

AGENDA
RICHHOOD CITY COUNCIL
Regular Meeting, Monday, May 19, 2014
Richwood City Hall
1800 N. Brazosport Blvd.
Richwood, TX 77531
6:00 PM

- I. CALL TO ORDER
Presenter: Clint Kocurek
Time: 6:00 p.m.
- II. INVOCATION
Opening Prayer - Glenn Patton, City Manager
Presenter: Glenn Patton
- III. PLEDGES OF ALLEGIANCE
Pledge of Allegiance & Texas Pledge
- IV. ROLL CALL OF COUNCIL MEMBERS
Presenter: Clint Kocurek
- V. ANYONE WISHING TO ADDRESS COUNCIL
Individuals wishing to address council are limited to 5 minutes per individual with a maximum of 30 minutes allowed for this section. Any items addressed to council will not be discussed and no action will be taken as these items are not on the agenda and any discussion or action will be a violation of the Open Meetings Act.
Presenter: Clint Kocurek
- VI. CONSENT AGENDA
 - A. Approval of Minutes of Previous Meetings 3
 - B. Payment of bills 7
- VII. DISCUSSION AND ACTION ITEMS
 - A. Canvass May 10, 2014 Election 18
 - B. Swear in New Council Members 27
 - C. Award Bids for 2014 Storm Debris Removal - Annual Contingency Contract 30
 - D. Award bid for Debris Monitoring, Recovery and other Related Services 32
 - E. Heavy Trash Contract with Waste Management 109
 - F. Five year plans - Administration/Court and Public Works 110
 - G. Approve items pulled from Consent Agenda
- VIII. REPORTS
Reports that require no action.
 - A. Update on Goals and Objectives
- IX. CITY MANAGER'S REPORT
Presenter: Glenn Patton

X. FUTURE AGENDA ITEMS

XI. COMMITTEE REPORTS

XII. COUNCIL MEMBER COMMENTS & REPORTS

XIII. MAYOR'S REPORT

XIV. ADJOURNMENT

I, Karen B. Schrom, do hereby certify that I did, on post this notice of meeting on the bulletin board at 1800 N. Brazosport Blvd., Richwood, TX, in compliance with the Texas Open Meetings Law.

Karen B. Schrom, City Secretary
City of Richwood

Minutes of Regular Meeting

The City Council City of Richwood

A Regular Meeting of the City Council of City of Richwood was held Monday, May 12, 2014, beginning at 6:00 PM in the Richwood City Hall, 1800 N. Brazosport Blvd. Richwood, Texas.

I. CALL TO ORDER

The meeting was called to order at 6:00 p.m. by Clint Kocurek, Mayor and presiding officer.

II. INVOCATION

The invocation was given by Glenn Patton, City Manager.

III. PLEDGES OF ALLEGIANCE

The Pledge of Allegiance and the Texas Pledge of Allegiance was recited by those in attendance.

IV. ROLL CALL OF COUNCIL MEMBERS

Roll call showed the following members present:

Clint Kocurek, Mayor and presiding officer
Paul Raymond, Council, Position #1
John Pitts, Council, Position #2
Jarrod Beaty, Council, Position #3
Donna Lacy, Council, Position #4

A quorum was declared. Others present included Glenn Patton, City Manager, Karen B. Schrom, City Secretary, Kellie Marriott, Ellis Feiner, Chase Smith, Laurie Atkins, Brittany Hardison, Chris Hardison, Sarah Harris and Suzanne and Emerson Kocurek.

V. ANYONE WISHING TO ADDRESS COUNCIL

Ellis Feiner, the City's Brazosport Water Authority Director, updated City Council on issues affecting BWA. He reported that the Texas Department of Criminal Justice has requested 100 gallons more a day than they are currently getting. This shows the increasing demand and need for water. Texas Water Development Board is

offering a 1.25% discount on the 19 million dollar bond for the first stage of the reverse osmosis plant. They should have the money by mid July. This is one of the largest such projects in the state. He also reported that the state has agreed to a River Master Program for the Brazos River from Possum Kingdom Lake on down.

VI. CONSENT AGENDA

On motion by Councilman Jarrod, seconded by Councilman Pitts, with all members present voting aye, the items on the Consent Agenda were approved as presented.

A. Approval of Minutes of Previous Meetings

1. April 28, 2014

B. Payment of bills

VII. DISCUSSION AND ACTION ITEMS

A. Authorization to let bids to sell old water meters

On motion by Councilman Pitts, seconded by Councilman Lacy, with all members present voting aye, it was duly adopted to authorize the letting bids to sell the old water meters.

B. Resolution by the Southern Conservative, LLC

On motion by Councilman Pitts, seconded by Councilman Lacy, with all members present voting aye, it was duly adopted to deny the resolution by the Southern Conservative, LLC.

C. Ordinance adopting the 2009 edition of the International Property Code Maintenance as well as additional local amendments including provisions relating to the registration and inspection of multi-family dwelling complexes

On motion by Councilman Pitts, seconded by Councilman Beaty, with all members present voting aye, it was duly adopted to table this item

D. Approve items pulled from Consent Agenda

There were none.

VIII. REPORTS

A. Financial Reports

Par for the period ending April 30, 2014 is 41% remaining. All the departments, with the exception of Parks and Recreation and the Fire Department are within par. Revenues are exceeding expenditures.

IX. CITY MANAGER'S REPORT

Retail Coach has hit the ground running. They are at a convention in Las Vegas this week and took about 5 retail spots from Richwood with them to promote. The property next door may be available for development by the end of the week.

The County has moved us up on their work orders and have already paved approximately 1 mile of roadway for us.

X. FUTURE AGENDA ITEMS

2009 edition of the International Property Code Maintenance ordinance

XI. COMMITTEE REPORTS

There were none.

XII. COUNCIL MEMBER COMMENTS & REPORTS

Ms. Lacy thanked everyone for helping and teaching her. Her term on Council has been a great learning experience. She wishes Mr. Hardison the best.

XIII. MAYOR'S REPORT

Mayor Kocurek thanked Ms. Lacy for her service. He reported that he and Mr. Patton will attend a meeting at the Chamber to discuss EMS issues.

XIV. ADJOURNMENT

With no further business to discuss, the meeting was adjourned at 6:17 p.m.

APPROVED BY A MAJORITY VOTE OF COUNCIL ON MAY 19, 2014.

Clint Kocurek, Mayor

ATTEST:

Karen B. Schrom, City Secretary

Council Approval Report for FIRST NATIONAL BANK--100103073

(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
18	ARNOLD TIRE COMPANY, PO BOX 1011, CLUTE, TX, 77531	5116	05/08/14	tire mount uni#749	05/08/14	\$20.00	\$20.00	10-05-5340	Vehicle M&R	\$10,300.00	\$2,767.42
		5226	05/08/14	tire rotation	05/08/14	\$20.00	\$20.00	10-05-5340	Vehicle M&R	\$10,300.00	\$2,767.42
							\$40.00				
38	BRAZORIA COUNTY CLERK, 111 E LOCUST, SUITE 200, ANGLETON, TX, 77515	may15	05/08/14	lien for 310 four oaks	05/08/14	\$26.00	\$26.00	10-02-5240	Expendable Operating S	\$3,000.00	\$1,389.35
							\$26.00				
50	BRAZOSPORT TIRE, 441 EAST PLANTATION, CLUTE, TX, 77531	402636	05/08/14	2 trailer tires	05/08/14	\$233.76	\$233.76	10-02-5365	Other Equipment M&R	\$4,000.00	\$2,819.44
							\$233.76				
74	DIRECT EFFECT MARKETING, 642 CR 605, ANGLETON, TX, 77515	5078	05/08/14	focus newsletter	05/08/14	\$1,000.00	\$1,000.00	10-01-5685	Publishing & Advertising	\$5,000.00	\$2,597.88
							\$1,000.00				
90	FACTS, THE, PO BOX 549, CLUTE, TX, 77531	1110171	05/08/14	elections notices	05/08/14	\$345.60	\$345.60	10-01-5510	Elections	\$4,000.00	\$3,400.00
		1110171	05/08/14	storm debris removal bid notice	05/08/14	\$566.40	\$566.40	10-01-5685	Publishing & Advertising	\$5,000.00	\$2,597.88
							\$912.00				
104	GULF COAST PAPER, PO BOX 4227, VICTORIA, TX, 77903	752509	05/08/14	acclaim multifold towels	05/08/14	\$36.70	\$36.70	10-08-5215	Custodial Supplies	\$600.00	\$111.52
		752509	05/08/14	cottenelle multifold toilet paper	05/08/14	\$34.24	\$34.24	10-08-5215	Custodial Supplies	\$600.00	\$111.52
		752509	05/08/14	60 gal clear trash liner	05/08/14	\$99.12	\$99.12	10-08-5215	Custodial Supplies	\$600.00	\$111.52
							\$170.06				
122	LAWMAN'S UNIFORM & EQUIPMENT, 5814 MILWEE BLDG. A, HOUSTON, TX, 77092	36936	05/08/14	code enforcement badge	05/08/14	\$77.45	\$77.45	10-02-5190	Uniforms	\$1,600.00	\$1,258.95
							\$77.45				
131	MAURO & CORDOBA, P.L.L.C., 208 PARKING WAY, LAKE JACKSON, TX, 77566	31344	05/08/14	attorney fees	05/08/14	\$337.50	\$337.50	10-01-5570	Attorney's Fees	\$25,000.00	\$18,311.02
		31346	05/08/14	attorney fees	05/08/14	\$870.00	\$870.00	10-01-5570	Attorney's Fees	\$25,000.00	\$18,311.02
		31345	05/08/14	attorney fees	05/08/14	\$232.50	\$232.50	10-06-5570	Attorney's Fees	\$7,000.00	\$2,046.50
							\$1,440.00				
132	MCCOY'S BUILDING SUPPLY, PO BOX 1362, SAN MARCOS, TX, 78667	1386357	05/08/14	bags cement for sign on wisteria	05/08/14	\$6.98	\$6.98	10-02-5376	Signs M&R	\$2,000.00	\$510.95
		1385421	05/08/14	80 lb. bags sackrete	05/08/14	\$10.40	\$10.40	10-03-5380	Streets M&R	\$21,600.00	\$6,784.17
		1385421	05/08/14	10' 1x8 treated boards	05/08/14	\$19.38	\$19.38	10-03-5380	Streets M&R	\$21,600.00	\$6,784.17
		1385421	05/08/14	8' 4x4 treated posts	05/08/14	\$23.26	\$23.26	10-03-5380	Streets M&R	\$21,600.00	\$6,784.17
		1386357	05/08/14	80lb. Bag of portland cement for redfish trail	05/08/14	\$17.89	\$17.89	10-03-5380	Streets M&R	\$21,600.00	\$6,784.17

Council Approval Report for FIRST NATIONAL BANK--100103073

(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
137	MUNICIPAL CODE CORPORATION, PO BOX 2235, TALLAHASSEE, FL, 32316	00241714	05/08/14	ordinances	05/08/14	\$610.00	\$77.91	10-01-5210	Office Supplies	\$24,000.00	\$4,862.22
							\$610.00				
							\$610.00				
141	O'REILLY'S AUTOMOTIVE STORES, INC., PO BOX 9464, SPRINGFIELD, MO, 65801-9464	1479-330826	05/08/14	tire plug kit	05/08/14	\$10.17	\$10.17	10-02-5240	Expendable Operating S	\$3,000.00	\$1,389.35
		1479-324712	05/08/14	light capsule	05/08/14	\$5.99	\$5.99	10-05-5340	Vehicle M&R	\$10,300.00	\$2,767.42
							\$16.16				
155	QUILL CORPORATION, PO BOX 37600, PHILADELPHIA, PA, 91901-0600	2525421	05/08/14	pilot retractable pens	05/08/14	\$15.79	\$15.79	10-01-5210	Office Supplies	\$24,000.00	\$4,862.22
		2542955	05/08/14	brochure holder	05/08/14	\$47.69	\$47.69	10-06-5210	Office Supplies	\$5,193.00	\$2,248.88
							\$63.48				
206	UTILITY DATA SYSTEMS OF TEXAS, LLC, P.O. BOX 6147, FRISCO, TX, 75035	10414	05/08/14	cite clerly annual fee	05/08/14	\$885.00	\$885.00	10-04-5294	Expenditures - Court Tec	\$0.00	(\$2,247.60)
							\$885.00				
00 427	CHAMPION ENERGY SERVICES, P.O. BOX 4190, HOUSTON, TX, 77210-4190	b1405020425	05/08/14	electricity	05/08/14	\$12.82	\$12.82	10-01-5410	Electricity	\$12,000.00	\$6,791.27
		b1405021323	05/08/14	electricity	05/08/14	\$18.93	\$18.93	10-01-5410	Electricity	\$12,000.00	\$6,791.27
		b1405030104	05/08/14	electricity	05/08/14	\$808.00	\$808.00	10-01-5410	Electricity	\$12,000.00	\$6,791.27
		b1405011984	05/08/14	electricity	05/08/14	\$14.12	\$14.12	10-02-5410	Electricity	\$45,000.00	\$27,085.54
		b1405020414	05/08/14	electricity	05/08/14	\$215.64	\$215.64	10-02-5410	Electricity	\$45,000.00	\$27,085.54
		b1405020416	05/08/14	electricity	05/08/14	\$79.26	\$79.26	10-02-5410	Electricity	\$45,000.00	\$27,085.54
		b1405020418	05/08/14	electricity	05/08/14	\$44.04	\$44.04	10-02-5410	Electricity	\$45,000.00	\$27,085.54
		b1405020419	05/08/14	electricity	05/08/14	\$30.95	\$30.95	10-02-5410	Electricity	\$45,000.00	\$27,085.54
		b1405020422	05/08/14	electricity	05/08/14	\$11.34	\$11.34	10-02-5410	Electricity	\$45,000.00	\$27,085.54
		b1405020424	05/08/14	electricity	05/08/14	\$17.85	\$17.85	10-02-5410	Electricity	\$45,000.00	\$27,085.54
		b1405021007	05/08/14	electricity	05/08/14	\$24.21	\$24.21	10-02-5410	Electricity	\$45,000.00	\$27,085.54
		b1405031631	05/08/14	electricity	05/08/14	\$16.28	\$16.28	10-02-5410	Electricity	\$45,000.00	\$27,085.54
		b1405020421	05/08/14	electricity	05/08/14	\$127.75	\$127.75	10-07-5410	Electricity	\$2,500.00	\$1,283.98
		b1405020420	05/08/14	electricity	05/08/14	\$65.13	\$65.13	10-08-5410	Electricity	\$5,400.00	\$4,783.40
							\$1,486.32				
753	BEARS RECYCLING, P.O. BOX 35, CLUTE, TX, 77531	73150	05/08/14	dump fees	05/08/14	\$380.00	\$380.00	10-02-5245	Dump Charges	\$2,500.00	\$1,107.75
							\$380.00				
922	SUNGARD PUBLIC SECTOR INC., BANK OF AMERICA, 12709 COLLECTION CENTER DRIVE, CHICAGO, IL, 60693	80590	05/08/14	cad multi jurisdictional implementations	05/08/14	\$393.75	\$393.75	10-05-5210	Office Supplies	\$5,500.00	\$1,821.42
							\$393.75				

City of Richwood
Council Approval Report for FIRST NATIONAL BANK--100103073
(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
947	48191	CREATIONS BY GRACE, 358 E. PLANTATION DRIVE, CLUTE, TX, 77531-5511				05/08/14	\$240.32	10-01-5101	Administrative Expense	\$6,000.00	(\$763.80)
							\$240.32				
1061	ivc00021414	PERDUE, BRANDON, FIELDER, COLLINS & MOTT LLP, 1235 NORTH LOOP WEST, SUITE 600, HOUSTON, TX, 77008				05/08/14	\$1,399.27	10-29-2140	Municipal Court Costs	\$0.00	(\$40,812.64)
							\$1,399.27				
1068	381789	COMBINED INSURANCE CO. OF AMERICA, 5277 PAYSPIRE CIRCLE, CHICAGO, IL, 60674				05/08/14	\$128.14	10-29-2136	Insurance Payable	\$0.00	\$1,358.93
							\$128.14				
1166	43668	VIT OFFSHORE OIL SERVICE, 618 EAST SECOND STREET, FREEPORT, TX, 77541				05/08/14	\$1,000.00	10-02-5230	Gas, Oil, & Lubricants	\$9,000.00	\$3,860.24
						05/08/14	\$207.10	10-02-5230	Gas, Oil, & Lubricants	\$9,000.00	\$3,860.24
						05/08/14	\$4,380.90	10-05-5230	Gas, Oil, & Lubricants	\$30,208.00	\$15,558.57
						05/08/14	\$154.27	10-07-5230	Gas, Oil, & Lubricants	\$2,000.00	\$124.16
							\$5,742.27				
1178	may14	AMERICAN SOCIETY OF COMPOSERS, AUTHORS & PUBLISHER, P.O. BOX 331608-7515, NASHVILLE, TN, 37203-9998				05/08/14	\$330.00	10-08-5560	Engineering	\$0.00	\$0.00

\$330.00

Total Bills To Pay:

\$15,651.89

City of Richwood
Council Approval Report for W/S FIRST NATIONAL BANK--100103081
(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
39	may14	BRAZORIA COUNTY WATER LAB, 434 E MULBERRY, ANGLETON, TX, 77515	05/08/14	water sample test	05/08/14	\$90.00	\$90.00	30-21-5390	Water Lines M&R	\$47,280.00	\$15,169.27
42	07-0398	BRAZOSPORT WATER AUTHORITY, 1251 FM 2004, LAKE JACKSON, TX, 77566	05/08/14	water contract	05/08/14	\$13,536.00	\$13,536.00	30-21-5995	Brazosport Water Authori	\$160,000.00	\$77,881.60
58	may14	CITY OF CLUTE/ACCOUNTANT, PO BOX 997, CLUTE, TX, 77531	05/08/14	wastewater contract	05/08/14	\$41,339.20	\$41,339.20	30-21-5990	Sewage Treatment Plant	\$220,000.00	\$79,156.63
90	1110171--01	FACTS, THE, PO BOX 549, CLUTE, TX, 77531	05/08/14	ad for pw employee	05/08/14	\$187.20	\$187.20	30-21-5685	Publishing & Advertising	\$500.00	(\$67.20)
106	c265916	HD SUPPLY WATERWORKS, PO BOX 840700, DALLAS, TX, 75284-0700	05/08/14	concrete meter box w/ild	05/08/14	\$1,242.40	\$1,242.40	30-21-5390	Water Lines M&R	\$47,280.00	\$15,169.27
150	340019	UTILITY SERVICE CO., INC., PO BOX 674233, DALLAS, TX, 75267-4233	05/08/14	water tower contract	05/08/14	\$479.17	\$479.17	30-21-5935	Equipment - Time Payme	\$20,000.00	\$4,823.81
236	0443607-1013-9	WASTE MANAGEMENT, PO BOX 660585, DALLAS, TX, 75266-0585	05/08/14	residential trash service	05/08/14	\$17,756.40	\$17,756.40	30-30-2240	Sanitation Payable	\$0.00	(\$17,830.68)
427	b1405010852	CHAMPION ENERGY SERVICES, P.O. BOX 4190, HOUSTON, TX, 77210-4190	05/08/14	electricity	05/08/14	\$10.36	\$10.36	30-21-5410	Electricity	\$42,000.00	\$18,934.45
1166	43668--01	VIT OFFSHORE OIL SERVICE, 618 EAST SECOND STREET, FREEPORT, TX, 77541	05/08/14	fuel	05/08/14	\$2,497.88	\$2,497.88	30-21-5230	Gas, Oil, & Lubricants	\$12,000.00	\$2,569.98

City of Richwood
Council Approval Report for W/S FIRST NATIONAL BANK--100103081
(Council Approval Report)

Vendor		Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
InvoiceNumber	Date								

Total Bills To Pay: \$80,577.20

City of Richwood
Council Approval Report for FIRST NATIONAL BANK--100103073
(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		054101941220800	05/15/14	armoral protectant	05/15/14	\$19.98	\$19.98	10-02-5340	Vehicle M&R	\$4,000.00	(\$1,012.59)
		554996741082060	05/15/14	cans of red spray paint	05/15/14	\$8.98	\$8.98	10-04-4250	Revenues - Festivals	\$0.00	(\$6,697.93)
		054368441185000	05/15/14	computer base mount	05/15/14	\$64.83	\$64.83	10-04-5294	Expenditures - Court Tec	\$0.00	(\$2,247.60)
		054368441185000	05/15/14	freight	05/15/14	\$12.99	\$12.99	10-04-5294	Expenditures - Court Tec	\$0.00	(\$2,247.60)
		554328641170001	05/15/14	wrist band for children and adults	05/15/14	\$143.85	\$143.85	10-04-5296	K-9 Unit	\$0.00	(\$6,365.83)
		554807740948180	05/15/14	training supplies	05/15/14	\$228.95	\$228.95	10-04-5296	K-9 Unit	\$0.00	(\$6,365.83)
		054101941004181	05/15/14	shipping charges	05/15/14	\$5.60	\$5.60	10-05-5190	Uniforms	\$2,500.00	\$1,223.90
		054368440995000	05/15/14	office supplies	05/15/14	\$122.02	\$122.02	10-05-5210	Office Supplies	\$5,500.00	\$1,821.42
		054160141061410	05/15/14	curad bandaids	05/15/14	\$5.94	\$5.94	10-05-5220	Tools	\$819.00	(\$366.93)
		054160141061410	05/15/14	e flex fab	05/15/14	\$4.97	\$4.97	10-05-5220	Tools	\$819.00	(\$366.93)
		054160141061410	05/15/14	flents mask	05/15/14	\$2.97	\$2.97	10-05-5220	Tools	\$819.00	(\$366.93)
		054160141061410	05/15/14	peroxide	05/15/14	\$4.92	\$4.92	10-05-5220	Tools	\$819.00	(\$366.93)
		054160141061410	05/15/14	cowhide gloves	05/15/14	\$7.88	\$7.88	10-05-5220	Tools	\$819.00	(\$366.93)
		054160141061410	05/15/14	tool box for evidence collection	05/15/14	\$139.88	\$139.88	10-05-5220	Tools	\$819.00	(\$366.93)
		054160141061410	05/15/14	25' tape measure	05/15/14	\$11.08	\$11.08	10-05-5220	Tools	\$819.00	(\$366.93)
		054160141061410	05/15/14	razor knives	05/15/14	\$2.94	\$2.94	10-05-5220	Tools	\$819.00	(\$366.93)
		054368441084000	05/15/14	styro foam	05/15/14	\$23.91	\$23.91	10-05-5220	Tools	\$819.00	(\$366.93)
		054368441084000	05/15/14	book rings	05/15/14	\$1.88	\$1.88	10-05-5220	Tools	\$819.00	(\$366.93)
		054368441084000	05/15/14	measuring cup	05/15/14	\$1.88	\$1.88	10-05-5220	Tools	\$819.00	(\$366.93)
		054368441084000	05/15/14	marker paint	05/15/14	\$15.81	\$15.81	10-05-5220	Tools	\$819.00	(\$366.93)
		054368441085001	05/15/14	hand trimming	05/15/14	\$11.00	\$11.00	10-05-5220	Tools	\$819.00	(\$366.93)
		054368441085001	05/15/14	coin envelopes	05/15/14	\$23.29	\$23.29	10-05-5220	Tools	\$819.00	(\$366.93)
		054368441085001	05/15/14	laminiate cards	05/15/14	\$17.60	\$17.60	10-05-5220	Tools	\$819.00	(\$366.93)
		554838241123604	05/15/14	credit for return	05/15/14	(\$17.26)	(\$17.26)	10-05-5220	Tools	\$819.00	(\$366.93)
		855049940989000	05/15/14	nark 11 bath salts test kit	05/15/14	\$18.50	\$18.50	10-05-5220	Tools	\$819.00	(\$366.93)
		855049940989000	05/15/14	nark 11 pvp bath salts test kit	05/15/14	\$18.50	\$18.50	10-05-5220	Tools	\$819.00	(\$366.93)
		855049940989000	05/15/14	nark bath salts mdpv	05/15/14	\$18.50	\$18.50	10-05-5220	Tools	\$819.00	(\$366.93)
		855049940989000	05/15/14	nark 11 sodium nitro, meth test kit	05/15/14	\$18.50	\$18.50	10-05-5220	Tools	\$819.00	(\$366.93)
		855049940989000	05/15/14	nark ii cocaine test kit	05/15/14	\$18.50	\$18.50	10-05-5220	Tools	\$819.00	(\$366.93)
		855049940989000	05/15/14	freight	05/15/14	\$12.00	\$12.00	10-05-5220	Tools	\$819.00	(\$366.93)
		855049941019000	05/15/14	freight	05/15/14	\$30.45	\$30.45	10-05-5220	Tools	\$819.00	(\$366.93)
		855049941019000	05/15/14	box swabs	05/15/14	\$24.95	\$24.95	10-05-5220	Tools	\$819.00	(\$366.93)
		855049941019000	05/15/14	lift cards	05/15/14	\$17.95	\$17.95	10-05-5220	Tools	\$819.00	(\$366.93)
		855049941019000	05/15/14	latex gloves	05/15/14	\$83.65	\$83.65	10-05-5220	Tools	\$819.00	(\$366.93)
		855049941019000	05/15/14	distilled water	05/15/14	\$7.80	\$7.80	10-05-5220	Tools	\$819.00	(\$366.93)
		855049941019000	05/15/14	cotton applicators	05/15/14	\$18.50	\$18.50	10-05-5220	Tools	\$819.00	(\$366.93)
		855049941019000	05/15/14	bio hazard tape	05/15/14	\$9.50	\$9.50	10-05-5220	Tools	\$819.00	(\$366.93)
		855049941019000	05/15/14	evidence collection jars	05/15/14	\$9.95	\$9.95	10-05-5220	Tools	\$819.00	(\$366.93)
		855049941019000	05/15/14	magnetic applicator	05/15/14	\$62.00	\$62.00	10-05-5220	Tools	\$819.00	(\$366.93)
		855049941019000	05/15/14	silver magnetic powder	05/15/14	\$19.75	\$19.75	10-05-5220	Tools	\$819.00	(\$366.93)
		855049941019000	05/15/14	transparent palm/cluster lifting tape	05/15/14	\$32.00	\$32.00	10-05-5220	Tools	\$819.00	(\$366.93)

Council Approval Report for FIRST NATIONAL BANK--100103073

(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		855049941019000	05/15/14	extra wide mouth sifters	05/15/14	\$39.00	\$39.00	10-05-5220	Tools	\$819.00	(\$366.93)
		855049941019000	05/15/14	silver/black hi-fi powder	05/15/14	\$28.95	\$28.95	10-05-5220	Tools	\$819.00	(\$366.93)
		855049941019000	05/15/14	indestructable white powder	05/15/14	\$18.95	\$18.95	10-05-5220	Tools	\$819.00	(\$366.93)
		855049941019000	05/15/14	scales, ink, photo ruler, card holder	05/15/14	\$60.00	\$60.00	10-05-5220	Tools	\$819.00	(\$366.93)
		855049941019000	05/15/14	fiberglass brushes	05/15/14	\$71.60	\$71.60	10-05-5220	Tools	\$819.00	(\$366.93)
		054368441056001	05/15/14	lunch meeting with jlems	05/15/14	\$30.69	\$30.69	10-05-5240	Expendable Operating S	\$2,374.00	\$277.72
		054160141201410	05/15/14	lunch susan for jail	05/15/14	\$13.97	\$13.97	10-05-5542	Jail Expense	\$5,500.00	\$2,946.52
		555465541154512	05/15/14	shipping	05/15/14	\$12.95	\$12.95	10-06-5210	Office Supplies	\$5,193.00	\$2,248.88
		555465541154512	05/15/14	tx criminal traffic law book	05/15/14	\$41.00	\$41.00	10-06-5210	Office Supplies	\$5,193.00	\$2,248.88
		555465541154512	05/15/14	level 1, 2 & 3 court clerk study guides	05/15/14	\$60.00	\$60.00	10-06-5210	Office Supplies	\$5,193.00	\$2,248.88
		054368440955001	05/15/14	cleaning supplies	05/15/14	\$13.80	\$13.80	10-08-5215	Custodial Supplies	\$600.00	\$111.52
		054368441165001	05/15/14	gal bleach	05/15/14	\$5.90	\$5.90	10-08-5215	Custodial Supplies	\$600.00	\$111.52
		054368441165001	05/15/14	tax	05/15/14	\$1.97	\$1.97	10-08-5215	Custodial Supplies	\$600.00	\$111.52
		054368441165001	05/15/14	gal. fabuloso cleaner	05/15/14	\$18.00	\$18.00	10-08-5215	Custodial Supplies	\$600.00	\$111.52
14		054368441230001	05/15/14	roundup wand kit	05/15/14	\$14.99	\$14.99	10-08-5310	Building & Grounds M&R	\$65,000.00	\$5,562.17
		183	T.J.'S LUBE STOP, 125 DIXIE DRIVE, SUITE A, CLUTE, TX, 77531				\$2,485.24				
		141841	05/15/14	state inspection	05/15/14	\$39.75	\$39.75	10-02-5340	Vehicle M&R	\$4,000.00	(\$1,012.59)
		185	TX CHILD SUPPORT SDU, PO BOX 659791, SAN ANTONIO, TX, 78265-9791				\$39.75				
		may14-	05/15/14	child support	05/15/14	\$289.00	\$289.00	10-29-2138	Child Support Payable	\$0.00	(\$15.00)
		201	COMCAST, PO BOX 660618, DALLAS, TX, 75266-0618				\$289.00				
		may14	05/15/14	internet	05/15/14	\$103.61	\$103.61	10-07-5420	Telephone	\$1,200.00	\$145.82
		207	VERIZON WIRELESS, PO BOX 660108, DALLAS, TX, 75266-0108				\$103.61				
		9724449958	05/15/14	broadband	05/15/14	\$113.97	\$113.97	10-05-5695	Special Services - Miscell	\$4,000.00	\$2,266.29
		292	CITY OF ANGLETON, 121 S. VELASCO, ANGLETON, TX, 77515				\$113.97				
		may14	05/15/14	food safety certification class	05/15/14	\$50.00	\$50.00	10-02-5130	Training & Travel	\$2,000.00	\$441.83
		466	CITY OF OYSTER CREEK, 3210 FM 523, OYSTER CREEK, TX, 77541				\$50.00				
		may14	05/15/14	jail fees	05/15/14	\$425.00	\$425.00	10-05-5542	Jail Expense	\$5,500.00	\$2,946.52
		774	ZEIGLER'S SCREEN PRINTING, 137 EAST MULBERRY, ANGLETON, TX, 77515				\$425.00				
		14129	05/15/14	shirts embroidered	05/15/14	\$64.00	\$64.00	10-05-5190	Uniforms	\$2,500.00	\$1,223.90
						\$64.00	\$64.00				

(Council Approval Report)

Total Bills To Pay:

Council Approval Report for W/S FIRST NATIONAL BANK--100103081

(Council Approval Report)

Vendor		InvoiceNumber	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
	72	DEPT. OF STATE HEALTH SERVICES, PO BOX 149347, 1100 WEST 49TH STREET, AUSTIN, TX, 78714-9347									
		may14	05/15/14	water sample testing	05/15/14	\$220.73	\$220.73	30-21-5390	Water Lines M&R	\$47,280.00	\$15,169.27
							\$220.73				
		82	DXI INDUSTRIES, INC., PO BOX 301049, DALLAS, TX, 75303-1049								
		de05001598-14	05/15/14	chlorine	05/15/14	\$36.00	\$36.00	30-21-5270	Chemicals	\$7,000.00	\$3,583.57
		de05001599-14	05/15/14	chlorine	05/15/14	\$12.00	\$12.00	30-21-5270	Chemicals	\$7,000.00	\$3,583.57
		de05001600-14	05/15/14	chlorine	05/15/14	\$12.00	\$12.00	30-21-5270	Chemicals	\$7,000.00	\$3,583.57
		de05001635-14	05/15/14	chlorine	05/15/14	\$72.00	\$72.00	30-21-5270	Chemicals	\$7,000.00	\$3,583.57
							\$132.00				
	106	HD SUPPLY WATERWORKS, PO BOX 840700, DALLAS, TX, 75284-0700									
		c345587	05/15/14	freight	05/15/14	\$62.17	\$62.17	30-21-5390	Water Lines M&R	\$47,280.00	\$15,169.27
		c345587	05/15/14	6.56-6.96 full circle clamp	05/15/14	\$177.93	\$177.93	30-21-5390	Water Lines M&R	\$47,280.00	\$15,169.27
		c345587	05/15/14	6.84-7.24 full circle clamp	05/15/14	\$676.02	\$676.02	30-21-5390	Water Lines M&R	\$47,280.00	\$15,169.27
		c345587	05/15/14	7.05-7.45 full circle clamp	05/15/14	\$176.32	\$176.32	30-21-5390	Water Lines M&R	\$47,280.00	\$15,169.27
		c345608	05/15/14	1" cts ti 5/8 meter nut curb stop	05/15/14	\$328.50	\$328.50	30-21-5390	Water Lines M&R	\$47,280.00	\$15,169.27
							\$1,420.94				
	117	KILLIUM PEST CONTROL, 209 PLANTATION DR, LAKE JACKSON, TX, 77566									
		15301	05/15/14	quarterly service	05/15/14	\$99.00	\$99.00	30-21-5310	Building & Grounds M&R	\$5,000.00	\$4,375.00
							\$99.00				
		146	PENNEY'S ELECTRIC, PO BOX 2888, FREEPORT, TX, 77541								
		14826	05/15/14	120-240v furn coin 9 starter relay, well 6)	05/15/14	\$325.00	\$325.00	30-21-5390	Water Lines M&R	\$47,280.00	\$15,169.27
		14826	05/15/14	labor for electrical well repair	05/15/14	\$255.00	\$255.00	30-21-5390	Water Lines M&R	\$47,280.00	\$15,169.27
		14841	05/15/14	labor for electrical (pump swap ls#1	05/15/14	\$306.25	\$306.25	30-21-5392	Sewer Lines M&R	\$20,000.00	(\$1,658.24)
							\$886.25				
	152	BUSINESS CARD, PO BOX 15796, WILMINGTON, DE, 19886-5710									
		855027940989800	05/15/14	door hangers	05/15/14	\$46.58	\$46.58	30-21-5210	Office Supplies	\$10,000.00	\$2,248.68
		554996741062060	05/15/14	garden hose	05/15/14	\$34.99	\$34.99	30-21-5390	Water Lines M&R	\$47,280.00	\$15,169.27
		554996741062060	05/15/14	sch. 40 pipe	05/15/14	\$2.39	\$2.39	30-21-5390	Water Lines M&R	\$47,280.00	\$15,169.27
		554996741062060	05/15/14	hose coupling	05/15/14	\$4.99	\$4.99	30-21-5390	Water Lines M&R	\$47,280.00	\$15,169.27
		554996741062060	05/15/14	hose clincher	05/15/14	\$2.49	\$2.49	30-21-5390	Water Lines M&R	\$47,280.00	\$15,169.27
		052595841065000	05/15/14	3" pro white china bristle	05/15/14	\$14.38	\$14.38	30-21-5392	Sewer Lines M&R	\$20,000.00	(\$1,658.24)
		052595841065000	05/15/14	gal. accolade sg super one	05/15/14	\$50.29	\$50.29	30-21-5392	Sewer Lines M&R	\$20,000.00	(\$1,658.24)
		052595841065000	05/15/14	tax	05/15/14	\$5.34	\$5.34	30-21-5392	Sewer Lines M&R	\$20,000.00	(\$1,658.24)
		252478041110006	05/15/14	3/8" shackle for ls#3 repair	05/15/14	\$5.60	\$5.60	30-21-5392	Sewer Lines M&R	\$20,000.00	(\$1,658.24)
		554996741162060	05/15/14	26w flood light	05/15/14	\$9.29	\$9.29	30-21-5392	Sewer Lines M&R	\$20,000.00	(\$1,658.24)
		554996741162060	05/15/14	23w florescent bulb 4pk,	05/15/14	\$13.99	\$13.99	30-21-5392	Sewer Lines M&R	\$20,000.00	(\$1,658.24)
							\$190.33				
	266	AIRGAS USA, LLC, PO BOX 676015, DALLAS, TX, 75267-6015									

City of Richwood
Council Approval Report for W/S FIRST NATIONAL BANK--100103081
(Council Approval Report)

Vendor		Invoice Number	Date	Description	Due Date	Invoice Amt	Approved Amt	Account Number	Account Description	Budgeted \$	YTD Balance
		9918028007	05/15/14	oxygen/acetylene	05/15/14	\$37.68	\$37.68	30-21-5230	Gas, Oil, & Lubricants	\$12,000.00	\$2,569.98
							\$37.68				
1157	COMCAST, P.O. BOX 37601, PHILADELPHIA, PA, 19101-0601										
29573360--01	05/15/14 telephone				05/15/14	\$41.84	\$41.84	30-21-5420	Telephone	\$2,500.00	\$1,200.15
							\$41.84				
Total Bills To Pay:							\$3,028.77				

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek, Mayor

Date: May 16, 2014

Subject: Canvass the Election

In your packet are the results from the 2014 Election. State law requires that Council canvass the election and accept the results. It is required to insure the accuracy of the election results. The results are then entered into the official record.

City of Richwood General Election Canvass Report — Total Voters — Unofficial
Brazoria County — Joint Local Election — May 10, 2014

Page 1 of 3

05/12/2014 03:09 PM
 Precincts Reporting 73 of 73 = 100.00%
 District Precincts Reporting 1 of 1 = 100.00%

Total Number of Voters : 12,873 of 181,813 = 7.08%
 Number of District Voters: 103 of 2,140 = 4.81%

Position #1						
Precinct	Absentee Ballots Cast	Early Ballots Cast	Election Ballots Cast	Total Ballots Cast	Registered Voters	Percent Turnout
					Paul C. Raymond	Totals
24	15	32	56	103	2140	4.81%
Totals	15	32	56	103	2140	78 78

City of Richwood General Election Canvass Report — Total Voters — Unofficial
Brazoria County — Joint Local Election — May 10, 2014

Page 2 of 3

05/12/2014 03:09 PM
 Precincts Reporting 73 of 73 = 100.00%
 District Precincts Reporting 1 of 1 = 100.00%

Total Number of Voters : 12,873 of 181,813 = 7.08%
 Number of District Voters: 103 of 2,140 = 4.81%

Position #4										
Precinct	Absentee Ballots Cast	Early Ballots Cast	Election Ballots Cast	Total Ballots Cast	Registered Voters	Percent Turnout	James Boswell	Morgan Laird	Sarah Reed Harris	Totals
24	15	32	56	103	2140	4.81%	34	10	56	100
Totals	15	32	56	103	2140		34	10	56	100

Brazoria County — Joint Local Election — May 10, 2014

Page 3 of 3

Precincts Reporting 73 of 73 = 100.00%

Precincts Reporting 73 of 73 = 100.00%

District Precincts Reporting 1 of 1 = 100.00%

Total Number of Voters : 12,873 of 181,813 = 7.08%

Number of District Voters: 103 of 2,140 = 4.81%

Position #5

City of Richwood General Election Cumulative Report — Unofficial

Brazoria County — Joint Local Election — May 10, 2014

Page 1 of 1

05/12/2014 03:08 PM

Precincts Reporting 73 of 73 = 100.00%
District Precincts Reporting 1 of 1 = 100.00%

Total Number of Voters : 12,873 of 181,813 = 7.08%
Number of District Voters: 103 of 2,140 = 4.81%

Party	Candidate	Absentee	Early	Election	Total
Position #1, Vote For 1					
Paul C. Raymond					
		14 93.33%	24 100.00%	40 100.00%	78 100.00%
Cast Votes:		14	24	40	78
Over Votes:		0 0.00%	0 0.00%	0 0.00%	0 0.00%
Under Votes:		1 6.67%	8 25.00%	16 28.57%	25 24.27%
Position #4, Vote For 1					
James Boswell					
		5 35.71%	7 22.58%	22 40.00%	34 34.00%
	Morgan Laird	3 21.43%	1 3.23%	6 10.91%	10 10.00%
	Sarah Reed Harris	6 42.86%	23 74.19%	27 49.09%	56 56.00%
Cast Votes:		14 93.33%	31 96.88%	55 98.21%	100 97.09%
Over Votes:		0 0.00%	0 0.00%	0 0.00%	0 0.00%
Under Votes:		1 6.67%	1 3.13%	1 1.79%	3 2.91%
Position #5, Vote For 1					
Chris Hardison					
		8 57.14%	14 50.00%	30 57.69%	52 55.32%
	Donna Lacy	6 42.86%	14 50.00%	22 42.31%	42 44.68%
Cast Votes:		14 93.33%	28 87.50%	52 92.86%	94 91.26%
Over Votes:		0 0.00%	0 0.00%	0 0.00%	0 0.00%
Under Votes:		1 6.67%	4 12.50%	4 7.14%	9 8.74%

City of Richwood General Election Precinct Report — Unofficial

Brazoria County — Joint Local Election — May 10, 2014

Page 1 of 1

05/12/2014 03:10 PM

Precincts Reporting 73 of 73 = 100.00%

District Precincts Reporting 1 of 1 = 100.00%

Total Number of Voters : 12,873 of 181,813 = 7.08%

Number of District Voters: 103 of 2,140 = 4.81%

Party	Candidate	Absentee	Early	Election	Total
-------	-----------	----------	-------	----------	-------

Precinct 24 (Ballots Cast: 103)

Position #1, Vote For 1
Paul C. Raymond

14	100.00%	24	100.00%	40	100.00%	78	100.00%
14	93.33%	24	75.00%	40	71.43%	78	75.73%
0	0.00%	0	0.00%	0	0.00%	0	0.00%
1	6.67%	8	25.00%	16	28.57%	25	24.27%
Cast Votes:							
Over Votes:							
Under Votes:							

Position #4, Vote For 1

James Boswell
Morgan Laird
Sarah Reed Harris

5	35.71%	7	22.58%	22	40.00%	34	34.00%
3	21.43%	1	3.23%	6	10.91%	10	10.00%
6	42.86%	23	74.19%	27	49.09%	56	56.00%
14	93.33%	31	96.88%	55	98.21%	100	97.09%
0	0.00%	0	0.00%	0	0.00%	0	0.00%
1	6.67%	1	3.13%	1	1.79%	3	2.91%
Cast Votes:							
Over Votes:							
Under Votes:							

Position #5, Vote For 1

Chris Hardison
Donna Lacy

8	57.14%	14	50.00%	30	57.69%	52	55.32%
6	42.86%	14	50.00%	22	42.31%	42	44.68%
14	93.33%	28	87.50%	52	92.86%	94	91.26%
0	0.00%	0	0.00%	0	0.00%	0	0.00%
1	6.67%	4	12.50%	4	7.14%	9	8.74%
Cast Votes:							
Over Votes:							
Under Votes:							

Richwood Crime Control and Prevention District Special Election Canvass Report — Total Voters — Unoffi Brazoria County — Joint Local Election — May 10, 2014

05/12/2014 03:11 PM
 Precincts Reporting 73 of 73 = 100.00%
 District Precincts Reporting 1 of 1 = 100.00%

Page 1 of 1

Total Number of Voters : 12,873 of 181,813 = 7.08%
 Number of District Voters: 103 of 2,140 = 4.81%

Proposition									
Precinct	Absentee Ballots Cast	Early Ballots Cast	Election Ballots Cast	Total Ballots Cast	Registered Voters	Percent Turnout	Yes	No	Totals
24	15	32	56	103	2140	4.81%	79	18	97
Totals	15	32	56	103	2140		79	18	97

Richwood Crime Control and Prevention District Special Election Cumulative Report — Unofficial

Brazoria County — Joint Local Election — May 10, 2014

05/12/2014 03:11 PM
 Precincts Reporting 73 of 73 = 100.00%
 District Precincts Reporting 1 of 1 = 100.00%

Page 1 of 1

Total Number of Voters : 12,873 of 181,813 = 7.08%
 Number of District Voters: 103 of 2,140 = 4.81%

Party	Candidate	Absentee	Early	Election	Total
Proposition, Vote For 1					
Yes		10 71.43%	27 90.00%	42 79.25%	79 81.44%
No		4 28.57%	3 10.00%	11 20.75%	18 18.56%
Cast Votes:		14 93.33%	30 93.75%	53 94.64%	97 94.17%
Over Votes:		0 0.00%	0 0.00%	0 0.00%	0 0.00%
Under Votes:		1 6.67%	2 6.25%	3 5.36%	6 5.83%

Richwood Crime Control and Prevention District Special Election Precinct Report — Unofficial

Brazoria County — Joint Local Election — May 10, 2014

Page 1 of 1

05/12/2014 03:12 PM

Precincts Reporting 73 of 73 = 100.00%
District Precincts Reporting 1 of 1 = 100.00%

Total Number of Voters : 12,873 of 181,813 = 7.08%
Number of District Voters: 103 of 2,140 = 4.81%

Party	Candidate	Absentee	Early	Election	Total
Precinct 24 (Ballots Cast: 103)					
Proposition, Vote For 1					
Yes		10	27	42	79
No		4	3	11	18
		71.43%	90.00%	79.25%	81.44%
		28.57%	10.00%	20.75%	18.56%
Cast Votes:					
		14	30	53	97
		93.33%	93.75%	94.64%	94.17%
Over Votes:					
		0	0	0	0
		0.00%	0.00%	0.00%	0.00%
Under Votes:					
		1	2	3	6
		6.67%	6.25%	5.36%	5.83%

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334



OATH OF OFFICE

Filing Fee: None

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Sarah Reed Harris, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of Council, Position #4 of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

.....
State of Texas)
County of Brazoria)

Sworn to and subscribed before me
this _____ day of _____, 20____.

(seal)

Signature of Notary Public or Other Officer
Administering Oath
Karen B. Schrom

Printed or Typed Name

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334



OATH OF OFFICE

Filing Fee: None

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,
I, Chris Hardison, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of Council, Position #5 of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

.....
State of Texas)
County of Brazoria)

Sworn to and subscribed before me
this _____

_____ day of _____, 20____.

(seal)

Signature of Notary Public or Other Officer
Administering Oath
Karen B. Schrom
Printed or Typed Name

Submit to:
SECRETARY OF STATE
Government Filings Section
P O Box 12887
Austin, TX 78711-2887
512-463-6334



OATH OF OFFICE

Filing Fee: None

IN THE NAME AND BY THE AUTHORITY OF THE STATE OF TEXAS,

I, Paul Raymond, do solemnly swear (or affirm), that I will faithfully
execute the duties of the office of Council, Position #1 of
the State of Texas, and will to the best of my ability preserve, protect, and defend the Constitution and laws
of the United States and of this State, so help me God.

Signature of Officer

.....

State of Texas)
County of Brazoria)

Sworn to and subscribed before me
this _____ day of _____, 20____.

(seal)

Signature of Notary Public or Other Officer

Administering Oath

Karen B. Schrom

Printed or Typed Name

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek, Mayor

Date: May 16, 2014

Subject: 2014 Storm Debris Removal – Annual Contingency Contract

I

Enclosed in your packet are the results of the bids for the 2014 Storm Debris Removal – Annual Contingency Contract.

The low bidder is TAG Grinding Services, Inc. I recommend that Council award the primary contract to them.

The next lowest bidder is Crowder Gulf. I recommend that Council award the alternate contract to them.

BoMac is the only local bidder and we normally award an alternate contract to a local bidder so we can begin clean up almost immediately while we wait for the other companies to mobilize. Therefore, I also recommend that we award an alternate contract to BoMac.

2014 STORM DEBRIS REMOVAL - ANNUAL CONTINGENCY CONTRACT

Bidder/Contractor	Per cubic yard loaded and hauled	Per cubic yard hauled only	Comments
Crowder Gulf	8.00	4.00	
BoMac	8.00	6.00	
DRC Emergency Services	11.86	6.86	Price for hauled only does not include disposal costs
TAG Grinding Services, Inc.	7.00	4.00	
Ceres Environmental	8.96	8.44	Tipping fees to be reimbursed at cost with no mark up
T.F.R Enterprises	25.25	21.50	
Arbor Masters	18.00	12.00	

MEMORANDUM

To: Members of the Richwood City Council

From: Clint Kocurek, Mayor

Date: May 16, 2014

Subject: Debris Monitoring, Recovery and other related services.

Background:

City staff was responsible for monitoring and managing the removal of Hurricane Ike generated debris as well as all subsequent reporting.

Analysis:

This contract is separate to the actual debris removal contingency contract. We are asking permission to seek proposals for a firm to monitor and manage the removal of disaster generated debris from public lands, easements and right-of-ways. This will help to ensure that the entire debris removal, hauling, and disposal process is done properly and is eligible for reimbursement from the FEMA PA program and the GDEM guidelines.

While City staff has done a remarkable job in monitoring and managing the Hurricane Ike generated debris, contracting out this additional portion of debris removal, it will free our limited city resources to focus on other issues in the event of another disaster.

Recommendation:

We received only one bid for Debris Monitoring, Recovery and other related services and that is from TLC Engineering, a firm with a Houston office. I recommend that Council award the bid to TLC Engineering.

TLC Engineering, Inc.



**Statement of Qualifications:
Debris Monitoring, Recovery, and other
Related Services**

**Submitted to:
City of Richwood, Texas**

Copy



713.868.6900

8204 Westglen Drive,
Houston, TX 77063

www.tlceng.com

*Scan using your SmartPhone's QR
Code Reader to access the TLC Site*



Contents

TAB ONE – FIRM INFORMATION	vii
Firm/Contact Information	1
Financial Statement	3
Firm’s Litigation and Arbitration History	4
Consultant’s Professional Liability Insurance	5
TAB TWO – FIRM EXPERIENCE	viii
TAB THREE – REPRESENTATIVE PROJECTS AND FIRM CAPACITY	viii
Our Team	6
Completed Projects	6
Statement of Cancelled Projects	7
TAB THREE FOLLOWS – REPRESENTATIVE PROJECTS AND FIRM CAPACITY	7
List of Representative Projects in the Past Five Years	8
<i>Debris Monitoring Services - Hurricane Ike (First Responder Contract) (2008-2009)</i>	<i>8</i>
<i>Texas Wildfire Debris Removal Monitoring, Bastrop County (2010)</i>	<i>8</i>
<i>Texas Standing Dead Trees Removal, City of Houston (2010)</i>	<i>9</i>
<i>FEMA First Level Public Appeals Assistance (2010)</i>	<i>9</i>
Contract Owner: FEMA Contract Size: 400,000	9
<i>Galveston Home Elevation (2009-Current)</i>	<i>9</i>
<i>FEMA Houston Disaster Housing Inspections (2008)</i>	<i>9</i>
<i>Hurricane Katrina Recovery Services Biloxi, Mississippi (2005-2006)</i>	<i>10</i>
<i>Travel Trailer and Mobile Homes Activation and Maintenance Contract-Beaumont/Port Arthur, TX (2005-2006)</i>	<i>10</i>
References	10
Additional Partial List of Communities/Areas, Events, and Efforts	11
Statement of Proposer’s Contractual Obligations	12
Statement of Capability to Provide Services	13
<i>Previous Validation</i>	<i>13</i>
<i>Anticipated Recruitment</i>	<i>13</i>
<i>Summary of Management Team Experience</i>	<i>13</i>
Team Capacity	15
Project Communications Plan	16
TLC Disaster Monitoring Model	16
<i>Quality Assurance/Quality Control</i>	<i>16</i>

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 – Copy

<i>Debris Removal Monitoring.....</i>	<i>17</i>
<i>Pre-Planning Actions</i>	<i>18</i>
<i>Approach and Methodology</i>	<i>18</i>
<i>Roles & Responsibilities.....</i>	<i>18</i>
<i>Collection Monitoring</i>	<i>18</i>
<i>TLC interface with the City of Richwood.....</i>	<i>18</i>
<i>TLC Debris Monitoring Services.....</i>	<i>19</i>
<i>TLC Training</i>	<i>19</i>
<i>TLC Staff.....</i>	<i>19</i>
<i>Mobilization</i>	<i>19</i>
<i>Recruiting & Staffing.....</i>	<i>19</i>
<i>The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as Amended of 1988</i>	<i>20</i>
<i>Job Requirements</i>	<i>20</i>
<i>Training</i>	<i>20</i>
<i>Identification.....</i>	<i>21</i>
<i>Sub-Contractors.....</i>	<i>21</i>
<i>Housing, Travel and Meals.....</i>	<i>21</i>
<i>Communications.....</i>	<i>21</i>
<i>Current Obligations</i>	<i>21</i>
<i>Production Control Procedures.....</i>	<i>21</i>
<i>Property Control Systems</i>	<i>22</i>
<i>Management Tools</i>	<i>22</i>
<i>Data Acquisition and Reporting</i>	<i>22</i>
<i>Standard Documentation and Forms</i>	<i>23</i>
<i>Safety and Compliance</i>	<i>23</i>
<i>Toolkits & Supplies.....</i>	<i>23</i>
TAB FOUR – COMPLETED EXHIBIT “B”: FEE SCHEDULE	ix
Exhibit “B”: Fee Schedule	25
TAB FIVE – COMPLETED “INDEMNITY HOLD HARMLESS AGREEMENT”	x
CITY OF RICHWOOD	26
INDEMNITY HOLD HARMLESS AGREEMENT.....	26
TAB SIX – COMPLETED BID AFFIDAVIT	xi
BID AFFIDAVIT.....	27
STATE RESIDENT CERTIFICATION:.....	27
LOCAL RESIDENT CERTIFICATION:.....	27

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 – Copy

<i>NON-RESIDENT CERTIFICATION:</i>	27
TAB SEVEN – COMPLETED CONFLICT OF INTEREST QUESTIONNAIRE - FORM CIQ	xii
TAB EIGHT – CERTIFICATIONS, EXHIBITS, AND ATTACHMENTS	xiii
Request for Qualifications Certification (Principal, Officer, Authorized Representative Non-Collusion Certification)	30
Suspension or Debarment Certificate	31
Certificate of Residency	32
Exhibit “A”: Scope of Services	33
<i>Field Documentation of Work</i>	33
<i>Collection Monitoring of Right-of-Way and Public Property Debris/Trees</i>	33
<i>Pre-Validation of Debris and Trees</i>	33
<i>Monitor Training</i>	33
<i>Spot Checks and Auditing of Monitors</i>	33
<i>Project Mapping</i>	33
<i>Truck Certification</i>	33
<i>DMS/Disposal Sites</i>	34
<i>Data Management</i>	34
<i>Recovery Services</i>	34
<i>Safety Meetings and Monitoring Updates</i>	34
<i>Coordination Meetings with Contractor(s)</i>	34
<i>Status Reports</i>	34
<i>Insurance</i>	34
<i>Other Related Services</i>	35
Attachment 1: Certificate of Liability Insurance	36
Attachment 2: Standard Form SF-330 Architect-Engineer Qualifications Form, Part II	37
Submitted by:	41
Notice to all City Vendors and all Potential City Vendors:	42
Non-Exclusive Contract for Debris Removal	43
Resulting from Future Disasters	43
Attachment 3: Key Personnel Resumes	46
Evaluation and Contract Award	56



Ms. Karen Schrom, City Secretary
Richwood City Hall
1800 Brazosport Boulevard, North
Richwood, TX 77531

Subject: Debris Monitoring, Recovery, and other Related Services for the City of Richwood

Dear Ms. Schrom;

Thank you for the opportunity to submit our qualifications in response to the above referenced Request for Qualifications (RFQ). It is my honor and pleasure, on behalf of TLC Engineering, Inc. (TLC) to submit this proposal for your examination.

We concur with your statement of need and purpose that major natural and man-made disasters typically produce large volumes of debris that create hazardous conditions, including blocked roadways/drives and obstacles to emergency vehicles, and that it is prudent and in the best interest of the City of Richwood to enter into a pre-event agreement with a firm to provide debris management and monitoring services in the event of a disaster so that recovery can begin immediately.

Resulting from a careful analysis of the Scope of Services (Exhibit "A" of this document), TLC is confident that it can offer the first response tasks of which the City is much in need. TLC, based on the following points, is fully qualified to perform all elements of the RFQ.

Debris Collection Monitoring

Hurricane Ike: 200,000 cu. yards of debris per day, 500 site monitors and truck certifiers.

Texas Wildfire Debris Removal Monitoring, Bastrop County:

Texas Standing Dead Trees Removal, City of Houston: 15,000 trees within the City Parks and Right of Ways (ROW), consisting of 350 Parks, 200+ esplanades and green spaces, and 16,000 center mile lanes of ROW.

Recovery

Hurricane Katrina and Rita (Biloxi, Mississippi): Twenty-three personnel for site assessment, installation, and training, receiving certified and approved applications from Hurricanes Rita or Katrina disaster relief victims, providing them the opportunity to receive travel trailers or mobile homes as emergency temporary housing.

Hurricanes Katrina and Rita (Beaumont/Port Arthur, TX): Thirty-one personnel for site assessment, installation, and training, receiving certified and approved applications from Hurricanes Rita or Katrina disaster relief victims, providing them the opportunity to receive travel trailers or mobile homes as emergency temporary housing.

Hurricane Ike: Thirty-two certified home inspectors, part of the FEMA Houston Disaster Housing Assistance Program (DHAP) Project, performing inspections of residential properties in Harris County to assess structural damage and evaluate habitable conditions.

Other Related Services

FEMA First Level Public Appeals Assistance (all ten FEMA regional offices nationwide): Independent consultants working with applicants who seek reconsideration of all related documentation,

specifications, and other items submitted for review within the FEMA appeals process for new or extension of assistance.

HUB Utilization

TLC is a full service organization of project managers, construction managers, engineers, certified inspectors, and support staff. TLC has been SBA 8(a) certified since August 2003, and is MWBE Certified firm by the City of Houston Minority Business Council.

Further to the qualification provided above, by signing this Letter of Interest, TLC provides the following certifications.

1. *Understanding of Scope Statement:*

TLC understands that the City of Richwood is seeking qualifications and proposals for monitoring and managing the removal of disaster generated debris mostly from public lands, easements, and rights-of-way, but that some removal of debris from private property may also be included. TLC also understands that the primary purpose of these services is to ensure that the entire debris removal, hauling, and disposal process is done properly and expeditiously and is eligible for reimbursement under Federal Emergency Management Agency (FEMA) Public Assistance Program and Governor's Division of Emergency Management (GDEM) guidelines.

Specifically, TLC understands, and has performed, the following tasks that comprise the scope of work of the proposed project.

- a. Field Documentation of Work
- b. Collection Monitoring of Right-of-Way and Public Property Debris/Trees
- c. Pre-Validation of Debris and Trees
- d. Monitor Training
- e. Spot Checks and Auditing of Monitors
- f. Project Mapping
- g. Truck Certification
- h. Trained Monitoring at DMS/Disposal Sites
- i. Data Management
- j. Specialized Recovery Services
- k. Safety Meetings and Monitoring Updates
- l. Coordination Meetings with Contractor(s)
- m. Status Reports
- n. Acquisition of Adequate Insurance
- o. Other Related Services

2. *Record of Substandard Work:*

TLC certifies that it has not had a record of substandard work within the last five (5) years.

3. *Record of Unethical Practices:*

TLC certifies that it has not engaged in any unethical practices within the last five (5) years.

4. *Statement of Responsibility for Entirety of Contract:*

TLC certifies that, if awarded a contract, it acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract.

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 - Original

5. Statement of Debarment:

TLC certifies that neither TLC nor any subcontractor or other agent providing services for TLC have not been debarred by HUD or other federal programs within the last five (5) years.

6. Authorization of Signature:

TLC certifies that Tony L. Council, P.E. is the President and Chief Executive Officer (CEO) and sole principal, and, as the President and CEO and sole principal is authorized to sign documents on behalf of TLC or select a surrogate signatory.

Finally, by submitting this proposal (due May 9, 2014) TLC affirms that it is prepared to respond within 24 hours of any major disaster and meet with the named authority to develop a plan and strategy to respond quickly to the City's needs.

Sincerely,

TLC ENGINEERING, INC.



Tony L. Council, P.E.
President and CEO

TAB ONE – FIRM INFORMATION

Comprised of:

Firm Name, Address, Officers, Contact
Financial Statement, Bank Reference(s), Approved Line(s) of Credit
Litigation/Arbitration History
Insurance Carrier, Coverage Amounts and Limits, Coverage Duration, Claim History
W-9

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 - Copy

Firm/Contact Information

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Qualifications (RFQ), including attachments.

Name of Firm: TLC Engineering, Inc.
Address 1: 8204 Westglen Drive
Address 2: _____
Contact Person: Tim Kroeker, M.E.Des.
City/State/Zip: Houston, Texas 77063
Phone: 832-319-7141 Fax: 713-868-0001
Email Address: tkroeker@tlceng.com
Type of Organization (Individual, Partnership, Corporation, Association): Corporation
Federal Tax ID Number: EIN: 76-0445812

(Please include a copy of a current W-9 with response)

Business Address of Office that will Provide Services (if different from above):

Not Applicable



Contact Person Signature

May 9, 2014

Date

The Qualifier certifies that the above information is true and grants permission to the City of Richwood, Texas or other involved agencies to contact the above-named person or otherwise verify the information provided in this Statement of Qualifications (SOQ).

By submission of its SOQ and authorized signature below, the Qualifier certifies that:

1. The information contained within this SOQ is accurate.
2. The Qualifier complies with each of the mandatory requirements listed in the RFQ and will meet or exceed the functional and technical requirements specified therein.
3. The Qualifier accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in the RFQ.
4. The Qualifier's quote and fee schedule, unless otherwise negotiated, is valid for the duration of the project from the date that the contract is signed activating the project.
5. The Qualifier understands that if selected as the successful Qualifier, the Qualifier will have, unless otherwise stipulated by the City of Richwood, ten (10) business days from the date of delivery of the final contract in which to complete contract negotiations, if any, and execute the final contract document.

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 – Copy

6. The Qualifier certifies, by signing or submitting a proposal for \$25,000 or more, that there company, any subcontractors, or principals are not suspended or debarred BY THE General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133. (A list of parties who have been suspended or debarred can be viewed via the Internet at <https://www.sam.gov>.)
7. If subcontractors are proposed to be used, the Qualifiers acknowledges total responsibility for the entire contract.

Authorized Signature: _____

Typed or Printed Name: Tony L. Council, P.E.

Title: President and CEO

Company Name: TLC Engineering, Inc.

Address: 8204 Westglen Drive

City: Houston

State: Texas

ZIP: 77063

SIGNATURE of Qualifier's Authorized Representative

May 9, 2014
Date

Principal(s)/Negotiator(s): Tony L. Council, P.E., President and CEO

Incorporation: 1994

Years in Business: 20 Years

Has the firm operated under any other name(s)? If so, state name(s) and dates of operation.

☐ Yes

☒ No

Not Applicable

(Name)

(Date)

(Name)

(Date)

(Name)

(Date)

(Name)

(Date)

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 - Copy

Financial Statement

Please attach a financial statement for your firm as of your most recent fiscal year end. An audited financial statement is preferred.

Please furnish bank reference and bank contact person:

Name of Bank: Bank of America

Business Address: 8108 Westheimer Road, Houston, Texas

Contact Person: _____ Phone Number: 713-830-9857

Authorized Signature: _____

Typed or Printed Name: Tony L. Council, P.E.

Date: May 9, 2014

Title: President and CEO

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 - Copy

Firm's Litigation and Arbitration History

If, in the last ten years, your firm has been involved in litigation or arbitration, either as a party or expert witness, please describe such involvement in detail. Include the issues and outcome for each instance.

Element does not apply; no litigation or arbitration in the last ten years

Attach additional pages as necessary

Authorized Signature: _____

Typed or Printed Name: Tony L. Council, P.E.

Date: May 9, 2014

Title: President and CEO

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 – Copy

Consultant's Professional Liability Insurance

It is the policy of the district to require all consultants to carry professional liability insurance for their involvement in the projects throughout the contract period and for three years thereafter. (Please attach a current copy of Insurance Accord with response.)

Current Coverage: \$ 1,000,000 Deductible Amount: \$ 0.00

Maximum Coverage Limits: For details, see Attachment 1: Certificate of Liability Insurance

General: \$ 1,000,000

Automobile: \$ 1,000,000

Umbrella: \$ 4,000,000

Workers' Compensation: \$ 100,000

Insurance Company Name: Hairston & Associates Insurance Services

Address: 8701 Spring Cypress Rd Suite B, Spring, Texas 77379-3329

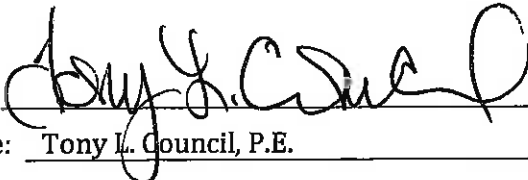
Contact Person: Roscoe Mason Phone Number: (281) 257-0252

Have any claims been made against consultant firm for errors and omissions in the past five (5) years?

Yes No **X**

If yes, what was the disposition of the claim(s)?

Attach additional pages as necessary

Authorized Signature: 

Typed or Printed Name: Tony L. Council, P.E. Date: May 9, 2014

Title: President and CEO

TAB TWO – FIRM EXPERIENCE

Comprised of:

Cancelled Projects

&

TAB THREE – REPRESENTATIVE PROJECTS AND FIRM CAPACITY

Comprised of:

Partial List of Representative Projects

Firm Capacity

Additional Qualifications

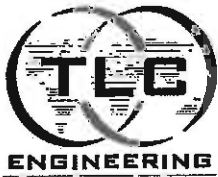
Standard Form SF-330 Architect-Engineer Qualifications Form, Part II
(Attachment 2)

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 – Copy

Our Team

TLC has a highly qualified leadership team that has years of experience in disaster recovery efforts. Our project manager and other members of the leadership team have experience dealing with all aspects of the recovery process. Our team will give you the best combination of hands-on experience.

Our Team is comprehensive in experience, covering a variety of disciplines, all with backgrounds that meet the specific needs of the contract.

	Project Management, Engineering, Inspections, Disaster Management,	Headquarters: 8204 Westglen Drive Houston, TX (713) 868-6900 (713) 868-0001
	Construction Management, Disaster Management, Logistics	3500 St. Charles Ave, Suite 206, New Orleans, LA
	Electronic Database, Bookkeeping, Audit Disaster	3040 Post Oak Boulevard Houston, TX
	Public Outreach, Community Relations	147 Carondelet Street, Ste. #1153 New Orleans, LA
	Program Eligibility Consulting, Project Application Reviews, Site Inspections, Reimbursements	8204 Westglen Drive Houston, TX

Completed Projects

Note: As indicated by correspondence with the City of Richwood on May 9, 2014, this submission of Statement of Qualifications combines **Tab 2** and **Tab 3** in order to better present the TLC team's capacity and expertise.

Therefore, all data, except TLC's Statement of Cancelled Projects, is discussed in **Tab Three: Representative Projects and Firm Capacity**. **Tab Three: Representative Projects and Firm Capacity** lists or identifies:

- More than 10 FEMA reimbursable disaster debris removal projects,
- Work pertaining to more than three (3) different declared disasters,
- Efforts conducted within the last five years,
- Project involving removal of at least 100,000 cubic yards of debris.

Tab Three: Representative Projects and Firm Capacity also lists or identifies:

- Governments and governmental agencies for whom TLC has performed disaster debris removal projects,
- The services performed and quantity of debris monitored,
- Client contact information.

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 - Copy

Statement of Cancelled Projects

TLC Engineering, Inc. has **not** had a contract related to debris removal, either for governmental or non-governmental clients, cancelled within the past seven (7) years.

Has the Contractor ever had a Project Cancelled? ☐ Yes ☒ No

If Yes, please provide the following data for each cancelled project:

Name and Location of Project: _____

Cause of Cancellation: _____

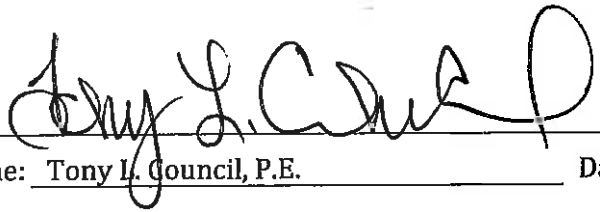
Contact: _____ Phone No.: _____

Original Budget: \$ _____

Date Cancelled: _____

Services Performed prior to Completion: _____

TAB THREE FOLLOWS - REPRESENTATIVE PROJECTS AND FIRM CAPACITY

Authorized Signature:  _____

Typed or Printed Name: Tony L. Council, P.E. Date: May 9, 2014

Title: President and CEO

TLC has broad and extensive experience with debris monitoring services. TLC is the City of Houston's first responder for recovery services, providing record breaking debris removal services during the aftermath of Hurricane Ike in 2008. TLC also was a substantial service provider following Hurricanes Katrina and Rita in 2005 and 2006, respectively.

List of Representative Projects in the Past Five Years

Debris Monitoring Services - Hurricane Ike (First Responder Contract) (2008-2009)

TLC was part of the team awarded the first responder contract for the City of Houston (COH) Solid Waste Department (SWD) relative to Hurricane Ike damages. From September, 2008 to July, 2009, TLC provided approximately 500 site monitors and truck certifiers to assist our client with the clearing and removal of storm-related debris for the COH. Monitors observed and documented debris removal at all points of pick up and disposal. TLC had 32 people on the ground within 24 hours of the storm. Over the next 10-day period, TLC processed over 1,000 applications. This resulted in approximately 500 persons on the ground within seven days of Hurricane Ike.

TLC also provided monitors for surrounding communities. The process of acquiring clientele for this program was unique in that it did not follow the typical RFQ/RFP process. Prior to the event, there were few, if any, communities that had established contracts with collection and disposal providers. Therefore, the COH SWD's decision provided the authority for the TLC team to contact various communities for offering services.

For the overall program, TLC headquarters served as the initial staging and training facility for monitoring the work in the COH, Harris County, and the surrounding communities. The TLC team broke all records by providing the fastest ramp up of operations by a single contractor and, at the height of operations, disposing of over 200,000 cubic yards of debris per day.

Project Owner: City of Houston Solid Waste Department

Contract Size: \$9,000,000

Contract Year: 2008/2009

Communities in the collection and disposal program comparable to Richwood were: Arcola, Clute, El Lago, Jamaica Beach, and Tiki Island.

Texas Wildfire Debris Removal Monitoring, Bastrop County (2010)

Contract Owner: FEMA

Contract Size: TBN

Bastrop County, Texas was severely impacted by a wildfire and was subsequently declared a major disaster area by FEMA. The County has retained SAIC to assist in documenting debris removal efforts from public and private property in the County. Based on SAIC's understanding of the County's needs, TLC will be tasked to provide technically trained staff to assist SAIC in the monitoring and management of the debris removal process.

Texas Standing Dead Trees Removal, City of Houston (2010)

Contract Owner: FEMA

Contract Size: TBN

The State of Texas has suffered severely through a historic drought that caused an estimated 15,000 trees within the City Parks and Rights of Way (ROW) to die. The dead trees became brittle and yellowed with large limbs breaking and falling onto public areas. These dead trees also posed threats of fueling wild brush fires caused by human or natural actions.

TLC was tasked to provide technically trained staff to assist SAIC in the monitoring and management of the removal of these trees. This included the management, documentation, and surveying of hazardous drought-killed dead trees within the City's 350 Parks and over 200 Esplanades and Green spaces. TLC also assisted in the surveying of hazardous dead trees in the City's 16,000 center mile lanes of ROW.

FEMA First Level Public Appeals Assistance (2010)

Contract Owner: FEMA

Contract Size: 400,000

TLC was awarded a contract with FEMA providing Public Assistance First Appeal Review Services. This contract covered a range of the entire United States supporting all 10 FEMA regional offices. An applicant may appeal any decision made by FEMA whether a project worksheet assessment or an issue of applicant eligibility or an extension request denial. TLC served as an independent team of professionals which worked with the applicants who were seeking reconsideration within the appeal process of FEMA. Appealing applicants relied on the team to consider all related documentation, specifications, and other items to be submitted for review.

Galveston Home Elevation (2009-Current)

Contract Owner: FEMA

Contract Size: \$155,000

TLC Engineering, Inc. has been subcontracted to provide structural engineering and construction management services to assist Beck Disaster Recovery, Inc. in its efforts to elevate homes above Gulf coastal Special Flood Hazard Areas (SFHAs) (floodplain) base flood elevations (BFEs). The project specifically addresses Zones V and A. The purpose of this study is to determine the best construction method for elevating homes and estimate the associated costs. For the cost-benefit analysis, the study will provide the costs of each solution in terms of the foundation and elevation method. Zone V SFHAs are of particular concern because they also are susceptible to damages due to storm-induced and driven waves.

FEMA Houston Disaster Housing Inspections (2008)

Contract Owner: FEMA

Contract Size: \$540,000

TLC provided and managed 32 certified home inspectors to be part of the FEMA Houston Disaster Housing Assistance Program (DHAP) Project. The Project consisted of performing inspections of residential properties in Harris County, assessing the structural damage, and evaluating the habitable conditions as a result of the damage imposed by Hurricane Ike in 2008.

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 - Copy

Hurricane Katrina Recovery Services Biloxi, Mississippi (2005-2006)

Contract Owner: FEMA

Contract Size: \$4,000,000

TLC assigned 23 personnel for site assessment, installation, and training. Assigned staff received certified and approved applications from Rita or Katrina disaster relief victims that provided them the opportunity to receive travel trailers or mobile homes as emergency temporary housing. Upon receipt of approved application, site assessors would perform an assessment to determine its feasibility for installation of a temporary housing unit. If the site work proved feasible, a work order would be issued to place a unit on the site, and site inspectors would then be assigned to a contractor to work with them through the installation process.

Travel Trailer and Mobile Homes Activation and Maintenance Contract-Beaumont/Port Arthur, TX (2005-2006)

Contract Owner: FEMA

Contract Size: \$6,000,000

TLC assigned 31 personnel for site assessment, installation, and training. Assigned staff received certified and approved applications from Rita or Katrina disaster relief victims that provided them the opportunity to receive travel trailers or mobile homes as emergency temporary housing. Upon receipt of approved application, site assessors would perform an assessment of the site to determine its feasibility for installation of a temporary housing unit. If the site proved feasible, a work order would be issued to place a unit on the site. Site inspectors would then be assigned to a contractor to work with them through the installation process.

References

Name: Beck Disaster Recovery Position: HR Agent
Agency/Service Provided: Debris Monitoring Ike
Address: 800 North Magnolia Avenue, Suite 400, Orlando, FL 32803
Phone: 407-803-5700 E-mail: _____

Name: Susan Position: _____
Agency/Service Provided: CH2M Hill /Travel Trailers - Beaumont/Biloxi
Address: 14701 St. Mary's Lane, Houston, TX 77079
Phone: 281-721-8400 E-mail: _____

Name: Harry J. Hayes Position: Director
Agency: City of Houston, Solid Waste Management Department
Address: P.O. Box 1562, Houston, TX 77251
Phone: 713-956-8518 E-mail: swddirector@houstontx.gov

Name: Eric Dargan Position: Deputy Director
Agency: City of Houston, Streets and Drainage Division
Address: _____
Phone: 832-395-2936 E-mail: _____

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
 RFQ: 379731 – Copy

Name: C.O. Bradford Position: City Council Member
 Agency: City of Houston,
 Address: City Hall Annex, 900 Bagby, First Floor, Houston, TX 77002
 Phone: 832-393-3012 E-mail: atlarge4@houstontx.gov

Name: Michael Hogan Position: Assistant Director
 Agency: City of Houston, Streets and Drainage Division
 Address: _____
 Phone: 832-395-2951 E-mail: _____

Additional Partial List of Communities/Areas, Events, and Efforts

The first table represents a partial list of areas and communities that TLC assisted through cleanup efforts after Hurricanes Ike. When the City of Houston received funding to begin cleanup efforts under the Federal Emergency Management Agency (FEMA), many of the communities and areas in the Houston-Galveston Area Council (H-GAC) Metropolitan Statistical Area (MSA) became included in the overall effort.

City		Event	Project	City		Event	Project
1.	Alvin	Ike	Cleanup	32.	Missouri City	Ike	Cleanup
2.	Angleton	Ike	Cleanup	33.	Montgomery	Ike	Cleanup
3.	Arcola	Ike	Cleanup	34.	Montgomery County	Ike	Cleanup
4.	Bayou Vista	Ike	Cleanup	35.	Needville	Ike	Cleanup
5.	Baytown	Ike	Cleanup	36.	Oak Ridge North	Ike	Cleanup
6.	Beasley	Ike	Cleanup	37.	Orchard	Ike	Cleanup
7.	Bellaire	Ike	Cleanup	38.	Panorama Village	Ike	Cleanup
8.	Brookside Village	Ike	Cleanup	39.	Pasadena	Ike	Cleanup
9.	Clear Lake	Ike	Cleanup	40.	Patton Village	Ike	Cleanup
10.	Clute	Ike	Cleanup	41.	Pearland	Ike	Cleanup
11.	Cut 'n' Shoot	Ike	Cleanup	42.	Richmond	Ike	Cleanup
12.	Deer Park	Ike	Cleanup	43.	Rosenberg	Ike	Cleanup
13.	Dickinson	Ike	Cleanup	44.	Santa Fe	Ike	Cleanup
14.	El Lago	Ike	Cleanup	45.	Seabrook	Ike	Cleanup
15.	Fort Bend County	Ike	Cleanup	46.	Shenandoah	Ike	Cleanup
16.	Freeport	Ike	Cleanup	47.	Simonton	Ike	Cleanup
17.	Friendswood	Ike	Cleanup	48.	Splendora	Ike	Cleanup
18.	Fulshear	Ike	Cleanup	49.	Stafford	Ike	Cleanup
19.	Galveston	Ike	Cleanup	50.	Stage Coach	Ike	Cleanup
20.	Galveston County	Ike	Cleanup	51.	Sugar Land	Ike	Cleanup
21.	Harris County	Ike	Cleanup	52.	Texas City	Ike	Cleanup
22.	Houston	Ike	Cleanup	53.	Tiki Island	Ike	Cleanup
23.	Jamaica Beach	Ike	Cleanup	54.	Town of Roman Forest	Ike	Cleanup
24.	Kemah	Ike	Cleanup	55.	Town of Thompson	Ike	Cleanup
25.	Kendleton	Ike	Cleanup	56.	Village of Fairchilds	Ike	Cleanup
26.	La Marque	Ike	Cleanup	57.	Village of Pleak	Ike	Cleanup
27.	Lake Charles, LA	Ike	Cleanup	58.	Webster	Ike	Cleanup
28.	League City	Ike	Cleanup	59.	West University Place	Ike	Cleanup
29.	Magnolia	Ike	Cleanup	60.	Willis	Ike	Cleanup

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
 RFQ: 379731 - Copy

City		Event	Project	City		Event	Project
30.	Manvel	Ike	Cleanup	61.	Woodbranch	Ike	Cleanup
31.	Meadows Place	Ike	Cleanup	62.	Woodloch	Ike	Cleanup

Similarly, following Hurricanes Katrina and Rita, Southeast Texas experienced substantial need for emergency housing in its initial community restoration efforts. The second table represents a partial list of areas and communities. When FEMA initiated funding to provide temporary housing, many of the communities and areas in Southeast Texas became included in the overall effort.

City	Event	Project
63. Beaumont	Katrina & Rita	Temporary Housing
64. Groves	Katrina & Rita	Temporary Housing
65. Hardin County	Katrina & Rita	Temporary Housing
66. Jefferson County	Katrina & Rita	Temporary Housing
67. Kountze	Katrina & Rita	Temporary Housing
68. Lumberton	Katrina & Rita	Temporary Housing
69. Nederland	Katrina & Rita	Temporary Housing
70. Orange	Katrina & Rita	Temporary Housing
71. Orange County	Katrina & Rita	Temporary Housing
72. Port Neches	Katrina & Rita	Temporary Housing
73. Rose Hill Acres	Katrina & Rita	Temporary Housing
74. Silsbee	Katrina & Rita	Temporary Housing
75. Sour Lake	Katrina & Rita	Temporary Housing
76. Vidor	Katrina & Rita	Temporary Housing

Statement of Proposer's Contractual Obligations

TLC has no obligations that would prevent it from participating by the terms of this contract. TLC would have an Emergency Response plan to manage staff and other projects when this contract activated. TLC would also ramp up to the occasion and be able to provide the leadership team proposed.

Key Personnel	Area of Responsibility	Team Roll
Vince Griggs	Field Documentation of Work	Field Supervisor
Vince Griggs	Collection Monitoring	Field Supervisor
Tim Kroeker, M.E.Des.	Pre-Validation of Debris and Trees	Manager, Environmental Services
Sam Eton	Monitor Training	Training and Recruitment
Pamela Gonzalez	Spot Checks and Auditing of Monitors	Field Supervisor
Tim Kroeker, M.E.Des.	Project Mapping	Manager, Environmental Services
Tim Kroeker, M.E.Des.	Truck Certification	Manager, Environmental Services
Vince Griggs	Monitoring at DMS/Disposal Sites	Field Supervisor
Beverly G. Williams, P.E.	Data Management	Director, Engineering Division
Beverly G. Williams, P.E.	Specialized Recovery Services	Director, Engineering Division
Sam Eton	Safety Meetings and Monitoring Updates	Training and Recruitment
Steve Burton	Coordination Meetings with Contractor(s)	Field Supervisor
Beverly G. Williams, P.E.	Status Reports	Director, Engineering Division
Tony L. Council, P.E.	Acquisition of Adequate Insurance	Corporation President & CEO

Statement of Capability to Provide Services

TLC is capable of providing these services.

Previous Validation

For the 2008 Hurricane Ike cleanup, TLC, along with Beck Disaster Recovery provided training for all of the subcontractors under this contract; the total exceeded 2,500. Upon initial award of the contract, TLC provided First Responder Training for two days for 1st Level Managers and Supervisors. Review of FEMA, Department of Transportation and City of Houston documents and procedures was conducted.

Once the contract was activated, and the initial team was on the ground certifying trucks. TLC provided initial mandatory training for debris monitors, and specialized training for truck certifiers, leaners and hangers and tower monitors.

Anticipated Recruitment

All contract monitors, supervisors/coordinators, and office support will be selected from a database of experienced personnel with prior experience working with the TLC TEAM. Upon award of this contract, all selected individuals will be required to attend minimum training courses, which will be integrated into the TLC training program, in addition to TLC's formal training.

At a minimum, TLC will provide the following staff:

Core Positions	Committed Staff
Project Manager	1
Contract Monitors – Roadway and Public/Private Spaces	2
Contract Monitors – Disposal Site	5
Contract Monitors – Supervisory/ Coordinator	7
Contract Monitors – Office Support	2

Summary of Management Team Experience

TLC Personnel

Mr. Tony L. Council, P.E., President and CEO

Mr. Council is the sole proprietor of TLC Engineering, Inc., and a Registered Professional Engineer in the State of Texas. Mr. Council has over 29 years of industry experience. Mr. Council's work with the Green Lake Project was credited for being the World's longest directionally drilled pipeline in 2000. In 2007, Mr. Council was appointed by Mayor Bill White to the Coastal Water Authority Board of Directors. He also sits on the Greater Sooner Holdings Board of Directors and the Internal Hydro Corporation Board of Directors.

Mr. Timothy Kroeker, M.E.Des., Division Manager – Environmental Services

Mr. Kroeker has over 12 years of experience in environmental planning projects in both public and private sector projects. Currently responsible for the preparation of environmental assessments for NEPA compliance at local, state, and federal levels; conducting and overseeing field studies and assessments, data gathering and interpretation, coordination with subcontractor specialists, preparing comprehensive reports of findings (including environmental assessments and categorical exclusions), client coordination, agency interaction, and permitting. Specialized environmental planning experience for transportation projects with the Texas Department of Transportation and the Arizona Department of Transportation.

Ms. Beverly G. Williams, P.E., Director of Engineering Services

Ms. Cole-Williams has over twenty five (25) years of experience as a civil engineer with emphasis in site development, utility, infrastructure, grading, water & sewer design. Ms. Cole-Williams has served as project manager and/or design engineer for water and wastewater projects where we teamed with CDM, Freese and Nichols, and Flour Daniels. In previous engagements, Ms. Cole-Williams worked on several water master plans and water line replacement projects in Nashville, Tennessee for local government, educational facilities and private industry.

Mr. Vincent Griggs

Mr. Griggs has over fifteen (15) years of experience in leadership, overall management, organizational development, contract negotiations, compensation, and performance management as well as multiple social and community service programs and other functions critical to a vital, progressive organization.

Sub-Consulting Personnel

Mr. James Eaton – N2 Industries

Mr. Eaton has many years of experience in the construction field. As a General Contractor for over 15 years, he has been responsible for the oversight of installation of utilities, structures and drainage systems. Mr. Eaton Performed overall day-to-day management of JNE Enterprises' operations and projects, including: Demolition, Debris Removal, Right of Entry (ROE) Site Inspection & Clean-up services, construction services, and FEMA Trailer Hauling/set-up and decommissioning in New Orleans & Jefferson Parishes.

Mr. Gino Carr, MBA – Shift 4 Consulting, LLC

Mr. Carr's expertise comes in public involvement and outreach processes. After working for several years at Honeywell Incorporated he started his firm, Shift 4 Consulting, LLC. The New Orleans based firm is certified as a Socially and Economically Disadvantaged Business Enterprise. The firm has consulted for both public and private sector clients over the years. In addition to managing the consulting firm, Mr. Carr was a Professor of Business at the University of Phoenix from 2003 until 2010. Courses taught included Financial Management, Financial Accounting, Strategic Planning and Project Management.

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 – Copy

McConnell & Jones, LLC

Mr. Gilbert Hopkins, a director at MJLM, will serve as financial monitor, providing fiscal and administrative compliance monitoring review. Specific responsibilities in regards to other disaster have included coordinating with client project staff; supervising, coordinating, and reviewing the work of other consultants; directing field work; ensuring the timely submission of project deliverables; administering the project budget and billings; and conducting team meetings to discuss project status. In the wake of Hurricane Katrina, Mr. Hopkins led a team of 64 staff working to assist the City of Houston in administering its housing voucher program. He also provided expertise for the State of Louisiana's Road Home Program, and has been involved with the Texas Department of Emergency Management.

Mr. Kenneth Webster – GCI

Mr. Webster has nearly 30 years of experience providing public technical assistance to local governments and private non-profit organizations in the areas of financial program eligibility, project application reviews, site inspections, and project reimbursement. His special expertise is ensuring that grantees meet all reporting requirements for local governments to recover costs associated with disaster relief, mitigation, and restoration programs. His work has involved major disasters in New York, Alabama, Florida, and Louisiana.

Team Capacity

Resumes for each person listed below can be found at **Attachment 3: Key Personnel Resumes**

TLC PERSONNEL

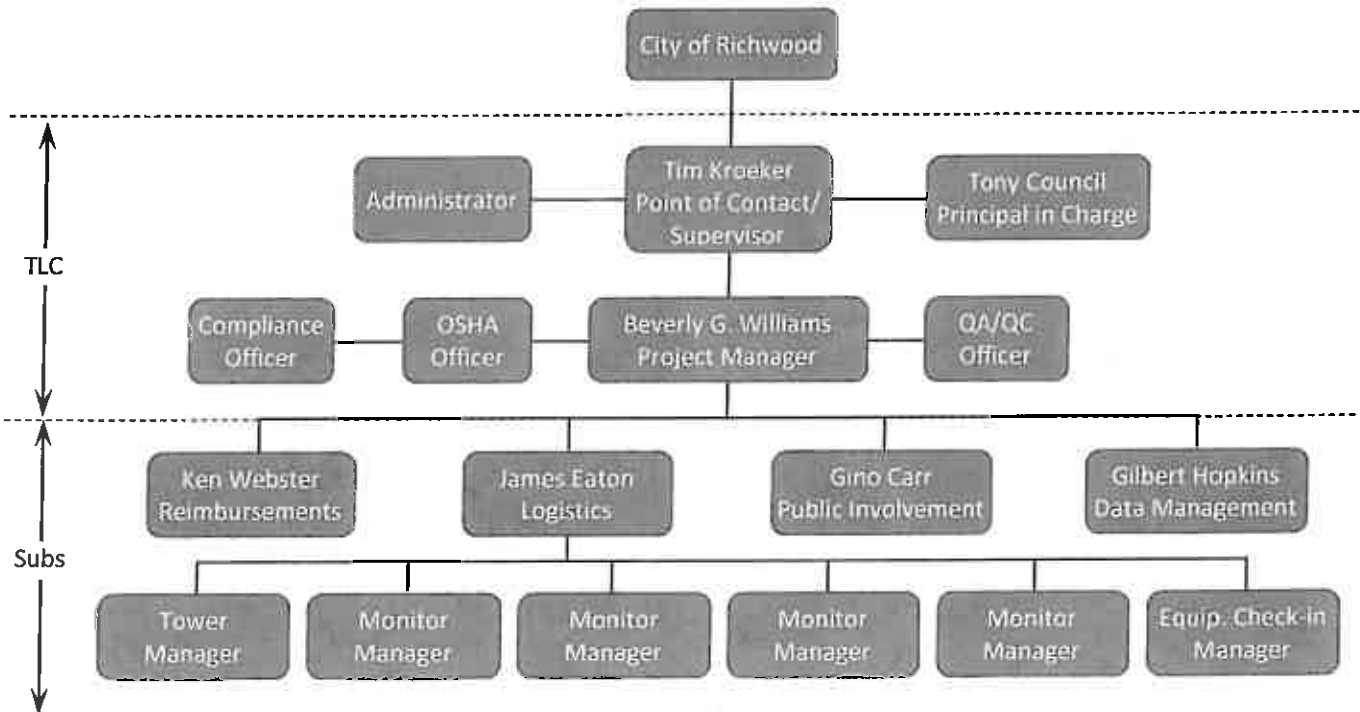
<u>Tony Council, P.E.</u> (Name)	<u>Mechanical Engineer</u> (Specialist Field)	<u>President & CEO</u> (Title)
<u>Tim Kroeker, M.E.Des.</u> (Name)	<u>Environment Services</u> (Specialist Field)	<u>Manager – Env. Services</u> (Title)
<u>Beverly G. Williams, P.E.</u> (Name)	<u>Civil Engineering</u> (Specialist Field)	<u>Director – Engineering Services</u> (Title)
<u>Vincent Griggs</u> (Name)	<u>Field Supervision</u> (Specialist Field)	<u>Project Manager</u> (Title)

SUB-CONSULTING PERSONNEL

<u>James Eaton</u> (Name)	<u>Logistics</u> (Specialist Field)	<u>President – N2 Industries</u> (Title)
<u>Gino Carr, MBA</u> (Name)	<u>Public Relations/Community Outreach</u> (Specialist Field)	<u>President – Shift 4 Consulting</u> (Title)
<u>Gilbert Hopkins</u> (Name)	<u>Data Management</u> (Specialist Field)	<u>Consultant – McConnell & Jones</u> (Title)
<u>Ken Webster</u> (Name)	<u>Public Assistance/Reimbursements</u> (Specialist Field)	<u>President – GCI</u> (Title)

Project Communications Plan

Tim Kroeker, M.E.Des. will be the Primary Point of Contact (POC) between the City of Richwood and TLC Engineering Inc. However, in the event that Mr. Kroeker is not available, Ms. Wms-Cole, P.E. will act as the POC. Project progression meetings will be conducted weekly between TLC and subcontractors. To convey status, Mr. Kroeker will submit weekly progress reports to the City of Richwood. TLC will present a communication plan which will clearly identify communication protocols and chains of command for the duration of the project.



TLC is adamant about establishing a solid and effective communication plan. We believe that adherence to established communication and documentation protocols are keys to a project's success. The aforementioned strategy encourages proper channels for communication to flow between TLC, its subcontractors, and the City of Richwood while eliminating any possibility for gross miscommunication or misunderstanding to occur between the parties, resulting in a potential loss of valuable time and money.

TLC and the City of Richwood will work in partnership to develop a clear plan that will keep the City of Richwood abreast of project status, outstanding issues, and plans of action.

TLC Disaster Monitoring Model

Quality Assurance/Quality Control

1. Process

TLC has a customized Debris Removal and Disposal Monitoring QA/QC plan for this project. Beverly G. Williams, P.E. will oversee QA/QC process. Ms. Williams shall also be responsible for reviewing the team's progress and finished product before submission to the City of Richwood. TLC will implement

a QA/QC schedule to deliver markups to the City of Richwood. The scheduling process will create a one week turn-around for markups once received from the City of Richwood.

2. Value Engineering

TLC Engineering Inc. has constructed a comprehensive Value Engineering (VE) Plan that will be applied to the project. The VE plan is broken down into phases to maximize functionality and pin point cost reduction. The phases of the TLC VE Plan:

- | | |
|---------------------------------------|-------------------------------|
| 1. Selection of Best Team | 2. Investigation of Needs |
| 3. Speculation on Alternatives | 4. Evaluation of Alternatives |
| 5. Development of Best Alternative | 6. Presentation Support Data |
| 7. Implementation of Best Alternative | 8. Audit of Results |

3. Risk Reduction

The underlying philosophy of this project, as with all, is to reduce and keep to a minimum the potential for risk. There are various conditions or elements that become factors and can induce and increase risk. A few of the obvious factors include scheduling delays, cost overruns, labor interruptions, or equipment failure. Some of the less obvious factors in this type of work include working condition changes and public priorities. Any of these can place strain on budgets and the ability of the service provider to deliver a timely project.

TLC evaluates each of these possible risk factors and develops a plan to reduce each one to acceptable levels in order to optimize a project's performance. TLC will also work with the City of Richwood to control the risks to budgets and scheduling.

Debris Removal Monitoring

TLC Engineering understands that debris monitoring is a critical component in debris removal operations. Our response will be immediate (within 24 hours) and well-planned so that the operation will run efficiently and effectively. In short, our debris monitoring plan will include the following activities:

- Coordinate debris disposal activities and selected Disposal Contractor for the purpose of managing the debris removal process from public lands, easements, and rights-of-way.
- Deploy trained debris monitors to observe and document contractor activities at designated locations.
- Station monitors at all pick-up and disposal sites.
- Use both fulltime staff and temporary labor to supply the workforce needed
- Use experienced staff for management positions
- Train and hire local residents for monitor positions.
- Use load tickets to document weights and volumes of contractor vehicles.

Standard FEMA Load Tickets will be used and treated as accounting forms which will be critical documentation when the City of Richwood is applying for FEMA funds.

Since unit prices will be used for this contract, payments will be based on volume. Standard Truck certification procedures and forms will be used to verify truck capacities and inspect trucks for proper loading and compaction.

A detailed web-based cost and load tracking method will be used so that the documentation is suitable for a comprehensive audit.

An in-house grant administrator is available to help with the auditing process.

Monitors will be required to work 12 hour shifts. Data management operations and deployment will operate on two 12-hour shifts, thus providing round the clock service to the City of Richwood.

Pre-Planning Actions

TLC will request the following information from City of Richwood upon contract award:

- All zoning maps that may assist in the planning of debris removal. These should be used by the solid waste department or public works for trash collection. If not available, district maps or other types of boundary maps may be used.
- Name and contact person for debris hauling contractor for coordination effort.
- Location of all dumpsites or landfills to be used during the operation.
- City of Richwood ordinances or requests that may affect hours of operation, schedule or travel routes.

Approach and Methodology

As the likelihood of an event approaches, TLC will contact senior staff members and place them on full alert. As soon as a Notice to Proceed is received from the City of Richwood, TLC will be on site within a previously agreed-upon initial mobilization schedule to assess the situation and start full mobilization efforts for monitoring teams. TLC will work closely with the City of Richwood for site specific conditions and requirements which must be met for the initial effort. As the cleanup process starts, TLC will increase staff as necessary to accommodate the need for personnel.

TLC anticipates the following staffing complement:

- 1 Assistant Project Manager for every 3 zones
- 1 Field Supervisor per zone
- 1 Crew Leader per 10- 20 field monitors
- 3 tower monitors per disposal site
- 1 Field monitor per loading vehicle
- 10 Truck Certifiers

Roles & Responsibilities

FEMA 325 provides guidelines for each debris removal process. TLC will follow all guidelines unless otherwise determined by our client, in writing.

Collection Monitoring

For collection monitoring, TLC will provide a field quality control team consisting of one field collection monitor per debris removal crew and at least one field supervisor for every seven monitors unless otherwise approved by the City of Richwood.

TLC interface with the City of Richwood

TLC will need access to the proper persons assigned from Public Works and any other department the City believes will be necessary to complete the project.

TLC Debris Monitoring Services

TLC will provide all management and supervisory personnel with experience in monitoring services. The quantity of personnel needed for each classification will vary at different stages of the project. TLC will assess the quantity of personnel being available and will adjust staffing levels as necessary. TLC will solicit the help of local subcontractors, as needed, to augment staffing needs; however, TLC is committed to training and hiring as many local residents as possible.

TLC Training

TLC will provide training for all positions filled and for all persons hired, according to FEMA guidelines. TLC will also provide job safety training and provide uniforms/equipment for every field person. Training and safety classes are conducted by O.G. Ray, resume attached, who is a former OSHA employee.

TLC Staff

We have enclosed resumes which represent our management team. They are familiar with TLC company policies and have worked with TLC on past similar projects. They will be our project and operations managers in the field to assist the City of Richwood in developing its initial plan of action.

Mobilization

Upon notice to proceed, the project manager will contact key staffing personnel to report for assignment. Assembling these personnel will likely take one to three days; however, all staffing personnel will be placed on 24-hour emergency notification once it is determined by the City of Richwood that the need for debris cleanup is imminent.

Project operations managers will arrive at Richwood to assist with developing a plan of action. Once staffing levels are determined, field supervisors will be expected to report within 48 hours. Our temporary office will be used initially for training, field operations, logistics and temporary human resources operations (HR). Program oversight, HR, finance, and data management will be managed from our home office. The disaster response team will work out of local accommodations, if necessary, until a full-time office location is available. Once first call responders have reported and a plan of action is determined by the project manager, additional staff will be put on notice and mobilized on an as-needed basis. All project and operations managers are required to have a working cell phone and lap-top computer with wireless capabilities.

Recruiting & Staffing

The City of Richwood will provide TLC with the following:

- Emergency operations location
- Emergency contact information
- Point of contact
- Maps – Electronic and hard copy should be provided upon award of contracts.

Staffing will begin by soliciting local community leaders to assist in the effort of identifying potential labor pools. Hiring preference will be given to residents of the affected area. HR managerial staff will remain on location until such time that the administrative help has been efficiently trained, the operation is running smoothly, and the first payroll has been successfully distributed.

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, as Amended of 1988

Subpart 26.2 -- Disaster or Emergency Assistance Activities

26.201 -- Policy

- (a) When contracting under this subpart for major disaster or emergency assistance activities, such as debris clearance, distribution of supplies, or reconstruction, preference shall be given, to the extent feasible and practicable, to those organizations, firms, or individuals residing or doing business primarily in the area affected by such major disaster or emergency.
- (b) The authority to provide preference under this subpart applies only to those acquisitions, including those which do not exceed the simplified acquisition threshold, conducted during the term of a major disaster or emergency declaration made by the President of the United States under the authority of the *Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988* (42 U.S.C. (5121, et seq.) (*Stafford Act*).

TLC understands the significance of the *Stafford Act*. It is important that those persons and the families affected by the disaster have the opportunity to help restore those areas and also to have job opportunities that will help them stabilize their financial situation. Therefore, we will give staffing preference to those persons living in the area of, and affected by, the disaster. Those persons residing in those areas that are already in our database will be called first, for both professional and non-professional positions, as long as they meet the selection criteria. They will also have opportunity to recommend others from their community, if additional staffing is needed. We will also advertise for job opportunities in the local paper and utilize staffing agencies. Staffing agencies will be directed to also give priority to local residents. The State of Texas standard rates will be used to determine wages.

Utilizing local residents that are familiar to the area help create a unified front between the community and our staff. This collaboration helps provide better service and assures the residents that we are working in their best interest.

Job Requirements

All applicants will be required to have the following:

- Reliable access to a reliably working vehicle,
- A valid driver's license,
- Vehicle insurance on the vehicle they will be using,
- A working cell phone

All applicants must be able to:

- Clearly communicate verbally and in writing
- Follow directions
- Work 12 hour days, seven days per week
- Fill out paperwork without error
- Dress appropriately

Training

All TLC project operations managers have previous experience with their assigned duties and responsibilities. Upon notice of award, TLC will train select individuals to conduct training classes for local hires. These classes will also be open to City of Richwood staff. Additional training will be scheduled for City of Richwood staff, which will include grant administration policy to insure

appropriate and responsive interface with field debris collection contractors' and appropriate agencies.

A coordination session will be conducted with the operations managers, field supervisors and subcontractors to be sure that operations will run smoothly and that there is a clear understanding of roles, responsibilities, and standard procedures.

All monitors and truck certifiers will be trained initially by the operations managers and field supervisors. After operations have begun, a training schedule will allow rotation of training staff. Our safety manager will participate in all training sessions and review the Debris Collection and Management Site Hazard Analysis (FEMA 325), as well as TLC's safety and health policy, with all personnel.

Identification

TLC will determine an appropriate method for proper identification. All employees and sub-contractors will be required to wear their identification at all times. Vehicles will also be required to have proper identification. Local police departments and other security personnel will be made aware of the official identification to reduce the chance of false identity and criminal activity.

Sub-Contractors

The project manager will monitor all sub-contractor activities. Sub-contractors will be selected and contracts negotiated based on each task order. Sub-contractors will submit daily reports to TLC. These reports will be available on an FTP site that will be established as part of pre-planning efforts. We will have a full time safety manager to deal with issues pertaining to jobsite compliance. TLC will utilize local subcontractors who are DBE certified, veterans, and local residents.

Housing, Travel and Meals

Housing will be kept at a minimum. TLC will only provide housing for the management and supervisory staff necessary for operations. Local residents will be hired to reduce housing and travel costs.

Communications

Highly reliable, fully interoperable communications are necessary within just hours of a disaster event. Satellite communications will be provided for first responders and local officials to effectively organize critical response activities. TLC will have an FTP site available to provide immediate upload capabilities for transferring data to non-affected sites, allowing the City of Richwood to obtain near real-time data and statistics. 24/7 Internet connectivity provides around-the-clock access to news, weather, and disaster-related information.

Current Obligations

TLC will hire and/or assign full and part-time staff to the project, as needed. There are no current obligations that will pose limitations.

Production Control Procedures

The project manager will work closely with TLC and the City of Richwood to determine the priority zones and develop performance schedules. The project manager will then review the daily progress reports to monitor progress. The project manager will also meet regularly with contractors and other assigned operations managers to work through budget restraints, schedule delays, or resolve disputes.

Both sub-contractors and operations managers will submit daily reports for the project managers review. The project manager will have access to the same 'real time' data, for review capabilities, as the City of Richwood and other specified officials. It will be the responsibility of the project manager to insure that all reporting is up to date and accurate and that all performance schedules are met. Changes to budgets and schedules will be documented with change orders and progress reports. All pay requests will be reviewed and signed off by the project manager prior to processing.

Property Control Systems

TLC will provide a minimum stock of required supplies, parts, and equipment (as a part of our ongoing quality control system) to be readily available at all times, as needed per the terms of the contract. Furthermore TLC will have a manned supply/tool room, where an inventory stock clerk, will issue required parts, tools, and supplies, via our maintenance material request (MMR) form. This form will show all pertinent information (i.e. FEMA job number, bar code number in which the part will be used). This form must be signed by the supervisor. In the event that an administration employee should need various supplies (i.e. legal pads, copy paper, etc...), the administrative supervisor, shall sign the supply request form. Our inventory/stock clerk will keep records on supplies and parts to assure these items will be readily available.

The clerk will order needed supplies via our supply purchase order form which will show all required information (i.e., items to be ordered, quantity, cost each, extended cost, job number to bill to if it is a special order for a specific job or simply show for stock). This purchase order must be signed by the logistics manager.

Management Tools

The project manager and scheduler will use Primavera to budget, schedule, and track all activities related to this contract. Primavera may also be used to allocate and track staffing resources.

Data Acquisition and Reporting

TLC Engineering will use a system powered by Ticket Watch or equal programming software. This system will allow trucks to be scanned and data automatically loaded into the system. This will reduce the number of personnel needed to process load tickets and the number of data centers needed to house data processing activities. Manual load tickets will be used, only as a backup, and will be collected every evening after first shift and blank ones are issued. Number sequences will be tracked by the monitor to whom they were given, the day they were completed, and the location at which they were used. All tickets issued in the first shift will be accounted for during the second shift and properly processed. Cameras will also be collected and the pictures merged with the appropriate forms.

TLC will provide daily and weekly reports on progress of clean-up efforts. TLC will require daily reports from field supervisors and sub-contractors. The documentation will be forwarded to the data center for processing, filing, and distribution. TLC will have two shifts at the data center. TLC will be able to produce daily reports, and, through our FTP site, designated officials will have online access to these reports 24 hours per day, 7 days per week. Data that is anticipated to be accessible to officials will include:

- Daily reports
- Daily scheduling of inspectors
- Uploaded and recorded load tickets
 - TLC and the City of Richwood will be able to view the count from the previous day on the FTP site every morning.

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 – Copy

- A report including the amount of debris collected per zone, the number of trucks running per zone, and the number of monitors per zone.
- Safety reports including the number of incidents per zone and corrective action recommendations.
- Identification of special needs.
- Weekly reports
 - Weekly summaries of the daily reports
 - Forecasts for the following week
- Monthly summary reports (as needed)

Standard Documentation and Forms

FEMA.gov posts thorough reference guides regarding the debris monitoring process, including publication of FEMA forms 321, 322, 323, 325, 329 and Fact Sheet 9580.203. Standard Forms can also be downloaded from FEMA's website. An example of these forms can be found in the Appendices of FEMA 325. Forms to be used are as follows:

- | | |
|-----------------------------|------------|
| • Load Ticket | Appendix D |
| • Tower Monitor Log | Appendix D |
| • Roving Monitor Report | Appendix D |
| • Daily Issue Log | Appendix D |
| • Truck Certification Form | Appendix D |
| • Demolition Checklist | Appendix F |
| • Hazardous Stump Worksheet | Appendix G |

The Finance Department will use standard forms required that are provided in FEMA 325; Appendix C - FEMA Forms.

Other standard forms required by TLC include, but are not limited to:

- Monitor Sign-In Sheets (site specific)
- Equipment Sign-out Sheets
- Incident Reports
- Timesheets
- Application Packets (including offer letters)
- Paycheck Release Forms

Safety and Compliance

For the purpose of this contract, the Debris Collection and Management Site Hazard Analysis, which can be found in **Appendix E** of **FEMA 325**, will be incorporated and required to be used as a guide for all operations managers and field supervisors. TLC's full time safety inspector will randomly visit all zones and disposal locations to insure that OSHA regulations are followed. Daily safety meetings will be conducted at all sites.

Toolkits & Supplies

The following is a non-inclusive list of the materials and supplies that are anticipated to be needed in the project. It is distinctly possible that during the course of the project other materials and supplies will be needed.

- Digital cameras,
- Ladders,

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 – Copy

- Hard hats,
- Safety vests,
- Calculators,
- Clip boards,
- Tape measures (in tenths of foot),
- Breathing masks,
- Flashlights,
- City of Richwood maps,
- 8½" x 11" paper,
- Lap top computers,
- Pre-numbered load tickets,
- Gasoline cans,
- Coolers,
- Gas generators

TAB FOUR – COMPLETED EXHIBIT “B”: FEE SCHEDULE

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 - Copy

Exhibit "B": Fee Schedule

Debris Removal Monitoring

I have read and understand the requirements of this proposal, Debris Monitoring, Recovery, and other Related Services, and agree to provide the required services in accordance with this Proposal and all attachments, exhibits etc. I agree to furnish the services as described in RFQ except where specific exception has been taken. The hourly labor rates shall include all applicable overhead and profit. All non-labor related project costs (including travel, lodging, per diem, communications, supplies, rental equipment, and other direct project expenses) will be billed to the City at cost without mark-up.

Position	Hourly Rate	Multiplier	Extended Rate
1) Project Manager	\$ 56.00	2.5 \$ 84.00	\$ 140.00
2) Operations Manager	\$ 50.00	2.5 \$ 75.00	\$ 125.00
3) Schedule/Expeditor	\$ 44.00	2.5 \$ 66.00	\$ 110.00
4) GIS Analyst	\$ 38.00	2.5 \$ 57.00	\$ 95.00
5) Field Supervisor	\$ 20.00	2.5 \$ 30.00	\$ 50.00
6) Collection Monitor	\$ 16.00	2.5 \$ 24.00	\$ 40.00
7) Debris Site/Tower Monitor	\$ 18.00	2.5 \$ 27.00	\$ 45.00
8) Environmental Specialist	\$ 44.00	2.5 \$ 66.00	\$ 110.00
9) Project Inspector	\$ 38.00	2.5 \$ 57.00	\$ 95.00
10) Load Ticket Data Entry Clerk	\$ 18.00	2.5 \$ 27.00	\$ 45.00
11) Billing/Invoice Analyst	\$ 18.00	2.5 \$ 27.00	\$ 45.00
12) Administrative Assistant	\$ 26.00	2.5 \$ 39.00	\$ 65.00
13) Field Coordinator	\$ 25.00	2.5 \$ 37.50	\$ 62.50
14) Data Manager	\$ 56.00	2.5 \$ 84.00	\$ 140.00
15) Damage Assessment Estimator	\$ 44.00	2.5 \$ 66.00	\$ 110.00

No other Required Positions

Authorized Signature: _____

Typed or Printed Name: Tony L. Council, P.E.

Date: May 9, 2014

Title: President and CEO

TAB FIVE – COMPLETED “INDEMNITY HOLD HARMLESS AGREEMENT”

CITY OF RICHWOOD

INDEMNITY HOLD HARMLESS AGREEMENT

To the fullest extent permitted by law, Contractor(s), its successors, assigns and guarantors, shall pay, defend, indemnify and hold harmless the City of Richwood, its agents, representatives, officers, directors, officials and employees from and against all allegations, demands, proceedings, suits, actions, claims, including claims of patent or copyright infringement, damages, losses, expenses, including but not limited to, attorney's fees, court costs, and the cost of appellate proceedings, and all claim adjusting and handling expenses, related to, arising from or out of or resulting from any actions, acts, errors, mistakes or omissions caused in whole or part by Contractor(s) relating to work, services and/or products provided in the performance of this Contract, including but not limited to, any Subcontractor(s) or anyone directly or indirectly employed by or working as an independent contractor for Contractor(s) or said Subcontractors or anyone for whose acts any of them may be liable and any injury or damages claimed by any of Contractor's and Subcontractor's employees or independent contractors.

The Contractor(s) expressly understands and agrees that any insurance policies required by this contract, or otherwise provided by the Contractor(s), shall in no way limit the responsibility to indemnify, keep and save harmless and defend the City of Richwood, its Council members, officers, agents and employees and herein provided.

Authorized Signature: _____

Typed or Printed Name: Tony L. Council, P.E.

Date: May 9, 2014

Title: President and CEO

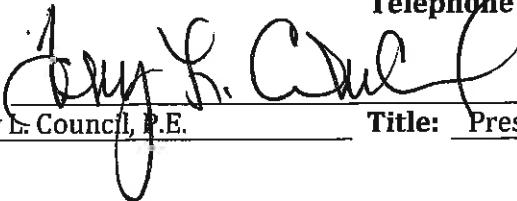
TAB SIX – COMPLETED BID AFFIDAVIT

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 - Original

Name and Address of Offerer:

Name: TLC Engineering, Inc.
Address: 8204 Westglen Drive
Houston, Texas 77063

Telephone Number: 832-319-7141

Signature: 

By: Tony L. Council, P.E.

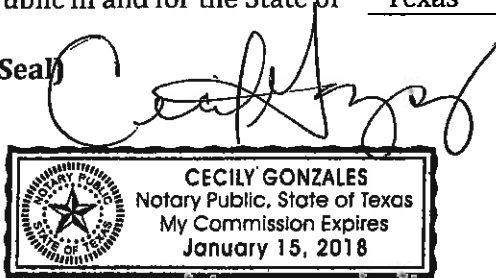
Title: President and CEO

SUBSCRIBED AND SWORN to before me by the above-named,

CECILY GONZALES on this the 9th day of May 2014.
(Name of Notary)

Notary Public in and for the State of Texas

(Seal)



RETURN THIS PAGE PROPERLY EXECUTED WITH YOUR PROPOSAL

TAB SEVEN – COMPLETED CONFLICT OF INTEREST QUESTIONNAIRE - FORM CIQ

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 – Original

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

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

OFFICE USE ONLY

Date Received

1 Name of person doing business with local governmental entity.

Tony L. Council, P.E., President and CEO TLC Engineering, Inc.

2 ☐ Check this box if you are filling 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 the originally filed questionnaire becomes incomplete or inaccurate.)

This section (item 3 including subparts A, B, C & D) must be completed for each officer employment or other business relationship as defined by Section 176.001(1-a), Local Government Code to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, income, from the filer of the questionnaire?

☐ Yes ☒ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment direction of the local government officer named in this section AND the taxable income is governmental entity?

☐ Yes ☒ No

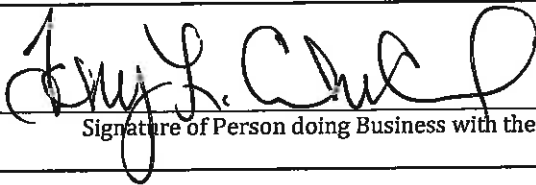
C. Is the filer of this questionnaire employed by a corporation or other business entity with government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☒ No

D. Describe each employment or business relationship with any local government officer named in this section.

No affiliation or business relationship.

3



Signature of Person doing Business with the Government Entity

May 9, 2014

Date

TAB EIGHT – CERTIFICATIONS, EXHIBITS, AND ATTACHMENTS

Comprised of:

Principal, Officer, Authorized Representative Non-Collusion Certification
Suspension and Debarment Certification
Certificate of Residency
Exhibit "A": Scope of Services
Attachment 1: Certificate of Liability Insurance
Attachment 2: Standard Form SF-330 Architect-Engineer Qualifications Form, Part II
Proposal Statements
Attachment 3: Key Personnel Resumes
Attachment 4: Unique Advantages Discussion

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 - Copy

Request for Qualifications Certification (Principal, Officer, Authorized Representative Non-Collusion Certification)

The undersigned affirms that he or she is duly authorized to execute this questionnaire, that this company, corporation, firm, partnership, or individual has not prepared this proposal in collusion with any other person, firm, or entity making or considering making a proposal to The City of Richwood for any of the future City projects, and that contents of this proposal as to prices, terms, or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

Undersigned certifies under penalties of perjury that this bid or proposal is in all respects bona fide and fair and has been made and submitted in good faith without collusion or fraud with any other person. As used in this certification, the work "person" shall mean any natural person, joint venture, business, partnership, corporation, union, committee, club, organization, group of individuals, or other business or legal entity.

The foregoing is true and correct. The City of Richwood, or any authorized representative of the City of Richwood, is authorized by the undersigned to contact any firm, institution, or person listed above to obtain information which the City of Richwood might determine as being desirable.

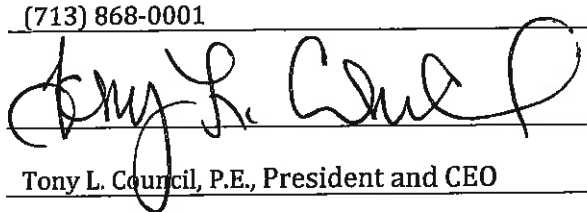
Firm: TLC Engineering, Inc.

Address: 8204 Westglen Drive

City/State/ZIP: Houston, Texas 77063

Phone No: (713) 868-6900

Fax No: (713) 868-0001

Signature: 

Typed Name: Tony L. Council, P.E., President and CEO

Date: May 9, 2014

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 - Copy

Suspension or Debarment Certificate

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred.

Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the bidder:

1. Certifies that the owner/operator has not been convicted of a felony except as indicated on separate attachment to this offer, in accordance with Section 44.034 of the Texas Education Code, and
2. Certifies that no suspension or disbarment is in place, which would preclude receiving a federally funded contract under the Federal OMB, A-102, Common Rule (___36)

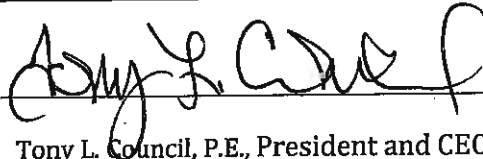
Firm Name: TLC Engineering, Inc.

Address: 8204 Westglen Drive City: Houston ZIP Code: 77063

Telephone: (713) 868-6900 Fax Number: (713) 868-0001

E-mail Address: tonycouncil@tlceng.com

Authorized Company Official Signature:



Please Print Company Officials Name: Tony L. Council, P.E., President and CEO

Title of Official: President and CEO

Date: May 9, 2014

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 – Copy

Certificate of Residency

The State of Texas has passed a law concerning non-resident contractors. This law can be found in Texas Government Code under Chapter 2252, Subchapter A. <http://www.capitol.state.tx.us/statutes/docs/GV/content/htm/gv.010.00.002252.00.htm>. This law makes it necessary for the City of Richwood to determine the residency of its bidders. In part, this law reads as follows:

Section: 2252.001

- (3) 'Non-resident bidder' refers to a person who is not a resident.
- (4) 'Resident bidder' refers to a person whose principal place of business is in this state, including a contractor whose ultimate parent company or majority owner has its principal place of business in this state.

Section: 2252.002

A governmental entity may not award a governmental contract to a nonresident bidder unless the nonresident underbids the lowest proposal submitted by a responsible resident bidder by an amount that is not less than the amount by which a resident bidder would be required to underbid the nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located.

I certify that TLC Engineering, Inc.
(Name of Bidding Company)

is, under Section: 2252.001 (3) and (4), a

X Resident Non-Resident of the State of

Texas. My or our principal place of business under Section: 2252.001 (3) and (4), is in the city of

Houston In the State of Texas


Signature of Authorized Company Representative

Tony L. Council, P.E., President and CEO
Print Name

President and CEO May 9, 2014
Title Date

Exhibit "A": Scope of Services

Debris Removal Monitoring

Field Documentation of Work

Respondent shall carefully document debris removal activities as well as trees that contain hazardous hanging limbs, and hazardous trees that need to be removed. Respondent will work closely with the City and with FEMA to determine the most effective methods of documentation of the Contractor's work to ensure that debris removal is eligible for Federal funding. Communicate with FEMA to ensure documentation supports verification needs for project reimbursement. Assess and monitor marine debris removal, including navigable waterways within the City's jurisdiction.

Collection Monitoring of Right-of-Way and Public Property Debris/Trees

Respondent will provide collection monitors with each of the Contractor's loading crews to ensure each load is related to the disaster, and is eligible for federal reimbursement. The street address will be recorded on each load ticket. The respondent will initiate a multi-part ticket in the field for each load, containing information related to the location of the debris, time, date, truck identification, truck driver, etc. The ticket will then be delivered to the temporary debris management site (DMS) or disposal site with the truck driver for rating. Respondent will provide similar services if debris removal from private property is approved later for this project.

Pre-Validation of Debris and Trees

Respondent will work with FEMA in an effort to pre-validate as much debris and tree removal as possible.

Monitor Training

Respondent will provide training to all employees concerning safety, eligibility for reimbursement, and disaster specific information. Additionally, Respondent will get FEMA involved with the training program so that everyone has the same understanding of the disaster specific guidance for debris removal.

Spot Checks and Auditing of Monitors

Respondent will provide roving monitors, field coordinators, and supervisory personnel to ensure that field monitors are making accurate eligibility calls, keeping good documentation, and are working effectively with the debris removal contractor.

Project Mapping

Maps will be used to document the debris removal progress. The final pass along each roadway will be mapped for the City's information, and FEMA documentation. Respondent will assist the City in public communication and relay any citizen complaints for action by the contractor or the City.

Truck Certification

Respondent will establish a team of individuals who will inspect and certify vehicles for hauling storm related debris in accordance with FEMA guidelines. A certification sheet with measurement, photos, and calculations documenting the capacity of the truck is kept for load rating and ticket auditing. Summary books will be kept at each DMS/disposal site for quality control.

DMS/Disposal Sites

Respondent will provide trained monitors at DMS and disposal sites to call loads based on the amount of debris in each truck. It is imperative that these monitors make accurate calls to safeguard public funds. Monitors will also make sure that the trucks are empty as they leave the site. Furthermore, monitors will review the truck certification worksheets to make sure the trucks have not been modified to affect their capacity (shortened or removed sideboards, for example). Similar systems will be used to verify, track, and document hauling of reduced debris from the DMS through final disposal, if applicable.

Data Management

Respondent will establish a data management team that reconciles load ticket information on a daily basis. This information can be provided to the City, FEMA, and the Contractor for use and information. Additionally, the staff will work with the Contractor to reconcile invoices, and review debris removal invoices for recommendation of payment by the City. Furthermore, Respondent will organize field information for FEMA documentation including photographs and GPS coordinates or addresses for tree and stump removal, and debris removal progress, as applicable. Respondent will help track invoices for FEMA reimbursement and provide additional supporting information as necessary.

Recovery Services

The City is interested in selecting a monitoring firm with field implementation and FEMA reimbursement experience in coastal community recovery including, but not limited to:

- Right-of-Entry (ROE) administration and data base management
- ROW and Private property vegetative/C&D hazard removal monitoring
- ROW and Private property demolition coordination and monitoring

Safety Meetings and Monitoring Updates

Respondent will hold daily meetings with debris monitors and staff for project updates and to communicate safety issues. If important information becomes available, the staff may meet more frequently.

Coordination Meetings with Contractor(s)

Respondent will initiate a coordination meeting with the debris removal contractor to help expedite the work, and to discuss any issues that may arise during the project. It is important that the monitor and contractor are communicating with each other to ensure a successful project.

Status Reports

Respondent will provide detailed daily or weekly status reports to the City for use and information. Relevant project statistics and cumulative statistics will be shown in a straight forward manner to officials to provide information to the media or to their constituents.

Insurance

The proposer receiving the award will obtain or possess the following insurance coverages, and will provide Certificates of Insurance to the City to verify such coverage.

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 - Copy

- 1) **Workers' Compensation** - The vendor shall provide coverage for its employees with statutory workers' compensation limits, and no less than \$1,000,000.00 for Employers' Liability. Said coverage shall include a waiver of subrogation in favor of the City of Richwood and its agents, employees and officials.
- 2) **Commercial General Liability** - The vendor shall provide coverage for all operations including, but not limited to Contractual, Products and Completed Operations, and personal Injury. The limits shall not be less than \$1,000,000.00, per occurrence, with a \$2,000,000.00 aggregate.
- 3) **Business Automotive Liability** - The vendor shall provide coverage for all owned, non-owned and hired vehicles with limits of not less than \$1,000,000.00, per occurrence, Combined Single Limits (CSL) or its equivalent.
- 4) **Professional Liability (Errors & Omissions)** - The vendor shall provide coverage for all claims arising out of the services performed with limits not less than \$1,000,000.00 per claim. The aggregate limit shall either apply separately to this contract or shall be at least twice the required per claim limit.

Other Related Services

Services not specifically identified in this request, but are needed to provide a complete debris removal project.

Authorized Signature: _____

Typed or Printed Name: Tony L. Council, P.E.

Date: May 9, 2014

Title: President and CEO

Attachment 1: Certificate of Liability Insurance

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/09/2014

PRODUCER (713) 355-8331
Borris L. Miles Insurance Agency
5302 Alameda Road

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

Houston TX 77004-

INSURED

TLC ENGINEERING, INC.
8204 Westglen Drive

Houston TX 77063-

INSURERS AFFORDING COVERAGE

NAIC #

INSURER A: UNDERWRITERS @ LLOYDS

INSURER B:

INSURER C:

INSURER D:

INSURER E:

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR/ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
		GENERAL LIABILITY		/ /	/ /	EACH OCCURRENCE \$
		☐ COMMERCIAL GENERAL LIABILITY		/ /	/ /	DAMAGE TO RENTED PREMISES (Ea occurrence) \$
		☐ CLAIMS MADE ☐ OCCUR		/ /	/ /	MED EXP (Any one person) \$
				/ /	/ /	PERSONAL & ADV INJURY \$
				/ /	/ /	GENERAL AGGREGATE \$
		GEN'L AGGREGATE LIMIT APPLIES PER:		/ /	/ /	PRODUCTS - COMP/OP AGG \$
		☐ POLICY ☐ PRO-JECT ☐ LOC		/ /	/ /	
		AUTOMOBILE LIABILITY		/ /	/ /	COMBINED SINGLE LIMIT (Ea accident) \$
		☐ ANY AUTO		/ /	/ /	BODILY INJURY (Per person) \$
		☐ ALL OWNED AUTOS		/ /	/ /	BODILY INJURY (Per accident) \$
		☐ SCHEDULED AUTOS		/ /	/ /	PROPERTY DAMAGE (Per accident) \$
		☐ HIRED AUTOS		/ /	/ /	
		☐ NON-OWNED AUTOS		/ /	/ /	
		GARAGE LIABILITY		/ /	/ /	AUTO ONLY - EA ACCIDENT \$
		☐ ANY AUTO		/ /	/ /	OTHER THAN EA ACC \$
				/ /	/ /	AUTO ONLY: AGG \$
		EXCESS/UMBRELLA LIABILITY		/ /	/ /	EACH OCCURRENCE \$
		☐ OCCUR ☐ CLAIMS MADE		/ /	/ /	AGGREGATE \$
				/ /	/ /	\$
		☐ DEDUCTIBLE		/ /	/ /	\$
		☐ RETENTION \$		/ /	/ /	\$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		/ /	/ /	WC STATUTORY LIMITS \$
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?		/ /	/ /	OTHER \$
		If yes, describe under SPECIAL PROVISIONS below		/ /	/ /	E.L. EACH ACCIDENT \$
				/ /	/ /	E.L. DISEASE - EA EMPLOYEE \$
				/ /	/ /	E.L. DISEASE - POLICY LIMIT \$
A		OTHER PROFESSIONAL LIAB	SUAQ2021	08/23/2013	08/23/2014	AGGREGATE 2,000,000
				/ /	/ /	PER CLAIM 2,000,000
				/ /	/ /	

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENTS/SPECIAL PROVISIONS

CERTIFICATE HOLDER

() - () -

FOR INFORMATIONAL PURPOSE ONLY
City of Richwood, City Secretary's Office
1800 Brazosport Boulevard
Richwood, TX 77531

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL **10** DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

This Declaration Page is attached to and forms part of Certificate provisions (Form SLC-3 USA NMA 2868)

Previous No.
SUA Q1932

Authority Ref. No.
B1226Q113C002C

Certificate No.
SUA Q2021

1. Name and address of the Assured:

TLC ENGINEERING, INC.
8204 WESTGLEN DRIVE
HOUSTON, TX 77063

2. Effective from August 23, 2013 to August 23, 2014
both days at 12:01 a.m. standard time.

3. Insurance is effective with certain UNDERWRITERS AT LLOYD'S, LONDON
Percentage: 100%

4. Amount	Coverage	Rate	Premium
\$2,000,000	Architects & Engineers		\$14,500.00
(See Policy for any applicable sub-limits)	Media Tech		
	Policy Preparation Fee		\$225.00
Fully Earned Policy Fee: \$425.00/State Tax: \$734.78/Stamping Fee: \$9.09/Total Gross: \$15,893.87			

5. Forms attached hereto and special conditions:

NMA 1256, NMA 1477, CON 1, AMEND SRC TBL, NMA 1168, PS 2, ADD 1, LSW 1022A,
LSW 1023A, AFB SEC 1

6. Service of Suit may be made upon:

Mendes & Mount LLP, 750 Seventh Avenue, New York, NY 10019-6829

7. In the event of a claim, please notify the following:

Marshall M. Redmon, Phelps Dunbar LLP, 445 North Boulevard, Suite 701, Baton Rouge, LA 70802

Dated

Stateside Underwriting Agency, Inc

September 17, 2013

By

Correspondent

09/24/2013 sm

AFB A&E MEDIATECH™

**ARCHITECTS AND ENGINEERS PROFESSIONAL LIABILITY,
ARCHITECTS, ENGINEERS AND CONTRACTORS POLLUTION LIABILITY,
TECHNOLOGY BASED SERVICES,
TECHNOLOGY PRODUCTS,
COMPUTER NETWORK SECURITY, AND
MULTIMEDIA AND ADVERTISING LIABILITY, AND
PRIVACY LIABILITY INSURANCE**

DECLARATIONS

THIS IS A CLAIMS-MADE AND REPORTED POLICY. PLEASE READ CAREFULLY.

These Declarations along with the completed and signed **Application** and the Policy with endorsements shall constitute the contract between the **Insureds** and the Underwriters.

UNDERWRITERS: UNDERWRITERS AT LLOYD'S, LONDON

POLICY NUMBER: SUA Q2021

1. NAMED ASSURED:

TLC ENGINEERING, INC.
8204 WESTGLEN DRIVE
HOUSTON, TX 77063

2. POLICY PERIOD:

FROM: August 23, 2013
TO: August 23, 2014

BOTH DATES AT 12:01 AM LOCAL TIME AT THE ADDRESS SHOWN IN ITEM 1.

3. LIMIT OF LIABILITY:

- (a) \$2,000,000 Each **Claim** - includes **Claims Expenses**.
- (b) \$2,000,000 Aggregate for the **Policy Period** - includes **Claims Expenses**.

4. DEDUCTIBLE:

\$7,500 Each **Claim** Deductible - includes **Claims Expenses**.

5. PREMIUM:

\$14,500.00

6. RETROACTIVE DATE:

August 23, 2004 for the first \$1,000,000 of limits; December 07, 2012 for the next \$1,000,000 of limits

7. TECHNOLOGY BASED SERVICES, TECHNOLOGY PRODUCTS, COMPUTER NETWORK SECURITY, MULTIMEDIA AND ADVERTISING AND PRIVACY LIABILITY INSURANCE COVERAGE OPTION:

Purchased

☒

If this box is checked then Insuring Clause I.C., I.D., I.E., I.F. and I.G. of this Policy shall apply.

Not Purchased

☐

If this box is checked then Insuring Agreements I.C., I.D., I.E., I.F. and I.G. of this Policy shall not apply.

If no box is checked, then Insuring Clause I.C., I.D., I.E., I.F. and I.G. of this Policy shall not apply.

8. OPTIONAL EXTENSION PERIOD:

- (a) Premium for **Optional Extension Period:** 100% of the total premium for this Policy
(b) Length of **Optional Extension Period:** 12 Months

9. NOTICE UNDER THIS POLICY:

- (a) Notification pursuant to Clause XI shall be given to:

Marshall M. Redmon
Phelps Dunbar LLP
445 North Boulevard, Suite 701
Baton Rouge, LA 70802

- (b) All other notices under this Policy shall be given to:

Stateside Underwriting Agency, Inc.
265 Exchange Drive, Suite 101
Crystal Lake, IL 60014

10. APPLICATION OF TERRORISM RISK INSURANCE EXTENSION ACT: N/A

11. SERVICE OF PROCESS IN ANY SUIT SHALL BE MADE UPON:

Mendes & Mount LLP, 750 Seventh Avenue, New York, NY 10019-6829

12. CHOICE OF LAW:

New York

13. ENDORSEMENTS EFFECTIVE AT INCEPTION:

NMA1256 Nuclear Incident Exclusion Clause-Liability-Direct
NMA1477 Radioactive Contamination Exclusion Clause-Liability-Direct
CON 1 Conformity Clause
AMEND SRC TBL Amend Short Rate Cancel Table
NMA 1168 Small Additional Or Return Premiums Clause
PS 2 Professional Services Definition
ADD 1 Additional Insured Endorsement
LSW 1022A Complaints Notice
LSW 1023A Surplus Lines Clause
AFB SEC 1 Security Endorsement
Application Dated: July 31, 2013
No Claims Declaration Dated: N/A

MFS-1 04/09

SURPLUS LINES ENDORSEMENT (MFS-1)

This insurance contract is with an insurer not licensed to transact insurance in this state and is issued and delivered as surplus line coverage pursuant to the Texas insurance statutes. The Texas Department of Insurance does not audit the finances or review the solvency of the surplus lines insurer providing this coverage, and this insurer is not a member of the property and casualty insurance guaranty association created under Chapter 462, Insurance Code. Chapter 225, Insurance Code, requires payment of 4.85 percent tax on gross premium.

This policy issued by: MYRON F. STEVES AND COMPANY

Location Address:

**3131 Eastside, Suite # 600
Houston, Texas 77098**

**6800 Park Ten Blvd., Ste 160-S
San Antonio, Texas 78213**

**12801 North Central Expressway
Suite 1725
Dallas, Texas 75243**

**1120 S. Capital of Texas Highway
Building 3, Suite 120
Austin, Texas 78746**

Mailing Address:

**P. O. Box 4479
Houston, Texas 77210-4479**

**6800 Park Ten Blvd., Suite 160-S
San Antonio, Texas 78213**

**12801 North Central Expressway
Suite 1725
Dallas, Texas 75243**

**1120 S. Capital of Texas Highway
Building 3, Suite 120
Austin, Texas 78746**

MFS-1 (04/ 09)

**Attachment 2: Standard Form SF-330 Architect-Engineer
Qualifications Form, Part II**

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
 RFQ: 379731 – Copy

ARCHITECT-ENGINEER QUALIFICATIONS

PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

1. Solicitation Number (if any): N/A

2a. Firm (or Branch Office) Name: TLC Engineering, Inc.

2b. Firm (or Branch Office) Street: 8204 Westglen Drive

2c. Firm (or Branch Office) City: Houston

2d. Firm (or Branch Office) State: Texas

2e. Firm (or Branch Office) Zip Code: 77063

3. Year Established: 1994

4. Duns Number: 030369933

5a. Ownership – Type: Corporation

5b. Ownership – Small Business Status: SBA8(a), MDBE, HUB

6a. Point of Contact Name and Title: Tim Kroeker, M.E.Des. - Division Manager

6b. Point of Contact Telephone Number: 832-319-7141

6c. Point of Contact E-Mail Address: tkroeker@tlceng.com

7. Name of Firm (if Block 2a is a branch office): N/A

8a. Former Firm Name(S) (if any): N/A 8b. Year Established: N/A 8c. Duns Number: N/A

9. Employees by Function Code and Discipline

Code	Discipline	Number of Employees	
		Firm	Branch
2	Administrative	2	0
6	Architect	1	1
8	CADD Technician	3	1
12	Civil Engineer	5	2
15	Construction Inspector	3	1
16	Construction Manager	3	1
18	Cost Engineer/Estimator	2	1
21	Electrical Engineer	1	0
24	Environmental Scientist	2	0
25	Fire Protection Engineer	1	0
29	Geographic Information System Specialist	1	0
32	Hydraulic Engineer	1	1
42	Mechanical Engineer	1	0
47	Planner: Urban/Regional	1	0
48	Project Manager	5	3
53	Scheduler	1	0
54	Security Specialist	1	1
56	Specifications Writer	1	0

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 – Copy

9. Employees by Function Code and Discipline

Code	Discipline	Number of Employees	
		Firm	Branch
57	Structural Engineer	1	0
60	Transportation Engineer	1	0

10. Profile of Firm's Experience and Annual Average Revenue for the last Five Years

Profile Code	Experience	Rev. Index	Profile Code	Experience	Rev. Index
A06	Airports; Terminals and Hangars; Freight Handling	1	L01	Laboratories; Medical Research Facilities	2
C06	Churches; Chapels	1	L02	Land Surveying	6
C10	Commercial Building (<i>Low Rise</i>); Shopping Centers	1	P04	Pipelines (<i>Cross-Country - Liquid and Gas</i>)	2
C15	Construction Management	7	P05	Planning (<i>Community, Regional, Area-wide and State</i>)	1
C16	Construction Surveying	6	P06	Planning (<i>Site, Installation and Project</i>)	3
C18	Cost Estimating; Cost Engineering and Analysis; Parametric Costing; Forecasting	1	P07	Plumbing and Piping Design	1
D04	Design-Build - Preparation of RFPs/RFQs	5	R03	Railroad; Rapid Transit	1
D07	Dining Halls; Clubs; Restaurants	1	R04	Recreation Facilities (<i>Parks, Marinas, Etc.</i>)	5
E02	Educational Facilities; Classrooms	4	R06	Rehabilitation (<i>Buildings; Structures; Facilities</i>)	4
E03	Electrical Studies and Design	1	R08	Research Facilities	4
E09	Environmental Impact Studies, Assessments or Statements	2	R11	Rivers; Canals; Waterways; Flood Control	2
E10	Environmental and Natural Resource Mapping	2	S02	Security Systems; Intruder and Smoke Detection	1
E11	Environmental Planning	3	S04	Sewage Collection, Treatment and Disposal	3
E13	Environmental Testing and Analysis	1	S07	Solid Wastes; Incineration; Landfill	7
G02	Gas Systems (<i>Propane; Natural, Etc.</i>)	1	S09	Structural Design; Special Structures	3
G04	Geographic Information System Services: Development, Analysis, and Data Collection	6	S13	Storm Water Handling and Facilities	2
G05	Geospatial Data Conversion: Scanning, Digitizing, Compilation, Attributing, Scribing, Drafting	6	T02	Testing and Inspection Services	4
G06	Graphic Design	1	T03	Traffic and Transportation Engineering	2
H04	Heating; Ventilating; Air Conditioning	2	T04	Topographic Surveying and Mapping	6
H07	Highways; Streets; Airfield Paving; Parking Lots	2	U02	Urban renewals; Community Development	1
H08	Historical Preservation	4	U03	Utilities (<i>Gas and Steam</i>)	2
H09	Hospital and Medical Facilities	3	V01	Value Analysis; Life-Cycle Costing	1
H10	Hotels; Motels	3	W02	Water Resources; Hydrology; Ground Water	3
H11	Housing (<i>Residential, Multi-Family; Apartments; Condominiums</i>)	2	W03	Water Supply; Treatment and Distribution	3
I06	Irrigation; Drainage	1	Z01	Zoning; Land Use Studies	1
PROFESSIONAL SERVICES REVENUE INDEX NUMBER					
1	Less than \$99,000	6	\$2 million to less than \$4,999,999		
2	\$100,000 to less than \$249,999	7	\$5 million to less than \$9,999,999		
3	\$250,000 to less than \$499,999	8	\$10 million to less than \$24,999,999		
4	\$500,000 to less than \$999,999	9	\$25 million to less than \$49,999,999		
5	\$1 million to less than \$1,999,999	10	\$50 million or greater		

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 – Copy

11. Annual Average Professional Services Revenues of the Firm for the Last 3 Years (Insert revenue index number shown above)

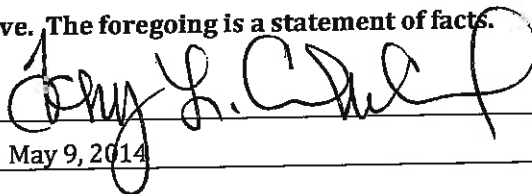
11a. Federal Work: \$1.07m

11b. Non-Federal Work: \$2.50m

11c. Total Work: \$3.50m

12. Authorized Representative. The foregoing is a statement of facts.

12a. Signature:



12b. Date Signed:

May 9, 2014

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 - Copy

Submitted by:

PROPOSER: TLC Engineering, Inc.

SIGNED: 

NAME (PRINT): Tim Kroeker, M.E.Des.

ADDRESS: 8204 Westglen Drive

CITY/STATE/ZIP: Houston, Texas 77063

TELEPHONE: 832-319-7141

FAX: 713-868-0001

EMAIL: tkroeker@tlc.eng

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 - Copy

Notice to all City Vendors and all Potential City Vendors:

On May 23, 2005, the Texas Senate passed House Bill 914, adding Chapter 176 to the Local Government Code, and imposing new disclosure and reporting obligations on vendors and potential vendors to local governmental entities beginning on January 1, 2006. Failure to abide by these new statutory requirements can result in possible criminal penalties. The City of Richwood is requiring you to complete the attached Conflict of Interest Questionnaire (CIQ) Form, prepared by the Texas Ethics Commission, at the direction of the legislature and strongly recommends you become familiar with House Bill 914.

The City of Richwood will not provide any further interpretation or information regarding these new requirements; however, you may contact the Texas Ethics Commission at:

www.ethics.state.tx.us or at 1-800-1325-8506.

Please remit the CIQ form with your bid.

Thank you.

STATE OF TEXAS
COUNTY OF BRAZORIA

Non-Exclusive Contract for Debris Removal
Resulting from Future Disasters

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 – Copy

This contract (this "Contract") is made and entered into on the _____ day of _____ 2014, by and between the City of Richwood, Texas (the "Owner") and _____ TLC Engineering, Inc. ("Contractor") authorized to transact business in the State of Texas (the "State")

WHEREAS, the Owner is located in an area subject to a variety of potential disaster, including catastrophic disasters, such as major hurricanes which may produce huge quantities of debris; and

WHEREAS, the Owner desires to retain the services of Contractor, and Contractor desires to provide services to monitor the clean-up, removal, separating, reduction and disposal of Debris as defined in the Scope of Services set forth on Exhibit "A" attached hereto and incorporated herein by reference (the "Services"); and

WHEREAS, the Contractor represents that it is willing and capable of performing the Services, including, but not limited to proper documentation preparation, management and event closure services; and

WHEREAS, Contractor represents that it is knowledgeable and has experience in the provision of the Services and in insuring that all Services qualify for reimbursement under FEMA and GDEM, as hereinafter defined;

WHEREAS, the term of this contract shall be for a period of one (1) years, ending on December 31st of the first year, with an option to renew for an additional one (1) years;

NOW, THEREFORE, for and in consideration of the terms and conditions herein provided, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged by both parties, the Owner and Contractor hereby contract and agree to comply with these Contract Documents.

The contract documents which comprise and supplement the Contract between the Owner and Contractor consist of the following documents, which documents are made part of this Contract as fully as if disclosed and written at length and made a part hereof:

- (1) This Contract;
- (2) All Exhibits, including Exhibit A and Exhibit B;
- (3) Notice of Invitation for Proposal;
- (4) Contractor's Qualifications;
- (5) General Conditions;
- (6) Contractor's Bonds;
- (7) Notice of Award;
- (8) Notice to Proceed; and
- (9) Any modifications, including Change Orders duly delivered after execution of this Contract.

If language or terms in these documents conflict, the following order will determine which document's language or terms control:

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 – Copy

- (a) Contract, including Exhibit A - Scope of Services, and Exhibit B - Contractor's Proposal;
- (b) Duly authorized Change Orders;
- (c) General Conditions;
- (d) Notices, Bonds, and
- (e) Contractor's Qualifications.

This Contract will be executed in multiple counter-parts, each one of which, when so executed, shall constitute an original.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be entered into on the date first above written.

CONTRACTOR

By: _____

Its: _____

CITY OF RICHWOOD, TEXAS

By: _____

Its: _____

Attest: _____

Attachment 3: Key Personnel Resumes

Comprised of:

Presented in Alphabetical Order by Last Name

TLC Personnel

Tony Council, P.E.

Vincent Griggs

Tim Kroeker, M.E.Des.

Beverly G. Williams, P.E.

Tony L. Council, P.E.
President and CEO

Summary of Qualifications:

Mr. Tony L. Council is the owner of TLC Engineering, Inc. and has over 30 years of engineering and project management experience. Mr. Council's experience covers all areas from preparation of cost estimates to design, installation, construction management, and commissioning of facilities. Mr. Council was appointed to the Coastal Water Authority Board of Directors by Mayor Bill White and also serves on the Board of Greater Sound Holdings, an oil exploration Firm.

Experience:

2001 - Present TLC Engineering, Inc., Houston, TX

President and Chief Executive Officer - responsible for business development, staffing and project execution for all phases of operations. Revenues have increased from \$300,000 our first year of operations to over \$4,000,000 for fiscal year 2006.

1993 - 2001 Mustang Engineering, Houston, TX

Project Manager - responsible for project management, design, procurement and bidding for several plant expansions for pipeline systems. This included the retirement of existing facilities/structures and preparation of specifications, bidding and contract execution for installation of new facilities. Also responsible for environmental permitting required for equipment installation. Extensive experience in working on port facilities, navigable streams, rivers, bayous and waterways for facilities design, installation and operations. Project Mgr for design and installation of dual 8 inch 25 mile Acrylonitrile and Ammonia Pipelines for BP Chemicals with three articles (see publications below) published pertaining to completed project.

1991 - 1993 Advantage Engineering, Houston, TX

Project Manager/Senior Mechanical Engineer - responsible for project management, design, procurement, and bidding required for offshore facilities and pipeline systems to develop several Chevron fields in Nigeria. This included client coordination, supervision of engineering/drafting personnel, scheduling, financial estimating/monitoring and preparation of bid documents. The total system included over 100 miles of pipelines and installation of 25 offshore platforms/structures and appurtenances.

1990 - 1991 Waldemar S. Nelson Engr., New Orleans, LA.

Senior Mechanical Engineer - responsible for facilities design, bidding and procurement of equipment/services for construction of offshore facilities. Engineering estimating and operating analysis for litigation support pursuant to ARCO/SONAT lawsuit.

1989 - 1990 Unemployed

1988 - 1989 Conoco, Inc., Houston, TX

Coordinator for Product Supply and Trading - responsible for analysis and execution of light oil (refined) product supply contracts to meet marketing demand and third party agreements. This included supervision of projects requiring additional tankage, pumps, pipeline connections, metering stations, etc.

1985 – 1987 Conoco, Inc., Houston, Texas

Coordinator for Crude Oil Supply and Trading - responsible for analysis and execution of light oil (refined) product supply contracts to meet marketing demand and third party agreements. This included supervision of projects requiring additional tankage, pumps, pipeline connections, metering stations, etc.

1983 – 1985 Conoco, Inc., Houston, TX

Senior Staff Engineer and Project Manager responsible for design, preparation of specifications, formal bidding, material acquisition and field construction of Tri-Point pump stations on Conoco's Oklahoma City Pipeline system.

1981 – 1983 Conoco, Inc., Madison, WI

District Engineer responsible for supervision of engineering personnel, prepared annual capital and maintenance budgets, scheduled and implemented construction of new facilities at eleven (11) Conoco facilities in a nine (9) state area. Annual budget in excess of \$5,000,000.00.

1979 – 1981 Conoco, Inc., Houston, TX

Staff Engineer responsible for economic evaluation of proposed budget projects. Prepared investment estimates, logistical studies, pipeline/tankage capacity studies and throughput agreements for management review. Field construction of several truck rack conversions (top to bottom loading) and installation of vapor recovery systems to comply with EPA regulations.

1978 - 1979 Conoco, Inc., Ponca City, OK

Associate Engineer responsible for management development program.

Registration: Registered Professional Engineer – Texas #77730

Honors and Professional Societies:

American Society of Mechanical Engineers (V.P.)
Pi Tau Sigma Honorary Engineering Fraternity (V.P.)

Board of Directors

- Coastal Water Authority, Houston, Texas
- Internal Hydro International, Inc.-Board member publicly traded Florida Corporation (IHDR-Stock Symbol)
- Greater Sooner Holdings, LLC-Board Member publicly traded Texas Corporation (GSN-Stock Symbol)

Publications

- Pipeline and Gas Journal-World's longest directionally drilled pipeline project presents challenges
- Oil & Gas Journal-Environmental solutions key successful South Texas line installation
- British Gas (UK Magazine)-Industry working to protect the environment

Vincent Griggs
Construction Management

Summary of Qualifications:

Mr. Griggs has over fifteen (15) years experience in leadership, overall management, organizational development, contract negotiations, compensation, performance management as well as multiple social and community service programs and other functions critical to a vital, progressive organization.

Experience:

2009 - Present TLC Engineering, Inc.

Project Manager. Managed and Supervised the Residential Energy Efficiency Program (R.E.E.P), funded by TDCHA for the City of Houston. TLC embarked on a broad based energy efficiency program targeted at the residential sector to promote and administer weatherization of existing single-family and multi-family homes within the city limits. Supervised selection and scheduling of sub-contractors in completing weatherization measures, final and post inspections, health & safety training.

Construction Inspector. Completed the City of Houston Department of Public Works and Engineering Construction Inspector training. Experienced in Construction and building inspections to ensure that new construction, changes, or repairs comply with local and national building codes and ordinances, zoning regulations, and contract specifications. Provide inspections ranging from construction inspections, quality assurance inspections and, conducting safety training.

2008 - 2009 TLC Engineering, Inc.

Operations Manager. Under the direction of the Chief Financial Officer supervised the centralized payroll department at TLC. Responsible for directing the activities of all payroll staff, developing and monitoring all tasks necessary to accomplish the company's payroll processing objectives, including relationships with internal and external state, Federal (FEMA) and Beck Disaster Recovery, Inc. agencies.

Projects: Hurricane Ike

City of Houston Weed Cutting Contract (JNE Enterprise Prime)
City of Houston Weatherization Contract (REEP)
IAH Chilled Water Lines

2008 - 2008 Antioch Baptist Church

Senior Consultant. Program Administrator for Antioch Baptist Church, a not-for-profit agency that provides energy efficiency improvements to the homes of income-eligible customers in the Center Point Energy electric distribution service area. Responsible for identifying eligible customers, validating income eligibility, performing assessments and arranging for the installation of energy efficiency measures.

2004 - 2007 Texas Iowa Group

Vice President of Operations. Developed plan to open fifteen (15) Rent N Roll Custom Wheel & Tires stores throughout the state of Texas. Negotiated all leases and contractual agreements with landlords, builders and contractors as well as wheel and tire vendors. Managed store performance by reading and analyzing various reports. Motivated store managers to increase sales and ensure efficiency. Set expectations and communicate regularly with all associates on customer satisfaction,

City of Richwood, Brazoria County, Texas
Debris Monitoring, Recovery, and Other Related Services
RFQ: 379731 – Copy

safety, goals and training while ensuring policies and procedures are communicated and followed. Responsible for all personnel and financial decisions in coordination with the Human Resource Director and the Chief Financial Officer. Held store managers accountable for job responsibilities, training, and development in all areas of sales, service, credit and collections. Monitored and maintained discipline/termination records. Supervised career development programs and direct training requirements.

Tim Kroeker, M.E.Des.
Division Manager – Environmental Services

Summary of Qualifications:

Mr. Kroeker currently serves as Manager of our Environmental Services Department under Engineering. Mr. Kroeker has over 12 years of experience in environmental planning projects in both public and private sector projects. He is currently responsible for the preparation of environmental assessments for NEPA compliance at local, state, and federal levels; conducting and overseeing field studies and assessments, data gathering and interpretation, coordination with subcontractor specialists, preparing comprehensive reports of findings (including environmental assessments and categorical exclusions), client coordination, agency interaction, and permitting. Specialized environmental planning experience for transportation projects with the Texas Department of Transportation and the Arizona Department of Transportation. Conversant with the needs and requirements of other agencies such as the Environmental Protection Agency, U.S. Army Corps of Engineers, the Texas Water Development Board, counties, and cities of the Houston-Galveston region. Responsibilities have included project management, transportation master plans, bicycle and pedestrian master plans, organizing and coordinating public meetings, presentation and reporting to senior public and appointed municipal, county, and state officials, preparation of technical documents, and GIS mapping. Involved in developing long, medium, and short range infrastructure policy and program plans, writing planning and regional transportation strategies and reports.

EXPERIENCE

2012-Present **TLC Engineering, Inc., Houston, Texas**
Project/Department Manager

2006-2012 **Berg-Oliver Associates, Inc., Houston, Texas**
NEPA Project Manager

2005-2006 **Logan Simpson Design, Tempe, Arizona**
Transportation Planner

2004-2005 **Lockwood, Andrews, Newnam, Houston, Texas**
Transportation Planner

2002-2004 **Quadrant Consultants, Houston, Texas**
Environmental Planner

Summer, 1998 **Southern Africa Environmental Project, Cape Town, Western Cape Province**
Environmental Intern

REPRESENTATIVE PROJECTS

Mr. Kroeker was integrally a part of the following projects.

US 59 South Environmental Assessments (CR 227 in Wharton County to SH 36/Spur 10 in Fort Bend County, TX) and (SH 36/Spur 10 to SH 99/Grand Parkway/FM 2759/Crabb River Road – Fort Bend County) Texas. The purpose of these TxDOT projects was to increase capacity, safety, and mobility, and bring design to current standards. Major issues concerned impacts to small rural

communities (Kendleton and Beasley) and commercial displacements due to ROW acquisition.

Surface Water Treatment Plant, Richmond/Rosenberg Local Government Corporation, Texas. The project was the environmental clearance documentation for an EPA-funded land acquisition. The Richmond/Rosenberg Local Government Corporation had applied for grant money through the EPA to purchase land for the eventual construction of a Surface Water Treatment Plant. Under EPA requirements, the purchase of the land, the construction and operation of the plant (including financials), the source and conveyance of raw water from the Brazos River (including pump station), and the distribution of finished water were examined for environmental impacts, including indirect and cumulative impacts.

CR 48 and CR 58 Environmental Assessments, Brazoria County, Texas. The purpose of these County projects (3 in total) was to increase capacity, safety, and mobility. The community was very supportive of the project primarily because it provided a safe route for children to walk to the local elementary school. Two rounds of public meetings were held. The community was strongly Hispanic/Latino; the local church was integrally involved in getting awareness of the meetings out to the community. To facilitate more involvement of the community, comment cards were distributed through the school. A combined total of more than 200 comment cards was received.

CR 257: Blue Water Highway Emergency Restoration and Ultimate Revetment, Brazoria County, Texas. The project was performed in two stages. The landfall of Hurricane Ike in 2008 caused extensive damage to Gulf coastal areas within Brazoria County, including CR 257 (Blue Water Highway). BOA conducted a study for the emergency reconstruction of CR 257. The need for the immediate reconstruction was two-fold. 1) Allow people safely back into the area to reconstruct their homes, businesses, and lives. 2) The road is the only direct link between Surfside Beach and Galveston and is heavily used by private and commercial traffic originating in the coastal towns of Freeport, Clute, and Lake Jackson, as well as Surfside Beach. The shortest alternative route is nearly 100 miles. High priority environmental concerns pertained to coastal conditions such as T&E species habitat preservation, dune reconstruction, and historical and archaeological resources.

Phase Two of the project was a permanent reconstruction of sections of CR 257 that are most susceptible to future storm erosion. This included constructing subterranean revetments to ensure that future undercutting of the roadway could not occur. High priority environmental concerns again pertained to coastal conditions such as T&E species habitat preservation, dune reconstruction, and historical and archaeological resources. Both phases required a CE document. A public meeting was held for the project.

FM 524: Sweeny Refinery Bypass, Sweeny, Texas: The project was to divert FM 524 away from the ConocoPhillips Sweeny Refinery Complex, where increasing traffic and climatic conditions result in increasingly dangerous interaction between private motorists and refinery traffic and personnel. I was responsible for the ICI section of the EA, as well as aspects of permitting, and all aspects of work and outreach involved in holding the project's final Public Hearing.

Allen's Landing Phase II Redevelopment, Houston, Texas. The purpose of this project was to complete the phased reconstruction of Houston's historic Allen's Landing, the original harbor for the city.

Sunset Coffee Building (at Allen's Landing), Houston, Texas. The Buffalo Bayou Partnership (BBP) requested a CE for acquisition of materials and equipment pertinent to the reuse of the Sunset Coffee Building to house offices, meeting rooms, concession and park equipment rental area, and rooftop observation deck. As the BBP was justifying the project in part as necessary for alternative transportation, a CE was prepared to meet TxDOT funding requirements for CMAQ. The critical issue became the eventual treatment of the historic structure.

Beverly G. Williams, P.E.
Division Director – Engineering Services

Summary of Qualifications:

Ms. Wms-Cole currently serves as Director of Engineering. Her responsibilities include program/project management & business development. More specific tasks include overall operations management, staff resourcing, budget projections, allocations and controls and contract negotiations. She has over 25 years of experience with a dual degree in Architectural and Civil Engineering, over 15 years of experience as a residential builder, and 23 years of experience in site development with emphasis in utility, infrastructure, grading and storm water design. Ms. Wms-Cole was the project manager for TLC for previous disaster management projects and remains the lead for TLC under its First Responders contract with the City of Houston.

Key Experience:

2006 – Present **TLC Engineering, Inc, Houston, TX.**

Director of Engineering - Oversees production of staff.

List of Projects:

Disaster Management

Debris Monitoring Services – Hurricane Ike, Houston, TX
Travel Trailers and Mobile Home Activation, Biloxi, MS
Hurricane Recovery Services, Port Arthur, TX
Galveston County Elevation Project, Galveston, TX
Bastrop Brush Fire, Bastrop County

Water /Wastewater

City of Hempstead Wastewater Treatment Plant
City of Houston Evaluation for Lift Stations
City of Houston Multi-Family Housing Inspections
City of Houston Rehabilitation of Water Storage Tanks
City of Houston Southwest Wastewater Treatment Plant Improvements
City of Houston 69th Street Wastewater Treatment Plant Anaerobic Digestion Feasibility Study
City of Houston Safety and Security Improvements
South Laredo Wastewater Treatment Plant

Site Planning and Development

Southeast Texas Biological Research Center, Cleveland, TX
Hawthorne Hotel, Grambling, LA
Cunningham Development Group Multiple Sites, Port Arthur, TX
General Nam Mixed Use Site Development. Houston, TX

Construction Management & Inspections

HAS 622 IAH Emergency Chilled Water Project
DUFY International (Bush international Airport)
Houston Community College San Jacinto Building Renovations

Experience:

2005-2006 The Sheerah Company, Richmond, VA

Independent Consultant

Project Management, Civil Engineering and Residential Development. Provided civil consulting for local architects. Primary focus: Site development, Utilities and Infrastructure Installation / Relocation / Modification. Residential and commercial projects.

Angel Day Care - Building Modifications

Fulton Community Church – Building Modifications

Richmond Christian Center – Parking Lot Layout, Storm Water Evaluation

Various Custom Home Designs

2001-2005 Daniels and Associates, PC, Richmond, VA

Project Engineer

Long Term assignment with Greeley and Hansen, LLC for City of Richmond, Virginia.

Project Engineer - Electric Utility Master Plan (Street Lighting)-Data Analysis and Writing Coordinator

Emergency Response Plan for City of Richmond, Va. Wastewater Treatment Plant, Assessed existing plans and procedures, and Prepared Emergency Response Plan for Wastewater Treatment Plant and coordinated this plan with the City of Richmond Master Emergency Response Plan and the City of Richmond Water Treatment Plant Emergency Response Plan. Used special software administered by EPA and Department of Homeland Security.

1996-2001 Pyramid Engineering & Development, Inc. Nashville, TN

Project Manager-Project Engineer- Residential Builder

Numerous residential and commercial projects. Sub-contracted site development services for many local area architects.

Fisk University – 3 Duplex and 2 single family homes, modular construction

Several custom homes – modular construction

Dr. Griner – Dental office Renovation

Pentacostal Tabernacle – Site development, grading, drainage, utilities

Born Again Church – Site Development, grading, drainage, utilities

1984-1996 Williams Russell & Johnson, Inc., Nashville, TN

Branch Office Coordinator

Office Administrator for all employees assigned to branch office; Project Coordinator for all projects assigned to branch office; Coordinated task related activities with Atlanta, Miami, and Dallas offices; Prepared budgets and project schedules; Prepared and implemented marketing plans and brochures for Nashville branch office; Prepared Project Design Manuals and Specifications; QA/QC; Construction Inspection for Nashville Projects.

Project Engineer and/or coordinator for numerous projects under employment of Williams Russell & Johnson, Inc., a full service A/E firm with parent office in Atlanta, Ga.

▪ Tennessee Board of Regents (Projects Engineers: Williams Russell & Johnson, Inc.)

- MTSU Utility and Infrastructure
- MTSU Recreation Projects (Design and Construction of 12 tennis courts and 4 softball fields with refreshment facilities and parking)
- TSU Utility and Infrastructure (multiple projects)

Evaluation and Contract Award

- (1) _____
- (2) A. The Owner reserves the right to conduct a pre-award discussion and/or pre-award/contract negotiations with the responsive and responsible Respondent, who after evaluation of the criteria stated in Item D, is determined to best meets the needs of the Owner. The Owner has the option to: _____
- (3) _____
- (1) Request that Respondent(s) modify their proposal to more fully meet the needs of the Owner or to furnish additional information as may be reasonably required.
- (2) _____
- (3) Process the selection of the successful Respondent without further discussion with or notification to the other Respondents.
- (4) _____
- (5) (3) Waive any irregularity in any proposal, or reject any and all Proposals should it be deemed in the Owner's best interest to do so. The Owner shall be the sole judge of Respondent's qualifications and reserves the right to verify all information submitted by Respondent(s).
- (6) _____
- (7) B. In order to initiate action toward making the required determinations, the Owner must have available, from each Respondent who is or may become eligible for an award, certain current information concerning each apparent or prospective eligible Respondent. In many cases it is deemed advisable to conduct investigations of several Respondents concurrently in order to avoid any delay in making award on urgent programs should an investigation disclose that the apparent successful Respondent is not eligible to receive an award.
- (8) _____
- (9) C. The following criteria will be used by City staff to evaluate the proposals and make a selection:
- 15% References on recent projects of similar size and scope
 - 20% Qualifications of firm and key staff
 - 15% History of successful project performance without major de-obligations of FEMA funding
 - 20% Management Systems/Reporting Systems/Training Manual
 - 30% Cost of Services Proposed
- D. Award will be made to one or more Respondents that the Owner determines can accomplish the requirements set forth in the Request for Proposal packet in a manner most advantageous to the Owner, cost and other factors considered, or to reject any and all Proposals.

MEMORANDUM

To: Honorable Mayor and Members of the Richwood City Council

From: Glenn Patton, City Manager

Date: May 16, 2014

Subject: Heavy Trash Contract with Waste Management

We have had issues in the past months with heavy trash not being picked up. I met with Gary Bullard and Raymond Franks of Waste Management on May 7th. At that time, I gave them a list as well as pictures, of 12 places where the heavy trash had been out for well over a month. They assured me they would get with the Angleton office and have this matter addressed.

As of Monday, only 2 of those piles were picked up. I contacted Mr. Bullard again and he assured me he would look into the issue. When they were still not picked up, I emailed Mr. Franks again yesterday and forwarded that email to each of you. I also contacted Mr. Bullard again. Mr. Franks has assured me that all of these piles will be picked up today. I will continue to monitor this.

Their contract does not expire until 2015 but I think now is good time to put them on notice that things have to improve.

ADMINISTRATION

FY 2014/15

Item	Estimated cost	Budgeted Funds	Comments
Raises for all Admin/Court employees	\$13,000	Budgeted Funds	5% to be distributed per evaluations
Scanner for Municipal Court	\$1,000	Budgeted Funds	This will help us move toward digitalization of our records retention.
Upgrade Court Computers	\$2,500	Court Technology Funds	The plan is to upgrade each computer every 3 years
Electronic Docket Sheets	Not received estimate yet	Budgeted Funds	This will help us move toward digitalization of our records retention.
Updated Web site	\$40,000	Budgeted Funds	To be paid in annual installments
Upgrade server software	\$1,000	Budgeted Funds	The current server software will no longer be supported by Microsoft
Video presentation equipment in Council Chambers	\$4,000	Budgeted Funds	2 50+ inch TVs and 1 computer.

5 Year Plan

Item	Estimated cost	Budgeted Funds	Comments
Separate duties of City Secretary and Finance Director	\$62,000	Budgeted Funds	The work load is increasing. This will add an additional position. The estimated cost includes salary for the City Secretary as well as insurance and retirement.
Electronic records retention	\$26,895	Budgeted Funds	Dahill scans the existing records, supplies us with the software and a scanner for future records. This is for all the City's records, including Administration, PD, Public Works and Courts
Video streaming council meetings	\$10,000	Budgeted Funds	Council meetings will be made available online on the City's web site
Electronic check conversion	Not received estimate yet	Budgeted Funds	Cut costs and reduce check fraud risks by processing checks as electronic transactions

Program changes to allow late notices to be printed on cards instead of paper	\$5,000	Budgeted Funds	This will save time and money in the long term. Employees will no longer have to stuff envelopes and will result in a savings of \$105 per month in postage
---	---------	----------------	---

PUBLIC WORKS

FY 2014/15

Item	Estimated cost	Budgeted Funds	Comments
Raises for all Public Works employees	\$15,000	Budgeted Funds	5% to be distributed per evaluations
Rebuild Electric control box at lift station #1	\$10,500	Budgeted Funds	We have neglected our water/sewer infrastructure
Wire up generator for lift station #1 and transfer switch	\$3,500	Budgeted Funds	We have 4 generators that we need to attach to lift stations in the event of a power outage
Rebuild Electrical box for Lift station #5 and wire for generator	\$15,500	Budgeted Funds	
Replace oldest truck	\$21,000	Budgeted Funds	This will bring our fleet up to standards
Playground equipment at Dove Trail	\$4,000	Budgeted Funds	Create pocket park in Audubonwoods I at retention pond
Playground equipment at Audubonwoods III	\$4,000	Budgeted Funds	Create pocket park in Audubonwoods III at retention pond
New 2,000 gallon diesel tank at shop	\$5,000	Budgeted Funds	Our current tank is only 1,000 gallons and it is need of replacement.
New pump and installation	\$5,000	Budgeted Funds	For the gasoline tanks

5 Year Plan

Item	Estimated cost	Budgeted Funds	Comments
Rebuild Electrical box for Lift station #3 and wire for generator	\$15,500	Budgeted Funds	
Rehab lift station #4 –all piping and interior walls and double the size	\$140,000 - \$200,000		Our future growth is in the northern part of the city and this is the lift station that services this area. It must be increased to handle the current and future growth

Rehab 4 manholes on Creekwood Landing & Timbercreek Drive	\$12,000	Budgeted Funds	These are still made of bricks
Replace water main on 700 Block of Oyster Creek Dr.	\$80,000		This is necessary to add sidewalks from Moore to Blue Jay