following these project descriptions, we have included tables that demonstrate additional experience of our firm. These tables list our most recent GLO, federally funded, stormwater/drainage, and wastewater collection system and lift station projects.

As a result of the Bastrop Bayou Flood Gates and Detention Pond Flood Study, the Stormwater Management Master Plan, and our other ongoing projects with the City, our firm is familiar with local site conditions and construction challenges in the Richwood area. Furthermore, we currently serve the cities of Brazoria, Sweeny, and West Columbia, which are close neighbors of Richwood.

Expertise and experience with similar local and national projects instill confidence in successful projects for the City.

STORMWATER/DRAINAGE/FLOOD PROTECTION

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

Based on available flood damage documentation, 340 structures within the city of Richwood reported flood damage from Hurricane Harvey. In response to this catastrophic flood event, the City hired our firm to conduct a flood mitigation study to identify potential flood mitigation projects that will help relieve flood damage from future extreme rainfall events.

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

The result of the flood mitigation improvement plan included several component projects that included five flood gate structures, a proposed 50-acre-foot stormwater detention basin, a 15,000-gpm flood pumping station, and a flood control facility that will create 75 acre-feet of Bastrop Bayou flood storage. The total construction cost to fully implement the flood mitigation plan is estimated to be approximately \$8.8 million.

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



Hurricane Harvey drone flyover photo looking northeast along FM 2004 showing widespread and extensive flooding on the northeast side of the city.



Stormwater Management Master Plan – Richwood, TX

To build on our efforts to develop the Bastrop Bayou Flood Gates and Detention Pond Flood Study, we prepared a community-wide Stormwater Management Master Plan for the City of Richwood to further evaluate potential measures to relieve long-standing flooding and drainage issues. Project tasks we have performed for this ongoing project include:

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

This city-wide Stormwater Management Master Plan has created a roadmap for successfully addressing existing flooding and drainage issues throughout the city and will help reduce future flood-related damages and losses.

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

Drainage Improvements – Brazoria Garden Acres – Brazoria, TX

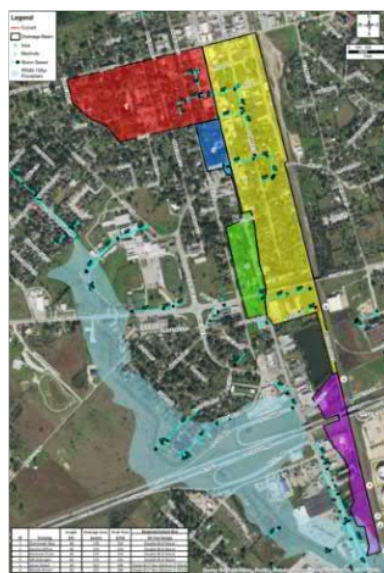
Brazoria Garden Acres, a residential subdivision with open ditch streets, had historically experienced flooding of homes during large rainfall events because of inadequate ditch and culvert capacity and excessively high street crown elevations. To reduce the frequency of flooding, we prepared a drainage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

Reference:
Roger Shugart
Mayor
979-798-2489

Front Street Improvements – Sealy, TX

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

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



Front Street watershed map.

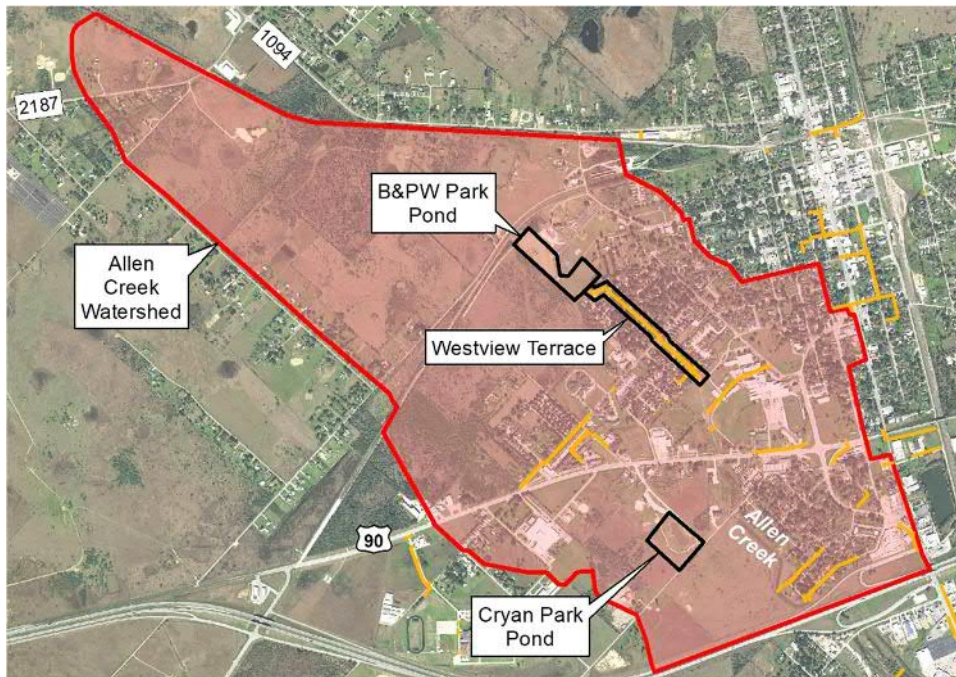
Reference:
Warren Escovy
Assistant City
Manager
979-885-1669

Allen Creek Watershed Drainage Study – Sealy, TX

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

Reference:
Warren Escovy
Assistant City
Manager
979-885-1669

Through completion of a detailed study of the project watershed and pond outlet structure, we evaluated and confirmed the capacity of the pond and recommended proposed detention improvements to increase pond capacity. The Westview Terrace subdivision, located in the upper reaches of Allen Creek, has been impacted with repetitive flooding problems for many years. Our firm was asked to evaluate drainage improvements proposed by the City's public works department. Based on our analysis, we were able to identify additional drainage improvements that would enable the drainage facilities to function such that a 25-year design storm could be conveyed effectively, and a 100-year storm would not negatively impact nearby structures.



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

Louanna Estates Drainage Improvements – Brenham, TX

We assisted the City of Brenham in addressing flooding and drainage issues in the Louanna Estates Subdivision because of multiple rainfall events. This project consisted of upsizing existing storm pipes and existing curb inlets to convey the 4 percent (25-year) storm event. This provided relief to the homeowners that were at the downstream end of the storm sewer system by collecting the stormwater underground quicker than under previous conditions. There was correspondence with TxDOT during design and construction to verify our approach and make the installation as smooth as possible with correct traffic control planning. Because this was located within a neighborhood, the construction crew had to allow citizens access to their driveways.

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



Hohlt Park Stream Restoration – Brenham, TX

The City received Natural Resources Conservation Service (NRCS) funding for reestablishing the side slopes of the waterways at Hohlt Park that eroded away because of multiple rainfall events. We assisted the City in the reconstruction of creek banks with new installation of rock riprap, giving a natural appearance. We developed a hydraulic model to analyze the shear stresses the water created against the banks and used that model to determine the size of the rock. There were multiple site visits and conversations with City staff to determine the most heavily impacted locations that needed repair. Greater repairs were needed in the locations that were near the walking trail. Because this was in a recreational area, timeframe and cleanliness during construction were important to the City.

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



Hohlt Park before and after reconstruction of creek banks.

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

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

- **Six Separate Drainage Projects**

We assisted the City of Brenham in addressing multiple erosion and infrastructure impacts in six separate drainageways within the city. These storm damage repair (SDR) projects included the Water Plant, Jackson Street, Ralston Creek, Gun and Rod Road, Alamo Street, and Schulte Boulevard.

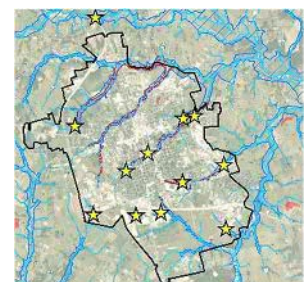
- **Bank Protection at the WWTP**

Because of severe erosion that occurred as the result of these flood events, several critical structures at the wastewater treatment plant had high exposure to potential damage from future flood events. We assisted the City with development of drawings and designs for a sheet piling flood wall and streambank stabilization improvements that will provide significant flood and erosion protection to the WWTP. This work included preparation of a HEC-RAS floodway model of existing and proposed conditions. This project was completed in late 2019.

- **Raw Water Line**

The sole line that brings raw water from Somerville Lake was exposed at a creek crossing and would have a major impact on the City's water service, if damaged. We designed a new water crossing that involves options to open cut, jack and bore, or horizontal directional drill to place the pipe under the creek. This project is currently under construction and will be completed in summer 2020.

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



FEMA drainage project locations in Brenham.



- **Industrial Road**

This key roadway was severely impacted at a stream crossing and we prepared a new culvert design to mitigate this issue. Coordination of the design with an existing regional detention basin was required. This project is currently under construction and will be completed in summer 2020.

- **Sanitary Pumping Stations**

We are currently designing improvements to two separate sanitary pumping stations to address flooding impacts to operation. These projects include the Munz Lift Station SDR and the Ralston Creek Lift Station. The Munz Lift Station project is currently being advertised for bids, while the Ralston Creek Lift Station project is nearing design completion.

- **Schulte Boulevard**

In order to correct damage caused by erosion, multiple sections of 48-inch reinforced concrete pipe were reinstalled utilizing cement-stabilized sand bedding, a new 48-inch safety end treatment was installed, and the three existing 42-inch safety end treatments were replaced with a reinforced concrete headwall, wingwalls, and concrete apron with dissipation blocks. Rock riprap was also installed over the existing exposed utilities. This project was completed in early 2020.

- **Jackson Street**

Because of severe erosion caused by heavy rain events, grouted rock riprap along with reinforced concrete slope paving were utilized to correct and prevent further erosion. This project was completed in early 2020.

Unity Park Flood Mitigation Improvements – Magnolia, TX

We were hired by the City of Magnolia to evaluate damage to an existing detention pond and spillway located in Unity Park. The pond was damaged during the 2016 floods that washed out several drainage structures at the pond, which acts as a regional detention pond. We provided plan development and design services for the reconstruction of portions of the detention pond, including a reinforced concrete overflow spillway and rock revetment improvements to protect and stabilize the receiving creek. We provided construction-related engineering services during construction of the project that was completed in the spring 2019. This was a FEMA-funded project.

Reference:
Todd Kana
Mayor
281-356-2266

Gun Range Road Storm Damage Repair – Somerville, TX

We prepared a H&H model and developed plans and designs of stormwater infrastructure, including reconstructing a damaged road during the May 2016 floods and increasing the capacity of the drainage crossing. Drainage improvements included roadway crossing precast, clear span, box culvert installation, and open-channel improvements. This was a FEMA-funded project.

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



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



Completed concrete culvert and asphalt pavement repair.



Anita Heights Subdivision Damage Repair – Somerville, TX

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

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

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

We are currently providing design and reconstruction services for street improvements in the City of Todd Mission, including excavating three sections of roadway and replacing with a cement-stabilized base and an asphalt surface, as well as culvert replacement, ditch grading, and repaving approximately 100 feet of roadway. This project will protect these roads from storm damage and increase the conveyance capacity of the drainage system.

Reference:
Neal Wendele
City Manager
936-894-3001

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

The City's existing 24- to 30-inch storm sewer system outfalls into Burton Creek. Several homes in the Melba Circle and Willow Bend Drive area had experienced frequent flooding whenever the capacity of the existing system was exceeded. We developed an XP-SWMM 2D stormwater model to simulate the H&H performance of the existing storm sewer system.

Reference:
Paul Kaspar
City Engineer
979-209-5030

The model interfaced the existing storm sewer system with surface topographic data collected from critical locations within the study area, as well as LIDAR topographic data, which enabled us to identify deficiencies within the existing system. Using the model, it was determined that the existing system capacity could convey approximately a 7-year design storm. Additionally, we determined that the high tailwater of Burton Creek was significantly affecting the lower reaches of the existing system.

We assisted the City in conducting meetings with the public to inform residents of proposed future improvements and validate the information we had obtained from the model. We provided the City with two options and cost estimates to mitigate flooding of the affected homes for the 100-year design storm.

Proposed improvements to the storm sewer system involved utilizing a portion of the existing system and rerouting a significant portion of the runoff around Melba Circle and down Willow Bend Drive. The selected alternative helped eliminate the need for significant improvements within the City's drainage easement through residential properties by rerouting the flow within City right of way. This project is currently under construction and will be completed this summer.



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



Several existing properties experienced frequent flooding.



Windover East and Old Oaks Subdivision Drainage Improvements – Bryan, TX

There were two areas of the city that experienced flooding of residences from heavy rainfalls. The City hired our firm to evaluate the cause of the flooding and to develop plans to reduce the frequency of flooding. After studying the areas, it was determined that the existing storm sewer systems lacked the capacity to carry the runoff from large rainfalls and there was no overland path the water could take to pass through the areas without entering residences. We developed plans and specifications for grading and paving of open flumes between the affected residences to safely pass the runoff from large rainfalls. The City has been very happy with the results of this work.

Reference:
Paul Kaspar
City Engineer
979-209-5030

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

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

Reference:
Kimberly Judge
Planning Director
936-258-2642

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

Phase 3 of this project consisted of installing reinforced concrete sloped paving (i.e., channel liner) in an existing drainage channel. Phase 3 was a continuation of two previous projects and completed the channel lining improvements. Approximately 735 linear feet of the channel length was lined with reinforced concrete sloped paving. The project required stripping of vegetation and grading to install the concrete channel liner. The segment of channel liner constructed connected to an existing channel liner located on both the easterly and westerly ends of the phase 3 segment. **This was a GLO-funded project.**

Reference:
Kimberly Judge
Planning Director
936-258-2642



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

Gill Branch Drainage Channel Replacement – Bastrop, TX

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

Reference:
Trey Job
Interim City Manager
512-332-8800



20-Year Comprehensive Facilities Plan – Louisville and Jefferson County Metropolitan Sewer District, KY

The Louisville and Jefferson County Metropolitan Sewer District (MSD) hired a team of consultants to prepare a Comprehensive Facilities Plan to cover all aspects of its utility. This ‘first of its kind’ plan identifies, documents, compares and prioritizes future spending needs within the wastewater, stormwater, flood protection, and property management areas. The complete study delivered a holistic, prioritized list of capital projects, including funding needs, for the next 20-years. We collaborated with a team of consultants to author the plan. Our role was to lead the wastewater and flood protection service areas and support the overall plan by assisting in the stormwater services area, providing stakeholder process facilitation, and completing deputy project management duties.

Reference:
Stephanie Laughlin
Infrastructure
Planning Manager
502-540-6000

Planning for the wastewater services area addressed needs within MSD’s separate sanitary sewer system, combined sewer system, and at its five regional water quality treatment centers (WQTCs). The separate sanitary sewer system covers most of Jefferson County and includes the mitigation of known SSOs and implementation of a CMOM program. The combined sewer system projects will manage the discharge from more than 100 CSOs and implement projects previously planned for in its LTCP.

MSD spent the past 20 years consolidating treatment into five regional WQTCs ranging in capacity from 6 MGD to 120 MGD. One particularly demanding addition to the study is the 50-year look ahead for the 120 MGD Morris Forman WQTC, the largest WWTP in the State of Kentucky. MSD asked our team to add this comprehensive evaluation to our scope after a lightning strike caused a catastrophic failure and flood at the plant. The look ahead considers alternatives from restoring equipment and processes at the site to the separation of the liquid and solid treatment phases; construction of a new liquid treatment train on a remote site would make this possible. Average daily flow capacity is 120 MGD and peak-flow treatment capacity of up to 600 MGD is being considered.

Planning for the flood protection services area addressed both reliability and capacity concerns throughout the Ohio River Flood Protection System (ORFPS). The ORFPS is generally comprised of two main parts – the 29.5-mile-long system of floodwalls and levees that protect Jefferson County from floods on the Ohio River and the 16 flood pumping stations that lift interior drainage over the floodwalls and levees when the Ohio River is at flood stage.

Much of the floodwalls, levees, and pumping stations were built in the early 1950s. While these stations are infrequently used, they must be readily available when a significant storm hits Jefferson County. Original pumping equipment in many of these stations presented a significant concern regarding their reliability and MSD’s ability to find replacement parts when necessary. There was also a concern that the stations are no longer appropriately sized given the increased frequency of extreme storms. Our team performed condition assessments, determined each station’s current pumping capacity, and evaluated needed capacities for five levels of service, including reliability, capacity, and emergency power improvements.

Perhaps the most challenging aspect of the project was the prioritization of projects. With so many competing interests and a limited budget to implement them, a structured approach was required that would result in a defensible capital improvement plan. Projects were prioritized using a four-pronged quantitative scoring system that incorporated community-derived values, project costs, risk reduction, and professional judgement.

Working with a team of community stakeholders, six discreet values were identified and projects were scored based on how they enhanced or detracted these factors:

- 1. Public health
- 2. Property protection
- 3. Environmental quality
- 4. Regulatory compliance
- 5. Sustainability
- 6. Economic vitality



Stakeholder meeting used to develop the community values-based prioritization system.

These scores were divided by the project costs to develop a benefit to cost ratio. From there, a risk-reduction factor for each project was developed by calculating the risk before and after project completion. This factor was applied to the benefit/cost ratios to create an overall prioritization score. Projects were scheduled based on their prioritization score, with higher scoring projects set to begin sooner in the 20-year planning period than lower scoring projects.

To make certain that the prioritization method was robust and reliable, the overall recommendations were reviewed and professional judgement was applied to adjust scheduling, as necessary, to enable a logical sequence of work. The result was a comprehensive, 20-year facility plan that balances the requirements of MSD's regulatory commitments with the needs of a growing community. In total, nearly \$4.3 billion in recommendations were made, as shown in the table below.

Service Area and Program	Capital Cost (in escalated dollars)				Total FY2017 through FY2036
	FY2017 through FY2021	FY2022 through FY2026	FY2027 through FY2031	FY2032 through FY2036	
Wastewater	\$725.5 million	\$403.5 million	\$364.9 million	\$283.4 million	\$1,777.3 million
Consent Decree (IOAP)	\$449.3 million	\$38.7 million	N/A	N/A	\$488.0 million
NMC	\$112.7 million	\$33.2 million	\$35.1 million	\$40.0 million	\$221.0 million
CMOM	\$140.6 million	\$275.4 million	\$196.8 million	\$222.7 million	\$835.5 million
Development	\$22.9 million	\$56.2 million	\$133.0 million	\$20.7 million	\$232.8 million
Stormwater	\$350.9 million	\$616.8 million	\$628.9 million	\$785.6 million	\$2,382.2 million
Drainage	\$196.7 million	\$400.6 million	\$394.0 million	\$547.9 million	\$1,539.2 million
Floodplain Management	\$22.0 million	\$25.4 million	\$29.4 million	\$34.1 million	\$110.9 million
Stormwater Quality (MS4)	\$4.6 million	\$17.7 million	\$18.4 million	\$21.3 million	\$62.0 million
ORFPS	\$127.6 million	\$173.1 million	\$187.1 million	\$182.3 million	\$670.1 million
Support Systems	\$41.6 million	\$27.8 million	\$24.1 million	\$26.6 million	\$120.1 million
Capital Equipment	\$11.3 million	\$14.7 million	\$16.7 million	\$19.0 million	\$61.7 million
Facilities	\$26.6 million	\$8.3 million	\$3.2 million	\$2.7 million	\$40.8 million
IT	\$3.1 million	\$3.8 million	\$3.1 million	\$3.6 million	\$13.6 million
LOJIC	\$.6 million	\$1.0 million	\$1.1 million	\$1.3 million	\$4.0 million
Total Escalated Costs	\$1,118.0 million	\$1,048.2 million	\$1,017.9 million	\$1,095.6 million	\$4,279.6 million

FY – Fiscal Year

IT – Information Technology

MS4 – Municipal Separate Storm Sewer System

IOAP – Integrated Overflow Abatement Plan

LOJIC – Louisville/Jefferson County Information Consortium

ORFPS – Ohio River Flood Protection System



Western Parkway Flood Pumping Station Rehabilitation – Louisville, KY

The Western Parkway Flood Pumping Station, one of 16 such stations in MSD's flood protection system, is the first station to come on-line during flooding situations on the Ohio River. The station is one of several the U.S. Army Corps of Engineers designed and had constructed in the early 1950s. The station has four 233 MGD pumps with 1250 Hp motors and three 78 MGD pumps with 450 Hp motors. The total station capacity is 1,166 MGD with all pumps operating.

Reference:
Greg Powell
502-540-6000

Because of our familiarity with MSD's flood protection system, having completed a study that evaluated the integrity of all 16 stations, MSD requested our services to assist them in this rehabilitation effort. We assisted MSD in preparing a Request for Qualifications that could be used to select up to three design-build teams to continue the design-build process. We assisted MSD in its selection process and then helped MSD prepare standard drawings and specifications that the three selected teams were to follow in preparing 30 percent drawings and specifications. This included specifications for pumps, motors, and controls, as well as a more detailed evaluation of the structural integrity of the station to identify needed structural repairs.



Western Flood Pumping Station motor gallery.

The station was experiencing deterioration of the walls and ceilings within the wet well, suction bays, and discharge channel due to both the erosive forces of water moving through the wet well as well as from sulfuric acid attack from hydrogen sulfide in the water. We conducted an in-depth analysis of these areas that involved confined space entry to observe the 60-foot high walls. A structural report detailing the deterioration was prepared for MSD review. The report became part of the requirements for upgrade of the station in the design/build process. Ancillary items such as HVAC, sump pumps, painting, doors, office facilities, and aesthetic improvements were also identified. We assisted MSD in evaluating the three proposals so they could select a winning design-build team.

We also provided resident observation services on behalf of MSD throughout the construction of the station's rehabilitation. From our structural deterioration report, MSD determined that they would need to rehabilitate 22,400 square feet of the structure's concrete surfaces using an epoxy bonding agent and an epoxy mortar. Our resident observer, Ryan Tinsley, worked with the contractor to determine the areas that most needed repairs and recommended additional areas to MSD for future rehabilitation. Additionally, the contractor utilized a hydrophobic polyurethane grout to reseal all cracks and construction joints showing deterioration of the embedded reinforcing steel.



In addition to the general tasks associated with construction observation, our firm assisted MSD in monitoring pump and motor performance testing, impeller balancing, dye-penetration testing of fabrications, and paint thickness testing at the manufacturers' plants in Indianapolis, Indiana, and Cincinnati, Ohio. We also assist MSD in confirming that the labor and equipment met the requirements for a project receiving funds from the American Recovery and Reinvestment Act of 2009. Our documentation was so thorough and organized, it received commendations from the United States Environmental Protection Agency during the auditory process.

The greatest challenge associated with this project was that the station had to remain operational at all times. This meant that only one pump could be out of service at a time. Since the old pumps utilized synchronous motors running off 2,400 volts and the new pumps used induction motors with 4,160 volts, the contractor had to construct all of the electrical switchgear improvements prior to removing the first pump. The contractor also had to keep the existing electrical equipment intact for the duration of the pump replacements so that the existing pumps could be run in the event of a flood.

SANITARY SEWERS AND LIFT STATIONS

2018 Basin AJ-12 Sanitary Sewer Evaluation Survey and Rehabilitation – Huntsville, TX

We recently completed a sewer system evaluation survey (SSES) project for the City of Huntsville. The project consisted of approximately 80,000 linear feet of collection line and 370 manholes. The sewers were located on the college campus, as well as urban and residential areas. The services we provided consisted of smoke testing and manhole inspections to determine areas where I/I was severe.

Reference:
"Ram" Ramachandra
City Engineer
936-294-5760

We utilized computer tablets in the field to document our findings, including a GoPro camera that provided high-quality pictures to document the manhole conditions. This information obtained in the field was stored in a database developed by our firm and a report was generated that included findings and observations. The report also included rehabilitation methods and Engineers Opinion of Probable Construction Costs for each phase of the system to be rehabilitated. The City reviewed the report and then instructed us to develop plans and specifications for the first phase of the rehabilitation project.

The design and construction portion of this project consisted of approximately 9,300 linear feet of line rehabilitation by pipe bursting for 12-, 10-, 8-, and 6-inch lines. The project also included replacing approximately 83 manholes throughout Basin AJ-12. This project was completed in 2020.



Smoke testing and manhole inspection of Basin AJ-12.

Sewer System Evaluation Survey – Dayton, TX

We performed smoke testing and individual manhole inspections of the entire City of Dayton's collection system, which consisted of approximately 250,000 linear feet of sewer and 700 manholes. We prioritized the defects and developed a map showing the location of defects to help the City determine the best plan of action to take in addressing each in the future.

Reference:
Kimberly Judge
Planning Director
936-258-2642



TWDB Sanitary Sewer Collection System Improvements – Dayton, TX

Our firm provided design- and construction-phase engineering services for a TWDB-funded sanitary sewer replacement project in Dayton. The goal of the project was to replace old deteriorated clay and concrete sanitary sewers with new Standard Dimension Ration (SDR)-26 polyvinyl chloride (PVC) pipe material to reduce I/I in Dayton's sanitary sewer collection system. A total of 8,229 feet of sewer mains ranging in size from 6- to 15-inch diameter were replaced in this project. Another 2,226 feet of 4-inch service line was replaced as well. Many of the lines were directly replaced in the location of the old lines; however, because of ground cover, some line segments were pipe-burst. In addition to line replacement, several new concrete manhole and main line cleanouts were installed. We performed the plan development and design phase of this project in accordance with TWDB requirements. This project was completed in 2011.

Reference:
Kimberly Judge
Planning Director
936-258-2642

GLO CDBG-DR Sanitary Sewer Improvements – Liberty, TX

We provided plan development, application, design, and construction-related services for the replacement of approximately 2000 feet of 12-inch sanitary sewer line, services, manholes, and other appurtenances. During recent flood events, the City experienced severe I/I that overloaded its WWTP. The City identified a section of the collection system that contributed significantly to I/I and wanted to replace it. This line route includes several conflicts with existing utilities and storm sewer, as well as railroad and TxDOT highway crossings. The project will bid soon and construction is anticipated to be complete by the end of 2020.

Reference:
Tom Warner
City Manager
936-336-3684

2016 TxCDBG Sanitary Sewer Rehabilitation – Liberty, TX

We provided design- and construction-phase engineering services for the installation of approximately 4,700 feet of 6-, 8-, and 18-inch high density polyethylene (HDPE) sanitary sewer line by pipe bursting. This is a continuation of the previous 2012 CDBG Sanitary Sewer Rehabilitation project. The pipe bursting method of installation was selected because of the vegetative overgrowth of the existing utility easement, which would have cost additional time and money to clear and dig out with traditional open-cut line replacement methods.

Reference:
Tom Warner
City Manager
936-336-3684

2018 Water, Sanitary Sewer, and Sidewalk Improvements – Sweeny, TX

We provided design- and construction-phase services for the replacement of more than 3,200 feet of 6-, 8-, and 12-inch gravity sanitary sewer lines and 12 manholes. We installed approximately 7,100 feet of new 12-inch water line in TxDOT ROW. We also designed 1,500 feet of sidewalk, providing a route to a City park. This project includes permitting through TxDOT and installing improvements by bore and open-cut methods.

Reference:
Reese Cook
City Manager
979-548-3321

2017 TxCDBG Sanitary Sewer Improvements – Madisonville, TX

We provided design- and construction-phase engineering services for the installation of approximately 2,400 feet of 6-inch HDPE sanitary sewer line by pipe bursting. The existing clay line is under the travel lane of State Highway 21 and there is not enough room to relocate the line outside of the pavement. In order to minimize damage to the pavement, pipe bursting installation was specified. This project is currently under construction and the bid was on budget.

Reference:
Camilla Viator
City Manager
936-348-2748



2016 Magnolia Gardens Sanitary Sewer Replacement – Brazoria, TX

The Magnolia Gardens Sanitary Sewer Replacement project consisted of installation of 6-, 8-, and 10-inch HDPE gravity sanitary sewer by pipe bursting throughout the Magnolia Gardens Subdivision in Brazoria, Texas. Pipe bursting was performed to replace deteriorating clay and concrete sanitary sewer running through narrow utility easements in backyards. The City was able to save funds by performing all the replacements by pipe bursting in lieu of open-cut replacement because it eliminated the need for street repairs. This project also included replacement of manholes and service line tie-ins.

Reference:
Roger Shugart
 Mayor
 979-798-2489



Sections of the sanitary sewer pipe went through residential areas.



The project included connections to existing services and pavement repairs.

2008 TxCDBG Sanitary Sewer Rehabilitation and Lift Station – Splendor, TX

We provided design- and construction-phase services for the rehabilitation of an existing sanitary sewer system that was originally never put into service or tied into city infrastructure. The project included oversight of cleaning and video inspections of the existing gravity sanitary sewer lines and manholes and design- and construction-phase services for repairs to the existing lines, a new sanitary sewer lift station, and a new force main to tie the system into the City's gravity sanitary sewer collection system. This project was financed with CDBG funds.

Reference:
Danna Welter
 City Secretary
 281-689-3197



New Splendor lift station to serve approximately 120 homes.

2013 TxCDBG Hickory Creek Lift Station Improvements – Giddings, TX

We provided design- and construction-phase services for the demolition of the existing facilities and construction of a new lift station, including pumps, wet well, discharge piping, valves, fencing, electrical equipment, controls equipment, concrete, and all other incidentals. The project also included installation of gravity sanitary sewer lines, construction of force main lines and connection to the existing collection system, and installation of a standby generator with automatic transfer switch. This project was funded by the TxCDBG program.

Reference:
Spencer Schneider
 Public Works Director
 979-540-2716



Sanitary Sewer Rehabilitation Project – Giddings, TX

The City of Giddings approved a significant bond issue to comply with its voluntary TCEQ SSO program. Because of competitive bids received in the initial phase, funds were left over to enable us to perform a subsequent phase in 2011. We provided design and construction-phase services for the replacement of more than 14,500 feet of 6-inch and 8-inch gravity sanitary sewer lines serving more than 170 residential and commercial customers. The scope of work was related to the implementation of an SSO plan that we developed for the City under the SSO program promulgated by TCEQ. The SSO program promotes the identification and replacement of deteriorated sewer lines to prevent overflows and the related monetary fines from the TCEQ for an overflow.

Reference:
Spencer Schneider
Public Works Director
979-540-2716

DISASTER RECOVERY GENERATORS

Disaster Recovery Hurricane Ike Pump Station No. 1 and Water Well No. 6 Generator – Splendora, TX

We provided design- and construction-phase services for the construction of four standby generator systems, including diesel generator units with weatherproof enclosure, automatic transfer switch, wiring conduit, controls, and all incidental improvements for a fully operational system. Three of the four generators also required a concrete foundation and one required a sound reduction enclosure to be constructed.

Reference:
Danna Welter
City Secretary
281-689-3197

Hurricane Ike Disaster Recovery Round 2.2 Generator at Water Pumping Station – Brazoria, TX

We performed civil design and construction-phase services for the installation of a 150kW natural gas engine-driven emergency generator. We coordinated with an electrical engineer for the electrical design. **The generator installation was GLO-funded** to provide emergency power to the water pumping station, which had failed to function during the 2008 hurricanes. This project included a weatherproof enclosure, automatic transfer switch, concrete slab, wiring, conduit, controls, chain link fence improvements, and all incidentals.



Natural gas water pumping station generator.

Reference:
Roger Shugart
Mayor
979-798-2489

2011 TxCDBG Generator at Wastewater Treatment Plant – Caldwell, TX

We performed design- and construction-phase services for the installation of a 175kW natural gas engine-driven emergency generator. The electrical design for this project was provided by a subconsultant under our firm's direction. The generator was designed to power the City's WWTP. This project included a sound-attenuating enclosure, automatic transfer switch, main service disconnect, concrete foundation, wiring, conduit, controls, natural gas service, and all related incidentals. This project received TxCDBG funding.



Generator at wastewater treatment plant.

Reference:
Camden White
City Manager
979-567-3901

Disaster Recovery Hurricane Ike Generator Improvements, Round I, Phase II – Splendora, TX

We provided design- and construction-phase services for four natural-gas-fueled standby generators with weatherproof enclosures, automatic transfer switch, wiring, conduit, controls, concrete foundation, chain link fence, and all incidental improvements.

Reference:
Danna Welter
City Secretary
281-689-3197

Disaster Recovery Generator Improvements – Round I, Phase II – Magnolia, TX

We provided civil design and construction-phase services for the installation of six diesel fueled generator units. The electrical design was prepared by an electrical engineer under our firm's direction. The project included weatherproof enclosures, automatic transfer switches, wiring, conduit, controls, chain link fence improvements, concrete foundation, and all incidentals for each site. One site was in a floodplain and required the installation of a pre-engineered generator support structure. **We coordinated with GLO,** who provided funding for disaster recovery in response to the 2008 hurricanes to provide emergency power to sanitary sewer lift station that failed to function.



Melton Street lift station generator.

Reference:
Todd Kana
Mayor
281-356-2266

Round Top Water Plant Generator – West End Water Supply Corporation (WSC) – Industry, TX

We provided design- and construction-phase services for a 125kW emergency standby generator for the West End WSC's Round Top Water Plant site. WSC chose to install a propane engine-driven standby generator with a sound-attenuated enclosure. The electrical design for this project was prepared by an electrical engineer subconsultant under our direction. In addition to the generator and propane tank, the project included controls, automatic transfer switch, wiring, conduit, concrete foundation, and all related appurtenances for a fully operational system.

Reference:
Scottie Schubert
Operator
979-357-2389



Round Top water plant generator.



Electrical service and generator transfer switch.

General Land Office (GLO) Disaster Recovery Project Experience				
Project Name	Services Provided	Construction Cost	Completed	Contact
GLO CDBG-DR Sanitary Sewer Improvements – City of Liberty, Texas	Plan development, funding application, design, and construction-related services for the replacement of approximately 2000 feet of 12-inch sanitary sewer line, services, manholes and other appurtenances. During recent flood events, the City experienced severe I/I that overloaded its WWTP. The City identified a section of the collection system that contributed significantly to the I/I and needed to be replaced. The line route includes several conflicts with existing utilities and storm sewer, as well as a railroad crossing and TxDOT highway crossing. The project will bid soon and construction is anticipated to be complete by the end of 2020.	Estimated: \$311,000	Under Design	Tom Warner City Manager (936) 336-3684
2020 GLO CDBG-DR Front Street and Alleyway Drainage Improvements – City of Sealy, Texas	Design- and construction-phase services for the rehabilitation of the existing drainage channel located within a 24-foot easement between properties. The project consists of concrete lining approximately 3,000 linear feet of the existing alley channel and regarding approximately 1,500 linear feet of the earthen channel along Front Street. A hydrologic and hydraulic analysis was completed for this project using a 2D-modeling software.	Estimated: \$1,300,000	Under Design	Warren Escovy Assistant City Manager (979) 885-1669
2019 CDBG-DR Drainage and Street Improvements – Basic Services – City of Somerville, Texas	Design- and construction-phase services for approximately 1,860 linear feet of street rehabilitation, including four cul-de-sacs, and 650 linear feet of storm sewer with inlets to decrease drainage by curb and gutter. Street improvements include removing and replacing curb and gutter, pulverizing existing asphalt surface and base, installing double course asphaltic treatment, valley gutters, storm sewer pipe and inlets, sidewalks, and all associated site work including seeding. This project also included approximately 650 linear feet of storm sewer with inlets to decrease the amount of runoff in the streets.	Estimated: \$481,000	Anticipated Late-2020	Kathy Pollock Assistant to the City Administrator (979) 596-1122
GLO CDBG-DR La Grange 14-inch Water Line – Fayette County, Texas	Project consists of about a mile of new 14-inch water line travelling from an existing pumping station to an existing elevated storage tank that will tie-in water services, replace existing smaller lines, and provide adequate pressure and capacity for La Grange's water system. Flooding from Hurricane Harvey contaminated the water well along the route, significantly diminishing water service in La Grange. This project is currently under design.	Estimated: \$916,000	Under Design	Joe Weber Judge (979) 968-6469
2017 GLO CDBG-DR Hurricane Harvey-Houston Street Drainage Culvert – City of Cleveland, Texas	Project consists of design and ditch regrading for a new 8-foot by 3-foot box culvert to parallel an existing culvert travelling underneath a TxDOT roadway in the city, the main roadway through the heart of the city. This ditch was heavily eroded because of significant rainfalls during Hurricane Harvey. This project is currently under design.	Estimated: \$137,575	Bidding Phase	Kelly McDonald City Manager (281) 592-2667
2017 GLO CDBG-DR Hurricane Harvey-Water Plant No. 3 Generator – City of Cleveland, Texas	Project consists of design and replacement of a diesel engine-driven generator with weatherproof enclosure, automatic transfer switch, wiring conduit, controls, concrete foundation, and all related appurtenances for a fully operational system. The existing generator was damaged due to significant rainfalls during Hurricane Harvey. This project is currently under design.	Estimated: \$119,530	Bidding Phase	Kelly McDonald City Manager (281) 592-2667

General Land Office (GLO) Disaster Recovery Project Experience				
Project Name	Services Provided	Construction Cost	Completed	Contact
GLO CDBG-DR Timberbrook Estates Drainage Improvements – City of Magnolia, Texas	Design- and construction-phase services for reshaping ditches, replacement of existing driveway culverts, and providing erosion control for a subdivision in the City. There are existing culverts and ditches that have inverse flowlines that need to be corrected. This project is currently under construction.	Estimated: \$367,000 Actual: \$350,010	Under Construction	Todd Kana Mayor (281) 356-2266
Disaster Recovery Round 2.2 – New Fire Station No. 1 and Demolition of Existing Fire Station No. 1 – City of Galveston, Texas	Design- and construction-phase services for a new, 27,700-square-foot fire station and for demolition of existing Fire Station No. 1 after completion of the new fire station. We designed the mechanical, electrical, and plumbing systems as well as the civil site improvements and served as the lead consultant and representative to the City for the entire project.	Estimated: \$9,460,320	Under Construction	Mike Wisko Fire Chief (409) 797-3850
Disaster Recovery Generator Improvements Round 2.2 – City of Hardin, Texas	Work consists of one generator and concrete foundation, an automatic transfer switch, and related electrical work.	Estimated: \$55,469 Actual: \$55,469	2015	Julie Terry City Council (936) 298-2117
Disaster Recovery Generator Improvements Round 2.2 – City of Daisetta, Texas	Design- and construction-phase services for the installation of three standby generators, a generator with sound attenuated enclosures, foundation, electrical equipment, related electrical raceways and wiring, an automatic transfer switch, and fencing.	Estimated: \$140,000 Actual: \$132,825	2014	Joan Caruthers City Secretary (936) 536-6761
Disaster Recovery Generator Improvements Round 2.2 – City of Sweeny, Texas	Design- and construction-phase services for the installation of an automatic transfer switch, electrical equipment, foundation, three standby generators, related electrical raceways and wiring, and fencing.	Estimated: \$185,000 Actual: \$147,435	2013	Reese Cook City Secretary (979) 548-3321
Hurricane Ike Disaster Recovery Round 2.2 Generator at Water Pumping Station – City of Brazoria, Texas	Design- and construction-phase services for the installation of one 150kW standby natural gas engine-driven generator at the Water Pump Station located on Front Street in Brazoria, Texas. The generator installation included a weatherproof enclosure, automatic transfer switch, concrete slab, wiring, conduit, controls, chain link fence improvements, and all related appurtenances for a fully operational system.	Estimated: \$150,000 Actual: \$91,369	2013	Roger Shugart Mayor (979) 798-2489
Hurricane Ike Disaster Recovery Generator Improvements Round I, Phase II – City of Splendora, Texas	Project consisted of installing one 205 kW, standby, natural gas generator, two 29 kW, standby, natural gas generators, and one 60kW, standby, natural gas generator unit at four separate locations. Each of the four generator installations included a weatherproof enclosure, automatic transfer switch, concrete slab, wiring, conduit, controls, and all related appurtenances for a fully operational system. Three of the generator installations include chain link fence improvements.	Estimated: \$335,000 Actual: \$238,469	2013	Danna Welter City Secretary (281) 689-3197
Hurricane Ike Disaster Recovery Generator Improvements Round I, Phase II – City of Magnolia, Texas	Design- and construction-phase services for five diesel generator units with weatherproof enclosure, automatic transfer switch, wiring conduit, controls, concrete foundation, and all incidental improvements.	Estimated: \$235,000 Actual: \$277,800	2013	Todd Kana Mayor (281) 356-2266

Federally Funded Project Experience				
Project Name	Services Provided	Construction Cost	Completed	Contact
TxCDBG Wolters Avenue Ground Storage Tank – City of Schulenburg, Texas	Design- and construction-related services for a new 300,000-gallon ground storage tank, associated piping, and new aerator at the existing main water plant site. Design included options for both welded steel or pre-stressed concrete tanks in order for the City to better decide on the most cost-effective solution. The concrete tank option was selected and a new aerator was constructed on the new tank roof.	Estimated: \$1,200,000	April 2020	Tami Walker City Administrator (979) 743-4126
2019 CDBG-DR Drainage and Street Improvements – Basic Services – City of Somerville, Texas	Design- and construction-phase services for approximately 1,860 linear feet of street rehabilitation, including four cul-de-sacs, and 650 linear feet of storm sewer with inlets to decrease drainage by curb and gutter. Street improvements include removing and replacing curb and gutter, pulverizing existing asphalt surface and base, installing double course asphaltic treatment, valley gutters, storm sewer pipe and inlets, sidewalks, and all associated site work, including seeding. This project also included approximately 650 linear feet of storm sewer with inlets to decrease the amount of runoff in the streets.	Estimated: \$481,000	Anticipated Late-2020	Kathy Pollock Assistant to the City Administrator (979) 596-1122
TxCDBG Hwy 21 Sewer – Madisonville, Texas	Design- and construction-phase services for the replacement of more than 2,400 feet of 6-inch gravity sanitary sewer lines serving more than 17 residential and commercial sewer customers/connections. This line was installed by pipe bursting underneath TxDOT right of way. The original cost estimate was prepared based on significant open cut of the TxDOT highway and extensive traffic control. Pipe bursting helped reduce the overall construction cost as well as traffic control costs.	Estimated: \$406,670 Actual: \$233,606	2019	Camilla Viator City Manager (936) 348-2748
2016 TxCDBG Water System Improvements – City of Calvert, Texas	Design- and construction-phase services for water system improvements, including the installation of insertable valves.	Estimated: \$215,000 Actual: \$212,000	2018	Kevin O'Carroll City Administrator (979) 364-2881
2016 TxCDBG Church Street Elevated Storage Tank Rehabilitation – City of Brenham, Texas	Design services for the rehabilitation of a 300,000-gallon elevated water storage tank. The project included lead abatement, miscellaneous structural repairs, and interior and exterior recoating of the tank.	Estimated: \$400,000 Actual: \$346,000	2018	Dane Rau Public Works Director (979) 337-7407
2019 TCF U.S. 290 Deceleration Lane for New CEFCO – City of Giddings, Texas	A new service station development was proposed along Highway 290 in Giddings that increased automobile traffic and the number of 18-wheelers slowing down and turning in to the new business. The City obtained a grant from the Texas Capital Fund (TCF) to help with design and construction costs for a new deceleration lane and traffic signal. The project included approximately 300 linear feet of new turn lane pavement, restriping, and a new signal for the intersection. We provided design- and construction-related services and coordinated with the developer, the Texas Department of Transportation (TxDOT), grant administrators, and the City.	Actual: \$448,573	2018	Spencer Schneider Public Works Director (979) 540-2716
2015 TxCDBG Rice Mill Lift Station Improvements – City of Eagle Lake, Texas	Design- and construction-phase engineering services for the replacement of an existing sanitary sewer lift station in Eagle Lake. The project included the construction of new wet-well, pumps, piping, controls fencing, and generator hookup in order to replace an old and failing lift station. Once constructed, the new station was tied into the existing gravity system and force main and the old station was removed. The project also included installation of new aeration blowers for the digester at the City's WWTP.	Estimated: \$345,000 Actual: \$346,000	2017	Mary Parr Mayor (979) 234-2640

Federally Funded Project Experience				
Project Name	Services Provided	Construction Cost	Completed	Contact
Disaster Recovery Round 2.2 – New Fire Station No. 1 and Demolition of Existing Fire Station No. 1 – City of Galveston, Texas	Design- and construction-phase services for a new, 27,700-square-foot fire station and the demolition of existing Fire Station No. 1 after completion of the new fire station. We designed the mechanical, electrical, and plumbing systems, as well as the civil site improvements, and served as the lead consultant and representative to the City for the entire project.	Estimated: \$9,460,320 Actual: \$9,415,000	2017	Mike Wisko Fire Chief (409) 797-3850
TxCDBG Pinewood Estates Sewer Improvements and Lift Station – City of Splendora, Texas	Design- and construction-phase services for first time sanitary sewer service to approximately 30 residential customers. Project included a new duplex grinder pump lift station with controls and an emergency generator. Project also included approximately 4,000 feet of new 6-inch PVC gravity sewer line and 5,400 feet of 2.5-inch PVC force main. This project was funded by TxCDBG grant funding available from the Texas Department of Agriculture.	Estimated: \$560,000 Actual: \$550,548	2017	Danna Welter City Secretary (281) 689-3197
TxCDBG Water Tank Rehabilitation – City of Daisetta, Texas	Design services for the rehabilitation of a 100,000-gallon elevated water storage tank and a 125,000-gallon, bolted galvanized steel ground water storage tank. The project consisted of miscellaneous structural repairs, interior and exterior recoating of the elevated tank, and interior coating of the ground storage tank with a 100 percent solids elastomeric polyurethane coating system.	Estimated: \$285,000 Actual: \$274,544	2017	Joan Caruthers City Secretary (936) 536-6761
TCF Utility Extensions and New Sidewalk – City of Sealy, Texas	Design- and construction-phase services for gas main, water main, and sanitary sewer main extensions, and a 4-foot-wide concrete sidewalk for a new development near the intersection of FM3538 and the I-10 Frontage Road in the city of Sealy. This project utilized grant funding.	Estimated: \$220,000 Actual: \$230,675	2016	Warren Escovy Assistant City Manager (979) 885-1669
Disaster Recovery Generator Improvements Round 2.2 – City of Hardin, Texas	Work consisted of one generator and concrete foundation, an automatic transfer switch, and related electrical work.	Estimated: \$55,469 Actual: \$55,469	2015	Julie Terry City Council (936) 298-2117
2013 TxCDBG System-wide SCADA and Selected Pumping Stations Improvements Project – City of Sealy, Texas	Design- and construction-phase services for SCADA system for the water system, plus local controls at each water pump station. Project included electrical equipment, wiring and conduit, three new booster pumps and related piping, yard piping, connections to existing ground storage tank, building renovations, and construction of a new chlorination building.	Estimated: \$750,000 Actual: \$752,348	2015	Warren Escovy Assistant City Manager (979) 885-1669
2013 TxCDBG Water Meter Replacement Project – City of Cameron, Texas	Design- and construction-phase services for replacement of existing residential direct-read water meters with Automated Meter Reading (AMR) meters and new direct-read water meters. The project also included providing a mobile meter reading unit and installation of route management/data transfer software.	Estimated: \$300,000 Actual: \$313,721	2015	Rhett Parker City Manager (254) 697-6646
TxCDBG Sewer Rehabilitation Program – City of Liberty, Texas	Design- and construction-phase services for the installation of 6-inch HDPE gravity sanitary sewer by pipe bursting within unopened right of way as well as city streets. The project included connections to existing manholes, installation of new manholes, tie-ins to existing residential services, pavement repair, and other appurtenances.	Estimated: \$235,000 Actual: \$214,409	2014	Tom Warner City Manager (936) 336-3684

Federally Funded Project Experience				
Project Name	Services Provided	Construction Cost	Completed	Contact
2011 TCDP Generator at Wastewater Treatment Plant – City of Caldwell, Texas	Design- and construction-phase services for installation of an emergency generator system, including replacement of the motor control center, to power the City of Caldwell's wastewater treatment plant and associated facilities. Design was completed for a base bid of a natural-gas powered generator and an alternate bid for a diesel powered unit.	Estimated: \$261,000 Actual: \$208,681	2014	Camden White City Manager (979) 567-3901
Disaster Recovery Generator Improvements Round 2.2 – City of Daisetta, Texas	Design- and construction-phase services for the installation of three standby generators, a generator with sound attenuated enclosures, foundation, electrical equipment, related electrical raceways and wiring, an automatic transfer switch, and fencing.	Estimated: \$140,000 Actual: \$132,825	2014	Joan Caruthers City Secretary (936) 536-6761
TCF Utility Relocations – City of Giddings, Texas	Design- and construction-phase services for the installation of new PVC conduit to relocate existing overhead utilities. The project included installation of 240 feet of nine-each of 4-inch Sch. 80 PVC conduit duct bank encased in red concrete, 260 feet of two-each 4-inch Sch. 80 PVC conduit (direct bury), 80 feet of 2-each 4-inch Sch 80 PVC conduit by bore (no casing), and 240 feet of one-each of 2-inch Sch. 80 PVC conduit (direct bury). This project received TCF grant funding and was completed in 2013.	Estimated: \$290,000 Actual: \$50,690	2013	Spencer Schneider Public Works Director (979) 540-2716
TCF Downtown Sidewalk Revitalization – City of Navasota, Texas	Design- and construction-phase services for demolition/removal and reconstruction of existing sidewalks, curb and gutter, and a portion of alley along the south side of Washington Avenue (SH 105) between Railroad Street and LaSalle Street (BUS 6) in Navasota, Texas.	Estimated: \$160,000 Actual: \$172,494	2013	Brad Stafford City Manager (936) 825-6475
2011 TCF Utility Relocation for Rattlers – City of Giddings, Texas	We provided design- and construction-phase services for the relocation of approximately 250 linear feet of electrical duct bank, telephone, fiber optic and natural gas utility lines to make way for a new service station and restaurant. This project included coordination with five different Utility companies to manage all relocations.	Estimated: \$245,000 Actual: \$50,680	2013	Spencer Schneider Public Works Director (979) 540-2716
2013 TxCDBG Sewer Replacement – City of Brazoria, Texas	Design- and construction-phase services for the installation of 10-, 8-, and 6-inch HDPE gravity sanitary sewer by pipe bursting and installation of 8- and 6-inch PVC gravity sanitary sewer by open cut in various allies and streets in Brazoria, Texas. The project included connections to existing services, tie-ins to existing manholes, pavement repairs, and related appurtenances.	Actual: \$240,542	2013	Roger Shugart Mayor (979) 798-2489
Disaster Recovery Generator Improvements Round 2.2 – City of Sweeny, Texas	Design- and construction-phase services for the installation of an automatic transfer switch, electrical equipment, foundation, three standby generators, related electrical raceways and wiring, and fencing.	Estimated: \$185,000 Actual: \$147,435	2013	Reese Cook City Manager (979) 548-3321
2012 TxCDBG Water Booster Pump Replacement Project – City of Daisetta, Texas	Design- and construction-phase services for the removal of three booster pumps (two with motors), and concrete pads, and the installation of three booster pumps with motors on concrete pads, and electrical wiring and conduits, from the existing motor starters to the new pump motors, including motor-winding heater wiring from the existing 120/240v single-phase breaker panel.	Estimated: \$100,000 Actual: \$121,187	2013	Joan Caruthers City Secretary (936) 536-6761

Federally Funded Project Experience				
Project Name	Services Provided	Construction Cost	Completed	Contact
2012 TxCDBG Water Well Rehabilitation Project – City of Daisetta, Texas	Design- and construction-phase services for the installation of a new submersible pump and motor, new wiring in the well, new airline in the well, wire line lowering tubing in the well as detailed, and existing 4-inch pump column with one new additional 21-foot joint of 4-inch galvanized steel pump column for two wells.	Estimated: \$80,000 Actual: \$53,011	2013	Joan Caruthers City Secretary (936) 536-6761
Hurricane Ike Disaster Recovery Round 2.2 Generator at Water Pumping Station – City of Brazoria, Texas	Design- and construction-phase services for the installation of one 150kW, standby, natural gas engine-driven generator at the Water Pump Station located on Front Street in Brazoria, Texas. The generator installation included a weatherproof enclosure, automatic transfer switch, concrete slab, wiring, conduit, controls, chain link fence improvements, and all related appurtenances for a fully operational system.	Estimated: \$150,000 Actual: \$91,369	2013	Roger Shugart Mayor (979) 798-2489
Hurricane Ike Disaster Recovery Generator Improvements Round I, Phase II – City of Splendora, Texas	Project consisted of installing one 205 kW, standby, natural gas generator, two 29 kW, standby, natural gas generators, and one 60 kW, standby, natural gas generator unit at four separate locations. Each of the four generator installations included a weatherproof enclosure, automatic transfer switch, concrete slab, wiring, conduit, controls, and all related appurtenances for a fully operational system. Three of the generator installations include chain link fence improvements.	Estimated: \$335,000 Actual: \$238,469	2013	Danna Welter City Secretary (281) 689-3197
Hurricane Ike Disaster Recovery Generator Improvements Round I, Phase II – City of Magnolia, Texas	Design- and construction-phase services for five diesel generator units with weatherproof enclosure, automatic transfer switch, wiring conduit, controls, concrete foundation, and all incidental improvements.	Estimated: \$235,000 Actual: \$277,800	2013	Todd Kana Mayor (281) 356-2266
2011 Hackberry Street Elevated Storage Tank (EST) Rehabilitation – City of Sweeny, Texas	Design- and construction-phase services for the rehabilitation of an elevated storage tank. The project consisted of miscellaneous structural repairs and interior and exterior recoating of a 200,000-gallon elevated water storage tank.	Estimated: \$217,000 Actual: \$246,258	2012	Reese Cook City Manager (979) 548-3321
EDA 2009 Babylon Wastewater Treatment Plant Expansion – City of Schulenburg, Texas	Design- and construction-phase services for expansion of an existing wastewater treatment plant facility. Project included demolition of existing plant structures and the addition of an influent lift station, headworks structure with mechanical screening equipment and flow splitting, oxidation ditch with mechanical aerators in a reinforced concrete basin, final clarifier, chlorine contact chamber, non-potable water pumping station, RAS/WAS pumping station, wedge water sludge drying beds, sludge storage area, and chlorination equipment.	Estimated: \$2,656,702 Actual: \$2,478,300	2012	Tami Walker City Administrator (979) 743-4126

Drainage/Culvert Upgrade Project Experience				
Project Name	Services Provided	Construction Cost	Completed	Contact
Stormwater Management Master Plan – City of Richwood, Texas	Building upon our efforts to develop the Bastrop Bayou Flood Gates and Detention Pond Flood Study, we are preparing a communitywide Stormwater Management Master Plan for the City of Richwood to further evaluate potential measures to relieve long-standing flooding and drainage issues. This city-wide Stormwater Management Master Plan will create a roadmap for successfully addressing existing flooding and drainage issues throughout the city and will help reduce future flood-related damage and loss	N/A (Study)	Ongoing	Clif Custer Director of Public Works (979) 265-2082
Industrial Road (May 2016 Flooding, Drainage, and FEMA-Related Projects) – City of Brenham, Texas	This key roadway was severely impacted at a stream crossing and we prepared a new culvert design to mitigate this issue. Coordination of the design with an existing regional detention basin was required.	Estimated: \$359,544 Actual: \$321,885	Under Construction	Dane Rau Public Works Director (979) 337-7407
Anita Heights Subdivision Damage Repair – City of Somerville, Texas	We provided street and drainage infrastructure repairs throughout Anita Heights Subdivision, a low- and moderate-income (LMI) neighborhood. This subdivision suffered from street flooding during storms because of silted gutter lines and inlets. The storm sewer was minimal and needed to be improved and gutter lines throughout the neighborhood needed to be cleaned out to improve flow. This was a GLO-funded project.	Estimated: \$559,000 Actual: \$496,450	Under Construction	Kathy Pollock Assistant to the City Administrator (979) 596-1122
Jackson Street (May 2016 Flooding, Drainage, and FEMA-Related Projects) – City of Brenham, Texas	Because of severe erosion caused by heavy rain events, grouted rock riprap along with reinforced concrete slope paving were utilized to correct and prevent further erosion.	Estimated: \$162,252 Actual: 153,135	2020	Dane Rau Public Works Director (979) 337-7407
Unity Park Flood Mitigation Improvements – City of Magnolia, Texas	We were hired by the City of Magnolia to evaluate damage to an existing detention pond and spillway located in Unity Park. The pond was damaged during the 2016 floods that washed out several drainage structures at the pond that serves as a regional detention pond. We provided plan development and design services for the reconstruction of portions of the detention pond, including a reinforced concrete overflow spillway and rock revetment improvements to protect and stabilize the receiving creek. We provided construction-related engineering services during construction of the project, which was completed in the spring of 2019. This was a FEMA-funded project.	Estimated: \$205,000 Actual: \$162,473	2020	Todd Kana Mayor (281) 356-2266
Gill Branch Drainage Channel Replacement – City of Bastrop, Texas	We assisted the City of Bastrop in addressing drainage channel issues in the Gill Branch channel, at the intersection of Lovers Lane and College Street, stemming from multiple high velocity rainfall events. The existing concrete channel was broken and failing to convey the water in an adequate manner. This project consisted of replacing approximately 5,000 square feet of existing concrete slope paving to redefine the channel alongside Highway 71.	Estimated: \$200,000 Actual: \$193,200	2020	Trey Job Interim City Manager (512) 332-8800

Drainage/Culvert Upgrade Project Experience				
Project Name	Services Provided	Construction Cost	Completed	Contact
Hohlt Park Stream Restoration – City of Brenham, Texas	The City received Natural Resources Conservation Service (NRCS) funding for the reestablishment of the side slopes of the waterways at Hohlt Park that had eroded away because of multiple rainfall events. We assisted the City in the reconstruction of creek banks with new installation of rock riprap, giving a natural appearance. We performed hydraulic modeling to analyze the shear stresses the waters created against the banks and used that modeling to determine the size of the rock.	Estimated: \$392,000 Actual: \$371,460	2020	Dane Rau Public Works Director (979) 337-7407
Melba Circle and Willow Bend Drive Drainage Study and Improvements – City of Bryan, Texas	We developed an XP-SWMM 2D stormwater model to simulate the hydrology and hydraulics performance of the existing storm sewer system. Utilizing the model, it was determined that the existing system capacity could convey approximately a 7-year design storm. We provided the City with two options and cost estimates to mitigate flooding of the affected homes for the 100-year design storm. The selected alternative helped eliminate the need for significant improvements within the City's drainage easement through residential properties, while rerouting the flow within City right of way.	Estimated: \$858,000 Actual: \$748,970	2020	Paul Kaspar City Engineer (979) 209-5030
Bastrop Bayou Flood Gates and Detention Pond Flood Study – City of Richwood, Texas	Based on available flood damage documentation, 340 structures within the City of Richwood reported flood damage from Hurricane Harvey. The City hired our firm to conduct a flood mitigation study to identify potential flood mitigation projects that will help relieve flood damage from future extreme rainfall events. The result of the flood mitigation improvement plan included several component projects that included five flood gate structures, a proposed 50-acre-foot stormwater detention basin, a 15,000-gallon-per-minute (GPM) flood pumping station, and a flood control facility that will create 75 acre-feet of Bastrop Bayou flood storage. We prepared a cost-benefit analysis that indicated that the reduction in flood damages over the 50-year design life of the projects would be more than \$14 million, thereby justifying funding for the project.	Estimated: \$8,800,000	2019	Clif Custer Public Works Director (979) 265-2082
Schulte Boulevard (May 2016 Flooding, Drainage, and FEMA-Related Projects) – City of Brenham, Texas	In order to correct damage caused by erosion, multiple sections of 48-inch reinforced concrete pipe were reinstalled utilizing cement-stabilized sand bedding, a new 48-inch safety end treatment was installed, and the three existing 42-inch safety end treatments were replaced with a reinforced concrete headwall, wingwalls, and concrete apron with dissipation blocks. Rock riprap was also installed over the existing exposed utilities.	Estimated: \$76,615 Actual: \$75,012	2019	Dane Rau Public Works Director (979) 337-7407
Bank Protection at the WWTP (May 2016 Flooding, Drainage, and FEMA-Related Projects) – City of Brenham, Texas	Because of severe erosion that occurred as the result of these flood events, several critical structures at the WWTP had high exposure to potential damage from future flood events. We assisted the City with development of plans and designs for a sheet piling flood wall and streambank stabilization improvements that will provide significant flood and erosion protection to the WWTP. This work included preparation of a HEC-RAS floodway model of existing and proposed conditions.	Estimated: \$1,309,005 Actual: \$1,380,120	2019	Dane Rau Public Works Director (979) 337-7407

Drainage/Culvert Upgrade Project Experience				
Project Name	Services Provided	Construction Cost	Completed	Contact
Gun Range Road Storm Damage Repair – City of Somerville, Texas	Prepared hydrologic and hydraulic models, plans, and designs for stormwater infrastructure, including reconstructing of a road damaged during May 2016 floods and increased capacity of the drainage crossing. Drainage improvements included roadway crossing precast, clear span, box culvert installation, and open-channel improvements.	Estimated: \$114,650 Actual: \$128,425	2018	Kathy Pollock Assistant to the City Administrator (979) 596-1122
Front Street Drainage Improvements – City of Sealy, Texas	Prepared hydrologic and hydraulic models, plans, and designs for stormwater infrastructure to improve drainage capacity. Improvements included five roadway crossing box culvert replacements, removal of one restrictive culvert crossing, and 4,400 lineal feet of open-channel improvements.	Estimated: \$625,000 Actual: \$639,729	2018	Warren Escovy Assistant City Manager (979) 885-1669
Sonora Municipal Airport Improvements – City of Sonora, Texas	Prepared hydraulic calculations and designed new airport drainage infrastructure to reduce runoff to downstream roadway ditches and businesses. Prepared plans and specifications for design of airport drainage improvements, including storm sewer and widening/rerouting ditches. <i>*During bidding, based on property owner input, the City requested, and TxDOT concurred, that we incorporate additional drainage improvements into the project. During construction, the contractor encountered underground electrical utilities for which no written record existed. These utilities were dealt with by change order.</i>	Estimated: \$555,795 Actual: \$827,755*	2014	Art Fuentes City Manager (325) 387-2558
Wharton Regional Airport – City of Wharton, Texas	Prepared hydraulic calculations and designed new airport drainage improvements to improve drainage around and away from pavement areas. Prepared plans and specifications for design of airport drainage improvements, including up-sizing culvert systems and widening/improving ditches.	Estimated: \$719,100 Actual: \$636,861	2013	David Allen Airport Manager (979) 532-3210
2012 State Highway 321 Outfall Ditch Improvements, Phase 3 – City of Dayton, Texas	Phase 3 of this project consisted of installation of reinforced concrete sloped paving (i.e., channel liner) in an existing drainage channel. Phase 3 was a continuation of two previous projects and completed the channel lining improvements. The length of the channel that was lined with reinforced concrete sloped paving was approximately 735 linear feet. The project required stripping of vegetation and grading in order to install the concrete channel liner. The segment of channel liner constructed connected to existing channel liner located on both the easterly and westerly ends of the phase 3 segment.	Estimated: \$235,000 Actual: \$203,250	2013	Kimberly Judge Director of Planning (936) 258-2642
2010 Hurricane Ike Drainage Improvements, Phase 2 – City of Dayton, Texas	Design- and construction-phase services for improvements to an existing drainage channel. Improvements included continuing a concrete-lined, 10-foot, flat bottom trapezoidal ditch from approximate station 7+00 to station 11+20. The channel was re-shaped and was stripped of vegetation and re-graded.	Estimated: \$215,380 Actual: \$160,183	2012	Kimberly Judge Director of Planning (936) 258-2642

Drainage/Culvert Upgrade Project Experience				
Project Name	Services Provided	Construction Cost	Completed	Contact
2010 Hurricane Ike Drainage Improvements – City of Dayton, Texas	Design- and construction-phase services for improvements to an existing drainage channel to the north of the Union Pacific railroad tracks. Improvements include jacking, boring, or tunneling approximately 83.5 feet of 9- by 6-foot-span box culvert; installation of wingwalls; removal of debris, vegetative overgrowth, and sediment buildup; and reshaping and regrading, as necessary, in other areas of the channel.	Estimated: \$748,000 Actual: \$912,457	2012	Kimberly Judge Director of Planning (936) 258-2642
Windover East and Old Oaks Subdivision Drainage Improvements – City of Bryan, Texas	There were two areas of the city that experienced flooding from heavy rainfalls. We determined that the existing storm sewer systems lacked the capacity to carry the runoff from large rainfalls and there was no overland path the water could take to pass through the areas without entering residences. We developed plans and specifications for grading and paving of open flumes between the affected residences to safely pass the runoff from large rainfalls.	Estimated: \$527,000 Actual: \$265,690	2011	Paul Kaspar City Engineer (979) 209-5030

Wastewater Collection System and Lift Station Project Experience				
Project Name	Services Provided	Construction Cost	Completed	Contact
GLO CDBG-DR Sanitary Sewer Improvements – City of Liberty, Texas	We provided plan development, application, design, and construction-related services for the replacement of approximately 2000 feet of 12-inch sanitary sewer line, services, manholes, and other appurtenances. During recent flood events, the City experienced severe I/I that overloaded its WWTP. The City identified a section of the collection system that contributed significantly to the I/I and needed to be replaced. The line route includes several conflicts with existing utilities and storm sewer, as well as a railroad crossing and TxDOT highway crossing. The project will be bid soon and construction is anticipated to be complete by the end of 2020.	Estimated: \$311,000	Under Design	Tom Warner City Manager (936) 336-3684
TxCDBG Lift Station – City of Caldwell, Texas	Design- and construction-phase services for the replacement of an existing lift station. The new 700 gpm lift station includes new submersible pumps, polymer concrete wet well, piping, valves, fencing, electrical, and controls. This project is currently under construction.	Estimated: \$280,533	Anticipated Late 2020	Camden White City Manager (979) 567-3901
2018 Sanitary Sewer System Evaluation – City of Huntsville, Texas	Performed manhole inspection and smoke testing services to complete a comprehensive evaluation report for approximately 80,000 linear feet of collection line and 370 manholes in the City of Huntsville. The design and construction portion of this project consisted of approximately 9,300 linear feet of line rehabilitation by pipe bursting for 12-, 10-, 8-, and 6-inch lines. The project also included replacing approximately 83 manholes throughout Basin AJ-12.	Estimated: \$1,813,540 Actual: \$1,767,971	2020	“Ram” Ramachandra City Engineer (936) 294-5760
2018 Water, Sanitary Sewer, and Sidewalk Improvements – City of Sweeny, Texas	Design- and construction-phase services for the replacement of more than 3,200 feet of 6-, 8-, and 12-inch gravity sanitary sewer lines and 12 manholes. We installed approximately 7,100 feet of new 12-inch water line in TxDOT ROW. We also designed 1,500 feet of sidewalk, providing a route to a City park. This project includes permitting through TxDOT and installing improvements by bore and open-cut methods.	Estimated: \$1,500,000 Actual: \$1,065,325	2019	Reese Cook City Manager (979) 548-3321
Sika Lift Station and Sanitary Sewer – City of Sealy, Texas	Plan development, design, and construction-phase services for the installation of approximately 1,500 feet of gravity sewer, a 320 gpm lift station, and approximately 2 miles of force main sewer.	Estimated: \$950,000 Actual: \$808, 824	2018	Warren Escovy Assistant City Manager (979) 885-1669
Sanitary Sewer Evaluation – City of Dayton, Texas	Performed smoke testing and individual manhole inspections of the entire City of Dayton’s collection system, which consisted of approximately 250,000 linear feet of sewer and 700 manholes. We prioritized the defects and developed a map showing the location of defects to help the City determine the best plan of action to take in addressing each in the future.	Project Completed Through Design Only	2018	Kimberly Judge Planning Director (936) 258-2642
TxCDBG Pinewood Estates Sewer Improvements and Lift Station – City of Splendora, Texas	Design- and construction-phase services for first time sanitary sewer service to approximately 30 residential customers. Project included a new duplex grinder pump lift station with controls, and an emergency generator. Project also included approximately 4,000 feet of new 6-inch PVC gravity sewer line and 5,400 feet of 2.5-inch PVC force main. This project was funded by the CDBG grant funding available from the Texas Department of Agriculture.	Estimated: \$560,000 Actual: \$550,548	2017	Danna Welter City Secretary (281) 689-3197

Wastewater Collection System and Lift Station Project Experience				
Project Name	Services Provided	Construction Cost	Completed	Contact
2015 TxCDBG Rice Mill Lift Station Improvements – City of Eagle Lake, Texas	Design- and construction-phase engineering services for the replacement of an existing sanitary sewer lift station in Eagle Lake. The project included the construction of new wet-well, pumps, piping, controls fencing, and generator hookup in order to replace an old and failing lift station. Once constructed, the new station was tied into the existing gravity system and force main and the old station was removed. The project also included installation of new aeration blowers for the digester at the City's WWTP.	Estimated: \$345,000 Actual: \$346,000	2017	Mary Parr Mayor (979) 234-2640
Sanitary Sewer Evaluation – City of Snook, Texas	The evaluation was conducted in the summer of 2016 and detailed information regarding defects identified in the system for the City to repair. Based on this analysis, we identified multiple defect locations. The assessment required several miles of sanitary sewer to be tested.	Project Completed Through Design Only	2016	John See, III Mayor (979) 272-3021
2016 Magnolia Gardens Sanitary Sewer Replacement – City of Brazoria, Texas	Project consisted of installation of 6-, 8-, and 10-inch HDPE gravity sanitary sewer by pipe bursting throughout the Magnolia Gardens Subdivision in Brazoria, Texas. Pipe bursting was performed to replace deteriorating clay and concrete sanitary sewer that ran through narrow utility easements in backyards. The City was able to save funds by performing all of the replacements by pipe bursting in lieu of open-cut replacement because it eliminated the need for street repairs. This project also included replacement of manholes and service line tie-ins.	Estimated: \$430,000 Actual: \$240,736	2016	Roger Shugart Mayor (979) 798-2489
2013 TxCDBG Hickory Creek Lift Station – City of Giddings, Texas	Design- and construction-phase services for the demolition of the existing facilities and construction of a new lift station, including pumps, wet well, discharge piping, valves, fencing, electrical equipment, controls equipment, concrete, and all other incidentals. Project also included installation of gravity sanitary sewer lines, construction of force main lines and connection to the existing collection system, and installation of a standby generator with automatic transfer switch.	Estimated: \$250,000 Actual: \$239,700	2015	Spencer Schneider Director of Public Works (979) 540-2716
Highway 59 N. Sewer Extension – City of Splendora, Texas	Design- and construction-phase services for the installation of sanitary sewer force main from a manhole located at the City's WWTP, north along Cox Street, across the BNSF Railroad, along Spur 512, across U.S. 59, north along the Southbound U.S. 59 Frontage Road, and west along Fostoria Road to Cole Drive. The project also includes a short portion of force main sewer from the main line located at Holly Lane, south along the Southbound U.S. 59 Frontage Road to Sallee Road. There were no service tie-ins on this project. The main line was installed for future connection by individuals and/or businesses.	Estimated: \$927,000 Actual: \$934,512	2015	Danna Welter City Secretary (281) 689-3197
2012 Lift Station No. 3 Replacement (Cuero Street) – City of Giddings, Texas	Design- and construction-phase services for the demolition of the existing facilities and construction of a new lift station, including pumps, wet well, discharge piping, valves, fencing, electrical equipment, controls equipment, concrete, and all other incidentals. Project also included connection to the existing collection system and installation of a standby generator with automatic transfer switch.	Estimated: \$288,000 Actual: \$278,440	2014	Spencer Schneider Director of Public Works (979) 540-2716

Wastewater Collection System and Lift Station Project Experience				
Project Name	Services Provided	Construction Cost	Completed	Contact
2012 TxCDBG Sanitary Sewer Rehabilitation – City of Liberty, Texas	Design- and construction-phase engineering services for the installation of approximately 4,100 feet of 6-inch HDPE sanitary sewer line by pipe bursting. The project also included replacing the existing manholes along the collection line, as well as each service wye, cleanout, and service line to each existing customer along the route. The pipe bursting method of installation was selected because of the vegetative overgrowth of the existing utility easement, which would have cost additional time and money to clear and dig out with traditional open-cut line replacement methods.	Estimated: \$235,000 Actual: \$261,645	2014	Tom Warner City Manager (936) 336-3684
2012 Water and Sewer Utility System Improvements –City of Giddings, Texas	Design- and construction-phase services for approximately 1,800 feet of 8-inch PVC water line to replace existing water lines, including tie-ins, valves, services, fire hydrants, and direct replacement of approximately 6,500 feet of existing, 6-inch gravity sanitary sewer line with new PVC pipe, including services, manholes, tie-ins, pavement repair, and other related improvements.	Estimated: \$979,500 Actual: \$830,940	2014	Spencer Schneider Director of Public Works (979) 540-2716
2013 Utility Extension for Fairways Subdivision – City of El Campo, Texas	Design- and construction-phase services for the installation of approximately 5,100 feet of 4- through 12-inch gravity sanitary sewer lines, including appurtenances and installation of approximately 4,800 feet of 8- and 12-inch AWWA C-900 PVC water line, service lines, and appurtenances.	Estimated \$650,000 Actual: \$468,841	2013	Jerry Lewis Director of Utilities (979) 541-5000
Sewer Line Replacement – City of Schulenburg, Texas	Design- and construction-phase services for the replacement and upsizing of approximately 1,170 feet of 8-inch PVC sanitary sewer line to 12-inch PVC sanitary sewer line, the installation of manholes, and services. This project also included pavement repair.	Estimated: \$129,260 Actual: \$186,581	2013	Tami Walker City Administrator (979) 743-4126
2013 CDBG Sewer Replacement – City of Brazoria, Texas	Design- and construction-phase services for the installation of 10-, 8-, and 6-inch HDPE gravity sanitary sewer by pipe bursting and installation of 8- and 6-inch PVC gravity sanitary sewer by open cut in various alleys and streets in Brazoria, Texas. The project includes connections to existing services, tie-ins to existing manholes, pavement repair, and related appurtenances.	Estimated: \$112,000 Actual: \$240,542	2013	Derrell Travis Public Works Director (979) 798-2489
Sanitary Sewer Service to 9391 FM 524 – City of Sweeny, Texas	Design- and construction-phase services for the installation of approximately 160 feet of 12-inch PVC sanitary sewer line by open cut and by bore, and 30 feet of 4-inch service line. Project also included main line cleanouts and service wyes.	Estimated: \$13,760 Actual: \$18,081	2012	Reese Cook City Manager (979) 548-3321
2012 Southwest Sanitary Sewer Rehabilitation – City of Dayton, Texas	Design- and construction-phase services for the installation of a 10-inch PVC gravity sanitary sewer line along SH 321/South Cleveland Street and in an existing utility easement along the Southern Pacific Railroad. The project included connections to existing services, a tie-in to an existing lift station, pavement repair, and related appurtenances.	Estimated: \$170,000 Actual: \$118,837	2012	Kimberly Judge Planning Director (936) 258-2642

Wastewater Collection System and Lift Station Project Experience				
Project Name	Services Provided	Construction Cost	Completed	Contact
2011 SSO Sanitary Sewer Rehabilitation – City of Giddings, Texas	Design- and construction-phase services for the replacement of more than 14,500 feet of 6- and 8-inch gravity sanitary sewer lines serving more than 170 residential and commercial sewer customers/connections. Scope of work was related to the implementation of a Sanitary Sewer Overflow (SSO) plan that was developed for the City under the SSO program promulgated by the Texas Commission on Environmental Quality (TCEQ). The SSO program promotes the identification and replacement of deteriorated sewer lines in an effort to prevent overflows and the related monetary fines from TCEQ for an overflow.	Estimated: \$2,200,000 Actual: \$1,107,215	2012	Spencer Schneider Director of Public Works (979) 540-2716
State Highway 146 Utilities/East Industrial Project – City of Dayton, Texas	Design-phase services for the installation of water distribution lines and gravity sanitary sewer lines to provide service to a new industrial development. Scope of work included trenchless installation of new water and sewer lines across a state highway requiring TxDOT permits. The new improvements were designed to allow for future expansion of water and sewer system to serve new customers.	Estimated: \$42,000 Actual: Construction by City Personnel	2012	Kimberly Judge Planning Director (936) 258-2642
Olivia Street Lift Station – City of El Campo, Texas	Design- and construction-phase services for the demolition of the existing lift station and construction of a new submersible pump lift station. Project included installation of 48 feet of 15- to 24-inch PVC sanitary sewer line and a 5-foot-diameter manhole.	Estimated: \$360,000 Actual: \$243,380	2012	Jerry Lewis Director of Utilities (979) 541-5000
FM 1459- Phase II, Sanitary Sewer Extension – City of Sweeny, Texas	Design- and construction-phase services for the installation of 3,400 feet of 12-inch PVC gravity sanitary sewer lines, 406 feet of PVC force main, 805 feet of 4-inch PVC service line, and the construction of a sanitary sewer lift station. Project also included installation of manholes, drop connections, service wyes, and main line cleanouts.	Estimated: \$395,000 Actual: \$357,342	2012	Reese Cook City Manager (979) 548-3321
2011 FM 2090 Force Main Relocation – City of Splendora, Texas	Design- and construction-phase services for the installation of 940 feet of 4-inch HDPE sanitary sewer force main with trace wire by bore. Project included installation of gate valves and an air release valve with a 4-foot concrete manhole.	Estimated: \$125,000 Actual: \$93,179	2012	Dorothy Welch Mayor (281) 689-3197
2011 Houston Street and Colbert Street Sanitary Sewer Rehabilitation – City of Dayton, Texas	Design- and construction-phase services for the construction of 1,954 feet of 16- to 18-inch PVC sanitary sewer line, 1,069 feet of 4- to 8-inch PVC sanitary sewer line, including some pipe bursting, and 350 feet of 4-inch PVC service line. Project also included installation of service wyes, service line clean outs, 4-foot-diameter concrete manholes, and drop connections.	Estimated: \$390,000 Actual: \$381,074	2012	Kimberly Judge Planning Director (936) 258-2642
2007 Annexation Utility Extension – City of El Campo, Texas	Design- and construction-phase services for the construction of 20,716 feet of 6- to 12-inch PVC sanitary sewer line, 1,929 feet of PVC service line, and 4,574 feet of 2- to 6-inch PVC force main to service a newly annexed area of town. This project also included service and mainline cleanouts, 4-foot-diameter fiberglass manholes, and drop connections. The overall project also included water line improvements.	Estimated: \$3,000,000 Actual: \$2,438,268	2011	Jerry Lewis Director of Utilities (979) 541-5000

Wastewater Collection System and Lift Station Project Experience				
Project Name	Services Provided	Construction Cost	Completed	Contact
West Commercial Park Subdivision Sewer Extension – City of Sealy, Texas	Design- and construction-phase services for the construction of a new lift station, including pumps, wet well, discharge piping, valves, electrical, and controls equipment. Project also included construction of 2,675 feet of 6-inch PVC force main and 2,335 feet of 10- to 18-inch PVC sanitary sewer gravity line.	Estimated: \$400,000 Actual: \$347,727	2011	Warren Escovy Assistant City Manager (979) 885-1669
TCDP North Third Street and Garland Lane Lift Station Improvements – City of Sealy, Texas	Design- and construction-phase services for two new lift stations, including wet well, discharge piping, valves, electrical equipment, controls equipment, concrete, access road, and all other incidentals. Project also included the conversion of a dry well into a wet well, connection to existing collection system, and installation of one generator.	Estimated: \$425,000 Actual: \$422,250	2011	Warren Escovy Assistant City Manager (979) 885-1669
2009 TWDB Sanitary Sewer Collection Improvements – City of Dayton, Texas	Design- and construction-phase services for the installation of 7,023 feet of 6- to 8-inch PVC sewer line, 1,206 feet of 12- to 15-inch PVC sewer line (including some pipe bursting), 2,226 feet of 4-inch PVC service line, 4-foot-diameter concrete manholes, 6- to 8-inch service tees, and service and main line cleanout.	Estimated: \$911,340 Actual: \$744,768	2011	Kimberly Judge Planning Director (936) 258-2642
2009 Downtown Utility Replacement – City of Navasota, Texas	Design- and construction-phase services for the installation of 142 feet of 10-inch PVC sanitary sewer line, which was tied into an existing manhole and the existing 10-inch sanitary sewer. Part of the existing 10-inch sewer line was abandoned and plugged. Overall project also included electrical and fiber-optic work as well as the installation of water lines.	Estimated: \$195,000 Actual: \$256,924	2011	Brad Stafford City Manager (936) 825-6408
2009 Annexation Utility Extension – City of El Campo, Texas	Design- and construction-phase services for the installation of 14,789 feet of 6- to 15-inch PVC sanitary sewer line, 3,755 feet of 4- to 6-inch PVC service line, 2,290 feet of PVC force main, gate valves, service tees, service and main line cleanouts, 4-foot-diameter fiberglass and concrete manholes, and construction of a non-clog submersible pump lift station. Overall project also included the installation of water lines.	Estimated: \$1,750,000 Actual: \$1,701,533	2011	Jerry Lewis Director of Utilities (979) 541-5000
2009 Michalke Road Lift Station – City of Sealy, Texas	Design- and construction-phase services for the removal of the existing wet well and dry pit lift station, and construction of a new sanitary sewer lift station with duplex submersible pumps, including discharge piping and valves to connect to the 6-inch PVC force main, electrical controls and equipment, bypass pumping, and a new 6-foot-diameter manhole on existing 10-inch sewer line.	Estimated: \$170,000 Actual: \$111,500	2010	Warren Escovy Assistant City Manager (979) 885-1669
2009 Lift Station Rehab – City of Dayton, Texas	Design-and construction-phase services for the demolition of existing facilities and construction of two new lift stations, including pumps, wet well, discharge piping, valves, electrical equipment, and all incidentals, a new grinder system, including grinder unit, guide rail, electrical equipment, and all incidentals at an existing lift station, and 1,196 feet of 18-inch PVC gravity sewer line, 4-foot-diameter manholes, and drop connections.	Estimated: \$847,000 Actual: \$786,447	2010	Kimberly Judge Planning Director (936) 258-2642

Wastewater Collection System and Lift Station Project Experience				
Project Name	Services Provided	Construction Cost	Completed	Contact
2008 US 59 Water, Sewer and Gas South – City of Splendora, Texas	Design- and construction-phase services for the removal of the existing lift stations and the construction of a new lift station with duplex submersible grinder pumps, including discharge pipes and valves to connect to the PVC force main, electrical controls and equipment, and incidentals. Project also included installation of 936 feet of 6-inch PVC gravity sanitary sewer line, 2,465 feet of 2-inch PVC force main, wet connections, pre-cast concrete manholes, main line cleanouts, service wyes, gate valves, and flush valves. Overall project included construction of gas and water lines.	Estimated: \$265,000 Actual: \$309,430	2010	Danna Welter City Secretary (281) 689-3197
2008 TxCDBG Sanitary Sewer System Improvements, Phase II, System Repair and Lift Station – City of Splendora, Texas	Design- and construction-phase services for the construction of a sanitary sewer lift station with duplex submersible pumps, including grinder pumps, discharge piping, valves to connect to force main, electrical controls and equipment. Project also included installation of 122 feet of 8- to 10-inch PVC gravity sanitary sewer lines, 5,283 feet of PVC sanitary sewer force main, 838 feet of PVC service line, 4-foot-diameter concrete manholes (frames and covers included), drop connections, service wyes, reducers, flushing connections, air release valves, and service line clean outs.	Estimated: \$485,000 Actual: \$436,376	2010	Danna Welter City Secretary (281) 689-3197
FM 524 Utility Extension – Phase I – City of Sweeny, Texas	Design- and construction-phase services for the installation of 508 feet of 12-inch PVC gravity sanitary sewer line, 3,151 feet of 2-inch PVC force main, pre-cast concrete manholes, size-on-size drop connections, air release valves, and construction of a lift station with duplex submersible grinder pumps, including piping, electrical, and control equipment. Overall project included installation of water lines.	Estimated: \$300,000 Actual: \$286,225	2010	Reese Cook City Manager (979) 548-3321

Disaster Recovery Generator Project Experience				
Project Name	Services Provided	Construction Cost	Completed	Contact
Round Top Water Plant Generator – West End Supply Corporation (WSC) – City of Industry, TX	Design- and construction-phase services for a 125kW emergency standby generator for the West End WSC's Round Top Water Plant site. WSC chose to install a propane engine-driven standby generator with a sound-attenuated enclosure. The electrical design for this project was performed by an electrical engineer subconsultant under our direction. In addition to the generator and propane tank, the project included controls, automatic transfer switch, wiring, conduit, concrete foundation, and all related appurtenances for a fully operational system. <i>*The cost was higher than originally estimated because the Owner made some requests that resulted in change orders after the project was bid/awarded. The Owner also decided to go with an alternate bid that increased the costs.</i>	Estimated: \$80,000 Actual: \$97,969*	2017	Scottie Schubert Operator (979) 357-2389
Disaster Recovery Generator Improvements Round 2.2 – City of Hardin, Texas	Work consists of one generator and concrete foundation, one automatic transfer switch, and related electrical work.	Estimated: \$55,469 Actual: \$55,469	2014	Julie Terry Mayor (936) 298-2117
Disaster Recovery Round I, Phase II Generator and Quick Connects – Brazoria County/City of Brazoria, Texas	Design- and construction-phase services for the construction of a standby generator, generator foundation, automatic transfer switch, related electrical equipment and mounting rack, related electrical conduit and wiring, and driveway culvert and related embankment and base material at the Market Street lift station. Project also included generator quick connect installation at five lift stations.	Estimated: \$130,000 Actual: \$140,869	2013	Roger Shugart Mayor (979) 798-2489
Disaster Recovery Hurricane Ike Round 2.2 Generator at Water Pumping Station – City of Brazoria, Texas	Design- and construction-phase services for the installation of one 150kW standby natural gas engine-driven generator at the Water Pumping Station located on Front Street in Brazoria, Texas. The generator installation included a weatherproof enclosure, automatic transfer switch, concrete slab, wiring, conduit, controls, chain link fence improvements, and all related appurtenances for a fully operational system.	Estimated: \$150,000 Actual: \$91,369	2013	Roger Shugart Mayor (979) 798-2489
Disaster Recovery Generator Improvements Round 2.2 – City of Daisetta, Texas	Design- and construction-phase services for the installation of three standby generators, generator with sound attenuated enclosures, foundation, electrical equipment, related electrical raceways and wiring, automatic transfer switch, and fencing.	Estimated: \$140,000 Actual: \$132,825	2013	Joan Caruthers City Secretary (936) 536-6761
Disaster Recovery Hurricane Round 2.2 Generator Improvements at Austin Street and Southeast Lift Stations – City of Dayton, Texas	Design- and construction-phase services for the installation of two standby generator units with a diesel fueled drive engine, automatic transfer switch, wiring, conduit, controls, controls/electrical rack modifications, and all incidental improvements for a fully operational system.	Estimated: \$147,000 Actual: \$124,869	2013	Kimberly Judge Planning Director (936) 258-2642
Disaster Recovery Generator Improvements Round 2.2 – City of Sweeny, Texas	Design- and construction-phase services for the construction of three standby lift station generators, including generator foundation, automatic transfer switches, electrical equipment, and related electrical raceways and wiring.	Estimated: \$185,000 Actual: \$147,435	2013	Reese Cook City Manager (979) 548-3321

Disaster Recovery Generator Project Experience				
Project Name	Services Provided	Construction Cost	Completed	Contact
Disaster Recovery Hurricane Ike Generator Improvements, Round I, Phase II – City of Splendora, Texas	Design- and construction-phase services for four natural gas fueled standby generators with weatherproof enclosures, automatic transfer switch, wiring, conduit, controls, concrete foundation, chain link fence, and all incidental improvements.	Estimated: \$335,000 Actual: \$238,469	2013	Danna Welter City Secretary (281) 689-3197
Disaster Recovery Generator Improvements Round 1, Phase II – City of Magnolia, Texas	Design- and construction-phase services for six diesel generator units with weatherproof enclosure, automatic transfer switch, wiring, conduit, controls, concrete foundation, pre-engineered generator support structure, chain link fence, and all incidental improvements.	Estimated: \$235,000 Actual: \$277,800	2013	Todd Kana Mayor (281) 705-7607
2011 TxCDBG Generator at Wastewater Treatment Plant – City of Caldwell, TX	Design- and construction-phase services for the installation of a 175kW natural gas engine driven emergency standby generator. The electrical design for this project was provided by a subconsultant under our firm's direction. The generator was designed to power the City's wastewater treatment plant. This project included a sound attenuating enclosure on the generator, automatic transfer switch, main service disconnect, concrete foundation, wiring, conduit, controls, natural gas service, and all related incidentals. This project was funded using TxCDBG funds.	Estimated: \$261,000 Actual: \$208,681	2012	Camden White City Secretary (979) 567-3901
Disaster Recovery Hurricane Ike WWTP and Hutson Lane Lift Station Generators – Brazoria County/City of Brazoria, Texas	Design- and construction-phase services for two standby generator systems, including a weatherproof enclosure, automatic transfer switch, concrete foundation, wiring, conduit, controls and all incidentals. One of the generators was diesel fuel powered and required a new electrical service, while the other generator was powered by natural gas.	Estimated: \$175,500 Actual: \$98,500	2011	Roger Shugart Mayor (979) 798-2489
Disaster Recovery 2011 TxCDBG Hurricane Rita Generator Improvements – City of Dayton, Texas	Design- and construction-phase services for two generators to provide standby power to the Fordland Estates Lift Station and to the Sawmill Road Lift Station. Project included generator units with diesel engines, weatherproof enclosure, automatic transfer switch, wiring, conduit, controls, subbase fuel tank, concrete foundation, and all incidental improvements.	Estimated: \$156,469 Actual: \$195,569	2011	Kimberly Judge Planning Director (936) 258-2642
Disaster Recovery Hurricane Ike Water Plant Generator Improvements – City of Sweeny, Texas	Design- and construction-phase services for a standby generator system consisting of 250kW natural gas generator unit with weatherproof/sound reduction enclosure, automatic transfer switch, main breaker, concrete foundation, wiring, conduit, controls, and all incidental improvements.	Estimated: \$175,500 Actual: \$166,467	2011	Reese Cook City Manager (979) 548-3321
Disaster Recovery Hurricane Ike Pump Station No. 1 and Water Well No. 6 Generator – City of Splendora, Texas	Design- and construction-phase services for the construction of four standby generator systems, including diesel generator units with weatherproof enclosure, automatic transfer switch, wiring conduit, controls, and all incidental improvements for a fully operational system. Three of the four generators also required a concrete foundation and one required a sound reduction enclosure to be constructed.	Estimated: \$380,000 Actual: \$136,969	2011	Danna Welter City Secretary (281) 689-3197

Disaster Recovery Generator Project Experience				
Project Name	Services Provided	Construction Cost	Completed	Contact
Disaster Recovery Wastewater Treatment Plant, Kelly Street, Cloyd Street and Magnolia West High School Lift Station Generator Improvements – City of Magnolia, Texas	Design- and construction-phase services for the construction of four standby generator systems, including diesel generator units with weatherproof enclosure, automatic transfer switch, wiring conduit, controls, and all incidental improvements for a fully operational system. Three of the four generators also required a concrete foundation and one required a sound reduction enclosure to be constructed.	Estimated: \$554,000 Actual: \$229,869	2011	Todd Kana Mayor (281) 705-7607
Disaster Recovery WWTP and Lift Station No. 1 Generators – City of Hillcrest Village, Texas	Design- and construction-phase services for two diesel powered standby generators with weatherproof/ soundproof enclosures, automatic transfer switches, main disconnect, concrete foundation, wiring conduit, controls and all incidentals.	Estimated: \$172,000 Actual: \$101,169	2011	Tom Wilson Mayor (281) 756-0577
Disaster Recovery Hurricane Ike Generator at the City of Caldwell Warehouse Water Pumping Station and Well No. 3 – City of Caldwell, Texas	Design- and construction-phase phase services for a standby generator system, including a 250kW natural gas generator unit with weatherproof/soundproof enclosure, automatic transfer switch, main breaker, concrete foundation, wiring, conduit, controls, and all incidental improvements.	Estimated: \$310,000 Actual: \$232,469	2011	Camden White City Secretary (979) 567-3901
Hurricane Ike Disaster Recovery Generator at San Antonio Street Water Well No. 1 and Pumping Station – Robertson County – City of Hearne, Texas	Design- and construction-phase services for a standby generator system, including a diesel engine-driven generator unit, automatic transfer switch, new electrical service, concrete foundation, wiring, conduit, controls, new service entrance, and all incidental improvements.	Estimated: \$136,000 Actual: \$109,000	2011	John Naron City Manager (979) 279-3461
Disaster Hurricane Ike Recovery Lakeway Manor Water Well and Pumping Station Generator – Robertson County, Texas	Design- and construction-phase services for a standby generator system, including diesel engine-driven generator unit, new service entrance, automatic transfer switch, main breaker, concrete foundation, wiring, conduit, controls, area light, and all incidental improvements.	Estimated: \$60,400 Actual: \$66,800	2011	Montel Rutledge Brazos Valley Septic (979) 696-0664



References

References Attest to Success of Similar Projects

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

Long-standing relationships demonstrate quality of engineering services.

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

We encourage the City to contact our references, as we are confident they will attest to our capabilities. We have also provided letters of commendation at the end of this section.

References	
Warren Escovy Assistant City Manager City of Sealy 979-885-1669	Todd Kana Mayor City of Magnolia 281-356-2266
Spencer Schneider Public Works Director City of Giddings 979-540-2716	Reese Cook City Secretary City of Sweeny 979-548-3321
Dane Rau Public Works Director City of Brenham 979-337-7407	Frank Menefee Assistant City Manager City of La Grange 979-968-5805
Tami Walker City Administrator City of Schulenburg 979-743-4126	Danna Welter City Secretary City of Splendora 281-689-3197



June 24, 2020

Re: Reference for Strand Associates, Inc

To Whom It May Concern:

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

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

Sincerely

Dane Rau
Director of Public Works

City of Schulenburg

June 17, 2019

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

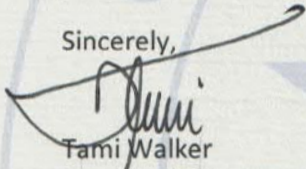
To Whom It May Concern:

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

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

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

Sincerely,



Tami Walker
City Administrator/City Secretary
City of Schulenburg

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



City of Sealy

Office of the City Manager

415 Main Street • P.O. Box 517

Sealy, TX 77474

(979) 885-3511 • Fax (979) 885-3513

January 12, 2018

Re: Recommendation for Strand Associates, Inc.

To Whom It May Concern:

I am writing this letter to recommend Strand Associates for your engineering needs. Strand has been an engineering consultant to the City of Sealy since the mid 1980's. Strand's exceptional performance on individual projects gave our Public Works staff and City Council great confidence in hiring them for our infrastructure projects.

Strand has recently completed design of our new 2.0 MGD WWTP, a new lift station and gas line extension for a new industry in town and significant drainage improvements along one of our major thoroughfares. All of these projects are presently under construction and are progressing without any issues.

Strand continues to provide the City the experience and depth of resources to perform at a high level on all our engineering tasks. Their response time to City inquiries has been excellent with a return call within hours. Their personalized attention and their willingness to put in the extra hours for a good result is invaluable. I recommend Strand without hesitation to provide engineering services to your City.

Sincerely,


Warren Escovy
Interim City Manager

CC: Mayor, City Council



CITY OF GIDDINGS

118 E. RICHMOND STREET, GIDDINGS, TX 78942

979 540-2710 FAX 979 542-0950

Date: January 25, 2018

Re: Recommendation for Strand Associates

To Whom It May Concern:

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

Sincerely,

Ricky Jorgensen

City Manager

City of Giddings



Insurance and Conflicts of Interest

Excellent Insurance Coverage Attests to Strong Business Practices

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

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

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

We Have No Known Conflicts of Interest

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

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/30/2020

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

PRODUCER Ansay & Associates, LLC. 2901 W. Beltline Hwy. Suite 202 Madison WI 53713		CONTACT NAME: Joe Keal PHONE (A/C, No, Ext): 800-643-6133 E-MAIL ADDRESS: joe.keal@ansay.com FAX (A/C, No): 608-831-4777		
INSURED Strand Associates, Inc 910 W. Wingra Drive Madison WI 53715 STRAASS-01		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : CNA Insurance Companies		35289
		INSURER B :		
		INSURER C :		
		INSURER D :		
		INSURER E :		
INSURER F :				

COVERAGES

CERTIFICATE NUMBER: 1621222568

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY ☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Blkt. Contractual GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC			5099170076	1/1/2020	1/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 900,000 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 \$
A	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ☒ NON-OWNED AUTOS			5099170062	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) \$ \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10,000			5099170059	1/1/2020	1/1/2021	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000 \$
A	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	WC595126844	1/1/2020	1/1/2021	WC STATUTORY LIMITS ☐ 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
A	Professional Liability Full Prior Acts			AEH113974097	7/11/2020	7/11/2021	Each Claim 2,000,000 Aggregate 2,000,000 Full Prior Acts

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

CERTIFICATE HOLDER**CANCELLATION**

Certificate Holder

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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Verification Not Debarred

Confirmation from www.SAM.gov

Attached is a current printout from the System for Award Management (www.SAM.gov) confirming that neither Strand Associates, Inc.® nor any principal of the firm has been debarred from federally funded projects.

SAM Search Results
List of records matching your search for :

Search Term : STRAND ASSOCIATES, INC.*
Record Status: Active

ENTITY	STRAND ASSOCIATES, INC.	Status: Active
DUNS: 047260120	+4:	CAGE Code: 3PLA7 DoDAAC:
Expiration Date: 06/18/2021	Has Active Exclusion?: No	Debt Subject to Offset?: No
Address: 910 W WINGRA DR		
City: MADISON	State/Province: WISCONSIN	
ZIP Code: 53715-1943	Country: UNITED STATES	

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

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

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

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

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

OFFICE USE ONLY

Date Received

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

Strand Associates, Inc.®

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

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

Name of Officer

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

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

☐ Yes

☒ No

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

☐ Yes

☒ No

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

Provide professional engineering services.

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

7 
Signature of vendor doing business with the governmental entity


Date

Certification Regarding Lobbying

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

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

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (c) The undersigned shall require that the language paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

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

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



Signature of Contractor's Authorized Official

Joseph M. Bunker, Corporate Secretary

Printed Name and Title of Contractor's Authorized Official

8/10/2020

Date

RFQ TAB SHEET / EVALUATION SUMMARY

Opening Date: 8/18/2020

Time: 2:00 PM

RFQ - CDBG MIT ENGINEERING

Strand Associates
Amani Engineering
HVJ Associates
Civil Corp
Costello
TLC Engineering

Proposals Received

Date	Time
8/17/2020	9:25am
8/17/2020	12:00pm
8/17/2020	4:20 PM
8/18/2020	10:20am
8/18/2020	10:46am
8/18/2020	1:25pm

Sealed Bids Opened by:

Patricia Ditto

Witnessed and Recorded by:

Kirsten Garcia, City Secretary



Average Evaluation Score

60pts Experience
25pts Work Performance
15pts Capacity to Perform

Strand	Amani	HVJ	Civil Corp	Costello	TLC
59.25	56.25	53.75	56	55.5	45.75
24.25	22.5	16.75	20.5	20	20
14.75	13.25	13.75	13.75	14.5	14
98.25	92	84.25	90.25	90	79.75

Committee

Clif Custer
Patricia Ditto
Eric Foerster
Kirsten Garcia

RESOLUTION NO. 19-R-21

A RESOLUTION BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS, ADOPTING AMENDMENTS TO POLICY 502 OF THE PERSONNEL POLICY OF THE CITY OF RICHWOOD AND CHANGING THE CLAUS REGARDING DISASTER PAY FOR CITY OF RICHWOOD EMPLOYEES, AND ALSO REMOVING POLICY 1303 FROM THE POLICY AND PROCEDURE MANUAL FOR THE CITY OF RICHWOOD.

WHEREAS, the City of Richwood, Texas has historically had a disaster policy in place for Emergency Closing of City Offices that granted overtime compensation,

WHEREAS, the City Council of the City of Richwood, Texas finds it necessary for processing to amend the current overtime policy and delete the policy regarding emergency closing of City offices.

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

Section 1. Policy 502 of the Personnel Policy of the City of Richwood, Texas is hereby adopted as attached.

Section 2. Policy 1303 of the Personnel Policy of the City of Richwood, Texas is hereby deleted.

Section 3. The change in pay schedule will be effective August 10, 2020

PASSED AND APPROVED this the 12th day of August, 2019.

THE CITY OF RICHWOOD, TEXAS

ATTEST

Steve Boykin, Mayor

Kirsten Garcia, City Secretary

POLICY AND PROCEDURE MANUAL

Section: Wages and Hourly Information
Policy: Overtime
Policy #: 502
Effective: April 2014
Revised: August 2020

OVERTIME

All overtime compensation for City Employees shall be paid in accordance with the current Federal and State regulations. Unless otherwise provided, overtime will be paid at time and one-half for hours in excess of established work periods.

Any overtime for the Employee will be subject to approval by the Department Head or the City Manager.

In the event of a city closure, catastrophic event, or disaster declaration, the City Council, may authorize employees, exempt (their salary shall be converted to its hourly equivalent) and non-exempt, who are required to work to be compensated at one and one-half (1 ½) times their hourly rate for all documented time during which they *actually worked* in the furtherance of emergency operations. City Council will review employee premium pay status with any extension of the city closure or disaster declaration.

The term “actually worked” means time actively engaged in physical or mental exertion related to the City’s business (at the direction and control of the Department Head or City Council) either on the City’s premises or actively engaged in the same manner in the City’s business off-premises at the direction and control of the Department Head or the City Council. The term “actually worked” shall include “stand-by” and “stand-by”/sleep-time as recognized under the Fair Labor Standard Act (FLSA) only in instances where the employee is required by his/her Department Head (or City Council) to stay on City premises engaged to wait on instructions to work and the employee does, in fact, stay and/or sleep on the City premises.

The maximum number of work hours which may be recorded for any work day is 24 hours during the first 72 hours of the emergency closure and 18 hours per day thereafter



08/19/20

Mayor and Council,

Staff is requesting that we participate in the CARES act funding (Coronavirus Aid, Relief, and Economic Security Act).

These funds would be used to pay for the 25% of overtime and equipment that the DR-4485 grant will not cover.

We were initially told that we could not use two sources of funding for Covid related expenses. We are now allowed to cover these remaining costs with the CARES Act funding. If approved, the City of Richwood will have no out of pocket expenses for our Covid response.

Staff is requesting authorization to begin the grant process for these funds.

Respectfully,

Eric Foerster, MPA, CPM

EXHIBIT B – CARES ACT CORONAVIRUS RELIEF FUND ELIGIBILITY CERTIFICATION

I, _____, am the County Judge, Mayor or City Manager of _____
("County"/"Municipality"), and I certify that:

1. I have the authority on behalf of County/Municipality to request grant payments from the State of Texas ("State") for federal funds appropriated pursuant to section 601 of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).
2. I understand that the State will rely on this certification as a material representation in making grant payments to the County/Municipality.
3. I acknowledge that County should keep records sufficient to demonstrate that the expenditure of funds it has received is in accordance with section 601(d) of the Social Security Act.
4. I acknowledge that all records and expenditures are subject to audit by the United States Department of Treasury's Inspector General, the Texas Division of Emergency Management, and the Texas State Auditor's Office, or designee.
5. I acknowledge that County has an affirmative obligation to identify and report any duplication of benefits. I understand that the State has an obligation and the authority to deobligate or offset any duplicated benefits.
6. I acknowledge and agree that County/Municipality shall be liable for any costs disallowed pursuant to financial or compliance audits of funds received.
7. I acknowledge that if County has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the United States Department of the Treasury.
8. I acknowledge that the County/Municipality's proposed uses of the funds provided as grant payments from the State by federal appropriation under section 601 of the Social Security Act will be used only to cover those costs that:
 - a. are necessary expenditures incurred due to the public health emergency and governor's disaster declaration on March 13, 2020 with respect to the Coronavirus Disease 2019 (COVID-19);
 - b. were not accounted for in the budget most recently approved as of March 27, 2020, for County/Municipality; and
 - c. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

In addition to each of the statements above, I acknowledge on submission of this certification that my jurisdiction has incurred eligible expenses between March 1, 2020 and the date noted below.

By: _____

Signature: _____

Title: _____

Date: _____

EXHIBIT C - CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned grantee, _____, certifies, to the best of his or her knowledge that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence any officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. Sec. 1352 (as amended by the Lobbying Disclosure Act of 119). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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

By: _____

Signature: _____

Title: _____

Date: _____

Please initial by each Exhibit, acknowledging you have received them, understand them, and agree to abide by them.

- _____ State of Texas Assurances, hereinafter referred to as "Exhibit A"
- _____ CARES Act Coronavirus Relief Fund Eligibility Certification, hereinafter referred to as "Exhibit B"
- _____ Certification Regarding Lobbying, hereinafter referred to as "Exhibit C"

Please sign below to acknowledged acceptance of the grant and all exhibits in this Grant Agreement, and to abide by all terms and conditions.

By: _____
Signature: _____
Title: _____
Date: _____



CORONAVIRUS RELIEF FUND (CRF) TERMS AND CONDITIONS

TEXAS DIVISION OF EMERGENCY MANAGEMENT

MAY 11, 2020

About This Document

In this document, grantees will find the terms and conditions applicable to payments distributed in the form of grants to local units of governments from the Coronavirus Relief Fund established within section 601 of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act ("CARES Act").

These requirements are in addition to those that can be found within the Grant Management System (GMS), to which grantees agreed to when accepting the grant. Other state and federal requirements and conditions may apply to your grant, including but not limited to: 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Chapter 783 of the Texas Government Code; the Uniform Grant Management Standards (UGMS) developed by the Comptroller of Public Accounts; the state Funding Announcement or Solicitation under which the grant application was made; and any applicable documents referenced in the documents listed above.

To the extent the terms and conditions of this grant agreement do not address a particular circumstance or are otherwise unclear or ambiguous, such terms and conditions are to be construed consistent with the general objectives, expectations and purposes of this grant agreement and in all cases, according to its fair meaning. The parties acknowledge that each party and its counsel have reviewed this grant agreement and that any rule of construction to the effect that any ambiguities are to be resolved against the drafting party shall not be employed in the interpretation of this grant agreement. Any vague, ambiguous or conflicting terms shall be interpreted and construed in such a manner as to accomplish the purpose of the grant agreement.

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1 Grant Agreement Requirements and Conditions

1.1 Applicability of Grant Agreement and Provisions

The Grant Agreement is subject to the additional terms, conditions, and requirements of other laws, rules, regulations and plans recited herein and is intended to be the full and complete expression of and constitutes the entire agreement between the parties hereto with respect to the subject matter hereof and all prior and contemporaneous understandings, agreements, promises, representations, terms and conditions, both oral and written, are superseded and replaced by this Grant Agreement.

Notwithstanding any expiration or termination of this Grant Agreement, the rights and obligations pertaining to the grant close-out, cooperation and provision of additional information, return of grant funds, audit rights, records retention, public information, and any other provision implying survivability shall remain in effect after the expiration or termination of this Grant Agreement.

1.2 Legal Authority to Apply

The grantee certifies that it possesses legal authority to apply for the grant. A resolution, motion or similar action has been or will be duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative, or their designee of the organization to act in connection with the application and to provide such additional information as may be required.

1.3 Grant Acceptance

The Notice of Subrecipient Grant Award remains an offer until the fully executed copy of this Grant Agreement is received by the Texas Division of Emergency Management (TDEM).

1.4 Project Period

Funding has been authorized for eligible expenditures incurred between March 1, 2020 and December 30, 2020. The specific performance period for this grant is listed on the Notice of Subrecipient Grant Award. All expenditures must be incurred, and all services must be received within the performance period. TDEM will not be obligated to reimburse expenses incurred after the performance period. A cost is incurred when the responsible unit of government has expended funds to cover the cost.

1.5 General Responsibility

Per the CARES Act, CRF grant funds may only be used to cover expenses that –

1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19)
2. were not accounted for in the budget most recently approved as of March 27, 2020 for the state or government; and
3. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

The US Department of Treasury (Treasury) provided additional guidance on the permissible use of grant funds, including nonexclusive examples of eligible expenses in the following categories:

1. Medical expenses,
2. Public health expenses,

3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID-19 public health emergency,
4. Expenses of actions to facilitate compliance with COVID-19-related public health measures,
5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, and
6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund's eligibility criteria.

Further explanation of these categories and examples can be found at the following link:

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Guidance-for-State-Territorial-Local-and-Tribal-Governments.pdf>

<https://home.treasury.gov/system/files/136/Coronavirus-Relief-Fund-Frequently-Asked-Questions.pdf>

The subrecipient agrees that a minimum of 75% of its allotment will be spent in the categories of medical expenses, public health expenses and payroll expenses for employees substantially dedicated to mitigating or responding to the public emergency. The remainder of the allotment may be spent in any of the categories provided within the Treasury guidance.

The grantee certifies compliance with these eligible expenses by executing the CARES Act Coronavirus Relief Fund Eligibility Certification Form in Exhibit E, which is attached hereto and incorporated for all purposes.

The grantee is responsible for the integrity of the fiscal and programmatic management of the grant project; accountability for all funds awarded; and compliance with TDEM administrative rules, policies and procedures, and applicable federal and state laws and regulations.

The grantee will maintain an appropriate grant administration system to ensure that all terms, conditions and specifications of the grant are met.

1.6 Amendments and Changes to the Grant Agreement

TDEM and the grantee may agree to make adjustments to the grant. Adjustments include, but are not limited to, modifying the scope of the grant project, adding funds to previously un-awarded cost items or categories changing funds in any awarded cost items or category, deobligating awarded funds or changing grant officials.

The grantee has no right or entitlement to reimbursement with grant funds. TDEM and grantee agree that any act, action or representation by either Party, their agents or employees that purports to waive or alter the terms of the Grant Agreement or increase the maximum liability of TDEM is void unless a written amendment to this Grant Agreement is first executed and documented in GMS. The grantee agrees that nothing in this Grant Agreement will be interpreted to create an obligation or liability of TDEM in excess of the "Maximum Liability of the TDEM" as set forth in the Notice of Subrecipient Grant Award.

Any alterations, additions, or deletions to the terms of this Grant Agreement must be documented in GMS to be binding upon the Parties. Notwithstanding this requirement, it is understood and agreed by Parties hereto, that changes in local, state and federal rules, regulations or laws applicable hereto, may occur during the term of this Grant Agreement and that any such changes shall be automatically incorporated into this Grant Agreement without written amendment hereto, and shall become a part hereof as of the effective date of the rule, regulation or law.

1.7 Jurisdictional Cooperation

A municipality may yield any portion of its allocated funds to the county within which it exists or a county may yield any portion of its allocated funds to a municipality within its footprint for eligible expenses. This may be accomplished in one of the following ways:

1. By a grant amendment, as described in section 1.6, where by funds are deobligated from the original subrecipient and then added to previously un-awarded costs items or categories of the receiving jurisdiction's grant award.
2. A subrecipient may use funds pursuant to this agreement to subcontract with another political subdivision within its jurisdiction for eligible and necessary expenditures incurred due to the public health emergency. The subrecipient is responsible for ensuring subcontractor eligibility and maintaining all required documentation.

1.8 Public Information and Meetings

Notwithstanding any provisions of this Grant Agreement to the contrary, the grantee acknowledges that the State of Texas, TDEM, and this Grant Agreement are subject to the Texas Public Information Act, Texas Government Code Chapter 552 (the "PIA"). The grantee acknowledges that TDEM will comply with the PIA, as interpreted by judicial opinions and opinions of the Attorney General of the State of Texas.

The grantee acknowledges that information created or exchanged in connection with this Grant Agreement, including all reimbursement documentation submitted to TDEM, is subject to the PIA, whether created or produced by the grantee or any third party, and the grantee agrees that information not otherwise excepted from disclosure under the PIA, will be available in a format that is accessible by the public at no additional charge to TDEM or State of Texas. The grantee will cooperate with TDEM in the production of documents or information responsive to a request for information.

1.9 Remedies for Non-Compliance

If TDEM determines that the grantee materially fails to comply with any term of this grant agreement, whether stated in a federal or state statute or regulation, an assurance, in a state plan or application, a notice of award, or any other applicable requirement, TDEM, in its sole discretion may take actions including:

1. Temporarily withholding cash payments pending correction of the deficiency or more severe enforcement action by TDEM;
2. Disallowing or denying use of funds for all or part of the cost of the activity or action not in compliance;
3. Disallowing claims for reimbursement;
4. Wholly or partially suspending or terminating this grant;
5. Requiring return or offset of previous reimbursements;
6. Prohibiting the grantee from applying for or receiving additional funds for other grant programs administered by TDEM until repayment to TDEM is made and any other compliance or audit finding is satisfactorily resolved;
7. Reducing the grant award maximum liability of TDEM;
8. Terminating this Grant Agreement;
9. Imposing a corrective action plan;

10. Withholding further awards; or

11. Taking other remedies or appropriate actions.

The grantee costs resulting from obligations incurred during a suspension or after termination of this grant are not allowable unless TDEM expressly authorizes them in the notice of suspension or termination or subsequently.

TDEM, at its sole discretion, may impose sanctions without first requiring a corrective action plan.

1.10 False Statements by Grantee

By acceptance of this grant agreement, the grantee makes all the statements, representations, warranties, guarantees, certifications and affirmations included in this grant agreement. If applicable, the grantee will comply with the requirements of 31 USC § 3729, which set forth that no grantee of federal payments shall submit a false claim for payment.

If any of the statements, representations, certifications, affirmations, warranties, or guarantees are false or if the grantee signs or executes the grant agreement with a false statement or it is subsequently determined that the grantee has violated any of the statements, representations, warranties, guarantees, certifications or affirmations included in this grant agreement, then TDEM may consider this act a possible default under this grant agreement and may terminate or void this grant agreement for cause and pursue other remedies available to TDEM under this grant agreement and applicable law. False statements or claims made in connection with TDEM grants may result in fines, imprisonment, and debarment from participating in federal grants or contract, and/or other remedy available by law, potentially including the provisions of 38 USC §§ 3801-3812, which details the administrative remedies for false claims and statements made.

1.11 Conflict of Interest Safeguards

The grantee will establish safeguards to prohibit its employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain, whether for themselves or others, particularly those with whom they have family, business, or other ties. The grantee will operate with complete independence and objectivity without actual, potential, or apparent conflict of interest with respect to its performance under this Grant Agreement. The grantee certifies as to its own organization, that to the best of their knowledge and belief, no member of The A&M System or The A&M System Board of Regents, nor any employee, or person, whose salary is payable in whole or in part by a member of The A&M System, has direct or indirect financial interest in the award of this Grant Agreement, or in the services to which this Grant Agreement relates, or in any of the profits, real or potential, thereof.

1.12 Fraud, Waste, and Abuse

The grantee understands that TDEM does not tolerate any type of fraud, waste, or misuse of funds received from TDEM. TDEM's policy is to promote consistent, legal, and ethical organizational behavior, by assigning responsibilities and providing guidelines to enforce controls. Any violations of law, TDEM policies, or standards of ethical conduct will be investigated, and appropriate actions will be taken. The grantee understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal and state grants, recoupment of monies provided under an award, and civil and/or criminal penalties.

In the event grantee becomes aware of any allegation or a finding of fraud, waste, or misuse of funds received from TDEM that is made against the grantee, the grantee is required to immediately notify TDEM of said allegation or finding and to continue to inform TDEM of the status of any such on-going investigations. The grantee must also promptly refer to TDEM any credible evidence that a principal,

employee, agent, grantee, contractor, subcontractor, or other person has -- (1) submitted a claim for award funds that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving award funds. Grantees must also immediately notify TDEM in writing of any misappropriation of funds, fraud, theft, embezzlement, forgery, or any other serious irregularities indicating noncompliance with grant requirements. Grantees must notify the local prosecutor's office of any possible criminal violations. Grantees must immediately notify TDEM in writing if a project or project personnel become involved in any litigation, whether civil or criminal, and the grantee must immediately forward a copy of any demand, notices, subpoenas, lawsuits, or indictments to TDEM.

1.13 Termination of the Agreement

TDEM may, at its sole discretion, terminate this Grant Agreement, without recourse, liability or penalty against TDEM, upon written notice to grantee. In the event grantee fails to perform or comply with an obligation or a term, condition or provision of this Grant Agreement, TDEM may, upon written notice to grantee, terminate this agreement for cause, without further notice or opportunity to cure. Such notification of Termination for Cause will state the effective date of such termination, and if no effective date is specified, the effective date will be the date of the notification.

TDEM and grantee may mutually agree to terminate this Grant Agreement. TDEM in its sole discretion will determine if, as part of the agreed termination, grantee is required to return any or all of the disbursed grant funds.

Termination is not an exclusive remedy, but will be in addition to any other rights and remedies provided in equity, by law, or under this Grant Agreement, including those remedies listed at 2 C.F.R. 200.207 and 2 C.F.R. 200.338 – 200.342. Following termination by TDEM, grantee shall continue to be obligated to TDEM for the return of grant funds in accordance with applicable provisions of this Grant Agreement. In the event of termination under this Section, TDEM's obligation to reimburse grantee is limited to allowable costs incurred and paid by the grantee prior to the effective date of termination, and any allowable costs determined by TDEM in its sole discretion to be reasonable and necessary to cost-effectively wind up the grant. Termination of this Grant Agreement for any reason or expiration of this Grant Agreement shall not release the Parties from any liability or obligation set forth in this Grant Agreement that is expressly stated to survive any such termination or expiration.

1.14 Limitation of Liability

TO THE EXTENT ALLOWED BY LAW, THE GRANTEE SHALL DEFEND, INDEMNIFY AND HOLD HARMLESS THE STATE OF TEXAS AND AGENCY, AND/OR THEIR OFFICERS, REGENTS, AGENTS, EMPLOYEES, REPRESENTATIVES, CONTRACTORS, ASSIGNEES, AND/OR DESIGNEES FROM ANY AND ALL LIABILITY, ACTIONS, CLAIMS, DEMANDS, OR SUITS, AND ALL RELATED COSTS, ATTORNEY FEES, AND EXPENSES ARISING OUT OF, OR RESULTING FROM ANY ACTS OR OMISSIONS OF RESPONDENT OR ITS AGENTS, EMPLOYEES, SUBCONTRACTORS, ORDER FULFILLERS, OR SUPPLIERS OF SUBCONTRACTORS IN THE EXECUTION OR PERFORMANCE OF THE CONTRACT AND ANY PURCHASE ORDERS ISSUED UNDER THE CONTRACT. THE DEFENSE SHALL BE COORDINATED BY RESPONDENT WITH THE OFFICE OF THE TEXAS ATTORNEY GENERAL WHEN TEXAS STATE AGENCIES ARE NAMED DEFENDANTS IN ANY LAWSUIT AND RESPONDENT MAY NOT AGREE TO ANY SETTLEMENT WITHOUT FIRST OBTAINING THE CONCURRENCE FROM THE OFFICE OF THE TEXAS ATTORNEY GENERAL. RESPONDENT AND AGENCY AGREE TO FURNISH TIMELY WRITTEN NOTICE TO EACH OTHER OF ANY SUCH CLAIM.

The grantee agrees that no provision of this Grant Agreement is in any way intended to constitute a waiver by TDEM as an agency of the State of Texas, its officers, regents, employees, agents, or contractors or the State of Texas of any privileges, rights, defenses, remedies, or immunities from suit and liability that TDEM or the State of Texas may have by operation of law.

1.15 Dispute Resolution

The Parties' representatives will meet as needed to implement the terms of this Grant Agreement and will make a good faith attempt to informally resolve any disputes.

Notwithstanding any other provision of this Grant Agreement to the contrary, unless otherwise requested or approved in writing by TDEM, the grantee shall continue performance and shall not be excused from performance during the period any breach of Grant Agreement claim or dispute is pending.

The dispute resolution process provided in Chapter 2260, Texas Government Code, and the related rules adopted by the Texas Attorney General pursuant to Chapter 2260, shall be used by TDEM and grantee to attempt to resolve any claim for breach of contract made by the grantee that cannot be resolved in the ordinary course of business. Grantee shall submit written notice of a claim of breach of contract under this Chapter to the Chief of TDEM, who shall examine the grantee's claim and any counterclaim and negotiate with grantee in an effort to resolve the claim.

The laws of the State of Texas govern this Grant Agreement and all disputes arising out of or relating to this Grant Agreement, without regard to any otherwise applicable conflict of law rules or requirements. Venue for any grantee-initiated action, suit, litigation or other proceeding arising out of or in any way relating to this Grant Agreement shall be commenced exclusively in the Travis County District Court or the United States District Court, Southern District of Texas - Houston Division. Venue for any TDEM-initiated action, suit, litigation or other proceeding arising out of or in any way relating to this Grant Agreement may be commenced in a Texas state district court or a United States District Court selected by TDEM in its sole discretion.

The grantee hereby irrevocably and unconditionally consents to the exclusive jurisdiction of the courts referenced above for the purpose of prosecuting and/or defending such litigation. The grantee hereby waives and agrees not to assert by way of motion, as a defense, or otherwise, in any suit, action or proceeding, any claim that the grantee is not personally subject to the jurisdiction of the above-named courts; the suit, action or proceeding is brought in an inconvenient forum; and/or the venue is improper.

1.16 Liability for Taxes

The grantee agrees and acknowledges that grantee is an independent contractor and shall be entirely responsible for the liability and payment of grantee's and grantee's employees' taxes of whatever kind, arising out of the performances in this Grant Agreement. The grantee agrees to comply with all state and federal laws applicable to any such persons, including laws regarding wages, taxes, insurance, and workers' compensation. TDEM and/or the State of Texas shall not be liable to the grantee, its employees, agents, or others for the payment of taxes or the provision of unemployment insurance and/or workers' compensation or any benefit available to a state employee or employee of TDEM.

1.17 Required State Assurances

The grantee must comply with the applicable State Assurances included within the State Uniform Grant Management Standards (UGMS), Section III, Subpart B, __.14, which are attached hereto and incorporated for all purposes as Exhibit A.

1.18 System for Award Management (SAM) Requirements

- A. The grantee agrees to comply with applicable requirements regarding registration with the System for Award Management (SAM) (or with a successor government-wide system officially designated by OMB and, if applicable, the federal funding agency). These requirements include maintaining current registrations and the currency of the information in SAM. The grantee will review and update information at least annually until submission of the final financial report required under the award or

receipt of final payment, whichever is later, as required by 2 CFR Part 25.

- B. The grantee will comply with Executive Orders 12549 and 12689 that requires “a contract award (see 2 CFR 180.220) must not be made to parties listed on the government-wide 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. The grantee certifies it will verify each vendor’s status to ensure the vendor is not debarred, suspended, otherwise excluded or declared ineligible by checking the SAM before doing/renewing business with that vendor.
- C. The grantee certifies that it and its principals are eligible to participate in this Grant Agreement and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state or local governmental entity and the grantee is in compliance with the State of Texas statutes and rules relating to procurement and that the grantee is not listed in the federal government’s terrorism watch list as described in Executive Order 13224.

1.19 No Obligation by Federal Government

The Parties acknowledge and agree that the federal government is not a party to this Grant Agreement and is not subject to any obligations or liabilities to either Party, third party or subcontractor pertaining to any matter resulting from this Grant Agreement.

1.20 Notice

Notice may be given to the grantee via GMS, email, hand-delivery, or United States Mail. Notices to the grantee will be sent to the name and address supplied by grantee in GMS.

1.21 Force Majeure

Neither the grantee nor TDEM shall be required to perform any obligation under this Grant Agreement or be liable or responsible for any loss or damage resulting from its failure to perform so long as performance is delayed by force majeure or acts of God, including but not limited to strikes, lockouts or labor shortages, embargo, riot, war, revolution, terrorism, rebellion, insurrection, pandemic, flood, natural disaster, or interruption of utilities from external causes. Each Party must inform the other in writing, with proof of receipt, within three (3) business days of the existence of such force majeure, or otherwise waive this right as a defense.

1.22 Debt to State

The grantee certifies, to the extent grantee owes any debt (child support or other obligation) or delinquent taxes to the State of Texas, any payments grantee is owed under this Grant Agreement may be applied by the Comptroller of Public Accounts toward any such debt or delinquent taxes until such debt or delinquent taxes are paid in full.

1.23 Franchise Tax Certification

If grantee is a taxable entity subject to the Texas Franchise Tax (Chapter 171, Texas Tax Code), then grantee certifies that it is not currently delinquent in the payment of any franchise (margin) taxes or that grantee is exempt from the payment of franchise (margin) taxes.

1.24 Severability

If any provisions of this Grant Agreement are rendered or declared illegal for any reason, or shall be invalid or unenforceable, such provision shall be modified or deleted in such manner so as to afford the Party for whose benefit it was intended the fullest benefit commensurate with making this Grant Agreement, as modified, enforceable, and the remainder of this Grant Agreement and the application of such provision to other persons or circumstances shall not be affected thereby, but shall be enforced to the greatest extent permitted by applicable law.

1.25 E-Verify

By entering into this Grant Agreement, grantee certifies and ensures that it utilizes and will continue to utilize, for the term of this Grant Agreement, the U.S. Department of Homeland Security's e-Verify system to determine the eligibility of (a) all persons employed during the contract term to perform duties within Texas; and (b) all persons (including subcontractors) assigned by the grantee pursuant to the Grant Agreement.

1.26 Compliance with Federal Law, Regulations, and Executive Orders

Grantee acknowledges that federal financial assistance funds will be used to fund the Grant Agreement. Grantee will comply with all applicable federal law, regulations, executive orders, policies, procedures, and directives.

1.27 Clean Air Act

The following is only applicable if the amount of the contract exceeds \$150,000.

- a. Grantee agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq.
- b. Grantee agrees to report each violation to TDEM and understands and agrees that TDEM will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- c. Grantee agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance provided by this Grant Agreement.

1.28 Federal Water Pollution Control Act

- a. Grantee agrees to comply with all applicable standards, orders, or regulations issued pursuant to the Federal Water Pollution Control Act, as amended, 33 U.S.C. 1251 et seq.
- b. Grantee agrees to report each violation to TDEM and understands and agrees that TDEM will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.
- c. Grantee agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance provided by this Grant Agreement.

1.29 Suspension and Debarment

- a. This Grant Agreement is a covered transaction for purposes of 2 C.F.R. pt 180 and 2 C.F.R. pt. 3000. Grantee certifies that grantee, grantee's principals (defined at 2C.F.R. Sec. 180.995), or its

affiliates (defined at 2 C.F.R. Sec. 180.905) are excluded (defined at 2 C.F.R. Sec. 180.940) or disqualified (defined at 2 C.F.R. Sec. 180.935).

- b. Grantee must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C and must include a requirement comply with these regulations in any lower tier covered transaction it enters into.
- c. This certification is a material representation of fact relied upon by TDEM. If it is later determined that grantee did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, in addition to remedies available to TDEM, the Federal Government may pursue available remedies, including but limited to suspension and/or debarment.

1.30 Energy Conservation

If applicable, grantee agrees to comply with 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.

1.31 Procurement of Recovered Materials

- a. In the performance of this Grant Agreement, grantee shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired –
 - (i) Competitively within a timeframe providing for compliance with the contract performance schedule;
 - (ii) Meeting contract performance requirements; or
 - (iii) At a reasonable price.
- b. Information about this requirement, along with the list of EPA-designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

1.32 Terminated Contracts

The grantee has not had a contract terminated or been denied the renewal of any contract for noncompliance with policies or regulations of any state or federally funded program within the past five (5) years nor is it currently prohibited from contracting with a governmental agency. If the grantee does have such a terminated contract, the grantee shall identify the contract and provide an explanation for the termination. The grantee acknowledges that this Grant Agreement may be terminated and payment withheld or return of grant funds required if this certification is inaccurate or false.

2 Property and Procurement Requirements

2.1 Property Management and Inventory

The grantee must ensure equipment purchased with grant funds is used for the purpose of the grant and as approved by TDEM. The grantee must develop and implement a control system to prevent loss, damage or theft of property and investigate and document any loss, damage or theft of property funded under this Grant.

The grantee must account for any real and personal property acquired with grant funds or received from

the Federal Government in accordance with 2 CFR 200.310 Insurance coverage through 200.316 Property trust relationship and 200.329 Reporting on real property. This documentation must be maintained by the grantee, according to the requirements listed herein, and provided to TDEM upon request, if applicable.

When original or replacement equipment acquired under this award by the grantee is no longer needed for the original project or program or for other activities currently or previously supported by the federal awarding agency or TDEM, the grantee must make proper disposition of the equipment pursuant to 2 CFR 200.

The grantee will maintain specified equipment management and inventory procedures for equipment (including replacement equipment), whether acquired in whole or in part with grant funds, until disposition takes place, with a per-unit cost of \$5,000 or greater. The equipment and inventory procedures include:

- A. The grantee must keep an inventory report on file containing equipment purchased with any grant funds during the grant period. The inventory report must agree with the approved grant budget and the final Financial Status Report and shall be available to TDEM at all times upon request.
- B. The grantee must maintain property/inventory records which, at minimum, include a description of the property, a serial number or other identification number, the source of property, who holds title, the acquisition date, the cost of the property, the percentage of Federal participation in the cost of the property, the location, use and condition of the property, and any ultimate disposition data including the date of disposal and sale price of the property.
- C. The grantee shall permanently identify all such equipment by appropriate tags or labels affixed to the equipment. Exceptions to this requirement are limited to items where placing of the marking is not possible due to the nature of the equipment.

2.2 Consulting Contracts

Pre-approval of costs related to consulting contracts is required and the value of consulting contracts entered into by the grantee may not exceed 5% of the total funds received by the local unit of government.

2.3 Procurement Practices and Policies

The grantee must follow applicable federal and state law, federal procurement standards specified in regulations governing federal awards to non-federal entities, their established policy, and best practices for procuring goods or services with grant funds. Procurement activities must follow the most restrictive of federal, state and local procurement regulations. Contracts must be routinely monitored for delivery of services or goods.

2.4 Contract Provisions Under Federal Awards

All contracts made by a grantee under a federal award must contain the provisions outlined in 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Appendix II to Part 200 Contract Provisions for Non-Federal Entity Contracts Under Federal Awards.

3 Audit and Records Requirements

3.1 Cooperation with Monitoring, Audits, and Records Requirements

All records and expenditures are subject to, and grantee agrees to comply with, monitoring and/or audits conducted by the United States Department of Treasury's Inspector General (DOTIG), TDEM, and the State

Auditor's Office (SAO) or designee. The grantee shall maintain under GAAP or GASB, adequate records that enable DOTIG, TDEM, and SAO to ensure proper accounting for all costs and performances related to this Grant Agreement.

3.2 Single Audit Requirements

Any grantee expending \$750,000 or more in federal funds in a fiscal year may be subject to Single Audit Requirements in 2 CFR, Part 200, Subpart F – Audit Requirements, at https://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl.

The grantees expending more than \$750,000 in state funds in a fiscal year are subject to the requirements in the Texas Single Audit Circular, at <https://comptroller.texas.gov/purchasing/docs/ugms.pdf>. The audit must be completed and the data collection and reporting package described in 2 CFR 200.512 must be submitted to the Federal Audit Clearinghouse (FAC) within 30 calendar days after receipt of the auditor's report(s), or nine months after the end of the audit period, whichever is earlier.

3.3 Requirement to Address Audit Findings

If any audit, monitoring, investigations, review of awards, or other compliance review reveals any discrepancies, inadequacies, or deficiencies which are necessary to correct in order to maintain compliance with this Grant Agreement, applicable laws, regulations, or the grantee's obligations hereunder, the grantee agrees to propose and submit to TDEM a corrective action plan to correct such discrepancies or inadequacies within thirty (30) calendar days after the grantee's receipt of the findings. The grantee's corrective action plan is subject to the approval of TDEM.

The grantee understands and agrees that the grantee must make every effort to address and resolve all outstanding issues, findings, or actions identified by DOTIG, TDEM, or SAO through the corrective action plan or any other corrective plan. Failure to promptly and adequately address these findings may result in grant funds being withheld, other related requirements being imposed, or other sanctions and penalties. The grantee agrees to complete any corrective action approved by TDEM within the time period specified by TDEM and to the satisfaction of TDEM, at the sole cost of the grantee. The grantee shall provide to TDEM periodic status reports regarding the grantee's resolution of any audit, corrective action plan, or other compliance activity for which the grantee is responsible.

3.4 Records Retention

- A. The grantee shall maintain appropriate audit trails to provide accountability for all expenditures of grant funds, reporting measures, and funds received from TDEM under this Grant Agreement. Audit trails maintained by the grantee will, at a minimum, identify the supporting documentation prepared by the grantee to permit an audit of its accounting systems and payment verification with respect to the expenditure of any funds awarded under this Grant Agreement.
- B. The grantee must maintain fiscal records and supporting documentation for all expenditures resulting from this Grant Agreement pursuant to 2 CFR 200.333 and state law.
 - 1. The grantee must retain these records and any supporting documentation for a minimum of seven (7) years from the later of the completion of this project's public objective, submission of the final expenditure report, any litigation, dispute, or audit.
 - 2. Records related to real property and equipment acquired with grant funds shall be retained for seven (7) years after final disposition.
 - 3. TDEM may direct a grantee to retain documents for longer periods of time or to transfer certain records to TDEM or federal custody when it is determined that the records possess long term

retention value.

4 Prohibited and Regulated Activities and Expenditures

4.1 Prohibited Costs

- A. Funds may not be used to fill shortfalls in government revenue to cover expenditures that would not otherwise qualify under the statute. Revenue replacement is not a permissible use of these grant funds. In accordance with Section 3.1 all record and expenditures are subject to review.
- B. Damages covered by insurance.
- C. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.
- D. Duplication of benefits including expenses that have been or will be reimbursed under any other federal program.
- E. Reimbursement to donors for donated items or services.
- F. Workforce bonuses other than hazard pay or overtime.
- G. Severance pay.
- H. Legal settlements.

4.2 Political Activities

Grant funds may not be used in connection with the following acts by agencies or individuals employed by grant funds:

- A. Unless specifically authorized to do so by federal law, grant recipients or their grantees or contractors are prohibited from using grant funds directly or indirectly for political purposes, including lobbying or advocating for legislative programs or changes; campaigning for, endorsing, contributing to, or otherwise supporting political candidates or parties; and voter registration or get-out-the-vote campaigns. Generally, organizations or entities which receive federal funds by way of grants, contracts, or cooperative agreements do not lose their rights as organizations to use their own, private, non-federal resources for “political” activities because of or as a consequence of receiving such federal funds. These recipient organizations must thus use private or other non-federal money, receipts, contributions, or dues for their political activities, and may not charge off to or be reimbursed from federal contracts or grants for the costs of such activities.
- B. Grant officials or grant funded employees may not use official authority or influence or permit the use of a program administered by the grantee agency of which the person is an officer or employee to interfere with or affect the result of an election or nomination of a candidate or to achieve any other political purpose.
- C. Grant-funded employees may not coerce, attempt to coerce, command, restrict, attempt to restrict, or prevent the payment, loan, or contribution of anything of value to a person or political organization for a political purpose.
- D. Grant funds may not be used to employ, as a regular full-time or part-time or contract employee, a person who is required by Chapter 305 of the Government Code to register as a lobbyist. Furthermore, grant funds may not be used to pay, on behalf of the agency or an officer or employee of the agency, membership dues to an organization that pays part or all of the salary of

a person who is required by Chapter 305 of the Government Code to register as a lobbyist.

- E. As applicable, the grantee and each contracting tier will comply with 31 USC § 1352, which provides that none of the funds provided under an award may be expended by the grantee to pay any person to influence, or attempt 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 any Federal action concerning the award or renewal. Grantee shall file the required certification attached hereto and incorporated for all purposes as Exhibit F. Each contracting tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient.

5 Financial Requirements

5.1 Direct Deposit

A completed direct deposit form from the grantee must be provided to TDEM prior to receiving any payments. The direct deposit form is currently available at <https://grants.tdem.texas.gov/>.

5.2 Payments and Required Documentation

Funding for this Grant Agreement is appropriated under the Coronavirus Aid, Relief, and Economic Security Act, 2020 (Public Law 116-136) enacted on March 27, 2020, as amended, to facilitate protective measures for and recovery from the public health emergency in areas affected by COVID-19, which are Presidentially-declared major disaster areas under Title IV of the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5121 et seq.). All expenditures under this Grant Agreement must be made in accordance with this Grant Agreement and any other applicable laws, rules or regulations. Further, grantee acknowledges that all funds are subject to recapture and repayment for non-compliance pursuant to Section 5.7 below.

Payment of funds on projects may be initiated by the grantee through a Request for Reimbursement (RFR) in GMS.

Grantee may initiate an Advance of Funds Request (AFR) through GMS for an initial cash advance to cover actual costs incurred or up to 20% of their total allocation, whichever is larger.

Additional advances or reimbursement requests may be requested following full reporting to TDEM of expenses incurred and applied against the initial and/or any subsequent advance payments.

If sufficient progress is not made towards expenditure of advanced funds and/or the grantee fails to meet financial reporting obligations, TDEM may implement sanctions as necessary up to and including grant termination.

All documentation for expenditures paid during the project period must be submitted to TDEM on or before the grant liquidation date.

5.3 Financial Reporting

Financial reports must be submitted to TDEM on a quarterly basis via GMS but can be submitted more often as necessary to draw down funds.

The final financial report must be submitted to TDEM on or before the grant liquidation date or the grant funds may lapse and TDEM will provide them as grants to other eligible jurisdictions.

5.4 Reimbursements

TDEM will be obligated to reimburse the grantee for the expenditure of actual and allowable allocable costs incurred and paid by the grantee pursuant to this Grant Agreement. TDEM is not obligated to pay unauthorized costs or to reimburse expenses that were incurred by the grantee prior to the commencement or after the termination of this Grant Agreement.

5.5 Refunds and Deductions

If TDEM determines that the grantee has been overpaid any grant funds under this Grant Agreement, including payments made inadvertently or payments made but later determined to not be actual and allowable allocable costs, the grantee shall return to TDEM the amount identified by TDEM as an overpayment. The grantee shall refund any overpayment to TDEM within thirty (30) calendar days of the receipt of the notice of the overpayment from TDEM unless an alternate payment plan is specified by TDEM. Refunds may be remitted to: Texas Division of Emergency Management, P.O. Box 15467, Austin, Texas 78761.

5.6 Recapture of Funds

The discretionary right of TDEM to terminate for convenience under Section 1.13 notwithstanding, TDEM shall have the right to terminate the Grant Agreement and to recapture, and be reimbursed for any payments made by TDEM: (i) that are not allowed under applicable laws, rules, and regulations; or (ii) that are otherwise inconsistent with this Grant Agreement, including any unapproved expenditures.

5.7 Liquidation Period

Grant funds will liquidate 90 calendar days following the project period end date or on December 30, 2020, whichever is earlier. Funds not obligated by the end of the grant period and not expended by the liquidation date will revert to TDEM.

5.8 Project Close Out

TDEM will close-out the grant award when it determines that all applicable administrative actions and all required work of the grant have been completed by the grantee.

The grantee must submit all financial, performance, and other reports as required by the terms and conditions of the grant award.

The grantee must promptly refund any balances of unobligated cash that TDEM paid in advance or paid and that are not authorized to be retained by the grantee for use in other projects.

[EXHIBITS AND SIGNATURE PAGE FOLLOWS]

EXHIBIT A - State of Texas Assurances

As the duly authorized representative of Grantee, I certify that Grantee:

1. Shall comply with Texas Government Code, Chapter 573, by ensuring that no officer, employee, or member of the grantee's governing body or of the grantee's contractor shall vote or confirm the employment of any person related within the second degree of affinity or the third degree of consanguinity to any member of the governing body or to any other officer or employee authorized to employ or supervise such person. This prohibition shall not prohibit the employment of a person who shall have been continuously employed for a period of two years, or such other period stipulated by local law, prior to the election or appointment of the officer, employee, or governing body member related to such person in the prohibited degree.
2. Shall insure that all information collected, assembled, or maintained by the grantee relative to a project will be available to the public during normal business hours in compliance with Texas Government Code, Chapter 552, unless otherwise expressly prohibited by law.
3. Shall comply with Texas Government Code, Chapter 551, which requires all regular, special, or called meetings of governmental bodies to be open to the public, except as otherwise provided by law or specifically permitted in the Texas Constitution.
4. Shall comply with Section 231.006, Texas Family Code, which prohibits payments to a person who is in arrears on child support payments.
5. Shall not contract with or issue a license, certificate, or permit to the owner, operator, or administrator of a facility if the grantee is a health, human services, public safety, or law enforcement agency and the license, permit, or certificate has been revoked by another health and human services agency or public safety or law enforcement agency.
6. Shall comply with all rules adopted by the Texas Commission on Law Enforcement pursuant to Chapter 1701, Texas Occupations Code, or shall provide the grantor agency with a certification from the Texas Commission on Law Enforcement that the agency is in the process of achieving compliance with such rules if the grantee is a law enforcement agency regulated by Texas Occupations Code, Chapter 1701.
7. Shall follow all assurances. When incorporated into a grant award or contract, standard assurances contained in the application package become terms or conditions for receipt of grant funds. Administering state agencies and grantees shall maintain an appropriate contract administration system to insure that all terms, conditions, and specifications are met. (See UGMS Section __.36 for additional guidance on contract provisions).
8. Shall comply with the Texas Family Code, Section 261.101, which requires reporting of all suspected cases of child abuse to local law enforcement authorities and to the Texas Department of Child Protective and Regulatory Services. Grantee shall also ensure that all program personnel are properly trained and aware of this requirement.
9. Shall comply with all federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352), which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps and the Americans with Disabilities Act of 1990 including Titles I, II, and III of the Americans with Disability Act which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities, 44 U.S.C. §§ 12101-12213; (d) the Age Discrimination Act of 1974, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to the nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290dd-3 and 290ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental, or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to this Grant.
10. Shall comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally assisted construction subagreements.
11. Shall comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (P.L. 91-646), which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Shall comply with the provisions of the Hatch Political Activity Act (5 U.S.C. §§7321-29), which limit the political activity of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Shall comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act and the Intergovernmental Personnel Act of 1970, as applicable.

14. Shall insure that the facilities under its ownership, lease, or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA (EO 11738).
15. Shall comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234. Section 102(a) requires the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition proposed for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards.
16. Shall comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved state management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of federal actions to State (Clear Air) Implementation Plans under Section 176(c) of the Clear Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
17. Shall comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
18. Shall assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
19. Shall comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) which requires the minimum standards of care and treatment for vertebrate animals bred for commercial sale, used in research, transported commercially, or exhibited to the public according to the Guide for Care and Use of Laboratory Animals and Public Health Service Policy and Government Principals Regarding the Care and Use of Animals.
20. Shall comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residential structures.
21. Shall comply with the Pro-Children Act of 1994 (Public Law 103-277), which prohibits smoking within any portion of any indoor facility used for the provision of services for children.
22. Shall comply with all federal tax laws and are solely responsible for filing all required state and federal tax forms.
23. Shall comply with all applicable requirements of all other federal and state laws, executive orders, regulations, and policies governing this program.
24. And its principals are eligible to participate and have not been subjected to suspension, debarment, or similar ineligibility determined by any federal, state, or local governmental entity and it is not listed on a state or federal government's terrorism watch list as described in Executive Order 13224. Entities ineligible for federal procurement have Exclusions listed at <https://www.sam.gov/portal/public/SAM/>.
25. Shall adopt and implement applicable provisions of the model HIV/AIDS work place guidelines of the Texas Department of Health as required by the Texas Health and Safety Code, Ann., Sec. 85.001, et seq.
26. Shall comply with the Drug-Free Workplace Rules established by the Texas Worker's Compensation Commission effective April 17, 1991.

EXHIBIT B – CARES ACT CORONAVIRUS RELIEF FUND ELIGIBILITY CERTIFICATION

I, _____, am the County Judge, Mayor or City Manager of _____
("County"/"Municipality"), and I certify that:

1. I have the authority on behalf of County/Municipality to request grant payments from the State of Texas ("State") for federal funds appropriated pursuant to section 601 of the Social Security Act, as added by section 5001 of the Coronavirus Aid, Relief, and Economic Security Act, Pub. L. No. 116-136, div. A, Title V (Mar. 27, 2020).
2. I understand that the State will rely on this certification as a material representation in making grant payments to the County/Municipality.
3. I acknowledge that County should keep records sufficient to demonstrate that the expenditure of funds it has received is in accordance with section 601(d) of the Social Security Act.
4. I acknowledge that all records and expenditures are subject to audit by the United States Department of Treasury's Inspector General, the Texas Division of Emergency Management, and the Texas State Auditor's Office, or designee.
5. I acknowledge that County has an affirmative obligation to identify and report any duplication of benefits. I understand that the State has an obligation and the authority to deobligate or offset any duplicated benefits.
6. I acknowledge and agree that County/Municipality shall be liable for any costs disallowed pursuant to financial or compliance audits of funds received.
7. I acknowledge that if County has not used funds it has received to cover costs that were incurred by December 30, 2020, as required by the statute, those funds must be returned to the United States Department of the Treasury.
8. I acknowledge that the County/Municipality's proposed uses of the funds provided as grant payments from the State by federal appropriation under section 601 of the Social Security Act will be used only to cover those costs that:
 - a. are necessary expenditures incurred due to the public health emergency and governor's disaster declaration on March 13, 2020 with respect to the Coronavirus Disease 2019 (COVID-19);
 - b. were not accounted for in the budget most recently approved as of March 27, 2020, for County/Municipality; and
 - c. were incurred during the period that begins on March 1, 2020 and ends on December 30, 2020.

In addition to each of the statements above, I acknowledge on submission of this certification that my jurisdiction has incurred eligible expenses between March 1, 2020 and the date noted below.

By: _____

Signature: _____

Title: _____

Date: _____

EXHIBIT C - CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned grantee, _____, certifies, to the best of his or her knowledge that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence any officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by 31 U.S.C. Sec. 1352 (as amended by the Lobbying Disclosure Act of 119). Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

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

By: _____

Signature: _____

Title: _____

Date: _____

Please initial by each Exhibit, acknowledging you have received them, understand them, and agree to abide by them.

_____ State of Texas Assurances, hereinafter referred to as "Exhibit A"

_____ CARES Act Coronavirus Relief Fund Eligibility Certification, hereinafter referred to as "Exhibit B"

_____ Certification Regarding Lobbying, hereinafter referred to as "Exhibit C"

Please sign below to acknowledged acceptance of the grant and all exhibits in this Grant Agreement, and to abide by all terms and conditions.

By: _____

Signature: _____

Title: _____

Date: _____



AGENDA MEMORANDUM- AUGUST 24, 2020

ITEM # CONSENT

CONTACT: Patricia Ditto, Deputy Finance Director
Eric Foerster, City Manager

SUBJECT: Budget Amendment to increase the VFD line item Building M&R for FY20

SUMMARY:

Cost incurred by the City of Richwood for damage at the Fire Station was charged to the Fire Department account 10-07-5310. However, the budget was not amended for this expenditure and it has caused a negative effect to the VFD budget.

BACKGROUND INFORMATION:

Cost paid to Construction Masters totaled \$83,948.50. This was not budgeted. Funds were received through an insurance claim in FY19 to reimburse the city for this expenditure.

FISCAL IMPACT: None

RECOMMENDATION: Council to approve the above-described Budget Amendment for Fund 10, 07-5310 Building M&R.

RESOLUTION NO. 20-R-28

A RESOLUTION AMENDING THE FISCAL YEAR 2019-2020 BUDGET TO INCREASE BUDGET OF RICHWOOD VOLUNTEER FIRE DEPARTMENT TO ALLOCATE FUNDING RECEIVED IN FISCAL YEAR 2018-2019

WHEREAS, the City of Richwood City Council adopted a budget for the City of Richwood, Texas, for the fiscal year 2019-2020 in September 2019;

WHEREAS, the City of Richwood paid for repairs to the Fire Department building due to flood damage, in the amount of \$83,948.50, which was coded to 10-07-5310 Building M&R. This amount was not included in the fiscal year 2019-2020 budget;

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS, HEREBY AMENDS THE FISCAL YEAR 2019-2020 BUDGET AS FILED WITH THE CITY SECRETARY AS FOLLOWS:

General Fund

Expenditures	
10-07-5310 Buildings M&R	<u>83,948.50</u>
NET INCREASE	<u>83,948.50</u>
 GENERAL FUND – FIRE DEPT REVISED EXPENSES	 <u>83,948.50</u>

PASSED AND APPROVED this the 24th day of August 2020.

THE CITY OF RICHWOOD, TEXAS

ATTEST

Steve Boykin, Mayor

Kirsten Garcia, City Secretary



AGENDA MEMORANDUM- AUGUST 24, 2020

ITEM # CONSENT

CONTACT: Patricia Ditto, Deputy Finance Director
Eric Foerster, City Manager

SUBJECT: Budget Amendment to revoke Resolution No. 20-R-1 and increase the VFD budget to allocate funds received in FY19

SUMMARY:

The City received money for an insurance claim for damage incurred from flooding at the fire station in FY19, totaling \$124,010.48. Costs incurred for repair to the building totaled \$109,180.89, leaving \$14,829.59. Resolution No 20-R-1 approved placing the remaining money into the replacement fund for the fire department. However, the amount was incorrect, and the allocation was never completed.

BACKGROUND INFORMATION:

Cost paid to Construction Masters was \$83,948.50 and Servpro was \$25,232.29, leaving \$14,829.59 to be placed in Replacement for the fire department equipment, rather than the amount of \$15,596 approved in Resolution No. 20-R-1 on January 13, 2020. The previously approved amount was never moved to the Replacement Fund from the General Fund

FISCAL IMPACT: None

RECOMMENDATION: Council to revoke Resolution No. 20-R-1 and approve this resolution in its place.

RESOLUTION NO. 20-R-27

A RESOLUTION AMENDING THE FISCAL YEAR 2019-2020 BUDGET TO REVOKE RESOLUTION NO. 20-R-1 AND INCREASE THE BUDGET OF RICHWOOD VOLUNTEER FIRE DEPARTMENT TO ALLOCATE FUNDS RECEIVED IN FISCAL YEAR 2018-2019

WHEREAS, the City of Richwood City Council adopted a budget for the City of Richwood, Texas, for the fiscal year 2019-2020 in September 2019;

WHEREAS, the City of Richwood City Council approved Resolution 20-R-1 on January 13, 2020 increasing the budget of the fire department in the amount of \$15,596 for excess funds from an insurance claim for personal property and property damages received on July 31, 2019 allowing staff to increase the fire department's fiscal year 2019-2020 budget by this amount. However, staff has determined that this was not completed;

WHEREAS, the City of Richwood received 2 checks for the above-mentioned insurance claim, \$84,680.41 received June 11, 2019 and \$39,330.07 received July 31, 2019, for a total received of \$124,010.48.

WHEREAS, the City of Richwood incurred costs totaling \$109,180.89 for repairs of the damage, leaving a balance of \$14,829.59 in the monies received for the claim.

WHEREAS, staff requests that Council approve the revocation of Resolution 20-R-1;

WHEREAS, staff further requests that Council approve a budget amendment to increase the FY20 budget to include the remaining insurance claim money as an addition to Fund 25 Replacement – Fire Department.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF RICHWOOD, TEXAS, HEREBY REVOKES RESOLUTION NO. 20-R-1 AND AMENDS THE FISCAL YEAR 2019-2020 BUDGET AS FILED WITH THE CITY SECRETARY AS FOLLOWS:

General Fund

Revenues	
Monies received for Insurance Claim in FY19	124,010.48
Expenditures	
Construction Masters	(83,948.50)
ServPro	(25,232.39)
REMAINING BALANCE	14,829.59
NET INCREASE TO REPLACEMENT - FIRE DEPT	<u>14,829.59</u>
REPLACEMENT FUND – FIRE DEPT REVISED ALLOCATION	14,829.59

PASSED AND APPROVED this the 24th day of August 2020.

THE CITY OF RICHWOOD, TEXAS

ATTEST

Steve Boykin, Mayor

Kirsten Garcia, City Secretary



AGENDA MEMORANDUM- AUGUST 24, 2020

ITEM # CONSENT

CONTACT: Patricia Ditto, Deputy Finance Director
Eric Foerster, City Manager

SUBJECT: Budget Amendment for Allocation of Grant Money

SUMMARY:

Money received in FY19 from Texas Forest Service for the VFD to purchase equipment and the associated expenditures made in FY19 were allocated incorrectly and require a budget amendment for transfers to the appropriate funds.

BACKGROUND INFORMATION:

A \$20,000 grant was received in September 2019 from the TX Forest Service to assist our VFD in purchasing SCBA equipment. The money was posted in General Fund, Deferred Grant Revenue. The purchase of the equipment, totaling \$45,114.50 was made allocated 25% to Fund 70 Grant Fund and 75% to Fund 13 Replacement. By transferring the \$20,000 from General Fund to Fund 70, and then transferring \$8,721.50 from Fund 70 to Fund 13, the funds will show that \$20,000 of expense was incurred in Fund 70, using all of the grant, and \$25,114 was expended from Fund 13.

FISCAL IMPACT: None

RECOMMENDATION: Council to approve the above-described Fund Transfers

RESOLUTION 20-R-25

A RESOLUTION AMENDING THE FISCAL YEAR 2019-2020 BUDGET TO CORRECT ALLOCATION OF GRANT MONEY RECEIVED IN FISCAL YEAR 2018- 2019 AND EXPENDITURES MADE FOR FIRE DEPARTMENT EQUIPMENT

WHEREAS, the City of Richwood City Council adopted a budget for the City of Richwood, Texas, for the fiscal year 2019-2020 in September 2019;

WHEREAS, funds were received on September 19, 2019 from the Texas Forest Service for a Fire Department Grant, in the amount of \$20,000. Money was posted to General Fund Deferred Grant Revenue, where it remains;

WHEREAS, the Richwood Volunteer Fire Department incurred expenses for qualified equipment in the amount of \$45,114.00. The expenses were allocated to Fund 70 Grant Funds for \$11,278.50 and Fund 13 Replacement for \$33,835.50.

WHEREAS, staff asks that Council approve a transfer of \$20,000 from General Fund Deferred Grant Revenue to Fund 70 Grant Funds.

WHEREAS, staff additionally asks that Council approve a reallocation of the expenditures, moving \$8,721.50 from Fund 13 Replacement to Fund 70 Grant Funds. This will fully eliminate the grant funds received, and reduce the amount spent from the fire department's Replacement balance.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RICHWOOD, TEXAS HEREBY AMENDS THE FISCAL YEAR 2019-2020 BUDGET AS FILED WITH THE CITY SECRETARY AS FOLLOWS:

General Fund

Transfer to Fund 70 Grant Funds	(20,000.00)
NET INCREASE (DECREASE)	(20,000.00)

Grant Fund

Transfer from General Fund – Deferred Grant Revenue	20,000.00
Transfer to Replacement – Expenditures	(8,721.50)
NET INCREASE (DECREASE)	11,278.50

Replacement Fund

Transfer from Grant Fund – Expenditures	8,721.50
NET INCREASE (DECREASE)	8,721.50

PASSED AND APPROVED on this 24th day of August 2020.

Steve Boykin, Mayor

ATTEST:

Kirsten Garcia, City Secretary



AGENDA MEMORANDUM- AUGUST 24, 2020

ITEM # CONSENT

CONTACT: Patricia Ditto, Deputy Finance Director
Eric Foerster, City Manager

SUBJECT: Budget Amendment for the Brazosport Water Authority cost

SUMMARY:

Richwood purchases water from Brazosport Water Authority, which is then sold to our residents. The cost is recouped through Water Billing. The cost was not included in the approved FY20 Budget.

BACKGROUND INFORMATION:

When the FY20 budget was approved, the amount necessary for the cost of water purchased from Brazosport Water Authority was omitted. Cost for this was included in a purchase order in the amount of \$286,000, of which \$236,527.50 have been expended, resulting in a negative effect for Fund 30 Water & Sewer. We need to amend the budget to add this item in the amount of \$286,000.

FISCAL IMPACT: None

RECOMMENDATION: Council to approve the above-described Budget Amendment for Fund 30.

RESOLUTION 20-R-26

**A RESOLUTION AMENDING THE FISCAL YEAR 2019-2020 BUDGET TO
CORRECT THE BUDGETED AMOUNT FOR FUND 30 EXPENDITURE TO
BRAZOSPORT WATER AUTHORITY**

WHEREAS, the City of Richwood City Council adopted a budget for the City of Richwood, Texas, for the fiscal year 2019-2020 in September 2019;

WHEREAS, no amount was budgeted for the cost of water purchased from Brazosport Water Authority;

WHEREAS, an encumbrance was created for this fiscal year in the amount of \$286,000, of which \$236,527.50 has been paid, leaving \$49,472.50 of encumbrance;

WHEREAS, staff asks that Council approve a budget amendment, increasing the Water & Sewer expenditure budget for Brazosport Water Authority from \$0.00 to \$286,000.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RICHWOOD, TEXAS HEREBY AMENDS THE FISCAL YEAR 2019-2020 BUDGET AS FILED WITH THE CITY SECRETARY AS FOLLOWS:

Water & Sewer Fund

Increase to Budget - Expenditures	<u>\$286,000.00</u>
NET INCREASE (DECREASE)	\$286,000.00
 Decrease to Water & Sewer – Net Income	 <u>(\$286,000.00)</u>
NET INCREASE (DECREASE)	(\$286,000.00)

PASSED AND APPROVED on this 24th day of August 2020.

Steve Boykin, Mayor

ATTEST:

Kirsten Garcia, City Secretary



AGENDA MEMORANDUM- AUGUST 31, 2020

ITEM # CONSENT

CONTACT: Patricia Ditto, Deputy Finance Director
Eric Foerster, City Manager

SUBJECT: Budget Amendment for the establishment of Fund 28 I&I Fund and for the transfer from Fund 30 W&S to Fund 28 for sewer revenue earmarked for I&I for FY20

SUMMARY:

Through the end of June 2020, the amount collected from this increase is \$19,680.75. I have created Fund 28 to capture and hold this revenue in reserve for future expenditures related to I&I. A transfer of \$25368.75 is required to move revenue from Fund 30 Sewer Fees to Fund 28 for revenue billed through August. An additional transfer will occur after the September billing. Total budget for FY20 will need to be amended to include a transfer from Fund 30 to Fund 28 of \$28200, which represents 10 months.

BACKGROUND INFORMATION:

Beginning with the December 2019 sewer billing, the rate was increased by \$2.25 to begin a fund for future I&I (Infiltration & Inflow) repairs or replacements. Fund 28 and the revenue transfer from Fund 30 was not included in the FY20 budget.

FISCAL IMPACT: None

RECOMMENDATION: Council to approve the above-described Budget Amendment for Fund 30 & Fund 28.

RESOLUTION 20-R-29

A RESOLUTION AMENDING THE FISCAL YEAR 2019-2020 BUDGET TO ADD FUND 28 AND ASSOCIATED REVENUE TRANSACTIONS

WHEREAS, the City of Richwood City Council adopted a budget for the City of Richwood, Texas, for the fiscal year 2019-2020 in September 2019;

WHEREAS, a sewer rate increase was set by council beginning with December 2019 billing, which is to be held for future needs of the sewer plant for I&I (Infiltration & Inflow);

WHEREAS, an additional fund is needed to hold this revenue and all future expenditures;

WHEREAS, the FY20 Budget would require an amendment budgeting the revenue to be placed in this fund, transferred from Fund 30

WHEREAS, staff asks that Council approve a budget amendment, setting up Fund 28 I&I, with a revenue line item in the amount of \$28,200, and an amendment to Fund 30, showing a transfer from this fund to Fund 28 for revenue billed in the amount of \$28,200.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF RICHWOOD, TEXAS HEREBY AMENDS THE FISCAL YEAR 2019-2020 BUDGET AS FILED WITH THE CITY SECRETARY AS FOLLOWS:

Water & Sewer Fund

Increase to Budget - Expenditures	<u>\$ 28,200.00</u>
NET INCREASE (DECREASE)	\$ 28,200.00
 Decrease to Water & Sewer – Net Income	 <u>(\$ 28,200.00)</u>
NET INCREASE (DECREASE)	(\$ 28,200.00)

I&I Fund

Increase to Budget – Revenue	<u>\$ 28,200.00</u>
NET INCREASE (DECREASE)	\$ 28,200.00
 Increase to I&I – Fund Balance	 <u>\$ 28,200.00</u>
NET INCREASE (DECREASE)	\$ 28,200.00

PASSED AND APPROVED on this 31st day of August 2020.

Steve Boykin, Mayor

ATTEST:

Kirsten Garcia, City Secretary