

**CITY OF INGLESIDE  
REGULAR CITY COUNCIL MEETING  
AGENDA  
OCTOBER 14, 2025  
6:30 PM**

Notice is hereby given that the Ingleside City Council will hold a Regular City Council Meeting on October 14, 2025, at 6:30 PM. The Meeting will be held in person at City Hall, 2671 San Angelo Street, Ingleside, Texas. Members of the public can view the meeting via live stream at <https://inglesidetx.gov/>.

With respect to any subject matter set forth below, the City Council may take action, unless otherwise expressly indicated with respect to any particular subject matter.

**Opening Agenda**

1. Call Meeting to Order.
2. Roll Call.
3. Invocation.
4. Pledge of Allegiance.

5. Citizen Comments and Reports.

Persons wishing to address the Council and who have registered using the Citizen Participation Form will have up to three minutes to speak. In accordance with the Open Meetings Act, Council may not discuss or take action on any item that has not been posted on the agenda. While civil public criticism is not prohibited; disorderly conduct or disturbance of the peace as prohibited by law shall be cause for the chair to terminate the offender's time to speak.

6. Staff Comments and Reports.

The Council may discuss any subject which is specifically listed under this item.

- a. Council Comments and Reports.
- b. Announcements of Community Interest and/or upcoming events.
- c. Report on the previously authorized Humble Station Community Center Mural.
- d. Report on the 2025 Tree City USA application renewal progress .

**Presentations**

7. Proclamation to recognize November 7, 2025 as Arbor Day 2025 in the City of Ingleside.

**Consent Agenda**

All consent agenda items listed are considered to be routine by the City Council and will be enacted by one motion. There will be no separate discussion of the items unless a Council Member so requests, in which event the item will be removed from the Consent Agenda and considered in its normal sequence on the agenda.

8. Deliberate and take appropriate action on the second and final reading of an Ordinance regarding the City of Ingleside, Texas, Municipal Retirement System (TMRS) benefits authorizing: (1) an increase to the employee contribution rate; (2) non-retroactive repeating COLAs for retirees and their beneficiaries pursuant to TMRS Act 853.404 (f) and (f-1), and (3) annually accruing updated service credits and transfer updated service credits.
9. Deliberate and take appropriate action on the second and final reading of an Ordinance of the City of Ingleside, Texas, amending Chapter 18, Buildings and Building Regulations, Section 18-8, "Reduced Permit Fees," of the Code of Ordinances to clarify and modify permit fees reductions for public school districts for certain HVAC and electrical work; providing for severability, repealer, and an effective date.
10. Deliberate and take appropriate action on the Special Meeting Minutes of September 16, 2025, and the Regular Meeting Minutes of September 23, 2025.

### **Public Hearing**

The City Council shall call a public hearing on each item below in this section. Any person wishing to address the City Council on these items should please come forward when that public hearing is called.

### **Regular Agenda**

11. Deliberate and take appropriate action on a possible alternative to enhance the beautification efforts of the City in the collection of brush and bulky waste to provide the citizens with a Citizens Convenience Station for the City of Ingleside.
12. Deliberate and take appropriate action on the termination of an agreement between the City of Ingleside and the Ingleside Development Corporation.
13. Deliberate and take appropriate action on directing Staff to begin negotiations on an Administrative Services Agreement between the City of Ingleside and the Ingleside Development Corporation.
14. Deliberate and take appropriate action on the approval of the Ingleside Development Corporation (IDC) to expense IDC Funds for the building of two Fitness Court Studios to be located at N.O. Simmons and Live Oak Parks.
15. Deliberate and take appropriate action on the first and only reading of an Ordinance amending the Fiscal Year 2025-2026 budget for the City of Ingleside, Texas, for the Ingleside Development Corporation Fund, and General Fund Capital Improvement Fund for the appropriation of funds for the cost of one Fitness Court Studio at NO Simmons Park and one Fitness Court Studio at Live Oak Park.
16. Deliberate and take appropriate action on awarding a proposal to H2O Partners for Administrative and Plan Development Services for the Community Development Block Grant - Mitigation (CDBG-MIT) Local Hazard Mitigation Plans Program (LHMPP) grant program administered by the Texas General Land Office (GLO).
17. Deliberate and take appropriate action on awarding a proposal to Poznecki-Camarillo, LLC



for Administrative and Planning Services for the General Land Office (GLO) CDBG-MIT Resilient Communities Program (and all eligible activities per the application guidance) as administered by the GLO.

18. Deliberate and take appropriate action on awarding a proposal to Traylor & Associates for Administrative Services as a Disaster Recovery Management Service Provider to complete application and project implementation for the Federal Emergency Management Agency (FEMA) Public Assistance (PA)/Hazard Mitigation Assistance (HMA) funding administered by the Federal Emergency Management Agency, Texas Division of Emergency Management and/or Texas Water Development Board.
19. Deliberate and take appropriate action for the City Council to authorize the City Manager to negotiate and execute a contract with Freese & Nichols for Engineering Services for the Federal Emergency Management Agency (FEMA) Public Assistance (PA)/Hazard Mitigation Assistance (HMA) funding administered by the Federal Emergency Management Agency, Texas Division of Emergency Management and/or Texas Water Development Board.
20. Deliberate and take appropriate action on the amending of the City of Ingleside Garden Center Rental Agreement fees.
21. Deliberate and take appropriate action on a Resolution of the City Council of the City of Ingleside, San Patricio County, Texas, to nominate a candidate for appointment to the San Patricio County Appraisal District Board of Directors.

### **Executive Session**

22. Closed Session  
City Council will meet in Closed Session pursuant to the provision of Chapter 551 of the Texas Government Code, in accordance with the authority contained in:
  - a.
    - A. Pursuant to Section 551.071 (Consultation with Attorney) and Section 551.087 (Economic Development Negotiations) – Update on Project Exodus.
23. Open Session  
City Council will reconvene in Open Session at which time action on the matter(s) discussed in Closed Session may be considered.
  - a.
    - A. Pursuant to Section 551.071 (Consultation with Attorney) and Section 551.087 (Economic Development Negotiations) – Update on Project Exodus.

### **Closing Agenda**

24. Items to consider for placement on future agendas.

25. Adjourn.

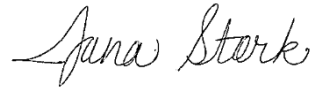
**Special Accommodations**

This facility is wheelchair accessible and there are special parking spaces near the main entrance. Request for accommodations or special services must be made 48 hours prior to this meeting. Please contact City Secretary's Office at (361) 776-2517 or Fax (361) 776-1027 or email [citycouncilquestions@inglesidetx.gov](mailto:citycouncilquestions@inglesidetx.gov) for further information.

With respect to any subject matter listed on this agenda, the City Council may meet in Closed Executive Session, if and to the extent allowed by Chapter 551 of the Texas Government Code, including, but not limited to, any of the following sections of Chapter 551: Section 551.071 Consultations with Attorney, Section 551.072 Deliberation about Real Property, Section 551.073 Deliberation regarding Prospective Gift, Section 551.074 Personnel Matters, Section 551.087 Deliberation regarding Economic Development Negotiations, and Section 551.089 Deliberation regarding Security Devices Or Security Audits.

**Certification**

I, Jana Stork, certify that the above notice of this Regular Meeting of the City Council was posted on the City Hall bulletin board at 2671 San Angelo Street, Ingleside, Texas on October 8, 2025 by 6:00 p.m.



Jana Stork, City Secretary

This public notice was removed from the official posting board at the Ingleside City Hall on the following:

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

Time: \_\_\_\_\_

By: \_\_\_\_\_  
City Secretary's Office  
City of Ingleside, Texas

**CITY COUNCIL AGENDA**  
**Regular Meeting: October 14, 2025**

---

**AGENDA ITEM:** 6.a

Council Comments and Reports.

**SUBMITTED BY:** Jana Stork, Director of Administrative Services/City Secretary

**APPROVED FOR AGENDA:** Brenton Lewis, City Manager

---

**BACKGROUND:**

City Council may comment or report on any subject under this item.

---

**FISCAL ANALYSIS:**

N/A

---

**RECOMMENDATION:**

For informational purposes only.

**ATTACHMENTS:**

None

## **CITY COUNCIL AGENDA**

### **Regular Meeting: October 14, 2025**

---

#### **AGENDA ITEM: 6.b**

Announcements of Community Interest and/or upcoming events.

**SUBMITTED BY:** Jana Stork, Director of Administrative Services/City Secretary

**APPROVED FOR AGENDA:** Brenton Lewis, City Manager

---

#### **BACKGROUND:**

1. City of Ingleside Boards & Commissions Volunteers Needed
  2. Ingleside Parks & Recreation Flags of Freedom, Sponsors accepted from September 02 - October 31, 2025
  3. Ingleside Public Library Tutoring, Mondays and Saturdays
  4. Ingleside Public Library Children Programs, Various Days
  5. Ingleside Public Library Crochet for Beginners, Mondays
  6. Ingleside Parks & Recreation Toddler Time, October 09, 2025
  7. Ingleside Parks & Recreation Toddler Time, October 16, 2025
  8. Book Club, 3rd Tuesday of the Month, October 21, 2025, November 18, 2025, and December 16, 2025
  9. Ingleside Parks & Recreation Zombie Walk & Trick or Treat Trail, October 25, 2025
  10. GFWC Fireside Junioresettes Halloween Parade, October 28, 2025
  11. Ingleside Community Garage Sale, November 08, 2025
  12. Ingleside Parks & Recreation Christmas Parade, December 05, 2025
  13. Ingleside Parks & Recreation Tree Lighting, December 05, 2025
  14. Ingleside Renaissance Faire, December 13 & 14, 2025
- 

#### **FISCAL ANALYSIS:**

N/A

---

#### **RECOMMENDATION:**

For information purposes only.

#### **ATTACHMENTS:**

1. 2025, 10-14 Community Events v7

# City of Ingleside ***Volunteers Needed***

Boards & Commissions



***We Need  
Help With***

- ✓ Planning & Zoning
- ✓ Board of Adjustments
- ✓ Street Advisory Group
- ✓ And many more!

**CONTACT US**

(361)776-2517 | [citysecretary@inglesidetx.gov](mailto:citysecretary@inglesidetx.gov)

INGLESIDE PARKS AND RECREATION

# FLAGS OF FREEDOM

**\$35**

Sponsorship fee  
check or money order only

HONOR YOUR HERO BY SPONSORING A FLAG



Each sponsorship will  
include a 3x5 American Flag  
mounted on an 8ft pole  
customized with your own  
personalized dedication.



Stop by the Humble Youth Center or call us at  
361-776-3438 for more information.





**DOES YOUR CHILD NEED  
TUTORING IN:  
MATH?  
READING?  
OR  
ENGLISH?**

**If so, come to the Ingleside Public Library  
Mondays = 4:00-6:00 PM  
&**

**Saturdays = 9:00 - 11:00 AM**



**for more information call 361-776-5355**

# INGLESIDE PUBLIC LIBRARY

**STARTING THE WEEK AFTER SCHOOL BEGINS**

## **CHILDREN PROGRAMS**

**AFTER SCHOOL PROGRAM  
TUESDAYS 3:45 till 5:00P**

---

**GAME DAY  
WEDNESDAYS 4:00 till 5:30P**

---

**5&UNDER  
FRIDAYS 9:30 till 10:30A**

# **MORE PROGRAMS ON BACK**





**FREE CROCHET FOR BEGINNERS**

**WANT TO LEARN HOW TO CROCHET?**

**Come to the**

**Ingleside Public Library**

**Monday's  
4:30 - 5:30 PM**

**Contact the Library at 361-776-5355 for information**

CITY OF INGLESIDE  
PARKS AND RECREATION

A collection of colorful stars and exclamation marks in teal, pink, orange, and purple, scattered around the top of the page.

TODDLER

A collection of colorful stars and exclamation marks in teal, pink, orange, and purple, scattered around the middle of the page.

TIME

October 9

9:00 AM – 11:00 AM

A collection of colorful stars and exclamation marks in teal, pink, orange, and purple, scattered around the bottom of the page.

HUMBLE YOUTH CENTER  
2821 MAIN ST. INGLESIDE, TX

OPEN TO AGES 5 YEARS AND UNDER ONLY

CITY OF INGLESIDE  
PARKS AND RECREATION

A collection of colorful stars and exclamation marks in teal, pink, orange, and purple, scattered around the top of the page.

TODDLER

A collection of colorful stars and exclamation marks in purple, teal, pink, and orange, scattered around the middle of the page.

TIME

October 16

9:00 AM – 11:00 AM

A collection of colorful stars and exclamation marks in orange, pink, and purple, scattered around the bottom of the page.

HUMBLE YOUTH CENTER  
2821 MAIN ST. INGLESIDE, TX

OPEN TO AGES 5 YEARS AND UNDER ONLY



# One Page at a Time

**3rd Tuesday of the Month**

**1:30p**

**612 Sandpiper,  
Ingleside on the Bay**

**SEPT 16th:** The Mysterious Bakery Rue de Paris by Evie Woods

Edie left everything behind in Ireland for her dream job at a bakery in Paris. Except the bakery isn't in Paris – and neither is Edie.

**OCT 21st:** Frozen River by Ariel Lawton

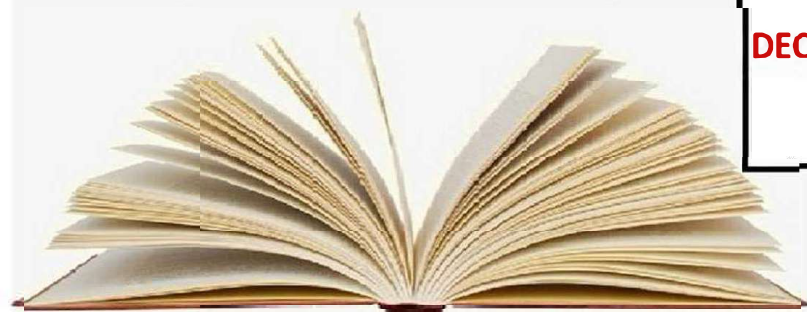
A gripping historical mystery based on the real-life diary entries of Martha Ballard, an 18th-century midwife who defied the legal system and wrote herself into American history.

**NOV 18th:** Mad Honey by Jody Picoult & Jennifer Boylan

Olivia McAfee knows what it feels like to start over. Her picture-perfect life—living in Boston, married to a brilliant cardiothoracic surgeon, raising their beautiful son, Asher—was upended when her husband revealed a darker side.

**DEC 16th:** Happy Place by Emily Place

Harriet and Wyn have been the perfect couple since they met in college—they go together like salt and pepper, honey and tea, lobster and rolls. Except, now—for reasons they're still not discussing—they don't.



# Book Club

**For more information Please call: GELINDA 972-463-0310**

**Or Ingleside Public Library: 361-775-5355**



INGLESIDE PARKS AND RECREATION  
SATURDAY, OCTOBER 25TH



**ZOMBIE  
WALK**

WALK STARTS AT  
**5:15PM**

**& TRICK OR  
TREAT TRAIL**

LIVE OAK PARK  
**5-7 PM**



SCREAM CONTEST, FACE PAINTING, ZOMBIE WALK & MORE





# Halloween Parade October 28, 2025 6pm

CFWC INGLESIDE WOMAN'S CLUB\*CFWC FIRESIDE JUNIORETTES\*INGLESIDE PARKS AND RECREATION

**SIGN UP FOR INGLESIDE'S ANNUAL  
HALLOWEEN PARADE!!!!**

Lineup will begin at 5:30 p.m. in the visitor side of the high school parking lot located on Filoberto Villa Drive and the parade will begin at 6pm. QR code to sign up:

Esme Vazquez [ezmeserda@gmail.com](mailto:ezmeserda@gmail.com) 361-633-9184

Tori Buescher [torib0601@yahoo.com](mailto:torib0601@yahoo.com) 361-945-1006





# **INGLESIDE COMMUNITY GARAGE SALE**

---

**November 8th, 2025**

**8:00 am - 2:00 pm**

**2867 Ave J Ingleside, Tx 78362**

**For more information please call  
361-776-2906**

---

Please join us for our Fall Ingleside Community  
Garage Sale! Sign up today! You may choose to have it at  
your home or join us at N.O. Simmons Park!





INGLESIDE PARKS AND RECREATION

# CHRISTMAS PARADE

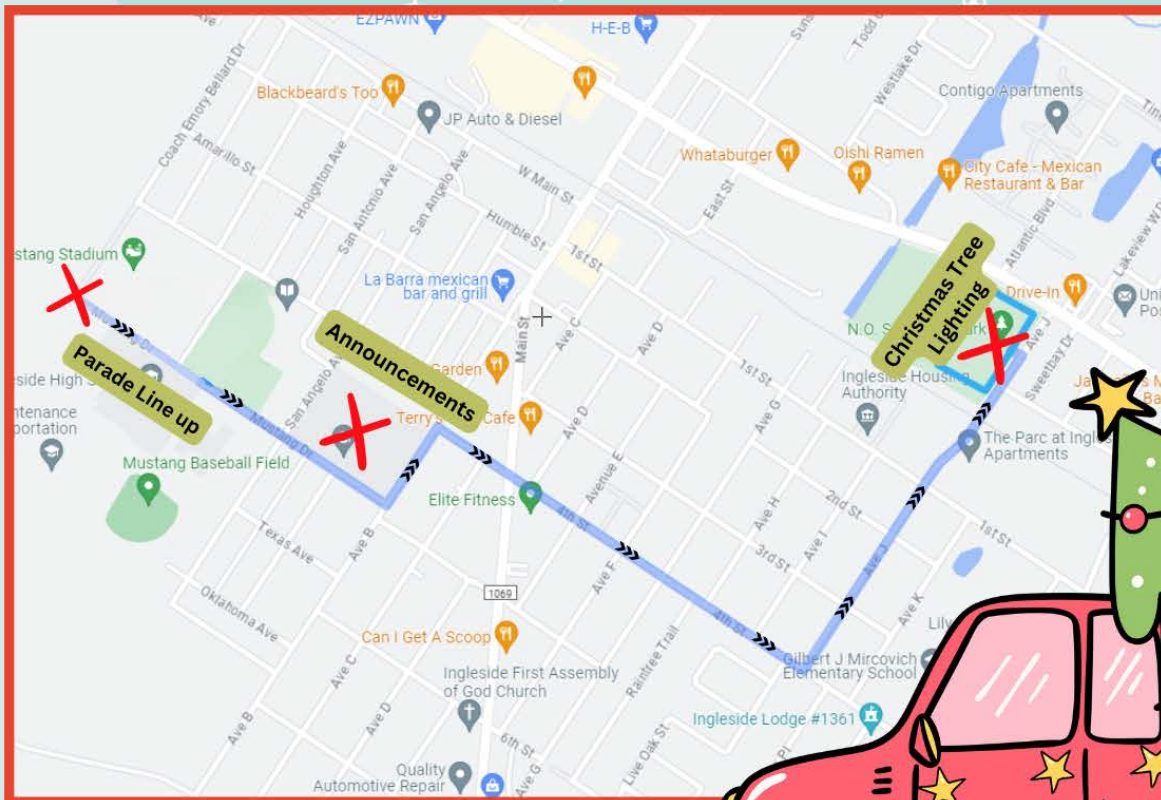


WHO'S READY FOR A HOLLY JOLLY CELEBRATION? GET READY TO ILLUMINATE THE NIGHT AT OUR ANNUAL CHRISTMAS PARADE! GIVE US A CALL AT 361-776-3438 TO GET ALL THE DETAILS AND BE PART OF THE FESTIVE FUN! LET'S MAKE THIS A MEMORABLE EVENT!

DECEMBER 5, 2025 | 6PM PARADE STARTS ON MUSTANG DR



# *Ingleside Parks and Recreation* **CHRISTMAS PARADE ROUTE**



**Lineup will start on Mustang in front of Ingleside High School.**

- **Parade will begin on Mustang Drive, turning left onto Avenue B, and then take a right onto 4th Street.**
- **The parade will continue down 4th Street all the way to Avenue J, concluding at N.O. Simmons Park.**

**To register, call us at 361-776-3438**



*Ingleside Parks and Recreation*  
**INGLESIDE CHRISTMAS  
TREE LIGHTING**



JOIN US AFTER THE PARADE FOR OUR FAMOUS TREE  
LIGHTING! COME CELEBRATE WITH FUN ACTIVITIES,  
HOT COCOA, PICTURES WITH SANTA AND MORE!

**FRIDAY, DECEMBER 5 | N.O. SIMMONS PARK**

# Ingleside Renaissance Faire

— Dec 13th & 14th, 2025 —



Step back in time and come enjoy  
jousting, pyro-jugglers, great  
music, food, arts, craft vendors  
and much more!



— Live Oak Park —

2020 Parkview Pl, Ingleside, TX 78362

— [inglesidetxchamber.com](http://inglesidetxchamber.com) —  
[ingchamber4@gmail.com](mailto:ingchamber4@gmail.com) | 361-776-2906



## **CITY COUNCIL AGENDA**

### **Regular Meeting: October 14, 2025**

---

#### **AGENDA ITEM: 6.c**

Report on the previously authorized Humble Station Community Center Mural.

**SUBMITTED BY:** Paul Pulley, Assistant Parks & Recreation Director, Kaylee Morales, P&R Administrative Assistant

**APPROVED FOR AGENDA:** Brenton Lewis, City Manager

---

#### **BACKGROUND:**

In August 2024, staff was requested to solicit price quotes for a mural on the exterior of the Humble Community and Youth Center. The staff contacted several area artists for their vision for a mural. Two artists visited the Humble Community and Youth Center to share their creative ideas and provide quotes. Among the muralists contacted by the staff was Daniel De Leon, a local artist renowned for his numerous murals in the area. Quotes were submitted to council and council voted to approve option 2 with the understanding that this option cost \$1500 in actuality this option cost \$3500.

Staff has looked at optional locations for this mural. One of the suggested locations is N.O. Simmons restrooms as it is our most popular and heavily trafficked park, giving the citizens the opportunity to interact with the mural. Staff is currently working with the muralist to get updated quotes and re-present to council for their approval. Attached are multiple renderings.

---

#### **FISCAL ANALYSIS:**

If approved, this projected will be funded by the 2025-2026 FY budget under Parks and Recreation structural maintenance.

---

#### **RECOMMENDATION:**

Staff recommends approval options selected by Council.

#### **ATTACHMENTS:**

None



## **CITY COUNCIL AGENDA**

### **Regular Meeting: October 14, 2025**

---

#### **AGENDA ITEM: 6.d**

Report on the 2025 Tree City USA application renewal progress .

**SUBMITTED BY:** Gary Paredez, Director of Infrastructure Services

**APPROVED FOR AGENDA:** Brenton Lewis, City Manager

---

#### **BACKGROUND:**

The City of Ingleside was recognized as a Tree City USA community in both 2023 and 2024, thanks to the collaborative efforts of the Ingleside Garden Club and various partnering agencies. The City is now entering its third consecutive year of participation in the Tree City USA program. To qualify for this designation, a community must meet four key standards:

1. Maintain a tree board or department — Addressed through Ordinance No. 2023-17.
2. Adopt a community tree ordinance — Approved on September 12, 2023.
3. Allocate at least \$2 per capita for urban forestry — Approximately \$20,000 is budgeted annually.
4. Celebrate Arbor Day — The 2025 Arbor Day Celebration is scheduled for November 7, 2025 (Texas Arbor Day).

A Proclamation declaring November 7, 2025, as Arbor Day in Ingleside will be presented at the October 14, 2025, City Council meeting. Following the Arbor Day Celebration, the City will submit its Tree City USA renewal application in early November.

---

#### **FISCAL ANALYSIS:**

At least \$2 per capita on urban forestry must be spent as per requirement to maintain the Tree City destination. With the city of Ingleside's population of 10,000, this equates to \$20,000 annually.

---

#### **RECOMMENDATION:**

For informational purposes only.

#### **ATTACHMENTS:**

None

**CITY COUNCIL AGENDA**  
**Regular Meeting: October 14, 2025**

---

**AGENDA ITEM: 7**

Proclamation to recognize November 7, 2025 as Arbor Day 2025 in the City of Ingleside.

**SUBMITTED BY:** Gary Paredez, Director of Infrastructure Services

**APPROVED FOR AGENDA:** Brenton Lewis, City Manager

---

**BACKGROUND:**

The first Texas Arbor Day was observed in Temple on February 22, 1889, with the first statewide celebration held in Austin in 1890. Today, Texas Arbor Day is officially celebrated on the first Friday in November. As the City of Ingleside enters its third year as a Tree City USA community, this observance continues to reflect Ingleside's ongoing commitment to environmental stewardship and community pride. Trees play a vital role in combating climate change—they reduce erosion of valuable topsoil, improve air quality, moderate temperature, conserve energy, and provide habitat for wildlife. They are also a renewable resource, offering materials such as wood, paper, and fuel, while enriching our lives with their beauty, tranquility, and ability to renew the spirit.

---

**FISCAL ANALYSIS:**

N/A

---

**RECOMMENDATION:**

N/A

---

**ATTACHMENTS:**

1. 2025 Arbor Day Proclamation v2

**PROCLAMATION**

**WHEREAS**, in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees which evolved into what is known today as Arbor Day and is observed through the nation and the world; and

**WHEREAS**, in Texas, Arbor Day first appeared in Temple on February 22, 1889; and

**WHEREAS**, the first statewide observance of Arbor Day was held in Austin in 1890; and

**WHEREAS**, today, the official Texas Arbor Day is held on the first Friday in November; and

**WHEREAS**, trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderation the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife; and

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products; and

**WHEREAS**, trees – wherever they are planted – are a source of joy and spiritual renewal.

**NOW, THEREFORE**, I Pedro Oscar Adame, Mayor of the City of Ingleside, Texas, proclaim November 7, 2025, as

**“Arbor Day”**

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused the seal of the City to be affixed on this 14th day of October 2025.

CITY OF INGLESIDE, TEXAS

\_\_\_\_\_  
Pedro Oscar Adame, Mayor

ATTEST:

\_\_\_\_\_  
Jana Stork, City Secretary



## **CITY COUNCIL AGENDA**

### **Regular Meeting: October 14, 2025**

---

#### **AGENDA ITEM: 8**

Deliberate and take appropriate action on the second and final reading of an Ordinance regarding the City of Ingleside, Texas, Municipal Retirement System (TMRS) benefits authorizing: (1) an increase to the employee contribution rate; (2) non-retroactive repeating COLAs for retirees and their beneficiaries pursuant to TMRS Act 853.404 (f) and (f-1), and (3) annually accruing updated service credits and transfer updated service credits.

**SUBMITTED BY:** Luis Rios, Director of Finance

**APPROVED FOR AGENDA:** Brenton Lewis, City Manager

---

#### **BACKGROUND:**

The City of Ingleside, Texas elected to participate in the Texas Municipal Retirement System pursuant to Subtitle G of Title 8, Texas Government Code. Each person who is or becomes an employee of the City on or after the effective date of the City's participation in the System in a position that normally requires services of 1,000 hours or more per year shall be a member of TMRS as a condition of their employment. Each municipality participating in the System shall designate the rate of Member contributions for Employees and shall elect a rate of five, six, seven, or, effective September 1, 2025, eight percent of the Employees' compensation.

---

#### **FISCAL ANALYSIS:**

The FY 2026 Proposed Budget includes increasing the TMRS employee contribution to 8% and the City's employer contribution to 17.40%.

The proposed increase to 8% for the employee contribution includes an increase to the employer portion for the General fund in the amount of \$425,346.65 and for their Utility Fund in the amount of \$67,041.13, for a total of \$492,346.65.

---

#### **RECOMMENDATION:**

Staff recommends the approval of the recommended increase to 8% TMRS contribution on the first reading.

#### **ATTACHMENTS:**

1. Ingleside TMRS Model Ordinance - EECONTRIB\_USC-R&T\_COLA-R\_HB2464\_DRAFT

**AN ORDINANCE REGARDING THE CITY OF INGLESIDE'S TEXAS MUNICIPAL RETIREMENT SYSTEM BENEFITS AUTHORIZING: (1) AN INCREASE TO THE EMPLOYEE CONTRIBUTION RATE; (2) NON-RETROACTIVE REPEATING COLAS, FOR RETIREES AND THEIR BENEFICIARIES PURSUANT TO TMRS ACT §853.404(f) and (f-1), AND (3) ANNUALLY ACCRUING UPDATED SERVICE CREDITS AND TRANSFER UPDATED SERVICE CREDITS.**

**Whereas**, the City of Ingleside, Texas (the "City"), elected to participate in the Texas Municipal Retirement System (the "System" or "TMRS") pursuant to Subtitle G of Title 8, Texas Government Code, as amended (which subtitle is referred to as the "TMRS Act"); and

**Whereas**, each person who is or becomes an employee of the City on or after the effective date of the City's participation in the System in a position that normally requires services of 1,000 hours or more per year ("Employee") shall be a member of the System ("Member") as a condition of their employment; and

**Whereas**, House Bill 3161, 89<sup>th</sup> Texas Legislature, R.S., 2025, amended TMRS Act §855.401(a) to read that each municipality participating in the System shall designate the rate of Member contributions for Employees and shall elect a rate of five, six, seven, or – effective September 1, 2025 – eight percent of the Employees' compensation; and

**Whereas**, House Bill 2464, 88<sup>th</sup> Texas Legislature, R.S., 2023 ("HB 2464"), added Subsections 853.404(f) and (f-1) to the TMRS Act and authorized cities participating in the System to provide certain retirees and their beneficiaries with an annually accruing ("repeating") annuity increase (also known as a cost of living adjustment, or "COLA") based on the change in the Consumer Price Index for All Urban Consumers for the one-year period that ends 12 months before the January 1 effective date of the applicable COLA (a "non-retroactive repeating COLA"); and

**Whereas**, TMRS Act §853.404(f) and (f-1) allow participating cities to elect to provide non-retroactive repeating COLAs under certain circumstances, as further described by this Ordinance, by adopting an ordinance to be effective January 1 of 2024, 2025 or 2026, in accordance with TMRS Act §854.203 and §853.404; and

**Whereas**, TMRS Act §853.404(f-1) provides the non-retroactive repeating COLA option applies only to a participating city that, as of January 1, 2023, either (1) has not passed an annually repeating COLA ordinance under TMRS Act §853.404(c) or had previously passed a repeating COLA ordinance and then, before January 1, 2023, passed an ordinance rescinding such repeating COLA, or (2) does provide an annually repeating COLA under §853.404(c) and elects to provide a non-retroactive repeating COLA under §853.404(f) for purposes of maintaining or increasing the percentage amount of the COLA; and

**Whereas**, the City Council acknowledges that the City meets the above-described criteria under §853.404(f-1) and is eligible to elect a non-retroactive repeating COLA under §853.404(f) and that such election must occur before January 1, 2026, and after that date future benefit changes approved by the City may require reversion to a retroactive repeating COLA; and

**Whereas**, the City Council finds that it is in the public interest to: (1) increase the employee contribution rate contributed to TMRS, (2) adopt annually accruing non-retroactive COLAs for retirees and their beneficiaries under TMRS Act §853.404(f) and (f-1); and (3) in accordance with TMRS Act §853.404 and §854.203(h), reauthorize annually accruing Updated Service Credits and transfer Updated Service Credits; now:

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF INGLESIDE, TEXAS:**

**Section 1. Increased Employee Contribution Rate.**

- (a) The rate of Employee contributions to be made by the City to the System shall be **8%** of the compensation of City Employees who are Members of the System, in accordance with TMRS Act §855.401. The City shall submit a monthly payroll report and deposit the amounts deducted from Employees' compensation to the System in accordance with TMRS Act §855.402.
- (b) The increased Employee contribution rate under this Section shall be effective on the first day of the month of October, 2025.

**Section 2. Adoption of Non-Retroactive Repeating COLAs.**

- (a) On the terms and conditions set out in TMRS Act §854.203 and §853.404, the City authorizes and provides for payment of the increases described by this Section to the annuities paid to retired City employees and beneficiaries of deceased City retirees (such increases also called COLAs). An annuity increased under this Section replaces any annuity or increased annuity previously granted to the same person.
- (b) The amount of the annuity increase under this Section is computed in accordance with TMRS Act §853.404(f) as the sum of the prior service and current service annuities, as increased in subsequent years under TMRS Act §854.203 or TMRS Act §853.404(c), of the person on whose service the annuities are based on the effective date of the annuity increase, multiplied by **70%** of the percentage change in the Consumer Price Index for All Urban Consumers during the 12-month period ending in December of the year that is 13 months before the effective date of the increase under this Section.
- (c) An increase in an annuity that was reduced because of an option selection is reducible in the same proportion and in the same manner that the original annuity was reduced.
- (d) If a computation under this Section does not result in an increase in the amount of an annuity, the amount of the annuity will not be changed under this Section.
- (e) In accordance with TMRS Act §853.404(f-1)(2), an increase under this Section only applies with respect to an annuity payable to a TMRS member, or their beneficiary(ies), which annuity is based on the service of a TMRS member who retired, or who is deemed to have retired under TMRS Act §854.003, not later than the last day of December of the year that is 13 months before the effective date of the increase under this Section.
- (f) The amount of an increase under this Section is an obligation of this City and of its account in the benefit accumulation fund of the System.
- (g) The initial increase in annuities authorized by this Section shall be effective on January 1 immediately following the year in which this Ordinance is approved, subject to receipt by the System prior to such January 1 and approval by the Board of Trustees of the System ("Board"). Pursuant to TMRS Act §853.404, an increase in retirement annuities shall be made on January 1 of each subsequent year, provided that, as to such subsequent year, the actuary for the System has made the determination set forth in TMRS Act §853.404(d), until this Ordinance ceases to be in effect as provided in TMRS Act §853.404(e).



**Section 3. Authorization of Annually Accruing Updated Service Credits and Transfer Updated Service Credits.**

(a) As authorized by TMRS Act §854.203(h) and §853.404, and on the terms and conditions set out in TMRS Act §§853.401 through 853.404, the City authorizes each Member of the System who on the first day of January of the calendar year immediately preceding the January 1 on which the Updated Service Credits will take effect (i) has current service credit or prior service credit in the System by reason of service to the City, (ii) has at least 36 months of credited service with the System, and (iii) is a TMRS-contributing Employee of the City, to receive "Updated Service Credit," as that term is defined and calculated in accordance with TMRS Act §853.402.

(b) The City authorizes and provides that each Employee who (i) is eligible for Updated Service Credits under Subsection (a) above, and (ii) who has unforfeited prior service credit and/or current service credit with another System-participating municipality or municipalities by reason of previous employment, shall be credited with Updated Service Credits pursuant to, calculated in accordance with, and subject to adjustment as set forth in TMRS Act §853.601 (also known as "Transfer USC"), both as to the initial grant and all future grants under this Ordinance.

(c) The Updated Service Credit authorized and provided under this Ordinance shall be **100%** of the "base Updated Service Credit" of the TMRS Member calculated as provided in TMRS Act §853.402.

(d) Each Updated Service Credit authorized and provided by this Ordinance shall replace any Updated Service Credit, prior service credit, special prior service credit, or antecedent service credit previously authorized for part of the same service.

(e) The initial Updated Service Credit authorized by this Section shall be effective on January 1 immediately following the year in which this Ordinance is approved, subject to receipt by the System prior to such January 1 and approval by the System's Board. Pursuant to TMRS Act §853.404, the authorization and grant of Updated Service Credits in this Section shall be effective on January 1 of each subsequent year, using the same percentage of the "base Updated Service Credit" stated in Subsection (c) in computing Updated Service Credits for each future year, provided that, as to such subsequent year, the actuary for the System has made the determination set forth in TMRS Act §853.404(d), until this Ordinance ceases to be in effect as provided in TMRS Act §853.404(e).

Passed and approved \_\_\_\_\_, 20\_\_\_\_\_.

**ATTEST:**

**APPROVED:**

\_\_\_\_\_  
City Secretary

\_\_\_\_\_  
Mayor

## **CITY COUNCIL AGENDA**

### **Regular Meeting: October 14, 2025**

---

#### **AGENDA ITEM: 9**

Deliberate and take appropriate action on the second and final reading of an Ordinance of the City of Ingleside, Texas, amending Chapter 18, Buildings and Building Regulations, Section 18-8, "Reduced Permit Fees," of the Code of Ordinances to clarify and modify permit fees reductions for public school districts for certain HVAC and electrical work; providing for severability, repealer, and an effective date.

**SUBMITTED BY:** Mayor Adame

**APPROVED FOR AGENDA:** Brenton Lewis, City Manager

---

#### **BACKGROUND:**

At the Mayor's request, this agenda item was presented at the September 23, 2025 Regular City Council meeting. After deliberation the Ordinance was passed to second and final reading.

---

#### **FISCAL ANALYSIS:**

---

#### **RECOMMENDATION:**

---

#### **ATTACHMENTS:**

1. Ord 2025-XX - DOCS1-#353419-v1-  
DRFT\_Ord\_AMND\_18\_8\_\_\_\_Reduced\_permit\_fees\_

## **ORDINANCE NO. 2025-XX**

### **AN ORDINANCE OF THE CITY OF INGLESIDE, TEXAS, AMENDING CHAPTER 18, BUILDINGS AND BUILDING REGULATIONS, SECTION 18-8, “REDUCED PERMIT FEES,” OF THE CODE OF ORDINANCES TO CLARIFY AND MODIFY PERMIT FEES REDUCTIONS FOR PUBLIC SCHOOL DISTRICTS FOR CERTAIN HVAC AND ELECTRICAL WORK; PROVIDING FOR SEVERABILITY, REPEALER, AND AN EFFECTIVE DATE.**

**WHEREAS**, the City of Ingleside is committed to supporting the safe, efficient, and continuous operation of public school facilities, which serve a vital educational function and are essential to the well-being of the community’s children and families; and

**WHEREAS**, the City Council for the City of Ingleside (“City Council”) find public school districts are governmental entities that are exempt from ad valorem taxation and operate within limited publicly funded budgets; and

**WHEREAS**, the City of Ingleside recognizes the importance of timely maintenance and repair of essential building systems—such as heating, ventilation, air conditioning (HVAC), and electrical systems—to protect the health, safety, and comfort of students and staff in public schools located within the corporate limits of the City; and

**WHEREAS**, the City of Ingleside recognizes that public school districts often employ properly licensed in-house maintenance personnel, whose work is subject to local permitting and inspection requirements; and

**WHEREAS**, the City Council finds that waiving permit fees for routine maintenance work performed by such in-house personnel is consistent with the public interest, supports the maintenance of safe educational facilities, and reduces administrative and financial burdens on local school districts; and

**WHEREAS**, the City Council of the City of Ingleside desires to amend Section 18-8 of the Code of Ordinances to clarify existing provisions and to expand eligibility for permit fee reductions and waivers, specifically to include certain maintenance work performed by licensed in-house personnel of public school districts; and

**WHEREAS**, the City Council finds that this ordinance is necessary to protect public safety, promote efficient government operations, and serve the best interests of the citizens of Ingleside;

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF INGLESIDE, COUNTY OF SAN PATRICIO, STATE OF TEXAS:**

**Section 1.** Amendment. City of Ingleside Chapter 18 – Administration; Article I. – In General; Sec. 18-8. – Reduced Permit Fees is hereby amended to read as follows, with all amendments indicated in red font with removals indicated by a single line ~~strikethrough~~ and new additions underlined.

**Sec. 18-8. Permit Fee Adjustments for Government and Tax-Exempt Entities ~~Reduced permit fees.~~**

- 1) All work must have a permit, ~~but~~ however, agencies of the federal, state, city and county governments are exempt from the payment of fees in connection with the construction or repair of a building used, owned, and located on property owned by the governmental agencies. Permit fees for public-schools districts and other political subdivisions having ad valorem tax exempt status, and for churches, and all other state constitutionally exempted ad valorem tax entities shall be 50 percent of the regular fee. The permit fee shall not be less than the required minimum fee in all cases.
- 2) Notwithstanding the above, permit fees shall be waived for maintenance work involving heating, ventilation, and air conditioning systems (“HVAC”) and electrical systems performed by in-house personnel of public-school districts, provided such personnel are properly licensed in accordance with applicable state law and local regulations. All such work shall remain subject to permitting and inspection requirements.
  - (a) Proof of current licensure for all in-house personnel performing such work shall be submitted to the City's Building Official at the time of permit application or upon request. The Building Official may deny the fee waiver if adequate documentation is not provided.
  - (b) For purposes of this section, “maintenance work” means routine repair or in-kind replacement of existing components of HVAC and electrical systems that does not involve system redesign, expansion, or installation of new service. This includes, but is not limited to, replacing motors, fuses, contactors, capacitors, or thermostats. It does not include work that requires engineering plans or changes to the overall capacity or configuration of an HVAC or electrical system.

**Section 2. Effective Date.** This Ordinance shall take effect immediately upon its passage and publication as required by law.

**Section 3. Incorporation of Recitals.** The City Council finds the Recitals contained in the preamble to this ordinance are true and correct and incorporates them as findings of fact.

**Section 4. Reading.** As provided by Article III, Section 3.11.B of the Charter of the City of Ingleside, this ordinance or the caption of it shall be read at two City Council meetings with at least two weeks elapsing between each reading.

**Section 5. Severance.** If any part of this ordinance is invalid or void or is declared to be so, then said part shall be severed from the balance of this ordinance and said invalidity shall not affect the balance of this ordinance, the balance of the ordinance to be read as if said invalid or void portion thereof were not included.



**Section 6. Repealer.** This Ordinance shall be cumulative of all other ordinances of the City of Ingleside, and this Ordinance shall not operate to repeal or affect any other ordinances of the City of Ingleside except insofar as the provisions thereof might be inconsistent or in conflict with the provisions of this Ordinance, in which event such conflicting provisions, if any, are hereby repealed.

**Section 7. Notice and Meeting.** It is officially found, determined, and declared that the meeting at which this Ordinance is adopted was open to the public and public notice of the time, place, and subject matter of the public business to be considered at such meeting, including this Ordinance, was given, all as required by Chapter 551, as amended, Texas Government Code.

**PASSED, ORDAINED, APPROVED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2025.

**CITY OF INGLESIDE, TEXAS**

\_\_\_\_\_  
Pedro Oscar Adame, Mayor

**ATTEST:**

\_\_\_\_\_  
Jana Stork, City Secretary

First Reading: 00/00/0000

Second Reading: 00/00/0000

## **CITY COUNCIL AGENDA**

### **Regular Meeting: October 14, 2025**

---

#### **AGENDA ITEM: 10**

Deliberate and take appropriate action the Special Meeting Minutes of September 16, 2025, and the Regular Meeting Minutes of September 23, 2025.

**SUBMITTED BY:** Jana Stork, Director of Administrative Services/City Secretary

**APPROVED FOR AGENDA:** Brenton Lewis, City Manager

---

#### **BACKGROUND:**

Please see the accompanying Special City Council Meeting Minutes of September 16, 2025, and the Regular City Council Meeting Minutes of September 23, 2025.

---

#### **FISCAL ANALYSIS:**

N/A

---

#### **RECOMMENDATION:**

Staff recommend Council approve the Minutes, as presented.

#### **ATTACHMENTS:**

1. 2025, 09-16 Special Council Meeting Minutes\_DRAFT
2. 2025, 09-23 Regular Council Meeting Minutes\_DRAFT

**CITY OF INGLESIDE  
SPECIAL CITY COUNCIL MEETING  
MINUTES  
SEPTEMBER 16, 2025**

**Opening Agenda**

**1. Call Meeting to Order.**

The Special City Council Meeting of the City of Ingleside was called to order by Mayor Pro-Tem Long at 6:30 p.m. on September 16, 2025, at City Hall 2671 San Angelo Ave., Ingleside, TX and live video streaming.

**2. Roll Call.**

With Council Members present, at roll call, a quorum was established.

Council Members Present: Mayor Pro-Tem Long, Linda Timmerman, John Salinas (via Zoom), David Pruitt, James Steward, Julio Salinas, and Mayor Adame (via Zoom).

**3. Invocation.**

Council Member Pruitt led the invocation.

**4. Pledge of Allegiance.**

Mayor Pro-Tem Long led the Pledge of Allegiance to the U.S. flag.

**5. Citizen Comments and Reports.**

Sarah Crumbley, 2480 Henrietta, addressed the Council.

Shawn Haggard, 2413 Country Oaks Circle, addressed the Council.

Dianne Russman, 2352 Mesquite Circle, addressed the Council.

**Public Hearing**

**6. Public Hearing on the City of Ingleside Fiscal Year 2025-2026 Budget.**

At 6:39 p.m. Mayor Pro-Tem Long convened the Ingleside City Council into the Public Hearing.

Cindy Wilson, 2635 San Angelo Ave, made a citizen comment.

Sarah Crumbley, 2480 Henrietta, made a citizen comment.

Ashley Griffith, 2463 County Road 2010, Aransas Pass, made a citizen comment.

At 6:46 p.m. Mayor Pro-Tem Long reconvened the Ingleside City Council into the Regular Meeting.

**7. Public hearing on the 2025 proposed Ad Valorem tax rate for Fiscal Year 2025-2026.**

At 6:46 p.m. Mayor Pro-Tem Long convened the Ingleside City Council into the Public Hearing.

Cindy Wilson, 2635 San Angelo Ave, made a citizen comment.

At 6:49 p.m. Mayor Pro-Tem Long reconvened the Ingleside City Council into the Regular Meeting.

**8. Public Hearing on the Ingleside Development Corporation fiscal year 2025-2026 budget.**

At 6:49 p.m. Mayor Pro-Tem Long convened the Ingleside City Council into the Public Hearing.

No citizen comments were made during this Public Hearing.

At 6:50 p.m. Mayor Pro-Tem Long reconvened the Ingleside City Council into the Regular Meeting.

**Regular Agenda**

**9. Deliberate and take appropriate action on the reorganization of departments for the City of Ingleside for Fiscal Year 2025-2026.**

Discussion was held between Council Members and City Manager Lewis about the reorganization of departments; recommendation to not fund the Economic Development Department, with comments from Council Members included: positive move of the reorganization; recommendation was presented last year, with Council wanting a six-month review; moving the economic development duties under the Development Services Department, City Manager and the City Secretary's Department; saving \$150,000; and staff being more efficient.

No Action Taken.

**10. Deliberate and take appropriate action on the City of Ingleside Fiscal Year 2025-2026 Budget.**

Director of Finance Rios gave a presentation on the Compensation Study and Texas Municipal Retirement System (TMRS).

Discussion was held between Council Members, City Manager Lewis, and Director of Finance Rios about staff retention, Compensation Study, street maintenance, projects, City Attorney fees, water rates, tax rate, debt payments to be covered, and growing from within the City departments.

**Motion:** Council Member Julio Salinas made a motion to postpone official action of the City of Ingleside Fiscal Year 2025-2026 Budget, to the September 23, 2025 Regular City Council meeting. Council Member Timmerman seconded the motion. Motion carried.



**11. Deliberate and take appropriate action on the first reading of an ordinance regarding the City of Ingleside, Texas, Municipal Retirement System (TMRS) benefits authorizing: (1) an increase to the employee contribution rate; (2) non-retroactive repeating COLAs for retirees and their beneficiaries pursuant to TMRS Ace 853.404 (f) and (f-1), and (3) annually accruing updated service credits and transfer updated service credits.**

Discussion was held between Council Members, City Manager Lewis, and Director of Finance Rios about House Bill 2464, previous action by Council of benefit package approval, and the impact of \$500,000.

**Motion:** Council Member Pruitt made a motion to approve the first reading of an Ordinance regarding the City of Ingleside, Texas, Municipal Retirement System (TMRS) benefits authorizing: (1) an increase to the employee contribution rate; (2) non-retroactive repeating COLAs for retirees and their beneficiaries pursuant to TMRS Ace 853.404 (f) and (f-1), and (3) annually accruing updated service credits and transfer updated service credits. Council Member Timmerman seconded the motion. Motion carried with all present voting in favor.

**12. Deliberate and take appropriate action on the 2025 proposed Ad Valorem tax rate for Fiscal Year 2025-2026.**

Discussion was held between Council Members, City Manager Lewis, and Director of Finance Rios about the need to raise the tax rate, the home value break down, and the recommended rate at 0.741129.

**Motion:** Mayor Pro-Tem Long made a motion to postpone official action on the 2025 proposed Ad Valorem tax rate for Fiscal Year 2025-2026, to the September 23, 2025 Regular City Council meeting. Mayor Adame seconded the motion. Motion carried with all present voting in favor.

**Closing Agenda**

**13. Items to consider for placement on future agendas.**

There were no requests made by Council Members for items to consider for placement on future agendas.

**14. Adjourn.**

Mayor Pro-Tem Long adjourned the regular meeting of the City of Ingleside at 8:19 p.m.

APPROVED:

\_\_\_\_\_  
Pedro Oscar Adame, Mayor

ATTEST:

DRAFT

**CITY OF INGLESIDE  
REGULAR CITY COUNCIL MEETING  
MINUTES  
SEPTEMBER 23, 2025**

**Opening Agenda**

**1. Call Meeting to Order.**

The Regular City Council Meeting of the City of Ingleside was called to order by Mayor Pro-Tem Long at 6:30 p.m. on September 23, 2025, at City Hall 2671 San Angelo Ave., Ingleside, TX and live video streaming.

**2. Roll Call.**

With Council Members present, at roll call, a quorum was established.

Council Members Present: Mayor Pro-Tem Long, Linda Timmerman, David Pruitt, James Steward, Julio Salinas, and Mayor Adame (via Zoom).

Council Members Absent: John Salinas

**3. Invocation.**

Council Member Pruitt led the invocation.

**4. Pledge of Allegiance.**

Mayor Pro-Tem Long led the Pledge of Allegiance to the U.S. flag.

**5. Citizen Comments and Reports.**

Heather Blair, 1408 Austin St., Portland, addressed the Council.

Cindy Wilson 2635 San Angelo Ave, addressed the Council.

Due to technical difficulties arising, attendance via Zoom for Mayor Adame and Council Member John Salinas could not be confirmed or denied.

Mayor Pro-Tem Long paused the meeting for a recess at 6:38 p.m.

Mayor Pro-Tem Long resumed the meeting from recess at 6:51 p.m.

**6. Staff Comments and Reports.**

**a. Council Comments and Reports.**

No discussion was held on this item.

**b. Announcements of Community Interest and/or upcoming events.**

No discussion was held on this item.

**c. City of Ingleside monthly financial report as of August 2025.**

No discussion was held on this item.

**d. City of Ingleside expenditures paid over \$3,000.00 for the period of August 2025.**

No discussion was held on this item.

**Presentations**

**7. Proclamation to recognize October 5-11, 2025 as Fire Prevention Week.**

Mayor Pro-Tem Long presented the Ingleside Volunteer Fire Department with a Proclamation for Fire Prevention Week.

**Consent Agenda**

**8. Deliberate and take appropriate action on a Resolution of the City Council of Ingleside, San Patricio County, Texas, approving the waiver of pet adoption fees and microchipping fees at the Ingleside Pet Adoption event occurring on October 25, 2025, at the Family Fun Day event being held at the Ingleside Regional Airport, located at 3201 FM 3512, Aransas Pass, Texas.**

Proposed Resolution 2025-26.

**9. Deliberate and take appropriate action on a Resolution of the City Council of the City of Ingleside, San Patricio County, Texas, appointing Commissioners to the Housing Authority of the City of Ingleside.**

Proposed Resolution 2025-27.

**10. Deliberate and take appropriate action on a Resolution of the City Council of Ingleside, San Patricio County, Texas appointing members to the Library Board.**

Proposed Resolution 2025-28.

**11. Deliberate and take appropriate action on the Regular Meeting Minutes of September 9, 2025.**

**Motion:** Council Member Pruitt made a motion to approve the Consent Agenda as presented. Council Member Steward seconded the motion. Motion carried with all present voting in favor.

**Public Hearing**

There was no Public Hearing presented for this meeting.

Mayor Adame left the meeting, via Zoom, at 7:07 p.m.

### **Regular Agenda**

- 12. Deliberate and take appropriate action on the first and only reading of an Ordinance adopting the annual budget for the City of Ingleside, Texas, for the fiscal year beginning October 1, 2025, and ending September 30, 2026; estimating the revenue for said fiscal year; appropriating for the purposes stated the sums set forth in said budget; and directing the City Manager to make necessary entries upon the books and accounts of the city to show appropriation and allocation herein provided.**

Proposed Ordinance 2025-32.

Discussion was held between Council Members, City Manager Lewis, and Director of Finance Rios about legislation, residential and non-residential, meetings held between Council Members and the Director of Finance to see what could be cut, exemptions, monthly increase of \$10 to residents for taxes, and exemptions.

**Motion:** Council Member Timmerman made a motion to approve Ordinance 2025-32, an Ordinance adopting the annual budget for the City of Ingleside, Texas, for the fiscal year beginning October 1, 2025, and ending September 30, 2026; estimating the revenue for said fiscal year; appropriating for the purposes stated the sums set forth in said budget; and directing the City Manager to make necessary entries upon the books and accounts of the city to show appropriation and allocation herein provided. Council Member Pruitt seconded the motion. Motion carried with all present voting in favor.

**For Motion:** Mayor Pro-Tem Long, Council Member Timmerman, Council Member Pruitt, Council Member Steward, Council Member Julio Salinas

**Against Motion:** None

- 13. Deliberate and take appropriate action on a Resolution ratifying the recently adopted budget that contains a property tax rate that raises more total property taxes than the previous year.**

Proposed Resolution 2025-29.

No discussion was held on this item.

**Motion:** Mayor Pro-Tem Long made a motion to approve Resolution 2025-29, a Resolution ratifying the recently adopted budget that contains a property tax rate that raises more total property taxes than the previous year. Council Member Timmerman seconded the motion. Motion carried with all present voting in favor.

**For Motion:** Mayor Pro-Tem Long, Council Member Timmerman, Council Member Pruitt, Council Member Steward, Council Member Julio Salinas



**Against Motion:** None

**14. Deliberate and take appropriate action of the first and only reading of an Ordinance providing for the levy of taxes for the year 2025 on all real and personal property within the corporate limits of the City of Ingleside, Texas; and appropriating monies for the payment of expenditures for the maintenance and upkeep of the City of Ingleside, and other purposes.**

Proposed Ordinance 2025-33.

No discussion was held on this item.

**Motion:** Council Member Julio Salinas made a motion to move that the property tax rate be increased by the adoption of a tax rate of \$0.741129, which is effectively a 14.58 percent increase in the tax rate. Council Member Steward seconded the motion. Motion carried with all present voting in favor.

**Motion:** Council Member Pruitt made a motion to approve Ordinance 2025-33, an Ordinance providing for the levy of taxes for the year 2025 on all real and personal property within the corporate limits of the City of Ingleside, Texas; and appropriating monies for the payment of expenditures for the maintenance and upkeep of the City of Ingleside, and other purposes. Council Member Timmerman seconded the motion. Motion carried with all present voting in favor.

**For Motion:** Mayor Pro-Tem Long, Council Member Timmerman, Council Member Pruitt, Council Member Steward, Council Member Julio Salinas

**Against Motion:** None

Mayor Adame arrived at the meeting at 7:22 p.m.

**15. Deliberate and take appropriate action on a Resolution changing the water and Sewer base and volume rates contained in Appendix “A” Fee Schedule of the Ingleside Code of Ordinances.**

Proposed Resolution 2025-30.

Discussion was held between Council Members, City Manager Lewis, and Director of Finance Rios about the debt that was issued; with an estimated 15% increase to cover the potential increase passed on to the City by both the City of Corpus Christi and the San Patricio Municipal Water District (SPMWD); as required by the City of Ingleside’s Fiscal and Budgetary Policy to have 25% in reserves of the General Fund and Utility Fund based on the previous year’s actuals; amount based on water volume; base rate; basic operations; the Wastewater Treatment Plant; and the impact of \$10 monthly to citizens.

**Motion:** Council Member Steward made a motion to approve Resolution 2025-30, a Resolution changing the water and Sewer base and volume rates contained in Appendix “A” Fee Schedule of the Ingleside Code of Ordinances. Council Member Pruitt seconded the motion. Motion carried 5:1.

**For Motion:** Mayor Pro-Tem Long, Council Member Timmerman, Council Member Pruitt, Council Member Steward, Council Member Julio Salinas

**Against Motion:** Mayor Adame

**16. Deliberate and take appropriate action on a Resolution of the City Council of Ingleside, San Patricio County, Texas, changing the solid waste fees contained in Appendix “A” Fee schedule of the Ingleside Code of Ordinances.**

Proposed Resolution 2025-31.

Discussion was held between Council Members, City Manager Lewis, and Director of Finance Rios about contacting Republic Service to not increase residential and only commercial increase, and brush pick up.

**Motion:** Mayor Adame made a motion to approve Resolution 2025-31, a Resolution of the City Council of Ingleside, San Patricio County, Texas, changing the solid waste fees contained in Appendix “A” Fee schedule of the Ingleside Code of Ordinances. Council Member Steward seconded the motion. Motion carried with all present voting in favor.

**17. Deliberate and take appropriate action on a Resolution of the City Council of Ingleside, Texas reviewing and adopting the Investment Policy.**

Proposed Resolution 2025-32.

Discussion was held between Council Members, City Manager Lewis, and Director of Finance Rios about the policy being reviewed every year, Hilltop Securities being the City’s investment firm this year, and complying with the Public Investment Act.

**Motion:** Council Member Steward made a motion to approve Resolution 2025-32, a Resolution of the City Council of Ingleside, Texas reviewing and adopting the Investment Policy. Council Member Pruitt seconded the motion. Motion carried 5:1

**For Motion:** Mayor Pro-Tem Long, Council Member Timmerman, Council Member Pruitt, Council Member Steward, Mayor Adame

**Against Motion:** Council Member Julio Salinas

**18. Deliberate and take appropriate action for City Council to approve the task order 02 proposal from AGCM Inc. for the oversight of the construction of the new 2.0 MGD Wastewater Treatment Plant.**

Discussion was held between Council Members, City Manager Lewis, Director of Infrastructure Services Paredez, and AGCM Inc. representative Veronica Longoria about Council directing staff to go out for engineers to oversee the Wastewater Treatment Plant project, reports to be brought to Council monthly, project timeline of two (2) years,

included in the budget for Fiscal Year 2025-2026 and will be included in the Fiscal Year 2026-2027 budget, and having someone on sight every day during the construction phase.

**Motion:** Mayor Adame made a motion to approve the task order 02 proposal from AGCM Inc. for the oversight of the construction of the new 2.0 MGD Wastewater Treatment Plant. Council Member Julio Salinas seconded the motion. Motion carried with all present voting in favor.

**19. Deliberate and take appropriate action for City Council to approve the proposal from AGCM Inc. for the oversight of the Cape Bay Subdivision Phase 1-QA Observation.**

Discussion was held between Council Members, City Manager Lewis, and Director of Infrastructure Services Paredez about the project not being a city project, would only need AGCM Inc. for what is to become city property, too much money to be spent, and the subdivision already using a third-party engineer for oversight.

**Motion:** Council Member Pruitt made a motion to not approve the proposal from AGCM Inc. for the oversight of the Cape Bay Subdivision Phase 1-QA Observation. Council Member Steward seconded the motion. Motion carried with all present voting in favor.

**20. Deliberate and take appropriate action on a Special Event Permit request from Sarah Boyles on behalf of Ingleside Student Council to host a Homecoming Parade on October 15, 2025 at 6PM.**

Discussion was held between Council Members, City Manager Lewis, and Director of Infrastructure Services Paredez about the requestor needing to contact the Police Department, and changing the route to not include Highway 361 since the band is marching.

**Motion:** Mayor Adame made a motion to approve the Special Event Permit request from Sarah Boyles on behalf of Ingleside Student Council to host a Homecoming Parade on October 15, 2025 at 6PM, with the route: starting at N. O. Simmons Park, down Ave J to 4<sup>th</sup> Street, to Ave B, to Mustang Drive. Council Member Pruitt seconded the motion. Motion carried with all present voting in favor.

**21. Deliberate and take appropriate action on the first reading of an Ordinance of the City of Ingleside, Texas, amending Chapter 18, Buildings and Building Regulations, Section 18-8, "Reduced Permit Fees," of the Code of Ordinances to clarify and modify permit fees reductions for public school districts for certain HVAC and electrical work; providing for severability, repeater, and an effective date.**

Discussion was held between Council Members, City Manager Lewis, and City Attorney McCann about working with the School Board, and only pertaining to in house maintenance that the school district does.

**Motion:** Mayor Adame made a motion to approve the first reading of an Ordinance of the City of Ingleside, Texas, amending Chapter 18, Buildings and Building Regulations, Section 18-8, "Reduced Permit Fees," of the Code of Ordinances to clarify and modify permit fees reductions for public school districts for certain HVAC and electrical work;

providing for severability, repeater, and an effective date. Council Member Pruitt seconded the motion. Motion carried with all present voting in favor.

**22. Deliberate and take appropriate action to approve the Levy Dykema engineering proposal for the equipment storage building.**

Discussion was held between Council Members, City Manager Lewis, and Director of Infrastructure Services about the storage building housing the street equipment, the building requiring engineering for windstorm approval, funded out of the street department CIP budget, and the proposal including all the necessary items for the completion of the project.

**Motion:** Council Member Timmerman made a motion to approve the Levy Dykema engineering proposal for the equipment storage building, not to exceed \$69,478.00. Council Member Steward seconded the motion. Motion carried with all present voting in favor.

**Executive Session**

No Executive Session was presented for this meeting.

**Closing Agenda**

**23. Items to consider for placement on future agendas.**

Council Member Pruitt requested an update on the brush pick up/drop off station.

Council Member Pruitt requested an update on the Humble Station Community Center mural.

**24. Adjourn.**

Mayor Pro-Tem Long adjourned the regular meeting of the City of Ingleside at XXX p.m.

APPROVED:

---

Tracy Long, Mayor Pro-Tem

ATTEST:

---

Jana Stork, City Secretary

## **CITY COUNCIL AGENDA**

### **Regular Meeting: October 14, 2025**

---

#### **AGENDA ITEM: 11**

Deliberate and take appropriate action on a possible alternative to enhance the beautification efforts of the City in the collection of brush and bulky waste to provide the citizens with a Citizens Convenience Station for the City of Ingleside.

**SUBMITTED BY:** Gary Paredez, Director of Infrastructure Services

**APPROVED FOR AGENDA:** Brenton Lewis, City Manager

---

#### **BACKGROUND:**

Republic Services currently has a contract with the City of Ingleside to conduct curbside bulk items and tree limbs. In these service specifications, there are many rules about when residents can set out their brush and bulk items. Republic Services is contracted to pick up 12 cubic yards worth of brush & bulky items per quarter, per resident. Staff have received many calls from residents asking if the City has a place they can dispose of their waste. The answer to this question currently is, no, but the City is working on making a Citizens Convenience Station to allow local residents to have a place for them to dispose of their waste. When this Citizens Convenience Station is in operation, the current curbside pick-up is suggested to cease. This will allow the City to have a cleaner appearance throughout the town as there will be no more setting out bulky items and waiting for them to be picked up. Several residents failed to adhere to the rules set out by Republic Services for the set-out and collection of the waste. This gives the City of Ingleside a dirty appearance as the waste is set out weeks in advance. With this alternative, the residents will have a place to take their waste to be disposed of, and not have to set it on the curb.

---

#### **FISCAL ANALYSIS:**

The fees that are currently paid monthly by the residents for the curbside pick-up will continue and partially cover the operation of the Citizens Convenience Station. Once the station is up and running, we will reassess the cost of operation and make adjustments as necessary.

---

#### **RECOMMENDATION:**

Staff request City Council direction on whether to continue with the curbside pickup versus having the Citizens Convenience Station for the City of Ingleside.

#### **ATTACHMENTS:**

None



## **CITY COUNCIL AGENDA**

### **Regular Meeting: October 14, 2025**

---

#### **AGENDA ITEM: 12**

Deliberate and take appropriate action on the termination of an agreement between the City of Ingleside and the Ingleside Development Corporation.

**SUBMITTED BY:** Brenton Lewis, City Manager

**APPROVED FOR AGENDA:** Brenton Lewis, City Manager

---

#### **BACKGROUND:**

During the budget process for Fiscal Year 2025-2026, a recommendation was made to unfund the Economic Development Department for the City of Ingleside. At the regular City Council meeting of September 23, 2025, the City Council adopted the budget for Fiscal Year 2025-2026 that did not include funding for the Economic Development Department, and therefore, the position of Economic Development Director was unfunded. Several individuals and their respective departments will be involved in Economic Development, including the City Manager's Office, the Director of Infrastructure Services, Director of Development Services, and the Director of Administrative Services/City Secretary.

The City of Ingleside entered into an agreement with the Ingleside Development Corporation (IDC) on June 27, 2023, to furnish administrative services and City Staff in support of and devoted to economic development. The administrative services and City Staff included performing financial services and the Economic Development Director performing the duties as the Executive Director for the IDC. Because the Economic Development Department was unfunded, there is not a position, as designated in the agreement, to serve as the Executive Director. Therefore, the current agreement needs to be terminated, and a new agreement should be entered into between the City and the IDC.

---

#### **FISCAL ANALYSIS:**

The current agreement between the City and IDC is budgeted in the amount of \$50,000 per year.

---

#### **RECOMMENDATION:**

Staff recommends the agreement be terminated with the IDC and to direct staff to provide the 30 days' notice in writing.

#### **ATTACHMENTS:**

1. Contract City IDC 8.15.23

THE STATE OF TEXAS §

COUNTY OF SAN PATRICIO §

CITY OF INGLESIDE / INGLESIDE DEVELOPMENT  
CORPORATION AGREEMENT

ARTICLE I.

PARTIES

The parties to this Agreement are The City of Ingleside, a Texas home rule municipality, hereinafter called "City," and the City of Ingleside Development Corporation, hereinafter called "IDC," a nonprofit corporation and a Section 4B Texas development corporation under the Development Corporation Act of 1979, Texas Revised Civil Statutes Article 5190.6, as amended (the "Act")(Texas Local Gov't Code, §§ 501.001 et seq.).

ARTICLE II.

CONSIDERATION

For and in consideration of the mutual covenants, conditions and stipulations herein set forth, the City and IDC hereby covenant and agree as follows:

ARTICLE III.

PURPOSE, AUTHORITY AND STIPULATIONS

The City is a Texas home rule municipality, which seeks to promote its economic development for the benefit of the City. The City benefits through increased economic and development activity, and increased ad valorem tax base resulting from increased development, and increased sales tax and occupancy tax income resulting from increased economic activity. The IDC is a Texas development corporation, governed by Section 4B of the Act, the purpose of which corporation is to conduct programs and activities which are expected to promote and enhance the economic development of the City.

The IDC has authority under the Act to enter into an agreement with the City for assistance with management and supervision of its programs and activities, and to contract with the City for assistance with implementation of those programs and activities.

Whereas the City and the IDC had previously entered into an agreement to promote economic development dated December 16, 2008, copy attached, such prior 2008 agreement is hereby superseded in its entirety by the new terms and conditions stipulated herein as of the effective date of this superseding Agreement approved and executed hereby by the City and the IDC.

#### ARTICLE IV.

##### COMMITMENT AND USE OF FUNDS

The IDC hereby commits to pay \$50,000.00 per fiscal year (prorated for date of contract) to the City to fund costs associated with administrative services and City staff in support of and devoted to economic development including providing the Executive Director, day – to- day financial services, and other administrative services deemed necessary by IDC. Any and all monies which the IDC grants to the City under this Agreement are and shall be sales tax revenues of the IDC. Said monies may only be spent for the specific purpose specified herein. None of said monies shall be spent by the City for any purpose not allowed by the Act and the Articles of Incorporation and Bylaws of the IDC.

#### ARTICLE V.

##### FUND USE CONTROLS

All funds granted to the City under this Agreement will be used solely for costs associated with the administrative services and City staff in support of and devoted to economic development. After approved invoice by IDC Board of Directors, the City shall transfer quarterly payments of \$12,500.00 (prorated for date of contract) for administrative services and City staff. The Director of Economic Development for the City shall perform duties as Executive Director for the IDC. The written job description for the position of Director of Economic Development shall be presented to the IDC Board of Directors for review.

The Executive Director for IDC shall provide a formal written quarterly report to the City Manager and the Ingleside Development Corporation Board of Directors.

#### ARTICLE VI.

##### AGREEMENT TO FUND

IDC will pay the City \$50,000.00 (prorated for date of contract) during each fiscal year to be paid to the City in quarterly payments of \$12,500.00.

#### ARTICLE VII.

##### MISCELLANEOUS

If, for any reason, any section, paragraph, subdivision, clause, phrase, word or provision of this Agreement shall be held invalid or unconstitutional by final judgement of a Court of competent jurisdiction, it shall not affect any other section, paragraph, subdivision, clause, phrase, word or provision of this contract, for it is the definite intent of the parties hereto that every section, paragraph, subdivision, clause, phrase, word and provision hereto be given full force and effect for its purpose.

ARTICLE VIII.

TERMINATION OF AGREEMENT

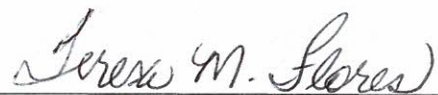
Notwithstanding any other provision of this Agreement the City of Ingleside and/or the Ingleside Development Corporation may terminate this Agreement on a no fault basis at any time by giving the other party 30 days' notice in writing.

EXECUTED effective the 27<sup>th</sup> day of June 2023.

CITY OF INGLESIDE

By: 

CITY OF INGLESIDE DEVELOPMENT  
CORPORATION

By:  8/15/2023



THE STATE OF TEXAS §

COUNTY OF SAN PATRICIO §

CITY OF INGLESIDE / INGLESIDE  
DEVELOPMENT CORPORATION AGREEMENT

ARTICLE I.

PARTIES

The parties to this Agreement are The City of Ingleside, a Texas home rule municipality, hereinafter called "City," and the City of Ingleside Development Corporation, hereinafter called the "IDC," a nonprofit corporation and a Section 4B Texas development corporation under the Development Corporation Act of 1979, Texas Revised Civil Statutes Article 5190.6, as amended (the "Act").

ARTICLE II.

CONSIDERATION

For and in consideration of the mutual covenants, conditions and stipulations herein set forth, the City and IDC hereby covenant and agree as follows:

ARTICLE III.

PURPOSE, AUTHORITY AND STIPULATIONS

The City is a Texas home rule municipality, which seeks to promote its economic development for the benefit of the City. The City benefits through increased economic and development activity, and increased ad valorem tax base resulting from increased development, and increased sales tax and occupancy tax income resulting from increased economic activity. The IDC is a Texas development corporation, governed by Section 4B of the Act, the purpose of which corporation is to conduct programs and activities which are expected to promote and enhance the economic development of the City.

The IDC has authority under the Act to enter into an agreement with the City for assistance with the management and supervision of its programs and activities, and to contract with the City for assistance with implementation of those programs and activities.

#### ARTICLE IV.

##### COMMITMENT AND USE OF FUNDS

The IDC hereby commits to pay \$150,000.00 to the City to fund a City staff position devoted to economic development for a period of 24 months. Any and all monies which the IDC grants to the City under this Agreement are and shall be sales tax revenues of the IDC. Said monies may only be spent for the specific purpose specified herein. None of said monies shall be spent by the City for any purpose not allowed by the Act and the Articles of Incorporation and Bylaws of the IDC.

#### ARTICLE V.

##### FUND USE CONTROLS

All funds granted to the City under this Agreement will be used solely for salary and benefits associated with the position of Director of Economic Development. The City shall maintain complete and accurate records of expenditure of said funds and shall provide quarterly to the IDC a written accounting of the monies so spent. The written employment contract for the position of Director of Economic Development shall be presented to the IDC Board of Directors for its approval prior to execution of the employment contract by the City.

Through the City Manager, the Director of Economic Development shall present formal written reports and make presentation at each regularly scheduled (quarterly) meeting of the Ingleside Development Corporation.

#### ARTICLE VI.

##### AGREEMENT TO FUND

IDC will pay to the City \$150,000 over a 24 month period to be paid to the City at the beginning of each calendar quarter based on a total annual project amount of \$75,000 not to exceed \$150,000 in a period of 24 months. The IDC will not be responsible for funding this position at the end of the 24 month period and the City will need to make a decision if it wishes to continue funding the position at that time.



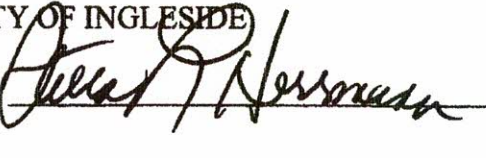
ARTICLE VII.

MISCELLANEOUS

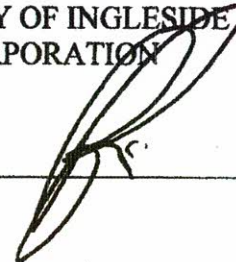
If, for any reason, any section, paragraph, subdivision, clause, phrase, word or provision of this Agreement shall be held invalid or unconstitutional by final judgment of a Court of competent jurisdiction, it shall not affect any other section, paragraph, subdivision, clause, phrase, word or provision of this contract, for it is the definite intent of the parties hereto that every section, paragraph, subdivision, clause, phrase, word and provision hereof be given full force and effect for its purpose.

EXECUTED effective the 16 day of December 2008.

CITY OF INGLESIDE

By: 

CITY OF INGLESIDE DEVELOPMENT  
CORPORATION

By: 

**CITY COUNCIL AGENDA**  
**Regular Meeting: October 14, 2025**

---

**AGENDA ITEM: 13**

Deliberate and take appropriate action on directing Staff to begin negotiations on an Administrative Services Agreement between the City of Ingleside and the Ingleside Development Corporation.

**SUBMITTED BY:** Brenton Lewis, City Manager

**APPROVED FOR AGENDA:** Brenton Lewis, City Manager

---

**BACKGROUND:**

As stated in Agenda Item 17, the City of Ingleside entered into an agreement with the Ingleside Development Corporation (IDC) on June 27, 2023, to furnish administrative services and City Staff in support of and devoted to economic development. The administrative services and City Staff included performing financial services and the Economic Development Director performing the duties as the Executive Director for the IDC. Because the Economic Development Department was unfunded, there is not a position, as designated in the agreement, to serve as the Executive Director. Therefore, the current agreement needs to be terminated, and a new agreement should be entered into between the City and the IDC.

---

**FISCAL ANALYSIS:**

N/A at this time

---

**RECOMMENDATION:**

Staff recommends the City Council authorize the City Manager to negotiate an Administrative Services Agreement between the City of Ingleside and the Ingleside Development Corporation.

**ATTACHMENTS:**

None

## **CITY COUNCIL AGENDA**

### **Regular Meeting: October 14, 2025**

---

#### **AGENDA ITEM: 14**

Deliberate and take appropriate action on the approval of the Ingleside Development Corporation (IDC) to expense IDC Funds for the building of two Fitness Court Studios to be located at N.O. Simmons and Live Oak Parks.

**SUBMITTED BY:** Luis Rios, Director of Finance

**APPROVED FOR AGENDA:** Brenton Lewis, City Manager

---

#### **BACKGROUND:**

Municipalities, schools, and community organizations with public land can apply to join the National Fitness Campaign wellness initiative and bring the program to their Communities. The city of Ingleside received two grants in the amount of \$70,000 each for the construction of two Fitness Court Studios. Ingleside Development Corporation voted to fund the remaining balance of \$768,500 to have one fitness court studio at NO Simmons Park and one at Live Oak Park. This will bring access to outdoor fitness, and provide wellness activities that are equitable, accessible, and free.

---

#### **FISCAL ANALYSIS:**

The IDC fund has the available funds to cover this project. Current fund balance is \$3,748,467.38.

---

#### **RECOMMENDATION:**

Staff recommends approval of this project and the expending of the funds.

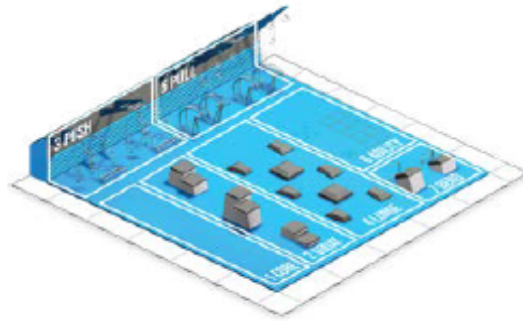
#### **ATTACHMENTS:**

1. IDC Presentation



Municipalities, schools, and community organizations with public land can apply to join the National Fitness Campaign wellness initiative and bring the program to their approved site locations.

**3-minute video**



## FITNESS COURT

### 21st Century Healthy Infrastructure

National Fitness Campaign's Fitness Court is the centerpiece to its holistic health and wellness initiative. The Fitness Court is an outdoor bodyweight circuit training center with functional fitness DNA. The best-in-class system provides a full-body workout to adults of all ability levels. With 7 functional fitness zones, the Fitness Court can be used in thousands of ways. The Fitness Court is the world's best outdoor gym!



7 Minutes 7 Movements



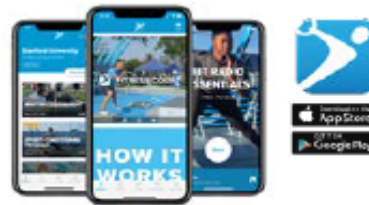
#### Strategic Planning Studies

Strategic Planning & Feasibility Study, Site Design Consulting



#### Campaign Funding Support

Sponsor Strategy, Best Practices, National Installation Team Support



#### Fitness Court App

Free digital App Delivering Programing, Workouts & Content



#### Ambassador Training

NFC Fitness Court Ambassador Training ACE Certified (*America Council of Exercise*)



#### Launch & Public Relations

Featured Stories Highlighted through Press and Local Media



#### Annual Fitness Season

Spring/Summer/Fall national & local training, classes & challenges series



WORLD-CLASS TRAINING

#### SPRING

World-class training videos will available on the Fitness Court App.



WORLD-CLASS TRAINING

#### SUMMER

World-class training videos will available on the Fitness Court App.



CHALLENGE SERIES

#### FALL

The Fitness Season culminates with local, regional and national challenges for residents.



**Made & Manufactured in the USA**

Designed by NFC in California.



**High Quality**

Dual-layer powder-coating  
carbon steel



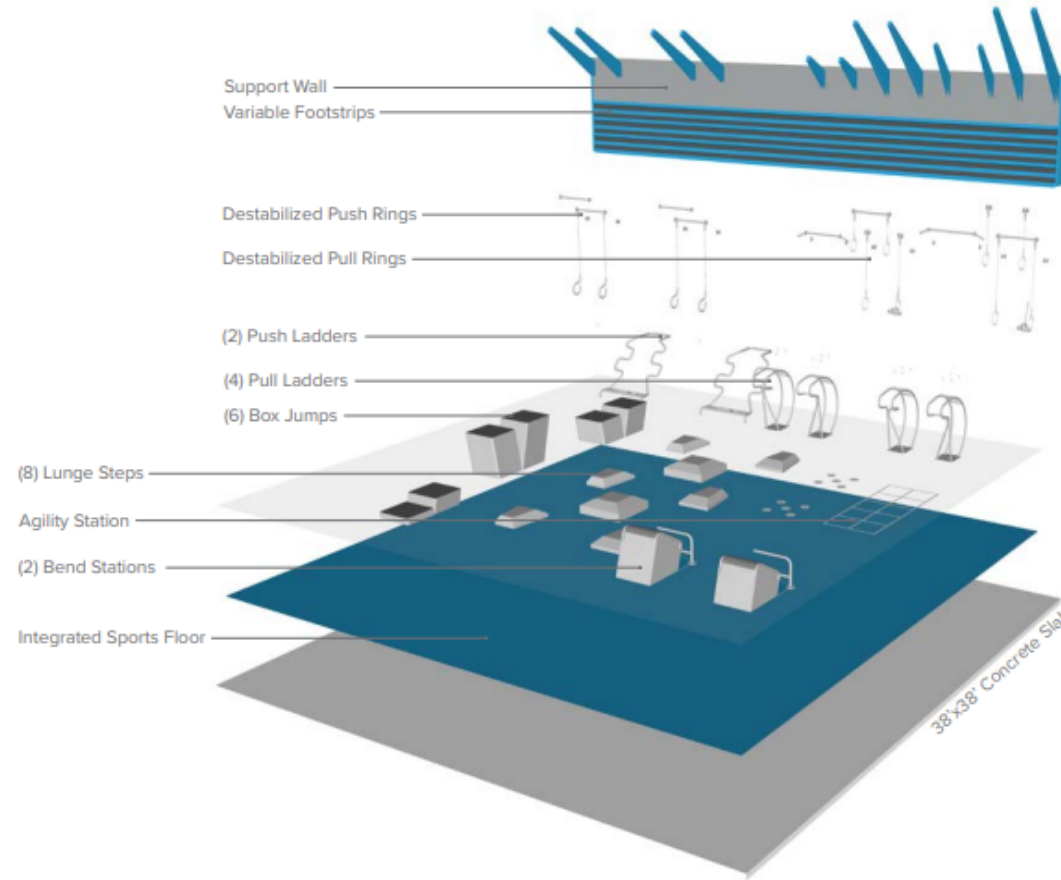
**Durable Materials**

Tamper-resistant,  
galvanized & stainless  
steel bolts and fittings.

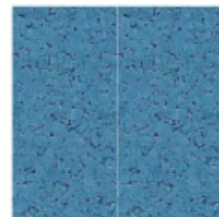


**Best In Class**

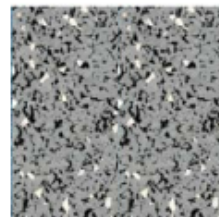
Anti-graffiti laminate vinyl  
decals



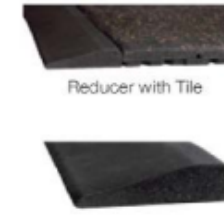
Each Fitness Court® includes an integrated sports floor made from durable 2'x2' tiles which adhere directly to the concrete slab. Available in our standard NFC Blue or Gray to match any custom design.



Top (Blue Option)



Top (Grey Option)



Reducer with Tile

Reducer








City Of Ingleside

N.O. Simmons

Live Oak



# Custom Art *Work with the in-house NFC Art Studio Team*

*Additional Funding Required. Example Art: Will be customized for your city*



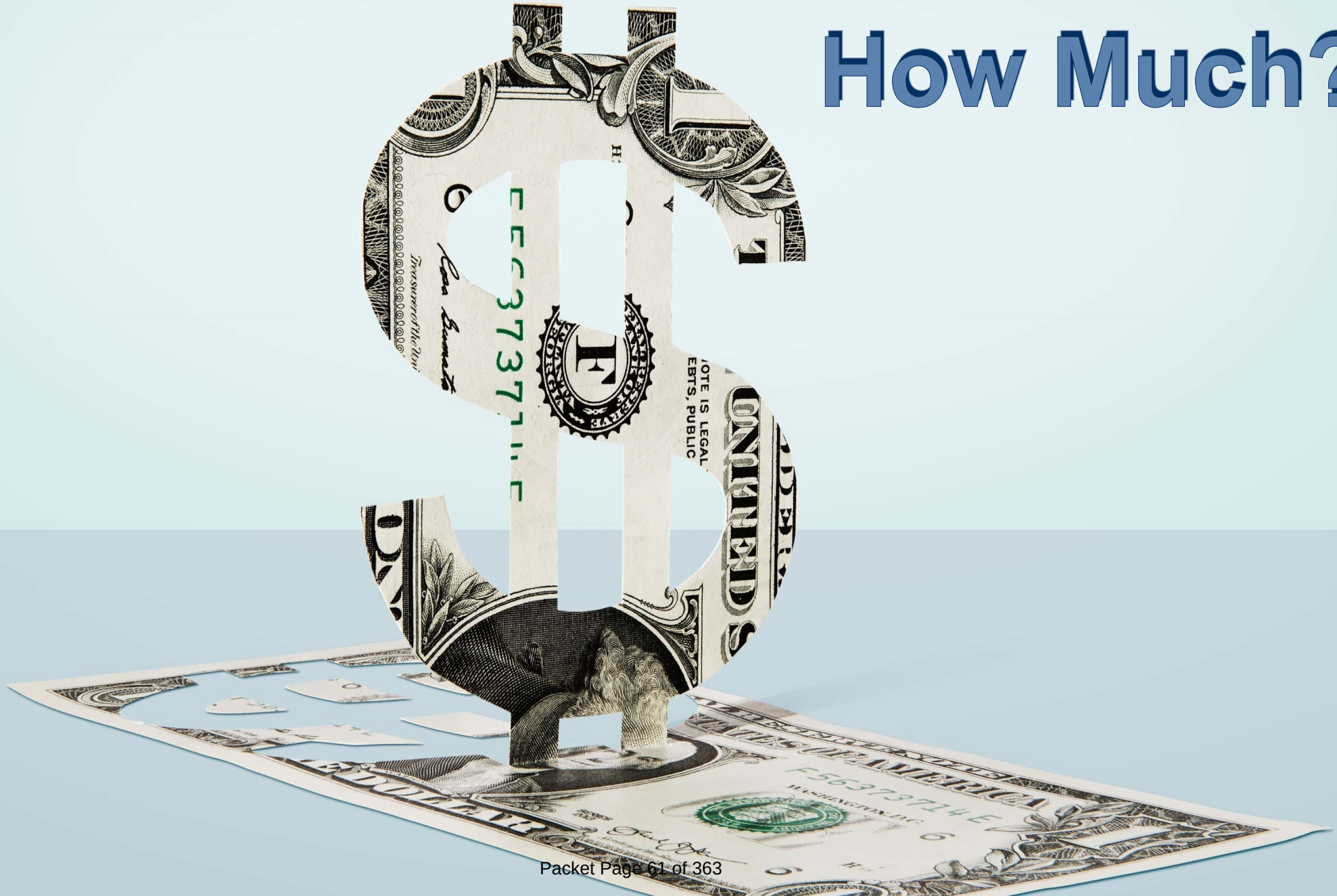


An aerial photograph of a modern playground. The playground features a large area of blue safety surfacing. On the left side, there are several grey, rectangular blocks of varying sizes and shapes, some of which are stacked. There are also some white circular markers and a white rectangular grid on the blue surface. In the center, there is a blue climbing structure with a colorful, abstract mural on its side. To the right of the climbing structure, there is a blue slide. Several people are visible on the playground, including a group of children and adults near the climbing structure, and a few adults walking on the sidewalk. The playground is surrounded by a concrete sidewalk and a grassy area. There are some small, reddish-brown shrubs in the landscape.

Community Champions to join the urgent fight against sedentary lifestyles and preventable diseases. We can make a difference if we work together to increase outdoor movement and provide wellness activities that are equitable, accessible and free!



# How Much?





|                                                                 |                     |
|-----------------------------------------------------------------|---------------------|
| <b>Phase 1 funding requirement- 2025</b>                        |                     |
| Infrastructure and Campaign Services                            | \$330,000.00        |
| (BCBSTX Grant Award)                                            | -\$70,000.00        |
| <b>Total Phase 1</b>                                            | <b>\$260,000.00</b> |
| <b>Phase 2 funding requirement-2026</b>                         |                     |
| Shade- ready concrete                                           | \$57,000.00         |
| Assembly                                                        | \$67,250.00         |
| <b>Total Phase 2</b>                                            | <b>\$124,250.00</b> |
| <b>Estimated Total Project Funding Requirement Per Location</b> | <b>\$384,250</b>    |











## 7 Movements

- 1 CORE
- 2 SQUAT
- 3 PUSH
- 4 LUNGE
- 5 PULL
- 6 AGILITY
- 7 BEND



### SAFETY WARNING

- **Core Importance**  
Fitness Court is a public workout structure. It is not a gym. You are responsible for your own safety. The City of Rockport is not responsible for any resulting accidents, injuries, illnesses or conditions.
- Don't **PUSH** yourself too hard. By using the Fitness Court, you assume responsibility for any resulting accidents, injuries, illnesses or conditions.
- Before you **LUNGE** into any new exercise program, consult a physician or qualified healthcare provider.
- Don't **PULL** the children into this. You must be at least 16 years old and weigh less than 300 lbs to use the Fitness Court.
- Maintain **AGILITY** by wearing proper footwear and avoiding wet surfaces. Stop immediately if you feel dizzy or lightheaded.
- Be safe and have a good time. Please don't **BEND** these rules.

**14+**

Use At Your Own Risk  
You must be at least 16 years old and weigh less than 300 lbs to use the Fitness Court.

Get the App

- Get a coach
- Discover videos
- Take the challenge



1 COR





## **CITY COUNCIL AGENDA**

### **Regular Meeting: October 14, 2025**

---

#### **AGENDA ITEM: 15**

Deliberate and take appropriate action on the first and only reading of an Ordinance amending the Fiscal Year 2025-2026 budget for the City of Ingleside, Texas, for the Ingleside Development Corporation Fund, and General Fund Capital Improvement Fund for the appropriation of funds for the cost of one Fitness Court Studio at NO Simmons Park and one Fitness Court Studio at Live Oak Park.

**SUBMITTED BY:** Luis Rios, Director of Finance

**APPROVED FOR AGENDA:** Brenton Lewis, City Manager

---

#### **BACKGROUND:**

The fiscal year 2025-2026 budget was adopted on September 23, 2025. Since that time, a need for additional funds for Ingleside Development Corporation projects are needed for National Fitness Campaign Fitness Court Studios at NO Simmons Park and at Live Oak Park.

---

#### **FISCAL ANALYSIS:**

Ingleside Development Corporation Fund 23  
Ending Unaudited Estimated Fund Balance \$3,748,467.38  
Increase Expenditures \$768,500  
Ending Operating Fund Balance \$2,979,967.38

---

#### **RECOMMENDATION:**

Staff recommends approval of the budget adjustment

#### **ATTACHMENTS:**

1. ORD 2025-XX Budget Amendment Fitness Court Studios v2



**ORDINANCE NO. 2025-\_\_**

**AN ORDINANCE AMENDING THE FISCAL YEAR 2025-2026 BUDGET FOR THE CITY OF INGLESIDE, TEXAS, FOR THE INGLESIDE DEVELOPMENT CORP. FUND, INGLESIDE DEVELOPMENT CORP. PROMOTIONAL SALES TAX FUND, AND GENERAL FUND CAPITAL IMPROVEMENT FUND FOR THE APPROPRIATION OF FUNDS FOR THE COST OF A NATIONAL FITNESS COUNCIL FITNESS STUDIO AT NO SIMMONS PARK AND A NATIONAL FITNESS COUNCIL FITNESS STUDIO AT LIVE OAK PARK.**

**BE IT ORDAINED BY THE CITY COUNCIL OF INGLESIDE, TEXAS:**

**WHEREAS**, it was unforeseen when the budget was adopted that there would be a need for funding for these expenditures this fiscal year.

**BE IT ORDAINED** by the City Council of the City of Ingleside that the Fiscal Year 2025-2026 budget be amended as shown as follows:

CITY OF INGLESIDE  
DEPARTMENT REVENUES AND EXPENSES  
BUDGET AMENDMENT

| Account Name:                                   | Dept-Acct Number: | Budget Increase | Budget Decrease |
|-------------------------------------------------|-------------------|-----------------|-----------------|
| <b>Fund 23      Ingleside Development Corp.</b> |                   |                 |                 |
| Revenues/Fund Balance                           |                   |                 |                 |
| Fund Balance Reserve-4(B)                       | 23-3000           |                 | <u>768,500</u>  |
| Expenses                                        |                   |                 |                 |
| Transfer to FD 30-Capital Improv.               | 23-500-930        | <u>768,500</u>  |                 |

[To amend the FY2025 budget as shown above to reduce the fund balance account and appropriate the expense for the cost of two Fitness Court Studios. Transfers will be made as project progresses.]

| Account Name:                                   | Dept-Acct Number: | Budget Increase | Budget Decrease |
|-------------------------------------------------|-------------------|-----------------|-----------------|
| <b>Fund 30      GF Capital Improvement Fund</b> |                   |                 |                 |
| Revenues                                        |                   |                 |                 |
| Transfer From IDC 4(B) Fund 23                  | 30-4952           |                 | <u>768,500</u>  |
| Expenses                                        |                   |                 |                 |
| NFC NO Simmons                                  | 30-511-780        | <u>384,250</u>  |                 |
| NFC Live Oak                                    | 30-511-783        | <u>384,250</u>  |                 |

[To amend the FY2026 budget as shown above to recognize the revenue and appropriate the expense for the cost of two Fitness Court Studios. Transfers will be made as project progresses.]

**THAT** all Ordinance or parts of Ordinances in conflict with this Ordinance are repealed to the extent of such conflict only.

**THAT** if for any reason any section, paragraph, subdivision, clause, phrase, word or provision of this ordinance shall be held invalid or unconstitutional by final judgement of a court of competent jurisdiction, it shall not affect any other section, paragraph, subdivision, clause, phrase, word or provision of this ordinance, for it is the definite intent of this City Council that every section, paragraph, subdivision, clause, phrase, word or provision hereof be given full force and effect for its purpose.

**THAT** this Ordinance shall not be codified but shall become effective on and after adoption and publication as required by law.

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

CITY OF INGLESIDE, TEXAS

\_\_\_\_\_  
Pedro Oscar Adame, Mayor

ATTEST:

\_\_\_\_\_  
Jana Stork, City Secretary

## **CITY COUNCIL AGENDA**

### **Regular Meeting: October 14, 2025**

---

#### **AGENDA ITEM: 16**

Deliberate and take appropriate action on awarding a proposal to H2O Partners for Administrative and Plan Development Services for the Community Development Block Grant - Mitigation (CDBG-MIT) Local Hazard Mitigation Plans Program (LHMPP) grant program administered by the Texas General Land Office (GLO).

**SUBMITTED BY:** Luis Rios, Director of Finance

**APPROVED FOR AGENDA:** Brenton Lewis, City Manager

---

#### **BACKGROUND:**

Proposals were submitted by Chloeta, Grantworks, and H2O Partners, Inc. Proposals were reviewed by Jana Stork, Elisabeth Staton, Gary Paredez, and Luis Rios.

H2O Partners, Inc was selected from the three proposals submitted. H2O services will be used to assist the City of Ingleside in its application(s) for and implementation of one or more contracts, if awarded, from the GLO's CDBG – MIT Local Hazard Mitigation Plans Program (LHMPP). The City of Ingleside is considering applying for such funding for construction and activities. MIT Local Hazard Mitigation Plans Program (LHMPP). The City of Ingleside is considering applying for such funding for construction and activities. City of Ingleside Community Development Block Grant – Mitigation (CDBG-MIT) Local Hazard Mitigation Plans Program (LHMPP) grant program administered by the Texas General Land Office (GLO).

---

#### **FISCAL ANALYSIS:**

Fees will be based on the amount of grant funds that H2O Partners, Inc is able to secure and the projects completed.

---

#### **RECOMMENDATION:**

Staff recommends approval of the award to H2O Partners for administrative and plan development services.

#### **ATTACHMENTS:**

1. 2025, 08-14 H2O Partners Proposal



**PROPOSAL FOR:**

# **The City of Ingleside, Texas**

## **RFP for Administrative and Plan Development Services**

August 14, 2025

Submitted to:

**The City of Ingleside, Texas**

ATTN: City Secretary  
2671 San Angelo Street  
Ingleside, Texas 78362

Submitted by:

**H2O Partners, Inc.**

Contact: Julie Wickert  
1515 S. Capital of Texas Hwy, Suite #305  
Austin, Texas 78746





August 14, 2025

Attn: City Secretary  
City of Ingleside  
2671 San Angelo Street,  
Ingleside, TX 78362

Dear City Secretary,

Understanding and preparing for the geographic risks present in the City of Ingleside, located in the Gulf Coastal Plain region of Texas, is crucial for the safety and resilience of City residents. With 20+ years of mitigation planning experience, H2O Partners, Inc. (H2O) offers our full commitment to provide all services as specified in the RFP. H2O's experienced Hazard Mitigation Team is ready to begin work on the City's planning grant immediately upon the execution of a signed contract. The resulting FEMA-approved Hazard Mitigation Plan will meet all provisions of the current FEMA Review Tool and address the steps in most current FEMA "how-to" planning guidance.

Choosing H2O Partners, the leading hazard mitigation firm in Texas, will ease the planning process for the City of Ingleside. The City will benefit from H2O's:

- **100% approval rate** – Every Plan and Plan Update H2O has produced has gained approval from the respective State Agency and FEMA – often with few or no revisions required. This includes **38 Plans** to date submitted since FEMA's April 2023 guidance.
- **Unmatched Texas hazard mitigation experience** – Author of the State of Texas' most recent Hazard Mitigation Plan, H2O's team has developed Plans that serve 179 of our State's 254 Counties, including nearby Aransas, Refugio, Victoria, and Jim Wells counties. These Plans strengthen community resilience for well over **1,000 jurisdictions**.
- **Unique hands-on planning approach** – From kick-off through FEMA approval and final Plan adoption by participating jurisdictions, H2O provides hands-on service to ensure an efficient, inclusive process.
- **Familiarity with the City** – H2O previously worked with the City of Ingleside in the development of San Patricio County's Hazard Mitigation Plan adopted in 2019. In addition, we have provided Public Assistance (PA) and Hazard Mitigation Assistance (HMA) grant management services to the City since 2017.

With the experience, capacity, and commitment to provide all specified services in a timely manner, H2O will comply with the contract terms and conditions set forth in this RFP. My signature below certifies that I am authorized to legally bind H2O Partners, Inc. This proposal shall be binding for 90 days after submission. We would be honored to work alongside the City to increase the community's resilience through an efficient, compliant, inclusive hazard mitigation planning process and a FEMA-approved Plan that best positions the City for funding eligibility in the event of a future disaster.

Sincerely,

A handwritten signature in blue ink, appearing to read "Eric Howard", with a stylized flourish at the end.

Eric Howard, Vice President

## Table of Contents

|                                                |    |
|------------------------------------------------|----|
| STATEMENT OF QUALIFICATIONS.....               | 1  |
| Experience.....                                | 1  |
| Prior Work Performance .....                   | 10 |
| Capacity To Perform .....                      | 12 |
| Project Schedule .....                         | 42 |
| PROPOSAL OF COST OF SERVICES.....              | 43 |
| SUBMISSION REQUIREMENTS .....                  | 44 |
| Professional Liability Insurance Sample.....   | 44 |
| Statement of Conflicts of Interest – None..... | 45 |
| System for Award Management.....               | 45 |
| Form CIQ .....                                 | 46 |
| Certification Regarding Lobbying.....          | 47 |
| Form 1295 .....                                | 48 |
| Required Contract Provisions .....             | 49 |
| Affirmative Action .....                       | 50 |

### Confidentiality Statement

*This proposal, including without limitation all pages and attachments, includes data that is proprietary and competitively sensitive, and contains trade secrets of H2O Partners, Inc. ("H2O"). This proposal is submitted with the understanding that it shall not be duplicated, used, or disclosed, in whole or in part for any purpose other than to evaluate this proposal, in compliance with applicable laws and regulations. Any unauthorized release of this proposal will cause H2O substantial competitive harm. Nothing herein shall restrict the customer from duplicating or using this proposal or the information contained herein for proposal evaluation*

## STATEMENT OF QUALIFICATIONS

### Experience

#### *Brief History and Agency Experience*

H2O Partners was founded in 2001 by Jo Ann Howard, former National Flood Insurance Program (NFIP) Administrator at FEMA. Our mission is to build and improve upon our clients' capability to prepare for, respond to, recover from, and mitigate natural disasters with a tailored, flexible, and cost-effective approach.

Headquartered in Austin, Texas, H2O Partners is Texas-certified as a Historically Underutilized Business (HUB) and federally certified as a Women-Owned Small Business (WOSB). Our experts know Hazard Mitigation Planning; Community Development Block Grants for Disaster Recovery and Mitigation (CDBG-DR/CDBG-MIT); Hazard Mitigation Assistance (HMA) grant development and management; Public Assistance (PA); GIS mapping; construction management; environmental regulatory compliance; outreach and training; the NFIP; and floodplain management and administration.

**Leading Firm.** H2O Partners is Texas' leading Hazard Mitigation consulting firm, and we would welcome the opportunity to again put our know-how to work on behalf of the City of Ingleside. Our staff has developed Hazard Mitigation Plans and Plan Updates since the implementation of the Disaster Mitigation Act of 2000 with a **100 percent success rate** obtaining FEMA approval. We have developed Plans that serve **more than 1,000 Texas jurisdictions**, including San Patricio County's previous Plan, which the City of Ingleside participated in. In 2022, the Texas Division of Emergency Management (TDEM) selected H2O Partners to produce the State of Texas' statewide Hazard Mitigation Plan.

**LHMPP funding success.** Our experienced team is well versed in the application process for LHMPP grant funding and has a close relationship with GLO LHMPP staff. In addition, our team works with clients from step one of developing the application through the process of assisting clients in understanding the reimbursement process and the documentation that is needed to be fully reimbursed for the plan development. Our 100 percent successful track record provides the assurance that obtaining the funds to develop the City's Hazard Mitigation Plan will be efficient and straightforward.

H2O Partners' expert mitigation planning team will work closely with City staff to create high-quality Mitigation Actions that are directly correlated with the City of Ingleside's unique hazard

### Why H2O Partners?

**1,200+**

jurisdictions served  
by plans H2O has  
developed



**100%**

success rate obtaining  
State and FEMA  
approval of plans



**42**

plans submitted since  
FEMA's April 2023  
guidance



risks to improve funding probability. Our team is known for an efficient planning process that incorporates best practices and Texas-local knowledge. We are ready to work alongside City officials to fund and create a comprehensive Hazard Mitigation Plan that best positions the City of Ingleside to access needed funds.

### *Related Experience in Federally Funded Programs*

H2O recently managed federally funded programs for the Texas General Land Office (GLO) and has managed such programs on behalf of additional local and state government agencies such as TDEM, the New Mexico Department of Homeland Security and Emergency Preparedness, and the New York State Governor's Office of Storm Recovery. This work includes the review, management, and closeout of projects totaling more than \$8.7 billion dollars.

H2O Partners' experience covers extensive FEMA and state program areas, including:

- Conducting eligibility reviews and management of CDBG DR and MIT applications;
- Developing successful planning grants for Hazard Mitigation Plan development;
- Writing approved Hazard Mitigation Plans and Plan Updates, including the development of detailed risk and vulnerability assessments;
- Developing and Managing FEMA HMA projects at the local, state, and federal levels;
- Developing Community Wildfire Defense Grants (CWDG) for the creation of Community Wildfire Protection Plans (CWPPs);
- Managing disaster recovery and Public Assistance programs on behalf of local communities and states;
- Performing on the Public Assistance Technical Assistance Contract (PATAC) and Hazard Mitigation Technical Assistance Program (HMTAP) contracts, as requested by FEMA;
- Providing guidance on NFIP compliance for Community Rating System (CRS) participation;
- Conducting outreach for the FEMA Risk Mapping, Assessment, and Planning (Risk MAP) Production and Technical Services (PTS) and Program Management (PM) Teams in FEMA Regions 2, 3, and 6;
- Assisting the Hazard Mitigation Technical Assistance Program (HMTAP) in developing enhanced floodplain management standards and review of HMGP applications
- Providing high-level Stafford Act policy guidance, technical assistance, training, and workflow improvements at the local, state, and federal levels; and
- Creating and conducting nationwide NFIP training for agents, lenders, and claims adjusters, requiring subject matter expertise and program management.



### *Related Experience and Background with Specific Project Type*

#### **Planning Grant Development Experience**

H2O Partners has assisted communities with CDBG-MIT and Hazard Mitigation Assistance (HMA) grant development and project initiation since 2003. This includes the development of both planning and structural grants through the CDBG-MIT Local Hazard Mitigation Plans Program (CDBG-MIT LHMPP), Hazard Mitigation Grant Program (HMGP), Pre-Disaster Mitigation (PDM) program, and Building Resilient Infrastructure and Communities (BRIC) program.

The following tables illustrate H2O's **planning** grant experience in Texas. Each of these grants funded a FEMA-approved H2O-developed Hazard Mitigation Plan or Plan Update.

**Planning Grant Development Examples**

| <b>Client/Plan</b>                                             | <b>Plan Type</b>                                   | <b>Grant Program</b> |
|----------------------------------------------------------------|----------------------------------------------------|----------------------|
| Caldwell County                                                | Multi-Jurisdictional Hazard Mitigation Plan        | HMGP                 |
| Cameron County                                                 | Multi-Jurisdictional Hazard Mitigation Plan        | CDBG-MIT LHMPP       |
| Central Texas Council of Governments (CTCOG)                   | Multi-jurisdictional Hazard Mitigation Plan        | HMGP                 |
| City of Alice/Jim Wells County                                 | Hazard Mitigation Plan                             | CDBG-MIT LHMPP       |
| City of Orange Grove                                           | Local Hazard Mitigation Plan                       | CDBG-MIT LHMPP       |
| City of San Angelo                                             | Multi-Jurisdictional Hazard Mitigation Plan        | HMGP                 |
| City of Schertz                                                | Local Hazard Mitigation Plan                       | CDBG-MIT LHMPP       |
| City of Weslaco                                                | Local Hazard Mitigation Plan                       | HMGP                 |
| Concho Valley Council of Governments                           | Multi-Jurisdictional Hazard Mitigation Plan Update | HMGP                 |
| Council of Cities (10 jurisdictions located in Cameron County) | Multi-Jurisdictional Hazard Mitigation Plan        | HMGP                 |

| Client/Plan                                        | Plan Type                                                             | Grant Program             |
|----------------------------------------------------|-----------------------------------------------------------------------|---------------------------|
| DeWitt County                                      | Hazard Mitigation Plan Update Development                             | CDBG-MIT LHMPP            |
| Fayette County                                     | Multi-Jurisdictional Hazard Mitigation Plan                           | CDBG-MIT LHMPP; HMGP      |
| Guadalupe-Blanco River Authority (GBRA)            | Hazard Mitigation Plan                                                | CDBG-MIT LHMPP; HMGP      |
| Hill County                                        | Multi-Jurisdictional Hazard Mitigation Plan Update                    | CDBG-MIT LHMPP            |
| Houston County                                     | Multi-jurisdictional Hazard Mitigation Plan (FY 2011 and 2019)        | PDM; HMGP; CDBG-MIT LHMPP |
| Lavaca County                                      | Multi-jurisdictional Hazard Mitigation Plan                           | CDBG-MIT LHMPP; HMGP      |
| Lubbock County                                     | Multi-jurisdictional Hazard Mitigation Plan                           | PDM                       |
| Milam County                                       | Multi-Jurisdictional Hazard Mitigation Plan                           | CDBG-MIT LHMPP            |
| Nortex Regional Planning Commission (NRPC)         | Multi-jurisdictional Hazard Mitigation Plan                           | 4 HMGP; 6 CDBG-MIT LHMPP  |
| San Patricio County                                | Multi-Jurisdictional Hazard Mitigation Plan Update                    | HMGP                      |
| Texas Colorado River Floodplain Coalition (TCRFC)  | Multi-jurisdictional Hazard Mitigation Plan Update                    | HMGP                      |
| Van Zandt County                                   | Multi-Jurisdictional Hazard Mitigation Plan                           | HMGP                      |
| Williamson County                                  | Multi-Jurisdictional Hazard Mitigation Plan                           | CDBG-MIT LHMPP            |
| West Central Texas Council of Governments (WCTCOG) | Multi-jurisdictional Hazard Mitigation Plan Update (FY 2012 and 2015) | PDM                       |

### Hazard Mitigation Planning Experience

Large-scale or single-entity, each Hazard Mitigation Plan we develop represents comprehensive outreach and engagement; thorough analysis of each jurisdiction's capabilities, risks, and vulnerabilities; and actionable, practical mitigation actions that minimize the community's susceptibility to hazards.

H2O Partners' performance in past and current Hazard Mitigation planning projects assures the City of Ingleside that we will achieve all elements for providing the services described in the Scope of Work for the Hazard Mitigation Plan. The following table lists examples of jurisdictions for which H2O Partners has provided Hazard Mitigation planning services in recent years or for which we are currently developing Plans or Plan Updates.

### Hazard Mitigation Planning Examples

| State Agencies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|
| <ul style="list-style-type: none"><li>• Texas Division of Emergency Management (TDEM)</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |  |
| River Authorities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |  |
| <ul style="list-style-type: none"><li>• Brazos River Authority</li><li>• San Antonio River Authority</li><li>• Trinity River Authority</li><li>• Guadalupe-Blanco River Authority</li><li>• Lower Colorado River Authority</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |  |
| Councils of Government (COGs)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |
| <ul style="list-style-type: none"><li>• Alamo Area COG</li><li>• Brazos Valley COG</li><li>• Concho Valley COG</li><li>• Heart of Texas COG</li><li>• North Central Texas COG</li><li>• South East Texas RPC</li><li>• Rio Grande COG</li><li>• South Plains Association of Government</li><li>• West Central Texas COG</li><li>• Central Texas COG</li><li>• Nortex RPC</li><li>• Middle Rio Grande Development Council</li></ul>                                                                                                                                                                                                                                                            |  |  |
| Stakeholder Groups                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |  |  |
| <ul style="list-style-type: none"><li>• Texas Tech University</li><li>• Texas A&amp;M International University</li><li>• Port of Freeport, TX</li><li>• M.D. Anderson Cancer Center</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |  |  |
| Cities and Counties                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |  |
| <ul style="list-style-type: none"><li>• Andrews County, TX</li><li>• Angelina County, TX</li><li>• Aransas County, TX</li><li>• Bastrop County, TX</li><li>• Bexar County, TX</li><li>• Brooks County, TX</li><li>• Burnet County, TX</li><li>• City of San Angelo, TX</li><li>• City of San Antonio, TX</li><li>• City of San Benito, TX</li><li>• City of San Marcos, TX</li><li>• City of Schertz, TX</li><li>• City of Southlake, TX</li><li>• City of Schertz, TX</li><li>• Jim Hogg County, TX</li><li>• Jim Wells County, TX</li><li>• Kaufman County, TX</li><li>• Kendall County, TX</li><li>• Kennedy County, TX</li><li>• Lavaca County, TX</li><li>• Lubbock County, TX</li></ul> |  |  |

- |                            |                                  |                           |
|----------------------------|----------------------------------|---------------------------|
| • Caldwell County, TX      | • City of South Padre Island, TX | • Midland County, TX      |
| • Cameron County, TX       | • City of Tyler, TX              | • McLennan County, TX     |
| • Chemung County, NY       | • City of Waco, TX               | • McMullen County, TX     |
| • City of Alice, TX        | • City of Weslaco, TX            | • Milam County, TX        |
| • City of Andrews, TX      | • Colfax County, NM              | • Mora County, NM         |
| • City of Austin, TX       | • Comal County, TX               | • Ontario County, NY      |
| • City of Baytown, TX      | • Cooke County, TX               | • Otsego County, NY       |
| • City of Bayview, TX      | • Dallas County, TX              | • Payne County, OK        |
| • City of Georgetown, TX   | • Denton County, TX              | • Pecos County, TX        |
| • City of Houston, TX      | • DeWitt County, TX              | • Reeves County, TX       |
| • City of Indian Lake, TX  | • Duval County, TX               | • Rockwall County, TX     |
| • City of La Feria, TX     | • Ector County, TX               | • Roosevelt County, NM    |
| • City of Laguna Vista, TX | • El Paso County, TX             | • San Patricio County, TX |
| • City of Los Fresnos, TX  | • Fayette County, TX             | • Santa Fe County, NM     |
| • City of Lufkin, TX       | • Frio County, TX                | • Saratoga County, NY     |
| • City of New Orleans, LA  | • Grant County, NM               | • Sierra County, NM       |
| • City of Odessa, TX       | • Grayson County, TX             | • Smith County, TX        |
| • City of Orange Grove, TX | • Gregg County, TX               | • Starr County, TX        |
| • City of Plano, TX        | • Guadalupe County, TX           | • Steuben County, NY      |
| • City of Port Isabel, TX  | • Harris County, TX              | • Tom Green County, TX    |
| • City of Portales, NM     | • Harrison County, MS            | • Travis County, TX       |
| • City of Primera, TX      | • Hidalgo County, TX             | • Van Zandt County, TX    |
| • City of Rancho Viejo, TX | • Hill County, TX                | • Victoria County, TX     |
| • City of Richardson, TX   | • Houston County, TX             | • Waller County, TX       |
| • City of Richmond, TX     | • Jackson County, TX             | • Webb County, TX         |
| • City of Rio Hondo, TX    | • Jasper County, TX              | • Wichita County, TX      |
| • City of Round Rock, TX   | • Jefferson County, TX           | • Williamson County, TX   |
|                            |                                  | • Wilson County, TX       |

#### School Districts

- |                     |                |                   |
|---------------------|----------------|-------------------|
| • Scurry-Rosser ISD | • Austin ISD   | • Sam Rayburn ISD |
| • Condra School     | • Rockwall ISD |                   |



### *Related Experience/Background with Specific Services*

#### **A. Administrative, construction management, and related acquisition**

As noted in our technical approach, H2O Partners will provide administrative tasks for the LHMPP planning grant. Our expert staff will ensure program compliance and maintain detailed records. This includes the following tasks:

- Develop a detailed narrative statement and scope of work;
- Identify hazards and historical occurrences;
- Complete a detailed budget;
- Detail the proposed work schedule;
- Complete State and Federal assurance forms;
- Conduct correspondence with GLO; and
- Revise the application if requested by GLO.

Construction management and related acquisition are not applicable to LHMPP, as the only use is development of the Hazard Mitigation Plan.

#### **B. Environmental Review**

Please refer to our technical approach. H2O will complete all necessary tasks to develop the planning grant and subsequent Hazard Mitigation Plan. Environmental Review is not applicable to LHMPP administration as the only use is for the development of Hazard Mitigation Plans or Plan Updates.

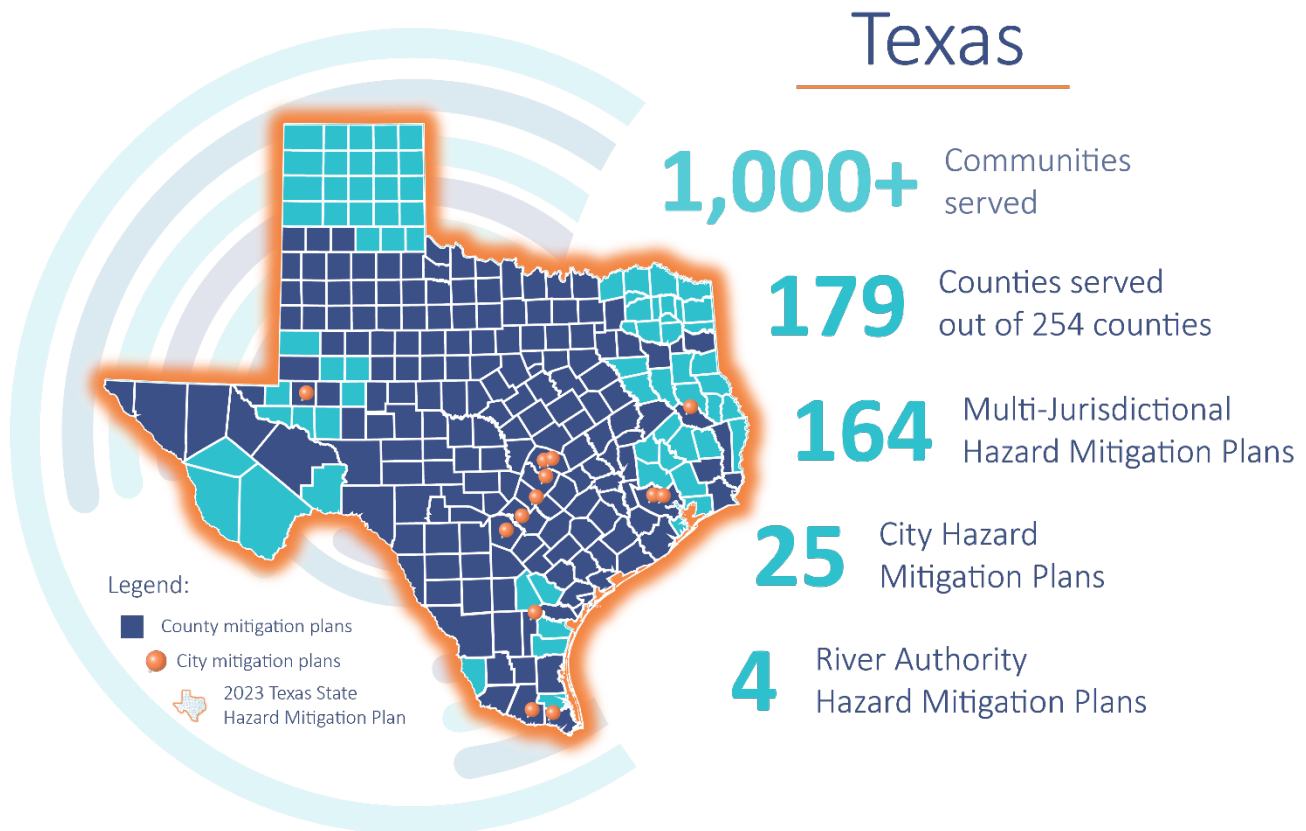
#### **C. Buyout Management**

Please refer to our technical approach. H2O will complete all necessary tasks to develop the planning grant and subsequent Hazard Mitigation Plan. Buyout Management is not applicable to LHMPP administration as the only use is for the development of Hazard Mitigation Plans or Plan Updates.

### Hazard Mitigation Planning in Texas

H2O is the leading hazard mitigation service provider in Texas, having developed Plans **covering 179 of the state's 254 counties**. We have established successful, productive working relationships with TDEM, GLO, and FEMA. Our experience working with these agencies contributes to our clients' success in obtaining grant funding and gaining approval for their Hazard Mitigation Action Plans. Our team is known for an efficient planning process that incorporates best practices and Texas-local knowledge. We are ready to work alongside City of Ingleside officials to create a comprehensive Hazard Mitigation Plan that best positions the City to access needed funds.

The map below illustrates the counties H2O Partners has served independently in our home state. Shaded counties represent recent or active clients for whom H2O has provided Hazard Mitigation planning or Hazard Mitigation Grant Management services since our founding in 2001.



**Qualified Planning Firm.** H2O is the leading planning firm in Texas. This assures the City of Ingleside of a comprehensive, seamless planning process.

The State of Texas Hazard Mitigation Plan was recently developed by H2O Partners. It was the first State plan to be approved in FEMA Region 6 under FEMA’s April 2023 guidance. The following graphic depicts H2O’s experience as Texas’ hazard mitigation planning firm.

BUILDING RESILIENCE FOR THE  
STATE OF TEXAS

Chosen as the prime contractor for the 2023 Texas Hazard Mitigation Plan, H2O Partners brings unmatched expertise and trusted leadership to elevate and support your planning efforts.

BENEFITS OF STATE PLAN EXPERTISE

Local Outreach Best Practices

Expertise in TDEM and FEMA Policies and Programs

Working Knowledge of Hazards for all 254 Counties

Management of Complex Projects

Understanding of Mitigation Strategies for all Counties

LARGEST PLAN IN REGION VI

First state plan approved under latest FEMA guidance (April 2023)

PLANNING ENTITIES

✓ 254 Counties

✓ 81 Stakeholder Groups

✓ 30.5 Million People

KEY STAFF

Senior mitigation staff at H2O led a comprehensive planning effort that strengthened interagency collaboration, updated hazard and risk assessments, modernized the community profile for a rapidly growing state, and established a clear, actionable roadmap for ongoing plan maintenance.

Heather Ferrara  
Project Manager

Rhonda Murphy  
Deputy Project Manager

Heidi Watson  
Senior Mitigation Specialist

Stevie Ann-O'Donnell  
Outreach Specialist

**The City of Ingleside Gains Statewide Planning Perspective.** In selecting H2O Partners, the City gains the experience of a team that has produced a statewide Plan for the State of Texas.

## References

References from current/past clients are included in the **Prior Work Performance** section of this proposal.

## Prior Work Performance

### References

H2O Partners greatly values the relationships built as we work side-by-side with clients to develop Hazard Mitigation Plans that address the specific risks and vulnerabilities they face. We are honored that once clients work with H2O Partners, they tend to return for multiple engagements with us. The following references refer to projects similar to the development of the City of Ingleside's LHMPP grant application and Hazard Mitigation Plan.

We invite the City to speak with the emergency management professionals listed here to confirm that H2O Partners effectively:

- ✓ Submits and responds to client requests in a timely manner
- ✓ Facilitates completion of activities on schedule
- ✓ Consistent high quality work product with low level of errors
- ✓ Past clients have low level of monitoring findings/concerns
- ✓ Manages projects within budgetary constraints

| Fayette County, Texas                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Services Provided:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Planning Grant Development; Multi-Jurisdiction Hazard Mitigation Plan Update Development                                                                                                         |
| Period of Performance:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 2021-2024                                                                                                                                                                                        |
| Client Point of Contact:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Angela Hahn, EMC/Grants Management<br>979-968-6469<br><a href="mailto:angela.hahn@co.fayette.tx.us">angela.hahn@co.fayette.tx.us</a><br>151 N. Washington Street, Room 301<br>La Grange TX 78945 |
| Fayette County selected H2O Partners in late 2021 to assist in writing and submitting HMGP and LHMPP grant applications for the development of the County's Multi-Jurisdictional Hazard Mitigation Plan Update. H2O Partners' experience as Texas' leading Hazard Mitigation planning consultant and the firm's previous work with Fayette County's nearby Caldwell, Lavaca, and Bastrop Counties assured the County of successful outcomes for this important initiative. Working closely with the County and stakeholders on all phases of the project, H2O submitted the grant application in November of 2021. Upon LHMPP grant award, The H2O team facilitated the planning process and identified data requirements, conducted research, developed and facilitated the public input process, documented the planning process, coordinated the documentation of grant requirement administration, produced the draft and final Plan documents, and facilitated the plan adoption process. |                                                                                                                                                                                                  |



| Lavaca County, Texas                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| Services Provided:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Texas Multi-Jurisdictional Hazard Mitigation Plan                                                                                             |
| Period of Performance:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 2022-2023                                                                                                                                     |
| Client Point of Contact:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Egon Barthels, EMC<br>361-798-5628<br><a href="mailto:eoc@co.lavaca.tx.us">eoc@co.lavaca.tx.us</a><br>109 N. LaGrange, Hallettsville TX 77964 |
| <p>Lavaca County, Texas – Lavaca County, located in southeast Central Texas, was named for the Lavaca River which curves its way southeast through Moulton to Hallettsville. Texas is prone to extremely heavy rains and flooding, with half of the world record rainfall rates occurring in the state. In 2021, Lavaca County sought a qualified management/consulting firm to assist in preparing an application for the FEMA Hazard Mitigation Grant Program and to develop a Multi-jurisdictional Hazard Mitigation Plan that would include all participating cities and school districts within the County. Having worked with H2O Partners on previous Plans, the County again selected H2O to produce a Hazard Mitigation Plan Update that would identify the natural hazards that affect the community, identify actions to reduce losses from those hazards, and establish a coordinated process to implement the plan. The Plan Update addressed 10 hazards with tailored mitigation strategies for all participating jurisdictions.</p> |                                                                                                                                               |

| Victoria County, Texas                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Services Provided:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Hazard Mitigation Plan Update                                                                                                                                           |
| Period of Performance:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 2005; 2010-2011; 2016-2018; 2022-2023                                                                                                                                   |
| Client Point of Contact:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Rick McBrayer, EMC<br>361-580-5770<br><a href="mailto:rmcbrayer@victoriatxoem.org">rmcbrayer@victoriatxoem.org</a><br>205 N. Bridge St. Ste. B101 Victoria, Texas 77901 |
| <p>H2O Partners has provided Hazard Mitigation Planning services for Victoria County for four separate cycles, including the considerations of population growth and changes in demographics in the latest Plan Update. The Plan Update addressed 11 natural and 4 human caused hazards. Having worked with H2O previously, Victoria County knew they could rely on our mitigation experts to reliably deliver on all contract deliverables. The latest Update was approved by TDEM and FEMA, opening the door for mitigation funding opportunities for the City and County, the sole participants in the plan. H2O assisted the County through Plan adoption, which occurred on March 20, 2023.</p> |                                                                                                                                                                         |

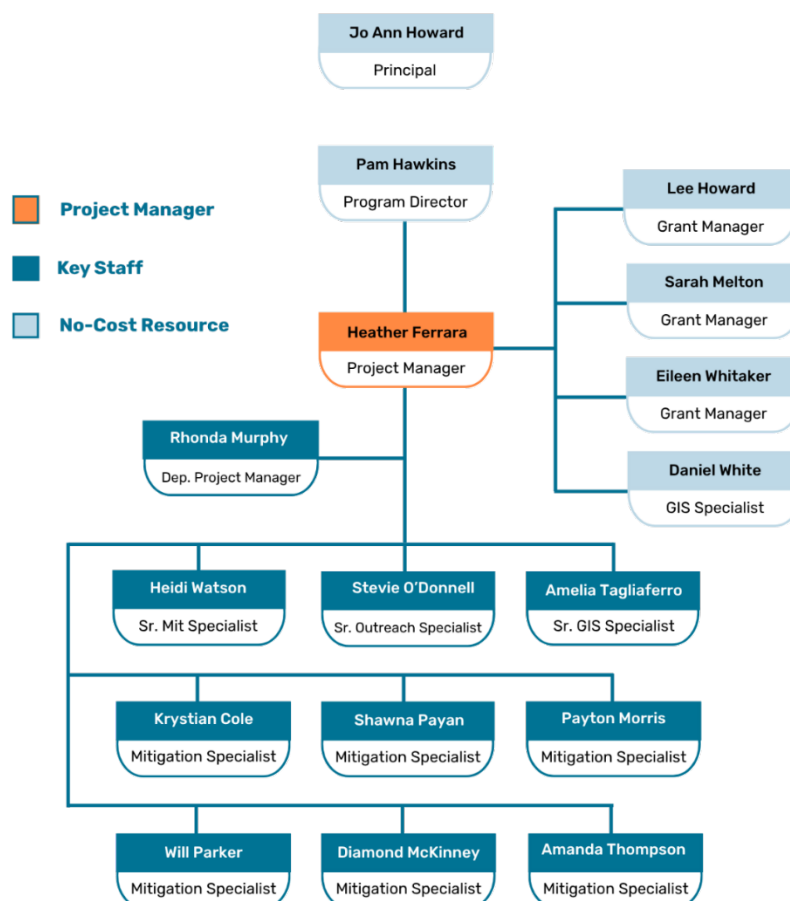
## Capacity To Perform

### *Ample Capacity*

H2O has the experience, organizational capacity, and financial stability to reliably deliver on all contract obligations for the City of Ingleside's Hazard Mitigation Plan project in a timely manner. To fulfill the requirements of the project, H2O Partners will provide expert and professional staff to perform all tasks. These staff members will provide technical assistance and attend all required.

H2O Partners has assigned its core team of dedicated Hazard Mitigation planning staff members to the City's project. Proposed Project Manager Heather Ferrara is a sought-after hazard mitigation expert with more than 14 years' experience leading mitigation planning projects serving more than 1,200 jurisdictions. meetings. With a Master of Community Planning degree, Ms. Ferrara will serve as primary point of contact throughout the project. Responsible for fulfilling all project requirements, Ms. Ferrara will directly supervise all team members, providing oversight, guidance, technical assistance, and quality control.

The following organizational chart depicts the core mitigation planning team assigned to the City of Ingleside's project and support personnel available to the core team.



**Strong Team Structure.** H2O Partners proposes a robust, experienced team with ample oversight from Project Manager Heather Ferrara.

Our proposed project team has ample experience drafting and executing Hazard Mitigation Plans across multiple public sector accounts including for city and county governments, school districts, state agencies, stakeholder groups, councils of governments, and river authorities. This cohesive team has a successful track record of working collaboratively with each other and each jurisdiction to produce timely, accurate Hazard Mitigation Plans and Updates. All proposed personnel are employees of H2O, no subcontractors are needed to complete this project. Team member skills are summarized in the following table.

| Proposed Team Areas of Specialization | Hazard Mitigation Planning | Grant Writing | Project Mgmt | Mitigation Outreach | GIS |
|---------------------------------------|----------------------------|---------------|--------------|---------------------|-----|
| Heather Ferrara, MCP                  | ●                          | ●             | ●            | ●                   | ●   |
| Rhonda Murphy                         | ●                          |               | ●            | ●                   |     |
| Heidi Watson, M.S.                    | ●                          | ●             | ●            | ●                   |     |
| Krystian Cole                         | ●                          | ●             |              | ●                   |     |
| Stevie-Ann O'Donnell, MSW             | ●                          | ●             |              | ●                   |     |
| Will Parker                           | ●                          |               |              | ●                   |     |
| Amelia Tagliaferro                    | ●                          | ●             |              |                     | ●   |
| Payton Morris, M.S.                   | ●                          | ●             |              | ●                   |     |
| Shawna Payan, MPH                     | ●                          | ●             |              | ●                   |     |
| Diamond McKinney                      | ●                          | ●             |              |                     |     |
| Amanda Thompson                       | ●                          | ●             |              |                     | ●   |

**Skilled Project Team.** H2O Partners has assigned skilled, experienced staff to complete the City of Ingleside's LHMPP grant application and Hazard Mitigation Plan.

Our Hazard Mitigation team receives support and oversight from H2O Partners' executive team, including President Jo Ann Howard, Vice President Eric Howard, and Program Operations Director Pam Hawkins. This executive team monitors project quality and progress and ensures ample resources successful project completion. Additionally, the City of Ingleside will be supported by subject matter experts (SMEs) with specializations as Grant Managers and Hazard Mitigation professionals. Executive sponsors, SMEs, mitigation support staff, and floodplain managers are on hand to support the core team throughout the planning process; **these support resources will not be billed to the City.**

H2O has allocated ample resources and is ready to begin work on the grant application development immediately upon signing a contract with the City. Having developed CDBG MIT LHMPP and HMA grant applications and Hazard Mitigation Plans and Plan Updates throughout FEMA Region 6, the staff at H2O Partners are intimately familiar with FEMA, TDEM, and GLO guidelines and regulations. We have a successful track record with GLO's CDBG-MIT LHMPP and assure the City of Ingleside of a compliant and effective grant application and Plan.

## Funding and Developing Ingleside's Plan

### Project Stage 1: Apply for LHMPP grant

Because LHMPP is not a competitive program, award is **virtually automatic**.

- ✓ **100% success rate** gaining LHMPP awards for H2O clients
- ✓ Efficient process to **expedite** application submission
- ✓ **Five** CDBG grant managers on staff to validate grant compliance

### Project Stage 2: Develop Hazard Mitigation Plan

This stage is where expertise plays a **key role**, and H2O is Texas' expert planning team.

- ✓ **100%** H2O-developed Plans and Plan Updates approved by TDEM and FEMA
- ✓ **Eleven** dedicated mitigation experts assigned to ensure a successful process and Plan Update
- ✓ **Texas-specific experience** in encouraging citizen involvement
- ✓ **42 Plans** submitted to FEMA since FEMA's April 2023 guidance
- ✓ **Technical expertise** in disciplines required for an efficient, accurate planning process - GIS mapping, grant management, risk and social vulnerability analysis, program compliance, and related areas.

### *Resumes of Assigned Staff*

The following resumes of H2O staff show experience with the CDBG-MIT program, grant development and management, and hazard mitigation plan development. Each staff member listed here is a current H2O Partners employee.



**HEATHER FERRARA, MCP**  
**Mitigation Program Manager**

---

**EDUCATION**

Master of Community Planning, Auburn University  
Bachelor of Arts, Studio Art, University of Alabama at Birmingham

**TECHNICAL SPECIALTIES**

Alabama APA Conference, 2011  
Benefit Cost Analysis Course, L276  
Local Mitigation Planning G-318, 2017

**AFFILIATIONS**

Natural Hazard Mitigation Association (NHMA)  
National Emergency Management Association (NEMA)  
American Planning Association (APA)  
American Planning Association, Texas Division

Heather Ferrara holds a Master of Community Planning degree from Auburn University, is certified in ArcGIS, and has managed multi-jurisdictional large-scale mitigation plans and plan updates throughout Texas, New York, New Mexico, Louisiana, Oklahoma, and Alabama. In addition, she was instrumental in leading the development of the 2023 State of Texas Hazard Mitigation Plan Update. Ms. Ferrara has developed and managed HMGP and PDM grants for planning and structural projects for communities in California, New York, and Texas. She has performed multiple risk assessments using HAZUS-MH, ArcGIS, and other statistical analysis tools. As Project Manager, Ms. Ferrara provides oversight, management, technical assistance, and quality control. She is well versed in the Stafford Act having overseen the development of Hazard Mitigation Action Plans and Plan Updates for more than 1,200 jurisdictions. Additionally, Ms. Ferrara has developed and managed PDM and HMGP grants totaling over \$10 million. She is adept at coordinating with State Agencies and FEMA.

**HIGHLIGHTS**

- Extensive experience developing both Single and Multi-Jurisdictional Hazard Mitigation Action Plans
- Skilled in coordinating with various regulatory entities, sub-contractors and local stakeholders while providing project management on complex, technical projects.
- Expertise in preparing risk and vulnerability assessments, including HAZUS and parcel-level methodology
- Adept using Geographic Informational Systems (GIS)

## PROFESSIONAL EXPERIENCE

### **Mitigation Program Manager, Hazard Mitigation Planning and Grant Development and Management, H2O Partners, (2011 – Present)**

- Oversees, develops, and produces hazard mitigation plans and plan updates. Involved in the planning process on all plans; has corresponded with planning team; organized and coordinated workshops and meetings; prepared risk and vulnerability assessments for communities, including reviewing detailed flood maps; developed detailed GIS mapping tools for risk identification; conducted outreach and assisted communities with identifying and prioritizing risks and developing mitigation projects; and provided technical assistance to cities, counties, school districts, non-profit groups, and councils of governments.
- Develops and administrates Hazard Mitigation Grant Program (HMGP) and Pre-Disaster Mitigation (PDM, now BRIC) applications.
- Oversees team's submission and approval of plans and management of successful grant projects. Reviewed and approved all sections of each application, including the analysis of hazard history, previous flood data, repetitive loss data, benefit-cost analysis, and environmental compliance.
- Oversaw and submitted quarterly reports, reimbursement requests, amendments and change requests, and all other project administration requirements. Responsible for conducting correspondence with FEMA Regions and State Emergency Management Agencies.

### **Senior Consultant, Hazard Mitigation Grant Program, New Mexico Department of Homeland Security and Emergency Management (DHSEM), (2015 – 2017)**

- Provided technical assistance and conducted thorough quality assurance reviews of HMPs to assist communities with fulfilling FEMA requirements.
- Corresponded with communities on behalf of the State; served as a liaison between communities and FEMA in providing technical assistance to communities.
- Assisted with plans: University of New Mexico HMAP, Guadalupe County HMAP, Los Alamos County HMAP, City of Alamogordo HMAP, Village of Cloudcroft HMAP, Lea County HMAP, Santa Fe County HMAP, Socorro County HMAP, and Torrance County HMAP.

**RHONDA MURPHY, CFM**  
**Deputy Mitigation Program Manager**

---

**EDUCATION**

Bachelor of Arts, Marketing,  
Texas Woman's University

JFO Middle Managers

Association of State Floodplain  
Managers, Certified Floodplain  
Manager

**OFFICE LOCATION**

Lewisville, Texas (Austin, Texas  
Headquarters)

**AFFILIATIONS**

Texas Floodplain Managers  
Association (TFMA)

Natural Hazard Mitigation  
Association (NHMA)

Association of State Floodplain  
Managers (ASFPM)

Rhonda Murphy brings more than 24 years of mitigation planning and grant experience to the H2O team. She has extensive experience in both the development and review of Hazard Mitigation Plans and Plan Updates, having reviewed plans nationally under the FEMA CAMPR contract. In addition, Ms. Murphy has extensive knowledge of floodplain management and the National Flood Insurance Program (NFIP) and has helped communities identify structures for Flood Mitigation Assistance (FMA), utilizing Increased Cost of Compliance (ICC) as matching funds for grants. She has conducted outreach to more than 350 communities to identify unique mitigation strategies through the FEMA Risk MAP program and has managed and developed Hazard Mitigation Grant Program (HMGP) projects for local jurisdictions and states, including providing comprehensive cost benefit analyses and environmental reviews. Prior to her work with local communities and states in developing and managing mitigation plans and grants, Ms. Murphy served as the lead mitigation specialist for FEMA Region 6.

**HIGHLIGHTS**

- Administration and monitoring of FEMA Public Assistance and Hazard Mitigation Grant Programs Projects
- Providing project management on complex, technical projects.
- Developed emergency management policy, including internal procedures for contract compliance and data management.
- Project Manager and Subject Matter Expert for the development of hazard mitigation plans, grant development, and management.
- Policy compliance and grant management assistance to states, countries, and municipalities.
- Extensive knowledge of 44 CFR, the Stafford Act, and FEMA policy guidance

## PROFESSIONAL EXPERIENCE

### **Deputy Mitigation Program Manager, Hazard Mitigation Planning, H2O Partners, (2016 – Present)**

- Assists with the development and production of all hazard mitigation plans and plan updates.
- Corresponds with planning team; organizes and coordinates workshops and meetings; prepares risk and vulnerability assessments for communities, including reviewing detailed flood maps; and conducts outreach and assists communities with identifying and prioritizing risks and developing mitigation projects.

### **Project Manager, Harris County Mitigation Outreach, H2O Partners (2017 – 2022)**

- Provided project management for outreach project for Harris County, Texas.
- Disseminated highly technical risk information to communities as part of overall Disaster Risk Reduction.

### **Mitigation Analyst, Hazard Mitigation Grant Program, New Mexico Department of Homeland Security and Emergency Management (DHSEM), (2016 – 2017)**

- Provided technical assistance; conducted thorough initial reviews of the Hazard Mitigation Plans to assist communities with fulfilling FEMA requirements.
- Conducted technical assistance calls with local communities. Responsible for communicating with local communities throughout the review process.
- Hazard mitigation plan review and technical assistance for the following jurisdictions: Village of Cloudcroft, Lea County, Santa Fe County, Los Alamos County, City of Alamogordo, and Socorro County.

### **Previous Experience**

Ms. Murphy brings a wealth of experience to her tenure at H2O. Highlights of her previous experience include:

- Mitigation Planning, FEMA Risk MAP Program, **(2015 – 2016)**
- Subject Matter Expert (SME), New Mexico Hazard Mitigation Grant Program (HMGP), **(2014 – 2015)**
- New Mexico Flood Disaster Information and Risk Analysis Report, **(2013)**
- Mitigation Planning Coordinator, Region 6, **(2009 – 2013)**
- Pre-Disaster Mitigation National Technical Review, **(2010 – 2011)**
- Hazard Mitigation Grant Program Specialist, FEMA, Eastern Territorial Closeout Team, **(1998 – 2001)**
- Hazard Mitigation Grant Program Specialist, FEMA Region 6, **(1995 – 1998)**
- Hazard Mitigation Grant Program Specialist, North Carolina Division of Emergency Management (NCDEM), **(1997)**



**HEIDI WATSON, MS**  
**Senior Mitigation Specialist**

---

**EDUCATION**

Master of Science, Emergency  
Disaster Preparedness  
Management, Elmira College  
  
Bachelor of Science,  
Meteorology, Pennsylvania  
State University

**OFFICE LOCATION**

Houston, Texas (Austin, Texas  
Headquarters)

**CREDENTIALS/TRAINING  
FEMA/EMI COURSES**

Incident Command System  
(ICS) – Various Course  
  
National Incident  
Management System  
  
National Response Framework  
  
TDEM Mitigation Training  
  
Benefit Cost Analysis (BCA)  
  
FEMA eGrants System  
  
TDEM DPS Grant System

**AFFILIATIONS**

Natural Hazard Mitigation  
Association (NHMA)  
  
National Emergency  
Management Association  
(NEMA)  
  
American Planning Association  
(APA)

**PROFESSIONAL EXPERIENCE**

**Senior Mitigation Specialist, H2O Partners, (2015 – Present)**

- Responsible for the development and review of plans for single and multi-jurisdictional communities including CTCOG, WTCOG, SETRPC, the City of Houston, and the City of New Orleans.
- Works closely with state and federal agencies, legislative entities, business and nonprofit groups, and various community groups to facilitate community meetings and workshops for hazard mitigation.

Heidi Watson has a Master of Science degree in Emergency Disaster Preparedness Management and extensive experience in disaster recovery at the local, state, and federal levels. Ms. Watson has assisted sub-recipients in every part of the Hazard Mitigation Assistance process from developing and drafting grant applications, reviewing grant projects for compliance monitoring, and assisting with project and plan development. She provides technical assistance and is adept at detailed writing and editing in the development and review of HMGP grants, Plans, and Plan Updates. A meticulous technical reviewer, Ms. Watson puts in significant effort to ensure plans are compliant and written to the standard that H2O has become known for. Further, Ms. Watson has assisted states, including the New Mexico Department of Homeland Security and Emergency Management (DHSEM), in reviewing Hazard Mitigation Plans on the local level and providing technical assistance to planners statewide.

**HIGHLIGHTS**

- Skilled in coordinating with various regulatory entities, sub-contractors and local stakeholders while providing project management on complex, technical projects.
- Developed a \$50 million BRIC application for Napa County, California for their Comprehensive Wildfire Mitigation Program, which included Defensible Space and Hazardous Fuel Reduction.
- Experienced in conducting project oversight and close-out and performing requests for audit for over 4,000 projects.
- Assistance to communities in HM grant writing development and review, including PDM and HMGP structural projects.
- Extensive knowledge of 44 CFR, the Stafford Act, and FEMA policy guidance.

- Oversees the development and management of HMA grants, including reviewing requests for reimbursements, conducting compliance and procurement reviews, conducting scope of work changes, and overseeing projects to close-out. Performed environmental site assessments, conducted, and reviewed Benefit-Cost Analysis, and conducted pre-construction, interim, and final site inspections.
- In addition, Ms. Watson provided assistance through the Hazard Mitigation Technical Assistance Program (HMTAP) to communities applying for HM grant after Hurricane Harvey, working directly with sub applicants on the development of their application for grants totaling more than \$15.6 million.

**Assistant Recovery Officer, Disaster Compliance Professional Services, Texas Division of Emergency Management, (2013 – 2015)**

- Assisted with the oversight and management of over 1,500 Hazard Mitigation and Public Assistance grants on a team supporting the Texas Division of Emergency Management (TDEM) to close out grants from Hurricane Ike.
- Provided project management; funds management; policy compliance; and outreach to FEMA, TDEM and sub-grantees throughout the state.

**Previous Experience**

Previously, Ms. Watson served as a Grant Monitor for Tioga County, New York, and Village of Owego, New York.

**STEVIE-ANN O'DONNELL, MSW**  
**Senior Outreach Specialist**

---

**EDUCATION**

Master of Social Work, Fordham University, New York City, NY, 2017

Bachelor of Science, Psychology, SUNY Cortland, Cortland, New York, 2012

**OFFICE LOCATION**

Pennsylvania (Austin, Texas Headquarters)

A resolute and effective outreach specialist, Stevie-Ann O'Donnell is knowledgeable in federal and state disaster management grants and proficient in disaster relief grant program software. Ms. O'Donnell is a Licensed Social Worker (New York) with a Master of Social Work degree; she specializes in providing relief services to communities and individuals impacted by natural disasters. Ms. O'Donnell started with H2O Partners as a Team Lead with the Governor's Office of Storm Recovery in the CDBG-DR Rehabilitation and Recovery program, which worked directly with 28 affected counties. Ms. O'Donnell has worked on numerous Hazard Mitigation Plans within the State of Texas; Plans for the New Mexico counties of Mora, Grant, Santa Fe, Colfax, Roosevelt, and Sierra; and Plans for Saratoga and Ontario County, New York. She has been the primary outreach contact for more than 500 jurisdictions. Ms. O'Donnell assists in the development of grant applications and Plans, ensuring adherence to all federal and state regulations and submittal deadlines.

**HIGHLIGHTS**

- Exceptional track record engaging stakeholders through outreach, technical guidance, and follow-up
- Post-Hurricane Sandy assistance to power authority, managing FEMA PA compliance and close-out
- Knowledgeable in disaster management and Hazard Mitigation grant programs
- Proficient in disaster relief grant program software

**PROFESSIONAL EXPERIENCE**

**Senior Outreach Specialist, H2O Partners, 2021 – Present**

- Provides insight and expertise on grant management and hazard mitigation planning processes.
- Plays a pivotal role in ensuring that all required documentation is received and incorporated for each grant application and Hazard Mitigation Plan.
- Assists in Plan development, validating compliance with FEMA guidelines to facilitate smooth, efficient Plan approval.
- Collaborates closely with all grant and planning participants, maintaining frequent contact with key stakeholders to keep deadlines and deliverables on track for each Plan and grant application.

**Project Specialist, H2O Partners, 2014 – 2021**

As Project Specialist for the PSEG/LIPA Public Assistance Program following Hurricane Sandy, Ms. O'Donnell assisted in the quality control portion of the program, audited contractors to ensure billing procedures and items are within contractual and federal guidelines; maintained an active role in

preparing for closeout procedures and ensured proper documentation was completed within designated project deadlines. She also assisted with Hazard Mitigation Planning as Outreach Lead.

**Team Lead, Governor's Office of Storm Recovery, 2014 – 2016 (through H2O)**

In the aftermath of Hurricane Sandy, Ms. O'Donnell oversaw a team of six case managers and maintained a case load assisting clients from eligibility review through verification of benefits, construction phase, and closeout proceedings. She attended policy calls to discuss procedures and protocol to continue to move the program and office toward project milestones and deadlines and assisted in program wide trainings on new policies and amendments within program procedures.

**Previous Experience**

Served as Grant Monitor for Tioga County, New York, and Village of Owego, New York.



**AMELIA TAGLIAFERRO**  
**Senior GIS Specialist**

---

**EDUCATION**

Post-Baccalaureate Certification  
in Geographic Information  
Systems, Penn State World  
Campus, 2017

Bachelor of Science, French,  
Oneonta State University, 2013

**OFFICE LOCATION**

East Hartford, Connecticut  
(Austin, Texas Headquarters)

**SKILLS**

ESRI's Suite of ArcGIS

FEMA HAZUS FAST Tool

US Census Data Analysis

Environmental Applications of GIS  
Research

CDBG-DR Requirements

Experienced GIS professional with a proven track record leveraging spatial data analysis to drive successful CDBG-DR grant expenditure in vulnerable communities. Equipped with strong organizational and written communication abilities, Amelia has supported diverse projects in housing, infrastructure, and environmental resiliency. She is proficient in federal regulations governing environmental review and grant funding compliance and is known for meticulous attention to detail, enthusiasm for cartographic design, and fostering team cohesion and efficiency.

**HIGHLIGHTS**

- Over 20 Hazard Mitigation Plans mapped across TX, NM, OK, LA, and NY (10-100+ maps each)
- Assisted with revisions to hazard profiles for City of San Antonio to meet EMAP requirements.
- Has facilitated more than 12 Risk Assessment workshops
- Expertise in preparing risk and vulnerability assessments, including HAZUS.
- Expertise in CDBG-DR requirements, previously conducted environmental reviews for CDBG-DR projects

**PROFESSIONAL EXPERIENCE**

**Senior GIS Specialist, H2O Partners, (2023-Present)**

- Collect and analyze data from various sources to assist in the spatial assessment of a broad spectrum of potential hazards; effectively distill complex information into clear and readable maps illustrating these risks within designated planning areas to be included in planning workshop presentations and Hazard Mitigation Plans.
- Transformed data on mitigation projects into a comprehensive database for clients illustrating the geographic distribution of hazard mitigation initiatives across participating jurisdictions to be utilized in a public-facing web map tool.
- Collect and maintain files containing best available data as it relates to administrative boundaries, public infrastructure, critical facilities, and hazard variables.
- Develop detailed narratives for hazard profiles included in Hazard Mitigation Plans, skillfully conveying region-specific intricacies, and providing a nuanced understanding of diverse hazards to elevate risk awareness.

**Senior GIS and Research Analyst, NYS Office of Resilient Homes & Communities (fka GOSR), (2019-2023)**

- Data analysis, creation, map production, and reporting in support of a variety of federal grant program operations for housing and infrastructure projects.
- Analyze and define service area boundaries based on engineering reports, as-built drawings, and community needs for use in determining National Objective as required under 24 CFR § 570.208, prioritizing allocation of project funds to Low-and-Moderate income beneficiaries.
- Report federal grant-funded activity accomplishments, beneficiary, and geographic information in HUD's DRGR system for 300+ community resilience projects.
- Maintain best available public and private spatial datasets, associated metadata, and established data maintenance and storage standards.
- Document detailed descriptions of common team processes and policy interpretation for the purpose of consistent application of methodologies, defining a clear standard for deliverables, and team onboarding.
- Participated in a detailed loss-avoidance analysis quantifying increased resiliency and reduced economic loss along New York's shoreline as a result of the agency's Housing Elevation incentive and Acquisition programs; presented to HUD, FEMA, NYSDEC and partners.

**Environmental Project Manager, NYS Governor's Office of Storm Recovery (GOSR) New York, NY, (2017-2019)**

- Oversaw several consulting firms contracted for the production of environmental reviews prepared pursuant to federal procedures at 24 CFR § 58 for multiple and simultaneous CDBG-DR funded housing rehabilitation and public infrastructure projects.
- Drafted in-house compliance documentation for environmental reviews as described in 24 CFR § 58 and in accordance with the NYS Environmental Quality Review Act (SEQRA) at 6 NYCRR 617.
- Consulted directly with representatives from state and federal regulatory agencies to avoid or mitigate potential environmental impacts resulting from proposed projects.
- Generated environmental map sets to guide review implementation, project design, and regulatory agency compliance.

**Environmental Records Manager, NYS Governor's Office of Storm Recovery (GOSR) New York, NY, (2014-2019)**

Organized file repository and maintained Environmental Review Records encompassing all documentation required under 24 CFR § 58.38, which was audited and deemed compliant by HUD during monitoring visits. Designed format and compiled metrics and updates across multiple programs for 300+ projects to be included in bi-weekly Cross Program Environmental Report for distribution at executive staff level.

**KRYSTIAN COLE**  
**Mitigation Specialist**

---

**EDUCATION**

Bachelor of Science, Emergency Administration and Planning, University of North Texas, 2022

**OFFICE LOCATION**

Denton, Texas (Austin, Texas Headquarters)

**CERTIFICATIONS**

FEMA Professional Development Series

IS-328: Plan Review for Local Mitigation Plans

IS-329: Mitigation Planning for States

IS-250: Mitigation Planning for Tribal Communities

IS-1400 Foundations of Climate Science Course

PEDRR/UNEP: Nature Based Solutions for Disaster and Climate Resilience

With a bachelor's in emergency administration and planning, Krystian Cole is an emergency management professional in the areas of hazard mitigation, planning, and research. She is skilled in technical writing, developing written content, community outreach, public education, data analysis, and research all related to hazard mitigation planning. She has developed multiple Plans for local, multijurisdictional, state, and tribal Hazard Mitigation Plans where she conducted risk assessments highlighting climate change and social vulnerability. She has assisted in the development of 41+ Hazard Mitigation Plans since beginning at H2O, with more in progress and others completed in previous roles.

**HIGHLIGHTS**

- Experience developing hazard mitigation plans for local, multijurisdictional, state, and tribal Hazard Mitigation Plans under most recent FEMA guidance
- Adept at conducting social vulnerability analysis in risk assessments and incorporating U.S. Climate Explorer tool
- Presented "Climate Change in Mitigation Planning" at the University of North Texas
- Skilled in door-to-door surveying, outreach, and public education

**PROFESSIONAL EXPERIENCE**

**Mitigation Specialist, H2O Partners, (2023-Present)**

- Developed hazard mitigation plans to reduce hazard risk and enhance community resilience in accordance with various state and FEMA guidelines. Focus on climate change impacts, promoting nature-based solutions, climate adaptation, and climate resiliency to jurisdictions/communities.
- Coordinated and facilitated public outreach and workshops to engage government and community members in mitigation efforts. Focus on social vulnerability and promoting equity.
- Conducted risk assessments to identify community specific risks and vulnerabilities.
- Analyzed and interpreted data related to natural and non-natural hazards to inform the most cost effective and feasible mitigation strategies.
- Prepared grant applications to secure funding for hazard mitigation planning efforts and projects.

**Hazard Mitigation Planner I, IEM, (2023)**

- Developed several FEMA-approved local, multijurisdictional, state, and tribal Hazard Mitigation Plans following the 2023 FEMA planning guidance.

- Performed risk assessment analyses on hazard data and conducted appropriate planning research, including an emphasis on climate change and social vulnerability.
- Created mitigation strategies that meet unique community risks, centered around nature-based solutions, infrastructure projects, community education, and planning.
- Developed and facilitate community outreach initiatives, including public presentations, virtual meetings, and community surveys that engaged stakeholders.
- Prioritized meeting community and client needs through tailored project management approaches and successfully developed proposals to secure new mitigation projects.

**Hazard Mitigation Research Assistant, UNT Department of Emergency Management and Disaster Science, (2022-2023)**

- Assisted Dr. Elyse Zavar in the research and evaluation of mitigation and flood buyout programs in Harris County, Texas as a mitigation and climate resilient tool.
- Collected data by conducting 300+ door-to-door surveys and interviews from residents in Harris County.
- Prepared and maintained large datasets to assess research findings, which were published by GeoJournal and other academic journals.

**Administrative Assistant, UNT College of Music, (2019-2022)**

- Efficiently completed administrative duties, including answering phone calls, responding to emails, sorting mail, filing documents, and managing appointment schedules.
- Organized and oversaw 10+ high-attendance events annually, such as concerts and commencement ceremonies.
- Continuously updated and enhanced standard operating procedures to optimize workflow efficiency.
- Utilized leadership and project management skills to train all new employees and manage administrative projects.

**Planning & Preparedness Intern, UNT Emergency Management & Safety Services, (2021)**

- Developed and tailored 15 Building Specific Emergency Action Plans to promote disaster preparedness on the UNT campus.
- Produced emergency guideline documents, specifically for extreme weather events and public health emergencies, which were published on the UNT website for public access.
- Developed safety response guides for campus organizations for severe weather response.
- Conducted community outreach events to educate the public on disaster preparedness.



**PAYTON MORRIS, MS**  
**Mitigation Specialist**

---

**EDUCATION**

Master of Science, Agricultural Sciences, Sul Ross State University

Bachelor of Science, Animal Science, Tarleton State University

**OFFICE LOCATION**

Tolar, Texas (Austin, Texas Headquarters)

**CERTIFICATIONS / TRAINING**

ICS 100, 200, 300, 400, 700, 800, 244, 120, 230, 235, 328, 2700, 393, 212, 841-845

TX-2000

All Hazards Logistics Section Chief Course

Texas State Operations Center 101 Workshop

Working with the IACUC

Physical Science Responsible Conduct of Research

Stop the Bleed – Train the Trainer Texas Coalition

Texas Public Officials Workshop (T-PUB200)

Payton Morris holds a Master of Agricultural Sciences degree from Sul Ross State University and is a knowledgeable and results-driven professional with a proven track record in hazard mitigation plan development and community engagement. She has ample experience working collaboratively with internal and external stakeholders to develop and implement statewide program activities and ensuring compliance with regulations and guidelines at the state and federal level. Ms. Morris is adept at adapting outreach strategies to meet the individual needs of each community she serves. Using a variety of appropriate educational methods, techniques, activities, and materials, outreach is conducted with a focus on social vulnerability and promoting equity.

**HIGHLIGHTS**

- Extensive experience reviewing both Single- and Multi-Jurisdictional Hazard Mitigation Action Plans
- Has conducted outreach to over 50 jurisdictions and assisted in the development of 15 plans.
- Working knowledge of TDEM, State and Federal Regulations, legislation, guidelines, policies, and procedures
- Represented the State of Texas during post-disaster operations and coordinated provision of post-disaster assistance

**PROFESSIONAL EXPERIENCE**

**Mitigation Specialist, H2O Partners, (2024-Present)**

- Conducts outreach to participating jurisdictions while providing educational materials and education on hazards that affect an area.
- Assists in developing hazard mitigation plans to reduce hazard risk and enhance community resilience in accordance with various state and FEMA guidelines.
- Prepares grant applications to secure funding for hazard mitigation funding efforts and projects.

**Regional Mitigation Coordinator, Texas Division of Emergency Management (TDEM), (2024)**

- Assisted in organizing programs involving local, state, and federal agencies, volunteer groups, and the public related to hazard mitigation.
- Convened and facilitated stakeholder workgroups to review, develop, clarify, and update Local Hazard Mitigation Plans.
- Provided guidance to staff and the community regarding grant administration and compliance.
- Reviewed submitted grant applications and Local Hazard Mitigation Plans for award eligibility.
- Assisted in preparing and processing applications for disaster projects in accordance with applicable state and federal laws.
- Monitored compliance with applicable requirements.
- Oversaw grant-related expenditures to ensure compliance with state and federal guidelines.
- Identified opportunities to engage other emergency management authorities in coordinating hazard mitigation activities.

**Disaster Assessment & Recovery Program Specialist, Texas A&M AgriLife Extension Service, (2022 - 2024)**

- Collaborated with stakeholders, developing and implementing statewide program activities to coordinate regional assistance for emergency and disaster victims.
- Assisted in organizing hazard mitigation programs.
- Managed continued improvement programs.
- Assisted Extension committees in developing plans to reach annual and/or long-range goals.
- Coordinated stakeholder workgroups to review, develop, clarify, and update Local Hazard Mitigation Plans.
- Taught hazard mitigation program specifics to various audiences and collaborated with other state agencies on emergency response training efforts.
- Supported the Texas Animal Health Commission and served as a liaison between local landowners/livestock producers and Texas A&M Forest Service during wildfire suppression operations.
- Collaborated with the Texas Division of Emergency Management and local jurisdictions/entities to complete documentation related to the FEMA Public Assistance (PA) Program.

**Previous Experience**

Prior to the above experience, Ms. Morris acted as a Marketing & Communications Specialist for The Branded P – Graphic Design.

**SHAWNA PAYAN, MPH, CEM**  
**Mitigation Specialist**

---

**EDUCATION**

Master of Public Health, Public Health, The University of Texas At El Paso

Graduate Certificate in Technical Writing

Bachelor of Science, Health Promotion, University of Texas At El Paso

With a Masters of Public Health degree from the University of Texas at El Paso, Shawna Payan is a dedicated professional with a proven track record of grant and project management. Having overseen FEMA grant applications, mitigation projects, and mitigation plans and plan updates in 36 counties in Region 7, Ms. Payan is adept at providing communities with the tools they need to enhance their resilience. She has assisted in the development of 18 Plans, and counting, and has developed 15 separate grant applications. Her expertise spans emergency management roles including planning, operations, community relations, recovery, and mitigation.

**TECHNICAL SPECIALTIES**

Certified Master Instructor for CERT  
COOP Level I  
Type 3 AHIMT  
Strategic Planning  
Grant Management

**HIGHLIGHTS**

- Developed and managed grants totaling over \$19.7 million
- Has facilitated over 120 education and engagement initiatives with local and community partners
- Skilled in developing and reviewing hazard mitigation plans for TDEM and FEMA approval
- Extensive experience ensuring compliance with grant-related expenditures

**PROFESSIONAL EXPERIENCE**

**Mitigation Specialist, H2O Partners, (2024-Present)**

- Conducts outreach to participating jurisdictions while providing educational materials and education on hazards that affect the planning area.
- Assists in developing hazard mitigation plans to reduce hazard risk and enhance community resilience in accordance with various state and FEMA guidelines.
- Prepares grant applications to secure funding for hazard mitigation funding efforts and projects.

**Hazard Mitigation Coordinator, Texas Division of Emergency Management (TDEM), (2022 - 2024)**

- Oversaw FEMA grant applications, mitigation projects, and hazard mitigation plans for 36 counties in Region 7.
- Worked collaboratively with local and community partners to conduct education and community engagement relating to emergency management.
- Delivered FEMA courses at the state level as a lead or co-instructor and ensured grantees' and sub-recipients' compliance with grant conditions by monitoring and analyzing agreements, contracts, expenses, activities, hazard mitigation plans, and federal and state regulations.
- Reviewed submitted grant applications and local hazard mitigation plans to determine applicants' eligibility for awards based on established criteria.

- Assisted jurisdictions with creating scopes of work and deliverables associated with FEMA disaster and non-disaster grants, and helped with updating or creating hazard mitigation plans, reviewing them before submission to FEMA for approval.
- Representing TDEM in the emergency operations center (EOC) and the state operations center (SOC), she participated in activations or deployments on an incident management team (IMT).
- Verified the nature and amount of grant-related expenditures by examining payroll records, contracts, timesheets, inventory asset accounts, account payables, and real estate records, ensuring all expenditures comply with the defined scope of work and state and federal guidelines.
- Prepared reports and made presentations, including specialized presentations and briefings for governmental officials, TDEM leadership, external partners, and others.

**Public Health Preparedness Liaison, City of El Paso Department of Public Health, (2020 - 2022)**

- Served as the primary point of contact, fostering strong relationships between internal teams and external partners.
- Conducted public health preparedness outreach activities, including critical incident exercise planning, training, and evaluation of protocols.
- Supervised teams of over 20 employees and organized, coordinated, and implemented the City of El Paso DPH emergency planning and response initiatives.
- Led PHEP plan development and coordination; plans created and updated included mass care support, volunteer management, SNS, radiological response, mass fatality, and responder health and safety. These plans led to continued accreditation through NACCHO and DSHS.
- Assisted with state grant budget procedures, amendments, revisions, and redirections, and was responsible for scopes of work and deliverables for multiple funding sources for PHEP. During COVID-19, PHEP was housed at the El Paso EOC, where Shawna's duties included providing updates during briefings, coordinating staff, and acting as a liaison at community and agency meetings. She represented Public Health Preparedness (PHP) in meetings and committees with partners and stakeholders.

**Previous Experience**

Prior to the above experience, Ms. Payan acted as a Health Education Specialist for the City of El Paso Department of Public Health.

**WILL PARKER**  
**Mitigation Specialist**

---

**EDUCATION**

University of Texas, Bachelor of Journalism

**OFFICE LOCATION**

Austin, Texas

**SKILLS**

Social Media Management  
Adobe Creative Cloud  
Video Production  
Branding  
Proofreading

Will Parker is a highly experienced and versatile technical writer offering expertise in copywriting, communications, and Hazard Mitigation Plan development. He brings to his role as Mitigation Specialist a successful track record in team leadership, client service, internal training, developing, and implementing communication plans, and improving workflows. He has conducted outreach for 22 jurisdictions by developing materials for distribution and facilitating workshops and public meetings. Will sustains a proven track-record of providing clear, concise, and consistent communications in his outreach and Plan development. Deep expertise combined with an understanding of the importance of effective project management, stakeholder management, and ability to adapt to audience needs. Collaborative cross-functional leader continually focused on building relationships and developing talent to produce highly effective teams, increasing productivity, and improving outcomes.

**HIGHLIGHTS**

- Assisted in the development of 33 Hazard Mitigation Plans
- Adept at facilitating outreach meetings and drafting materials
- Outreach specialist for the Texas General Land Office River Flood Basin Study
- Proficient at drafting hazard profiles from scratch

**PROFESSIONAL EXPERIENCE**

**Mitigation Specialist, H2O Partners, (2023 – Present)**

- Develops and drafts of Hazard Mitigation Plan text including hazard and community profiles, developing outreach materials, translating complex technical material at public meetings and workshops, and gathering research for comprehensive Plan development.
- Conducted outreach and public engagement tasks for the Texas General Land Office River Flood Basin Study. His responsibilities included drafting outreach materials, maintaining a contact database, and facilitating presentations to stakeholders.
- As part of FEMA and HUD's Pre-Disaster Housing Initiative, contributed to New Jersey's Recovery Support Function Plan for housing.

**Fulfillment Agent, LegalZoom, (2022 – 2023)**

- Led a team of 6 to maintain a team KPI achievement of 100% of monthly quota for orders touched, while cross-training with 2 other departments to boost overall productivity by 10% and maintain a 2-day order turnaround time for clients. Oversaw fulfillment and accuracy for more than 22,000 orders per year for a company with \$610M in revenue/year, achieving 115% of established order quota for \$4.5MM/year while maintaining a sub 0.8% error rate over an average of 3%.
- Directed a special project team of 6, developing strategies and process improvements to train a third party to oversee administrative work, increasing the order completion rate by 20% and reducing time between client contact by 3 days.



- Liaised with Director-level executives to sunset a product due to governmental changes, creating copy and a refund action plan that was sent to over 600 affected customers, retaining 85% of customers' business with other products.
- Implemented a suite of operational and workflow improvements, reducing overall processing time from 15 to 10 minutes per order within one year, saving over 800 hours of staff time per year and increasing client satisfaction by 25%.

#### **501c3 Document Specialist, LegalZoom, (2020 – 2022)**

- Managed document creation and operations for a range of 4 document types and more than 15K clients, filing more than 2,700 documents a year with government bodies to generate over \$645K annually for the company. Identified factual and copy errors in customer-facing documentation and created updated and corrected documents, resolving an issue that affected 10% of total orders, increasing customer satisfaction for that product by 40%.
- Trained a new hire to achieve 100% of established quotas with <2% error rate 2 months faster than expected, while coaching the customer care team, reducing client contacts from 5 to 3 and order fulfillment time from 18 to 11 days.
- Spearheaded an initiative to revamp training documents, identifying outdated documents and redrafting training instructions for State tax identifications, reducing the team-wide error rate on this product by 30%.

#### **Producer / Newsroom Member, The Drag Audio Production House, (2020)**

- Oversaw podcast production and script editing for a podcast which peaked at 8 on Apple's true crime charts and has a 4.8/5 rating, while developing company workflow process for a team of 25, increasing production speed by 15%.
- Developed and executed marketing plans for said podcast.
- Completed up to 5 novel pre-production and production assignments per week for 6 different podcasts, ensuring all shows were 100% on or ahead of schedule, while condensing 20 hours of research into a 10-minute report to showrunners.

**DIAMOND MCKINNEY**  
**Mitigation Specialist**

---

**EDUCATION**

Bachelor of Arts Psychology,  
Texas State University (2021)

**OFFICE LOCATION**

Austin, Texas

**SKILLS**

QuickBase

TIGR

PUC Mapping Tool

GIS Mit Viewer

**CREDENTIALS/TRAINING**

Project Management

Client Relations

Financial Analysis

Bookkeeping

Human Resource  
Management

Advanced Microsoft Office

SPSS Statistical Analysis

Software Literacy

Stata Statistical Analysis and  
Data Science Literacy

Advanced Microsoft Excel

Diamond McKinney is an experienced mitigation specialist with expertise in outreach, conducting compliance review, administrative duties, coordinating RFIs, and providing policy guidance. She has assisted the Texas General Land Office (GLO) with reviewing project applications for the HUD Community Development Block Grant - Mitigation (CDBG-MIT). She is knowledgeable about mitigation planning and funding requirements and understands what it takes to receive funding for mitigation planning and projects.

**HIGHLIGHTS**

- Has conducted SR management for more than 40 contracts totaling over \$132 million in CDBG funds
- Lead the review of over 28 RMP applications
- Successfully reconciled data for more than 65 applications
- Ability to handle sensitive information appropriately
- Strong verbal and written communication skills
- Proven eye for detail and high level of understanding of grant requirements

**PROFESSIONAL EXPERIENCE**

**Mitigation Specialist, H2O Partners (2022 – Present)**

- Drafting of Hazard Mitigation Plan text including planning process, community profiles, translating complex technical material and gathering research for Plan development.
- Reviewing project applications for the administration of HUD Community Development Block Grant – Mitigation (CDBG-MIT) funding for eligible mitigation activities and state mitigation competitions through the Texas General Land Office (GLO) with particular focus on repetitive loss of property and critical infrastructure.
- Served as 1 of 3 Data Reconcilers, responsible for QAQC control of all applications during final submission after RFI process.
- Served as CR team lead, which involved attending meetings with leadership and identifying information themes pertinent to the whole team and adding it to an ongoing spreadsheet for the

team's use. Ms. McKinney is relied on heavily to provide various training to team members and new hires.

- Created several templates and review tools to enhance team efficiency.
- Determining competition eligibility through a comprehensive scoring process.
- Coordinating with GLO staff and Subject Matter Experts (SME) to develop Requests for Information (RFI's) from grantees.
- Providing cross-cutting policy guidance through all program phases, which include Davis-Bacon, Uniform Relocation Act, Section 3, Fair Housing, Section 504, and Environmental Review.

**Senior Operations Specialist, Jo Ann Howard & Associates (2021 - 2022)**

- Oversight of monthly, status and quarterly financial reporting with respect to TDI deadlines.
- Assistance in liquidation processes for estate disbursement of funds including approvals, appeals and payment implementation.
- Esurance of biweekly processing of payroll, certifying correct billing codes, activity hours, appropriate and descriptions for invoice preparation.

**Bookkeeper, American Campus Communities (2019 - 2021)**

- Ensured overall accuracy of all accounts receivables.
- Processed and reconciled daily payments and deposits to ensure appropriate revenue and expenses were maintained.
- Implemented all processes involving resident transfers/move-outs/move-ins.
- Facilitated regular financial transactional audits and delinquency practices.
- Assisted with on-site operations.
- Obtained over \$650,000 in sales in rental property.
- Developed and implemented marketing strategies used to target diverse demographics for leasing purposes.
- Communicated and enforced numerous guidelines and stipulations mandated by legal contracts.
- Conducted market research.

**AMANDA THOMPSON**  
**Mitigation Specialist**

---

**EDUCATION**

Bachelor of Science,  
Emergency Administration  
and Disaster Planning,  
University of North Texas  
Victor Valley Community  
College  
Minor in Geography  
Certificate in Geographic  
Information Systems

Amanda Thompson graduated from the Emergency Management program at the University of North Texas. She is adept at managing grants and disaster finances, having experience with administering grants such as UASI (Urban Area Security Initiative) and HSI (Hispanic-Serving Institutions Education) for the Denton County Office of Emergency Management. Ms. Thompson is meticulously detailed-oriented and has excellent verbal and written communication skills. She is passionate about educating the public and garnering awareness about mitigating the effects of natural hazards.

**SKILLS**

**CERTIFICATES**

FEMA IS: 100, 200, 700, 800  
FEMA L0146 HSEEP Basic  
CITI Program Social and  
Behavioral Research Basic  
First Aid/CPR/AED  
Texas EMT

- Microsoft 365/Suite
- ArcGIS
- Public Engagement
- Customer Service
- Project Management

**PROFESSIONAL EXPERIENCE**

**Mitigation Specialist, H2O Partners (2024 – Present)**

- Coordinating and facilitating public outreach and workshops to engage government and community members in mitigation efforts.
- Conducting research and quality control reviews.
- Reviewing project applications for the administration of HUD Community Development Block Grant – Mitigation (CDBG-MIT) funding for eligible mitigation activities and state mitigation competitions through the Texas General Land Office (GLO) with particular focus on repetitive loss of property and critical infrastructure.
- Determining competition eligibility through a comprehensive scoring process.
- Coordinating with GLO staff and Subject Matter Experts (SME) to develop Requests for Information (RFI's) from grantees.
- Providing cross-cutting policy guidance through all program phases, which include Davis-Bacon, Uniform Relocation Act, Section 3, Fair Housing, Section 504, and Environmental Review.
- Conducted quality control reviews on internal process documentation.
- Assisted in the creation of contract documentation.

**Grants/Disaster Finance Intern, Denton County Office of Emergency Management, (2023-2024)**

- Collaborated closely with internal and external partners during multiple EOC wildfire activations. Assisted in multiple roles, including ICS documentation and gathering documentation for after-action reports.
- Managed projects, administered grants such as UASI and HSI, and collaborated with other Denton County Municipalities.
- Enhanced accuracy and relevance by meticulously updating critical infrastructure lists for Tier II forms, following TCEQ standards.
- Assisted in the planning process for the Denton County Preparedness Fair.
- Helped plan and document the Denton County Active threat Summit.
- Assisted in public education and outreach activities.

**Emergency Management Intern, Celina Fire Department, (2023)**

- Worked with the Fire Department's Outdoor Warning Siren team to support the development and testing of new outdoor warning systems.
- Contributed to the development of emergency evacuation plans for city buildings, ensuring thorough preparation and adherence to safety protocols.
- Designed an informative document for Severe Weather Preparedness using visual aids and infographics, to illustrate emergency preparedness tips and weather information effectively.
- Increased community preparedness and public awareness through social media infographics.

**Sales Associate/Merchandiser, Scheels, (2021-2023)**

- Built and maintained strong relationships with coworkers and managers from other departments.
- Accomplished sales objectives and targets set by store management. Worked with various departments and colleagues to develop a unified and customer focused shopping experience.
- Monitored inventory levels, replenish shelves as needed, and communicate with management to ensure popular sizes and styles are easily accessible.
- Assisted with the training of new sales associates in running the sales system, Customer Service practices, and opening and closing processes.



### *Present and Projected Workloads*

H2O Partners has a **100% success rate** completing projects on time. Our team is adept at managing multiple plans through to their completion, and **we will successfully fulfill the requirements stated in the scope of services in the agreed upon timeframe.**

H2O Partners has allocated ample resources to the City of Ingleside's project. We are ready to begin work on the development of the Hazard Mitigation Plan immediately upon signing a contract with the City. Having developed Hazard Mitigation Plans and Plan Updates throughout FEMA Region 6, the staff at H2O Partners have developed a streamlined, comprehensive process for developing plans and ensuring approval by TDEM and FEMA. Our dedicated core team of hazard mitigation planning experts have the experience and accountability to meet stringent deadlines, ensuring submission and approval of the City of Ingleside's Plan within the agreed upon timeframe. These staff members will provide technical assistance and attend all required meetings.

### *Understanding of Project Scope*

At H2O, we take a comprehensive approach to our services, ensuring we not only meet regulations and guidelines but also develop tailored plans that align with each community's unique goals and needs. By innovating within outreach activities, we will facilitate inclusive, productive meetings that garner a wide net of community involvement. We have developed strong, productive working relationships with the Texas Division of Emergency Management (TDEM), Texas General Land Office (GLO), and Federal Emergency Management Agency (FEMA). Our clients stand to benefit from this relationship and our broad knowledge of federal disaster recovery and mitigation work.

Our past performance in over 176 Hazard Mitigation Plans assures the City of Ingleside of a knowledgeable, efficient provider. The tasks defined in the RFP's Scope of Work dovetail with H2O Partners' proven hazard mitigation planning methodology.

We continuously monitor FEMA requirements for Hazard Mitigation Plans, and we make certain that our planning efforts are aligned with the latest FEMA guidance, including FEMA Region 6 preferences. For example, FEMA updated guidelines in April 2023, and we have already submitted 42 Hazard Mitigation Action Plans since these guidelines were implemented, including the State of Texas Plan, the first FEMA Region 6 State Plan approved under the guidance. Our team is intimately familiar with these guidelines and how to implement them in jurisdictions such as the City of Ingleside.

### *Developing the LHMPP Application (Pre-Funding Services)*

The CDBG-MIT Local Hazard Mitigation Plan Program (LHMPP) provides grants to eligible local jurisdictions to develop or update their Hazard Mitigation Plans. CDBG-MIT funds are administered through HUD and implemented through the Texas General Land Office. The Hazard Mitigation Plan will be reviewed and approved by the Texas Division of Emergency Management and FEMA.

H2O Partners has extensive experience in developing LHMPP applications, and we have a **100% success rate** gaining funding for our clients through this program. H2O Partners will address all

elements of the LHMPP application and provide technical assistance to the City of Ingleside, completing the following tasks:

- Develop a detailed narrative statement and scope of work;
- Identify hazards and historical occurrences;
- Complete a detailed budget;
- Detail the proposed work schedule;
- Complete State and Federal assurance forms;
- Conduct correspondence with GLO; and
- Revise the application if requested by GLO.

#### Creating the Hazard Mitigation Plan (Post-Funding Services)

A condensed description of H2O Partners' proven planning approach is included below. This tried-and-true methodology has been honed over 24 years and has successfully guided the process for mitigation strategy development thus far. The details provided here demonstrate that our firm has the specific technical background that qualifies us to provide services that align with the Scope of Work specified in this RFP. Our established planning methodology manages the process in a series of tasks, some of which overlap, condensing the timeframe required to reach Plan completion.



**Established methodology.** H2O Partners will tailor our phased methodology to meet the City's needs, providing hands-on service from kickoff through Plan adoption.

#### *Project Overview and Data Collection; Maintaining Communication on Plan Development*

This task begins with Planning Team organization, developing the Plan format, and beginning the development and documentation of the Planning Process. H2O will work with the City to develop the Planning Team, which will include -at a minimum- elected local officials, representatives from nonprofit organizations, school officials, and other local stakeholders. The first of three public workshops, the Kick-off Workshop, will be held as a forum to discuss the Plan requirements, timetable, proposed strategy, public participation, and feedback to help refine the process.

#### *Involving Internal Partners, External Partners, the Community, and Stakeholders*

We will create and carry out a public engagement strategy and outreach plan to ensure the public has plenty of opportunities to get involved. Through surveys, press releases, website updates, and a series of engaging public meetings and workshops at key stages of the planning

process, we will ensure the public has multiple opportunities and feels compelled to participate.

H2O will provide presentations, sign-in sheets, agendas, etc. as necessary for all meetings. Ongoing outreach to local elected officials, the media, and the public will help ensure that the federal and state public participation requirements are fully met and the community is notified of progress. A Hazard Survey will be developed and distributed at public meetings and posted on relevant City websites. The survey will seek information from the public about hazards that have impacted them in the past and those that they feel will have the greatest impact in the future. Survey results will be compiled and included in the Plan. Mitigation ideas generated from survey answers are provided to local officials during the mitigation strategy meeting for consideration when identifying sound mitigation actions and as an additional avenue for incorporating public input. Our graphic design experts will contribute heavily to the effort by creating eye-catching, engaging materials that appeal to the public eye and accurately, succinctly portray complex information.

#### *Capability Assessment*

The capability assessment inventories all relevant plans and analyzes the capacity to integrate these planning mechanisms into a comprehensive mitigation strategy. Plans identified during the capability assessment provides valuable opportunities to integrate mitigation ideas from other plans into this planning process to ensure success of mitigation actions as well as the communities overall resilience. Careful examination of local capabilities will detect any existing gaps, shortfalls, or weaknesses with ongoing government activities that could hinder proposed mitigation activities and possibly exacerbate community hazard vulnerability. The capability assessment will also highlight the positive mitigation measures already in place or being implemented, which should continue to be supported and enhanced through future mitigation efforts.

#### *Risk Assessment*

H2O Partners will collect the best available data to complete the risk assessment. This includes reviewing the hazard data from the State of Texas Hazard Mitigation Plan, relevant and available maps, existing and nearby plans, studies and reports, and other references. Historical events of record are researched and included along with a description of event impacts when possible to establish maximum extent. Hazard events are cross referenced when cascading impacts have exacerbated a hazard such as flooding following a wildfire. Local anecdotes of significant natural and human-caused hazard events within the past five years will also be researched as part of the data collection process. Risk assessment information will be collected to show the changing environment and potential climate adaptation. This includes potential changes in migration, population density, distribution of populations, and land use and development.

The development of hazard and damage profiles is an important step in evaluating the changed frequency and impact of risks for the Planning Area. Our skilled personnel will conduct a statistical analysis to relate frequency to intensity. This will allow an analysis of variations of

intensity within each type of hazard event and determine the probability and frequency of future events.

Where necessary or previously unavailable, we will produce a series of natural hazard maps to demonstrate historical occurrences. These maps will provide a spatial understanding including the location and extent of hazard intensity. Geo-spatial tools such as ArcGIS will be utilized to produce customized maps for hazards with a defined boundary such as flood and wildfire hazards. H2O will produce all maps included in the Plan at the local level to ensure sufficient detail is conveyed for each hazard.

Preliminary results will be presented to the Planning Team at the Risk Assessment Workshop, followed by a public meeting. H2O, through our in-depth experience, has become adept at translating complex, detailed data into digestible information for public and stakeholder meetings. We work closely with our clients to communicate important resiliency issues to the public and gather input for the planning process as a whole.

#### *Vulnerability Assessment*

H2O Partners will conduct an up-to-date vulnerability analysis to determine the potential for detrimental impacts of hazards on critical facilities, general building stock, lifelines and infrastructure, populations and economic and financial assets.

#### *Develop Mitigation Strategies, Actions, and Objectives; Plan Maintenance*

The mitigation strategy represents risk-based decisions. The mitigation strategy describes how the community will accomplish the overall purpose, or mission, of the planning process. The 2023 State of Texas Hazard Mitigation Plan addresses reducing the vulnerability of jurisdictions within the state. H2O will review the mitigation strategy outlined in the state plan and work with the planning team to refine and tailor the strategy to meet the needs of the community. In addition, the strategy will rely on background research, previous mitigation strategies, and team and public input received.

The risk assessment provides the factual basis for activities proposed in the mitigation strategy. Goals and actions will be developed that align with the findings of the risk assessment to ensure effective risk reduction measures are prioritized. This strategy will be developed at the Mitigation Workshop.

H2O will work with the City of Ingleside to develop and prioritize new mitigation actions during the Mitigation Workshop. The Mitigation Workshop will include a discussion of the status of pre-and post-disaster hazard management policies, programs and capabilities to mitigate hazards in the planning area. Strategies will align with regulatory authorities identified in the capability assessment and will identify and prioritize action items related to continued compliance with the NFIP. Strategies will reflect the priorities of the Planning Area and should focus on reasonable and achievable actions. A range of actions, of different types, will be identified for each of the participating jurisdictions.

Community officials will determine the feasibility for implementation of each policy or project after an examination of the proposed actions. We will coordinate with the Mitigation Team to prioritize the mitigation actions based upon the STAPLEE method, which requires participants

to review each potential action in light of social, technical, administrative, political, legal, economic, and environmental factors, including:

- Their potential impact in reducing overall risk to lives and property from all hazards;
- Ease of implementation;
- Community and political support; and

Potential funding sources  
Based on these factors, mitigation actions will be characterized as high, moderate or low priority, the lead agency and personnel responsible for implementation will be identified along with potential funding sources and an implementation timeline.



#### *Finalize and Submit the Mitigation Action Plan*

H2O will provide a draft of the Plan to the Planning Team for review and comments. All Planning Team members will be asked to review the Plan and provide comments. Once all revisions are received and incorporated, H2O will complete and submit the FEMA review tool along with a draft of the Plan to TDEM for review. The Planning Team will receive notice, and a digital copy of the draft Plan once submitted to TDEM. After TDEM conducts its initial evaluation of the Plan, they will forward the Plan to FEMA Region VI in Denton, Texas for review and approval. Once FEMA approves the Plan, it becomes 'Approvable Pending Adoption' or (APA). H2O Partners will continue to assist in planning efforts until all adoption resolutions are received and returned to TDEM.

H2O Partners will work with the Planning Team to develop a Plan Review section that will include a schedule for monitoring, evaluating, and updating the Plan while identifying the elements or processes that will be employed. The Plan review section will describe the method and schedule to be used over the next five years to monitor, evaluate, and update the Plan, including a description of how the City, participating jurisdictions, stakeholders, and public will remain involved during the plan maintenance process. The Plan Review section will also include a description of the process and procedures by which the City system can incorporate the requirements of the Plan into other planning mechanisms such as comprehensive or capital improvement plans, when appropriate.



*"H2O strives to streamline the planning process for the clients we serve. We understand that you are busy keeping your communities safe and resilient, and we always aim to lighten the burden for the emergency management professionals we serve. Rest assured that H2O's experts will shoulder the bulk of the burden of the Hazard Mitigation planning process outlined above."*

— Heather Ferrara, MCP, Mitigation Program Manager

## Project Schedule

Having developed Hazard Mitigation Plans and Plan Updates throughout Texas, the staff at H2O Partners are intimately familiar with FEMA and TDEM guidelines and regulations. We strive to ensure that plans receive an expedited review process by organizing them according to the grading schedule for TDEM and FEMA reviewers, removing unnecessary information, and including narrative to make charts and tables understandable. H2O has the resources and capacity to carry out the scope of work within the proposed timeline below.

The timeline below presents a preliminary schedule for completion of the City's Plan development project. Upon contract award, we will work with the City to refine this preliminary schedule. Plan approval dates are set by TDEM and FEMA.

| Month                                                    | Service/Deliverables                                                                                                                                                                                                                               |
|----------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Task 1: Grant Development</b>                         |                                                                                                                                                                                                                                                    |
| September – October 2025                                 | <b>DEVELOP/SUBMIT GRANT APPLICATION:</b> Develop planning grant application and collect all required documentation ; finalize and submit grant application to GLO.                                                                                 |
| <b>Task 2: Development of the Hazard Mitigation Plan</b> |                                                                                                                                                                                                                                                    |
| February – March 2026                                    | <b>ORGANIZE PLANNING TEAM AND PROCESS:</b> Organize Planning Team and develop planning process and goals; develop capability assessment and conduct kick-off workshop and public meeting                                                           |
| April – May 2026                                         | <b>DEVELOP RISK AND VULNERABILITY ASSESSMENT:</b> Identify/review hazards and develop risk assessment report and GIS maps; finalize risk and vulnerability assessment; conduct risk workshop and public meeting                                    |
| June – July 2026                                         | <b>CONDUCT MITIGATION STRATEGY DEVELOPMENT:</b> Incorporate information from risk and capability assessment; review/analyze previous mitigation actions; conduct mitigation workshop and public meeting; develop and prioritize mitigation actions |
| August – October 2026                                    | <b>DRAFT PLAN:</b> Develop draft of Plan; submit to Planning Team for approval                                                                                                                                                                     |
| November – December 2026                                 | <b>FINALIZE AND MAINTAIN PLAN:</b> Incorporate edits; Finalize and submit plan to TDEM for review and approval; submit to FEMA                                                                                                                     |
| January – March 2027                                     | <b>FINAL APPROVAL:</b> FEMA Approval Pending Adoption (APA); City Council approval; adoption by the City of Ingleside                                                                                                                              |

## PROPOSAL OF COST OF SERVICES

**All-inclusive price.** The Price Detail Table below presents milestone and Grand Total pricing that covers all services required to accomplish the scope of work outlined in the solicitation; the pricing includes all necessary fees and charges needed to complete this work. A Cost of Services form is included following this page.

Pricing presented here assumes that the Hazard Mitigation Plan will include the City as the only participating jurisdiction in the Plan. Additional jurisdictions can be included in the Plan for \$4,500 each.

**Fair pricing – grant development versus Hazard Mitigation planning.** City of Ingleside evaluators will notice that the pricing amount for developing and submitting the LHMPP planning grant application is significantly lower than for Hazard Mitigation planning services. H2O Partners' experience developing successful planning grants and producing FEMA-approved Hazard Mitigation Plans and Plan Updates has shown us that the planning process is a much larger, more demanding endeavor than the grant application process. Our pricing indicates the relative levels of effort required for the two services. It is also important to note that the LHMPP provides up to 100% federal share.

**Price Detail Table**

| Description                                                                                                                                                                                                                 | Amount          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>LHMPP Grant Development / Submission</b>                                                                                                                                                                                 |                 |
| <b>DEVELOPING AND SUBMITTING LHMPP PLANNING GRANT APPLICATION</b>                                                                                                                                                           | \$1,690         |
| <b>Hazard Mitigation Plan Development</b>                                                                                                                                                                                   |                 |
| <b>DEVELOPING PLANNING PROCESS:</b> Organize Planning Committee and Develop Planning Process and Goals; Develop Capability Assessment and Conduct Kick-off Workshop and Public Meeting                                      | \$11,570        |
| <b>RISK AND VULNERABILITY ASSESSMENT:</b> Identify/Review Hazards and Develop Risk Assessment Report and GIS Maps; Finalize Risk and Vulnerability Assessment; Conduct Risk Workshop and Public Meeting                     | \$16,250        |
| <b>MITIGATION STRATEGY DEVELOPMENT:</b> Incorporate Information from Risk/Capability Assessment; Analyze Previous Mitigation Actions; Conduct Mitigation Workshop and Public Meeting; Develop/Prioritize Mitigation Actions | \$17,810        |
| <b>DRAFT, FINALIZE AND MAINTAIN PLAN:</b> Develop draft of Plan; Submit to City for Approval; Incorporate Edits; Finalize and Submit Plan to TDEM; State Review and Approval; Submit to FEMA                                | \$14,690        |
| <b>PROJECT COMPLETION:</b> Final Presentation; FEMA Approval; Adoption by City of Ingleside                                                                                                                                 | \$3,250         |
| <b>GRAND TOTAL</b>                                                                                                                                                                                                          | <b>\$65,260</b> |

## Cost of Services: Administration Services (Infrastructure)

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

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

Maximum amount of grant funds firm is able and/or willing to manage: \$ **100,000**

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

### Proposed Cost to Provide All Grant Administration Services

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

|                                                                                           |          | Total Award Amount |             |             |              |
|-------------------------------------------------------------------------------------------|----------|--------------------|-------------|-------------|--------------|
| Program                                                                                   |          | \$500,000          | \$1,000,000 | \$3,000,000 | \$10,000,000 |
| <input checked="" type="checkbox"/> Local Hazard Mitigation Plans (for declared counties) | \$65,260 |                    |             |             |              |

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

|                                                                                |  | Total Award Amount |             |             |              |
|--------------------------------------------------------------------------------|--|--------------------|-------------|-------------|--------------|
| Program                                                                        |  | \$500,000          | \$1,000,000 | \$3,000,000 | \$10,000,000 |
| <input type="checkbox"/> Local Hazard Mitigation Plans (for declared counties) |  |                    |             |             |              |

### Proposed Cost to Provide Environmental Services Only

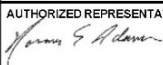
|                                                                                |  | Total Award Amount |             |             |              |
|--------------------------------------------------------------------------------|--|--------------------|-------------|-------------|--------------|
| Program                                                                        |  | \$500,000          | \$1,000,000 | \$3,000,000 | \$10,000,000 |
| <input type="checkbox"/> Local Hazard Mitigation Plans (for declared counties) |  |                    |             |             |              |

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

|                                                                                |  | Total Award Amount |             |             |              |
|--------------------------------------------------------------------------------|--|--------------------|-------------|-------------|--------------|
| Program                                                                        |  | \$500,000          | \$1,000,000 | \$3,000,000 | \$10,000,000 |
| <input type="checkbox"/> Local Hazard Mitigation Plans (for declared counties) |  |                    |             |             |              |

## SUBMISSION REQUIREMENTS

### Professional Liability Insurance Sample

|                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                              | <b>CERTIFICATE OF LIABILITY INSURANCE</b> |                                                                                                                                              | DATE (MM/DD/YYYY)<br>8/4/2023                                                                                                                                                                                                                                                          |                                                                                                                                                            |                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.                                                                                   |                                                                                                                                                                                                                                                              |                                           |                                                                                                                                              |                                                                                                                                                                                                                                                                                        |                                                                                                                                                            |                                                                                                                                                                                          |
| IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).                                                                                                         |                                                                                                                                                                                                                                                              |                                           |                                                                                                                                              |                                                                                                                                                                                                                                                                                        |                                                                                                                                                            |                                                                                                                                                                                          |
| PRODUCER<br>Adams Insurance Service, Inc.<br>427 West 20th Street, Suite 501<br>Houston TX 77008                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                              |                                           | CONTACT NAME: Jody Berry<br>PHONE (A/C, No, Ext): 713-869-8346 FAX (A/C, No):<br>E-MAIL: jberry@adamsins.com<br>ADDRESS: jberry@adamsins.com |                                                                                                                                                                                                                                                                                        |                                                                                                                                                            |                                                                                                                                                                                          |
| INSURED<br>H2O Partners Inc.<br>260 Addie Roy Rd., Ste. 150<br>Austin TX 78746                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                              |                                           | H2OPART-01                                                                                                                                   |                                                                                                                                                                                                                                                                                        | INSURER(S) AFFORDING COVERAGE<br>INSURER A: Professional Solutions Insurance Company<br>INSURER B:<br>INSURER C:<br>INSURER D:<br>INSURER E:<br>INSURER F: |                                                                                                                                                                                          |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                              |                                           |                                                                                                                                              |                                                                                                                                                                                                                                                                                        | NAIC #<br>11127                                                                                                                                            |                                                                                                                                                                                          |
| <b>COVERAGES</b> <b>CERTIFICATE NUMBER: 613216947</b> <b>REVISION NUMBER:</b>                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                              |                                           |                                                                                                                                              |                                                                                                                                                                                                                                                                                        |                                                                                                                                                            |                                                                                                                                                                                          |
| THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. |                                                                                                                                                                                                                                                              |                                           |                                                                                                                                              |                                                                                                                                                                                                                                                                                        |                                                                                                                                                            |                                                                                                                                                                                          |
| INSR LTR                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | TYPE OF INSURANCE                                                                                                                                                                                                                                            | ADDL SUBR INSD WVD                        | POLICY NUMBER                                                                                                                                | POLICY EFF (MM/DD/YYYY)                                                                                                                                                                                                                                                                | POLICY EXP (MM/DD/YYYY)                                                                                                                                    | LIMITS                                                                                                                                                                                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |                                           |                                                                                                                                              |                                                                                                                                                                                                                                                                                        |                                                                                                                                                            | EACH OCCURRENCE \$<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$<br>PRODUCTS - COMP/OP AGG \$<br>\$ |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS ONLY      |                                           |                                                                                                                                              |                                                                                                                                                                                                                                                                                        |                                                                                                                                                            | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED \$ RETENTION \$                                                                                                                        |                                           |                                                                                                                                              |                                                                                                                                                                                                                                                                                        |                                                                                                                                                            | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$                                                                                                                                                 |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                | Y / N<br><input type="checkbox"/> N / A   |                                                                                                                                              |                                                                                                                                                                                                                                                                                        |                                                                                                                                                            | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                         |
| A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Professional Liability                                                                                                                                                                                                                                       |                                           | IU194DMLA230                                                                                                                                 | 5/21/2023                                                                                                                                                                                                                                                                              | 5/21/2024                                                                                                                                                  | Each Claim Aggregate<br>\$2,000,000<br>\$2,000,000                                                                                                                                       |
| DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                              |                                           |                                                                                                                                              |                                                                                                                                                                                                                                                                                        |                                                                                                                                                            |                                                                                                                                                                                          |
| <b>CERTIFICATE HOLDER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                              |                                           |                                                                                                                                              | <b>CANCELLATION</b>                                                                                                                                                                                                                                                                    |                                                                                                                                                            |                                                                                                                                                                                          |
| SAMPLE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                              |                                           |                                                                                                                                              | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br> |                                                                                                                                                            |                                                                                                                                                                                          |

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

© 1988-2015 ACORD CORPORATION. All rights reserved.

**Statement of Conflicts of Interest – None.**

H2O has no conflicts of interest in this work.

**System for Award Management**

H2O Partners maintains an active status on the System for Award Management (SAM). A printout of the website is below.

Showing 1 - 11 of 11 results

Date Modified/Updated ▼

**H2O PARTNERS INC** ● Active Registration

|                         |           |                                                                 |                 |
|-------------------------|-----------|-----------------------------------------------------------------|-----------------|
| Unique Entity ID        | CAGE Code | Physical Address                                                | Expiration Date |
| FMCPYJMNWJW7            | 4BX74     | 1515 S Capital of Texas<br>Hwy Ste 305, Austin,<br>TX 78746 USA | Jan 3, 2026     |
| Purpose of Registration |           |                                                                 | All Awards      |

97°F  
Mostly sunny

Search

2:42 PM  
8/6/2025



### Form CIQ

A completed Form CIQ is attached following this page.

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

**FORM CIQ**

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

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

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

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

**OFFICE USE ONLY**

Date Received

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

N/A

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

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

N/A

\_\_\_\_\_  
Name of Officer

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

N/A

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

☐ Yes

☐ No

N/A

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

☐ Yes

☐ No

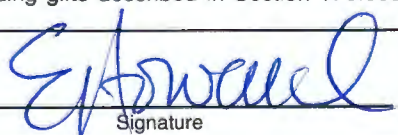
N/A

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

N/A

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

**7**  
Eric Howard  
\_\_\_\_\_  
Name of signatory

  
\_\_\_\_\_  
Signature

8/12/2025  
\_\_\_\_\_  
Date

### **Certification Regarding Lobbying**

A completed Certification Regarding Lobbying is attached following this page.

Certification Regarding Lobbying

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

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

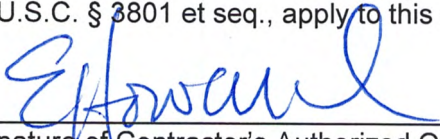
(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection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

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

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

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

The Contractor, H2O Partners, Inc., certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. § 3801 et seq., apply to this certification and disclosure, if any.

  
\_\_\_\_\_  
Signature of Contractor's Authorized Official

Eric Howard, Vice President  
\_\_\_\_\_  
Printed Name and Title of Contractor's Authorized Official

8/12/2025  
\_\_\_\_\_  
Date

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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                              |                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <b>1. * Type of Federal Action:</b><br><input type="checkbox"/> a. contract<br><input checked="" type="checkbox"/> b. grant<br><input type="checkbox"/> c. cooperative agreement<br><input type="checkbox"/> d. loan<br><input type="checkbox"/> e. loan guarantee<br><input type="checkbox"/> f. loan insurance                                                                                                                                                                                                                                                                                                                                                                                           | <b>2. * Status of Federal Action:</b><br><input type="checkbox"/> a. bid/offer/application<br><input checked="" type="checkbox"/> b. initial award<br><input type="checkbox"/> c. post-award | <b>3. * Report Type:</b><br><input checked="" type="checkbox"/> a. initial filing<br><input type="checkbox"/> b. material change |
| <b>4. Name and Address of Reporting Entity:</b><br><input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee<br>* Name: <span style="background-color: yellow;">N/A</span><br>* Street 1: <span style="background-color: yellow;"></span> Street 2: <span style="background-color: yellow;"></span><br>* City: <span style="background-color: yellow;"></span> State: <span style="background-color: yellow;"></span> Zip: <span style="background-color: yellow;"></span><br>Congressional District, if known: <span style="background-color: yellow;"></span>                                                                                                                        |                                                                                                                                                                                              |                                                                                                                                  |
| <b>5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                              |                                                                                                                                  |
| <b>6. * Federal Department/Agency:</b><br><span style="background-color: yellow;">N/A</span>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>7. * Federal Program Name/Description:</b><br><span style="background-color: yellow;">N/A</span><br>CFDA Number, if applicable: <span style="background-color: yellow;"></span>           |                                                                                                                                  |
| <b>8. Federal Action Number, if known:</b><br><span style="background-color: yellow;"></span>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>9. Award Amount, if known:</b><br>\$ <span style="background-color: yellow;"></span>                                                                                                      |                                                                                                                                  |
| <b>10. a. Name and Address of Lobbying Registrant:</b><br>Prefix: <span style="background-color: yellow;"></span> * First Name: <span style="background-color: yellow;">N/A</span> Middle Name: <span style="background-color: yellow;"></span><br>* Last Name: <span style="background-color: yellow;">N/A</span> Suffix: <span style="background-color: yellow;"></span><br>* Street 1: <span style="background-color: yellow;"></span> Street 2: <span style="background-color: yellow;"></span><br>* City: <span style="background-color: yellow;"></span> State: <span style="background-color: yellow;"></span> Zip: <span style="background-color: yellow;"></span>                                 |                                                                                                                                                                                              |                                                                                                                                  |
| <b>b. Individual Performing Services (including address if different from No. 10a)</b><br>Prefix: <span style="background-color: yellow;"></span> * First Name: <span style="background-color: yellow;">N/A</span> Middle Name: <span style="background-color: yellow;"></span><br>* Last Name: <span style="background-color: yellow;">N/A</span> Suffix: <span style="background-color: yellow;"></span><br>* Street 1: <span style="background-color: yellow;"></span> Street 2: <span style="background-color: yellow;"></span><br>* City: <span style="background-color: yellow;"></span> State: <span style="background-color: yellow;"></span> Zip: <span style="background-color: yellow;"></span> |                                                                                                                                                                                              |                                                                                                                                  |
| <b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.                                                                                   |                                                                                                                                                                                              |                                                                                                                                  |
| <b>* Signature:</b> <span style="background-color: yellow;">[Signature]</span><br><b>* Name:</b> Prefix: <span style="background-color: yellow;"></span> * First Name: <span style="background-color: yellow;">Eric</span> Middle Name: <span style="background-color: yellow;"></span><br>* Last Name: <span style="background-color: yellow;">Howard</span> Suffix: <span style="background-color: yellow;"></span>                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                              |                                                                                                                                  |
| <b>Title:</b> <span style="background-color: yellow;">Vice President</span> <b>Telephone No.:</b> <span style="background-color: yellow;">512-940-9300</span> <b>Date:</b> <span style="background-color: yellow;">5/12/2005</span>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                              |                                                                                                                                  |
| <b>Federal Use Only:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                              |                                                                                                                                  |



**Form 1295**

A completed Form 1295 is attached following this page.

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

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

## OFFICE USE ONLY CERTIFICATION OF FILING

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

H2O Partners, Inc.  
Austin, TX United States

**Certificate Number:**  
2025-1346709

**Date Filed:**  
08/06/2025

**Date Acknowledged:**

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

City of Ingleside, TX

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

N/A  
LHMPP grant application and Hazard Mitigation Plan

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

**5 Check only if there is NO Interested Party.**



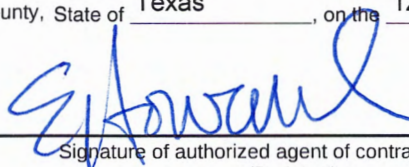
### 6 UNSWORN DECLARATION

My name is Eric Howard, and my date of birth is 10/23/1961.

My address is 1515 S. Capital of Texas Highway, Suite 305, Austin, TX, 78746, US.  
(city) (state) (zip code) (country)

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

Executed in Travis County, State of Texas, on the 12 day of August, 2025.  
(month) (year)



Signature of authorized agent of contracting business entity  
(Declarant)

**Required Contract Provisions**

H2O agrees to abide by the Required Contract Provisions.

## Affirmative Action

The City of Ingleside encourages Historically Underutilized Businesses to participate. As a Historically Underutilized Business (HUB), a Small Business Enterprise (SBE), and a Women's Business Enterprise (WBE), H2O fulfills the City's Affirmative Action requirements. Further, we propose to provide all specified services without subcontracting.

## HUB Certificate

| Texas Historically Underutilized Business (HUB) Certificate                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Certificate/MD Number: <b>1742994685200</b><br>Approval Date: <b>September 13, 2021</b><br>Scheduled Expiration Date: <b>September 13, 2025</b> |
| The Texas Comptroller of Public Accounts (CPA), hereby certifies that                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                 |
| <b>H2O Partners, Inc.</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                 |
| has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed <b>September 13, 2021</b> , supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day to day management, operational control, business location) provided in the submission of the business; application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility. |                                                                                                                                                 |
| <hr/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                 |
| Statewide HUB Program<br>Statewide Procurement Division                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                 |
| <small>Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/MD Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (<a href="https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp">https://mycpa.cpa.state.tx.us/tpasscmblsearch/index.jsp</a>) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.</small>                                                                                                                                                                                              |                                                                                                                                                 |

*SBE/WBE Certificate*

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                             |                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------|
| <br><b>NWBOC</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <br><b>WWW.NWBOC.ORG</b> |                                 |
| RCWOSB22618<br><small>CERTIFICATION NUMBER</small>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 02/02/25<br><small>EXPIRATION DATE</small>                                                                  |                                 |
| <p>Certifies that:</p> <p><b>H2O Partners, Inc.</b></p> <p><b>JoAnn Howard</b></p> <p>has successfully met the requirements of the NWBOC<br/>national certification program for certification as<br/>a woman-owned and woman-controlled business.</p> <p><small>The identified small business is an eligible WOSB for the WOSB Program, as set forth in 13 C.F.R. Part 127<br/>and has been certified as such by NWBOC an SBA approved Third Party Certifier pursuant to the<br/>Third Party Certifier Agreement, dated 06/30/11, and available at <a href="http://www.sba.gov/wosb">www.sba.gov/wosb</a>.</small></p> |                                                                                                             |                                 |
| <br><b>PHYLLIS HILL SLATER</b><br><small>Board Chair, NWBOC</small>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 541611, 541990, 611430, 624229, 624230<br><small>NAICS Code(s)</small>                                      | 02/03/22<br><small>Date</small> |
| <p><b>WWW.NWBOC.ORG</b></p> <p><small>INFO@NWBOC.ORG   800-794-6140   1101 East Cumberland Ave, Suite #301, Tampa, Florida 33602</small></p> <p><small>TAMPERING OR ALTERING THIS CERTIFICATE IS, IN THE DISCRETION OF NWBOC, GROUNDS FOR TERMINATION OF CERTIFICATION.</small></p>                                                                                                                                                                                                                                                                                                                                    |                                                                                                             |                                 |





Sealed Proposal

Attn: City Secretary  
RFP for Administrative and Plan  
Development Services  
Submitted by: H2O Partners  
1515 S. Capital of Texas Highway, Suite 305  
Austin, TX 78746

ORIGIN ID:MMRA (512) 695-2529  
MONICA HUERTA  
H2O PARTNERS  
1515 S CAPITAL OF TEXAS HWY  
STE 305  
AUSTIN, TX 78746  
UNITED STATES US

SHIP DATE: 12AUG25  
ACTWGT: 4.40 LB  
CAD: 6570084/ROSA2650

BILL THIRD PARTY

TO **ATTN: CITY SECRETARY**  
**CITY OF INGLESIDE, TEXAS**  
**2671 SAN ANGELO AVE**

**INGLESIDE TX 78362**

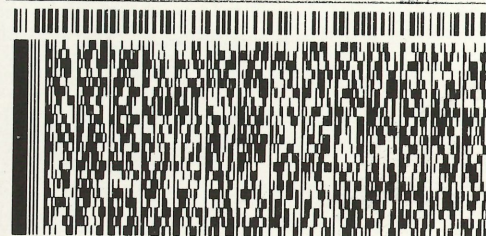
(888) 318-5112

REF:

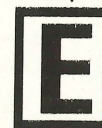
INU:

PO:

DEPT:



**FedEx**  
Express

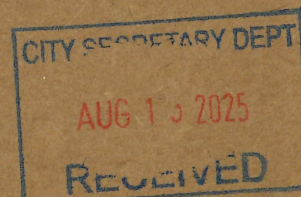
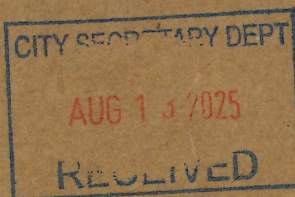
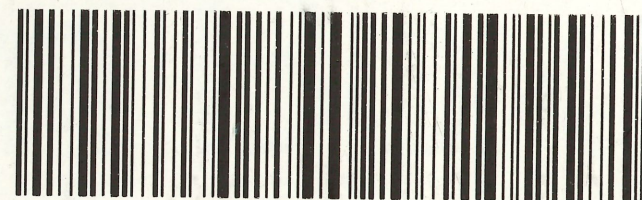


TRK# 8835 1788 1643  
0201

**WED - 13 AUG 12:00P**  
**PRIORITY OVERNIGHT**

**45 CRPA**

**78362**  
**TX-US SAT**



@10:41 a.m.  
EAS





## **CITY COUNCIL AGENDA**

### **Regular Meeting: October 14, 2025**

---

#### **AGENDA ITEM: 17**

Deliberate and take appropriate action on awarding a proposal to Poznecki-Camarillo, LLC for Administrative and Planning Services for the General Land Office (GLO) CDBG-MIT Resilient Communities Program (and all eligible activities per the application guidance) as administered by the GLO.

**SUBMITTED BY:** Luis Rios, Director of Finance

**APPROVED FOR AGENDA:** Brenton Lewis, City Manager

---

#### **BACKGROUND:**

Proposals were submitted by Chloeta, Grantworks, and Poznecki Camarillo LLC. Proposals were reviewed by Jana Stork, Elisabeth Staton, Gary Paredez, and Luis Rios.

Poznecki Camarillo was selected from the three submitted proposals. Poznecki-Camarillo's services will be used to assist the City of Ingleside in its application(s) for and implementation of one or more contracts, if awarded, from the GLO's CDBG – MIT Resilient Communities Program. The City of Ingleside is considering applying for such funding for construction and activities.

---

#### **FISCAL ANALYSIS:**

Fees will be based on the amount of grant funds that Poznecki Camirillo is able to secure and the projects completed.

---

#### **RECOMMENDATION:**

Staff recommends awarding proposal to Poznecki-Camarillo

#### **ATTACHMENTS:**

1. 2025, 08-14 Poznecki Camarillo Proposal



CIVIL ENGINEERING /// LAND SURVEYING /// PUBLIC INVOLVEMENT /// ENVIRONMENTAL

# CITY OF INGLESIDE

Proposal Response

**Request for Proposals (RFP)  
for Administrative and  
Planning Services for the  
Texas General Land Office  
(GLO) Community  
Development Block Grant –  
Mitigation (CDBG-MIT)  
Resilient Communities  
Program**

**Due: August 14, 2025  
2:15 P.M.**



IMPROVING COMMUNITIES  
**TOGETHER,**  
ONE PROJECT AT A TIME



Poznecki-Camarillo, LLC  
4801 NW Loop 410, Ste. 108  
San Antonio, TX 78229  
210.349.3273

Contact: Fernando Camarillo, PE  
fcamarillo@pozcam.com

TBPE No. F-483  
TBPLS No. 10042300



## TABLE OF CONTENTS

|                                                      |           |
|------------------------------------------------------|-----------|
| <b>TAB 1A Experience .....</b>                       | <b>02</b> |
| Firm Background .....                                | 02        |
| Related Experience .....                             | 03        |
| References .....                                     | 12        |
| <b>TAB 1B Work Performance .....</b>                 | <b>13</b> |
| Efficient Mutual Communication .....                 | 13        |
| Schedule/Budget Management & Cost Control .....      | 15        |
| Quality Assurance .....                              | 16        |
| <b>TAB 1C Capacity to Perform .....</b>              | <b>18</b> |
| Scope of Work PCI Proposes to Perform .....          | 18        |
| Qualifications/Experience of Staff .....             | 19        |
| Present & Projected Workloads .....                  | 26        |
| Approach to the Scope of Services .....              | 30        |
| Tools & Technology .....                             | 45        |
| PCI's Value to the City of Ingleside .....           | 47        |
| Resumes of Key Personnel .....                       | 49        |
| <b>TAB 2 Proposed Cost .....</b>                     | <b>66</b> |
| Cost of Services: Administration Services .....      | 66        |
| Approach to Pricing and Compliance .....             | 66        |
| Firm Fixed Pricing and Value Considerations .....    | 67        |
| PCI's Price Sheet for HUD Environmental Review ..... | 67        |
| Services                                             |           |
| <b>TAB 3 Other Required Items .....</b>              | <b>70</b> |
| A) Insurance .....                                   | 70        |
| B) Statement of Conflicts of Interest .....          | 72        |
| C) Questionnaire Form CIQ .....                      | 73        |
| D) System for Award Management .....                 | 74        |
| E) Certification Regarding Lobbying Forms .....      | 78        |
| F) Form 1295 .....                                   | 79        |
| G) Required Contract Provisions .....                | 80        |



Fernando Camarillo, PE | CEO  
fcamarillo@pozcam.com

Poznecki-Camarillo, LLC  
4801 NW Loop 410, Ste. 108  
San Antonio, TX 78229  
210.349.3273

## A /// EXPERIENCE

### FIRM BACKGROUND

**Company Name:** Poznecki-Camarillo, LLC (PCI)

**Headquarters:** 4801 Northwest Loop 410, Ste. 108, San Antonio, TX 78229

**Austin-Area Office:** 559 S Interstate 35, Ste. 320, Round Rock, TX 78664

Founded in 1981, Poznecki-Camarillo, LLC (PCI) is a Texas-based consulting firm providing comprehensive services in environmental compliance, civil engineering, surveying, and public involvement. For over four decades, PCI has successfully supported public-sector clients across Texas through high-quality, compliance-focused project delivery. The firm is led by Fernando Camarillo, PE; Adalberto Camarillo, RPLS; and Adalberto Camarillo, Jr., and employs more than 65 professionals, including environmental scientists, biologists, archeologists, engineers, planners, surveyors, and public involvement specialists.

PCI's Environmental Department includes 11 full-time professionals dedicated exclusively to environmental planning and review. Our team's expertise includes U.S. Department of Housing and Urban Development (HUD) National Environmental Policy Act (NEPA) compliance, biological and cultural resources, hazardous materials, socioeconomic analysis, regulatory coordination, and GIS-based analysis. Since 2008, under the leadership of Executive Vice President Lena Camarillo and Vice President of Environmental Jackie Lopez, PCI has developed one of the most experienced HUD environmental teams in Texas.

### CLIENT TESTIMONIAL

[PCI's] expertise and deep understanding of the environmental review process have made them the go-to partner for complex environmental reviews and the team is highly responsive to staff's technical questions. Jackie Lopez has served as our primary point of contact and project manager; she is highly responsive to our project needs and keeps open and clear lines of communication throughout the project lifecycle.

- Colton Powell, former Grants Manager, City of San Antonio, Neighborhood and Housing Services Department

PCI currently serves as the prime environmental consultant under three active HUD NEPA on-call contracts with the City of San Antonio's Grants Monitoring and Administration (GMA) Division, the City of Laredo, and Opportunity Home San Antonio (OHSA). Statewide, PCI has completed more than 350 HUD Environmental Review Records (ERR) for a wide range of clients, including municipalities, housing authorities, and nonprofit developers.



PCI staff accepting the 2024 Employer of the Year Award from the Women in Transportation Seminar (WTS) San Antonio Region Chapter



Our HUD experience spans diverse project types, including single-family and multifamily housing, community facility rehabilitation, infrastructure improvements, and Brownfield redevelopment. PCI staff are trained in 24 CFR Part 58 compliance, Acceptable Separation Distance (ASD) and noise modeling, contamination screening, and Section 106 consultation. We also bring deep knowledge of NEPA compliance in urban, rural, and coastal environments across Texas, and we are fully prepared to support future projects for the City of Ingleside.

As a certified Hispanic-Owned and Historically Underutilized Business (HUB), PCI offers responsive, field-ready staff and a strong track record of regulatory compliance. PCI is licensed with the Texas Board of Professional Geoscientists (Firm #50696) and the Texas Board of Professional Engineers (Firm #F-483).

## RELATED EXPERIENCE

### Understanding of CDBG-Mitigation Program Administration

The Texas General Land Office (GLO) administers Community Development Block Grant Mitigation (CDBG-MIT) and Disaster Recovery (CDBG-DR) funds on behalf of HUD. PCI's extensive experience preparing ERRs in compliance with HUD regulations under 24 CFR Part 58 directly aligns with the environmental documentation requirements of GLO-administered mitigation and disaster recovery programs. Our team is fully prepared to support CDBG-MIT projects funded by HUD and overseen by GLO, including compliance with NEPA, Executive Orders 11988 and 11990, and applicable state and federal regulations.

### HUD Experience

With more than 17 years of NEPA consulting experience, PCI has maintained a dedicated focus on HUD-funded projects since 2009. To date, we have successfully completed over 350 HUD ERRs under 24 CFR Part 58, supporting a wide range of public entities and housing organizations across Texas.

PCI currently serves as the incumbent environmental consultant on active HUD NEPA on-call contracts with the following agencies:

- **City of San Antonio, Grants Monitoring & Administration (GMA) Division** – since 2013
- **City of Laredo, Planning Department** – since 2021
- **Opportunity Home San Antonio (OHSA)** – since 2023

These longstanding relationships reflect PCI's ability to deliver responsive, reliable, and compliant environmental reviews within the fast-paced context of federally funded programs. Additional HUD clients include:

- City of San Antonio, Public Works Department (since 2009)
- Merced Housing Texas (since 2016)
- Hemisfair (since 2022)
- Our Casas Resident Council (since 2023)
- National Development Corporation (now Grow America) (since 2023)
- Laredo Housing Authority (since 2023)
- Laredo College (Since 2025)

Our HUD portfolio spans a wide range of project types, including single-family housing rehabilitation, new residential construction, multifamily developments, infrastructure improvements, community facility upgrades, and Brownfield redevelopment. These projects vary in scope and complexity, and our team is adept at navigating environmental compliance requirements across all stages of project development.

PCI's HUD environmental consulting services include:

- **Level of Review determinations**, including Categorically Excluded Subject to §58.5 (CEST), Environmental Assessments (EA), and Environmental Impact Statement (EIS), tailored to each project's scope and funding
- **Comprehensive ERR preparation**, including Re-Evaluations and Tiered Reviews
- **Noise Analyses and Acceptable Separation Distance (ASD) calculations** for explosive and flammable hazards
- **8-Step and 5-Step Processes** for projects located within floodplains or wetlands, per 24 CFR §55
- **Phase I/II Environmental Site Assessments (ESA)** and desktop **contamination and toxic substances reviews**
- **Preparation and publication of HUD public notices**, including Findings of No Significant Impact (FONSI), Notices of Intent to Request Release of Funds (NOI-RROF), and Combined Notices
- **Section 106 consultation and State Historic Preservation Officer (SHPO)/Tribal coordination**, including Historic Resources Surveys and Environmental Review Tracking and Compliance (eTRAC) system submittals

| Summary of PCI's HUD Environmental Reviews       |                      |                    |                                    |                            |
|--------------------------------------------------|----------------------|--------------------|------------------------------------|----------------------------|
| Client                                           | # of CESTs Completed | # of EAs Completed | # of Other HUD Documents Completed | Service Dates              |
| City of San Antonio's Public Works Department    | 13                   | 3                  | 0                                  | Aug. 2012 - Sept. 2015     |
| City of San Antonio GMA Division                 | 282                  | 26                 | 43                                 | Sept. 2013 - Ongoing       |
| Merced Housing Texas                             | 1                    | 0                  | 0                                  | Aug. 2016 - Feb. 2017      |
| City of Laredo                                   | 0                    | 0                  | 105                                | July 2021 - Ongoing        |
| Hemisfair                                        | 2                    | 0                  | 0                                  | Dec. 2022 - Ongoing        |
| National Development Council                     | 1                    | 0                  | 1                                  | Mar. 2023 - Dec. 2023      |
| Our Casas Resident Council                       | 6                    | 0                  | 0                                  | Aug. 2023 - May 2025       |
| Laredo Housing Authority                         | 0                    | 0                  | 9                                  | Dec. 2023 - May 2024       |
| Opportunity Home San Antonio                     | 25                   | 0                  | 0                                  | May 2024 - Ongoing         |
| Laredo College                                   | 1                    | 0                  | 0                                  | Mar. 2025 - Ongoing        |
| Grow America                                     | 1                    | 0                  | 0                                  | May 2025 - Ongoing         |
| <b>Total HUD Environmental Reviews Completed</b> | <b>332</b>           | <b>29</b>          | <b>158</b>                         | <b>Aug. 2012 - Ongoing</b> |

A detailed list of projects is included at the end of this tab, highlighting nearly 160 HUD environmental reviews completed by PCI within the past two years alone.

## Alignment with FEMA and CDBG-DR Program Requirements

While PCI's recent work has focused extensively on HUD-funded environmental reviews under 24 CFR Part 58, our expertise is directly transferable to CDBG-Disaster Recovery (CDBG-DR) and FEMA Hazard Mitigation programs. These federally funded programs operate under similar regulatory frameworks and require comparable technical evaluations, including:

- NEPA environmental assessments and documentation
- Compliance with Section 106 (historic preservation) and Section 7 (endangered species)
- Floodplain and wetland impact analysis under Executive Orders 11988 and 11990
- Contamination and toxic substance reviews
- Interagency coordination with state and federal regulators

PCI's proven ability to manage large volumes of environmental reviews – particularly for housing, infrastructure, and community facility rehabilitation – demonstrates our readiness to support the City of Ingleside in future FEMA- or CDBG-DR-funded efforts.

## Coastal Experience

PCI is actively engaged in projects throughout the Texas coastal region, demonstrating a strong understanding of local development conditions, regulatory frameworks, and community priorities. Our team's experience includes environmental review and compliance for both transportation and public infrastructure projects located in sensitive coastal environments.

Recent and ongoing coastal projects include:

### TxDOT Corpus Christi District:

- SH 361 at SH 35 Interchange
- FM 624 from Wildcat Drive to CR 73
- FM 70 from US 77 to SH 286 and from FM 70 to South FM 2444

### City of Aransas Pass

- Conn Brown Harbor Peninsula

### TxDOT Beaumont District:

- SH 73 at SH 124 from FM 1663 to Kiker Road
- US 69 from 39th to Jimmy Johnson Boulevard and SH 73 from Spur 215 to 9th Avenue
- FM 787 at the Trinity River
- US 90 Railroad Overpass from South Winfree Street to PR 60111

In addition to PCI's established track record of successful coastal project delivery, our team includes environmental professionals with direct, field-based expertise in coastal ecosystems. Notably, PCI's Environmental Scientist Travis Sterne previously served as a Coastal Ecologist with the Texas Parks and Wildlife Department (TPWD) in the Corpus Christi field office. In that role, he collected and analyzed environmental data across a range of coastal habitats using aerial imaging, bathymetric mapping, and in-situ sampling techniques. He also managed and distributed geospatial datasets to support statewide resource management and interagency coordination.



**Their team and leadership are knowledgeable, experienced, and dedicated to delivering results. They have a broad and deep understanding of the environmental regulatory environment and can easily navigate complex issues. Additionally, they are effective communicators and have a strong ability to engage with stakeholders and the public.**

- Jose Reyes, El Paso Division,  
Gannett Fleming | TranSystems

CLIENT TESTIMONIAL



Travis's applied knowledge of Texas coastal systems – combined with PCI's regulatory and technical expertise – strengthens our ability to deliver environmentally sound, regulation-compliant solutions tailored to the unique needs of coastal communities and project settings.

### Experience with Regulatory Agencies

PCI maintains strong, collaborative working relationships with local, state, and federal regulatory agencies. Our team regularly coordinates with the following entities to ensure timely and compliant environmental reviews:

- Texas Historical Commission (THC)/State Historic Preservation Office (SHPO)
- Texas Commission on Environmental Quality (TCEQ)
- U.S. Environmental Protection Agency (EPA)
- U.S. Army Corps of Engineers (USACE)
- Texas Parks & Wildlife Department (TPWD)
- U.S. Fish and Wildlife Service (USFWS)
- Federal Emergency Management Agency (FEMA)
- Federally Recognized Tribal Nations

These long-standing relationships enhance PCI's ability to:

- Expedite Section 106 consultation, including coordination with THC through the eTRAC system
- Navigate Section 404 permitting, floodplain management, and related Clean Water Act (CWA) compliance
- Address toxic substance regulations, noise modeling, and HUD-specific environmental criteria with efficiency and accuracy

Our familiarity with agency expectations, communication protocols, and approval workflows allows us to support clients through every stage of environmental documentation and regulatory clearance.

### Project Samples

With more than 350 HUD ERRs completed under 24 CFR Part 58, PCI offers unparalleled experience supporting HUD-funded housing, infrastructure, and redevelopment projects across Texas. Our team has delivered comprehensive environmental compliance services for the City of San Antonio, the City of Laredo, Opportunity Home San Antonio, and a wide range of municipal agencies, housing authorities, and nonprofit developers.

In the Texas coastal region, PCI has successfully led NEPA documentation efforts for entities including TxDOT Corpus Christi, TxDOT Beaumont, and the City of Aransas Pass. This dual expertise – spanning both HUD-funded and coastal-area projects – enables PCI to prepare HUD-compliant environmental documentation grounded in an understanding of regional land use conditions, local development priorities, and interagency coordination best practices.

Our ability to manage complex technical requirements, streamline regulatory processes, and maintain proactive communication with clients ensures efficient project delivery and successful environmental outcomes. The following examples highlight PCI's proven track record in navigating multifaceted federal and state environmental regulations while helping clients stay on schedule and within budget.

#### Red Berry Lake and Salado Trail Connection Project



**Location:** 856 Gembler Rd., 827 Richland Dr., and 4007 E I-10, San Antonio, TX

**Client:** City of San Antonio | **Review Type:** HUD Environmental Assessment (EA)



### Project Summary:

The City of San Antonio proposed a series of infrastructure improvements at the historic Red Berry Estate using HUD Community Development Block Grant (CDBG) funds. The project scope included construction of hike-and-bike trails, a pedestrian bridge over a jurisdictional Water of the U.S., lake stabilization, drainage upgrades, and a new entry road and parking area.

### Key Challenges & PCI Solutions:

- **Historic Preservation:** The Red Berry Mansion was recommended for individual listing on the National Register of Historic Places (NRHP). PCI led Section 106 consultation with HUD and the Texas Historical Commission (THC), ensuring the project avoided adverse effects and achieved full compliance.
- **Floodplain and Wetland Impacts:** The project site was located within the 100-year floodplain and contained isolated wetlands. PCI completed the 8-Step Decision-Making Process under 24 CFR §55.20 to address floodplain management requirements and support compliance.
- **Jurisdictional Waters:** The proposed pedestrian bridge crossing triggered Section 404 permitting under the Clean Water Act. PCI prepared the necessary environmental documentation and coordinated with USACE to address regulatory requirements.

### Outcome:

PCI's strategic planning, technical documentation, and interagency coordination enabled the City to secure NEPA clearance, allowing the project to move forward and deliver meaningful recreational and community benefits.

Register of Historic Places (NRHP)-listed structures with new infill construction. Due to the site's historic significance and environmental complexity, PCI was contracted to prepare a full HUD EA.

### Key Challenges & PCI Solutions:

- **Historic Preservation:** PCI conducted a Historic Resources Survey and NRHP eligibility evaluation, leading Section 106 consultation with the Texas Historical Commission (THC) and the City's Office of Historic Preservation (OHP).
- **Archeological Resources:** Given the property's historical use, PCI recommended archeological monitoring during all ground-disturbing construction activities.
- **Noise Impacts:** Located within an Unacceptable Noise Zone, the site required a HUD-compliant analysis. PCI's study revealed significant attenuation needs, which raised concerns about long-term project viability.
- **Hazardous Materials:** Phase I and II Environmental Site Assessments (ESAs) identified asbestos-containing materials (ACM), lead-based paint (LBP), and contaminated soils. PCI coordinated with the Texas Commission on Environmental Quality (TCEQ) to evaluate risk and identify mitigation strategies.
- **Abandoned Water Wells:** PCI identified three abandoned on-site wells requiring closure and permitting, and coordinated compliance with applicable regulations.
- **Business Displacements:** PCI conducted a socioeconomic and environmental justice review, documenting the impact of displacing two existing businesses.

### Outcome:

PCI's comprehensive environmental assessment allowed the City to thoroughly evaluate project risks, costs, and regulatory obligations. Ultimately, the City chose to withdraw the project from HUD funding consideration, opting to reallocate funds to initiatives with fewer compliance challenges. This outcome highlights PCI's role as a strategic environmental advisor – offering insight-driven guidance that balances regulatory compliance with broader community goals.



**Location:** 1305 E. Houston St., San Antonio, TX

**Client:** City of San Antonio | **Review Type:** HUD Environmental Assessment (EA)

### Project Summary:

The City of San Antonio proposed redeveloping the historic Merchant's Ice Lofts into a 262-unit apartment community, combining the preservation of National



## Blessed Sacrament Detention Pond Project



**Location:** 1135 Mission Rd., San Antonio, TX

**Client:** City of San Antonio | **Review Type:** HUD  
Categorical Exclusion Subject to 58.5 (CEST)

### Project Summary:

The City of San Antonio utilized HUD CDBG funds to construct a large earthen detention pond and associated concrete structures to address flooding issues at Blessed Sacrament Academy. The project included grading, concrete and carpentry work, and landscape/sprinkler installation to support site drainage and stormwater detention.

### Key Challenges & PCI Solutions:

- **Historic and Archeological Resources:** The project was located within a National Register of Historic Places (NRHP) district and contained a private cemetery. Given the high potential for buried cultural materials due to its proximity to the San Antonio River, PCI conducted an intensive archeological survey. The survey – covering a three-acre area – used backhoe trenching and scraping, resulting in the discovery and recording of a previously undocumented site (41BW2174). PCI completed additional investigations through hand-excavated test units and trenching, ultimately recommending the site as not eligible for NRHP listing.
- **Biological Resources:** PCI prepared a Threatened and Endangered Species Impact Table to assess the presence of suitable habitat in the project area. No impacts were identified.
- **Hazardous Materials:** A desktop review identified Recognized Environmental Conditions (RECs) in connection with the site. PCI documented these findings in the ERR and recommended appropriate follow-up measures as needed.

### Outcome:

PCI prepared a complete HUD ERR that addressed all applicable resource categories and regulatory requirements. The project was cleared as a CEST under 24 CFR Part 58, supporting the City's timely use of CDBG funds to implement critical flood mitigation improvements. This project illustrates PCI's ability

to manage high-profile, resource-sensitive sites while meeting federal compliance standards.

## SH 361 at SH35 Interchange



**Location:** SH 35, 361, and Spur 202

**Client:** TxDOT Corpus Christi District | **Review Type:**  
Categorical Exclusion

### Project Summary:

TxDOT Corpus Christi District proposed improving the intersection of SH 361 with SH 35 and FM 202 near Gregory, Texas, by constructing a three-level Single Point Urban Interchange (SPUI) and eliminating two at-grade railroad crossings. PCI prepared environmental documentation in compliance with NEPA and TxDOT guidelines, addressing impacts related to drainage, rail, and regional evacuation connectivity.

### Key Challenges & PCI Solutions:

- **Threatened & Endangered Species:** The project was located adjacent to agricultural habitats, irrigated lands, and drainage ditches, raising concerns for five state-listed species and eight Species of Greatest Conservation Need (SGCN). PCI coordinated closely with TxDOT biologists and integrated Best Management Practices (BMPs) into the construction plans to minimize potential impacts.
- **Hazardous Materials:** The project area is located near an energy plant, gas stations, and oil/gas infrastructure. PCI conducted a thorough Hazardous Materials Initial Site Assessment (ISA), confirming that none of the adjacent sites posed a substantial risk to the proposed construction or long-term operation of the facility.
- **Traffic Noise:** The project included residential areas potentially affected by increased traffic noise. PCI conducted a detailed noise analysis in accordance with TxDOT and FHWA guidelines, which identified impacts at several noise-sensitive receivers. However, following further evaluation, PCI determined that noise barriers would not be reasonable or feasible based on cost, constructability, and limited expected benefit.

**Outcome:**

PCI successfully guided the project through environmental clearance by addressing all regulatory requirements efficiently. The project received a Categorical Exclusion determination from TxDOT, enabling them to proceed on schedule with roadway improvements that enhance community connectivity while protecting sensitive resources.



**Location:** Conn Brown Harbor Peninsula, Aransas and Nueces Counties, TX

**Client:** City of Aransas Pass | **Review Type:** Environmental Assessment (EA)

**Project Summary:**

The City of Aransas Pass proposed a series of infrastructure improvements along the Conn Brown Harbor Peninsula to enhance access, mobility, and public amenities. The project included roadway reconstruction and widening, subgrade and curb preparation, construction of a multi-use hike and

bike trail, waterline relocation, and parking lot upgrades along Allen Boulevard, Bigelow Street, and Turnbough Avenue. PCI was contracted to prepare the Environmental Assessment (EA) in compliance with NEPA and applicable state and federal regulations.

**Key Challenges & PCI Solutions:**

- **Coastal Resource Sensitivity:** The project area is located within a coastal zone and adjacent to sensitive natural resources. PCI evaluated potential impacts to coastal ecosystems and incorporated environmental protection measures into the project planning process.
- **Regulatory Coordination:** The scope required coordination with multiple regulatory agencies due to the project's location near coastal waters, flood-prone areas, and essential fish habitat. PCI led interagency engagement efforts to ensure compliance with NEPA and relevant environmental statutes.
- **Multimodal and Utility Improvements:** Given the diverse components of the project – transportation upgrades, trail construction, and utility relocations – PCI conducted a broad set of environmental studies to assess potential impacts and identify any permitting requirements.

**Outcome:**

PCI completed a comprehensive Environmental Assessment that met all applicable regulatory requirements and addressed stakeholder concerns. The document supported environmental clearance, allowing the City of Aransas Pass to advance this multi-benefit infrastructure project while preserving the integrity of surrounding coastal resources.

**Complete Listing of PCI's HUD Environmental Reviews Over the Past Two Years**

| #  | Project Name         | Environmental Review Type | Client       | Start Date | End Date | On Budget? |
|----|----------------------|---------------------------|--------------|------------|----------|------------|
| 1  | 930 Cantrell         | CEST                      | CoSA, DPCD   | 7/2025     | Ongoing  | Yes        |
| 2  | 2334 Ingleside       | CEST                      | CoSA, DPCD   | 7/2025     | Ongoing  | Yes        |
| 3  | 538 Millwood         | CEST                      | CoSA, DPCD   | 7/2025     | Ongoing  | Yes        |
| 4  | 419 Bradford         | CEST                      | CoSA, DPCD   | 7/2025     | Ongoing  | Yes        |
| 5  | 222 Estrella         | CEST                      | CoSA, DPCD   | 7/2025     | Ongoing  | Yes        |
| 6  | 118 Zachry           | CEST                      | CoSA, DPCD   | 7/2025     | Ongoing  | Yes        |
| 7  | 406 Dawnview         | CEST                      | CoSA, DPCD   | 7/2025     | Ongoing  | Yes        |
| 8  | DeSoto Senior Center | CEST                      | Grow America | 5/2025     | Ongoing  | Yes        |
| 9  | Villa Hermosa        | CEST                      | OHSA         | 5/2025     | Ongoing  | Yes        |
| 10 | Linda Lou            | CEST                      | OHSA         | 5/2025     | Ongoing  | Yes        |
| 11 | Highview             | CEST                      | OHSA         | 5/2025     | Ongoing  | Yes        |
| 12 | Escondida            | CEST                      | OHSA         | 5/2025     | Ongoing  | Yes        |
| 13 | Alazan               | CEST                      | OHSA         | 5/2025     | Ongoing  | Yes        |
| 14 | 903 Glamis           | CEST (Tier II)            | CoSA, DPCD   | 4/2025     | Ongoing  | Yes        |

# /// TAB 1A | EXPERIENCE

| #  | Project Name      | Environmental Review Type | Client     | Start Date | End Date | On Budget? |
|----|-------------------|---------------------------|------------|------------|----------|------------|
| 15 | 407 Grosvenor     | CEST (Tier II)            | CoSA, DPCD | 4/2025     | Ongoing  | Yes        |
| 16 | 1026 Leal         | CEST (Tier II)            | CoSA, DPCD | 4/2025     | Ongoing  | Yes        |
| 17 | 3714 W Travis     | CEST (Tier II)            | CoSA, DPCD | 4/2025     | Ongoing  | Yes        |
| 18 | 725 Russell       | CEST (Tier II)            | CoSA, DPCD | 4/2025     | Ongoing  | Yes        |
| 19 | 2511 Arbor Pl     | CEST (Tier II)            | CoSA, DPCD | 4/2025     | Ongoing  | Yes        |
| 20 | 887 Utopia        | CEST (Tier II)            | CoSA, DPCD | 4/2025     | Ongoing  | Yes        |
| 21 | 619 Clark         | CEST (Tier II)            | CoSA, DPCD | 4/2025     | Ongoing  | Yes        |
| 22 | 2006 W Huisache   | CEST (Tier II)            | CoSA, DPCD | 4/2025     | 7/2025   | Yes        |
| 23 | 806 Topeka        | CEST (Tier II)            | CoSA, DPCD | 4/2025     | 7/2025   | Yes        |
| 24 | 158 Waugh         | CEST (Tier II)            | CoSA, DPCD | 4/2025     | 6/2025   | Yes        |
| 25 | 2200 N Calaveras  | CEST (Tier II)            | CoSA, DPCD | 4/2025     | 6/2025   | Yes        |
| 26 | 133 Thelka        | CEST                      | CoSA, DPCD | 4/2025     | 6/2025   | Yes        |
| 27 | 1430 Aaron        | CEST                      | CoSA, DPCD | 4/2025     | 6/2025   | Yes        |
| 28 | 506 E Mally       | CEST                      | CoSA, DPCD | 4/2025     | 6/2025   | Yes        |
| 29 | 2018 Arbor Pl     | CEST                      | CoSA, DPCD | 4/2025     | 6/2025   | Yes        |
| 30 | 2634 Vera Cruz    | CEST (Tier II)            | Our Casas  | 1/2025     | 5/2025   | Yes        |
| 31 | 330 Charben       | CEST (Tier II)            | Our Casas  | 1/2025     | 5/2025   | Yes        |
| 32 | 1139 W. Winnipeg  | CEST                      | CoSA, DPCD | 3/2025     | 4/2025   | Yes        |
| 33 | 3835 Morales      | CEST                      | CoSA, DPCD | 3/2025     | 4/2025   | Yes        |
| 34 | 622 Glamis        | CEST                      | CoSA, DPCD | 3/2025     | 4/2025   | Yes        |
| 35 | RCA Pavilion      | CEST                      | Hemisfair  | 12/2024    | Ongoing  | Yes        |
| 36 | Springview        | CEST                      | OHSA       | 12/2024    | Ongoing  | Yes        |
| 37 | 1803 San Carlos   | CEST (Tier II)            | Our Casas  | 1/2025     | 4/2025   | Yes        |
| 38 | 111 Lillita Ct.   | CEST (Tier II)            | Our Casas  | 1/2025     | 3/2025   | Yes        |
| 39 | 1150 Elvira St.   | CEST (Tier II)            | Our Casas  | 1/2025     | 3/2025   | Yes        |
| 40 | 1346 W. Winnipeg  | CEST                      | CoSA, DPCD | 12/2024    | 3/2025   | Yes        |
| 41 | Cross Creek       | CEST                      | OHSA       | 12/2024    | 3/2025   | Yes        |
| 42 | 515 W. Craig      | CEST                      | CoSA, DPCD | 12/2024    | 2/2025   | Yes        |
| 43 | College Park      | CEST                      | OHSA       | 12/2024    | 2/2025   | Yes        |
| 44 | Glen Park         | CEST                      | OHSA       | 12/2024    | 2/2025   | Yes        |
| 45 | Le Chalet         | CEST                      | OHSA       | 12/2024    | 2/2025   | Yes        |
| 46 | Matt Garcia       | CEST                      | OHSA       | 12/2024    | 2/2025   | Yes        |
| 47 | Mirasol Homes     | CEST                      | OHSA       | 12/2024    | 2/2025   | Yes        |
| 48 | WC White          | CEST                      | OHSA       | 12/2024    | 2/2025   | Yes        |
| 49 | Kenwood North     | CEST                      | OHSA       | 11/2024    | 2/2025   | Yes        |
| 50 | Villa Hermosa     | CEST                      | OHSA       | 11/2024    | 2/2025   | Yes        |
| 51 | Village East      | CEST                      | OHSA       | 11/2024    | 2/2025   | Yes        |
| 52 | William Sinkin    | CEST                      | OHSA       | 11/2024    | 2/2025   | Yes        |
| 53 | Olive Park        | CEST                      | OHSA       | 8/2024     | 2/2025   | Yes        |
| 54 | 110 Linden        | CEST                      | CoSA, DPCD | 12/2024    | 2/2025   | Yes        |
| 55 | 2713 Perez        | CEST                      | CoSA, DPCD | 12/2024    | 2/2025   | Yes        |
| 56 | 3418 W. Salinas   | CEST                      | CoSA, DPCD | 12/2024    | 2/2025   | Yes        |
| 57 | 3915 W. Martin    | CEST                      | CoSA, DPCD | 12/2024    | 2/2025   | Yes        |
| 58 | 1133 Patton       | CEST                      | CoSA, DPCD | 11/2024    | 2/2025   | Yes        |
| 59 | 1232 Crystal      | CEST                      | CoSA, DPCD | 11/2024    | 2/2025   | Yes        |
| 60 | 347 Precious      | CEST                      | CoSA, DPCD | 11/2024    | 2/2025   | Yes        |
| 61 | 914 Ceralvo       | CEST                      | CoSA, DPCD | 11/2024    | 2/2025   | Yes        |
| 62 | 930 Winnipeg      | CEST                      | CoSA, DPCD | 11/2024    | 2/2025   | Yes        |
| 63 | Courtland Heights | CEST                      | OHSA       | 9/2024     | 2/2025   | Yes        |
| 64 | The Ravello       | CEST                      | OHSA       | 8/2024     | 2/2025   | Yes        |
| 65 | Park Square       | CEST                      | OHSA       | 8/2024     | 1/2025   | Yes        |
| 66 | 117 W. Highland   | CEST                      | CoSA, DPCD | 12/2024    | 1/2025   | Yes        |



# /// TAB 1A | EXPERIENCE

| #   | Project Name      | Environmental Review Type | Client     | Start Date | End Date | On Budget? |
|-----|-------------------|---------------------------|------------|------------|----------|------------|
| 67  | Francis J. Furey  | CEST                      | OHSA       | 11/2024    | 12/2024  | Yes        |
| 68  | Fair Avenue       | CEST                      | OHSA       | 8/2024     | 12/2024  | Yes        |
| 69  | 174 Heather       | CEST                      | CoSA, DPCD | 10/2024    | 12/2024  | Yes        |
| 70  | Towering Oaks     | CEST                      | OHSA       | 8/2024     | 12/2024  | Yes        |
| 71  | 5647 Zupan        | CEST                      | CoSA, DPCD | 11/2024    | 11/2024  | Yes        |
| 72  | 2506 W. Mistletoe | CEST                      | CoSA, DPCD | 3/2025     | 10/2024  | Yes        |
| 73  | 1233 Leal         | CEST (Tier II)            | CoSA, DPCD | 6/2024     | 10/2024  | Yes        |
| 74  | 312 W. Malone     | CEST (Tier II)            | CoSA, DPCD | 6/2024     | 10/2024  | Yes        |
| 75  | Midcrown Pavilion | CEST                      | OHSA       | 5/2024     | 9/2024   | Yes        |
| 76  | 1211 Patton       | CEST (Tier II)            | CoSA, DPCD | 7/2024     | 8/2024   | Yes        |
| 77  | 135 Marlena       | CEST (Tier II)            | CoSA, DPCD | 7/2024     | 8/2024   | Yes        |
| 78  | 215 Ellana Claire | CEST (Tier II)            | CoSA, DPCD | 7/2024     | 8/2024   | Yes        |
| 79  | 230 Gilbert       | CEST (Tier II)            | CoSA, DPCD | 7/2024     | 8/2024   | Yes        |
| 80  | 621 Gould         | CEST (Tier II)            | CoSA, DPCD | 7/2024     | 8/2024   | Yes        |
| 81  | 111 Renner        | CEST (Tier II)            | CoSA, DPCD | 7/2024     | 8/2024   | Yes        |
| 82  | 2506 W. Mistletoe | CEST (Tier II)            | CoSA, DPCD | 6/2024     | 8/2024   | Yes        |
| 83  | 3266 Pitluk       | CEST (Tier II)            | CoSA, DPCD | 6/2024     | 8/2024   | Yes        |
| 84  | 330 W. Vestal     | CEST (Tier II)            | CoSA, DPCD | 6/2024     | 8/2024   | Yes        |
| 85  | 434 W. Harlan     | CEST (Tier II)            | CoSA, DPCD | 6/2024     | 8/2024   | Yes        |
| 86  | 9518 Espada       | CEST (Tier II)            | CoSA, DPCD | 6/2024     | 8/2024   | Yes        |
| 87  | 516 E. Evergreen  | CEST (Tier II)            | CoSA, DPCD | 5/2024     | 8/2024   | Yes        |
| 88  | 1711 Burnet       | CEST (Tier II)            | CoSA, DPCD | 6/2024     | 7/2024   | Yes        |
| 89  | 938 W. Hutchins   | CEST (Tier II)            | CoSA, DPCD | 6/2024     | 7/2024   | Yes        |
| 90  | 730 Elmwood       | CEST                      | CoSA, DPCD | 4/2024     | 7/2024   | Yes        |
| 91  | 1612 El Paso      | CEST (Tier II)            | CoSA, DPCD | 6/2024     | 6/2024   | Yes        |
| 92  | 2006 Pasadena     | CEST (Tier II)            | CoSA, DPCD | 6/2024     | 6/2024   | Yes        |
| 93  | 215 Kenmar        | CEST (Tier II)            | CoSA, DPCD | 6/2024     | 6/2024   | Yes        |
| 94  | 230 Bank          | CEST (Tier II)            | CoSA, DPCD | 6/2024     | 6/2024   | Yes        |
| 95  | 250 Hermitage     | CEST (Tier II)            | CoSA, DPCD | 6/2024     | 6/2024   | Yes        |
| 96  | 318 Kemper        | CEST (Tier II)            | CoSA, DPCD | 6/2024     | 6/2024   | Yes        |
| 97  | 570 Overhill      | CEST (Tier II)            | CoSA, DPCD | 6/2024     | 6/2024   | Yes        |
| 98  | 7835 Gallop       | CEST (Tier II)            | CoSA, DPCD | 6/2024     | 6/2024   | Yes        |
| 99  | 123 I             | CEST (Tier II)            | CoSA, DPCD | 5/2024     | 6/2024   | Yes        |
| 100 | 1430 San. Barbara | CEST                      | CoSA, DPCD | 5/2024     | 6/2024   | Yes        |
| 101 | 3955 Tropical     | CEST (Tier II)            | CoSA, DPCD | 5/2024     | 6/2024   | Yes        |
| 102 | 511 E Whittier    | CEST (Tier II)            | CoSA, DPCD | 5/2024     | 6/2024   | Yes        |
| 103 | 127 Locknere      | CEST (Tier II)            | CoSA, DPCD | 4/2024     | 6/2024   | Yes        |
| 104 | 515 SW 36th       | CEST                      | CoSA, DPCD | 4/2024     | 6/2024   | Yes        |
| 105 | 5448 Justo        | CEST                      | CoSA, DPCD | 4/2024     | 6/2024   | Yes        |
| 106 | 2640 W. Summit    | CEST (Tier II)            | CoSA, DPCD | 3/2024     | 6/2024   | Yes        |
| 107 | 245 Carroll       | CEST (Tier II)            | CoSA, DPCD | 4/2024     | 5/2024   | Yes        |
| 108 | 663 N. San Manuel | CEST                      | CoSA, DPCD | 4/2024     | 5/2024   | Yes        |
| 109 | 2224 Chihuahua    | CEST                      | CoSA, DPCD | 3/2024     | 5/2024   | Yes        |
| 110 | 512 N. San Felipe | CEST                      | CoSA, DPCD | 3/2024     | 5/2024   | Yes        |
| 111 | 1202 Onslow       | CEST (Tier II)            | CoSA, DPCD | 4/2024     | 4/2024   | Yes        |
| 112 | 1430 San. Barbara | CEST (Tier II)            | CoSA, DPCD | 4/2024     | 4/2024   | Yes        |
| 113 | 123 Losoya        | CEST                      | CoSA, DPCD | 3/2024     | 3/2024   | Yes        |
| 114 | 127 Wichita Ct    | Tier II                   | CoSA, DPCD | 3/2024     | 3/2024   | Yes        |
| 115 | 314 Seeling       | CEST (Tier II)            | CoSA, DPCD | 3/2024     | 3/2024   | Yes        |
| 116 | 402 Beverly       | CEST (Tier II)            | CoSA, DPCD | 3/2024     | 3/2024   | Yes        |
| 117 | 2551 Dignowity    | CEST                      | CoSA, DPCD | 2/2024     | 3/2024   | Yes        |
| 118 | 1001 W. Russel    | CEST                      | CoSA, DPCD | 1/2024     | 3/2024   | Yes        |



| #   | Project Name                | Environmental Review Type | Client          | Start Date | End Date | On Budget? |
|-----|-----------------------------|---------------------------|-----------------|------------|----------|------------|
| 119 | 618 Over Ridge              | CEST (Tier II)            | CoSA, DPCD      | 1/2024     | 3/2024   | Yes        |
| 120 | 834 Edison                  | CEST                      | CoSA, DPCD      | 1/2024     | 3/2024   | Yes        |
| 121 | 102 Cactus                  | CEST                      | CoSA, DPCD      | 1/2024     | 2/2024   | Yes        |
| 122 | 254 Nash                    | CEST (Tier II)            | CoSA, DPCD      | 1/2024     | 1/2024   | Yes        |
| 123 | 714 Essex                   | CEST (Tier II)            | CoSA, DPCD      | 1/2024     | 1/2024   | Yes        |
| 124 | 730 Elmwood                 | CEST (Tier II)            | CoSA, DPCD      | 1/2024     | 1/2024   | Yes        |
| 125 | 154 Honey Jay               | CEST (Tier II)            | CoSA, DPCD      | 12/2023    | 1/2024   | Yes        |
| 126 | 161 Lorita                  | CEST (Tier II)            | CoSA, DPCD      | 12/2023    | 1/2024   | Yes        |
| 127 | 201 San Ignacio             | CEST (Tier II)            | CoSA, DPCD      | 12/2023    | 1/2024   | Yes        |
| 128 | 219 Tomrob                  | CEST (Tier II)            | CoSA, DPCD      | 11/2023    | 12/2023  | Yes        |
| 129 | 411 Merry Ann               | CEST (Tier II)            | CoSA, DPCD      | 11/2023    | 12/2023  | Yes        |
| 130 | 418 Conner                  | CEST (Tier II)            | CoSA, DPCD      | 11/2023    | 12/2023  | Yes        |
| 131 | 446 Trudell                 | CEST (Tier II)            | CoSA, DPCD      | 11/2023    | 12/2023  | Yes        |
| 132 | 5314 Pecan Valley           | Tier II                   | CoSA, DPCD      | 11/2023    | 12/2023  | Yes        |
| 133 | 405 Kendalia                | Tier II                   | CoSA, DPCD      | 11/2023    | 11/2023  | Yes        |
| 134 | 663 N. San Manuel           | CEST (Tier II)            | CoSA, DPCD      | 11/2023    | 11/2023  | Yes        |
| 135 | 834 Edison                  | CEST (Tier II)            | CoSA, DPCD      | 10/2023    | 11/2023  | Yes        |
| 136 | 340 E. Harlan               | CEST (Tier II)            | CoSA, DPCD      | 10/2023    | 10/2023  | Yes        |
| 137 | 1001 W. Russel              | CEST (Tier II)            | CoSA, DPCD      | 9/2023     | 10/2023  | Yes        |
| 138 | 111 Cosgrove                | CEST (Tier II)            | CoSA, DPCD      | 9/2023     | 10/2023  | Yes        |
| 139 | 1226 Salitllo               | CEST                      | CoSA, DPCD      | 9/2023     | 10/2023  | Yes        |
| 140 | 1812 N. Hackberry           | CEST (Tier II)            | CoSA, DPCD      | 9/2023     | 10/2023  | Yes        |
| 141 | 191 Olga                    | CEST (Tier II)            | CoSA, DPCD      | 9/2023     | 10/2023  | Yes        |
| 142 | 3802 Warpath                | CEST                      | CoSA, DPCD      | 9/2023     | 10/2023  | Yes        |
| 143 | 406 W. Pyron                | CEST (Tier II)            | CoSA, DPCD      | 9/2023     | 10/2023  | Yes        |
| 144 | High Impact Housing         | CEST (Tier II)            | Our Casas       | 8/2023     | 9/2023   | Yes        |
| 145 | 1006 Wyoming                | CEST (Tier II)            | CoSA, DPCD      | 7/2023     | 8/2023   | Yes        |
| 146 | 105 Dilworth                | CEST (Tier II)            | CoSA, DPCD      | 7/2023     | 8/2023   | Yes        |
| 147 | 220 Fairview                | CEST (Tier II)            | CoSA, DPCD      | 7/2023     | 8/2023   | Yes        |
| 148 | 229 Westminster             | CEST (Tier II)            | CoSA, DPCD      | 7/2023     | 8/2023   | Yes        |
| 149 | 310 E. Mally                | CEST (Tier II)            | CoSA, DPCD      | 7/2023     | 8/2023   | Yes        |
| 150 | 315 Robert E. Lee           | CEST (Tier II)            | CoSA, DPCD      | 7/2023     | 8/2023   | Yes        |
| 151 | 2412 El Paso St             | CEST                      | CoSA, DPCD      | 6/2023     | 7/2023   | Yes        |
| 152 | Towne Twin Village          | EA                        | CoSA, DPCD      | 6/2023     | 7/2023   | Yes        |
| 153 | 635 Erline Ave              | CEST                      | CoSA, DPCD      | 6/2023     | 6/2023   | Yes        |
| 154 | 830 Ceralvo                 | CEST                      | CoSA, DPCD      | 6/2023     | 6/2023   | Yes        |
| 155 | 1526 SW 19th St             | CEST                      | CoSA, DPCD      | 3/2023     | 5/2023   | Yes        |
| 156 | Women's Live & Learn Center | CEST                      | Ntl Develop Cor | 3/2023     | 5/2023   | Yes        |

## Proven Record of On-Time and On-Budget Delivery

PCI has a strong and consistent record of delivering environmental compliance services on time and within budget. Over the past two years alone, PCI has successfully completed more than 150 HUD Environmental Review Records (ERRs), each delivered according to schedule and without exceeding budget.

This performance reflects our commitment to proactive communication, streamlined internal processes, and close coordination with our clients. Our longstanding contracts with the City of San Antonio, City of Laredo, and Opportunity Home San Antonio further demonstrate PCI's reliability, responsiveness, and continued success supporting federally funded programs.



## REFERENCES

**1) City of San Antonio, Division of Grants Monitoring & Administration** | Address: 100 W. Houston St., 6<sup>th</sup> Floor, San Antonio, TX 78205 | **Contact Person:** Aaron Svetlik | ☎ 210.207.5411

- **Relevance of Previous Performance** - PCI provides environmental review services for HUD-funded projects administered through CDBG, HOME, and related programs. Work includes preparation of ERRs (including Tier I and Tier II reviews), compliance documentation, and coordination with regulatory agencies to support timely clearance.

**2) City of San Antonio, Public Works Department** | Address: 114 W. Commerce St., San Antonio, TX 78205 | **Contact Person:** Theresa Larson | ☎ 210.207.1446

- **Relevance of Previous Performance** - PCI prepares environmental documentation for infrastructure projects funded by local and federal sources. Services include impact assessments on water resources, cultural and natural resources, and full NEPA compliance support.

**3) City of Laredo, Planning Department** | Address: 1301 Farragut St., 3<sup>rd</sup> Floor, East Wing, Laredo, TX 78041 | **Contact Person:** Priscilla Sanchez | ☎ 956.795.2675

- **Relevance of Previous Performance** - PCI supports the City of Laredo with Phase I Environmental Site Assessments (ESAs), desktop environmental reviews, and explosive and flammable hazard analyses for HUD-funded housing and infrastructure projects.

**4) Grow America (formerly National Development Council)** | Address: 633 Third Ave., 19<sup>th</sup> Floor, Ste. J, New York, NY 10017 | **Contact Person:** Patricia Santa Cruz | ☎ 281.772.0733

- **Relevance of Previous Performance** - PCI supports Grow America with environmental compliance services, including the preparation of environmental reviews for both single-family and multifamily housing projects.

**5) Opportunity Home San Antonio** | Address: 818 S. Flores St., San Antonio, TX 78204 | **Contact Person:** Nicole "Piper" Rodriguez | ☎ 210.956.3956

- **Relevance of Previous Performance** - PCI prepares HUD-compliant environmental reviews for federally funded affordable housing projects managed by Opportunity Home. Services include HUD environmental review records, floodplain evaluations, and agency coordination.





## B /// WORK PERFORMANCE

PCI's approach to work performance is purpose-built to meet the demands of the CDBG-Mitigation Resilient Communities Program, with full compliance with HUD and GLO regulatory requirements. Our team brings a proven history of delivering timely, accurate, and audit-ready environmental reviews for HUD- and GLO-funded projects. Our work is rooted in clear communication, responsive coordination, and strong regulatory awareness, which together allow us to anticipate needs, minimize delays, and align with evolving program expectations.

From initial coordination to final submission, PCI maintains consistent communication with both clients and regulatory agencies, ensuring that all stakeholders remain informed and that environmental reviews stay on track and within scope.

### EFFICIENT MUTUAL COMMUNICATION

To ensure seamless coordination and responsive service delivery, **Jackie Lopez will serve as PCI's Contract Manager and the City's primary point of contact.** In this role, she will oversee all assignments under the contract, manage direct communication with City staff, and ensure timely, high-quality performance across all work tasks.

**Kailey Van Skiver will serve as Deputy Contract Manager,** providing day-to-day support and maintaining full familiarity with the contract scope and requirements. Kailey will ensure continuity of service and progress in the event Jackie is unavailable, supporting uninterrupted performance and consistent oversight.

Resumes of all proposed and current staff are included in **Tab 1C**.

### Timely Submission of Requests

PCI has developed robust internal workflows that prioritize timely, complete, and compliant documentation submissions. Our approach includes early coordination with regulatory agencies, proactive deadline tracking, and the use of standardized templates for HUD Environmental Review Online System (HEROS) entries and technical documentation. These tools allow our team to efficiently assemble, review, and submit environmental documents that meet all applicable HUD and GLO requirements.

By implementing clearly defined internal milestones and leveraging tools like Monday.com for task tracking, PCI ensures that all submittals are delivered on time – with the level of detail, accuracy, and regulatory alignment necessary to avoid resubmissions or delays.



PCI's Kailey Van Skiver (left) and Jackie Lopez (right)

### Consistent Reporting and Collaborative Coordination

Our team ensures that the City remains informed and engaged throughout each phase of the environmental review process by implementing structured and transparent communication protocols:

- **Weekly or Biweekly Status Updates** – Concise progress reports outlining active tasks, milestone tracking, regulatory coordination updates, and upcoming actions.
- **Stakeholder Meetings** – Regular check-ins with City staff and GLO representatives to proactively resolve issues and address new project needs.
- **Real-Time Updates via HEROS** – PCI actively maintains entries in HEROS, allowing the City to monitor progress and access supporting documentation at any time.

In addition to these formal coordination tools, PCI's internal workflows are designed to promote seamless collaboration between team members. Contract Manager Jackie Lopez and Deputy Contract Manager Kailey Van Skiver maintain continuous oversight of deliverables, agency correspondence, and schedule benchmarks. This ongoing communication allows us to stay ahead of challenges, provide timely responses to City and agency inquiries, and deliver consistent results without disruption.

## Responsiveness to Client

PCI approaches project management with a focus on **transparency, accountability, and proactive problem-solving**. We recognize that timely responses and thorough documentation are essential to maintaining momentum and ensuring compliance on federally funded projects.

Our team uses structured reporting tools, real-time task tracking, and early constraint identification to ensure environmental reviews are completed efficiently. Whether navigating HUD regulations or coordinating with the GLO, PCI is committed to keeping the City of Ingleside fully informed at every step.

To support this level of responsiveness, PCI will:

- **Submit monthly progress reports** summarizing current status, milestones, and next steps.
- **Utilize Monday.com**, our cloud-based project management platform, to monitor tasks and deadlines in real time.
- **Upload all documentation into HUD's HEROS platform** to ensure full transparency and regulatory compliance.
- **Proactively identify and address constraints**, offering practical solutions to prevent delays.

If environmental constraints are identified, PCI will:

- Conduct a **detailed impact assessment** to define the issue.
- Recommend **targeted mitigation strategies** to

maintain progress and compliance.

- **Coordinate with the City and appropriate regulatory agencies** to expediate necessary approvals and maintain schedule integrity.

## Final Deliverables & Submission

PCI's environmental deliverables reflect a high standard of technical accuracy, regulatory compliance, and professional accountability. We understand that these documents form the foundation for funding decisions and regulatory approval, and our approach ensures that each submission is **clear, complete, defensible, and audit-ready**.

Deliverables will include:

- ✓ **Comprehensive HEROS uploads**, including technical reports, studies, GIS-based maps, and mitigation plans.
- ✓ **Agency coordination documentation**, such as public notices, comment records, and correspondence logs.
- ✓ **Clearly defined mitigation measures** for any identified constraints or impacts.
- ✓ **Quality-controlled final submissions**, reviewed through PCI's established internal QA/QC process to ensure clarity and compliance with HUD and GLO standards.

By combining technical rigor with proactive coordination and a commitment to excellence, PCI ensures that each deliverable supports timely environmental clearance and advances the City's project goals.





## SCHEDULE/BUDGET MANAGEMENT & COST CONTROL

PCI is fully committed to delivering environmental services on schedule and within budget to help the City meet key project milestones and funding deadlines. Our approach emphasizes efficiency, transparency, and proactive problem-solving to minimize delays and ensure regulatory compliance.

Our team structure supports strong coordination across all levels, with frequent check-ins, shared schedules, and clearly defined roles to keep tasks aligned and moving forward. Regular communication prevents missteps, facilitates timely decisions, and enables fast responses to agency feedback.

To ensure schedule and budget control, PCI applies the following strategies:

- **Proactive Risk Management** – Early identification and mitigation of environmental constraints.
- **Historical Project Insights** – Lessons learned from over a decade of HUD-funded environmental reviews.
- **Real-Time Tracking via Monday.com** – Live monitoring of budgets, milestones, and deliverables.
- **Contingency Planning** – Schedule buffers for agency review or weather-related delays.
- **Remote Coordination Tools** – Video calls, mobile apps, and cloud-based platforms minimize unnecessary fieldwork.
- **Advanced GIS & Remote Sensing** – Enhance field efficiency and prioritize site assessments.
- **Built-in QA/QC Checkpoints** – Internal review of draft documents to catch errors early and ensure compliance.

If mitigation is required, PCI will:

- Conduct a **detailed impact assessment** outlining the nature and scope of the constraint.
- Recommend **targeted mitigation measures** to maintain compliance and project schedules.
- Coordinate closely with the City and regulatory agencies to facilitate efficient implementation and approvals.

This proactive and integrated approach helps the City remain on track, on budget, and well-positioned for timely funding and environmental clearance.

## Average Turnaround Times for HUD Environmental Reviews

Based on more than a decade of experience with HUD-funded projects, PCI consistently meets or exceeds project deadlines. The table below presents average completion times based on actual project performance and reflects our ability to proactively manage schedules, navigate regulatory requirements, and maintain open lines of communication with HUD, local jurisdictions, and reviewing agencies.

Our process is built on early risk identification, thorough documentation, and responsive coordination. By leveraging internal project management systems, deep regulatory knowledge, and lessons learned from hundreds of environmental reviews, we deliver high-quality, audit-ready documents on time – giving our clients confidence in timely project approvals.

While actual review durations may vary depending on site complexity, agency responsiveness, or community engagement, PCI's flexible scheduling and strong regulatory relationships allow us to adapt quickly and maintain momentum. We consistently anticipate needs, resolve questions early, and keep clients informed to avoid delays and ensure timely clearance.

For example, under our on-call contract with the City of San Antonio, PCI regularly provides the City with draft environmental schedules. On occasion, the City has requested expedited clearances within 1 to 2 business days. PCI has repeatedly met these needs—working nights and weekends when necessary. Just this year, we completed 10 HUD-funded reviews within 5 business days at the City's request, ensuring critical projects stayed on track and priorities were met.

| Average Turnaround Times                          |                         |
|---------------------------------------------------|-------------------------|
| HUD Environmental Review Type                     | Average Turnaround Time |
| Explosive and Flammable Hazard Analysis           | 15 days                 |
| Contamination and Toxic Substances Desktop Review | 18 days                 |
| Phase I ESA                                       | 28 days                 |
| Tier I Categorical Exclusion Subject to §58.5     | 30 days                 |
| Tier II Categorical Exclusion Subject to §58.5    | 30 days                 |
| Categorical Exclusion Subject to §58.5 (CEST)     | 45 days                 |
| Environmental Assessment                          | 75 days                 |

## Process Optimization for Faster Turnaround

To accelerate delivery without compromising quality or compliance, PCI has implemented a streamlined internal workflow that supports efficient document preparation and review. Our process integrates the following key strategies:

- **Standardized HUD-Compliant Templates and Checklists** – Ensures consistency, accuracy, and compliance with HUD and GLO standards across all documentation.
- **Early Agency Coordination** – Proactively identifies and resolves potential regulatory issues before they delay the schedule.
- **Parallel Task Execution** – Allows overlapping of technical studies, agency coordination, and document preparation to reduce idle time and keep reviews moving forward.
- **Rigorous Internal QA/QC Reviews** – Each document undergoes multiple levels of internal review to minimize revisions and support faster approval.

This optimized workflow, combined with PCI's responsive team and digital project tracking tools, allows us to deliver comprehensive, defensible environmental reviews on compressed timelines – helping our clients meet critical funding deadlines and maintain project momentum.

## Standard Payment Terms & Invoicing Procedures

PCI adheres to transparent, reliable billing practices that align with the City's expectations and internal controls.



*Wetland determination data points taken during PCI's Red Berry Estate project, a HUD-funded project in San Antonio*

## CLIENT TESTIMONIAL

**Poznecki-Camarillo has been issued nearly 200 [work] authorizations since their initial procurement. Their work is consistently of the highest quality and always completed within the agreed upon time frame and within the agreed upon budget.**

- Colton Powell, former Grants Manager, City of San Antonio

- Payment terms will be negotiated upon contract award and assignment of each task order.
- PCI will submit invoices monthly or upon task completion, as agreed with the City.
- Invoices will include a detailed breakdown of services provided, organized by task and date.
- All billing will follow the City's invoicing protocols to ensure smooth processing and prompt payment.

## Pre-Established Lump Sum Pricing

PCI currently uses a lump sum pricing structure under our on-call contracts with the City of San Antonio, City of Laredo, and Opportunity Home San Antonio, and we propose a similar structure for the City of Ingleside. This approach offers several advantages:

- Eliminates repeated fee negotiations, allowing task orders to begin without delay.
- Reduces administrative effort and accelerates project initiation.
- Provides cost predictability, supporting transparency and fiscal oversight.

This pricing model allows for fast turnaround, simplified budgeting, and consistent service delivery throughout the life of the contract. A fixed price is established at the start of each project or task order, and PCI does not request additional funds unless the scope of work is formally expanded.

## QUALITY ASSURANCE

PCI employs a structured, three-tiered QA/QC system to ensure all environmental deliverables meet the highest standards of technical accuracy, legal sufficiency, and HUD/GLO compliance. This process ensures that all documentation is audit-ready, clearly written, and aligned with federal, state, and local requirements.



- **Tier I – Technical Disciplinary Review** – *Led by Kailey Van Skiver* – Focuses on accuracy of content, consistency with HUD NEPA regulations (24 CFR Part 58), and alignment with project scope and schedule.
- **Tier II – Interdisciplinary Review** – *Led by Jackie Lopez* – Ensures legal sufficiency and regulatory completeness across all environmental factors. Verifies clarity, resolves reviewer comments, and integrates interdisciplinary inputs.
- **Tier III – Senior QA/QC Review** – *Led by Lena Camarillo (30+ years of experience)* – Confirms that all reviewer feedback has been addressed and that the final deliverables are complete, defensible, and submission-ready.

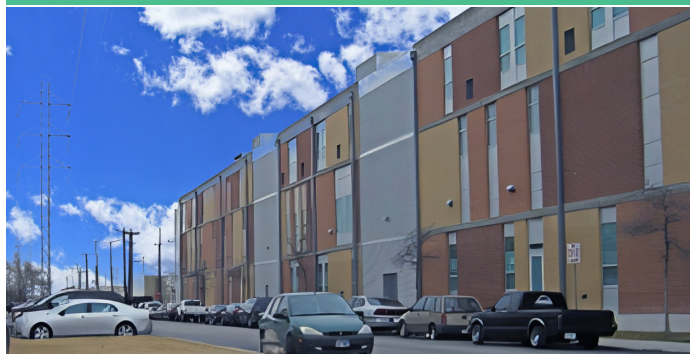
This three-tiered approach ensures that environmental reviews prepared by PCI are not only technically sound but also meet the documentation and quality standards required for CDBG-MIT funding through the GLO.

### Track Record of Low-Level Monitoring Findings or Concerns

PCI's commitment to quality and compliance is reflected in our exemplary performance history. Across hundreds of HUD-funded Environmental Review Records (ERRs) prepared over the last decade, PCI has maintained a clean compliance record – no HUD audits resulting in regulatory findings, and no funding jeopardized due to environmental review deficiencies.

Our proactive risk management, deep regulatory understanding, and meticulous documentation practices result in audit-ready files and seamless project advancement. Agencies and municipal clients trust PCI not only for our technical expertise, but for our consistency in skillfully navigating the complex HUD regulatory environment.

### Case Study: Prospects Courtyard HUD Environmental Assessment (EA) Recovery

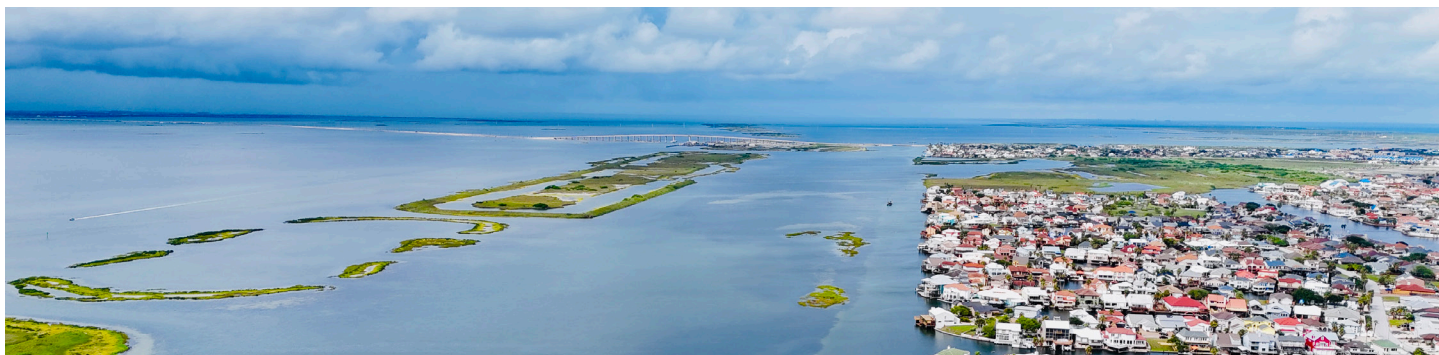


A prime example of PCI's problem-solving capabilities and regulatory expertise is our work on the EA for the Prospects Courtyard project at **Haven for Hope in San Antonio, Texas**. Initially cleared in 2009 by another firm, the project encountered compliance issues in 2013 when a HUD audit revealed critical documentation gaps that jeopardized funding.

To remedy this, the City of San Antonio turned to PCI. Our team:

- Conducted a full reassessment of the EA.
- Completed a HUD-compliant noise analysis for the site's location in an Unacceptable Zone.
- Reviewed previous environmental site assessments to address contamination concerns and Recognized Environmental Conditions (RECs).
- Performed Acceptable Separation Distance (ASD) calculations to address risks from nearby aboveground storage tanks (ASTs).
- Prepared the Administrative Record, including a complete index and all missing documentation.

**Outcome:** PCI's intervention preserved federal funding and restored the project's environmental compliance. This case exemplifies our ability to step in, resolve complex regulatory issues, and protect critical community investments.



## C /// CAPACITY TO PERFORM

PCI has a proven record of successfully managing multiple HUD environmental reviews concurrently – while upholding the highest standards of quality, compliance, and timeliness. Our scalable staffing model allows us to assign qualified personnel strategically based on each project’s scope, complexity, and timeline, ensuring that we meet aggressive schedules without compromising technical accuracy or regulatory integrity.

To accommodate varying workloads and maintain seamless project delivery, PCI employs a flexible, resource-driven approach that includes:

- **Dedicated key personnel** for day-to-day execution, QA/QC, and client communication.
- A **robust internal team** with subject matter expertise in NEPA, hazardous materials, cultural and biological resources, noise, and air quality.
- **Established external partnerships**, including:
  - ✓ Acacia Heritage Consulting – cultural and historic resource compliance
  - ✓ Baer Engineering – hazardous materials assessments and environmental due diligence

This integrated team structure enables PCI to quickly mobilize, scale support based on evolving project needs, and maintain clear, consistent communication throughout the review process. With these resources in place, PCI is fully equipped to execute the environmental scope of work for this contract – delivering high-quality, HUD-compliant results on time and with confidence.

### SCOPE OF WORK PCI PROPOSES TO PERFORM

Building on extensive experience with HUD and federally funded projects, PCI is prepared to perform all environmental compliance tasks outlined in the “Environmental Review” scope of services for the CDBG-MIT Resilient Communities Program.

At the outset of each environmental review, PCI will collaborate with the City of Ingleside to collect and verify essential project details, including:

- Project name and location
- HUD funding source and amount
- Total project cost
- Nature of the activity (e.g., new construction, rehabilitation, acquisition, etc.)

This information is entered into HUD’s HEROS system

and forms the basis for determining the appropriate NEPA level of review under 24 CFR Part 58, which may include:

- **Exempt** – 24 CFR §58.34
- **Categorically Excluded Not Subject to Related Laws and Authorities (CENST)** – 24 CFR §58.35(b)
- **Categorically Excluded Subject to Related Laws and Authorities (CEST)** – 24 CFR §58.35(a)
- **Environmental Assessment (EA)** – 24 CFR §58.36
- **Environmental Impact Statement (EIS)** – 24 CFR §58.37

PCI documents the classification rationale in HEROS, supported by:

- Project description
- Location maps
- Site photographs
- Preliminary environmental observations

Once the level of review is established, PCI completes full environmental documentation and regulatory compliance tasks, including:

- Determining the level of review (CEST, EA, or EIS) per 24 CFR Part 58 and project-specific criteria.
- Preparing Environmental Review Records (ERRs), including Tiered Reviews, Re-Evaluations, and supporting documentation.
- Conducting site-specific evaluations such as Phase I/II ESAs, contamination screenings, floodplain and wetland impact assessments (including 8-Step and 5-Step processes), and analyses for noise and explosive hazards (ASD).
- Leading all regulatory coordination and compliance, including Section 106 consultation with SHPO and Tribal Nations (via eTRAC), Section 404/floodplain permitting, and coordination with agencies such as GLO, USACE, FEMA, EPA, TPWD, and others.
- Drafting and publishing required public notices (e.g., FONSI, NOI-RROF, and Combined Notices) to support the release of funds and environmental clearance.

Throughout the review process, PCI ensures that all documentation complies with applicable HUD, GLO, and FEMA regulations. Our structured workflow, regulatory expertise, and responsive service enable the City of Ingleside to achieve timely and fully compliant environmental clearance.

PCI is capable of managing up to 50 concurrent ERRs under this contract, depending on complexity, without delays to the schedule. Based on our current team



structure, HUD Part 58 environmental reviews are typically completed within two to six weeks of receiving a notice to proceed.

## QUALIFICATIONS/EXPERIENCE OF STAFF

PCI has assembled a seasoned, multidisciplinary team of environmental professionals and subconsultants to support the City of Ingleside with timely, thorough, and audit-ready environmental reviews. Our team includes specialists in NEPA compliance, HUD Part 58 environmental review procedures, contamination and toxic substance analysis, natural resources assessment, and regulatory coordination.

Staff assignments will be tailored to the technical scope and specific needs of each task order, ensuring efficient, cost-effective delivery without compromising quality or compliance.

Key team strengths include:

- **Extensive HUD experience**, with hundreds of Environmental Review Records (ERRs) successfully completed for local housing authorities and municipalities across Texas.
- **Technical specialty** in critical disciplines, including noise modeling, wetland delineation, contamination

analysis, and environmental evaluations.

- **Robust QA/QC systems** that ensure all documentation is accurate, defensible, and fully compliant with federal and public review requirements.
- **Dedicated staffing capacity and operational flexibility** to manage a high volume of concurrent reviews without delays or reductions in quality.
- **An integrated delivery model** that enables seamless coordination with our trusted subconsultant partners, minimizing duplication and streamlining execution.

All team members – both PCI staff and subconsultants – are fully committed and available for the duration of this contract. We are prepared to mobilize quickly upon notice to proceed and have the resources, tools, and infrastructure in place to meet aggressive timelines without compromising performance.

Backed by extensive HUD experience, deep technical expertise, and a collaborative delivery approach, PCI is well-positioned to support the City of Ingleside's environmental compliance needs at every stage of project delivery.



| Project Team                    |                               |                                                               |                     |
|---------------------------------|-------------------------------|---------------------------------------------------------------|---------------------|
| Name                            | Job Title                     | Role/Area of Responsibility                                   | Years of Experience |
| Poznecki-Camarillo, LLC (Prime) |                               |                                                               |                     |
| Jackie Lopez                    | Vice President, Environmental | Contract Manager, Primary Point-of-Contact, Project Oversight | 17                  |
| Lena Camarillo                  | Executive Vice President      | QA/QC Manager                                                 | 30                  |
| Kailey Van Skiver               | Environmental Specialist III  | Project Manager, Deputy Contract Manager, HUD ERR Preparation | 7                   |

| Project Team                                                             |                                             |                                                         |                     |
|--------------------------------------------------------------------------|---------------------------------------------|---------------------------------------------------------|---------------------|
| Name                                                                     | Job Title                                   | Role/Area of Responsibility                             | Years of Experience |
| Chris Dayton, PhD, RPA                                                   | Senior Archeologist                         | Archeological Services                                  | 25                  |
| Warren Brown, PG                                                         | Geologist III                               | Contamination and Toxic Substances                      | 13                  |
| Travis Sterne                                                            | Environmental Scientist                     | Noise, Endangered Species, and Water Resources Services | 9                   |
| Spencer Foster, RPA                                                      | Archeologist                                | Archeological Services                                  | 7                   |
| Kelsey Jutila, PhD                                                       | Environmental Planner II                    | HUD ERR Preparation                                     | 5                   |
| Carolina Garcia                                                          | Environmental Specialist                    | HUD ERR Preparation                                     | 2                   |
| Sadey Cox                                                                | Environmental Specialist                    | HUD ERR Preparation                                     | 1                   |
| Isabel Wysong                                                            | Environmental Specialist                    | HUD ERR Preparation                                     | 1                   |
| Acacia Heritage Consulting, LLC (Subconsultant Firm)                     |                                             |                                                         |                     |
| Rachel Feit                                                              | Senior Archeologist, Principal Investigator | Historic and Archeological Services                     | 25                  |
| Nicholas Fuqua, PhD                                                      | Architectural Historian                     | Historic Resources Services                             | 15                  |
| Baer Engineering and Environmental Consulting, Inc. (Subconsultant Firm) |                                             |                                                         |                     |
| Jacobo Paz                                                               | Asbestos/Lead Inspector                     | Asbestos and Lead Services                              | 17                  |

## Key Staff Bios

PCI has assembled a highly qualified team of environmental professionals with the expertise, capacity, and leadership required to successfully manage and deliver HUD-compliant environmental reviews for the City of Ingleside. Each key staff member offers specialized knowledge in NEPA and HUD Part 58 compliance, technical study oversight, stakeholder coordination, and project management.

Collectively, our team has completed hundreds of ERRs across Texas, supporting affordable housing developments, infrastructure improvements, and community development initiatives. The individuals profiled below will lead the execution of this contract, providing responsive service, technical excellence, and timely, audit-ready deliverables.

## Contract Oversight and Management



**Jackie Lopez, Vice President of Environmental** – Poznecki-Camarillo, LLC

**Role:** Contract Manager/Primary Point of Contact

Jackie Lopez will serve as the Contract Manager and primary point of contact for the City of Ingleside. She brings 17 years of experience in NEPA and HUD environmental

compliance, stakeholder coordination, and regulatory documentation. As Vice President of Environmental at PCI, Jackie currently leads the firm's on-call HUD environmental review contracts with the City of San Antonio, City of Laredo, and Opportunity Home San Antonio and has managed hundreds of environmental reviews across Texas, including Categorical Exclusions Subject To §58.5 (CESTs), Environmental Assessments (EAs), Tiered Reviews, and supporting technical studies.

She is widely recognized for her deep understanding of HUD regulations under 24 CFR Part 58 and her ability to lead complex, multi-site housing and infrastructure projects. Jackie has successfully managed environmental reviews for affordable housing developments, multifamily rehabilitations, public facility improvements, and public-private partnerships – consistently ensuring regulatory compliance while maintaining project schedules and funding eligibility.

Her technical expertise includes hazardous materials assessments, biological evaluations, community impacts assessments, and GIS-based mapping. In addition to her project leadership, Jackie is an experienced public engagement facilitator and actively mentors junior staff through PCI's internal QA/QC and training programs.

With proven leadership, hands-on expertise, and a strong regulatory foundation, Jackie will ensure timely, defensible, and audit-ready environmental reviews for all City of Ingleside task orders.





**Kailey Van Skiver, Environmental Specialist III – Poznecki-Camarillo, LLC**  
**Role:** Project Manager/Deputy Contract Manager

Kailey Van Skiver will serve as Project Manager and Deputy Contract Manager, bringing seven years of experience in NEPA and HUD environmental compliance. Since 2024, she has led PCI's HUD environmental task orders, including the preparation of CESTs, EAs, and Tier II reviews.

Kailey specializes in identifying and evaluating environmental constraints, preparing defensible environmental documentation, and guiding clients through HUD's regulatory process. Her technical expertise includes wildlife and habitat assessments, hazardous materials reviews, socioeconomic evaluations, and contamination and toxic substance evaluations. She also conducts GIS-based mapping and spatial analysis to support site selection, risk screening, and compliance determinations.

Kailey is particularly adept at balancing technical rigor with timely deliverables, ensuring that HUD-funded projects remain on schedule and within scope. Her project experience spans single- and multi-family housing rehabilitations, capital improvements, and infrastructure upgrades across numerous, municipal

on-call contracts. Her attention to detail, proactive communication style, and ability to anticipate regulatory challenges make her a key asset in environmental compliance and project execution.



**Lena Camarillo, Executive Vice President**  
 – Poznecki-Camarillo, LLC  
**Role:** QA/QC Manager

Lena Camarillo will serve as the QA/QC Manager, bringing over 30 years of experience in environmental planning, NEPA documentation, and public involvement. She will lead quality assurance and quality control efforts for all deliverables under this contract, ensuring they are technically sound, regulatory-compliant, and ready for audit or public review.

Lena has prepared Environmental Impact Statements (EISs), EAs, and CESTs, with specialized expertise in developing Purpose and Need statements, evaluating project alternatives, and conducting complex technical reviews. Her experience spans housing, transportation, and public infrastructure projects across Texas.

Prior to joining PCI, Lena served as Director of the Sims Bayou Urban Nature Center and as a biologist with the Texas Parks and Wildlife Department (TPWD), where she co-authored Texas Wildscapes; Gardening for Wildlife (UT Press, 1998). At PCI, she oversees both environmental and public involvement programs, ensuring that documentation is strategic, defensible, and aligned with local, state, and federal requirements.

### Specialized Environmental Expertise



**Chris Dayton, PhD, RPA, Senior Archeologist – Poznecki-Camarillo, LLC**  
**Role:** Archeological Services

Dr. Chris Dayton will oversee archeological services for this contract, bringing over 25 years of experience in cultural resources management. A Registered Professional Archeologist (RPA), Chris has led or contributed to nearly 1,000 cultural resources projects for municipalities, state and federal agencies, and private clients – ensuring compliance with Section 106 of the National Historic Preservation Act (NHPA), NEPA, and tribal consultation requirements.

He is highly experienced in conducting and managing archeological surveys, testing, data recovery, and monitoring programs. Chris has authored and peer-reviewed hundreds of technical reports and frequently integrates cultural resources considerations into broader HUD-funded and federally funded planning initiatives.

Prior to joining PCI, Chris founded and led the cultural resources division of a major consulting firm, where he developed internal protocols, trained staff, and expanded services across multiple regions. He holds a Ph.D. in Anthropology from Boston University, where his dissertation on ancient irrigation practices in Peru reflected his deep academic background and field expertise.

Chris's leadership ensures that cultural resources are addressed accurately, efficiently, and in full alignment with broader environmental compliance efforts.



**Warren Brown, PG, Geologist III –**  
*Poznecki-Camarillo, LLC*

**Role:** Contamination and Toxic Substances Services

Warren Brown is a licensed Professional Geologist with 13 years of experience in geologic assessments, environmental site investigations, and regulatory compliance. For this contract, he will lead contamination and toxic substances evaluations, including Phase I and II Environmental Site Assessments (ESAs), as well as soil and groundwater contamination reviews.

Warren specializes in evaluating geological resources, managing spill response, and developing remedial strategies. He has supported and led field investigations under multi-site contracts for agencies such as the City of San Antonio, the Texas Department of Transportation (TxDOT), the Texas Commission on Environmental Quality (TCEQ), the Railroad Commission of Texas (RRC), and multiple municipalities.

His work frequently includes hydrogeologic assessments in recharge zones, regulatory coordination, and the implementation of corrective actions to mitigate contamination risks. With a strong grasp of both state and federal regulatory frameworks, Warren ensures each project is compliant, technically sound, and grounded in best geologic and environmental practices.



**Travis Sterne, Environmental Scientist**  
*– Poznecki-Camarillo, LLC*

**Role:** Noise, Endangered Species, and Water Resources Services

Travis Sterne brings nine years of experience in environmental compliance and planning, with specialized expertise in wildlife and habitat assessments, threatened and endangered species evaluations, wetland delineations, and traffic noise

analysis. For this contract, he will support environmental reviews requiring technical studies under NEPA and HUD regulations, particularly those involving natural resources and physical environmental impacts.

Travis has conducted numerous threatened and endangered species habitat assessments, including desktop evaluations, field surveys, and regulatory coordination with the U.S. Fish and Wildlife Service (USFWS) and TPWD. He is proficient in using the Information for Planning and Consultation (IPaC) system, reviewing critical habitat designations, and preparing compliance documentation in alignment with HUD and NEPA requirements.

He also specializes in wetland delineations and Waters of the U.S. (WOTUS) determinations, utilizing hydric soil data, vegetative indicators, and Ordinary High-Water Mark (OHWM) characteristics per U.S. Army Corps of Engineers (USACE) guidance. Travis's ability to identify environmental constraints early in project development helps reduce permitting risks, inform project scope, and support timely, defensible environmental documentation for HUD-funded initiatives.



**Spencer Foster, RPA, Archeologist**  
*– Poznecki-Camarillo, LLC*

**Role:** Archeological Services

Spencer Foster brings seven years of archeological experience, combining extensive fieldwork with specialized laboratory expertise. He has participated in surveys, testing, and large-scale data recovery excavations throughout Central America, including significant Mayan sites such as Colha and La Milpa in Belize. As a Registered Professional Archeologist (RPA), his work has contributed to regional chronologies and deepened the understanding of prehistoric settlement patterns.

Spencer's technical background includes lithic and ceramic analysis, artifact processing, and curation, offering valuable insight into cultural practices and site function. At PCI, he supports environmental compliance on federally funded projects by conducting background research, assisting with tribal coordination, and preparing Section 106 documentation under the NHPA.

His archeological expertise ensures cultural resources are thoroughly evaluated and effectively integrated into the HUD environmental review process, supporting defensible and compliant project documentation.





## Support Services



**Kelsey Jutila, PhD, Environmental Planner II** – Poznecki-Camarillo, LLC

**Role:** HUD Environmental Review Preparation

Dr. Kelsey Jutila brings five years of interdisciplinary experience in environmental policy, planning, and public outreach. As an Environmental Planner II, she supports PCI's HUD environmental reviews through the preparation of technical documentation, GIS analysis, and the development of socioeconomic and community profiles.

Kelsey's background in environmental education, environmental law, and natural resource management enables her to approach NEPA compliance with a broad, well-rounded perspective. She is experienced in species and habitat assessments, hazardous materials reviews, and the preparation of detailed GIS maps to support ERRs.

Kelsey excels at translating complex environmental data into clear, well-structured reports that meet federal, state, and local requirements. Her ability to synthesize technical information across multiple disciplines makes her a versatile and reliable contributor to infrastructure, housing, and community development projects.



**Carolina Garcia, Environmental Specialist** – Poznecki-Camarillo, LLC

**Role:** HUD Environmental Review Preparation

Carolina Garcia brings two years of experience as an environmental specialist, supported by a strong academic background in environmental studies and

natural resources management. She supports PCI's HUD-funded projects by preparing ERRs and conducting compliance analyses in accordance with NEPA and related federal regulations.

Her technical capabilities include GIS mapping, traffic noise analysis, species and habitat evaluations, and hazardous materials reviews. Carolina plays an integral role in producing timely, accurate, and defensible documentation for a wide range of federally funded housing and infrastructure projects.

Her multidisciplinary approach, combined with strong attention to detail, contributes to PCI's ability to execute projects efficiently, consistently, and in full regulatory compliance.



**Sadey Cox, Environmental Specialist** – Poznecki-Camarillo, LLC

**Role:** HUD Environmental Review Preparation

Sadey Cox brings one year of experience as an environmental specialist, supported by a strong academic foundation in environmental studies and emerging expertise in GIS, regulatory compliance, and natural resource analysis. She contributes to PCI's HUD-funded projects by assisting in the preparation of ERRs and supporting technical documentation in alignment with NEPA and HUD regulations.

Her responsibilities include conducting site-specific environmental research, species and habitat assessments, hazardous materials reviews, and developing GIS-based maps to support defensible environmental documentation, including CESTs, and continues to grow her role in supporting federally funded housing and infrastructure initiatives.



**Isabel Wysong, Environmental Specialist** – *Poznecki-Camarillo, LLC*  
**Role:** HUD Environmental Review Preparation

New to the PCI Team, Isabel Wysong brings a strong academic foundation in environmental studies and has rapidly developed hands-on experience as an environmental specialist. With growing expertise in GIS, regulatory compliance, and natural resource analysis, she plays an active role in supporting HUD-funded projects through the preparation of ERRs and associated technical documentation in accordance with NEPA and HUD regulations.

Her work emphasizes data-driven decision-making and technical accuracy, supporting HUD environmental reviews with high-quality research and documentation. Isabel contributes to project efficiency by helping streamline environmental review workflows, coordinating with senior staff on regulatory interpretations, and ensuring all documentation aligns with evolving HUD and NEPA standards. Her proactive approach and growing technical versatility make her a valuable contributor to the PCI team.

### Trusted Subconsultant Support



**Rachel Feit, Senior Archeologist/Principal Investigator** – *Acacia Heritage Consulting, LLC*  
**Role:** Historic and Archeological Services

Rachel Feit brings 25 years of experience in cultural resources management, historic preservation, and regulatory compliance. As the founder and principal of Acacia Heritage Consulting, she leads archival research, National Register of Historic Places (NRHP) evaluations, cultural landscape assessments, and Section 106 compliance efforts for a broad range of federally funded projects.

Her expertise spans urban archeology, historical archeology, and ethnohistory, with a particular focus on 19th- and 20th-century cultural sites. Rachel has directed numerous high-profile projects across Texas and the Southwest, including the award-winning excavation and analysis of an African American cemetery in Navarro County. Her deep understanding of federal regulations and local historic contexts ensures that HUD-funded projects meet compliance requirements while preserving and honoring cultural heritage.



**Nicholas Fuqua, PhD, Architectural Historian** – *Acacia Heritage Consulting, LLC*  
**Role:** Historic Resources Services

Dr. Nicholas Fuqua brings 15 years of experience in architectural history, cultural resource management, and historic preservation planning. He specializes in evaluating historic built environments through archival research, cartographic analysis, and field-based documentation. His work includes the preparation of standing structure surveys, historic context reports, and NRHP eligibility assessments.

Nicholas has conducted Section 106 compliance reviews for a wide range of federally funded projects in coordination with FEMA, GLO, and TxDOT. His portfolio includes disaster relief surveys and historic property evaluations in both urban and rural contexts. With a strong command of state and federal preservation requirements, Nicholas ensures that HUD-funded projects are reviewed efficiently, accurately, and in full regulatory compliance.



**Jacobo Paz, Asbestos/Lead Inspector** – *Baer Engineering and Environmental Consulting, Inc.*  
**Role:** Asbestos and Lead Services

Jacobo Paz brings 17 years of experience in environmental consulting, industrial hygiene, and safety compliance, with a specialized focus on asbestos and lead-based paint (LBP) services. As a Texas Department of State Health Services (DSHS)-licensed Asbestos Consultant and certified Lead Risk Assessor, he provides expert oversight of hazardous materials investigations for federally funded housing and infrastructure projects.

His technical expertise includes asbestos surveys, abatement design, project monitoring, and air sampling (baseline, ambient, and clearance) as well as combined lead inspection/risk assessments (LIRAs) and clearance testing. He routinely prepares occupant protection plans (OPPs) and technical specifications in accordance with HUD and EPA guidelines.

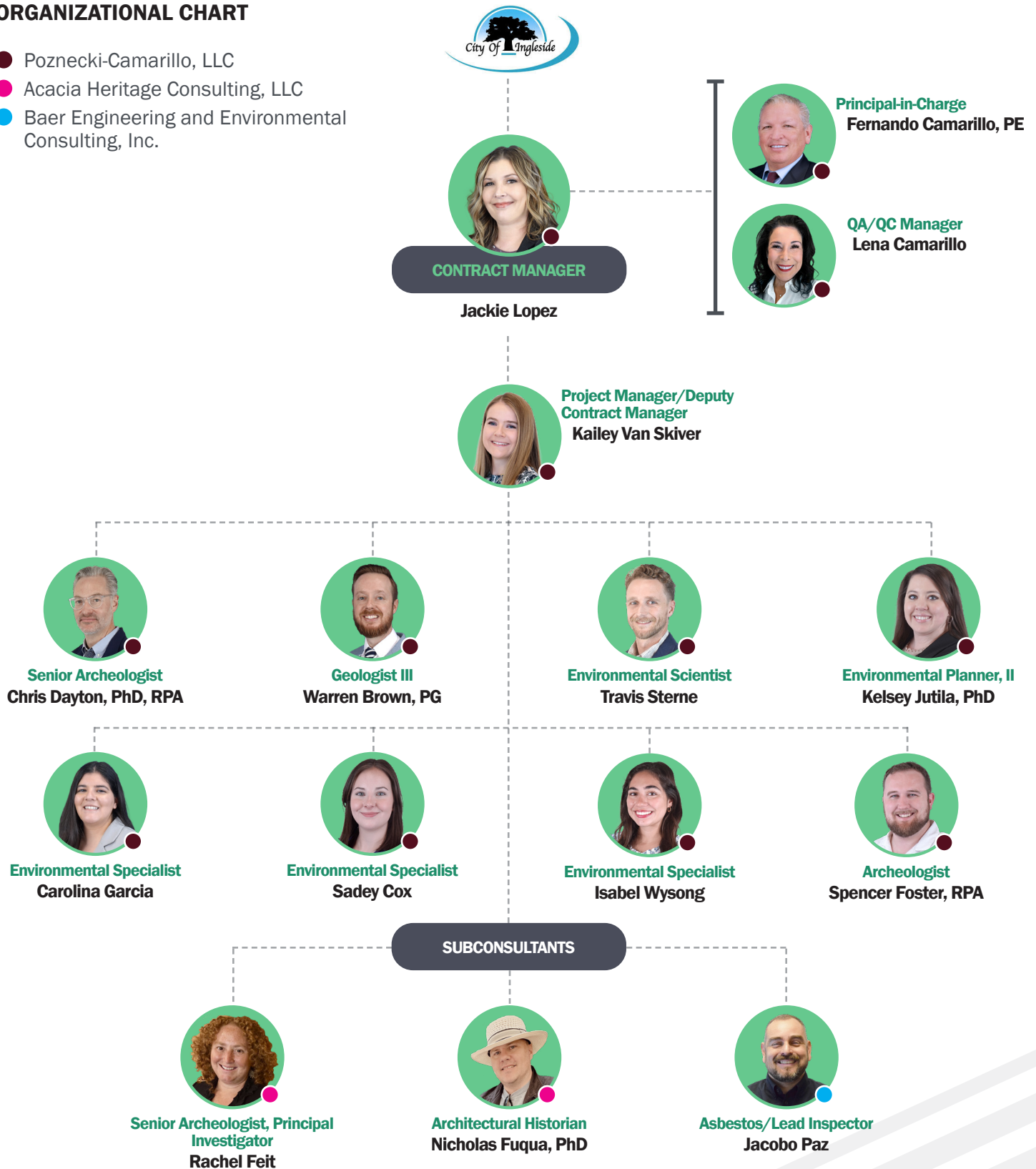
In addition to his consulting work, Jacobo is an authorized instructor for OSHA-compliant asbestos and lead safety training courses, supporting workforce readiness and regulatory compliance. His deep experience and professional certifications make him a critical resource for ensuring the safe, compliant, and timely execution of HUD-funded rehabilitation and redevelopment projects.

## Contract Oversight and Management

The chart below illustrates the proposed organizational structure for this contract, including key PCI staff and trusted subconsultants. It reflects clear lines of responsibility, communication, and oversight to ensure efficient coordination, regulatory compliance, and timely project delivery.

### ORGANIZATIONAL CHART

- Poznecki-Camarillo, LLC
- Acacia Heritage Consulting, LLC
- Baer Engineering and Environmental Consulting, Inc.



| Capacity of Personnel  |                  |                                       |
|------------------------|------------------|---------------------------------------|
| Name                   | Firm             | Availability for Contract Assignments |
| Jackie Lopez           | PCI              | 75%                                   |
| Lena Camarillo         | PCI              | 50%                                   |
| Kailey Van Skiver      | PCI              | 85%                                   |
| Chris Dayton, PhD, RPA | PCI              | 75%                                   |
| Warren Brown, PG       | PCI              | 90%                                   |
| Travis Sterne          | PCI              | 85%                                   |
| Spencer Foster, RPA    | PCI              | 85%                                   |
| Kelsey Jutila, PhD     | PCI              | 90%                                   |
| Carolina Garcia        | PCI              | 85%                                   |
| Sadey Cox              | PCI              | 90%                                   |
| Rachel Feit            | Acacia           | 25%                                   |
| Nicholas Fuqua, PhD    | Acacia           | 35%                                   |
| Jacobo Paz             | Baer Engineering | 30%                                   |

## Resumes

Detailed resumes for all key team members are provided at the end of this tab. Each resume highlights the individual's education, certifications, licenses, relevant project experience, and professional affiliations, demonstrating the depth, qualifications, and readiness of the PCI Team to successfully support the City of Ingleside.

## PRESENT AND PROJECTED WORKLOADS

### Staff Availability & Depth

PCI maintains a strong and growing presence across Texas, supported by the staffing capacity and operational infrastructure necessary to fully support on-call assignments for the City of Ingleside. Our environmental team brings extensive experience delivering high-quality environmental reviews and visual assessments for municipal clients statewide.

We are well-positioned to respond quickly to project needs, with dedicated staff available for field verification, documentation preparation, and coordination with regulatory agencies. PCI's flexible resourcing model allows us to scale support based on the complexity and timing of individual task orders, ensuring consistent quality and responsiveness – even under high-volume conditions.

Our team can mobilize within 24 to 48 hours to perform visual assessments and deliver associated documentation, enabling efficient progress and compliance with schedule requirements.

## Time Dedication of Key Personnel

PCI's environmental professionals are fully committed to supporting this contract and have the capacity and availability required to meet the City of Ingleside's schedule, compliance goals, and on-call service expectations. The table below summarizes each key team member's estimated availability to conduct visual assessments, fieldwork, and technical documentation tasks within the Ingleside area and surrounding region.

### Present Workload

PCI is well-positioned to deliver high-quality environmental services across South Texas and the Texas Gulf Coast. With a strong and growing statewide presence, we are able to provide responsive and flexible support through dedicated professional staff who are deeply familiar with the region's environmental conditions and regulatory framework.

Our current workload includes a diverse portfolio of environmental projects at various stages of development. These active commitments are fully staffed and carefully managed to ensure they do not impact our ability to support future assignments for the City of Ingleside.

A full list of PCI's active environmental projects is included below as evidence of our ongoing capacity, technical expertise, and ability to manage concurrent projects successfully.



| Current Firm Workload                                                                                                              |                                                                          |                         |                  |
|------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|-------------------------|------------------|
| Project Name                                                                                                                       | Assigned Staff                                                           | Est. Date of Completion | Percent Complete |
| South WW White Road and Boxwood Road Mid-Block Crossing, San Antonio, TX, Categorical Exclusion (CE)                               | Kailey Van Skiver, Chris Dayton, Kelsey Jutila, Spencer Foster           | Aug. 2025               | 99%              |
| East Chacon Hike & Bike Trail, Independence Hills Park, Laredo, TX, CE                                                             | Jackie Lopez, Chris Dayton, Travis Sterne, Kelsey Jutila, Spencer Foster | Aug. 2025               | 99%              |
| Marbach Road Drainage Improvements, I-410 at Marbach Road, San Antonio, TX, CE                                                     | Kailey Van Skiver, Chris Dayton, Sadey Cox, Spencer Foster               | Aug. 2025               | 99%              |
| LHRD, 887 Utopia Ln, San Antonio, TX, HUD Tier II CEST                                                                             | Kailey Van Skiver, Sadey Cox                                             | Aug. 2025               | 98%              |
| LHRD, 903 Glamis Ave, San Antonio, TX, HUD Tier II CEST                                                                            | Kailey Van Skiver, Sadey Cox                                             | Aug. 2025               | 98%              |
| Elmira Area Roadway Improvements, from 50 feet south of Cadwallader Street to 95 feet east of W Quincy Street, San Antonio, TX, CE | Jackie Lopez, Kelsey Jutila, Travis Sterne, Sadey Cox                    | Aug. 2025               | 98%              |
| Rowlett Creek Trail Extension, Collin County, TX, CE                                                                               | Jackie Lopez, Chris Dayton, Travis Sterne, Kelsey Jutila, Spencer Foster | Aug. 2025               | 98%              |
| FM 2252 at Toepperwein Road Improvements, CE                                                                                       | Jackie Lopez, Kailey Van Skiver, Chris Dayton, Sadey Cox, Spencer Foster | Aug. 2025               | 97%              |
| Frio City Road Outfall, I-35 Southbound Frontage Road, San Antonio, TX, CE                                                         | Jackie Lopez, Kelsey Jutila, Sadey Cox                                   | Aug. 2025               | 97%              |
| SW Military Drive at Leon Creek Greenway, San Antonio, TX, CE                                                                      | Jackie Lopez, Chris Dayton, Kelsey Jutila, Travis Sterne                 | Aug. 2025               | 97%              |
| LHRD, 619 Clark Ave, San Antonio, TX, HUD Tier II CEST                                                                             | Kailey Van Skiver, Sadey Cox                                             | Aug. 2025               | 95%              |
| Blanco Road from SH 46 to Comal/Bexar County Line                                                                                  | Jackie Lopez, Lena Camarillo, Chris Dayton, Kailey Van Skiver            | Aug. 2025               | 95%              |
| Glen Park Apartments, 111 & 127 Earl St, San Antonio, TX, HUD CEST                                                                 | Jackie Lopez, Kailey Van Skiver, Travis Sterne, Kelsey Jutila            | Aug. 2025               | 95%              |
| Kenwood North Apartments, 121 Avenue M, San Antonio, TX, HUD CEST                                                                  | Jackie Lopez, Kelsey Jutila, Sadey Cox                                   | Aug. 2025               | 95%              |
| Mirasol Apartments, 4222 El Paso St, San Antonio, TX, HUD CEST                                                                     | Jackie Lopez, Carolina Garcia, Sadey Cox                                 | Aug. 2025               | 95%              |
| Olive Park Apartments, 1015 N Olive St, San Antonio, TX, HUD CEST                                                                  | Jackie Lopez, Kailey Van Skiver, Carolina Garcia, Isabel Wysong          | Aug. 2025               | 95%              |
| Park Square Apartments, 800 E Park Ave, San Antonio, TX, HUD CEST                                                                  | Jackie Lopez, Kailey Van Skiver, Travis Sterne                           | Aug. 2025               | 95%              |
| Village East Apartments, 819 N Hackberry, San Antonio, TX, HUD CEST                                                                | Jackie Lopez, Kailey Van Skiver, Carolina Garcia                         | Aug. 2025               | 95%              |
| WC White Apartments, 618 N Hackberry St, San Antonio, TX, HUD CEST                                                                 | Jackie Lopez, Kailey Van Skiver, Travis Sterne                           | Aug. 2025               | 95%              |

### /// TAB 1C | CAPACITY TO PERFORM

| Project Name                                                                                      | Assigned Staff                                                 | Est. Date of Completion | Percent Complete |
|---------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-------------------------|------------------|
| William Sinkin Apartments, 1518 Amanda St, San Antonio, TX, HUD CEST                              | Jackie Lopez, Kailey Van Skiver, Travis Sterne                 | Aug. 2025               | 95%              |
| Castroville Road at SH 151, 130 feet west of SH 151 access road to Acme Road, San Antonio, TX, CE | Kailey Van Skiver, Chris Dayton, Travis Sterne, Spencer Foster | Aug. 2025               | 94%              |
| N Frio Bike/Pedestrian Improvements from I-10 to W Houston Street, San Antonio, TX, CE            | Jackie Lopez, Kailey Van Skiver, Carolina Garcia               | Aug. 2025               | 90%              |
| Villa Hermosa Apartments, 327 N Flores St, San Antonio, TX, HUD CEST                              | Kailey Van Skiver, Sadey Cox                                   | Aug. 2025               | 90%              |
| El Paso County Basins, Mitchell/Oscullivan Drive and De Gaulle Place, El Paso County, TX          | Jackie Lopez, Chris Dayton, Kailey Van Skiver, Carolina Garcia | Aug. 2025               | 88%              |
| Lead Hazard Reduction Demonstration (LHRD), 1026 Leal St, San Antonio, TX, HUD Tier II CEST       | Kailey Van Skiver, Kelsey Jutila                               | Aug. 2025               | 75%              |
| Economic Develop Initiative (EDI), 2334 Ingleside Dr, San Antonio, TX, HUD CEST                   | Kailey Van Skiver, Travis Sterne                               | Aug. 2025               | 75%              |
| LHRD, 2511 Arbor Pl, San Antonio, TX, HUD Tier II CEST                                            | Kailey Van Skiver, Carolina Garcia                             | Aug. 2025               | 75%              |
| LHRD, 3714 Travis St, San Antonio, TX, HUD Tier II CEST                                           | Kailey Van Skiver, Travis Sterne                               | Aug. 2025               | 75%              |
| OORR, 406 Dawnview Ln, San Antonio, TX, HUD CEST                                                  | Kailey Van Skiver, Sadey Cox                                   | Aug. 2025               | 75%              |
| LHRD, 407 Grosvenor St, San Antonio, TX, HUD Tier II CEST                                         | Kailey Van Skiver, Carolina Garcia                             | Aug. 2025               | 75%              |
| OORR, 419 Bradford, San Antonio, TX, HUD CEST                                                     | Kailey Van Skiver, Isabel Wysong, Sadey Cox                    | Aug. 2025               | 75%              |
| LHRD, 725 W Russell Pl, San Antonio, TX, HUD Tier II CEST                                         | Kailey Van Skiver, Travis Sterne                               | Aug. 2025               | 75%              |
| Hemisfair RCA Pavilion, 600 Hemisfair Plaza Way, Bldg 337, San Antonio, TX, HUD CEST              | Kailey Van Skiver, Chris Dayton, Kelsey Jutila, Spencer Foster | Aug. 2025               | 75%              |
| Old Highway 90 from SH 151 to Leon Creek, San Antonio, CE                                         | Jackie Lopez, Carolina Garcia                                  | Aug. 2025               | 74%              |
| DeSoto Senior Center, 204 Lion St, DeSoto, TX, HUD CEST                                           | Kailey Van Skiver, Isabel Wysong                               | Aug. 2025               | 42%              |
| Owner Occupied Rehabilitation and Reconstruction (OORR), 118 Zachry Dr, San Antonio, TX, HUD CEST | Kailey Van Skiver, Kelsey Jutila, Travis Sterne                | Aug. 2025               | 25%              |
| OORR, 222 Estrella St, San Antonio, TX, HUD CEST                                                  | Kailey Van Skiver, Kelsey Jutila, Sadey Cox                    | Aug. 2025               | 25%              |
| OORR, 538 Millwood Ln, San Antonio, TX, HUD CEST                                                  | Kailey Van Skiver, Isabel Wysong, Travis Sterne                | Aug. 2025               | 25%              |

# /// TAB 1C | CAPACITY TO PERFORM

| Project Name                                                                             | Assigned Staff                                                                                | Est. Date of Completion | Percent Complete |
|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-------------------------|------------------|
| EDI, 930 Cantrell Dr, San Antonio, TX, HUD CEST                                          | Kailey Van Skiver, Sadey Cox, Isabel Wysong                                                   | Aug. 2025               | 25%              |
| Watson Lane from I-35 to FM 1101, New Braunfels, TX                                      | Jackie Lopez, Travis Sterne                                                                   | Sept. 2025              | 99%              |
| Springview Apartments, 651 & 722 S Mel Waiters Way, San Antonio, TX, HUD CEST            | Jackie Lopez, Chris Dayton, Kailey Van Skiver, Kelsey Jutila, Spencer Foster                  | Sept. 2025              | 95%              |
| Villa Hermosa Apartments, 327 N Flores St, San Antonio, TX, HUD CEST                     | Jackie Lopez, Kailey Van Skiver, Travis Sterne, Kelsey Jutila                                 | Sept. 2025              | 95%              |
| Highview Apartments, 1351 Rigsby Ave, San Antonio, TX, HUD CEST                          | Kailey Van Skiver, Kelsey Jutila                                                              | Sept. 2025              | 90%              |
| Linda Lou Apartments, 124 Linda Lou Dr & 4603 S Hackberry St, San Antonio, TX, HUD CEST  | Kailey Van Skiver, Carolina Garcia                                                            | Sept. 2025              | 90%              |
| Escondida Apartments, 2514 Vance Jackson Rd, San Antonio, TX, HUD CEST                   | Kailey Van Skiver, Warren Brown, Sadey Cox                                                    | Sept. 2025              | 86%              |
| Alazan-Apache Apartments, 1011 S Brazos St, San Antonio, TX, HUD CEST                    | Kailey Van Skiver, Carolina Garcia                                                            | Sept. 2025              | 80%              |
| Laredo College Veterans Center, 1 West End Washington St, Laredo, TX, HUD CEST           | Kailey Van Skiver, Travis Sterne                                                              | Sept. 2025              | 75%              |
| Business 20 Overpass at Faudree Road, Odessa, TX, CE                                     | Jackie Lopez, Kailey Van Skiver, Warren Brown, Carolina Garcia                                | Oct. 2025               | 99%              |
| Tierra Este (Arterial 1) from Pellicano Drive to Cozy Cove Avenue, El Paso, TX, CE       | Jackie Lopez, Lena Camarillo, Chris Dayton, Kailey Van Skiver, Warren Brown, Carolina Garcia  | Oct. 2025               | 98%              |
| Zarzamora Mid-Block Crossings from Linares Street to B Street, San Antonio, TX, CE       | Jackie Lopez, Kailey Van Skiver, Carolina Garcia                                              | Oct. 2025               | 98%              |
| Roosevelt Bridge Cultural Resources, San Antonio, TX                                     | Jackie Lopez, Chris Dayton, Spencer Foster                                                    | Oct. 2025               | 95%              |
| FM 3351 from I-10 to Desperado Way, San Antonio, TX, CE                                  | Jackie Lopez, Kailey Van Skiver, Warren Brown, Travis Sterne, Carolina Garcia                 | Nov. 2025               | 99%              |
| FM 1423 from SH 107 to Minnesota Road, Hidalgo County, TX, Environmental Assessment (EA) | Jackie Lopez, Lena Camarillo, Kailey Van Skiver, Warren Brown, Travis Sterne, Carolina Garcia | Nov. 2025               | 82%              |
| SL 20 Extension (Cuatro Vientos) from Mangana-Hein Road to US 83                         | Jackie Lopez, Lena Camarillo, Travis Sterne, Carolina Garcia                                  | Nov. 2025               | 50%              |
| Airway Boulevard from Gateway Boulevard to Industrial Avenue, El Paso, TX                | Jackie Lopez, Warren Brown                                                                    | Jan. 2026               | 5%               |
| US 77 from FM 2440 to SH 21, Giddings, TX, EA                                            | Jackie Lopez, Kailey Van Skiver, Warren Brown, Travis Sterne, Carolina Garcia                 | Feb. 2026               | 99%              |
| Spur 536 (Roosevelt Avenue) from Steves Avenue to VFW Boulevard, San Antonio, TX, CE     | Jackie Lopez, Kailey Van Skiver, Carolina Garcia                                              | Feb. 2026               | 94%              |

| Project Name                                                                                     | Assigned Staff                                                                                | Est. Date of Completion | Percent Complete |
|--------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|-------------------------|------------------|
| Kowald Lane from I-35 to FM 1101, New Braunfels, TX, CE                                          | Jackie Lopez, Lena Camarillo, Kailey Van Skiver, Warren Brown, Travis Sterne, Carolina Garcia | Mar. 2026               | 16%              |
| US 281 South from East Borgfeld Drive to SH 46, Bexar and Comal County, TX, EA                   | Jackie Lopez, Lena Camarillo, Chris Dayton, Kailey Van Skiver, Warren Brown, Carolina Garcia  | May 2026                | 60%              |
| SH 170 from East of I-35 W to Intermodal Parkway, Tarrant County, TX, CE                         | Jackie Lopez, Kailey Van Skiver, Sadey Cox                                                    | May 2026                | 50%              |
| Milby Pedestrian Bridge, Broadway Street from Woodruff Street to Bumblay Street, Houston, TX, CE | Jackie Lopez, Sadey Cox                                                                       | May 2026                | 1%               |
| Heuermann Road at Maverick Creek Tributary 6, San Antonio, TX, CE                                | Jackie Lopez, Chris Dayton, Kailey Van Skiver, Travis Sterne, Carolina Garcia                 | June 2026               | 68%              |
| FM 1015 from Mile 12 Road to SH 107, Edcouch, TX, CE                                             | Jackie Lopez, Kailey Van Skiver, Kelsey Jutila, Carolina Garcia                               | June 2026               | 63%              |
| Roosevelt VFW Improvements, San Antonio, TX, CE                                                  | Jackie Lopez, Kailey Van Skiver, Carolina Garcia                                              | Dec. 2026               | 52%              |
| Probandt Street from S Alamo Street to US 90, San Antonio, TX, CE                                | Jackie Lopez, Kailey Van Skiver                                                               | Dec. 2026               | 30%              |
| US 57 from Zavala/Frio County line to I-35, Frio County, TX                                      | Jackie Lopez, Kailey Van Skiver                                                               | Dec. 2026               | 9%               |
| SH 75 from 1.2 miles N of SS 59 to 0.2 miles N of SS 59, Walker County, TX                       | Jackie Lopez, Kailey Van Skiver                                                               | Dec. 2026               | 5%               |
| Sutton County Rest Stop, I-10 approximately 0.6 miles west of Sonora, TX                         | Jackie Lopez, Travis Sterne                                                                   | Dec. 2026               | 1%               |
| US 183 from 0.12 miles S of I-10 to St. Joseph Street, Gonzales County, TX EA                    | Jackie Lopez, Kailey Van Skiver, Carolina Garcia, Isabel Wysong                               | Dec. 2027               | 24%              |
| FM 396 at I-2 Direct Connectors, Hidalgo County, TX, CE                                          | Jackie Lopez, Sadey Cox                                                                       | Dec. 2027               | 10%              |
| SH 97 from Bryant St.-FM 476 to US 281, Pleasanton, TX                                           | Lena Camarillo, Jackie Lopez, Kailey Van Skiver                                               | Dec. 2027               | 10%              |
| Wintergreen Road from N Jefferson St to Carpenter Rd, Lancaster, TX, CE                          | Jackie Lopez, Kailey Van Skiver, Carolina Garcia                                              | TBD                     | 54%              |

## APPROACH TO THE SCOPE OF SERVICES

PCI applies a rigorous, compliance-driven approach to the preparation of HUD ERRs, ensuring full alignment with NEPA requirements under 24 CFR Part 58, as well as all applicable federal, state, and local regulations. Our structured methodology, in-depth regulatory knowledge, and proactive coordination with oversight agencies enable us to deliver timely, accurate, and audit-ready environmental reviews that support successful project funding and execution.

We recognize that environmental compliance is not merely a procedural requirement – it is a critical step in securing federal funds, advancing project delivery, and managing long-term risk. That is why our team prioritizes early constraint identification, responsive resolution strategies, and efficient documentation while maintaining strict regulatory adherence.

PCI's project delivery framework is anchored by three core principles:

- **Thorough Analysis** – Subject matter experts carefully



## /// TAB 1C | CAPACITY TO PERFORM

evaluate each environmental factor to produce comprehensive, defensible documentation that aligns with HUD expectations.

- **Clear Communication** – We provide transparent, consistent updates throughout the review process, so the City is informed on status, timelines, risks, and next steps.
- **On-Time Delivery** – We deploy qualified personnel, proven tools, and standardized templates to ensure reviews stay on schedule and within scope.

Our proven approach helps the City of Ingleside maintain full regulatory compliance and move HUD-funded projects forward without avoidable delays.

### Environmental Review Record Execution

Once the appropriate level of environmental review is determined, PCI conducts a comprehensive analysis of all compliance factors under 24 CFR §58.6 and §58.5 within HUD's HEROS system. Each factor is carefully evaluated based on site-specific conditions and project characteristics, with findings clearly documented and substantiated. Supporting materials – such as maps, photographs, and correspondence – are directly uploaded to HEROS, resulting in a complete, compliant, and audit-ready ERR.

### 24 CFR §58.6 Compliance Factors

**Airport Hazards** – PCI evaluates potential airport hazard concerns by analyzing each project's proximity to relevant aviation facilities in the Texas coastal region, including Ingleside Regional Airport. Using GIS spatial analysis and Federal Aviation Administration (FAA) tools, PCI determines whether the project is located within:

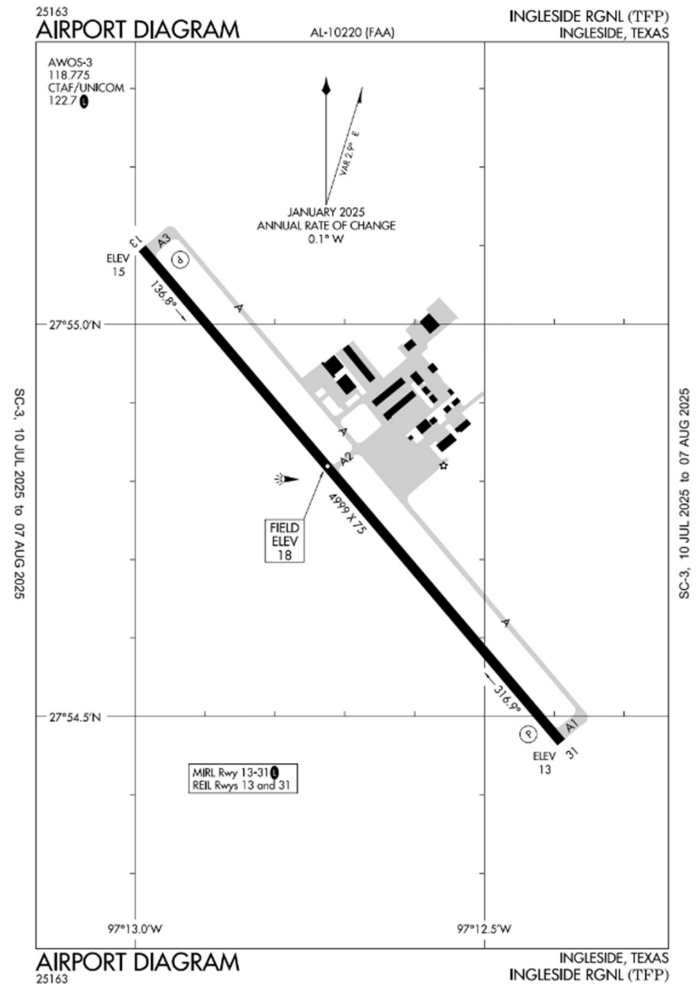
- 2,500 feet of a civilian airport
- 15,000 feet of a military airfield

If a project falls within these thresholds, PCI conducts a formal airport hazard evaluation to assess whether the site intersects with:

- A Runway Protection Zone (RPZ) or Clear Zone (CZ)
- An Accident Potential Zone (APZ) associated with a military installation

Per HUD guidance:

- Projects located within an APZ must demonstrate land use compatibility with Department of Defense (DoD) guidelines or obtain a waiver from the HUD Certifying Officer.
- Acquisition or disposition of property within a RPZ or CZ must include a formal hazard disclosure to prospective property owners.



PCI documents airport hazard findings in HEROS with:

- Proximity and spatial analysis maps
- Regulatory determinations
- Coordination records with FAA or military base officials, if applicable
- Mitigation recommendations or required disclosures

This detailed and methodical process ensures that each City of Ingleside project complies with HUD's environmental requirements and avoids airport-related compliance risks.

**Coastal Barrier Resources** – The City of Ingleside lies near federally designated Coastal Barrier Resource System (CBRS) units along the Texas Gulf Coast. While the City itself is not entirely within a CBRS unit, its proximity to protected areas – such as Redfish Bay and Mustang Island – requires careful screening under the Coastal Barrier Resources Act (CBRA) of 1982, as amended by the Coastal Barrier Improvement Act of 1990.

PCI screens each project using the U.S. Fish and

## /// TAB 1C | CAPACITY TO PERFORM

FD-350A (09)  
CHESHIRE, CT 064100189

### Standard Flood Insurance Policy Application

#### Dwelling Form

|                                                                                                         |                    |                                                                                         |                                                                                  |                                      |                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>Date</b><br>02/24/2025                                                                               | <b>Type</b><br>New | <b>Application Number</b><br>5010024571                                                 | <b>Effective Date</b><br>03/26/2025                                              | <b>Expiration Date</b><br>03/26/2026 | <b>Waiting Period</b><br>Standard 30 Day Wait                                                                                         |
| <b>Insured Name(s)</b><br>CROSS CREEK APARTMENTS<br>C/O HOUSING AUTHORITY OF THE<br>CITY OF SAN ANTONIO |                    | <b>Mailing Address and Phone</b><br>818 S FLORES STREET<br>SAN ANTONIO, TX 78204        | <b>Property Address</b><br>2818 AUSTIN HWY BLDG 17<br>SAN ANTONIO, TX 78218-1658 |                                      | <b>Agency Name, Address, and Phone</b><br>HOUSING INSURANCE SERVICES INC<br>PO BOX 189<br>CHESHIRE, CT 064100189                      |
| <b>Applicant Type:</b> Business                                                                         |                    | <b>Home Phone:</b><br><b>Work Phone:</b><br><b>Cell Phone:</b> N/A<br><b>Email:</b> N/A | <b>Property Address Type:</b>                                                    |                                      | <b>Email:</b> BZIEGENBALG@HAIGROUP.COM<br><b>Phone Number:</b> (203) 272-8220<br><b>Agent Name:</b> HOUSING INSURANCE<br>SERVICES INC |
| <b>Other Policy Number:</b><br><b>Prior Policy Number:</b><br><b>Prior Company Name:</b>                |                    | <b>Prior Company NAIC:</b><br><b>Potential Duplicate Policy:</b> N/A                    |                                                                                  |                                      |                                                                                                                                       |
| <b>Renewal Billing:</b> Insured                                                                         |                    |                                                                                         |                                                                                  |                                      |                                                                                                                                       |
| <b>1st Mortgagee</b>                                                                                    |                    | <b>2nd Mortgagee</b>                                                                    |                                                                                  | <b>Additional Interest</b>           | <b>Disaster Agency</b>                                                                                                                |

Screenshot of Opportunity Home's Flood Insurance Application for the HUD-Funded Cross Creek Project Apartments project

Wildlife Service's CBRS Mapper to determine whether it is located within or adjacent to a designated unit and documents all findings in HUD's HEROS system. If a project intersects with a CBRS unit, PCI will coordinate with USFWS and advise the City regarding applicable funding restrictions or allowable exceptions under CBRA.

If a project is located within a CBRS unit, PCI will:

- Review the project scope to determine whether it qualifies for a statutory exception under Section 6 of the CBRA (e.g., maintenance, emergency response, or eligible public infrastructure improvements).
- If applicable, coordinate with USFWS to obtain a formal CBRS Determination Letter confirming the project's eligibility.
- If the project does not meet the criteria for an exception, notify the City immediately to explore alternative site locations or funding strategies.

This proactive, compliance-oriented approach ensures that City projects meet HUD and USFWS requirements under CBRA, avoiding last-minute delays and potential funding ineligibility.

**Flood Insurance** – For each project, PCI reviews the most current FEMA Flood Insurance Rate Map (FIRM) to determine whether any portion of the project site lies within a Special Flood Hazard Area (SFHA), such as Zones A, AE, or VE. The applicable FIRM panel number, flood zone designation, and relevant map data are documented and uploaded into HUD's HEROS system as part of the ERR.

As the City of Ingleside participates in the National Flood Insurance Program (NFIP), any HUD-assisted structure located within a FEMA-designated floodplain must maintain flood insurance for the life of the

building. In accordance with HUD regulations, the required coverage must be at least equal to the total project cost (excluding land value) or the maximum insurance available through NFIP – whichever is less.

For projects located within or adjacent to flood-prone areas, PCI provides comprehensive support to ensure compliance with federal and local floodplain regulations, including:

- Verifying the site's FEMA flood zone and Base Flood Elevation (BFE).
- Documenting applicable floodplain mitigation measures (e.g., elevation, setbacks, or dry floodproofing, as applicable).
- Reviewing City of Ingleside's floodplain management ordinances and design standards.
- Coordinating with the City's Floodplain Administrator or other designated officials to ensure full compliance with NFIP requirements and permitting conditions.

### 24 CFR §58.5 Compliance Factors

**Air Quality** – For applicable HUD-funded projects – including new construction, land use changes, or development of multifamily, commercial, industrial, or public facilities – PCI evaluates air quality compliance in accordance with the National Ambient Air Quality Standards (NAAQS) and the Texas State Implementation Plan (SIP) as administered by the Texas Commission on Environmental Quality (TCEQ).

The City of Ingleside is located in San Patricio County, which is currently designated as attainment/unclassifiable for all NAAQS criteria pollutants, including ozone. As a result, projects in this region are not subject to the Clean Air Act (CAA) General Conformity Rule, and evaluation against EPA's de minimis emissions thresholds is not required.

## /// TAB 1C | CAPACITY TO PERFORM

However, PCI still conducts appropriate air quality screenings to ensure compliance with HUD's environmental review standards and to support responsible, community-conscious development. As part of this process, PCI will:

- Confirm the project's location within an EPA-designated attainment area and document the findings in HUD's HEROS system.
- Review project activities for potential localized emission impacts, such as demolition, extended construction periods, or heavy equipment use.
- Recommend mitigation measures, if warranted, to minimize temporary or localized air quality impacts.

For larger-scale or more emission-intensive developments, PCI may recommend implementation of best management practices, including:

- Use of low-emission or electric construction equipment.
- Dust control and fugitive emissions suppression measures.
- Incorporation of energy-efficient and low-VOC building materials.
- Strategic scheduling and construction phasing to minimize peak emissions.

This approach ensures that HUD-funded projects in the City of Ingleside fully comply with federal and state air quality regulations, even in attainment areas, while promoting sustainable and health-conscious development practices.

**Coastal Zone Management** – The City of Ingleside is located within the designated coastal zone boundary of the Texas Coastal Management Program (CMP), as defined under 31 Texas Administrative Code §503.1. The CMP, administered by the Texas General Land Office (GLO), applies to designated counties along the Texas Gulf Coast – including San Patricio County – and requires consistency with the federal Coastal Zone Management Act (CZMA) for certain federally funded projects.

For HUD-funded activities within the City of Ingleside, PCI screens each project for applicability under the CMP and ensures that all proposed actions are consistent with CMP goals, policies, and enforceable provisions. When applicable, PCI coordinates with the GLO Coastal Resources Division to obtain a CMP consistency determination or verify a project exemption.

PCI's documentation process includes:

- A CMP boundary map confirming the project's location within the coastal zone.
- A narrative summary outlining the project's

consistency with CMP policies or rationale for exemption based on project scope and location.

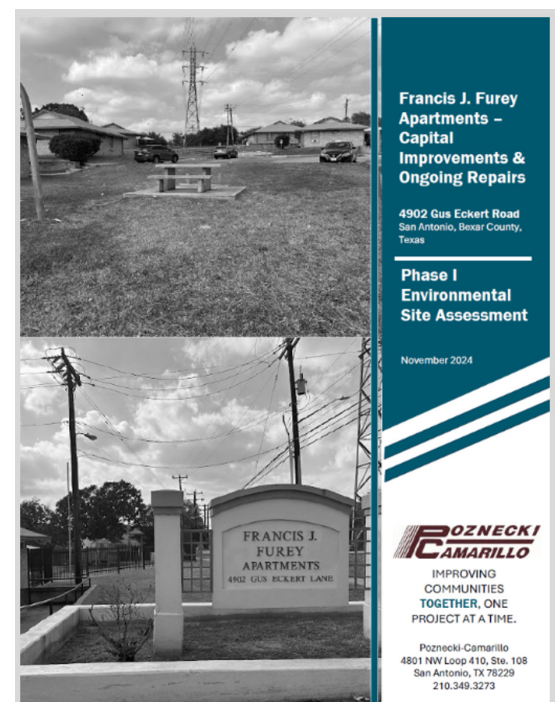
- Copies of any correspondence or determinations from GLO, as required.

All materials are uploaded into HUD's HEROS system to satisfy the compliance requirements of 24 CFR §58.5(c) and to ensure regulatory transparency and full alignment with coastal zone policy objectives.

**Contamination and Toxic Substances** – This compliance factor addresses the potential for hazardous materials, contamination, toxic substances, or petroleum products to pose a risk to project occupants, construction workers, or the surrounding environment. In accordance with 24 CFR §58.5(i)(2) and HUD guidance (including HUD Notice CPD-17-01), PCI evaluates whether current or historical uses of the property – or nearby properties – could present health or safety risks or affect the suitability of the site for its intended use.

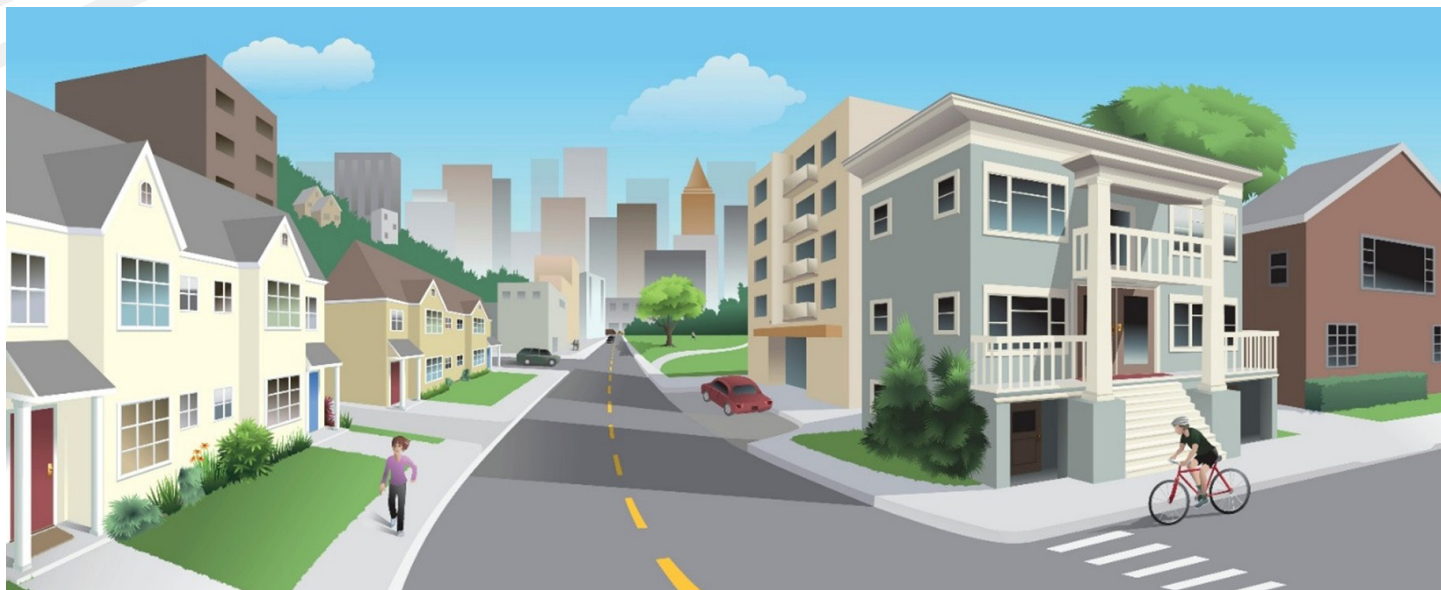
## Multifamily and Non-Residential Projects

For multifamily housing and non-residential developments, HUD requires the completion of a Phase I Environmental Site Assessment (ESA) in accordance with ASTM E1527-21 and HUD environmental review guidelines. PCI performs these assessments with a focus on regulatory compliance, liability minimization, and site suitability for HUD funding.



*Phase I ESA prepared by PCI for the Opportunity Home's HUD-Funded Francis J. Furey Apartments project*





Our Phase I ESA process includes:

- **Regulatory and Historical Research** – A thorough review of publicly available and proprietary sources to assess past and present site uses. This includes Sanborn Fire Insurance Maps, city directories, historical aerial photographs, USGS topographic maps, and environmental regulatory databases (e.g., EPA’s CERCLIS, TCEQ’s LPST and PST records).
- **Site Reconnaissance** – A systematic visual inspection of the property and surrounding areas to identify Recognized Environmental Conditions (RECs) or other indicators of potential contamination. This includes evidence of spills, distressed vegetation, staining, industrial or automotive operations, storage tanks, or other features of concern.
- **Findings and Recommendations** – If RECs or potential environmental concerns are identified, PCI provides clear recommendations for follow-up actions. These may include:
  - Phase II ESA testing (soil, groundwater, vapor intrusion)
  - Coordination with environmental regulators
  - Engineering or institutional controls
  - Environmental remediation or risk-based closure

## Single-Family Residential Projects

For single-family or small-scale residential developments, PCI conducts a Desktop Regulatory Review to evaluate potential contamination risks. This screening-level review uses a regulatory database

report provided by The Banks Group to identify nearby facilities, spills, or environmental incidents that could pose a risk to the project site.

PCI assesses the relevance of identified sites based on their distance, topography, hydrogeologic setting, and regulatory status. Findings are summarized in the ERR with appropriate documentation, including:

- A summary of nearby hazardous sites or facilities of concern.
- An evaluation of potential impacts to the project site.
- Recommended follow-up actions, if applicable (e.g., additional investigation or coordination with local officials).

This approach ensures compliance with 24 CFR §58.5(i) (2) while providing an efficient and cost-effective means of contamination screening for smaller residential projects.

## Phase II and Specialized Training

When conditions warrant further investigation, PCI can perform or oversee a full range of environmental testing and assessments to support HUD compliance and protect public health. Our team, led by hazardous materials specialist Warren Brown, PG, and supported by subconsultant Baer Engineering, provides the following services:

- Soil and groundwater sampling to evaluate subsurface contamination and inform remediation needs.
- Indoor air quality testing to identify potential vapor



## /// TAB 1C | CAPACITY TO PERFORM

intrusion or airborne contaminant concerns.

- Asbestos-containing material (ACM) and lead-based paint (LBP) assessments, conducted by licensed inspectors in accordance with HUD and EPA standards.
- Vapor encroachment screening to assess potential migration of hazardous vapors onto the site from nearby sources.

These services are performed in accordance with HUD environmental requirements and industry best practices, ensuring that findings are well-documented and appropriately integrated into the ERR.

### Radon Risk Evaluation

While Texas does not mandate statewide radon testing, PCI evaluates radon exposure risk as part of our due diligence for HUD-funded projects.

For sites in San Patricio County, PCI references the following sources:

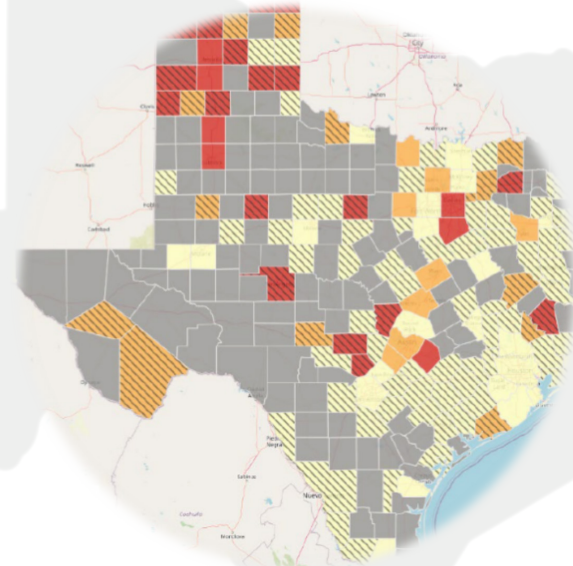
- The EPA Radon Zone Map, which classifies San Patricio County as Zone 3 (low potential, with predicted average indoor radon levels below 2 pCi/L)
- HUD radon guidance, including the Multifamily Accelerated Processing (MAP) Guide, when applicable
- Any available regional testing data or published surveys

Because Zone 3 areas are considered to have a low risk of radon exposure, mitigation is typically not required. However, PCI evaluates site-specific risk factors such as soil permeability, foundation type, and building use. Based on this assessment, PCI may recommend radon testing or mitigation for projects involving:

- Multifamily housing (more than four units)
- Substantial rehabilitation or new construction with potential for soil gas infiltration
- Sites where undisturbed soil will be broken during development or redevelopment

If site conditions or HUD guidance indicate elevated risk, PCI coordinates radon sampling, analysis, and mitigation recommendations in accordance with EPA and HUD protocols.

**Endangered Species** – PCI conducts thorough evaluations for federally listed threatened and endangered species to ensure compliance with the Endangered Species Act (ESA). For HUD-funded projects involving ground disturbance or vegetation removal, PCI assesses the presence of suitable habitat through



*Documented Radon Levels in Texas*

desktop analysis, field verification, and regulatory guidance – helping avoid impacts and streamline coordination with resource agencies.

To determine if listed species or designated critical habitats may be affected by a proposed project, PCI utilizes:

- The USFWS IPaC system to generate an official species list based on the project location.
- The TPWD RTEST database for state-listed species and species of greatest conservation need
- USFWS critical habitat maps and ecological GIS layers
- Field surveys to assess on-site conditions and habitat characteristics

PCI summarizes its analysis in a Species Impact Table, which:

- Lists federally listed species with the potential to occur in San Patricio County and adjacent coastal areas
- Describes habitat preferences and activity periods
- Evaluates on-site habitat suitability and proximity to documented occurrences
- Supports defensible “No Effect” determinations when no suitable habitat is present or no impacts are anticipated



San Patricio County lies within the Gulf Coast Prairies and Marshes ecoregion, near Redfish Bay and coastal estuarine systems, where federally listed species may include:

- Whooping Crane (*Grus americana*)
- Piping Plover (*Charadrius melodus*)
- Rufa Red Knot (*Danaus Plexippus*)
- Northern Aplomado Falcon (*Falco femoralis septentrionalis*)
- Monarch butterfly (*Danaus plexippus*)
- West Indian manatee (*Trichechus manatus*)
- Freshwater mussels (e.g., Texas Fatmucket, golden orb)

PCI routinely evaluates these and other species as part of its coastal-area projects and identifies appropriate minimization measures or coordination needs early in the project lifecycle.

If suitable habitat is present, PCI will:

- Recommend or coordinate species-specific presence/absence surveys, if warranted
- Initiate informal or formal consultation with USFWS, as applicable

- Propose avoidance, minimization, or mitigation measures based on species-specific guidance and project scope

If no suitable habitat is found, PCI documents a “No Effect” determination in HUD’s HEROS system, with supporting maps, habitat analyses, and justifications.

PCI’s Travis Sterne, a trained wildlife biologist, leads species evaluations. His expertise in mussel surveys, habitat assessments, and ESA coordination ensures that City of Ingleside projects remain compliant with the ESA and free from avoidable delays due to species-related constraints.

**Explosive and Flammable Hazards** – PCI ensures full compliance with HUD’s explosive and flammable hazard regulations (24 CFR Part 51 Subpart C) by evaluating risks associated with aboveground storage tanks (ASTs) and nearby hazardous operations. This analysis is essential to protect future project occupants from potential blast overpressure and thermal radiation hazards posed by flammable or pressurized substances.

For applicable HUD-funded projects, PCI performs the following:

- Identifies ASTs and hazardous operations within a one-mile radius using satellite imagery, regulatory databases, and local GIS layers
- Uses HUD’s Acceptable Separation Distance (ASD) calculator to determine whether the proposed project meets minimum safety thresholds based on tank capacity, contents, and project type (e.g., housing, childcare)



ASD calculations performed by PCI for the City of San Antonio’s HUD-Funded Western Hills Apartment project



## /// TAB 1C | CAPACITY TO PERFORM

- Assesses surrounding land use to identify fuel stations, industrial storage areas, or other flammable material handling operations

If the project does not meet HUD's ASD requirements, PCI prepares targeted mitigation strategies to achieve compliance, which may include:

- Setback modifications to increase distance between the hazard and the proposed development.
- Use of existing non-residential structures or constructed barriers to shield vulnerable uses from thermal radiation or overpressure
- Consultation with HUD environmental engineers to validate mitigation effectiveness and obtain concurrence

For example, during the City of San Antonio's HUD-funded **Western Hills Apartments EA** project, PCI identified a nearby AST that exceeded HUD's ASD threshold. PCI:

- Developed a technical memorandum outlining site-specific mitigation options.
- Recommended use of an existing masonry wall and maintenance facility as thermal radiation barriers.
- Proposed a minor relocation of the building pads to increase the separation distance.

As a result, HUD's environmental engineer approved the mitigation plan, allowing the project to move forward without delay. This example illustrates PCI's ability to perform precise, regulation-aligned hazard evaluations and identify practical solutions that maintain safety while preserving project feasibility.

**Farmlands Protection** – PCI ensures that all applicable HUD-funded projects comply with the Farmland Protection Policy Act (FPPA) (7 CFR Part 658), which aims to prevent the unnecessary conversion of prime, unique, or statewide-important farmlands to non-agricultural uses. Compliance is determined by evaluating soil classification, existing land use, and zoning designations in accordance with U.S. Department of Agriculture (USDA) Natural Resources Conservation Service (NRCS) criteria.

In and around the City of Ingleside, FPPA applicability is typically assessed using the following tools and data sources:

- USDA Web Soil Survey (WSS) to identify whether the site contains prime or unique farmland soils
- Local zoning maps and land use designations to determine if the land is already committed to urban development
- NRCS Form AD-1006 and FPPA site assessments, when required by HUD

In many cases, HUD-funded projects in Ingleside are



located within developed or planned urban areas—such as residential neighborhoods, infrastructure corridors, or industrial zones—where land is already designated for non-agricultural use. These sites may qualify for a regulatory exemption under 7 CFR §658.2(a)(1), which excludes land committed to urban development from FPPA protections.

For projects involving previously undeveloped or potentially farmable land, PCI conducts a more detailed evaluation by:

- Reviewing site-specific soil data for farmland classification
- Assessing the property's land use and development status under local ordinances and planning maps
- Completing and submitting Form AD-1006 to NRCS, if HUD requires a formal farmland impact rating

If an exemption applies, PCI clearly documents the basis for exemption in HUD's HEROS system, including:

- Supporting soil maps
- Relevant zoning and planning documentation
- U.S. Census Bureau urban area designations, if applicable

This thorough and proactive approach ensures full compliance with both HUD and NRCS requirements, while minimizing the potential for project delays related to farmland conversion reviews.



FEMA FIRM map showing a portion of the City of San Antonio's HUD-funded single-family rehabilitation project, 6338, 6342, 6343, and 6347 Channel View located within the 100-year floodplain

**Floodplain Management** – PCI ensures full compliance with HUD's Floodplain Management Regulations (24 CFR Part 55) by evaluating whether proposed projects are located within 100-year or 500-year floodplains and identifying the appropriate regulatory pathway and mitigation strategies to support project approval.

For each environmental review, PCI obtains and attaches the applicable FEMA Flood Insurance Rate Map (FIRM) to the Environmental Review Record (ERR) and determines whether the project site is located within:

- A 100-year floodplain (e.g., Zones A, AE – areas with a 1% annual chance of flooding)
- A 500-year floodplain (0.2% annual chance of flooding), applicable for critical actions such as emergency shelters, fire stations, and hospitals

If the project is located in a designated flood hazard area and does not qualify for an exemption under 24 CFR §55.12, PCI follows HUD's required floodplain decision-making process outlined in 24 CFR §55.20:

- 8-Step Process – Required for new construction, substantial rehabilitation, or land-use conversions within a floodplain or wetland
- 5-Step Process – May apply to certain activities involving minimal improvements or repairs

For example, for the City of San Antonio's HUD-funded single-family rehabilitation project at 6338, 6342, 6343, and 6347 Channel View, PCI completed the full 8-Step Process and recommended the following mitigation measures:

- Elevating structures above the Base Flood Elevation (BFE)
- Reducing impervious surfaces to minimize localized flooding impacts
- Requiring flood insurance coverage for the useful life of the structure

By identifying floodplain constraints early, PCI supports clients like the City of Ingleside in:

- Minimizing flood risks to people and property
- Avoiding regulatory delays
- Meeting HUD's resilience, mitigation, and long-term safety requirements

**Historic Preservation** – PCI ensures compliance with Section 106 of the National Historic Preservation Act (NHPA) and HUD environmental regulations by evaluating each project's potential to affect historic or archeological resources. We coordinate closely with the Texas Historical Commission (THC) to assess whether a proposed activity may result in effects to properties listed in or eligible for the National Register of Historic Places (NRHP) or designated as State Antiquities Landmarks (SALs).

For projects with potential to affect historic properties or archeological sites, PCI:

- Initiates consultation through THC's eTRAC system
- Engages local preservation staff, where applicable, to ensure consistency with the City of Ingleside's historic preservation ordinances and conservation district guidelines



View of PCI's Calcasieu Apartments HUD-funded project, which required extensive coordination with THC due to its location within the Travelers Hotel NRHP district



## /// TAB 1C | CAPACITY TO PERFORM

Projects involving significant ground disturbance, building modifications, or work within known or potential historic districts may require:

- Historic Resources Surveys – To evaluate the age, integrity, and significance of structures
- Archeological Surveys – To identify potential subsurface cultural deposits

To support these efforts, PCI partners with Acacia Heritage Consulting, a cultural resources firm with deep experience throughout Texas. Led by Rachel Feit, Acacia has supported HUD-funded projects including historic housing rehabilitation, neighborhood revitalization, and infrastructure improvements in culturally sensitive areas.

When applicable, PCI also coordinates with federally recognized Tribes with ancestral ties to San Patricio County. All correspondence, responses, and a formal Tribal Consultation Memo are documented in the ERR to ensure transparency and compliance.

By proactively addressing Section 106 and HUD historic preservation requirements, PCI helps the City of Ingleside protect cultural resources, ensure regulatory compliance, and avoid project delays.



PCI's Carolina Garcia performing noise measurements

**Noise Abatement and Control** – For HUD-funded projects involving noise-sensitive land uses — such as residential developments, schools, child-care centers, hospitals, or nursing homes — compliance with HUD noise regulations (24 CFR Part 51, Subpart B) is required. PCI conducts noise assessments to evaluate the project site's exposure to unacceptable noise levels from nearby sources, including:

- Major roadways (within 1,000 feet)
- Railroad lines (within 3,000 feet)
- Civilian and military airfields (within 15 miles)

PCI's standard noise evaluation approach includes:

- **Proximity Screening** – PCI uses GIS mapping and aerial imagery to determine the site's proximity to major noise generators, such as SH 361, FM 1069, BNSF and UPRR rail corridors, Corpus Christi International Airport, and local port/maritime operations.
- **Day/Night Noise Level (DNL) Analysis** – If proximity thresholds are met, PCI conducts a DNL assessment using HUD's online DNL Calculator, inputting local traffic volumes, train schedules, and flight activity to determine composite noise exposure.
- **HUD Compliance Thresholds** – HUD classifies exterior noise levels as:
  - Acceptable:  $\leq 65$  dB DNL – No mitigation required
  - Normally Unacceptable: 66–75 dB DNL – Mitigation strongly encouraged
  - Unacceptable:  $> 75$  dB DNL – Mitigation required, with additional HUD approval

If the site exceeds 65 dB DNL, PCI collaborates with the City to develop practical, cost-effective mitigation strategies that reduce interior noise to  $\leq 45$  dB, as required by HUD.

Noise mitigation measures may include:

- **Construction Enhancements** – Installation of sound-rated doors, windows, and insulation in accordance with HUD's STraCAT guidance for indoor noise attenuation.
- **Site Planning Adjustments** – Incorporation of berms, vegetative buffers, orientation of buildings, and setbacks to minimize exposure.
- **High-Exposure Justification** – For sites exceeding 75 dB DNL, PCI prepares the required documentation, justification, and mitigation plan for HUD review and approval to maintain project eligibility.

## /// TAB 1C | CAPACITY TO PERFORM

**Sole Source Aquifers** – PCI evaluates each project’s potential impacts to groundwater resources to ensure full compliance with the Safe Drinking Water Act (SDWA) and HUD environmental regulations. Although the City of Ingleside lies within the broader Gulf Coast Aquifer System—a critical water source for the Texas coast—it is not located within a federally designated Sole Source Aquifer (SSA), as defined by the U.S. Environmental Protection Agency (EPA).

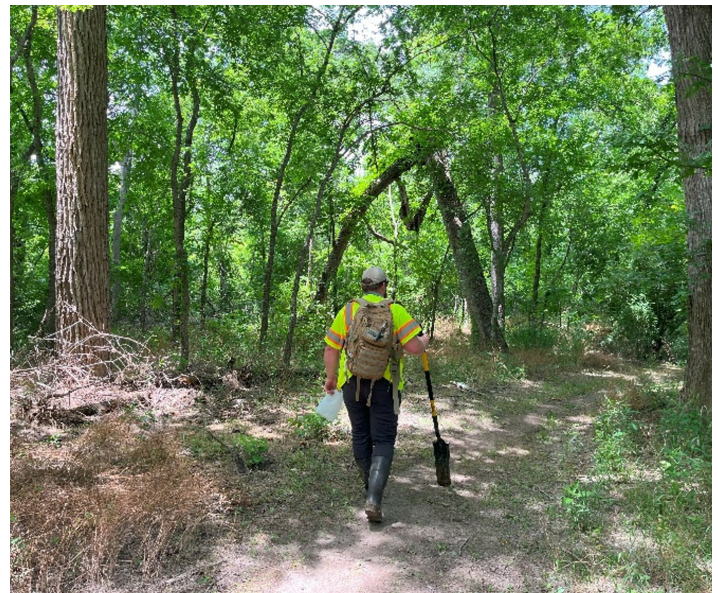
For HUD-funded projects in Ingleside and surrounding areas, PCI:

- Utilizes EPA’s Sole Source Aquifer GIS data and regional hydrogeologic resources to determine SSA applicability
- Confirms and documents that no designated SSA is present within the project area
- Evaluates potential impacts to the Gulf Coast Aquifer System, even when SSA designation does not apply

To support compliance and due diligence, PCI prepares:

- Groundwater resource assessments addressing aquifer sensitivity and potential risks
- Mapping and documentation for inclusion in HUD’s HEROS system, even when no formal SSA review is triggered

This proactive approach ensures that all HUD-funded projects are designed and executed with appropriate safeguards for local groundwater resources, maintaining both regulatory compliance and long-term water quality protection.

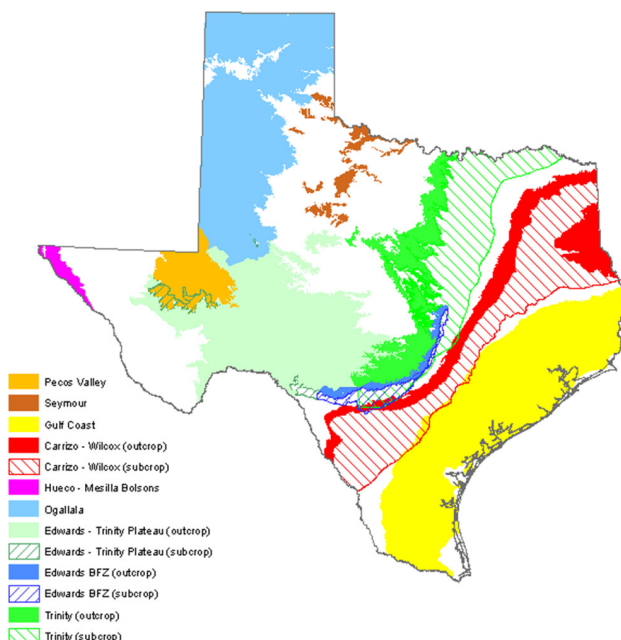


*Wetlands and Waters of the U.S. fieldwork conducted by PCI’s Travis Sterne and Spencer Foster for a trail project within the City of Allen*

**Wetlands Protection** – PCI ensures full compliance with Executive Order 11990 (Protection of Wetlands) and the Clean Water Act (CWA) for all HUD-funded projects within the City of Ingleside. Due to Ingleside’s proximity to the Gulf Coast and presence of sensitive coastal ecosystems, PCI’s evaluations address inland, tidal, estuarine, and near-shore aquatic resources.

Our team systematically identifies wetlands and Waters of the U.S. (WOTUS) to determine the applicability of federal, state, or local environmental protections. If project activities may impact these resources, PCI ensures compliance through a comprehensive, multi-phase approach:

- **Desktop Review & GIS Screening** – PCI utilizes the National Wetlands Inventory (NWI), NOAA coastal datasets, USGS blue-line maps, and the National Hydrography Dataset (NHD) to identify potential freshwater and tidal wetlands, estuarine habitats, and hydrologic features.
- **Field Verification** – Qualified wetland biologists, including PCI’s Travis Sterne, perform field investigations in accordance with U.S. Army Corps of Engineers (USACE) protocols, evaluating vegetation, hydric soils, and hydrology indicators to confirm jurisdictional wetland boundaries.
- **HUD 8-Step Wetlands Review (\$55.20)** – If a project involves new construction or disturbance within or near wetlands, PCI conducts HUD’s required Wetlands 8-Step Process, which includes:





- Early public notice and evaluation of alternatives
- Justification of no practicable alternative
- Development of mitigation measures (e.g., setbacks, conservation zones)
- Final notice with project modifications, if necessary
- **Regulatory Permitting and Coordination** – For projects involving potential fill or discharge:
  - PCI prepares Section 404 NWP or Individual Permit applications
  - Coordinates with TCEQ for Section 401 Water Quality Certification
  - Ensures CZMA consistency through coordination with the Texas General Land Office (GLO)
  - Supports documentation with habitat assessments, hydrologic connectivity analyses, and mitigation plans, as required

By combining advanced GIS analysis, site-specific fieldwork, and deep regulatory experience, PCI delivers defensible wetland determinations and expedites permitting. This ensures that the City of Ingleside's HUD-funded projects meet all applicable wetland protection requirements under EO 11990, the CWA, and 24 CFR Part 55, while minimizing delays and maintaining project viability.

**Wild and Scenic Rivers** – The Wild and Scenic Rivers Act protects river segments possessing outstanding scenic, recreational, geologic, fish and wildlife, historic, or cultural values. For HUD-funded projects, environmental reviews must evaluate whether a proposed activity could affect:

- A designated Wild and Scenic River, or
- A river officially under study for such designation.

This compliance factor does not apply to coastal projects in the City of Ingleside, as no designated or study rivers under the Act are located within this region. The only designated Wild and Scenic River segment in Texas is a portion of the Rio Grande River near Big Bend National Park, approximately 500 miles west of Ingleside.

To ensure thorough documentation and compliance, PCI includes a Wild and Scenic Rivers System map in the HUD HEROS environmental review, confirming that no project activities intersect with or affect any protected river segments.

**Environmental Justice**– PCI conducts Environmental Justice (EJ) analyses to ensure that HUD-funded projects do not result in disproportionately high and

adverse impacts on minority or low-income populations, in accordance with NEPA requirements and HUD policy guidance.

Although Executive Order 12898 – which formally required federal agencies to address EJ in decision-making – was rescinded on January 25, 2025, HUD has not removed EJ considerations from its NEPA review process. Until further guidance is issued, EJ evaluations remain a required component of environmental reviews conducted under 24 CFR Part 58.

For each project, PCI performs the following:

- **Demographic Mapping** – Prepares maps using the latest U.S. Census Bureau American Community Survey (ACS) data to identify the presence of minority and low-income populations within the project's area of potential effect.
- **Impact Assessment** – Evaluates whether the proposed project would result in disproportionately high and adverse effects on these populations, including impacts related to health, environmental quality, mobility, or access to services.
- **HEROS Documentation** – Includes demographic data, impact analysis, and clear narrative justifications in the HUD HEROS system, specifying whether EJ populations may be affected and if any mitigation or community outreach is warranted.

PCI's socioeconomic analysts are well-versed in evaluating projects in San Patricio County and across the Texas coastal region, where historical disparities and demographic complexity require thoughtful and context-sensitive review to support equitable outcomes.

### Environmental Assessments (EAs)

PCI prepares comprehensive Environmental Assessments (EAs) in HUD's HEROS system, fully compliant with 24 CFR §58.36 and related HUD guidance. Each EA includes robust documentation to support transparent, informed decision-making and regulatory approval.

Key components of PCI's EAs include:

- **Purpose and Need** – A clearly defined rationale for the proposed project, outlining the specific objectives, community benefits, and underlying needs it addresses.
- **Project Description** – A concise but complete overview of the proposed action, including its location, scope of work, funding sources, and any connected or interdependent activities.
- **Environmental Analysis** – A site-specific evaluation of potential impacts across all required categories, including:

## /// TAB 1C | CAPACITY TO PERFORM

- Land use compatibility and zoning
- Socioeconomic and Environmental Justice considerations
- Community services and public safety
- Parks, recreation, and open space
- Water resources and natural features (e.g., floodplains, wetlands, habitat)
- Historic and cultural resources
- **Cumulative Impact Evaluation** – An assessment of how the proposed project may interact with or contribute to the effects of other past, present, or reasonably foreseeable future actions in the area.

To ensure thoroughness and regulatory defensibility, PCI incorporates:

- GIS mapping and spatial analysis
- Coordination with federal, state, and local agencies
- Documentation of public involvement, when required

For projects within the City of Ingleside, PCI also coordinates with local planning and permitting staff to ensure consistency with municipal development codes and future land use plans, minimizing potential conflicts and delays.

**Land Development** – PCI evaluates land use compatibility and zoning to ensure that HUD-funded projects align with existing development patterns, municipal regulations, and community infrastructure. For projects within the City of Ingleside, PCI reviews and documents:

- City zoning maps and municipal development ordinances to confirm allowable land uses, identify any zoning conflicts, and assess the potential need

for variances or rezoning.

- Urbanized area designations and land cover data from the U.S. Census Bureau and the National Land Cover Database (NLCD) to assess development density, infrastructure availability, and surrounding land uses.
- Soil surveys and desktop environmental screenings, including the proximity of the site to oil and gas infrastructure, industrial operations, landfills, or other nearby hazards or nuisances that could affect site suitability.
- Proximity to community services and amenities, such as schools, parks, grocery stores, and public transit, to evaluate the site's accessibility, connectivity, and walkability.

This comprehensive land development review supports compliance with HUD's Site and Neighborhood Standards (24 CFR Part 50/58), ensuring that proposed projects are well-integrated into the surrounding community and promote resident safety, neighborhood compatibility, and long-term sustainability.

**Socioeconomic Factors** – PCI evaluates each HUD-funded project for potential demographic or economic impacts to ensure compatibility with the surrounding community and prevent undue hardship or displacement. Our socioeconomic reviews focus on:

- **Community Character and Displacement Risk** – Assessing whether the proposed project could alter neighborhood composition, contribute to rising housing costs, or displace current residents. This includes evaluating redevelopment intensity, land use changes, or housing typologies that could affect affordability and community stability.





- **Employment and Income Trends** – Analyzing local economic conditions using data from the U.S. Census Bureau and American Community Survey (ACS), including metrics such as median household income, unemployment rates, and prevailing industries. This helps evaluate whether the project aligns with or may influence the economic trajectory of the area.

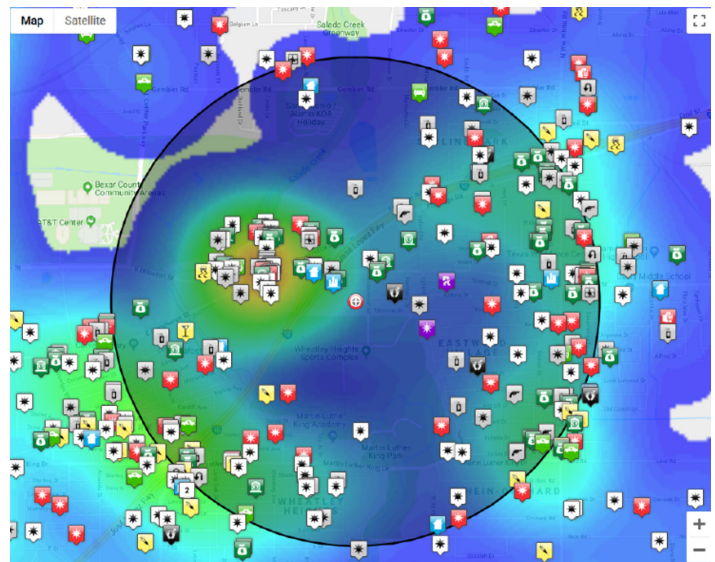
When applicable, PCI incorporates these findings into the Environmental Assessment (EA) to demonstrate that the project promotes inclusive, sustainable growth and is not expected to result in adverse socioeconomic impacts.

**Community Facilities and Services** – PCI assesses the availability, accessibility, and adequacy of essential community services to ensure that HUD-funded projects are supported by appropriate infrastructure and do not place undue strain on local resources. Our evaluations include:

- **Educational Facilities** – Identification and review of nearby public and private schools, early childhood education centers, and childcare providers to assess the capacity and accessibility of educational services.
- **Commercial and Economic Development Areas** – Assessment of proximity to commercial corridors, retail centers, and employment hubs, including any designated economic development zones or workforce initiatives.
- **Healthcare Access** – Evaluation of nearby hospitals, clinics, and emergency medical facilities to ensure future project occupants have reasonable access to essential healthcare services.
- **Social Services** – Identification of support programs and service providers, including food banks, housing assistance organizations, senior services, and nonprofits serving vulnerable or low-income populations.
- **Water and Wastewater Infrastructure** – Review of local infrastructure capacity and conditions, including potable water availability, wastewater treatment capabilities, and potential impacts on water quality or service delivery.

**Public Safety** – PCI conducts detailed evaluations of public safety infrastructure and community conditions to ensure that HUD-funded projects are located in areas with adequate emergency services and minimal safety risks. Each review includes:

- **Law Enforcement Services** – Assessment of local police department jurisdiction, coverage areas, staffing levels, and response capabilities for the project site.



*Crime density map prepared by PCI for the City of San Antonio's HUD-funded Alsbury Apartments*

- **Crime Analysis** – Mapping and evaluation of recent crime statistics and trends to identify potential safety concerns and characterize neighborhood security.
- **Fire Protection and Emergency Response** – Identification of the nearest fire stations and emergency medical service providers, including response times and available equipment or staffing levels to support effective emergency response.

These assessments help ensure that proposed developments meet HUD's site and neighborhood standards by prioritizing resident safety and access to reliable emergency services.

**Open Space and Recreation** – PCI evaluates the availability, quality, and accessibility of recreational amenities to ensure that HUD-funded projects contribute to healthy, livable, and equitable communities. Each review includes:

- **Public Parks and Trails** – Identification and mapping of nearby public parks, open spaces, greenbelts, and multi-use trail systems that offer outdoor recreational opportunities for all age groups.
- **Recreational and Cultural Facilities** – Assessment of community amenities such as recreation centers, sports complexes, libraries, cultural institutions, and museums that enhance quality of life and support community engagement.
- **Connectivity and Access** – Evaluation of pedestrian networks, bicycle infrastructure, and public transit options that connect the project site to nearby recreational resources, ensuring safe and equitable access for residents.

This analysis supports HUD's commitment to inclusive community development by ensuring that proposed projects enhance access to recreational and cultural opportunities and promote long-term livability.

**Natural Features** – PCI evaluates the natural environment and ecological context of each project to ensure HUD-funded activities avoid adverse impacts to sensitive natural resources and promote sustainable site development. Our analysis includes:

- **Water Resources** – Identification and evaluation of nearby surface water features, such as streams, ponds, drainageways, and wetlands. PCI assesses potential risks to water quality and hydrologic function and recommends protective measures to prevent degradation during and after construction.
- **Proximity to Water Wells** – Mapping of public and private water wells using data from the Texas Water Development Board (TWDB) and Texas Commission on Environmental Quality (TCEQ). PCI considers applicable setback distances and evaluates the potential for groundwater contamination from project activities.
- **Topography and Vegetation** – Review of USGS topographic maps, LiDAR (if available), and recent aerial imagery to assess terrain characteristics, drainage patterns, and vegetative cover. This information informs assessments of erosion potential, flood risk, and compatibility with proposed development.

This analysis informs PCI's recommendations on site design, construction practices, and best management practices (BMPs) that promote environmental protection, regulatory compliance, and long-term resilience.

### Environmental Impact Assessments (EIS)

For large-scale or complex projects with the potential for significant environmental impacts, PCI prepares Environmental Impact Statements (EISs) in accordance with NEPA and HUD regulations under 24 CFR Part 58. An EIS is required when a project may:

- Significantly affect the quality of the human environment
- Involve substantial controversy or unique environmental characteristics
- Result in large-scale displacements of people or structures
- Require extensive infrastructure or major federal funding commitments

PCI's EIS preparation process includes:

- **Scoping and Public Involvement** – PCI coordinates

with HUD, the City of Ingleside, and key stakeholders to define the scope of the analysis. We facilitate public meetings, solicit input from affected parties, and identify concerns early to shape the environmental review process.

- **Alternatives Analysis** – Development and evaluation of a reasonable range of alternatives, including the No Action Alternative, to compare potential environmental and community impacts.
- **Impact Analysis** – Comprehensive evaluation of direct, indirect, and cumulative impacts across resource areas, including:
  - Land use compatibility and zoning
  - Natural resources (wetlands, floodplains, habitat, wildlife)
  - Historic and cultural resources
  - Socioeconomic conditions and community services
  - Transportation, air quality, and noise
  - Public services, utilities, and infrastructure capacity
- **Mitigation Planning** – PCI recommends mitigation measures, best management practices, and design modifications to reduce or eliminate adverse impacts.
- **Documentation and Coordination** – PCI prepares the Draft and Final EIS in accordance with HUD and NEPA guidelines, facilitates agency and public review, and supports the City of Ingleside in issuing the Record of Decision (ROD). We coordinate with all relevant agencies, including the EPA, TCEQ, USACE, and local planning departments, to ensure full compliance and transparency.

With deep experience in HUD and NEPA processes and a strong understanding of Ingleside's development context, PCI delivers defensible EIS documents that meet regulatory expectations while supporting timely and efficient project implementation.

### Public Notice and Documentation

PCI ensures full compliance with HUD's public notice and documentation requirements under 24 CFR Part 58, including timely issuance of required notices and thorough recordkeeping in HUD's HEROS system. Transparency and public engagement are key components of the environmental review process, and PCI is experienced in navigating these requirements efficiently and accurately.

For HUD-funded projects, PCI manages the full public notice process, including:

- **Drafting Notices** – Preparation of the Notice of Intent to Request Release of Funds (NOI/RROF) and the Finding of No Significant Impact (FONSI), when applicable, in accordance with HUD public notice standards.
- **Ensuring Compliance** – PCI verifies that all public notices:
  - Contain all required elements per HUD guidelines, including project description, funding sources, compliance findings, contact information, and public comment deadlines.
  - Are published using the City of Ingleside’s preferred publication method (e.g., newspaper of general circulation, digital platform).
  - Are translated and made available in additional languages when Limited English Proficiency (LEP) needs are identified.
- **Tracking and Responding to Public Comments** – PCI monitors the public comment period, logs all responses, and prepares follow-up clarifications or documentation when necessary.

By managing every step of the public notice and documentation process, PCI ensures regulatory compliance, reduces administrative burden for the City, and helps maintain a defensible project record in the event of future audits or legal challenges.

## TOOLS & TECHNOLOGY

### HUD Environmental Review Online System (HEROS)

PCI’s extensive experience with HUD’s HEROS platform enables us to deliver thorough, efficient, and fully compliant environmental reviews that meet both HUD regulations and the City of Ingleside’s project timelines. Our streamlined HEROS workflow provides several key advantages:

- **Efficient Review & Transfer** – The “Assign” feature allows seamless transitions between PCI and City reviewers, facilitating real-time coordination and progress tracking.
- **Systematic Compliance** – HEROS’ structured format functions as a built-in compliance checklist, ensuring that all §58.5 and §58.6 factors are addressed thoroughly and consistently.
- **Robust Documentation** – PCI uploads all supporting materials—maps, studies, determinations, and mitigation plans—into HEROS to create a complete, audit-ready environmental record.
- **Accelerated Project Approvals** – By leveraging HEROS’ automation features and PCI’s efficient

documentation practices, we help reduce review timelines and expedite project advancement.

With proven expertise in HEROS, PCI provides dependable support from project setup through HUD authorization, helping the City of Ingleside meet regulatory obligations while moving projects forward confidently and on schedule.

### Leveraging Technology for Efficiency and Accuracy

At PCI, we strategically integrate advanced technology to streamline environmental reviews, enhance coordination, and improve data accuracy. Our technology-driven workflows accelerate timelines, minimize errors, and ensure seamless, defensible documentation. The result is consistently high-quality, audit-ready environmental deliverables that support the City of Ingleside’s goals for compliance, efficiency, and project success.

### Early Constraint Identification through Desktop Review

PCI begins every project with a comprehensive desktop analysis to identify potential environmental constraints early in the planning process. This proactive approach allows our team to flag critical-path issues before fieldwork begins, reducing delays and ensuring more focused investigations. Key tools and methods include:

- **GIS Spatial Analysis** – Used to map floodplains, wetlands, sensitive habitat, and other environmentally sensitive features within the project area
- **Historic Aerial Imagery** – Reviewed to assess historical land use patterns, identify previously disturbed areas, and evaluate development trends
- **Google Street View** – Utilized for preliminary visual site assessments of site conditions, accessibility, and nearby land uses prior to field mobilization

### Advanced Field Data Collection

During site investigations, PCI’s environmental scientists and Registered Professional Land Surveyors (RPLS) utilize survey-grade GPS units and Bluetooth-enabled devices to collect highly accurate spatial data. All field photographs are geotagged and systematically cataloged to ensure precise location tracking of environmental features, land conditions, and potential constraints.

### Transition to ArcGIS Pro

PCI has fully transitioned from ArcGIS Desktop to ArcGIS Pro, an advanced geospatial platform that enhances our ability to integrate engineering design files, streamline data processing, and improve mapping capabilities.





PCI's Spencer Foster conducting fieldwork with handheld GPS devices to mark locations of sensitive archeological sites

This upgrade enables the creation of more accurate, data-rich, and visually compelling map deliverables for environmental documentation and client review.

By leveraging this technology, PCI provides faster, more coordinated environmental reviews that help the City of Ingleside meet HUD requirements—on time and within budget.

### Enhancing Collaboration with Cloud-Based Project Management

To promote transparency, accountability, and seamless coordination across PCI's Environmental Department, we utilize Monday.com, a cloud-based project management platform that serves as our central hub for environmental task execution and progress tracking. This system provides real-time visibility into project

milestones, facilitates clear communication, and keeps all team members aligned—whether in the office or in the field.

Key advantages include:

- **Integrated team coordination** – Streamlines internal collaboration and communication with clients and subconsultants.
- **Live progress dashboards** – Offers real-time updates on task status, assignments, and upcoming deliverables.
- **Automated workflows and alerts** – Delivers timely reminders, handoffs, and quality control checkpoints.
- **Mobile accessibility** – Allows staff to monitor and update project tasks while on-site or in transit.

Monday.com is actively used during PCI's weekly team meetings to flag at-risk assignments, troubleshoot field or documentation issues, and minimize revision cycles. This proactive, structured approach has resulted in shorter turnaround times, stronger quality control, and faster regulatory approvals—all while keeping projects on schedule and clients fully informed.

### Innovative Approaches to Environmental Review

At PCI, we embrace forward-thinking strategies that go beyond standard compliance to enhance efficiency, reduce redundancy, and improve the overall quality of environmental reviews. Our innovative tools and practices support faster decision-making, more collaborative planning, and consistently high-quality deliverables.

Key innovations include:

- **Geolocated GIS Maps and KMZ Files** – Provide spatial visualization of public and agency comments, enabling better assessment of potential impacts and more informed project planning.

#### 622 Glamis (22001-P01-109)

|                          |                              |  |                                                                                       |             |                 |                 |                 |                |             |
|--------------------------|------------------------------|--|---------------------------------------------------------------------------------------|-------------|-----------------|-----------------|-----------------|----------------|-------------|
| <input type="checkbox"/> | Item                         |  | Task Lead                                                                             | Status      | Task % Complete | *Contract Labor | *Hours Allotted | *% of Contract | *Contract % |
| <input type="checkbox"/> | Project Management/Oversight |  |  1 | Complete    | 100%            | \$0             | 0               | 0%             | 0           |
| <input type="checkbox"/> | Expenses                     |  |  + | Complete    | 100%            | \$250           | 0               | 12.821%        | 12.821      |
| <input type="checkbox"/> | ▼ CEST 3                     |  |  + | In Progress | 75%             | \$1,700         | 15              | 87.179%        | 65.385      |

|                          |                |  |                                                                                       |                                                                                     |                      |          |                    |        |
|--------------------------|----------------|--|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------|----------|--------------------|--------|
| <input type="checkbox"/> | Subitem        |  | Owner                                                                                 | Person (External)                                                                   | Status               | Due Date | Allotted Prep Time | 1st QC |
| <input type="checkbox"/> | CEST           |  |  3 |  | Under QC             | Apr 14   | 8                  | Jackie |
| <input type="checkbox"/> | Noise Analysis |  |  4 |  | Complete             |          | 0.5                | Jackie |
| <input type="checkbox"/> | ES Memo        |  |  3 | CoSA                                                                                | Under Client Revi... |          |                    |        |

Screenshot of PCI's Monday.com project management tool



## /// TAB 1C | CAPACITY TO PERFORM

- **Automated Right-of-Entry (ROE) Coordination** – Streamlines access procedures using mergeable digital forms and GIS-enabled tracking tools to reduce delays.
- **Knowledge-Sharing Initiatives** – Bi-weekly “Lunch & Learn” sessions encourage continuous professional development and keep staff up to date with evolving regulatory standards.
- **Real-Time Field Data Collection with Ecobot and Digital Tools** – Field teams collect and enter data directly into mobile platforms, allowing for automated reporting and accelerated QA/QC. (See photo to the right)
- **Cloud-Based Data Access** – Secure, centralized platforms ensure PCI staff and subconsultants can access ROE documents, environmental maps, and project reports from anywhere—enhancing coordination and eliminating information silos.

By leveraging these innovative practices, PCI delivers smarter, faster, and more responsive environmental reviews—while maintaining full compliance with HUD and all applicable federal regulations.

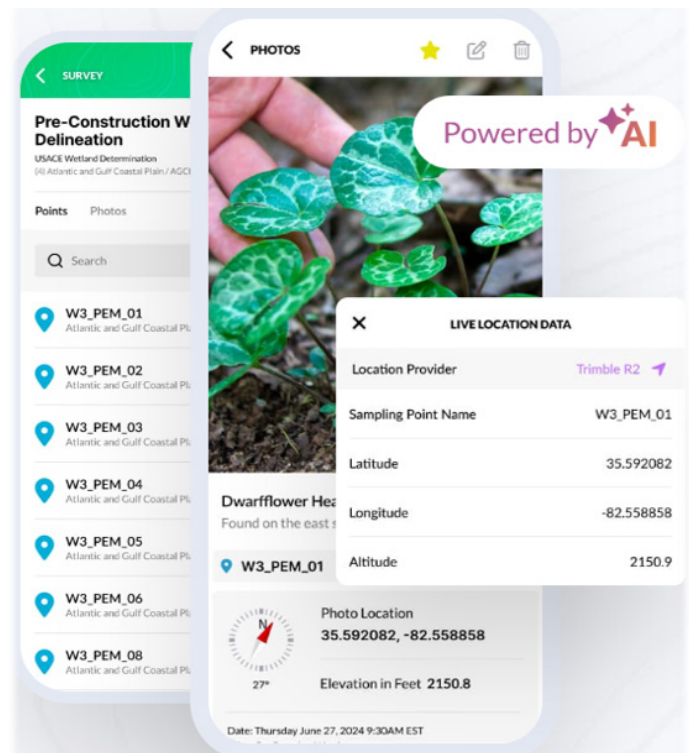
### Accelerating Reviews Through Contamination Risk Tools

To streamline environmental reviews and enhance quality control, PCI has developed a centralized Contamination & Toxic Substances Database. This internal tool expedites the evaluation process while ensuring consistent, high-quality documentation across all projects.

Key features include:

- Cross-referenced findings from previous Phase I Environmental Site Assessments (ESAs) and regulatory reviews to inform current evaluations.
- Embedded hyperlinks to EPA and TCEQ regulatory databases for quick access to relevant site-specific reports.
- Structured checklists to ensure consistent analysis of petroleum storage tanks (PSTs), leaking PSTs (LPSTs), and nearby land uses of concern.

By standardizing data entry and reducing redundant research, this tool accelerates QA/QC and supports faster, more defensible reviews—benefiting both PCI’s internal team and the City of Ingleside.



*Ecobot Collector app*

### Technology-Driven Results for Faster, Higher-Quality Review

PCI combines advanced geospatial tools, cloud-based project management, automation, and robust data systems to deliver timely, cost-effective, and fully compliant environmental reviews. Our technology-driven approach streamlines workflows, minimizes manual input, and ensures consistent, audit-ready documentation across all projects.

By proactively adapting to evolving HUD and NEPA requirements, PCI empowers the City of Ingleside to navigate complex regulatory processes with greater efficiency—accelerating project timelines while upholding the highest standards of environmental compliance and quality.

## PCI’S VALUE TO THE CITY OF INGLESIDE

### Familiarity with Coastal-Area Requirements

While PCI continues to expand our portfolio in the Texas coastal region, we have already supported environmental reviews for agencies such as TxDOT Corpus Christi, TxDOT Beaumont District, and the City of Aransas Pass. Our team of environmental professionals is familiar with the development codes, zoning regulations, and floodplain management practices commonly encountered in HUD-funded projects in coastal communities like Ingleside.



This foundational knowledge allows us to anticipate local permitting challenges, understand coastal zone considerations, and collaborate effectively with City staff and regulatory agencies. Our familiarity with regional environmental issues enhances our ability to maintain compliance and keep projects on schedule and within scope.

### State Licenses and Certifications

PCI maintains current licenses, registrations, and staff certifications that reflect our commitment to technical excellence, regulatory compliance, and successful project delivery. Our firm and team members are fully credentialed to deliver the environmental services required under this contract:

- ✓ Texas Board of Professional Engineers – Firm Registration No. F-483
- ✓ Texas Board of Professional Geoscientists – Firm Registration No. 50696
- ✓ Registered Professional Land Surveyors (RPLS)
- ✓ Registered Professional Archeologists (RPA)
- ✓ HUD NEPA/ERR Training – Staff trained in environmental review procedures in full compliance with 24 CFR Part 58
- ✓ TxDOT-Certified Personnel in the Following Disciplines:
  - Traffic noise analysis
  - Wetland delineation and Clean Water Act permitting
  - Geological assessments
  - Protected species habitat analyses
  - Section 4(f) documentation

- Archeological survey and reporting
- Hazardous materials review
- Socioeconomic analyses
- Comprehensive NEPA documentation
- GIS analysis

- ✓ Certified Preparers of Phase I/II ESAs – In accordance with ASTM E1527-21
- ✓ Section 106 Practitioners - With THC eTRAC-compliant documentation
- ✓ USACE Coordination – Specialists in Waters of the U.S. delineations and preparation of Nationwide Permits
- ✓ Air Quality and Noise Modeling – Experienced in evaluating compliance with HUD’s Acceptable Separation Distance (ASD) and Day-Night Average Sound Level (DNL) thresholds

### Why PCI?

The PCI Team offers unmatched expertise, digital tools, and a statewide presence to support the City of Ingleside with efficient, defensible, and audit-ready environmental reviews.

- Proven HUD Experience – Over 350 HUD-funded environmental reviews completed statewide for housing authorities, municipalities, and nonprofits developers.
- Comprehensive NEPA Compliance – In-depth expertise in 24 CFR Part 58 requirements, including ERR preparation, 8-Step Process, ASD calculations, noise analysis, and contamination/toxic substance reviews.
- Integrated Project Delivery – Streamlined coordination through GIS analysis, digital tools, and cloud-based collaboration platforms.
- Strong Regulatory Coordination - Staff with a successful track record working with HUD, SHPO, USACE, TCEQ, Tribal Nations, and other key stakeholders.
- Statewide Capacity, Local Insight – Active projects across North, Central, South, and West Texas, as well as the Rio Grande Valley, demonstrating our ability to deliver locally informed, regionally compliant solutions.

With deep regulatory knowledge, a responsive team, and a proven HUD track record, PCI is ready to serve as the City of Ingleside’s trusted on-call partner for NEPA environmental review services.



## JACKIE LOPEZ

**Role(s):** Contract Manager



### Years Experience

17 Years

### HUD Experience

11 Years

### Coastal Experience

17 Years

### Availability

75%

### Education

B.S. Zoology/Chemistry,  
Texas State University,  
2007

### Licenses and Certifications

- ▶ Air Program Information Management System (APIMS) Certification, 2013
- ▶ Indirect and Cumulative Impacts (FHWA) Certification
- ▶ TxDOT Pre-certified, No. 22001
  - Nationwide Permits
  - Public Involvement
  - GIS and Data Analysis
  - Protected Species Evaluations
  - Socioeconomic and Environmental Justice Analyses
  - Hazardous Materials Initial Site Assessments
  - Environmental Document Preparation

### City of San Antonio GMA – On-Call HUD NEPA Services Contract, San Antonio, TX

PCI is the incumbent Prime Consultant for this on-call contract with the City of San Antonio, providing environmental review documentation for HUD-funded projects. We have held this contract since 2013, supporting a wide range of affordable housing and community development initiatives.

From 2014 to 2024, Jackie served as Project Manager, overseeing the preparation of hundreds of environmental reviews, including:

- **Western Hills Apartments, San Antonio, TX** – Alamo Area Mutual Housing Association (AAMHA) proposed renovations to Western Hills Apartments, an affordable multifamily housing community funded through HUD. Jackie served as Project Manager, preparing the HUD Environmental Assessment (EA) and all supporting documentation. Key project challenges included: (1) the site's location within HUD's Normally Unacceptable noise zone, requiring incorporation of building attenuation measures; and (2) the presence of an adjacent aboveground storage tank (AST) located within an unacceptable acceptable separation distance (ASD) for thermal radiation exposure. To address the AST concern, Jackie prepared a mitigation memorandum demonstrating that existing on-site buildings functioned as man-made barriers, effectively reducing thermal radiation risk. HUD's Environmental Engineer reviewed and approved the findings.
- **Eastside Choice Neighborhood, Capital Improvements Project, San Antonio, TX** – The City of San Antonio proposed to use HUD funds for capital improvements across the Eastside Choice Neighborhood—a 285-acre area bounded by Sherman Street, N. Walters Street, E. Houston Street, and N. New Braunfels Avenue. Jackie served as Project Manager, preparing the HUD Categorically Excluded Subject To (CEST) review and all supporting documentation. Key project challenges included: (1) securing environmental clearance for a large, neighborhood-wide footprint; and (2) the presence of five adjacent properties individually determined eligible for listing in the National Register of Historic Places (NRHP). The project required extensive historic resource analysis and close coordination with the Texas Historical Commission (THC) to obtain a "No Adverse Effect" determination for historic properties.
- **Blessed Sacrament Detention Pond, San Antonio, TX** – The City of San Antonio proposed the construction of an earthen detention pond and associated concrete structures at the Blessed Sacrament Academy to alleviate localized flooding, funded through HUD Community Development Block Grant (CDBG) funds. Jackie served as Project Manager, preparing the HUD CEST and all supporting documentation. Key project challenges included: (1) the project's location within the City's Mission Historic District and the Mission Parkway Historic-Archeological NRHP district; and (2) high potential for buried archeological resources due to proximity to waterbodies and an adjacent cemetery. The PCI team—led by Jackie and Acacia's Principal Investigator Rachel Feit—conducted archeological investigations including backhoe trenching, mechanical scraping, and hand-excavated test units. These efforts led to the identification of a previously unrecorded archeological site (41BW2174), which was ultimately recommended ineligible for NRHP listing and for designation as a State Antiquities Landmark (SAL). The THC concurred with these findings, clearing the project for implementation.

**Resume Continued  
(Page 2)**

**Specialized Training**  
HUD Environmental  
Review

**Opportunity Home San Antonio – 5-Year Action Plan, San Antonio, TX**

Under Opportunity Home San Antonio’s 5-Year Action Plan, various capital improvements and ongoing repairs were proposed across multiple multifamily and senior housing developments utilizing HUD funding. Jackie served as Project Manager, overseeing the preparation of 25 CESTs, with five currently in progress. This contract highlights Jackie’s ability to manage a high volume of concurrent HUD reviews while ensuring regulatory compliance, timely documentation, and effective coordination across diverse property types.

**City of Aransas Pass – Conn Brown Harbor Road Improvements, Aransas and Nueces Counties, TX**

The City of Aransas Pass proposed roadway and infrastructure improvements along Allen Boulevard, Bigelow Street, and Turnbough Avenue within the Conn Brown Harbor Peninsula. Project elements included roadway widening and reconstruction, subgrade preparation, curb and gutter installation, construction of a 10-foot hike-and-bike trail, driveway reconstructions, illumination, signage, waterline relocation, extension of Allen Boulevard, parking lot mill and overlay, and pavement striping.

PCI served as a subconsultant, with Jackie acting as the Environmental Project Manager. She prepared the Community Impacts sections for the EA, provided QA/QC, and formatted the EA. Key project challenges included the presence of two navigable waters (Redfish Bay and Conn Brown Harbor) and one NRHP-eligible resource (Seaman’s Memorial Tower) within the project area.

**City of Laredo – Contamination and Toxic Substances On-Call Contract, Laredo, TX**

PCI serves as the incumbent Prime Consultant for this on-call contract with the City of Laredo, providing environmental compliance services for HUD-funded projects. Since 2021, Jackie has served as Project Manager, overseeing all contamination and toxic substances reviews under this contract. Her responsibilities have included the successful completion of 69 Regulatory Desktop Reviews, 22 Phase I Environmental Site Assessments (ESAs), and 12 Explosive and Flammable Hazards Analyses. Jackie’s leadership has ensured regulatory compliance, accurate risk identification, and the timely delivery of defensible documentation in support of housing and infrastructure development throughout the City of Laredo.

**TxDOT (Corpus Christi District) – Sh 35 at SH 361/Spur 202 Interchange, San Patricio County, TX**

The TxDOT Corpus Christi District proposed the construction of a three-level Single Point Urban Interchange (SPUI) to improve safety and traffic flow at the intersection of SH 361, SH 35, and Spur 202. The project also included the elimination of two at-grade railroad crossings to enhance rail safety and regional evacuation routes. As Environmental Task Lead, Jackie oversaw the development of technical documentation in compliance with NEPA and TxDOT guidelines. Her responsibilities included the preparation and coordination of analyses for air quality, community impacts, hazardous materials, traffic noise, federally listed species, and Section 4(f) resources.

**TxDOT (Corpus Christi District) – FM 624, San Patricio County, TX**

TxDOT Corpus Christi District proposed improvements along approximately 2.5 miles of FM 624 from CR 73 to Wildcat Drive, including minor transitions onto CR 69 and adjacent cross streets. All work was planned within the existing 150-foot right of way. In her role, Jackie oversaw the preparation of environmental documentation and technical analyses in accordance with NEPA and TxDOT guidelines. Her responsibilities included leading the evaluation of community impacts, traffic noise, hazardous materials, Section 4(f) resources, and environmental constraints.





## KAILEY VAN SKIVER

**Role(s):** Project Manager | Deputy Contract Manager



### Years Experience

7 Years

### HUD Experience

7 Years

### Coastal Experience

6 Years

### Availability

85%

### Education

B.S. Environmental Studies, Texas A&M University, 2019

### Licenses and Certifications

TxDOT Pre-certified, No. 34391  
 - GIS and Data Analysis  
 - Protected Species Evaluations  
 - Hazardous Materials Initial Site Assessments  
 - Environmental Document Preparation

### Specialized Training

HUD Environmental Review Training

### City of San Antonio GMA – On-Call HUD NEPA Services Contract, San Antonio, TX

PCI has served as the incumbent Prime Consultant for the City of San Antonio's Grants Monitoring and Administration (GMA) Division on-call contract since 2013, delivering environmental review services for HUD-funded housing, public facility, and infrastructure projects. In 2024, Kailey assumed the role of Project Manager, overseeing the execution of numerous task orders and conducting in-depth QA/QC reviews to ensure all CESTs are accurate, defensible, and fully compliant with HUD and NEPA requirements. Since 2018, Kailey has also served as Lead Preparer on dozens of environmental reviews, including: 85 Categorically Excluded Subject To (CEST) reviews, 18 Environmental Assessments (EAs), and 8 Tier II CESTs. Her responsibilities include technical analysis, planning support, regulatory coordination, and close collaboration with City staff to meet expedited project timelines. Representative projects completed under this contract include:

- **Village at Roosevelt, San Antonio, TX** – Prospera Housing Community Services proposed the development of Village at Roosevelt, a new multifamily housing community funded through HUD Community Development Block Grant (CDBG) resources. The project aimed to expand affordable housing options for minority and low-income households. Kailey served as Lead Preparer, completing the EA and all supporting documentation to ensure full compliance with HUD and NEPA environmental review requirements.
- **Majestic Ranch Apartments, San Antonio, TX** – Hogan Properties Company, Inc. utilized HUD CDBG funds to construct Majestic Ranch Apartments, an affordable multifamily housing development serving working families and senior citizens. The project included two sites: East Village and West Village. Kailey assisted in the preparation of the EA and supporting documentation, ensuring compliance with HUD and NEPA environmental review requirements.
- **Cattleman Square Lofts, San Antonio, TX** – Alamo Community Group utilized HUD HOME funds to construct Cattleman Square Lofts, a rental housing development located in downtown San Antonio. Kailey prepared the EA and supporting documentation, ensuring full compliance with HUD environmental review standards and NEPA regulations.

### Opportunity Home San Antonio – 5-Year Action Plan, San Antonio, TX

Under Opportunity Home San Antonio's 5-Year Action Plan, HUD funding is being used to support capital improvements and ongoing repairs across a portfolio of multifamily and senior housing developments. Kailey serves as Lead Preparer, contributing to the preparation of eight CEST reviews and associated technical documentation. She also conducts initial QA/QC reviews for all CESTs prepared by PCI team members, ensuring accuracy, consistency, and regulatory compliance. Her work supports HUD-funded rehabilitation projects aimed at improving affordable housing conditions across San Antonio, including enhancements at senior living communities, multifamily housing complexes, and supportive housing sites.

### Grow America – DeSoto Senior Activity Center, DeSoto, TX

PCI completed an environmental review for a HUD-funded project involving rehabilitation and ongoing repairs at the DeSoto Senior Activity Center. Kailey served as Project Manager, overseeing the preparation of the CEST review and all associated technical documentation. She also coordinated the final QA/QC review to ensure compliance with NEPA and HUD regulations and the production of a clear, defensible environmental record.

**Resume Continued  
(Page 2)**

.....

**Laredo College – Ft.MacIntosh Campus, Veteran’s Center of Excellence, Laredo, TX**  
Laredo College is proposing to renovate the historic Guard House at the Fort McIntosh Campus using HUD funding. The renovated facility will serve as the new Veteran’s Center of Excellence, providing resources and support services to student veterans. Kailey served as Project Manager, overseeing the preparation of the CEST review and all supporting technical documentation. Her work ensured compliance with NEPA and HUD environmental regulations, while addressing the historic nature of the site through appropriate documentation and coordination with the Texas Historical Commission (THC).

**Hemisfair – HUD-Funded Projects, San Antonio, TX**

PCI conducted environmental reviews for two HUD-funded projects located within the historic Hemisfair district in downtown San Antonio. Kailey served as Deputy Project Manager and Lead Preparer, completing the CEST review for the Sweeny House and overseeing the CEST preparation for the RCA Pavilion. Her work ensured full compliance with HUD environmental review requirements and supported the ongoing revitalization of this culturally and historically significant area.

**TxDOT (Corpus Christi District) – SH 35 at SH 361/Spur 202 Interchange, San Patricio County, TX**

TxDOT’s Corpus Christi District proposed the construction of a three-level Single Point Urban Interchange (SPUI) to enhance safety and traffic operations at the intersection of SH 361, SH 35, and FM 202. The project also included the elimination of two at-grade railroad crossings to improve rail safety and support regional evacuation efforts. As Lead Preparer, Kailey was responsible for developing key components of the environmental documentation in accordance with NEPA and TxDOT guidelines. Her work included the Community Impacts Assessment, Section 4(f) Evaluation, Environmental Constraints Analysis, Species Analysis, Farmlands Analysis, and preparation of scoping documentation. Kailey’s contributions were essential to supporting interagency coordination and advancing the project through the environmental review process.

**TxDOT (Corpus Christi District) – FM 624, San Patricio County, TX**

TxDOT’s Corpus Christi District proposed improvements along approximately 2.5 miles of FM 624, from CR 73 to Wildcat Drive, including transitions onto CR 69 and nearby cross streets. All work was planned within the existing 150-foot right of way. As Lead Preparer, Kailey was responsible for developing key sections of the environmental documentation in accordance with NEPA and TxDOT guidelines. Her work included preparation of the Community Impacts Assessment and Section 4(f) Evaluation. Kailey’s analyses helped identify and address potential impacts to nearby communities and publicly owned park and recreation lands, supporting a compliant and efficient environmental review process.

**City of Aransas Pass – Conn Brown Harbor Road Improvements, Aransas and Nueces Counties, TX**

The City of Aransas Pass proposed roadway and multimodal improvements along Allen Boulevard, Bigelow Street, and Turnbough Avenue within the Conn Brown Harbor Peninsula. The project scope included full-depth pavement reconstruction, roadway widening, curb and gutter installation, construction of a 10-foot hike-and-bike trail, driveway reconstructions, lighting, signage, utility relocations, extension of Allen Boulevard, and parking lot mill and overlay. As part of PCI’s support to the prime consultant, Kailey contributed to the preparation of the EA in compliance with NEPA and TxDOT guidelines. Her responsibilities included assisting with the development and review of multiple EA components to support a complete and defensible environmental document.



## LENA CAMARILLO

**Role(s):** QA/QC Manager



### Years Experience

30 Years

### HUD Experience

16 Years

### Coastal Experience

30 Years

### Availability

50%

### Education

B.S. Wildlife Fisheries  
Science, Texas A&M  
University, 1993

### Licenses and Certifications

- ▶ Spanish/English  
Bilingual Fluency  
Certified, 1996
- ▶ Wetland Delineator  
Certification, 2001
- ▶ Systematic  
Development of  
Informed Consent  
(Public Participation  
and Consent-Building  
Strategies), 2007
- ▶ TxDOT Pre-certified,  
No. 11963
  - Wetland  
Delineation
  - Nationwide Permits
  - Public Involvement
  - Parks, Recreational  
Areas, and Refuges
  - Clean Water Act  
Section 404  
Permitting
  - Socioeconomic  
and Environmental  
Justice Analyses
  - Hazardous  
Materials Initial Site  
Assessments

### **TxDOT (Corpus Christi District) – SH 35 at SH 361/Spur 202 Interchange, San Patricio County, TX**

As part of the feasibility study to identify opportunities for improved connectivity between US 181 and SH 361, Lena led public outreach efforts on behalf of TxDOT. The goal was to engage the public and key stakeholders throughout the planning process. Responsibilities included the development of public-facing collateral such as rack cards, social media graphics, informational boards, and meeting exhibits. Lena coordinated stakeholder meetings with elected officials, major employers, and community leaders within the study area. The PCI public involvement team also developed press releases and media kits, and served as TxDOT's spokesperson for on-camera television interviews. Public meetings and outreach events were organized from start to finish—including meeting logistics, advertisements, meeting notices, facilitation, exhibit design, handout development, and the creation of project-specific content for TxDOT's public website.

### **City of San Antonio GMA – On-Call HUD HEPA Services Contract, San Antonio, TX**

PCI has served as the Prime Consultant for the City of San Antonio's Grants Monitoring and Administration (GMA) Division since 2013, providing environmental review services for HUD-funded housing and infrastructure projects. From 2013 to 2014, Lena served as Project Manager, leading the successful execution of dozens of task orders citywide. During her tenure, she oversaw the completion of 59 environmental reviews and 38 contamination and toxic substances desktop regulatory reviews, supporting a wide range of affordable housing developments and community improvements.

Her leadership helped establish the strong compliance framework and quality assurance standards that continue to guide PCI's performance under this long-standing contract.

### **City of San Antonio – Environmental Assessment (EA), Harriman Place Project, San Antonio, TX**

As Project Manager, Lena led PCI's NEPA compliance efforts for a HUD-funded redevelopment project in coordination with the City of San Antonio and Habitat for Humanity of San Antonio. The project involved the demolition of existing structures and installation of new infrastructure to support a single-family affordable housing development. Lena directed the preparation of the Environmental Assessment (EA) and all supporting documentation, ensuring full compliance with NEPA, HUD environmental regulations, and historic preservation requirements under Section 106.

### **City of San Antonio – Operation Facelife Façade Improvement Program, San Antonio, TX**

Through the Operation Facelift Program, the City of San Antonio aimed to revitalize aging commercial properties by funding exterior improvements, promoting architectural consistency, and enhancing neighborhood visual appeal—while ensuring structures were brought into code compliance.

Under this HUD-funded initiative, PCI prepared 31 Contamination and Toxic Substances Desktop Regulatory Reviews for the City's GMA Division during the 2015–2016 program cycle. Lena served as QA/QC Manager, providing oversight and quality assurance for all regulatory reviews to ensure full compliance with HUD environmental review standards and the production of accurate, defensible documentation.

**Resume Continued  
(Page 2)**

.....

- Environmental Document Preparation

**Specialized Training**  
HUD Environmental Review Training

**City of San Antonio – Environmental Assessment (EA), Fire Station #51, San Antonio, TX**

Under the American Recovery and Reinvestment Act of 2009 (ARRA), the City of San Antonio received Federal Emergency Management Agency (FEMA) grant funding through the Fire Station Construction Grant Program to build Fire Station #51—a new facility designed to house a dual-response team, including the City’s second heavy rescue unit. As Environmental Project Manager, Lena led the preparation of the EA, coordinated with City staff and agency partners, and authored key technical sections including the Purpose and Need, Alternatives Analysis, Socioeconomic Impacts, and Project Schedule. She also provided QA/QC oversight throughout document development. The project required heightened scrutiny due to its location within the Edwards Aquifer Recharge Zone and proximity to potential habitat for listed karst invertebrate species, necessitating thorough evaluation under NEPA and related resource protection regulations.

**City of San Antonio – Environmental Assessment (EA), Friedrich Building, San Antonio, TX**

The City of San Antonio proposed the acquisition and rehabilitation of the historic Friedrich Building using HUD funds. Because the structure is listed on the National Register of Historic Places (NRHP), the project required detailed coordination with the Texas Historical Commission (THC) and careful consideration of both historic preservation and hazardous materials concerns. As Environmental Project Manager, Lena led all aspects of NEPA compliance, including preparation of the full EA. She authored key sections such as the Purpose and Need, Alternatives Analysis, Socioeconomic Impacts, and Project Schedule, and maintained close coordination with City staff and THC representatives. To support future rehabilitation activities, Lena facilitated the execution of an agreement letter between the City and THC, outlining appropriate treatment measures for the historic building. She also provided QA/QC oversight throughout the development of the environmental documentation.

**City of Aransas Pass – Conn Brown Harbor Road Improvements, Aransas and Nueces Counties, TX**

The City of Aransas Pass proposed roadway and multimodal improvements within the Conn Brown Harbor Peninsula to enhance local transportation infrastructure and connectivity. Lena served as QA/QC Manager for PCI’s environmental documentation on the project. She was responsible for reviewing key sections of the EA to ensure quality, regulatory consistency, and clarity of presentation. Her work included technical content review, formatting checks, and integration of supporting materials. Lena’s oversight contributed to the successful completion and delivery of a clear, defensible environmental review.





## CHRIS DAYTON, PhD, RPA

**Role(s):** Senior Archeologist



### Years Experience

25 Years

### HUD Experience

15 Years

### Coastal Experience

25 Years

### Availability

75%

### Education

- ▶ Ph.D. Archeology, Boston University, 2008
- ▶ B.A. History and Classics, Macalester College, 1998
- ▶ Coursework in Archeology and History, University of Edinburgh, 1997

### Licenses and Certifications

- ▶ Registered Professional Archeologist, Texas, No. 16338
- ▶ TxDOT Pre-certified, No. 17868
  - Archeological Surveys, Documentation, Excavations, Testing Reports, and Data Recovery Plans

### Specialized Training

- ▶ HUD Environmental Review Training
- ▶ Various TxDOT ENV, ACRA, and SAA seminars and webinars
- ▶ Texas Antiquities Code Training, 2017
- ▶ OSHA 10-HR, No. 1646738, 2010
- ▶ Section 106 Workshop, National Preservation Institute, 2008

### City of San Antonio GMA – On-Call HUD NEPA Services Contract, San Antonio, TX

As the incumbent Prime Consultant for the City's Grants Monitoring and Administration (GMA) Division, PCI supports environmental reviews for HUD-funded projects across a wide range of housing, public facility, and infrastructure improvements. Under this contract, Chris provides cultural resources expertise, supporting compliance with Section 106 of the National Historic Preservation Act (NHPA). His responsibilities include preparing cultural resource documentation and coordinating with the City's Office of Historic Preservation (OHP) and the Texas Historical Commission (THC) to facilitate determinations related to historic and archeological resources.

### Opportunity Home San Antonio – 5-Year Action Plan, San Antonio, TX

Under this 5-Year Action Plan, HUD funding is supporting capital improvements and rehabilitation across a wide range of multifamily and senior housing communities. As Senior Archeologist, Chris has led cultural resources coordination for 20 environmental reviews. His responsibilities have included preparing tribal consultation letters, corresponding with the City's OHP and the THC, and drafting tribal coordination memoranda. He also facilitated agency coordination to secure historical and archeological determinations in support of environmental clearance. His efforts ensured that cultural resource concerns were thoroughly evaluated and documented in full compliance with Section 106 and HUD requirements.

### City of San Marcos – Cultural Resource Assessment, Blanco Riverine Flood Mitigation, Hays County, TX

Chris led cultural resource compliance efforts for a HUD-funded flood relief channel project in San Marcos. His responsibilities included project scoping, background research, permitting, and supervision of field investigations across the 110-acre project area. Fieldwork included intensive mechanical trenching to evaluate the potential for deeply buried archeological deposits and a limited windshield survey to document historic-age resources. The survey identified five historic-age buildings and one building complex; however, none were recommended as eligible for listing in the National Register of Historic Places (NRHP). Chris's leadership ensured full compliance with Section 106 of the NHPA and HUD cultural resource review requirements.

### Texas Parks and Wildlife/U.S. Fish and Wildlife Service/ IDEA Public Schools – Archeological Survey for Proposed Archery Range, Cameron County, TX

Chris served as the principal investigator, conducting a pedestrian archeological survey and shovel testing within a 3.12-acre footprint of proposed archery range to be funded by the USFWS grant administered through TPW. The APE was found to be heavily disturbed by previous earthmoving, apparently including previous use as a fill borrow area for construction of an adjacent elevated canal. Eight shovel test units were excavated in areas with low ground surface visibility; all were negative. No archeological materials of any kind were observed within the APE, and no further work was recommended prior to construction. Texas Antiquities Permit 7948.



## WARREN BROWN, PG

Role(s): Geologist III



### Years Experience

13 Years

### HUD Experience

8 Years

### Coastal Experience

8 Years

### Availability

90%

### Education

B.S. Geology, University of Texas at San Antonio, 2009

### Licenses and Certifications

- ▶ Licensed Professional Geologist, Texas, No. 11280
- ▶ TxDOT Pre-certified, No. 28028
  - Geological Assessments
  - Hazardous Materials Initial Site Assessment

### Specialized Training

HUD Environmental Review Training

**City of San Antonio GMA – On-Call HUD NEPA Services Contract, San Antonio, TX**  
PCI has served as the incumbent Prime Consultant for the City of San Antonio's Grants Monitoring and Administration (GMA) Division under an on-call contract since 2013, providing environmental review services for HUD-funded projects.

As part of this effort, Warren prepared Contamination and Toxic Substances Reviews, incorporating geologic sensitivity considerations into environmental risk assessments. His work supported HUD compliance by contributing to accurate, defensible documentation and the identification of potential environmental hazards.

### Opportunity Home San Antonio – 5-Year Action Plan, San Antonio, TX

Under Opportunity Home San Antonio's 5-Year Action Plan, HUD funding is supporting capital improvements and ongoing repairs across a portfolio of multifamily and senior housing communities.

As a Geologist III, Warren conducted Phase I Environmental Site Assessments (ESAs) to evaluate historical site use and identify potential environmental concerns. His work supported regulatory compliance, environmental due diligence, and risk mitigation for HUD-funded rehabilitation and development activities.

### City of Aransas Pass – Conn Brown Harbor Road Improvements, Aransas and Nueces Counties, TX

Warren conducted the hazardous materials analysis in support of the Environmental Assessment (EA) for roadway and multimodal improvements within the Conn Brown Harbor Peninsula in the City of Aransas Pass.

The project scope included curb and gutter installation, roadway widening and reconstruction, construction of a 10-foot hike-and-bike trail, shoulder additions, driveway reconstruction, lighting, signage, waterline relocation, parking lot enhancements, and pavement striping. This \$4.8 million project is funded by a U.S. Department of Commerce Economic Development Administration (EDA) Financial Assistance Award.

### City of Laredo – On-Call Contamination and Toxic Substances Services, Laredo, TX

PCI serves as the incumbent Prime Consultant under an on-call contract with the City of Laredo, providing contamination and toxic substances analyses for HUD-funded projects. Active since 2021, this contract supports environmental due diligence for a variety of affordable housing, public infrastructure, and community facility initiatives. As Geologist III, Warren has supported the preparation of Phase I ESAs for multiple sites throughout Laredo. He also contributed to the environmental review of the proposed Temporary Emergency Shelter at Bethany House on Lincoln Street. In October 2021, Warren led the preparation of a Phase II ESA for the Bethany House site, which identified contamination concerns requiring further evaluation. His findings were instrumental in informing the City's decision-making process, ultimately leading to the selection of a more suitable location for the shelter.



## TRAVIS STERNE

**Role(s):** Environmental Scientist



### Years Experience

9 Years

### HUD Experience

1 Year

### Coastal Experience

4 Years

### Availability

85%

### Education

- ▶ M.S. Natural Resource Management, Texas A&M University, 2018
- ▶ Master's Certificate, Geographic Information Science, Texas A&M University, 2018
- ▶ B.S. Ocean and Cultural Resources, Texas A&M University, 2014

### Licenses and Certifications

- ▶ Wetland Delineator Certification, 2024
- ▶ TxDOT Pre-certified, No. 38808
  - GIS and Data Analysis
  - Nationwide Permits

### Specialized Training

- ▶ HUD Environmental Review Training
- ▶ Wetland Training Institute - Advanced Hydrology, 2024

### City of San Antonio GMA – On-Call HUD NEPA Services Contract, San Antonio, TX

PCI has served as the Prime Consultant for the City of San Antonio's Grants Monitoring and Administration (GMA) Division under an on-call contract since 2013, providing environmental compliance support for HUD-funded projects. Under this contract, Travis has prepared five Categorically Excluded Subject To (CEST) reviews, 14 Tier II CESTs for site-specific housing rehabilitation projects, and 11 noise analyses. His contributions have been instrumental in advancing the City's environmental clearance process, utilizing GIS data, field verification, and regulatory guidance to evaluate noise exposure and identify environmental constraints.

### Opportunity Home San Antonio – 5-Year Action Plan, San Antonio, TX

Under Opportunity Home San Antonio's 5-Year Action Plan, HUD funding is supporting capital improvements and ongoing repairs across numerous multifamily and senior housing developments. Travis has supported this initiative by preparing CESTs and conducting noise analyses to evaluate compliance with HUD standards. His work included GIS-based land use reviews, proximity analyses to major roadways and rail lines, and Day-Night Average Sound Level (DNL) calculations to assess potential impacts and determine the need for mitigation or special clearance.

### TxDOT (Corpus Christi District) – FM 624, from CR 73 to Wildcat Drive, Nueces County, TX

PCI served as the prime consultant for this 2.5-mile TxDOT project to convert FM 624 into a six-lane divided roadway with a raised median and accommodations for bicyclists and pedestrians. Travis supported the project team by assisting with technical documentation and contributing to the preparation of environmental reports. His work included GIS mapping and spatial analysis to support environmental constraints identification and impact evaluation.

### Our Casas Resident Council – HUD-Funded Projects, San Antonio, TX

PCI serves as the Prime Consultant for this contract, providing a broad-level Tier I HUD environmental review and up to 20 site-specific Tier II reviews in support of single-family housing rehabilitation. As part of this effort, Travis prepared a Tier II CEST and all associated documentation for the property located at 1150 Elvira St. His work ensured compliance with HUD environmental review requirements, including evaluations of site conditions, proximity to noise sources, and hazardous materials concerns.

**Previous Work Experience** – Travis brings extensive experience in coastal and marine environmental data collection and analysis. His background includes processing sidescan sonar and multibeam bathymetry data across Texas bay systems, as well as developing spatial planning tools to support resource management along the Texas coast. He is skilled in creating classified land cover datasets using advanced remote sensing software and producing GIS data essential for coastal conservation and management initiatives. Travis also has hands-on field experience collecting biological and environmental data through a variety of sampling and observational techniques. Additionally, he is proficient in managing geographic databases and developing remotely operated vehicle (ROV) fieldwork plans using GIS technology—ensuring data-driven decision-making for complex environmental projects.



## SPENCER FOSTER, RPA

Role(s): Archeologist



### Years Experience

7 Years

### HUD Experience

1 Year

### Coastal Experience

<1 Year

### Availability

85%

### Education

- ▶ M.A. Anthropology, Texas Tech University, 2020
- ▶ B.A. Anthropology, University of Texas at Austin, 2017

### Licenses and Certifications

Registered Professional Archeologist, Texas, No. 6039

### Specialized Training

HUD Environmental Review Training

### Opportunity Home San Antonio – 5-Year Action Plan, San Antonio, TX

As part of Opportunity Home San Antonio's 5-Year Action Plan, HUD funding is being used to implement capital improvements and critical repairs across numerous multifamily and senior housing communities.

Spencer has supported cultural resources compliance by preparing tribal coordination letters, correspondence with the City of San Antonio's Office of Historic Preservation (OHP) and the Texas Historical Commission (THC), and tribal consultation memos for 20 environmental reviews. His contributions ensure that all Section 106 coordination is thoroughly documented and that each project complies with HUD and NEPA historic preservation requirements.

### Comal County – Blanco Road, from SH 46 to Comal/Bexar County Line, Comal County, TX

Comal County is proposing to widen and realign Blanco Road from SH 46 to the Comal/Bexar County Line. As part of the environmental review process, Spencer participated in the archeological resources survey for the proposed improvements. His fieldwork contributed to the identification and documentation of two previously unrecorded archeological sites, both of which were ultimately recommended as not eligible for listing in the National Register of Historic Places (NRHP). These findings enabled the County to make informed early planning decisions regarding roadway alignment and footprint, helping to streamline the project's progression into detailed design.

### U.S. Army Corps of Engineers (Fort Worth District) – Various Cultural Resource Surveys, Angelina, Bowie, Cass, Nacogdoches, San Augustine, and Tyler Counties, TX

PCI has served as a Prime Consultant under an on-call cultural resources contract with the U.S. Army Corps of Engineers (USACE), Fort Worth District, since 2014, completing archeological surveys across thousands of acres in East Texas. Since joining PCI in 2024, Spencer has played a key role in three task orders under this contract, supporting cultural resources investigations on USACE-managed lands at B.A. Steinhagen Lake, Sam Rayburn Reservoir, and Wright Patman Lake. His responsibilities have included conducting intensive archeological field surveys, identifying and documenting archeological sites, and contributing to the preparation of cultural resource survey reports. Spencer's efforts have directly supported USACE's Section 106 compliance and its ongoing stewardship of cultural resources across federally managed lands.

### City of Laredo – East Chacon Creek Hike & Bike Trail, Webb County, TX

The East Chacon Creek Hike & Bike Trail project involves the construction of approximately 1,473 feet of new recreational trails within Independence Hills Park, a publicly owned green space managed by the City of Laredo. As part of the environmental compliance process, Spencer prepared the archeological background study in accordance with TxDOT's Archeological Background Study Guidelines, supporting coordination and clearance under applicable state and federal historic preservation requirements.





## KELSEY JUTILA, PhD

**Role(s):** Environmental Planner II



### Years Experience

5 Years

### HUD Experience

1 Year

### Coastal Experience

<1 Year

### Availability

90%

### Education

- ▶ Ph.D. Natural Resources (Environmental Policy and Administration), University of Idaho, 2024
- ▶ M.S. Conservation Biology, Green Mountain College, 2017
- ▶ B.S. Biology, University of Idaho, 2013

### Specialized Training

HUD Environmental Review Training

**City of San Antonio GMA – On-Call HUD NEPA Services Contract, San Antonio, TX**  
PCI serves as the incumbent Prime Consultant for an ongoing on-call contract with the City of San Antonio's Grants Monitoring and Administration (GMA) Division, providing environmental review documentation for HUD-funded projects. Active since 2013, this long-standing contract supports a wide range of housing and community development initiatives throughout the city.

As part of this effort, Kelsey has prepared environmental reviews for HUD's Owner-Occupied Rehabilitation and Reconstruction Program, including Categorically Excluded Subject To (CEST) reviews and associated technical documentation. Her responsibilities have included conducting site-specific environmental reviews, preparing GIS-based maps, and ensuring compliance with all applicable NEPA and HUD regulatory requirements.

Her work has helped facilitate critical home repairs and rehabilitation for low- to moderate-income homeowners by delivering accurate and timely environmental documentation.

### Opportunity Home San Antonio – 5-Year Action Plan, San Antonio, TX

Opportunity Home San Antonio's 5-Year Action Plan utilizes HUD funding to implement capital improvements and critical repairs across a range of multifamily and senior housing communities. As a member of the environmental team, Kelsey has supported the preparation of six CEST reviews and associated technical reports, with one additional review currently in progress. Her responsibilities have included conducting site-specific environmental research, preparing compliance documentation, supporting GIS mapping, and contributing to technical analyses to ensure alignment with NEPA and HUD regulatory requirements.

During one ongoing review, Kelsey identified a National Register of Historic Places (NRHP)-listed property and an unrecorded cemetery within the project area. Her early detection prompted coordination with the City's Office of Historic Preservation (OHP) and Opportunity Home, ultimately resulting in a revision of project boundaries to avoid impacts. Her diligence and proactive coordination helped mitigate potential cultural resource impacts and maintain full compliance with Section 106 and HUD environmental review procedures.

### City of Allen – Rowlett Creek Trails Project, Collin County, TX

The City of Allen proposed the construction of two new trail segments to enhance regional connectivity and recreational access. PCI prepared the TxDOT-required biological and surface water technical reports to support environmental clearance.

As the technical lead for biological resources, Kelsey conducted the threatened and endangered species analysis in accordance with TxDOT and U.S. Fish and Wildlife Service (USFWS) guidelines. Her responsibilities included evaluating habitat conditions, assessing potential species presence, and identifying regulatory coordination requirements to ensure full compliance with applicable environmental regulations.



## CAROLINA GARCIA

**Role(s):** Environmental Specialist



### Years Experience

2 Years

### HUD Experience

2 Years

### Coastal Experience

2 Years

### Availability

85%

### Education

B.S. Environmental  
Studies, Texas A&M  
University, 2023

### Licenses and Certifications

TxDOT Pre-certified,  
No. 39633  
- Traffic Noise  
Analysis

### Specialized Training

HUD Environmental  
Review Training

### **City of San Antonio GMA – On-Call HUD NEPA Services Contract, San Antonio, TX**

PCI serves as the incumbent Prime Consultant for the City of San Antonio's Grants Monitoring and Administration (GMA) Division, providing ongoing environmental review services for HUD-funded residential and community development projects.

As part of this contract, Carolina has prepared 11 Categorically Excluded Subject To (CEST) reviews and 26 Tier II CESTs. Her responsibilities include conducting site-specific environmental reviews, evaluating potential impacts to natural and human environments, generating GIS-based maps, and preparing technical documentation required for NEPA compliance. Carolina's work supports key City initiatives such as the Owner-Occupied Rehabilitation Program and the Green and Healthy Homes Initiative, helping to ensure timely and accurate environmental clearance for critical housing improvements.

### **TxDOT (Corpus Christi District) – SH 35 at SH 361/Spur 202 Interchange, San Patricio County, TX**

TxDOT's Corpus Christi District proposed constructing a three-level Single Point Urban Interchange (SPUI) at the intersection of SH 361, SH 35, and FM 202 to improve safety and traffic flow. The project also involved eliminating two at-grade railroad crossings to enhance rail safety and support regional evacuation routes. Carolina assisted with the preparation of technical documentation in compliance with NEPA and TxDOT guidelines. She provided GIS mapping and data analysis support, creating spatial datasets and maps that informed various environmental assessments and supported project decision-making.

### **TxDOT (Corpus Christi District) – FM 624, San Patricio County, TX**

TxDOT's Corpus Christi District proposed improvements along approximately 2.5 miles of FM 624, from Wildcat Drive to CR 73, including transitions onto CR 69 and nearby cross streets. The project involves widening the existing four-lane facility to a six-lane divided roadway within the existing 150-foot right of way, including the removal of shoulders. Carolina assisted in the preparation of TxDOT environmental technical reports, including the project's Hazardous Materials Initial Site Assessment (ISA). She also supported the traffic noise analysis by contributing to the cost-effective evaluation of noise barrier feasibility and assisting in the preparation of the noise workshop summary.

### **City of Laredo – Contamination and Toxic Substances Consulting Services, Laredo, TX**

PCI serves as the incumbent Prime Consultant under an on-call contract with the City of Laredo, providing environmental support for HUD-funded initiatives through contamination and toxic substances analyses. Active since 2021, the contract supports the City's compliance with HUD environmental review requirements for affordable housing and public infrastructure projects. As part of this effort, Carolina has completed nine Phase I Environmental Site Assessments (ESAs), which included conducting historical property research, reviewing regulatory database reports, performing site reconnaissance, and preparing technical documentation. Her work supports the City's environmental due diligence process and helps ensure the suitability of project sites for redevelopment or continued HUD funding eligibility.



## SADEY COX

**Role(s):** Environmental Specialist



### Years Experience

1 Year

### HUD Experience

1 Year

### Coastal Experience

1 Year

### Availability

90%

### Education

B.S. Environmental Science, Texas A&M University - Corpus Christi, 2024

### Specialized Training

HUD Environmental Review Training

### **City of San Antonio GMA – On-Call HUD NEPA Services Contract, San Antonio, TX**

PCI serves as the incumbent Prime Consultant for an on-call contract with the City of San Antonio's Grants Monitoring and Administration (GMA) Division, supporting environmental review documentation for HUD-funded projects. Active since 2013, the contract assists with a wide range of housing and community development initiatives throughout the city.

As part of this effort, Sadey has prepared 11 Categorical Excluded Subject To (CEST) reviews under the City's Owner-Occupied Rehabilitation and Reconstruction Program. Her responsibilities have included conducting site-specific environmental research, developing GIS-based maps, and preparing technical documentation to assess potential environmental impacts and ensure full compliance with NEPA and HUD regulations.

Her work helps facilitate timely approvals and supports the City's commitment to improving housing conditions for low- to moderate-income residents.

### **Opportunity Home San Antonio – 5-Year Action Plan, San Antonio, TX**

Opportunity Home San Antonio's 5-Year Action Plan utilizes HUD funding to support capital improvements and critical repairs across a portfolio of multifamily and senior housing communities. As part of this initiative, Sadey has contributed to the preparation of six CEST reviews and associated technical reports. Her responsibilities have included conducting site-specific environmental reviews, evaluating potential impacts to the natural and built environment, producing GIS-based mapping, and ensuring full compliance with NEPA and HUD regulations. Her work has supported timely environmental clearance and helped facilitate necessary upgrades to affordable housing throughout San Antonio.

### **Port of Corpus Christi – EMS Internal Audit, Nueces County, TX**

Sadey served as an Environmental Intern supporting the development and coordination of an internal audit for the Port's Environmental Management System (EMS). Her responsibilities included drafting and organizing audit documentation and conducting interviews with Port staff to assess their understanding and implementation of EMS protocols. Her contributions supported continuous improvement of the Port's environmental compliance and management practices.

### **Our Casas Resident Council – HUD-Funded Projects, San Antonio, TX**

PCI serves as the Prime Consultant for this contract, which includes preparation of a broad-level Tier I HUD environmental review and up to 20 site-specific Tier II reviews to support single-family housing rehabilitation. As part of this effort, Sadey prepared Tier II CEST reviews and associated documentation for multiple properties. Her responsibilities included evaluating site-specific environmental conditions, developing GIS-based maps, and completing technical documentation in accordance with NEPA and HUD environmental review requirements. Sadey's contributions helped ensure timely and compliant environmental reviews to support housing rehabilitation in underserved communities.



## ISABEL WYSONG

**Role(s):** Environmental Specialist



### Years Experience

1 Year

### HUD Experience

1 Year

### Coastal Experience

<1 Year

### Availability

90%

### Education

B.S. Environmental Studies, Texas A&M University - College Station, 2025

### Specialized Training

HUD Environmental Review Training

### **City of San Antonio GMA – On-Call HUD NEPA Services Contract, San Antonio, TX**

PCI serves as the incumbent Prime Consultant for an on-call contract with the City of San Antonio's Grants Monitoring and Administration (GMA) Division, supporting environmental review documentation for HUD-funded projects. Active since 2013, this contract assists with a wide range of housing and community development initiatives throughout the city.

As part of this effort, Isabel has prepared nine Categorical Excluded Subject To (CEST) reviews under the City's SA Green and Healthy Homes Program. Her responsibilities have included conducting site-specific environmental research, developing GIS-based maps, and preparing technical documentation to assess potential environmental impacts and ensure full compliance with NEPA and HUD regulations.

Her work helps facilitate timely approvals and supports the City's commitment to improving housing conditions for low- to moderate-income residents.

### **Opportunity Home San Antonio – 5-Year Action Plan, San Antonio, TX**

Opportunity Home San Antonio's 5-Year Action Plan utilizes HUD funding to support capital improvements and critical repairs across a portfolio of multifamily and senior housing communities.

As part of this initiative, Isabel has contributed to the preparation of two CEST reviews and associated technical reports. Her responsibilities have included conducting site-specific environmental reviews, evaluating potential impacts to the natural and built environment, producing GIS-based mapping, and ensuring full compliance with NEPA and HUD regulations.

### **Grow America – DeSoto Senior Activity Center, DeSoto, TX**

PCI completed an environmental review for a HUD-funded project involving rehabilitation and ongoing repairs at the DeSoto Senior Activity Center.

Isabel served as Lead Preparer, overseeing the development of the CEST review and preparation of all associated technical documentation. She ensured the environmental review complied with NEPA and HUD regulations, supporting the production of a clear and defensible environmental record.





## RACHEL FEIT

**Role(s):** Senior Archeologist | Principal Investigator



### Years Experience

25 Years

### HUD Experience

15 Years

### Coastal Experience

25 Years

### Availability

25%

### Education

- ▶ M.A. Anthropology, University of Texas at Austin, 1998
- ▶ B.A. Anthropology, University of Chicago, 1990

### Licenses and Certifications

TxDOT Pre-certified, No. 12470

- Archeological Surveys, Documentation, Excavations, Testing Reports, and Data Recovery Plans

### Specialized Training

- ▶ NEPA Compliance and Cultural Resources
- ▶ Section 106, Resource Identification OSHA Trench Safety Training

### **Chambers County – Archeological Survey of McCollum Park, Chambers County, TX**

Rachel served as Principal Investigator and Project Manager for an archeological survey of McCollum Park, located along the upper Galveston Bay, in advance of proposed irrigation improvements. The project was conducted for Chambers County using Texas General Land Office (GLO) disaster relief funds. Responsibilities included overseeing field investigations, ensuring compliance with Section 106 and GLO requirements, and managing project deliverables.

### **Force Corporation – Archeological Investigations at the Old Mexican Cemetery, Anahuac, Chambers County, TX**

Funded by a FEMA grant, this project involved an archeological survey to evaluate whether proposed sewer outfall improvements along Lake Anahuac could affect unmarked nineteenth-century graves associated with Anahuac's first cemetery. Rachel led the field survey and archival research efforts in support of the project, contributing to the identification and protection of potential cultural resources in compliance with Section 106 and FEMA guidelines.

### **SMC Environmental – Cultural Resources Survey of the Central State Prison Farm in Sugar Land, Fort Bend County, TX**

Rachel served as Project Manager for an archeological and historic structures survey of the Central State Prison Farm. The project included detailed research into the history of the prison complex, its connection to the Imperial Sugar Company, and historic land use patterns in the area between the Brazos River and Oyster Creek. A photographic field survey of the remaining historic prison structures was conducted and incorporated into the final report to support cultural resource documentation and compliance with applicable historic preservation regulations.

### **Texas State Hospital – Monitoring and Testing, Kaufman County, TX**

Rachel served as Project Manager overseeing cultural resources compliance for building demolitions at the Texas State Hospital in Terrell. Her responsibilities included conducting archival research, coordinating with regulatory agencies, performing on-site monitoring, and overseeing limited archeological testing during demolition activities. Her work ensured adherence to applicable historic preservation requirements and supported timely regulatory clearance for the project.

### **City of San Antonio – Historic and Cultural Resources Study for DTS/ZCRP Projects, San Antonio, TX**

As Project Manager, Rachel led an in-depth cultural and historical study of the near Westside neighborhood surrounding Milam Park and Santa Rosa Hospital. The project involved extensive archival research and GIS-based analysis to document historic land use patterns and develop a comprehensive cultural context. The study supported the City's Downtown Transportation Study (DTS) and Zona Cultural Revitalization Plan (ZCRP), providing valuable data to inform future planning, development, and preservation efforts in the area.

### **City of San Antonio – Red Berry Estate Archeological Survey, San Antonio, TX**

As a subconsultant to PCI, Rachel was both Principal Investigator and Project Manager for this survey of an 83-acre estate featuring a 1950s-era mansion and outbuildings. She led all fieldwork, research, and reporting under the Unified Development Code (UDC), Section 106, and the Antiquities Code of Texas (ACT).



## NICHOLAS FUQUA, PhD

**Role(s):** Architectural Historian



### Years Experience

15 Years

### HUD Experience

7 Years

### Coastal Experience

3 Years

### Availability

35%

### Education

- ▶ Ph.D. History, University of Liverpool, UK, 2020
- ▶ B.F.A. Historic Preservation, Savannah College of Art and Design, 2001

### Licenses and Certifications

TxDOT Pre-certified, No. 31502

- Historical Research of Extant Historic Buildings, Structures, Landscapes and Objects
- Historical Surveys and Documentation of Historic Buildings, Structures, Landscapes, and Objects

### Specialized Training

Meets U.S. Secretary of the Interior's Professional Qualification Standards for Architectural History

### **SMC Environmental/Quiddity – Cultural Resources Survey of the Central State Prison Farm, Sugar Land, Fort Bend County, TX**

Nicholas conducted archival research and field documentation for the cultural resources survey of the Central State Prison Farm, located between the Brazos River and Oyster Creek in Sugar Land. His research focused on the history of the prison complex, the Imperial Sugar Company, and historic land use patterns in the surrounding area. Tasks included completing a comprehensive chain of title, reviewing historic deeds and maps, and analyzing historic photographs to reconstruct the property's development. Nicholas also conducted a photographic field survey of the remaining historic prison structures. The data collected was used to develop the historical background and standing structures sections of the final report, supporting cultural resource documentation and regulatory compliance.

### **TxDOT (Dallas District) – Shiloh Road Historical Resources Survey Report, Dallas County, Garland, TX**

As Architectural Historian and Project Manager, Nicholas conducted a historical resources survey along Shiloh Road in Garland to support a roadway widening project subject to Section 106 review. His work included background research, field documentation, and National Register of Historic Places (NRHP) eligibility evaluations for over 80 historic-age structures. The study focused on two Mid-Century suburban neighborhoods—English Estates and Claremont Place—assessing architectural integrity within the context of mid-twentieth century suburban expansion in the Dallas area. Nicholas's responsibilities included photographic documentation, mapping, and preparation of the Historical Resources Survey Report in full compliance with TxDOT and Texas Historical Commission (THC) requirements.

### **Federal Emergency Management Agency (FEMA)/Texas General Land Office (GLO) – Hurricane Harvey Disaster Relief and Buyout Programs, Coastal Region, TX**

From September to December 2022, Nicholas supported Section 106 compliance efforts for properties damaged by Hurricane Harvey (2017) under FEMA-funded and GLO-administered disaster relief and buyout programs. These programs provided federal grant funding to eligible property owners for the demolition and reconstruction of residential structures along the Texas coast. Nicholas was responsible for preparing Section 106 review documentation, including survey forms and preliminary National Register of Historic Places (NRHP) eligibility assessments. He submitted these materials to the Texas Historical Commission (THC) for review and concurrence, ensuring that all undertakings complied with federal and state historic preservation requirements.

### **City of San Antonio – Rehabilitation of Hemisfair Police Station Building, San Antonio, TX**

As Architectural Historian, Nicholas conducted a photo survey and archival background study for the rehabilitation of the Hemisfair Police Station, originally constructed for HemisFair '68. Located within Hemisfair Park in downtown San Antonio, the project was HUD-funded and required Section 106 review. Nicholas facilitated agency coordination with the Texas Historical Commission (THC) and the City of San Antonio Office of Historic Preservation (OHP) to ensure compliance with historic preservation requirements.



## JACOBO PAZ

**Role(s):** Asbestos/Lead Inspector



**Baer Engineering**  
and Environmental Consulting, Inc.

### Years Experience

19 Years

### HUD Experience

17 Years

### Coastal Experience

1 Year

### Availability

25-30%

### Education

B.S. Environmental  
Science, Norwich  
University, 2006

### Licenses and Certifications

- ▶ Lead Risk Assessor Certification, No. 2070842, 2007
- ▶ Asbestos Individual Consultant, No. 105879, 2021
- ▶ Mold Assessment Consultant, No. MAC2082, 2024
- ▶ Lead Abatement Project Designer Certification, No. 2090110, 2025
- ▶ DSHS-Approved Instructor for Asbestos Courses, 2009
- ▶ OSHA 30-HR Construction, 2011
- ▶ OSHA Authorized Construction Trainer, ID#25-000107664, 2011

### **Regional Pool Alliance – Gulf Coast Area Municipalities and Schools, Ingleside, Taft, Rockport, Sabine Pass, TX**

As an asbestos consultant and lead risk assessor, Jacobo supported environmental assessments for over 80 buildings—including schools, courthouses, city offices, and warehouses—following Hurricane Harvey. He performed asbestos surveys, lead risk assessments, and air sampling to evaluate building conditions for abatement and renovation. Jacobo identified improperly categorized asbestos conditions, resulting in significant cost savings for the client. His work supported timely mold remediation and asbestos abatement, contributing to the development of abatement specifications, clearance sampling, and final closeout documentation.

### **Leon Taylor Junior High School – Environmental Monitoring and Sampling, Ingleside, TX**

As part of Baer Engineering's post-Hurricane Harvey environmental assessment efforts, Jacobo conducted mercury exposure monitoring and supported asbestos sampling at the Leon Taylor Junior High School gymnasium. Serving as an asbestos consultant and lead risk assessor, he performed personal air and dermal exposure monitoring during gym floor removal activities and collected waste stream samples for Toxicity Characteristic Leaching Procedure (TCLP) analysis. His work ensured compliance with OSHA and Texas Department of State Health Services (TDSHS) standards and guided safe remediation and disposal practices.

### **City of San Antonio – Combination Lead Inspection/Risk Assessments, Occupant Protection Plan, Project Monitoring, Clearance, San Antonio, TX**

Under the City of San Antonio's Lead Hazard Control (LHC) Program, Jacobo serves as a Certified Lead Risk Assessor conducting combination lead inspection/risk assessments (LIRAs) for target housing across Bexar County. His responsibilities include performing lead-based paint inspections and full LIRAs, developing Occupant Protection Plans (OPPs) and work specifications, conducting site visits during abatement projects to ensure compliance, troubleshooting field issues, and acting as liaison between CoSA, contractors, and technical specialists. He also oversees final clearance testing to verify safe project completion.

### **Joint Base San Antonio – Asbestos and Hazmat Consulting Services, Fort Sam Houston, TX**

Jacobo assisted in conducting Hazardous Materials (HAZMAT) surveys for 14 buildings at Fort Sam Houston. His responsibilities included inventorying hazardous materials such as polychlorinated biphenyls (PCBs) and mercury (Hg); sampling and assessing asbestos, lead-containing paint, and mold; and contributing to the preparation of technical reports and mitigation recommendations to support compliance and safe facility management.

### **City of Mesquite – CDBG Housing Rehabilitation Programs, Lead-Based Paint Inspection and Risk Assessment Services, Mesquite, TX**

As a Certified Lead Risk Assessor, Jacobo conducted lead inspection and risk assessment services for the City's CDBG Housing Rehab Programs. His work involved performing full lead inspection/risk assessments (LIRAs) for target housing units, either independently or as part of a team. Jacobo prepared comprehensive reports detailing lead hazard control recommendations, oversaw clearance testing upon project completion, and documented results to ensure compliance with HUD and U.S. EPA requirements for lead-safe housing.

## A /// PROPOSED COST

Rather than basing our pricing on grant amounts—which often do not reflect the actual level of environmental review required—PCI structures its pricing around standard activity types and levels of review. This method provides a more accurate and practical basis for estimating environmental review costs.

### Cost of Services: Administration Services (Infrastructure)

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

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

Maximum amount of grant funds firm is able and/or willing to manage: \$ **no maximum**

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

#### Proposed Cost to Provide All Grant Administration Services

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

|                                                                                |           |             | Total Award Amount |              |               |
|--------------------------------------------------------------------------------|-----------|-------------|--------------------|--------------|---------------|
| Program                                                                        | \$500,000 | \$1,000,000 | \$3,000,000        | \$10,000,000 | \$100,000,000 |
| <input type="checkbox"/> Resilient Communities Program (for declared counties) |           |             |                    |              |               |

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

|                                                                                |           |             | Total Award Amount |              |               |
|--------------------------------------------------------------------------------|-----------|-------------|--------------------|--------------|---------------|
| Program                                                                        | \$500,000 | \$1,000,000 | \$3,000,000        | \$10,000,000 | \$100,000,000 |
| <input type="checkbox"/> Resilient Communities Program (for declared counties) |           |             |                    |              |               |

#### Proposed Cost to Provide Environmental Services Only

|                                                                                           |                          |                          | Total Award Amount       |                          |                          |
|-------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Program                                                                                   | \$500,000                | \$1,000,000              | \$3,000,000              | \$10,000,000             | \$100,000,000            |
| <input checked="" type="checkbox"/> Resilient Communities Program (for declared counties) | see attached Price Sheet | see attached Price Sheet | see attached Price Sheet | see attached Price Sheet | see attached Price Sheet |

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

|                                                                                |           |             | Total Award Amount |              |               |
|--------------------------------------------------------------------------------|-----------|-------------|--------------------|--------------|---------------|
| Program                                                                        | \$500,000 | \$1,000,000 | \$3,000,000        | \$10,000,000 | \$100,000,000 |
| <input type="checkbox"/> Resilient Communities Program (for declared counties) |           |             |                    |              |               |

Poznecki-Camarillo, LLC (PCI) offers professional environmental review services to support the City of Ingleside in meeting the requirements of the U.S. Department of Housing and Urban Development (HUD) under 24 CFR Part 58. With decades of experience managing environmental compliance for HUD-funded projects across Texas, PCI delivers pricing and schedules designed to promote clarity, predictability, and efficiency for the City's housing, infrastructure, and community development initiatives.

### APPROACH TO PRICING AND COMPLIANCE

PCI proposes a fixed-fee pricing structure aligned with the City's scope of work and HUD funding requirements. This approach ensures transparency,

consistency, and adherence to procurement best practices. All proposed costs encompass the full range of services necessary to complete each activity and are designed to meet the City's expectations for accurate, timely, and defensible environmental documentation.

Rather than basing our pricing on grant amounts—which often do not reflect the actual level of environmental review required—PCI structures its pricing around standard activity types and levels of review. This method provides a more accurate and practical basis for estimating environmental review costs.

While the RFP requests pricing based on anticipated funding levels, such an approach overlooks key



variables such as project location and scope, which are critical to determining the appropriate level of environmental review. Therefore, PCI has provided a pricing structure that aligns with the regulatory framework and review complexity, offering a more realistic and useful tool for project planning and budgeting.

### **FIRM FIXED PRICING AND VALUE CONSIDERATIONS**

In accordance with the City's preference, PCI has adopted a firm fixed pricing model. While we recognize that cost is an important factor in the evaluation process, we understand that the contract will be awarded based on best value—including cost, experience, capacity, and responsiveness. Our pricing reflects a competitive value without compromising the quality, accuracy, or regulatory integrity of the work delivered.

### **Profit Declaration**

To comply with HUD and local procurement standards, PCI discloses that our profit is calculated as a flat rate of 10% of direct labor and overhead costs. This profit rate is included within our fixed-fee pricing and is not calculated as a percentage of the overall project cost. PCI does not use "cost plus percentage of cost" pricing, which is expressly prohibited.

### **Proposal Flexibility**

We understand project scopes may vary significantly over the course of the contract. PCI is committed to adapting our services accordingly, and this proposal allows for scalability and flexibility to meet the City's evolving needs. Our team is equipped to manage multiple, concurrent projects of varying complexity while maintaining full compliance with HUD environmental requirements.

### **PCI'S PRICE SHEET FOR HUD ENVIRONMENTAL REVIEW SERVICES**

The table below outlines PCI's standard fixed-fee pricing and estimated timeframes for preparing HUD-funded Categorical Exclusions Subject to §58.5 (CEST) and Environmental Assessments (EA). Each service includes all documentation required to demonstrate compliance with applicable federal environmental laws and regulations under 24 CFR Part 58, ensuring a complete, accurate, and defensible environmental record.

### **Categorical Exclusions Subject to §58.5 (CEST)**

For projects that qualify as a CEST under HUD regulations, PCI provides a streamlined environmental review process with clearly defined deliverables. Fixed-

fee pricing applies to CEST-level environmental reviews, which typically cover smaller-scale projects requiring documentation of compliance with federal laws but not a full EA.

Common project types include:

- Rehabilitation or demolition of single-family homes
- Acquisition or disposition of properties
- Minor rehabilitation of non-residential or multi-family structures
- Infrastructure improvements

Each CEST includes a project summary, level of review determination, compliance documentation, and any necessary mitigation measures. Pricing ranges from \$1,700 to \$4,200, based on project type and complexity (see table below).

### **Environmental Assessment (EA)**

Projects involving new construction, major rehabilitation, or changes in land use typically require an EA. These projects generally have greater environmental impacts or public interest and demand a higher level of analysis and coordination.

Typical EA triggers include:

- New construction of residential, commercial, or public facilities
- Major rehabilitation of non-residential or multi-family properties
- Land acquisition or disposition involving a change in use
- Substantial infrastructure improvements (e.g., new roads or utility corridors)

PCI prepares comprehensive EA documentation including:

- Analysis of land use, environmental justice, noise, water resources, and threatened/endangered species
- Compliance documentation for NEPA, HUD, and other applicable regulations
- Coordination with the Texas Historical Commission (THC)
- Identification of mitigation measures

Pricing ranges from \$8,000 to \$10,500 depending on project intensity, with a typical turnaround of 10 business days or 2 business days following regulatory agency concurrence, whichever is later.

| Fee Schedule for HUD-Funded Environmental Reviews                                                                                                                                                                                                                                              |          |                                                                                                                                                                                                                                                               |                                                                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
| Project Type                                                                                                                                                                                                                                                                                   | Price*   | Included Services                                                                                                                                                                                                                                             | Estimated Timeframe                                                                       |
| Categorical Exclusions Subject to §58.5 (CESTs)                                                                                                                                                                                                                                                |          |                                                                                                                                                                                                                                                               |                                                                                           |
| <ul style="list-style-type: none"><li>• Rehabilitation or demolition of single-family structures.</li><li>• Acquisition or disposition of single-family properties.</li></ul>                                                                                                                  | \$1,700  | <ul style="list-style-type: none"><li>• Initial Screen, Project Summary, Level of Review Determination, Project Justification</li><li>• Related Laws and Authorities</li><li>• Mitigation Measures and Conditions</li></ul>                                   | 5 business days or 2 business days following SHPO + OHP concurrence (whichever is later)  |
| <ul style="list-style-type: none"><li>• Reconstruction or new construction of single-family structures.</li></ul>                                                                                                                                                                              | \$2,450  |                                                                                                                                                                                                                                                               |                                                                                           |
| <ul style="list-style-type: none"><li>• Minor rehabilitation of non-residential structures.</li><li>• Minor improvements of streets, sidewalks, etc.</li><li>• Acquisition or disposition of multi-family or non-residential properties, with no change in land use.</li></ul>                 | \$3,450  |                                                                                                                                                                                                                                                               |                                                                                           |
| <ul style="list-style-type: none"><li>• Minor rehabilitation of multi-family developments.</li></ul>                                                                                                                                                                                           | \$4,200  |                                                                                                                                                                                                                                                               |                                                                                           |
| Environmental Assessments                                                                                                                                                                                                                                                                      |          |                                                                                                                                                                                                                                                               |                                                                                           |
| <ul style="list-style-type: none"><li>• Major rehabilitation or new construction of non-residential structures</li><li>• Acquisition or disposition of multi-family or non-residential properties, with change in land use.</li><li>• Major improvements of streets, sidewalks, etc.</li></ul> | \$8,000  | <ul style="list-style-type: none"><li>• Initial Screen, Project Summary, Level of Review Determination, Project Justification</li><li>• Related Laws and Authorities</li><li>• EA Factors and Analysis</li><li>• Mitigation Measures and Conditions</li></ul> | 10 business days or 2 business days following SHPO + OHP concurrence (whichever is later) |
| <ul style="list-style-type: none"><li>• Major rehabilitation or new construction of multi-family developments</li></ul>                                                                                                                                                                        | \$10,500 |                                                                                                                                                                                                                                                               |                                                                                           |

\*Note: All prices assume a 10% profit margin.

| Fee Schedule for HUD-Funded Environmental Reviews                                                                                                                              |                                 |                                                                                                                             |                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| Project Type                                                                                                                                                                   | Price*                          | Included Services                                                                                                           | Estimated Timeframe                                         |
| Project-Specific Add-On Services                                                                                                                                               |                                 |                                                                                                                             |                                                             |
| <ul style="list-style-type: none"> <li>Linear projects</li> </ul>                                                                                                              | \$250/mile                      | <ul style="list-style-type: none"> <li>Additional cost for contamination and toxic substances database searches.</li> </ul> | N/A – to be covered with estimated timeframes listed above. |
| <ul style="list-style-type: none"> <li>Non-residential projects with noise-sensitive use</li> </ul>                                                                            | \$500                           | <ul style="list-style-type: none"> <li>Noise Analysis</li> </ul>                                                            |                                                             |
| <ul style="list-style-type: none"> <li>New construction projects or projects involving structures over 45 years of age that are outside the 1924 City Limits</li> </ul>        | \$1,000                         | <ul style="list-style-type: none"> <li>THC/OHP Background Study</li> <li>THC/OHP Coordination</li> </ul>                    |                                                             |
| <ul style="list-style-type: none"> <li>New construction projects or projects involving structures over 45 years of age that are located within the 1924 City Limits</li> </ul> | \$1,350                         | <ul style="list-style-type: none"> <li>THC/OHP Background Study Letter</li> </ul>                                           |                                                             |
| <ul style="list-style-type: none"> <li>Projects located within a floodplain or wetland.</li> </ul>                                                                             | \$1,200                         | <ul style="list-style-type: none"> <li>8-Step Decision-Making Process</li> </ul>                                            |                                                             |
| <ul style="list-style-type: none"> <li>Projects requiring historic and/or archeological survey based on THC/OHP coordination.</li> </ul>                                       | TBD on a project-specific basis | <ul style="list-style-type: none"> <li>Survey Report</li> </ul>                                                             | 60 business days                                            |

\*Note: All prices assume a 10% profit margin.

**A) INSURANCE - PROFESSIONAL LIABILITY**

|                 |  |                                           |  |
|-----------------|--|-------------------------------------------|--|
| Client#: 153893 |  | POZNECAM                                  |  |
| <b>ACORD™</b>   |  | <b>CERTIFICATE OF LIABILITY INSURANCE</b> |  |
|                 |  | DATE (MM/DD/YYYY)<br>5/23/2025            |  |

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

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

| <b>PRODUCER</b><br><b>USI Southwest</b><br><b>9811 Katy Freeway, Suite 500</b><br><b>Houston, TX 77024</b><br><b>713 490-4600</b> | <b>CONTACT NAME:</b> Lily Easterling<br><b>PHONE (A/C, No, Ext):</b> 713 490-4600 <b>FAX (A/C, No):</b> 713-490-4700<br><b>E-MAIL ADDRESS:</b> lily.easterling@usi.com                                                                                                                                                                                                                                                                                                                    |                               |        |                                    |       |             |  |             |  |             |  |             |  |             |  |
|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------|------------------------------------|-------|-------------|--|-------------|--|-------------|--|-------------|--|-------------|--|
| <b>INSURED</b><br><b>Poznecki-Camarillo, LLC</b><br><b>4801 Northwest Loop 410, Ste. 108</b><br><b>San Antonio, TX 78229</b>      | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A : Arch Insurance Company</td> <td>11150</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A : Arch Insurance Company | 11150 | INSURER B : |  | INSURER C : |  | INSURER D : |  | INSURER E : |  | INSURER F : |  |
| INSURER(S) AFFORDING COVERAGE                                                                                                     | NAIC #                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                               |        |                                    |       |             |  |             |  |             |  |             |  |             |  |
| INSURER A : Arch Insurance Company                                                                                                | 11150                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                               |        |                                    |       |             |  |             |  |             |  |             |  |             |  |
| INSURER B :                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               |        |                                    |       |             |  |             |  |             |  |             |  |             |  |
| INSURER C :                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               |        |                                    |       |             |  |             |  |             |  |             |  |             |  |
| INSURER D :                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               |        |                                    |       |             |  |             |  |             |  |             |  |             |  |
| INSURER E :                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               |        |                                    |       |             |  |             |  |             |  |             |  |             |  |
| INSURER F :                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                               |        |                                    |       |             |  |             |  |             |  |             |  |             |  |

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                         | ADDL INSR | SUBR WVD | POLICY NUMBER       | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                                                                                                                                   |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----------|---------------------|-------------------------|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          | <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: |           |          |                     |                         |                         | EACH OCCURRENCE \$<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$<br>MED EXP (Any one person) \$<br>PERSONAL & ADV INJURY \$<br>GENERAL AGGREGATE \$<br>PRODUCTS - COMP/OP AGG \$<br>\$ |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY                                                               |           |          |                     |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$                                    |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$                                                                                                      |           |          |                     |                         |                         | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$                                                                                                                                                 |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / <input checked="" type="checkbox"/> N<br>(Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                       |           |          |                     |                         |                         | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                         |
| <b>A</b> | <b>Professional Liab</b><br><b>Claims Made &amp; Rep</b>                                                                                                                                                                                                                                  |           |          | <b>PAAEP0141504</b> | <b>06/15/2025</b>       | <b>06/15/2026</b>       | <b>\$2,000,000 per claim</b><br><b>\$2,000,000 annl aggr.</b>                                                                                                                            |

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

|                                                                                                                                         |                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>CERTIFICATE HOLDER</b><br><b>Poznecki-Camarillo, LLC</b><br><b>4801 Northwest Loop 410, Ste. 108</b><br><b>San Antonio, TX 78229</b> | <b>CANCELLATION</b><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br><b>AUTHORIZED REPRESENTATIVE</b><br> |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

ACORD 25 (2016/03)    1 of 1    The ACORD name and logo are registered marks of ACORD  
 #S49374669/M49373095

© 1988-2015 ACORD CORPORATION. All rights reserved.

AZLZP



A) INSURANCE CONTINUED . . .



**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
04/17/2025

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

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

|                                                                                          |                                              |                                    |
|------------------------------------------------------------------------------------------|----------------------------------------------|------------------------------------|
| <b>PRODUCER</b><br>Sentry Insurance<br>1800 North Point Drive<br>Stevens Point, WI 54481 | <b>CONTACT NAME:</b> Sentry Customer Service |                                    |
|                                                                                          | <b>PHONE (A/C, No, Ext):</b> 800-473-6879    | <b>FAX (A/C, No):</b> 800-514-7191 |
| <b>EMAIL ADDRESS:</b> businessproducts_direct@sentry.com                                 |                                              |                                    |
| <b>INSURER(S) AFFORDING COVERAGE</b>                                                     |                                              | <b>NAIC#</b>                       |
| <b>INSURER A :</b> Sentry Insurance Company                                              |                                              | 24988                              |
| <b>INSURER B :</b> Sentry Lloyd's of Texas                                               |                                              | 43370                              |
| <b>INSURER C :</b> Middlesex Insurance Company                                           |                                              | 23434                              |
| <b>INSURER D :</b>                                                                       |                                              |                                    |
| <b>INSURER E :</b>                                                                       |                                              |                                    |
| <b>INSURER F :</b>                                                                       |                                              |                                    |

**COVERAGES**

**CERTIFICATE NUMBER:** 2520126

**REVISION NUMBER:**

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

| INSR LTR | TYPE OF INSURANCE                                                                                         | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                          |
|----------|-----------------------------------------------------------------------------------------------------------|-----------|----------|---------------|-------------------------|-------------------------|---------------------------------------------------------------------------------|
| A        | <input checked="" type="checkbox"/> <b>BUSINESS OWNERS LIABILITY</b>                                      |           |          | A0194893003   | 05/04/2025              | 05/04/2026              | EACH OCCURRENCE \$ 1,000,000                                                    |
|          | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                            |           |          |               |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000                            |
|          |                                                                                                           |           |          |               |                         |                         | MED EXP (Any one person) \$ 10,000                                              |
|          |                                                                                                           |           |          |               |                         |                         | PERSONAL & ADV INJURY \$ 1,000,000                                              |
|          |                                                                                                           |           |          |               |                         |                         | GENERAL AGGREGATE \$ 3,000,000                                                  |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:                                                                        |           |          |               |                         |                         | PRODUCTS - COMP/OP AGG \$ 3,000,000                                             |
|          | <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |           |          |               |                         |                         | \$                                                                              |
|          | OTHER:                                                                                                    |           |          |               |                         |                         |                                                                                 |
| A        | <b>AUTOMOBILE LIABILITY</b>                                                                               |           |          | A0194893001   | 05/04/2025              | 05/04/2026              | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000                                |
|          | <input checked="" type="checkbox"/> ANY AUTO                                                              |           |          |               |                         |                         | BODILY INJURY (Per person) \$                                                   |
|          | <input type="checkbox"/> OWNED AUTOS ONLY                                                                 |           |          |               |                         |                         | BODILY INJURY (Per accident) \$                                                 |
|          | <input type="checkbox"/> HIRED AUTOS ONLY                                                                 |           |          |               |                         |                         | PROPERTY DAMAGE (Per accident) \$                                               |
|          | <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY                                             |           |          |               |                         |                         | \$                                                                              |
| B        | <input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b>                                                  |           |          | A0194893004   | 05/04/2025              | 05/04/2026              | EACH OCCURRENCE \$ 5,000,000                                                    |
|          | <input checked="" type="checkbox"/> <b>EXCESS LIAB</b>                                                    |           |          |               |                         |                         | AGGREGATE \$ 5,000,000                                                          |
|          | DED RETENTION \$                                                                                          |           |          |               |                         |                         | PRODUCTS - COMP/OP AGG \$ 5,000,000                                             |
| C        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>                                                      |           |          | A0194893002   | 05/04/2025              | 05/04/2026              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)                               | Y / N     |          |               |                         |                         | E.L. EACH ACCIDENT \$ 1,000,000                                                 |
|          | If yes, describe under DESCRIPTION OF OPERATIONS below                                                    | N / A     |          |               |                         |                         | E.L. DISEASE - EA EMPLOYEE \$ 1,000,000                                         |
|          |                                                                                                           |           |          |               |                         |                         | E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                        |
|          |                                                                                                           |           |          |               |                         |                         |                                                                                 |
| A        | <b>Cyber Liability and Data Breach Response</b>                                                           |           | N / A    | A0194893007   | 05/04/2025              | 05/04/2026              | Policy Aggregate Limit of Liability \$ 1,000,000                                |
|          |                                                                                                           |           |          |               |                         |                         | Retention \$ 25,000                                                             |

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

**CERTIFICATE HOLDER**

Poznecki-Camarillo LLC  
4801 NW Loop 410 Ste 108  
San Antonio, TX 78229-5347

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*John Hayland*

ACORD 25 (2016/03)  
A0194893  
Sentry Insurance Company

Page 1 of 2

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD

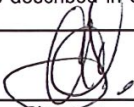
04/17/2025

344d1692-9f9f-43ca-847b-a7e8d6c9262b

**B) STATEMENT OF CONFLICTS OF INTEREST**

PCI has reviewed the required contract provisions included in the RFP and confirm that we have no objections to their terms. We are prepared to comply fully with all applicable provisions in the event of contract award.

**C) QUESTIONNAIRE FORM CIQ**

| <b>CONFLICT OF INTEREST QUESTIONNAIRE</b><br>For vendor doing business with local governmental entity                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                             | <b>FORM CIQ</b> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|-----------------|
| <p><b>This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.</b></p> <p>This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).</p> <p>By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.</p> <p>A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>OFFICE USE ONLY</b><br><br>Date Received |                 |
| <b>1</b> Name of vendor who has a business relationship with local governmental entity.<br><br><div style="border: 1px solid black; padding: 2px; display: inline-block;">Poznecki-Camarillo, LLC</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                             |                 |
| <b>2</b> <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                             |                 |
| <b>3</b> Name of local government officer about whom the information is being disclosed.<br><br><div style="text-align: center;"> <div style="border-bottom: 1px solid black; display: inline-block; width: 200px;">N/A</div><br/>                         Name of Officer                     </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                             |                 |
| <b>4</b> Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.<br><br><div style="text-align: center; color: blue;">N/A</div> <div style="margin-top: 20px;">                         A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?<br/><br/> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Yes                         <input type="checkbox"/> No                     </div> </div> <div style="margin-top: 20px;">                         B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?<br/><br/> <div style="display: flex; justify-content: space-around;"> <input type="checkbox"/> Yes                         <input type="checkbox"/> No                     </div> </div> |                                             |                 |
| <b>5</b> Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.<br><br><div style="text-align: center; color: blue;">N/A</div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                             |                 |
| <b>6</b> <div style="display: inline-block; border: 1px solid black; padding: 2px; color: blue;">N/A</div> Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                             |                 |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <b>7</b> <div style="border-bottom: 1px solid black; display: inline-block; width: 150px;">Adalberto Camarillo, Jr.</div><br/>Name of signatory                         </div> <div style="width: 30%; text-align: center;"> <br/> <div style="border-bottom: 1px solid black; display: inline-block; width: 100px;"></div><br/>                         Signature                     </div> <div style="width: 30%; text-align: right;"> <div style="border-bottom: 1px solid black; display: inline-block; width: 100px;">08/01/2025</div><br/>                         Date                     </div> </div>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                             |                 |

Form provided by Texas Ethics Commission
www.ethics.state.tx.us
Revised 8/14/2024

## D) SYSTEM FOR AWARD MANAGEMENT

Last updated by Maria Teresa Reyna on Feb 05, 2025 at 04:48 PM

POZNECKI-CAMARILLO, LLC



### POZNECKI-CAMARILLO, LLC

|                                                                                                         |                                                                                                              |                                              |
|---------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|----------------------------------------------|
| Unique Entity ID<br><b>FNZWD8LU9BN9</b>                                                                 | CAGE / NCAGE<br><b>55QG3</b>                                                                                 | Purpose of Registration<br><b>All Awards</b> |
| Registration Status<br><b>Active Registration</b>                                                       | Expiration Date<br><b>Feb 5, 2026</b>                                                                        |                                              |
| Physical Address<br><b>4801 NW Loop 410 STE 108<br/>San Antonio, Texas 78229-5347<br/>United States</b> | Mailing Address<br><b>4801 NW Loop 410<br/>Suite 108<br/>San Antonio, Texas 78229-1224<br/>United States</b> |                                              |

#### Business Information

|                                           |                                                                  |                                     |
|-------------------------------------------|------------------------------------------------------------------|-------------------------------------|
| Doing Business as<br><b>(blank)</b>       | Division Name<br><b>Poznecki-camarillo, Llc</b>                  | Division Number<br><b>(blank)</b>   |
| Congressional District<br><b>Texas 20</b> | State / Country of Incorporation<br><b>Texas / United States</b> | URL<br><b>http://www.pozcam.com</b> |

#### Registration Dates

|                                       |                                       |                                                 |
|---------------------------------------|---------------------------------------|-------------------------------------------------|
| Activation Date<br><b>Feb 7, 2025</b> | Submission Date<br><b>Feb 5, 2025</b> | Initial Registration Date<br><b>Aug 6, 2008</b> |
|---------------------------------------|---------------------------------------|-------------------------------------------------|

#### Entity Dates

|                                         |                                             |
|-----------------------------------------|---------------------------------------------|
| Entity Start Date<br><b>Jan 1, 2020</b> | Fiscal Year End Close Date<br><b>Dec 31</b> |
|-----------------------------------------|---------------------------------------------|

#### Immediate Owner

|                        |                                       |
|------------------------|---------------------------------------|
| CAGE<br><b>(blank)</b> | Legal Business Name<br><b>(blank)</b> |
|------------------------|---------------------------------------|

#### Highest Level Owner

|                        |                                       |
|------------------------|---------------------------------------|
| CAGE<br><b>(blank)</b> | Legal Business Name<br><b>(blank)</b> |
|------------------------|---------------------------------------|

#### Executive Compensation

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

**No**

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

**Not Selected**

#### Proceedings Questions

Is your business or organization, as represented by the Unique Entity ID on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

**Yes**

Does your business or organization, as represented by the Unique Entity ID on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

**No**

Within the last five years, had the business or organization (represented by the Unique Entity ID on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

**Not Selected**

Aug 01, 2025 02:19:08 PM GMT  
<https://sam.gov/entity/FNZWD8LU9BN9/coreData?status=Active>

Page 1 of 4



## D) SYSTEM FOR AWARD MANAGEMENT *CONTINUED . . .*

*Last updated by Maria Teresa Reyna on Feb 05, 2025 at 04:48 PM*

*POZNECKI-CAMARILLO, LLC*

### Exclusion Summary

Active Exclusions Records?

**No**

### SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

**Yes**

### Entity Types

#### Business Types

Entity Structure

**Partnership or Limited Liability Partnership**

Entity Type

**Business or Organization**

Organization Factors

**Limited Liability Company**

Profit Structure

**For Profit Organization**

#### Socio-Economic Types

**Minority-Owned Business**

**Self Certified Small Disadvantaged Business**

**DOT Certified DBE**

**Hispanic American Owned**

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

### Financial Information

Accepts Credit Card Payments

**No**

Debt Subject To Offset

**No**

EFT Indicator

**0000**

CAGE Code

**55QG3**

#### Electronic Funds Transfer

Account Type

**Checking**

Routing Number

**\*\*\*\*\*84**

Lock Box Number

**(blank)**

Financial Institution

**INTERNATIONAL BANK OF COMMERCE**

Account Number

**\*\*\*\*\*01**

#### Automated Clearing House

Phone (U.S.)

**2103493273**

Email

**treyna@pozcam.com**

Phone (non-U.S.)

**(blank)**

Fax

**(blank)**

#### Remittance Address

**Poznecki-Camarillo, LLC**

**4801 NW Loop 410**

**Suite 108**

**San Antonio, Texas 78229**

**United States**

### Taxpayer Information

EIN

**\*\*\*\*\*4090**

Type of Tax

**Applicable Federal Tax**

Taxpayer Name

**POZNECKI-CAMARILLO LLC**

Tax Year (Most Recent Tax Year)

**2024**

Name/Title of Individual Executing Consent

**Ceo**

TIN Consent Date

**Feb 5, 2025**

Address

**4801 NW Loop 410 STE 108**

**San Antonio, Texas 78229**

Signature

**FERNANDO CAMARILLO**

### Points of Contact

*Aug 01, 2025 02:19:08 PM GMT  
https://sam.gov/entity/FNZWD8LU9BN9/coreData?status=Active*

*Page 2 of 4*

## D) SYSTEM FOR AWARD MANAGEMENT *CONTINUED . . .*

*Last updated by Maria Teresa Reyna on Feb 05, 2025 at 04:48 PM*

*POZNECKI-CAMARILLO, LLC*

### Accounts Receivable POC



**Maria T Reyna, Office Manager**  
treyna@pozcam.com  
2103493273

### Electronic Business



**Adalberto Camarillo, Jr, COO**  
acamarillo@pozcam.com  
2103493273

**4801 NW Loop 410  
Suite 108  
San Antonio, Texas 78229  
United States**

Maria T Reyna, Office Manager  
treyna@pozcam.com  
2103493273

4801 NW Loop 410  
Suite 108  
San Antonio, Texas 78229  
United States

### Government Business



**Fernando Camarillo, CEO**  
fcamarillo@pozcam.com  
2103493273

**4801 NW Loop 410  
Suite 108  
San Antonio, Texas 78229  
United States**

Maria T Reyna, Office Manager  
treyna@pozcam.com  
2103493273

4801 NW Loop 410  
Suite 108  
San Antonio, Texas 78229  
United States

### Past Performance



**Fernando Camarillo, CEO**  
fcamarillo@pozcam.com  
2103493273

**4801 NW Loop 410  
Suite 108  
San Antonio, Texas 78229  
United States**

Adalberto Camarillo, Jr, COO  
acamarillo@pozcam.com  
2103493273

4801 NW Loop 410  
Suite 108  
San Antonio, Texas 78229  
United States

### Service Classifications

#### NAICS Codes

| Primary    | NAICS Codes   | NAICS Title                                                           |
|------------|---------------|-----------------------------------------------------------------------|
| <b>Yes</b> | <b>541330</b> | <b>Engineering Services</b>                                           |
|            | <b>541370</b> | <b>Surveying And Mapping (Except Geophysical) Services</b>            |
|            | <b>541620</b> | <b>Environmental Consulting Services</b>                              |
|            | <b>541690</b> | <b>Other Scientific And Technical Consulting Services</b>             |
|            | <b>541720</b> | <b>Research And Development In The Social Sciences And Humanities</b> |
|            | <b>541820</b> | <b>Public Relations Agencies</b>                                      |
|            | <b>541990</b> | <b>All Other Professional, Scientific, And Technical Services</b>     |

### Product and Service Codes

| PSC         | PSC Name                                                                                                                                             |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>6675</b> | <b>Drafting, Surveying, And Mapping Instruments</b>                                                                                                  |
| <b>F012</b> | <b>Natural Resources/Conservation- Survey Line Clearing</b>                                                                                          |
| <b>F110</b> | <b>Environmental Systems Protection- Development Of Environmental Impact Statements And Assessments, Technical Analysis And Environmental Audits</b> |
| <b>F999</b> | <b>Other Environmental Services</b>                                                                                                                  |
| <b>R422</b> | <b>Support- Professional: Market Research/Public Opinion</b>                                                                                         |
| <b>R425</b> | <b>Support- Professional: Engineering/Technical</b>                                                                                                  |
| <b>R708</b> | <b>Support- Management: Public Relations</b>                                                                                                         |

*Aug 01, 2025 02:19:08 PM GMT  
<https://sam.gov/entity/FNZWD8LU9BN9/coreData?status=Active>*

*Page 3 of 4*

D) SYSTEM FOR AWARD MANAGEMENT CONTINUED . . .

Last updated by Maria Teresa Reyna on Feb 05, 2025 at 04:48 PM

POZNECKI-CAMARILLO, LLC

Size Metrics

IGT Size Metrics  
Annual Revenue (from all IGTs)  
(blank)

Worldwide  
Annual Receipts (in accordance with 13 CFR 121)      Number of Employees (in accordance with 13 CFR 121)  
\$18,000,000.00      72

Location  
Annual Receipts (in accordance with 13 CFR 121)      Number of Employees (in accordance with 13 CFR 121)  
\$18,000,000.00      72

Industry-Specific  
Barrels Capacity      Megawatt Hours      Total Assets  
(blank)      (blank)      (blank)

Electronic Data Interchange (EDI) Information

This entity did not enter the EDI information

Disaster Response

Yes, this entity appears in the disaster response registry.  
No, this entity does not require bonding to bid on contracts.

|                |         |
|----------------|---------|
| Bonding Levels | Dollars |
|                | (blank) |

States      Counties      Metropolitan Statistical Areas  
Any      (blank)      (blank)

## E) CERTIFICATION REGARDING LOBBYING FORMS

### Certification Regarding Lobbying

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

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

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

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

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

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

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



\_\_\_\_\_  
Signature of Contractor's Authorized Official

Adalberto Camarillo, Jr., COO

\_\_\_\_\_  
Printed Name and Title of Contractor's Authorized Official

08/01/2025

\_\_\_\_\_  
Date



**F) FORM 1295**

| <b>CERTIFICATE OF INTERESTED PARTIES</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                 |                                                 | <b>FORM 1295</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------|--------------|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                                                 | 1 of 1                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Complete Nos. 1 - 4 and 6 if there are interested parties.<br>Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                 |                                                 | <b>OFFICE USE ONLY</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>1 Name of business entity filing form, and the city, state and country of the business entity's place of business.</b><br>Poznecki-Camarillo, LLC<br>San Antonio, TX United States                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                 |                                                 | <b>Certificate Number:</b><br>2025-1344409<br><br><b>Date Filed:</b><br>07/31/2025<br><br><b>Date Acknowledged:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.</b><br>City of Ingleside                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.</b><br>Administrative and Planning Services for the GLO CDBG-MIT Resilient Communities Program   Environmental Services                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>4</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Name of Interested Party</b> | <b>City, State, Country (place of business)</b> | <b>Nature of interest (check applicable)</b><br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; padding: 2px;">Controlling</th> <th style="width: 50%; padding: 2px;">Intermediary</th> </tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> </table> |  | Controlling | Intermediary |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Controlling                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Intermediary                    |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>5 Check only if there is NO Interested Party.</b> <input checked="" type="checkbox"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| <b>6 UNSWORN DECLARATION</b><br>My name is <u>Adalberto Camarillo, Jr.</u> , and my date of birth is <u>08/10/1969</u> .<br>My address is <u>4801 Northwest Loop 410, Ste. 108</u> , <u>San Antonio</u> , <u>TX</u> , <u>78229</u> , <u>USA</u> .<br><div style="text-align: center; margin-top: -10px;">                         (city) (state) (zip code) (country)                     </div> I declare under penalty of perjury that the foregoing is true and correct.<br>Executed in <u>Bexar</u> County, State of <u>TX</u> , on the <u>01</u> day of <u>August</u> , 20 <u>25</u> .<br><div style="text-align: center; margin-top: -10px;">                         (month) (year)                     </div> <div style="text-align: center; margin-top: 20px;"> <br/>                         _____<br/>                         Signature of authorized agent of contracting business entity (Declarant)                     </div> |                                 |                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |             |              |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Forms provided by Texas Ethics Commission

www.ethics.state.tx.us

Version V4.1.0.f10d0fd8

**G) REQUIRED CONTRACT PROVISIONS**

PCI has reviewed the required contract provisions included in the RFP and confirm that we have no objections to their terms. We are prepared to comply fully with all applicable provisions in the event of contract award.



Poznecki-Camarillo, LLC  
4801 Northwest Loop 410, Ste. 108  
San Antonio, TX 78229

RECEIVED  
8-14-25 16  
12:09 pm

CITY SECRETARY  
AUG 14 2025  
RECEIVED  
C. Williams  
12:10 pm

## City of Ingleside

**RFP #2025-0814-2**

**Administrative and Planning Services for the Texas  
General Land Office (GLO) Community Development  
(CDBG-MIT) Resilient Communities Program**

Deadline: Thursday, August 14, 2025 at 2:15 PM (CST)

ATTN: City Secretary

**City of Ingleside**  
PO Drawer 400  
2671 San Angelo Street  
Ingleside, TX 78362

## **CITY COUNCIL AGENDA**

### **Regular Meeting: October 14, 2025**

---

#### **AGENDA ITEM: 18**

Deliberate and take appropriate action on awarding a proposal to Traylor & Associates for Administrative Services as a Disaster Recovery Management Service Provider to complete application and project implementation for the Federal Emergency Management Agency (FEMA) Public Assistance (PA)/Hazard Mitigation Assistance (HMA) funding administered by the Federal Emergency Management Agency, Texas Division of Emergency Management and/or Texas Water Development Board.

**SUBMITTED BY:** Luis Rios, Director of Finance

**APPROVED FOR AGENDA:** Brenton Lewis, City Manager

---

#### **BACKGROUND:**

Proposals were submitted by Chloeta, Grantworks, Integrated Solutions Consulting, MPact Strategic Consulting, Noreast Consulting Group, Inc., Renatus Consulting, LLC, Traylor & Associates, and Bureau Veritas. Proposals were reviewed by Jana Stork, Elisabeth Staton, Gary Paredez, and Luis Rios.

Traylor and Associates was selected from the eight submitted proposals. Traylor and Associates' services will be used to assist the City of Ingleside with FEMA PA/HMA pre-award and post-award disaster recovery management services for recovery and mitigation grant(s), if awarded, from the Federal Emergency Management Agency, Texas Division of Emergency Management (TDEM) if applicable, Texas Water Development Board (TWDB) if applicable or other funding sources.

---

#### **FISCAL ANALYSIS:**

Fees will be based on the amount of grant funds that Traylor and Associates is able to secure and the projects completed.

---

#### **RECOMMENDATION:**

Staff recommends council approve awarding proposal to Traylor and Associates.

#### **ATTACHMENTS:**

1. 2025, 08-14 Traylor & Associates Proposal



# PROFESSIONAL GRANT ADMINISTRATION SERVICES

## FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) PUBLIC ASSISTANCE PROGRAM (PA)



**CITY OF INGLESIDE  
2671 SAN ANGELO STREET  
INGLESIDE, TEXAS 78362**

**AUGUST 14, 2025**



# INGLESIDE TEXAS

- 📞 903.581.0500
- 🌐 [www.grtraylor.com](http://www.grtraylor.com)
- ✉ [info@grtraylor.com](mailto:info@grtraylor.com)
- 📍 201 Cambridge Rd.  
Tyler, TX 75703





# TABLE OF CONTENTS

## 1

### EXECUTIVE SUMMARY

#### EXECUTIVE SUMMARY

7

## 2

### EXPERIENCE

#### HISTORY OF THE FIRM EXPERIENCE REFERENCES

11  
12  
15

## 3

### SCOPE OF WORK

#### SCOPE OF WORK APPROACH & METHODOLOGY CAPACITY TO PERFORM STATEMENT OF RESOURCES & ABILITY

19  
24  
26  
27

## 4

### RESUMES

#### ORGANIZATIONAL CHART RESUMES

31  
32

## 5

### COST PROPOSAL

#### PROPOSED COST - HOURLY RATES

45

## 6

### REQUIRED DOCUMENTS

#### CERTIFICATE OF INSURANCE STATEMENT OF NO CONFLICT OF INTEREST SYSTEM FOR AWARD MANAGEMENT CONFLICT OF INTEREST FORM (CIQ) CERTIFICATION REGARDING LOBBYING DISCLOSURE OF LOBBYING CERTIFICATION OF INTERESTED PARTIES (FORM 1295) CONTRACT PROVISIONS

49  
51  
53  
57  
59  
61  
63  
65







# EXECUTIVE SUMMARY



# EXECUTIVE SUMMARY

Gary R. Traylor & Associates, Inc. is a full-service grant application and management firm dedicated to assisting local governments, special districts, and other entities in their efforts to identify, secure, and manage grant funding to improve Texas communities. As the longest-serving grant management firm in the State, our experience acquiring and administering grant funds through both state and federal agencies is unsurpassed.

## Quality • Efficiency • Integrity • Dedication • Innovation • Teamwork

While our company has grown and evolved since its formation in 1974, our standards of performance have remained consistent. Our core values are the foundation upon which we have built our reputation and remain the basis of our long-standing relationships with the communities we serve. We continue to incorporate these ideals into our daily lives as we strive to provide quality professional services leading to funding solutions that enhance and improve the quality of life for all Texans.

## Grant Program Experience

We are committed to providing the City of Lingside and the residents it serves with the most capable and qualified team of professionals in our field. Averaging 15 years of direct grant management experience, each member of our team possesses the knowledge and expertise necessary to successfully secure funding, ensure compliance with program requirements, maintain accurate financial record keeping, and will prioritize communication with City staff throughout the life of each grant contract. Our team is currently managing all facets of grant-assisted projects, including infrastructure, acquisition/buyout/elevation of repetitive loss properties, and housing rehabilitation programs funded through over 30 individual programs administered by 9 agencies, including:



Our firm's longevity, combined with retention of staff, has allowed for multi-generational relationships with public entities as we've partnered with local officials and staff to build resilient infrastructure, plan for economic growth, and ensure safe and sustainable communities.

# EXECUTIVE SUMMARY

## Project Experience

With over fifty years of practice to our credit, Traylor & Associates has worked with public entities to complete a wide range of projects. From constructing 600-acre detention ponds to replacing 12-inch driveway culverts, installing 250,000-gallon elevated storage tanks to repairing yard lines, we recognize the differing needs of the communities we serve. We have the capacity to meet the demands levied upon us by large-scale projects in metropolitan areas, while still maintaining a desire and willingness to assist small, rural communities.

## WE'RE HERE TO HELP

*Grants are complex. It's easy for City staff and officials to feel overwhelmed trying to locate and secure funding to meet the needs of their community. But it doesn't need to be that way. Our services extend well beyond simply checking boxes and filling out forms. Our team will expertly and confidently guide you through each step of the process from application submittal to closeout and monitoring, including:*

|                         |                          |
|-------------------------|--------------------------|
| Application Preparation | Force Account Labor      |
| Financial Management    | Procurement (2CFR 200)   |
| Reporting/Monitoring    | Program/Project Closeout |

With decades of experience in grant administration, our continued pursuit of education and accreditations further demonstrates our passion for what we do. Our team consists of three (3) Certified Floodplain Managers (CFM), a licensed Professional Engineer, Emergency Management Coordinators, and several former City and County staff. All employees of Traylor & Associates are TxCDBG Certified Administrators to ensure familiarity with Uniform Grant Management Standards. The diverse knowledge possessed by our team allows us to better understand the challenges faced by local staff and the residents they serve.

Our firm's achievements and history of success are due in no small part to the emphasis we place on coordination and communication between stakeholders. Our commitment to our core principles and dedication to developing solutions to meet community needs has led to many noteworthy accomplishments on behalf of our clients, examples of which are detailed throughout this proposal.

*We look forward to the opportunity to partner with the City of Ingleside to construct meaningful improvements that ensure the resiliency of City facilities now and in the future.*





# EXPERIENCE



# COMPANY HISTORY

Traylor & Associates is the longest-serving grant management firm in Texas. Since 1974, the firm has successfully managed more than \$2 Billion in federal and/or state-assisted projects for more than 200 public entities. We assist in identifying, writing, and administering grant funds in an economically feasible and efficient manner to ensure the health, safety, and sustainability of communities.

**Traylor & Associates, Inc. is a Texas-based corporation, operating since 1974.**

**Gary R. Traylor is the principal, sole owner and point of contact.**

Corporate Headquarters: Traylor & Associates, Inc.  
201 Cambridge Road  
Tyler, Texas 75703  
903.581.0500  
info@grtraylor.com

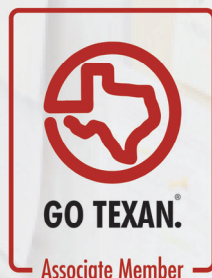
Beaumont Office: 3350 McFaddin Street, Suite 4  
Beaumont, Texas 77706

*Collectively, our professional staff members have more than 200 years of experience implementing programs designed to enhance communities, reduce loss of life and property, and rebuild following disaster level events.*

The firm has worked extensively in the field of disaster recovery and mitigation and has decades of experience working with state and federal agencies. Traylor & Associates specializes in the development, implementation, and administration of programs on behalf of state and local governments, special districts, and other public service entities.

From the beginning, our team has been dedicated to providing quality professional services leading to funding solutions for local governments in Texas. Our core values have always been and remain:

- **Quality** - committing ourselves to the pursuit of excellence in everything we do.
- **Efficiency** - committing to the provision of services that are cost-efficient and effective.
- **Integrity** - believing that our personal and professional integrity is the basis of public trust.
- **Dedication** - taking pride in our commitment to public services and to the support of the people we are privileged to serve.
- **Innovation** - committing to developing an environment which inspires and promotes innovation, fosters dynamic leadership and rewards creativity among our staff and those we serve.
- **Teamwork** - believing that our vision and values are best realized by individuals working in teams.



# GRANT ADMINISTRATION EXPERIENCE

| REQUIREMENTS                                                           | EXPERIENCE |      |     |      |          |      |
|------------------------------------------------------------------------|------------|------|-----|------|----------|------|
|                                                                        | FEMA-PA    | HMGP | FMA | BRIC | CDBG-MIT | CDBG |
| Grant Management & Administration                                      | ☆          | ☆    | ☆   | ☆    | ☆        | ☆    |
| Procurement & Compliance with 2 CFR 200                                | ☆          | ☆    | ☆   | ☆    | ☆        | ☆    |
| Project Identification & Eligibility Determination                     | ☆          | ☆    | ☆   | ☆    | ☆        | ☆    |
| Project/Program Design & Development                                   | ☆          | ☆    | ☆   | ☆    | ☆        | ☆    |
| Project Management                                                     | ☆          | ☆    | ☆   | ☆    | ☆        | ☆    |
| Duplication of Benefits (DOB) Review                                   | ☆          | ☆    | ☆   | ☆    | ☆        | ☆    |
| Financial Assistance                                                   | ☆          | ☆    | ☆   | ☆    | ☆        | ☆    |
| Labor & Wage Compliance                                                | N/A        | N/A  | N/A | ☆    | ☆        | ☆    |
| Construction Oversight                                                 | ☆          | ☆    | ☆   | ☆    | ☆        | ☆    |
| Uniform Administration Requirements, Cost Principles, Audit Compliance | ☆          | ☆    | ☆   | ☆    | ☆        | ☆    |
| Environmental Review Records (NEPA Compliant)                          | ☆          | ☆    | ☆   | N/A  | ☆        | ☆    |
| Uniform Relocation Act, Fair Housing, Section 504                      | ☆          | ☆    | ☆   | ☆    | ☆        | ☆    |
| Reporting                                                              | ☆          | ☆    | ☆   | ☆    | ☆        | ☆    |
| Monitoring & Audit                                                     | ☆          | ☆    | ☆   | ☆    | ☆        | ☆    |
| Recordkeeping & Document Retention                                     | ☆          | ☆    | ☆   | ☆    | ☆        | ☆    |
| Closeout                                                               | ☆          | ☆    | ☆   | ☆    | ☆        | ☆    |



# WORK EXPERIENCE

## HAZARD MITIGATION

Texas is prone to a variety of hazards that put all community assets at risk, including buildings, roads, bridges, water/sewer lines, and people. We help develop mitigation measures to protect people and structures while minimizing taxpayer costs of future disaster response and recovery; ultimately leading to safer and more resilient communities.

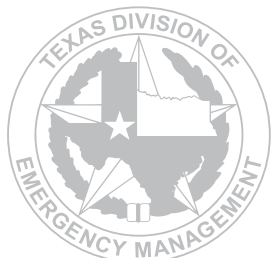
Our clients have recently capitalized on an abundance of funding made available through various programs in response to Hurricane Harvey (DR-4332), the 2021 Winter Storm (DR-4586), Tropical Storm Imelda (DR-4466), and the COVID-19 Pandemic (DR-4485). As a result our Project Managers have obtained more than **\$300,000,000 in Hazard Mitigation Assistance (HMA)** to construct drainage improvements, install generators at critical facilities, build EOCs and safe rooms, perform elevation/acquisition of repetitive loss properties, and purchase early warning systems.

| HAZARD MITIGATION   |         |             |                                      |
|---------------------|---------|-------------|--------------------------------------|
| CLIENT NAME         | PROGRAM | VALUE       | DESCRIPTION                          |
| City of Bridge City | HMGP    | \$4,000,000 | Bridge City Marsh Reclamation        |
| City of West Orange | HMGP    | \$8,692,939 | City-wide Ditch/Channel Improvements |
| Orange County       | HMGP    | \$3,934,801 | DR-4332 Home Elevations              |
| Orange County       | FMA     | \$6,450,172 | 2019 Home Elevations                 |
| Newton County       | BRIC    | \$88,000    | Hazard Mitigation Planning Study     |

## CDBG-MIT

Rather than focusing on recovery from previous disasters, CDBG-MIT has afforded our team the unique chance to present large-scale, forward-looking projects that increase community resilience. Our team is proud to be an integral part of projects employing innovative and adaptive solutions to mitigate damages and loss of life and property during future disaster-level events.

| CDBG-MIT            |          |              |                                          |
|---------------------|----------|--------------|------------------------------------------|
| CLIENT NAME         | PROGRAM  | VALUE        | DESCRIPTION                              |
| City of Alice       | CDBG-MIT | \$6,942,192  | Virginia Street Drainage Improvements    |
| City of Cameron     | CDBG-MIT | \$14,268,150 | Little River Pump Station Improvements   |
| Newton County       | CDBG-MIT | \$3,687,657  | Street, Flood & Drainage Improvements    |
| City of Vidor       | CDBG-MIT | \$15,960,900 | City-wide Detention Ponds & Channel Imp. |
| City of West Orange | CDBG-MIT | \$3,790,353  | City-wide Ditch/Channel Improvements     |



# WORK EXPERIENCE

## COMMUNITY DEVELOPMENT

Our firm finds solutions to financing and managing a variety of community development projects, both tangible and intangible in nature. Traylor & Associates also undertakes endeavors to eliminate a variety of health risks created by contaminated water supplies, inadequate sewer, water, and drainage systems, and damaged infrastructure.

### COMMUNITY DEVELOPMENT

| CLIENT NAME   | PROGRAM | VALUE     | DESCRIPTION                  |
|---------------|---------|-----------|------------------------------|
| City of Angus | TxCDBG  | \$350,000 | Street Drainage Improvements |
| City of Lavon | TxCDBG  | \$350,000 | Street Improvements          |
| Orange County | TxCDBG  | \$350,000 | Elevated Storage Tank        |
| Newton County | TxCDBG  | \$350,000 | Water System Improvements    |

## DISASTER RELIEF/URGENT NEED

We assist long-term recovery efforts and restore damaged infrastructure such as water and sewer facilities, streets, flood and drainage facilities, and housing. Since 2008, we have administered disaster recovery contracts and facilitated rebuilding efforts all over Texas. Following Hurricane Ike, we prepared more than 200 environmental review records to support rebuilding efforts as an Environmental Service Provider for the Texas General Land Office.

### DISASTER RELIEF/URGENT NEED

| CLIENT NAME         | PROGRAM | VALUE        | DESCRIPTION                                                                           |
|---------------------|---------|--------------|---------------------------------------------------------------------------------------|
| City of Bridge City | CDBG-DR | \$5,057,772  | Water & Flood & Drainage Improvements                                                 |
| Newton County       | CDBG-DR | \$1,609,719  | Street Improvements                                                                   |
| City of Orange      | CDBG-DR | \$10,934,201 | Flood & Drainage Improvements & Fire Protection Facilities & Equipment                |
| City of Vidor       | CDBG-DR | \$5,962,617  | Street & Flood & Drainage Improvements                                                |
| City of West Orange | CDBG-DR | \$12,336,821 | Street, Sewer, Fire Protection Facilities & Equipment & Flood & Drainage Improvements |



# PROJECT REFERENCES

## REFERENCE 01

|                                                 |                                                                                                                                                                                             |
|-------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Name:</b>                            | WCID #2 Generators                                                                                                                                                                          |
| <b>Project Location:</b>                        | West Orange, Texas                                                                                                                                                                          |
| <b>Funding Agency:</b>                          | TDEM/FEMA                                                                                                                                                                                   |
| <b>Services Provided:</b>                       | Successfully applied for and managed applications totaling more than \$1,250,000 to install generators at lift stations and water wells throughout the city to ensure continuous operation. |
| <b>Project Manager(s):</b>                      | Melinda Smith, Project Manager                                                                                                                                                              |
| <b>Date of Completion or Project Status:</b>    | Construction underway.                                                                                                                                                                      |
| <b>Project Completed on Time and on Budget:</b> | Project is anticipated to be completed on time and within budget.                                                                                                                           |
| <b>Client Name and Contact Person:</b>          | City of West Orange<br>Theresa Van Meter, City Secretary<br>409-883-3468 / tvanmeter@cityofwestorange.com                                                                                   |



## REFERENCE 02

|                                                 |                                                                                                                                                                                                        |
|-------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Project Name:</b>                            | Citywide Flood & Drainage                                                                                                                                                                              |
| <b>Project Location:</b>                        | Bridge City, Texas                                                                                                                                                                                     |
| <b>Funding Agency:</b>                          | TDEM/FEMA                                                                                                                                                                                              |
| <b>Services Provided:</b>                       | Coordinated efforts of multiple entities to consolidate projects designed to reduce flooding within the city. The \$4,000,000 project required extensive regulatory agency involvement and permitting. |
| <b>Project Manager(s):</b>                      | Melinda Smith, Project Manager                                                                                                                                                                         |
| <b>Date of Completion or Project Status:</b>    | Phase 1 nearing completion.                                                                                                                                                                            |
| <b>Project Completed on Time and on Budget:</b> | Project is expected to be completed on time and within budget.                                                                                                                                         |
| <b>Client Name and Contact Person:</b>          | City of Bridge City<br>David Rutledge, Mayor<br>409-735-6801 / drutledge@bridgecitytex.com                                                                                                             |



## REFERENCE 03

|                                                 |                                                                                      |
|-------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>Project Name:</b>                            | Orange County                                                                        |
| <b>Project Location:</b>                        | Orange County, Texas                                                                 |
| <b>Funding Agency:</b>                          | FEMA                                                                                 |
| <b>Services Provided:</b>                       | Managing buy-out and elevation of repetitive loss properties.                        |
| <b>Project Manager(s):</b>                      | Melinda Smith, Project Manager / Linda Atkinson-Pettee, Project Manager              |
| <b>Date of Completion or Project Status:</b>    | Close-out pending.                                                                   |
| <b>Project Completed on Time and on Budget:</b> | Project was completed on time and within budget.                                     |
| <b>Client Name and Contact Person:</b>          | Orange County<br>John Gothia, County Judge<br>409-882-7070 / jgothia@co.orange.tx.us |









# SCOPE OF WORK



# DESCRIPTION OF SCOPE OF WORK

Traylor & Associates is pleased to offer pre- and post-award grant management services that will strengthen the City of Ingleside's position to best address the community's public assistance needs. Our contract-related management services will administer and manage the grant requirement and meet all fiduciary responsibilities in a manner that exceeds expectations and reduces the City's risks. Our services are aligned with the City's goal of strengthening its public assistance program. More importantly, our services will address the daily hazards and problems that arise from disaster-related events. Our complete service package is aligned with the City's requirements and our proposed services will bring a comprehensive business process that ensures success, eliminates errors, and lessens liabilities for the City of Ingleside in a manner that is professional, open and will accomplish the following:

1. Application development and submission which may include:
  - a. Collecting project information (site coordinates, Voluntary Participation Agreements, Duplication of Benefits affidavits).
  - b. Compiling site photos and location maps (property acquisition photos, and location maps).
  - c. Researching hazard information.
  - d. Assisting with development of scope of work, alternative actions, cost estimate, and grant schedule
2. Coordinate responses to funding agency requests for information (RFI)
3. Provide guidance regarding project feasibility and effectiveness.
4. Act as liaison between State, FEMA, contractors, and project engineer.
5. Coordinate with engineer(s) and/or local staff for Benefit-Cost Analysis (BCA) development.
6. Review preliminary EHP data and assist with agency consultation, as applicable.
7. Coordinate workshops and/or meetings related to the development and submission of the application, as necessary.
8. Facilitate public outreach efforts on behalf of the subapplicant(s), as applicable. E.g. advertising, public meetings.
9. Other such work which may reasonably be associated with pre-award support of proposed mitigation projects.

We have witnessed first-hand the impact of loss on the lives of disaster victims. We have supported our clients as they navigated the complicated processes inherent to a disaster recovery program, and we have helped rebuild resilient communities. We look forward to the opportunity to join forces with the City of Ingleside to construct meaningful improvements that ensure the safety of residents, now and in the future.

We are prepared to assign experienced staff and perform all the services necessary to complete and comply with the RFP and future grant requirements as outlined in the Scope of Work. We are prepared to provide services for all eligible activities for which the City of Ingleside may qualify.

We take great pride in knowing that we have assisted deserving Texans in achieving steps toward momentous and meaningful recovery. We look forward to effectively implementing a program centered around timely fulfillment of duties while providing a level of customer service that guarantees a straightforward process and ensures compliance with program requirements.

# DESCRIPTION OF SCOPE OF WORK

Immediately upon receiving a notification of award, our team will begin to communicate with the City's point of contact, exchange contact information, and establish various means of communication to institute the following administration steps:

## **SCOPE OF WORK:**

### **A. Public Assistance Projects**

1. Comprehensive administration of FEMA programs and projects contemplated by Project Worksheets (PWs);
2. Attend meetings with FEMA, FHWA, other Federal Agencies, and/or State Relief Programs in conjunction with and on behalf of the local government.
3. Collaborate with local government on project formulation, including damage assessments (field team assessment of damages including a comprehensive list of damaged structures, contents, etc.); Information gathering (photo-document damages, gather records, drawings, insurance policies, historical photos/videos, etc.); project development (define both small and large projects' scope, size, and damages, including cost estimating that will be the basis of each PW); project submittals (draft and submit small and large project PWs to FEMA/FHWA);
4. Proactively identify opportunities to maximize Public Assistance and Post-Disaster Mitigation Section 406 funding within the current regulatory framework;
5. Provide ongoing guidance to maximize FEMA Public Assistance funding;
6. Coordinate and manage deliverables with FHWA and FEMA;
7. Assist with FEMA, FHWA and/or other federal grants quarterly reporting;
8. Generate time extension requests to FEMA and/or other federal grants and FHWA when necessary, so that eligibility is not forfeited;
9. Assist with insurance claim submission and tracking in relation to projects submitted to FEMA to avoid duplication of benefits and document final amount of insurance proceeds applied to each project;
10. Assist in getting the necessary legal documents for proper filing;
11. Advise on document retention strategies;
12. Coordinate with local government staff to obtain all cost and necessary backup documentation to develop, revise, and submit PWs;
13. Track status of FEMA and other agency reimbursement and serve as a co-liaison between FEMA/other agencies and local government;
14. Assist in responding to Requests for Information from FEMA/other agencies;
15. Assist with the submission of appeals to FEMA;
16. Provide detailed and periodic management reports on the status of PWs including developments, revisions, submissions/approvals, open issues, financial overview, etc.;
17. Provide Cash Management reports showing the projected schedule for reimbursement requests and the actual status of reimbursements received;



# DESCRIPTION OF SCOPE OF WORK

18. Preparing public procurement documentation and providing additional procurement assistance, including but not limited to preparing and writing requests for qualifications, requests for proposals, or other applicable procurements for identified projects that align with PWs, other public assistance projects, and federal and state requirements;
19. Development of database/electronic system for tracking and management of project worksheets, claims, grant applications and status, and associated information to facilitate effective documentation, management of grant management and funding programs, and information sharing;
20. Developing program guidelines, policies, procedure, implementation plans, or other pertinent documents;
21. Research, development, and prepare grant applications and other applicable public assistance documents;
22. Review data and records for compliance with federal requirements;
23. Advise on the management of the closeout process; and
24. Researching, monitoring, reporting, documenting, managing, analyzing, assessing, designing, and other work related to disaster recovery, disaster planning, disaster mitigation, and public assistance.

## B. Mitigation Projects – Construction other than Property Acquisition/Structure Demolition, Structure Elevation, and Reconstruction

1. Record keeping and financial management.
2. Geocoding mitigation projects identified for further review by funding agency.
3. Delivery of technical assistance (e.g., plan reviews, BCA reviews, EHP data gathering, outreach, training) to support the implementation of mitigation activities.
4. Managing awards (e.g., quarterly reporting, reimbursement requests, scope/budget modifications, closeout)
5. Project monitoring and evaluation of the mitigation activity in accordance with the approved SOW and budget, administrative requirements of 2 CFR Part 200 and applicable State requirements.
6. Such other work as may reasonably be associated with management activities in support of mitigation projects.
7. Project closeout in accordance with 2 CFR Sections 200.344. The project file should document that:
  - a. The approved SOW was fully implemented.
  - b. All obligated funds were liquidated and, in a manner, consistent with the approved SOW.
  - c. All EHP compliance grant conditions were implemented and documented as required.
  - d. The project was implemented in a manner consistent with the Federal award or subaward agreement.

# DESCRIPTION OF SCOPE OF WORK

- e. The pass-through entity submitted the required quarterly financial and performance reports.
- f. The Federal award and subaward were closed out in accordance with the provisions outlined in Part VI, E and F (subaward and Federal award closeout).

## C. Mitigation Projects – Property Acquisition/Structure Demolition, Structure Elevation, and Reconstruction

1. Coordination of title clearance with all appropriate parties.
2. Coordination and documentation of the Statement of Voluntary Participation and Acknowledgement of Conditions forms.
3. Coordination of final mitigation offer:
  - a. Inform each property owner of the market value (pre-event or current) of the property in writing.
  - b. Include the method used to determine the final mitigation offer.
4. Verify that all required subaward activities have been accomplished in accordance with all programmatic guidance and proper grants management practices and 44 CFR Section 80.21.
5. Verify that all properties identified in the subapplication have been acquired, and that the Model Deed Restriction language was recorded with each corresponding deed.
6. Ensure that each successful respondent shall provide the following property information:
  - a. A photograph of the property site after project implementation.
  - b. A copy of the recorded deed and attached deed restrictions for each property.
  - c. Latitude and longitude coordinates of the property.
  - d. A signed Statement of Voluntary Participation by the owner of each property identified in the sub-award SOW (refer to Addendum Part A.6.5.1- Hazard Mitigation Assistance Guidance Addendum).
  - e. A completed FEMA Form AW-501 documenting the completion of mitigation action for each FEMA Repetitive Loss property.
  - f. Final Elevation Certificate for elevations and reconstructions.
7. Record keeping and financial management.
8. Geocoding mitigation projects identified for further review by funding agency.
9. Delivery of technical assistance (e.g., plan reviews, BCA development as applicable<sup>3</sup>, EHP data gathering, appraisal coordination, planning workshops, training) to support the implementation of mitigation activities.
10. Managing awards (e.g., quarterly reporting, reimbursement requests, scope/budget modifications, closeout)
11. Project monitoring and evaluation of the mitigation activity in accordance with the approved SOW and budget, administrative requirements of 2 CFR Part 200 and applicable State requirements.
12. Facilitate public outreach efforts on behalf of the subapplicant(s), as applicable. E.g. advertising, public meetings.

# DESCRIPTION OF SCOPE OF WORK

13. Project closeout in accordance with 2 CFR Sections 200.344. The project file should document that:
  - a. The approved SOW was fully implemented.
  - b. All obligated funds were liquidated and, in a manner, consistent with the approved SOW.
  - c. All EHP compliance grant conditions were implemented and documented as required.
  - d. The project was implemented in a manner consistent with the Federal award or subaward agreement.
  - e. The pass-through entity submitted the required quarterly financial and performance reports.
  - f. The Federal award and subaward were closed out in accordance with the provisions outlined in Part VI, E and F (subaward and Federal award closeout).
14. Other such work which may reasonably be associated with pre-award support of proposed mitigation projects.

# APPROACH & METHODOLOGY / TIMELINE

| TIMELINE<br>GENERAL ADMINISTRATION                                                              |                                                                                                                                                                                                                                                                                                                                                                                                |                                                                       |
|-------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| Deliverable                                                                                     | Major Activity                                                                                                                                                                                                                                                                                                                                                                                 | Timeline*                                                             |
| <b>General Administration</b><br><i>Project Manager</i>                                         | Assist in the development of Standard Operating Procedures to ensure timely compliance with statutory and programmatic requirements<br><br>Create strategy to work within the existing policies and workflows<br><br>Act as Point of Contact between the City and agencies<br><br>Attend project kick-off meeting<br><br>Provide project management file system to be kept at the City offices | Begin:<br>Immediately upon award<br><br>Completed within:<br>30 days  |
| <b>Grant Management</b><br><i>Project Manager, Assistant Project Manager, Specialists, SMEs</i> | Prepare requests for reimbursement for City to State/Federal agencies<br><br>Monitor Comptroller website and notify City of release of funds/deposit<br><br>Provide payment information to the City when funds are received<br><br>Prepare reconciliation with State/Federal agencies on grant funds                                                                                           | Begin:<br>Immediately upon award<br><br>Completed within:<br>Ongoing  |
| <b>Procurement</b><br><i>Project Manager, Specialists, SMEs</i>                                 | Coordinate with Purchasing Agent to solicit bids in accordance with 2 CFR 200 for required services, as applicable<br><br>Provide bid packets to the City with required federal and program documentation                                                                                                                                                                                      | Begin:<br>Immediately upon award<br><br>Completed within:<br>9 months |
| <b>Financial</b><br><i>Project Manager, Specialists, SMEs</i>                                   | Establish financial management system<br><br>Prepare requests for payment from the City to contractors<br><br>Prepare requests for reimbursement from the City to State<br><br>Monitor Comptroller website and notify the City of release of funds/deposit<br><br>Provide payment information to the City when funds are received<br><br>Prepare reconciliation with State on grant funds      | Begin:<br>Immediately upon award<br><br>Completed within:<br>Ongoing  |
| <b>Reporting</b><br><i>Project Manager, Specialists, SMEs</i>                                   | Prepare and submit quarterly reports<br><br>Provide status update to the City staff and officials                                                                                                                                                                                                                                                                                              | Begin:<br>As projects close out<br><br>Completed within:<br>Ongoing   |



# APPROACH & METHODOLOGY / TIMELINE

| TIMELINE<br>GENERAL ADMINISTRATION                              |                                                                                                                                                                                                        |                                               |
|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| Closeout/Audit<br><i>Project Manager,<br/>Specialists, SMEs</i> | Prepare all report and forms required for closeout<br><br>Participate in any review or audit of grant by FEMA, internal auditors<br><br>Respond to any monitoring questions or identified deficiencies | Begin:<br>Immediately upon project completion |

# CAPACITY TO PERFORM

## ***Physical Resources:***

Traylor & Associates maintains a corporate office in Tyler, Texas with a satellite office located in Beaumont, Texas. The firm is readily equipped with the resources necessary to manage the project efficiently and quickly.

Possessing technology specifically adapted for program management in today's mobile driven environment allows us to employ a scalable approach to staffing and overall operations. Our development of grant-specific software that integrates our secure file-sharing program, email tracking, and calendaring of important milestones into one resource provides our clients access to real-time data and status updates, increases reporting accuracy, and promotes transparency. Our technological capabilities are supported by both in-house IT personnel as well as contracted services.

## ***Regional Presence:***

Traylor & Associates maintains a strong regional presence in Southeast Texas, with office locations in Beaumont and Newton. Project Managers serving the Coastal Bend region schedule in-person and on-site status meetings monthly or bi-weekly at a minimum, and more frequently dependent upon client needs. Our continued local presence has allowed our project managers to gain a thorough understanding of the needs of the communities we serve.

## ***Strength of Resources:***

Traylor & Associates has the proven capacity required to meet the needs of the City of Ingleside by maintaining an experienced staff capable of providing services on time, within scope and within budget. Our key personnel average 15 years' experience with federal and state-funded programs, and their extraordinary work is documented by a track record of excellence spanning over 50 years.

Our familiarity with the public assistance program allows an unparalleled level of service and responsiveness to the needs of the City. If additional staffing is required on-site during meetings or public forums, our associates can be mobilized quickly due to the proximity of both our corporate and Southeast Texas offices. The project manager will provide personal contact information to the City and, as a result, an experienced partner will be just a phone call, email, or text away.

## ***Litigation History:***

Traylor & Associates, nor its staff, has any contractual failures to disclose, nor is there any civil or criminal litigation or investigation pending that involves Traylor & Associates.



# STATEMENT OF RESOURCES & ABILITY

The principal and project manager have the direct knowledge and skillset necessary to lead the City's efforts to secure grant funding and will be supported by SMEs and in-house support staff throughout all phases of your project. Our familiarity and proficiency managing mitigation projects allows our project managers to oversee state and federally funded programs of all sizes as demonstrated herein. Our experienced staff possesses the knowledge and ability to work independently and complete tasks efficiently, making our team the most tenured and qualified in Texas.

In addition to our experienced staff, our firm's capacity to perform the requested services is reinforced by its strong financial position and depth of physical resources.

*Upon notification of award of this contract, we will immediately begin outreach to agencies and staff. We would also work with the City of Igleside to determine the anticipated use of funds and programmatic details including potential infrastructure projects and other types of programs you hope to develop with funds.*





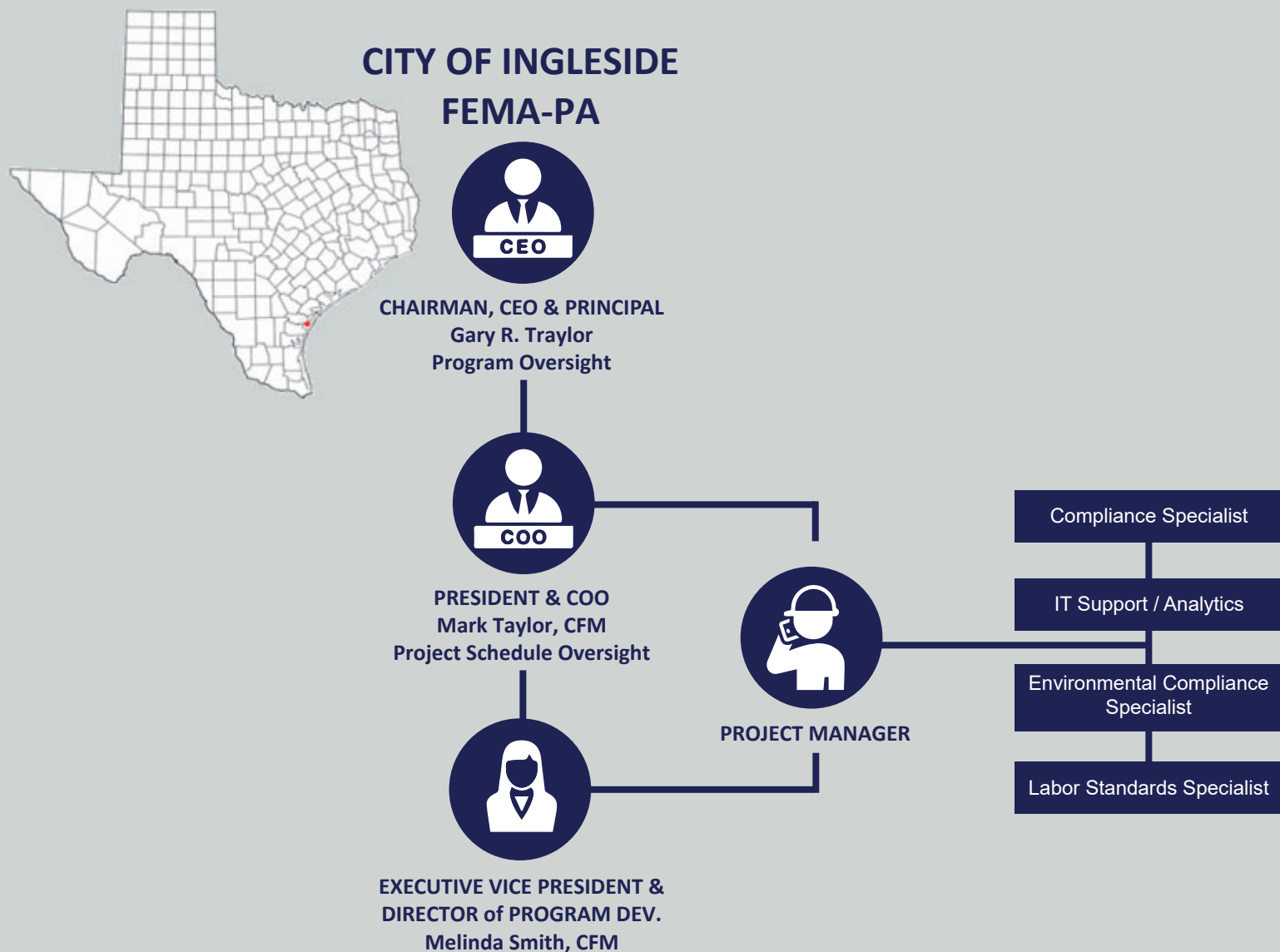




# RESUMES



# ORGANIZATIONAL CHART



The range of our services reflects hundreds of years of experience. Each member of the Traylor & Associates staff has received extensive training and naturally assumed a role best suited to their skillset, education, and experience.

As program requirements vary, each grant opportunity will be assigned a team consisting of a Project Manager who will serve as the primary contact for the grant, an Assistant Project Manager who will support financial recordkeeping and maintenance of project records, an Environmental Compliance Specialist, and a Labor Standards Specialist. While it is possible more than one team may be assembled due to the complexity of applications and overlapping deadlines for submittal, a single Project Manager will oversee coordination between team members to ensure that there is no duplication of efforts, provide efficient communication and reduce the amount of time the City's staff uses to distribute the information to our team.

Traylor & Associates believes each project undertaken is of vital importance. The company's long and proven history shows that each team assembled will ensure accountability and success.

# Gary R. Traylor

Chairman | CEO



**Phone:**  
903-581-0500 ext. 221

**E-mail:**  
gary.traylor@grtraylor.com

## PROFILE

Gary's career has included serving as a financial/grant consultant for over 170 Texas cities and counties with respect to housing, community development, and economic development projects.

Mr. Traylor is widely respected for his proven record in the procurement of grants involving competitive selection.

## QUALIFICATIONS

### YEARS OF EXPERIENCE

- 50 years of experience managing federally funded projects

### AREAS OF EXPERTISE

- Disaster Recovery Funding, including CDBG-DR and HMGP
- HUD entitlement and non-entitlement funding
- Economic Development
- Affirmatively Furthering Fair Housing Reviews and Compliance

## WORK EXPERIENCE

### HURRICANE IKE ROUND 2.2 DISASTER RECOVERY

Galveston County, Texas / \$31,558,883 (2013 - 2022)

Responsible for financial oversight and program management of large-scale drainage improvements and repairs to streets and water and sewer facilities damaged by Hurricane Ike.

### HURRICANE IKE ROUNDS 1, 2.1, and 2.2 DISASTER RECOVERY

City of Bridge City, Texas / \$16,864,879 Combined (2009-2016)

Provided program compliance and oversight of multi-faceted contract to repair and harden facilities damaged by extensive citywide flooding as a result of storm surge during Hurricane Ike.

### BROADBAND CDBG-MIT

Deep East Texas Council of Governments (DETCOG) / \$45,031,528 (January 2021 - Present)

Provide oversight to ensure compliance with program requirements for a seven county broadband project designed to provide residential service to LMI households.

## EDUCATION/LICENSES/TRAINING

- University of Texas - Tyler - Bachelor of Science, Political Science
- Certified Administrator - Texas Department of Agriculture, 1977 - Present
- TxDOT Local Government Project Procedures (LGPP) Certification, 2012 - Present
- TDA Application and Implementation Workshops, 1983 - Present
- HUD, GLO, and TDA Environmental Workshops, 1983 - Present



# Mark Taylor, RMLLO, CFM

President | Chief Operating Officer



**Phone:**  
903-581-0500 ext. 223

**E-mail:**  
mark.taylor@grtraylor.com

## PROFILE

Mark joined Traylor & Associates in April 2002. He is well versed in residential construction, business management and grant administration.

He has assisted communities throughout the state with housing and infrastructure grant administration for over 21 years and currently provides oversight of all firm contracts.

## QUALIFICATIONS

### YEARS OF EXPERIENCE

- 22 years' Grant Administration, including 6 years' HUD Entitlement Administration

### AREAS OF EXPERTISE

- Disaster Recovery Program Administration, including CDBG-DR and HMGP
- Housing Program Administration - TDHCA and GLO Disaster
- Recovery Funding Public Outreach / Compliance with Citizen Participation requirements

## WORK EXPERIENCE

### HURRICANE IKE ROUND 2.2 - DISASTER RECOVERY

Lamar University / \$11,000,000 (August 2015 – December 2018)

Responsible for financial management and project coordination of disaster recovery funding utilized to construct a building to house the SBDC and employment training center to develop business technologies and support entrepreneurial endeavors.

### 2016 FLOODS DISASTER RECOVERY - HOUSING /INFRASTRUCTURE

Newton County, Texas / \$28,646,483 (July 2018 – Present)

Oversee residential repair, reconstruction, elevation and new construction programs throughout the County. Manage and coordinate infrastructure projects addressing damage received during the 2016 Floods, reconstruction of more than 30 miles of rural county roads.

### HMGP - HURRICANE LAURA

City of Newton, Texas / \$543,200 (Pending)

Manage and coordinate with City staff and engineers on the installation of generators at the City Hall and Water Booster Plant for Hurricane Laura recovery projects to ensure continuous operation.

## EDUCATION/LICENSES/TRAINING

- Le Tourneau University - Bachelor of Science Business Management
- TDA Application and Implementation Workshops, 2002 - Present
- Licensed Residential Mortgage Loan Originator (RMLO# 410446)
- HUD, GLO, TDHCA, TDA Environmental Workshops, 2011 - Present
- Certified Floodplain Manager
- Certified Administrator Texas Dept. of Agriculture, 2002 - Present
- TxDOT Local Gov't Project Procedures (LGPP) Certification, 2012 - Present

# Melinda Smith, CFM

Executive Vice President



**Phone:**  
903-581-0500 ext. 219

**E-mail:**  
melinda.smith@grtraylor.com

## PROFILE

Melinda joined Traylor & Associates in August 2017. She has been dedicated to serving the communities of Texas as a Governmental Consultant since 2011.

Recognizing the importance of ensuring that local governments are provided with the knowledge and resources necessary to comply with federal, state and local regulations, she assists communities throughout every step of the grant process from application to close-out.

## QUALIFICATIONS

### YEARS OF EXPERIENCE

- 13 years' Grant Management experience
- 12 years of experience in the legal field and real estate

### AREAS OF EXPERTISE

- Disaster Recovery Funding, including CDBG-DR, HMGP, FHWA-ER and EDA-DR
- TxCDBG and TxDOT Project Management
- Large-scale flood control and drainage projects
- Acquisition of real property
- Mitigation projects, including CDBG-MIT and HMA

## WORK EXPERIENCE

### **TDEM-HMGP - FLOOD & DRAINAGE IMPROVEMENTS (Stormwater Management)**

City of Bridge City, Texas / \$4,000,000 (December 2019 - Present)

Manage and coordinate with City staff, OCDD, and engineer on project to improve the existing drainage system by deepening and widening existing channels and ditches, hardening existing outfalls and replacing of undersized culverts.

### **TDEM-HMGP - FLOOD & DRAINAGE IMPROVEMENTS (Anderson Gully Crossing)**

City of Vidor, Texas / \$1,595,800 (May 2022 – Present)

Manage and coordinate with City staff and engineer on project to mitigate flood damages and loss of services resulting from insufficient drainage associated with Anderson Gully and ensure compliance with all program requirements.

### **TDEM-HMGP - FLOOD & DRAINAGE IMPROVEMENTS (Bessie Heights Drainage)**

Orange County Drainage District, Orange, Texas / \$3,570,218 (September 2021 – Present)

Manage and coordinate project to reduce damages and losses during future weather events and act as primary contact to ensure progress and compliance with all program requirements.

## EDUCATION/LICENSES/TRAINING

- Texas A & M Commerce, 2008
- Certified Floodplain Manager
- Real Estate License Certification
- TDA Application and Implementation Workshops, 2011 - Present
- HUD Fraud and Waste Prevention Training, 2020
- Certified Administrator - Texas Dept. of Agriculture, 2011 - Present
- TxDOT Local Gov't Project Procedures (LGPP) Certification, 2012 - Present

# Wesley Traylor

Vice President | Chief Financial Officer



**Phone:**  
903-581-0500 ext. 226

**E-mail:**  
wesley.traylor@grtraylor.com

## PROFILE

Wesley joined Traylor & Associates in 2013 and has been dedicated to serving the communities of Texas as a consultant since that time.

With focus on customer service and stakeholder communication, his extensive knowledge of state and federal processes results in the successful recovery and revitalization of cities and counties throughout Texas.

## QUALIFICATIONS

### YEARS OF EXPERIENCE

- 11 years' grant funding experience
- 13 years' related professional experience

### AREAS OF EXPERTISE

- Economic Development and Tax Incentives
- Disaster Recovery Funding, including CDBG-DR
- HMGP Benefit Cost Analysis
- Compliance with Local, State, and Federal Requirements

## WORK EXPERIENCE

### FLOOD AND DRAINAGE IMPROVEMENTS

City of Jefferson, Texas / \$1,979,625 (June 2019 – May 2022)

Provide financial and program management of flood and drainage improvements to aid in the City's recovery following the 2016 Flood and Storm events.

### BROADBAND CDBG-MIT

Deep East Texas Council of Governments (DETCOG) / \$45,031,528 (January 2021 - Present)

Provide project delivery services to ensure compliance with program requirements for a seven county broadband project designed to provide residential service to LMI households.

### WASTEWATER TREATMENT PLANT IMPROVEMENTS

City of Buffalo, Texas / \$9,725,000 (October 2020 - present)

Coordinate with City staff, engineers, and the General Land Office to lead project and ensure successful completion and timely closeout.

## EDUCATION/LICENSES/TRAINING

- Texas A & M University - B.B.A., 2012
- Certified Administrator - Texas Department of Agriculture, 2013 - Present
- TxDOT Local Government Project Procedures (LGPP) Certification, 2018 - Present
- TDA Application and Implementation Workshops, 2013 - Present
- HUD, GLO, and TDA Environmental Workshops, 2013 - Present

# Katlin Fox-Brown, PE, CFM

Project Manager



**Phone:**  
903-581-0500 ext. 242

**E-mail:**  
katlin.foxbrown@grtraylor.com

## PROFILE

A licensed professional engineer, Katlin possesses both technical and real world expertise in application, project, and overall program development.

Her education and training are complimented by a desire to serve the communities of Texas. Her attention to detail and understanding of all phases of a project make her a valuable resource to communities as they pursue projects vital to improving quality of life for residents.

## QUALIFICATIONS

### YEARS OF EXPERIENCE

- 6 years' engineering experience with a focus in drainage/stormwater management

### AREAS OF EXPERTISE

- NEPA & 24 CFR (Part 58) Compliant Environmental Reviews
- Benefit-Cost Analyses (BCAs) for FEMA HMA programs
- Hazard MAP development
- Disaster Recovery including CDBG-DR, FEMA, HMGP

## WORK EXPERIENCE

### CDBG-MIT - WATER IMPROVEMENTS

City of Cameron, Texas / \$14,268,150 (December 2021 - Present)

Coordinate with City staff, project engineer, and TWDB to manage multi-project contract to ensure City's water supply remains available during future disaster events.

### HAZARD MITIGATION ACTION PLAN (HMAP)

Newton County, Texas / \$311,941 (2021 – Present)

Responsible for updating the existing HMAP and certifying compliance with TDEM and FEMA regulations.

### CDBG-MIT - FLOOD and DRAINAGE IMPROVEMENTS

City of Alice, Texas / \$7,012,315 (November 2021 - Present)

Maintain financial records, establish programmatic compliance procedures, and provide oversight of the City's CDBG-MIT flood and drainage project.

## EDUCATION/LICENSES/TRAINING

- Texas A & M University, 2016
- Licensed Professional Engineer
- Certified Administrator - Texas Department of Agriculture, 2021 - Present
- TDA Application and Implementation Workshops, 2021 - Present
- Certified Floodplain Manager



# Linda Atkinson-Pettee

Assistant Project Manager



**Phone:**  
903-581-0500 ext. 229

**E-mail:**  
linda.ap@grtraylor.com

## PROFILE

Linda's extensive background in educational grants and funding for institutes of higher learning provided a solid foundation and smooth transition to local government grant administration.

Her dedication to ensuring elected officials and supporting staff succeed in their efforts to improve communities is evident through the thoughtful and thorough guidance she provides. She develops and implements policies that not only meet programmatic requirements, but also streamlines each process to the benefit of residents each project serves.

## QUALIFICATIONS

### YEARS OF EXPERIENCE

- 11 years of experience in grant and project implementation
- 4 years' disaster recovery (various agencies)

### AREAS OF EXPERTISE

- Residential Buyout and Acquisition, including CDBG-DR, HMGP, and FMA
- CDBG-DR, HMGP, and TxDOT program compliance
- Acquisition of real property for large-scale projects
- Development of SOPs for various projects

## WORK EXPERIENCE

### TWDB-FMA

Orange County, Texas / \$6,450,172 (March 2021 - Present)

Coordinated with County staff, homeowners, contractors, title companies, and appraisers to elevate residential homes above base flood elevation or flood of record, whichever is higher.

### TDEM-HMGP DR-4332 HURRICANE HARVEY - ELEVATION

Orange County, Texas / \$7,386,862 (October 2021 – Present)

Coordinated with homeowners, contractors, title companies, appraisers and County staff to elevate loss properties.

### TDEM-HMGP DR-4332 HURRICANE HARVEY - ACQUISITION

Orange County, Texas / \$7,386,862 (October 2021 – Present)

Coordinated with homeowners, contractors, title companies, appraisers and County staff to acquire loss properties.

## EDUCATION/LICENSES/TRAINING

- Indiana State University - Master of Science - Human Resource Development
- University of Wisconsin - Stout - Bachelor of Science
- Certified Administrator - Texas Department of Agriculture, 2021 - Present
- TxDOT Local Government Project Procedures (LGPP) Certification, 2021 - Present
- FEMA and GLO Procurement Training, 2020 - Present

# Cheryl Ray, CPA

Assistant Project Manager



**Phone:**  
903-581-0500 ext. 243

**E-mail:**  
cheryl.ray@grtraylor.com

## PROFILE

Cheryl joined Traylor and Associates in January 2025. She is a CPA who has many years of experience both in auditing grants as a public accountant and managing grants as a CFO.

She has experience with GLO, TDA, TDEM, and FEMA, with a strong background in disaster recovery.

Cheryl intimately understands the unique challenges faced by communities and stands ready to assist you with all your grant needs.

## QUALIFICATIONS

### YEARS OF EXPERIENCE

- 12 years experience as a City Finance Officer
- 25 years as an auditor in public accounting

### AREAS OF EXPERTISE

- Disaster Recovery Funding, including FEMA-PA, CDBG-DR, and FHWA-ER
- Managed multiple FEMA-PA events, including Hurricane Ike and Harvey
- Mitigation projects, including CDBG-MIT and HMGP-FMA

## WORK EXPERIENCE

### **CFO - CITY OF BEAUMONT (April 2024 - January 2025)**

Oversaw all financial aspects of the City, including grants, budget, audit and the public treasury. Responsible for the daily financial operations of the City, including oversight of many divisions and employees. Reported directly to the City Manager and his assistants.

### **CONTROLLER - CITY OF BEAUMONT (April 2022 - March 2024)**

Directly responsible for the audit of the City's financial statements. Oversaw all financial staff. Managed investments for the City. Assisted with the budget. Reported to the City CFO.

### **FINANCE DIRECTOR - CITY OF VIDOR (2002-2005, 2016-2022)**

Oversaw all financial aspects of the City, including grants, budget, audit and the public treasury. Responsible for the daily operations of the City, including oversight of several employees. Reported to the City Manager.

## EDUCATION/LICENSES/TRAINING

- Texas Certified Public Accountant
- Certified Administrator - Texas Department of Agriculture
- TDA Application and Implementation Workshops
- FEMA Procurement Training
- FEMA Build America, Buy America Training

# John Besteiro

Contract Compliance Coordinator



**Phone:**  
903-581-0500 ext. 227

**E-mail:**  
john.besteiro@grtraylor.com

## PROFILE

John has been dedicated to serving the communities of Texas since 2012. Prior to joining the Traylor team, he spent over a decade as a Grant Manager for the General Land Office.

Having managed some of the largest disaster recovery grants in the state, he is now using his programmatic and regulatory knowledge to assist communities as they navigate the complicated application and implementation processes inherent to federal grant funding.

## QUALIFICATIONS

### YEARS OF EXPERIENCE

- 10+ years' direct CDBG-DR experience
  - Grant Manager Support Staff/Team Lead/Grant Manager

### AREAS OF EXPERTISE

- Subject Matter Expert
  - Infrastructure Grants
  - Davis-Bacon and Related Acts
  - Program Income
  - Force Account

## WORK EXPERIENCE

### SEWER IMPROVEMENTS

City of Omaha, Texas / \$367,500 (February 2023 – Present)

Replacement of aged and deteriorated sewer lines, including boring, reconnection of services, manholes and all associated appurtenances. The activities will improve inflow and infiltration.

### AMERICAN RESCUE PLAN ACT (ARPA)

City of Atlanta, Texas / \$1,354,000 (January 2022 – Present)

Project oversight including establishing and maintaining recordkeeping system, including financial and labor files. Coordinate with City and engineer to ensure timely delivery of project milestones.

### AMERICAN RESCUE PLAN ACT (ARPA)

City of Sweetwater, Texas / \$2,594,071 (August 2021 – Present)

Project oversight including establishing and maintaining recordkeeping system, including financial and labor files. Coordinate with City and engineer to ensure timely delivery of project milestones.

## EDUCATION/LICENSES/TRAINING

- Southwest Texas State University - B.B.A. in Finance, 1994
- Southern Methodist University, School of Engineering and Applied Sciences, MCSE 4.0 Certification, 2000
- Certified Administrator - Texas Dept. of Agriculture, 2022
- CDBG Boot Camp Training
- Davis-Bacon and Related Acts Training (DOL/HUD)
- Benefit Cost Analysis Training (FEMA)
- Environmental Review, NEPA, 24 CFR 58 Training (HUD)
- Fraud and Waste Prevention Training (HUD OIG)
- Financial Management 101 and 201 (HUD)

# Elizabeth Holloway

Financial Analyst



**Phone:**  
903-581-0500 ext. 239

**E-mail:**  
elizabeth.holloway@grtraylor.com

## PROFILE

Elizabeth has over 15 years of experience administering, auditing, and overseeing governmental grants funded through various agencies including GLO, TDA, TDEM, and FEMA.

Her expertise in the fields of disaster recovery and floodplain management are an essential part of ongoing recovery and resiliency efforts from the devastating storms of the last decade.

## QUALIFICATIONS

### YEARS OF EXPERIENCE

- 13 years' auditing experience
- 15 years' monitoring, administering, and auditing federal/state grants

### AREAS OF EXPERTISE

- Financial recordkeeping and budget reporting
- Application preparation/development
- Large-scale Disaster Recovery projects
- Floodplain Management
- Housing Program intake and Case Management

## WORK EXPERIENCE

### HOUSING - 2016 FLOODS DISASTER RECOVERY

Newton County, Texas / \$18,035,447 (July 2018 – Present)

Provide support to project manager and housing specialist in gathering documentation to determine applicant eligibility, maintain files, and coordinate with contractors.

### INFRASTRUCTURE - 2016 FLOODS DISASTER RECOVERY

Newton County, Texas / \$10,611,036 (July 2018 – Present)

Assist project manager to achieve program compliance, including maintaining files, preparing draw requests, and reporting.

### CDBG-DR FINANCIAL SUPPORT

Various Cities (December 2022 - Present)

Assist project managers to ensure accurate financial recordkeeping by reconciling monthly bank statements, maintaining general ledgers, and preparing draw requests.

## EDUCATION/LICENSES/TRAINING

- HUD OIG CDBG-DR Fraud Training
- HUD and GLO Workshops
- TDEM and FEMA Disaster Recovery Trainings
- TFMA Basic Floodplain Management
- Governmental Procurement Training
- Certified Administrator - Texas Department of Agriculture



# Rhonda Alford

Program Support Coordinator



**Phone:**  
903-581-0500 ext. 241

**E-mail:**  
rhonda.alford@grtraylor.com

## PROFILE

As an administrative assistant for the Newton County Grants Office, Rhonda worked closely with homeowners to navigate housing programs to provide assistance through FEMA and the Texas General Land Office.

Having witnessed first hand the devastation caused by flooding, her determination to assist those who have suffered loss and damages is demonstrated in her daily interactions with homeowners.

## QUALIFICATIONS

### YEARS OF EXPERIENCE

- 5+ years' experience working grant funded programs to provide infrastructure/housing grant options through FEMA and GLO
- 5 years' Case Management experience

### AREAS OF EXPERTISE

- FEMA and GLO-Disaster Recovery Programs
- Application intake
- Case Management

## WORK EXPERIENCE

### HURRICANE HARVEY CDBG-DR BUYOUT PROGRAM

Orange County, Texas / \$2,305,591 (July 2020 – September 2022)

Support Housing Specialist by conducting site visits, gathering signed documents, and communicating with homeowners.

### HURRICANE HARVEY CDBG-DR BUYOUT PROGRAM

Newton County, Texas / \$8,005,224 (December 2019 – Present)

Support Housing Specialist by conducting site visits, verifying homeowner information, and educating applicants on program and eligibility requirements.

### HURRICANE HARVEY CDBG-DR BUYOUT PROGRAM

City of Bridge City, Texas / \$1,566,004 (January 2020 – Present)

Support Housing Specialist by conducting site visits, gathering signed documents, and communicating with homeowners.

## EDUCATION/LICENSES/TRAINING

- Angelina College - Unit Clerk Certification
- National Disaster Preparedness Certification
- FEMA/Emergency Management Institute Certification
- Certified Administrator - Texas Department of Agriculture, 2022
- 2018/2019 LBJ School Training
- Texas A & M Disaster Recovery Training
- HUD OIG CDBG-DR Fraud Training

# Keith Tijerina

I.T. Coordinator



**Phone:**  
903-581-0500 ext. 238

**E-mail:**  
keith.tijerina@grtraylor.com

## PROFILE

Keith joined Traylor & Associates in April 2015. He has worked in the computer field for over 20 years with an extensive background in network administration.

Keith uses his unique skillset to assist communities in identifying low-to-moderate income areas and other project development needs.

## QUALIFICATIONS

### YEARS OF EXPERIENCE

- 22+ years' related professional experience

### AREAS OF EXPERIENCE

- Development of industry-specific programming and applications
- Systems Analyst
- Data Manipulation and Integration
- Office 365 based software (Sharepoint, Dynamics)

## WORK EXPERIENCE

### OFFICE 365 BASED PROGRAMMING

(2018 - Present)

Responsible for the development of programming and applications to efficiently and accurately document all aspects of grant administration for our firm, including centralized, real-time tracking of draw requests, workflow and assignment of tasks, creation of web-based templates, application development and review, as well as compliance with state and federal requirements.

### DATA MANIPULATION AND INTEGRATION

(2015 - Present)

Combine data from a variety of sources to produce clear and concise charts and projections to aid application development and document community need.

### TECHNICAL SUPPORT

(2015 - Present)

Assist staff and clients in the navigation of federal and state portals necessary to ensure compliance with SAM.gov registration, accurate and timely reporting to federal agencies and other tasks as needed.

## EDUCATION/LICENSES/TRAINING

- Tyler Junior College - Computer Network Administration and Computer Repair
- Self-Education Microsoft Office 365 Software Suite including Microsoft Dynamics and Sharepoint



# COST PROPOSAL





# PROPOSED COST

## Hourly Rates per Schedule Below:

| Labor Category          | Hourly Rate (Remote) | Hourly Rate (On-site w/travel) |
|-------------------------|----------------------|--------------------------------|
| Principal               | \$275.00             | Hourly rate plus mileage       |
| Project Manager         | \$250.00             | Hourly rate plus mileage       |
| Subject Matter Expert   | \$250.00             | Hourly rate plus mileage       |
| Senior Grant Specialist | \$250.00             | Hourly rate plus mileage       |
| Grant Specialist        | \$250.00             | Hourly rate plus mileage       |
| Junior Grant Specialist | \$200.00             | Hourly rate plus mileage       |
| Application Specialist  | \$200.00             | Hourly rate plus mileage       |
| Senior Planner          | \$200.00             | Hourly rate plus mileage       |
| Planner                 | \$200.00             | Hourly rate plus mileage       |







# REQUIRED DOCUMENTS







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/12/2025

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

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

|                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                             |                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <b>PRODUCER</b><br><br>Linda Rowe<br>100 Independence Place Suite 300<br><br>Tyler TX 75703 | <b>CONTACT</b><br>NAME: Linda Rowe<br>PHONE (A/C, No, Ext): 903-581-2820<br>E-MAIL ADDRESS: linda.rowe.gyyx@statefarm.com<br><b>INSURER(S) AFFORDING COVERAGE</b><br>INSURER A: State Farm Lloyds<br>INSURER B: State Farm Mutual Automobile Insurance Company<br>INSURER C: State Farm Fire and Casualty Company<br>INSURER D:<br>INSURER E:<br>INSURER F: | <b>NAIC #</b><br>43419<br>25178<br>25143<br><br><br><br> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|

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

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

| INSR LTR | TYPE OF INSURANCE                                                                                                                                                                                                                                                                                                   | ADD INSD | SUB WVD | POLICY NUMBER    | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                    |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------|------------------|-------------------------|-------------------------|-------------------------------------------|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC<br>OTHER: | N        | N       | 93-CT-R011-1     | 03/06/2025              | 03/06/2026              | EACH OCCURRENCE \$ 2,000,000              |
|          | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000                                                                                                                                                                                                                                                                |          |         |                  |                         |                         |                                           |
|          | MED EXP (Any one person) \$ 5,000                                                                                                                                                                                                                                                                                   |          |         |                  |                         |                         |                                           |
|          | PERSONAL & ADV INJURY \$ 2,000,000                                                                                                                                                                                                                                                                                  |          |         |                  |                         |                         |                                           |
| B        | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY                                  | N        | N       | 347 6349-A01-43H | 01/01/2025              | 01/01/2026              | GENERAL AGGREGATE \$ 4,000,000            |
|          | PRODUCTS - COMP/OP AGG \$ 4,000,000                                                                                                                                                                                                                                                                                 |          |         |                  |                         |                         |                                           |
|          | COMBINED SINGLE LIMIT (Ea accident) \$                                                                                                                                                                                                                                                                              |          |         |                  |                         |                         |                                           |
|          | BODILY INJURY (Per person) \$ 1,000,000                                                                                                                                                                                                                                                                             |          |         |                  |                         |                         |                                           |
| C        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED <input checked="" type="checkbox"/> RETENTION \$ 10,000                                                                             | N/A      |         | 93-PD-7938-1     | 03/06/2025              | 03/06/2026              | BODILY INJURY (Per accident) \$ 1,000,000 |
|          | PROPERTY DAMAGE (Per accident) \$ 1,000,000                                                                                                                                                                                                                                                                         |          |         |                  |                         |                         |                                           |
|          | AGGREGATE \$ 2,000,000                                                                                                                                                                                                                                                                                              |          |         |                  |                         |                         |                                           |
|          | \$                                                                                                                                                                                                                                                                                                                  |          |         |                  |                         |                         |                                           |
| C        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y / N <input type="checkbox"/> N<br>(Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                               | N/A      | N       | 93-J3-V731-2     | 03/06/2025              | 03/06/2026              | PER STATUTE OTH-ER \$                     |
|          | E.L. EACH ACCIDENT \$ 1,000,000                                                                                                                                                                                                                                                                                     |          |         |                  |                         |                         |                                           |
|          | E.L. DISEASE - EA EMPLOYEE \$ 1,000,000                                                                                                                                                                                                                                                                             |          |         |                  |                         |                         |                                           |
|          | E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                                                                                                                                                                                                                                                            |          |         |                  |                         |                         |                                           |

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

**CERTIFICATE HOLDER****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



This form was system-generated on 03/12/2025

© 1988-2015 ACORD CORPORATION. All rights reserved.



# STATEMENT OF NO CONFLICT OF INTEREST

*No existing or potential conflicts of interest have been identified relative to the performance of the requirements of this RFP, nor have any past relationships between the firm or its employees been identified.*

*By submitting a proposal in response to this RFP, Traylor & Associates affirms that it has not given, nor intends to give, at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee representative of same, in connection with this procurement.*







# GARY R. TRAYLOR & ASSOCIATES, INC.

|                                                                                           |                                                                                       |                                              |
|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|----------------------------------------------|
| Unique Entity ID<br><b>JW81FZ76FN57</b>                                                   | CAGE / NCAGE<br><b>6Q2T0</b>                                                          | Purpose of Registration<br><b>All Awards</b> |
| Registration Status<br><b>Active Registration</b>                                         | Expiration Date<br><b>Mar 21, 2026</b>                                                |                                              |
| Physical Address<br><b>201 Cambridge RD<br/>Tyler, Texas 75703-5256<br/>United States</b> | Mailing Address<br><b>P.O. Box 7035<br/>Tyler, Texas 75711-7035<br/>United States</b> |                                              |

## Business Information

|                                           |                                                                  |                                   |
|-------------------------------------------|------------------------------------------------------------------|-----------------------------------|
| Doing Business as<br><b>(blank)</b>       | Division Name<br><b>(blank)</b>                                  | Division Number<br><b>(blank)</b> |
| Congressional District<br><b>Texas 01</b> | State / Country of Incorporation<br><b>Texas / United States</b> | URL<br><b>(blank)</b>             |

## Registration Dates

|                                        |                                        |                                                 |
|----------------------------------------|----------------------------------------|-------------------------------------------------|
| Activation Date<br><b>Mar 25, 2025</b> | Submission Date<br><b>Mar 21, 2025</b> | Initial Registration Date<br><b>Apr 5, 2012</b> |
|----------------------------------------|----------------------------------------|-------------------------------------------------|

## Entity Dates

|                                         |                                             |
|-----------------------------------------|---------------------------------------------|
| Entity Start Date<br><b>Dec 1, 1970</b> | Fiscal Year End Close Date<br><b>Dec 31</b> |
|-----------------------------------------|---------------------------------------------|

## Immediate Owner

|                        |                                       |
|------------------------|---------------------------------------|
| CAGE<br><b>(blank)</b> | Legal Business Name<br><b>(blank)</b> |
|------------------------|---------------------------------------|

## Highest Level Owner

|                        |                                       |
|------------------------|---------------------------------------|
| CAGE<br><b>(blank)</b> | Legal Business Name<br><b>(blank)</b> |
|------------------------|---------------------------------------|

## Executive Compensation

Registrants in the System for Award Management (SAM) respond to the Executive Compensation questions in accordance with Section 6202 of P.L. 110-252, amending the Federal Funding Accountability and Transparency Act (P.L. 109-282). This information is not displayed in SAM. It is sent to USAspending.gov for display in association with an eligible award. Maintaining an active registration in SAM demonstrates the registrant responded to the questions.

## Proceedings Questions

Registrants in the System for Award Management (SAM.gov) respond to proceedings questions in accordance with FAR 52.209-7, FAR 52.209-9, or 2. C.F.R. 200 Appendix XII. Their responses are displayed in the responsibility/qualification section of SAM.gov. Maintaining an active registration in SAM.gov demonstrates the registrant responded to the proceedings questions.

## Exclusion Summary

Active Exclusions Records?

No

## SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

## Entity Types

### Business Types

|                                                              |                                                |                                        |
|--------------------------------------------------------------|------------------------------------------------|----------------------------------------|
| Entity Structure<br><b>Corporate Entity (Not Tax Exempt)</b> | Entity Type<br><b>Business or Organization</b> | Organization Factors<br><b>(blank)</b> |
| Profit Structure<br><b>For Profit Organization</b>           |                                                |                                        |

Socio-Economic Types

Self Certified Small Disadvantaged Business

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

|                                           |                                     |
|-------------------------------------------|-------------------------------------|
| Accepts Credit Card Payments<br><b>No</b> | Debt Subject To Offset<br><b>No</b> |
| EFT Indicator<br><b>0000</b>              | CAGE Code<br><b>6Q2T0</b>           |

Points of Contact

Electronic Business

|                                                                                                                              |                                                                           |
|------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <br><b>Gary TRAYLOR, Chairman &amp; CEO</b> | <b>P.O. Box 7035</b><br><b>Tyler, Texas 75711</b><br><b>United States</b> |
| MARK TAYLOR                                                                                                                  | P.O. Box 7035<br>Tyler, Texas 75711<br>United States                      |

Government Business

|                                                                                                          |                                                                           |
|----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <br><b>GARY TRAYLOR</b> | <b>P.O. Box 7035</b><br><b>Tyler, Texas 75711</b><br><b>United States</b> |
| MARK TAYLOR                                                                                              | P.O. Box 7035<br>Tyler, Texas 75711<br>United States                      |

Past Performance

|                                                                                                           |                                                                           |
|-----------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| <br><b>Mark Taylor</b> | <b>P.O. Box 7035</b><br><b>Tyler, Texas 75711</b><br><b>United States</b> |
| Donald W Traylor, VP & CFO                                                                                | P.O. Box 7035<br>Tyler, Texas 75711<br>United States                      |

Service Classifications

NAICS Codes

|            |               |                                                                             |
|------------|---------------|-----------------------------------------------------------------------------|
| Primary    | NAICS Codes   | NAICS Title                                                                 |
| <b>Yes</b> | <b>541611</b> | <b>Administrative Management And General Management Consulting Services</b> |

Disaster Response

Yes, this entity appears in the disaster response registry.

|                |                |
|----------------|----------------|
| Bonding Levels | Dollars        |
| <b>(blank)</b> | <b>(blank)</b> |

|              |                |                                |
|--------------|----------------|--------------------------------|
| States       | Counties       | Metropolitan Statistical Areas |
| <b>Texas</b> | <b>(blank)</b> | <b>(blank)</b>                 |

## Exclusion Search Results 0 Total Results

**Filter by:**

| Classification | Keyword (ALL)     | Status |
|----------------|-------------------|--------|
| Individual     | "Gary R. Traylor" | Active |





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

**FORM CIQ**

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

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

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

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

**OFFICE USE ONLY**

Date Received

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

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

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

\_\_\_\_\_  
Name of Officer

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

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

☐

Yes

☐

No

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

☐

Yes

☐

No

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

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

**7**   
Signature of vendor doing business with the governmental entity

July 21, 2025  
Date

## **CONFLICT OF INTEREST QUESTIONNAIRE**

### **For vendor doing business with local governmental entity**

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

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

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

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

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

\*\*\*

(2) the vendor:

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

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

or

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

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

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

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

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

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

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

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

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

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

(1) the date that the vendor:

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

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

(2) the date the vendor becomes aware:

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

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

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

### Certification Regarding Lobbying

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

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

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

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

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

  
\_\_\_\_\_  
Signature of Contractor's Authorized Official

Mark Taylor, President  
\_\_\_\_\_  
Printed Name and Title of Contractor's Authorized Official

July 21, 2025  
\_\_\_\_\_  
Date

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

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

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

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

**Disclosure of Lobbying Activities**

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

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                            |                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| <b>Type of Federal Action:</b><br>a. contract<br>_____ b. grant<br>c. cooperative agreement<br>d. loan<br>e. loan guarantee<br>f. loan insurance                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>Status of Federal Action:</b><br>a. bid/offer/application<br>_____ b. initial award<br>c. post-award                                                                                                                                                    | <b>Report Type:</b><br>a. initial filing<br>_____ b. material change                                                         |
| <b>Name and Address of Reporting Entity:</b><br>_____ Prime _____ Subawardee<br>Tier _____, if Known:<br><br>Congressional District, if known:                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                            | <b>If Reporting Entity in No. 4 is Subawardee, Enter Name and Address of Prime:</b><br><br>Congressional District, if known: |
| <b>Federal Department/Agency:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>7. Federal Program Name/Description:</b><br><br>CFDA Number, if applicable: _____                                                                                                                                                                       |                                                                                                                              |
| <b>Federal Action Number, if known:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>9. Award Amount, if known:</b><br>\$ _____                                                                                                                                                                                                              |                                                                                                                              |
| <b>10. a. Name and Address of Lobbying Registrant</b><br><i>(if individual, last name, first name, MI):</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i><br><i>(last name, first name, MI):</i>                                                                                                                      |                                                                                                                              |
| <b>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.</b> | <b>Signature:</b> <br><b>Print Name:</b> <u>Mark Taylor</u><br><b>Title:</b> <u>President</u><br><b>Telephone No.:</b> <u>903-581-0500</u> <b>Date:</b> <u>7/21/25</u> |                                                                                                                              |
| <b>Federal Use Only</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Authorized for Local Reproduction</b><br><b>Standard Form - LLL (Rev. 7-97)</b>                                                                                                                                                                         |                                                                                                                              |





# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

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

## OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:  
2025-1339220

Date Filed:  
07/21/2025

Date Acknowledged:

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

Gary R. Traylor & Associates, Inc.  
Tyler, TX United States

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

City of Ingleside (01925)

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

2025 FEMA-PA  
Grant Consulting

| 4 | Name of Interested Party | City, State, Country (place of business) | Nature of interest<br>(check applicable) |              |
|---|--------------------------|------------------------------------------|------------------------------------------|--------------|
|   |                          |                                          | Controlling                              | Intermediary |
|   | Traylor, Gary            | Tyler, TX United States                  | X                                        |              |
|   |                          |                                          |                                          |              |
|   |                          |                                          |                                          |              |
|   |                          |                                          |                                          |              |
|   |                          |                                          |                                          |              |
|   |                          |                                          |                                          |              |
|   |                          |                                          |                                          |              |
|   |                          |                                          |                                          |              |
|   |                          |                                          |                                          |              |

**5 Check only if there is NO Interested Party.**

☐

**6 UNSWORN DECLARATION**

My name is Mark Taylor, and my date of birth is 10/12/1959.

My address is 201 Cambridge Road, Tyler, Texas, 75703, USA.  
(city) (state) (zip code) (country)

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

Executed in Smith County, State of Texas, on the 21st day of July, 20 25.  
(month) (year)



Signature of authorized agent of contracting business entity  
(Declarant)



## REQUIRED CONTRACT PROVISIONS

*Italics – Explanatory; not contract language*

### All Contracts

| THRESHOLD | PROVISION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | CITATION                                              |
|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|
| None      | (H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see 2 CFR 180.220) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.                                                                                                                                                                                                                                                                                                                                                                                                             | 2 CFR 200<br>APPENDIX II (H)                          |
| None      | Records of recipients and subrecipients. The Federal agency or passthrough entity, Inspectors General, the Comptroller General of the United States, or any of their authorized representatives must have the right of access to any records of the recipient or subrecipient pertinent to the Federal award to perform audits, execute site visits, or for any other official use. This right also includes timely and reasonable access to the recipient’s or subrecipient’s personnel for the purpose of interview and discussion related to such documents or the Federal award in general.                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 2 CFR 200.337                                         |
| None      | Grantees or subgrantees must retain all required records for three years after grantees or subgrantees make final payments and all other pending matters are closed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 2 CFR 200.334                                         |
| None      | <p>Sec. 176.003. CONFLICTS DISCLOSURE STATEMENT REQUIRED.</p> <p>(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:</p> <p>(1) the vendor enters into a contract with the local governmental entity or the local governmental entity is considering entering into a contract with the vendor; and</p> <p>(2) the vendor:</p> <p>(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that:</p> <p>(i) a contract between the local governmental entity and vendor has been executed; or</p> <p>(ii) the local governmental entity is considering entering into a contract with the vendor;</p> <p>(B) has given to the local government officer or a family member of the officer one or more gifts that have an</p> | <u>Chapter 176</u> of the<br>Local Government<br>Code |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                     |
|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|
|           | <p>aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:</p> <p>(i) a contract between the local governmental entity and vendor has been executed; or</p> <p>(ii) the local governmental entity is considering entering into a contract with the vendor;</p> <p>(C) has a family relationship with the local government officer.</p> <p>(a-1) A local government officer is not required to file a conflicts disclosure statement in relation to a gift accepted by the officer or a family member of the officer if the gift is:</p> <p>(1) a political contribution as defined by Title 15, Election Code; or</p> <p>(2) food accepted as a guest.</p> <p>(a-2) A local government officer is not required to file a conflicts disclosure statement under Subsection (a) if the local governmental entity or vendor described by that subsection is an administrative agency created under Section 791.013, Government Code.</p> <p>(b) A local government officer shall file the conflicts disclosure statement with the records administrator of the local governmental entity not later than 5 p.m. on the seventh business day after the date on which the officer becomes aware of the facts that require the filing of the statement under Subsection (a).</p>                                                         |                                     |
| >\$10,000 | <p><i>(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.</i></p> <p><b><i>Use the following language for contracts &gt; \$ 10,000:</i></b></p> <p><u>Termination for Cause</u></p> <p>If the Contractor fails to fulfill in a timely and proper manner its obligations under this Agreement, or if the Contractor violates any of the covenants, conditions, agreements, or stipulations of this Agreement, the City/County shall have the right to terminate this Agreement by giving written notice to the Contractor of such termination and specifying the effective date thereof, which shall be at least five days before the effective date of such termination. In the event of termination for cause, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs and reports prepared by the Contractor pursuant to this Agreement shall, at the option of the City/County, be turned over to the City / County and become the property of the City / County. In the event of termination for cause, the Contractor shall be entitled to receive reasonable compensation for any necessary services actually and satisfactorily performed prior to the date of termination.</p> | <p>2 CFR 200<br/>APPENDIX II(B)</p> |



|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                      |
|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
|           | <p>Notwithstanding the above, the Contractor shall not be relieved of liability to the City/County for damages sustained by the City/County by virtue of any breach of contract by the Contractor, and the City/County may set-off the damages it incurred as a result of the Contractor's breach of contract from any amounts it might otherwise owe the Contractor.</p> <p><u>Termination for Convenience of the City/County</u></p> <p>City/County may at any time and for any reason terminate Contractor's services and work at City/County's convenience upon providing written notice to the Contractor specifying the extent of termination and the effective date. Upon receipt of such notice, Contractor shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders for materials, facilities and supplies in connection with the performance of this Agreement.</p> <p>[Parties should include the manner by which such termination will be effected and the basis for settlement or any other terms and conditions concerning payment upon such termination.]</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                      |
| >\$50,000 | <p><i>(A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.</i></p> <p><b>Use the following language for contracts &gt; \$50,000:</b></p> <p><u>Resolution of Program Non-compliance and Disallowed Costs</u></p> <p>In the event of any dispute, claim, question, or disagreement arising from or relating to this Agreement, or the breach thereof, including determination of responsibility for any costs disallowed as a result of non-compliance with federal, state or TxCDBG program requirements, the parties hereto shall use their best efforts to settle the dispute, claim, question or disagreement. To this effect, the parties shall consult and negotiate with each other in good faith within 30 days of receipt of a written notice of the dispute or invitation to negotiate, and attempt to reach a just and equitable solution satisfactory to both parties. If the matter is not resolved by negotiation within 30 days of receipt of written notice or invitation to negotiate, the parties agree first to try in good faith to settle the matter by mediation administered by the American Arbitration Association under its Commercial Mediation Procedures before resorting to arbitration, litigation, or some other dispute resolution procedure. The parties may enter into a written amendment to this Agreement and choose a mediator that is not affiliated with the American Arbitration Association. The parties shall bear the costs of such mediation equally. <i>[This section may also provide for</i></p> | <p>2 CFR 200<br/>APPENDIX II (A)</p> |

|                                                                     |                                                                                                                                                                                                                                                                                  |                  |
|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
|                                                                     | <i>the qualifications of the mediator(s), the locale of meetings, time limits, or any other item of concern to the parties.] If the matter is not resolved through such mediation within 60 days of the initiation of that procedure, either party may proceed to file suit.</i> |                  |
| Option Contract Language for Procurement before Grant Funds Awarded | Payment of the fees [described in ____ section] shall be contingent on CDBG funding. In the event that grant funds are not awarded to the City / County by TDA through the TxCDBG program, this agreement shall be terminated by the City / County.                              | 2 CFR 200.319(a) |

**Additional provisions for administration & engineering contracts associated with construction contracts**

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

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |  |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | <p>(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.</p> <p>(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.</p> <p>(3) The Contractor will not discourage or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.</p> <p>(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.</p> <p>(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.</p> |  |
|--|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | <p>(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.</p> <p>(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.</p> <p>(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.</p> <p>The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.</p> <p>The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise</p> |  |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                |
|------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
|            | <p>assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.</p> <p>The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.</p> <p>(c) Subcontracts. Each nonexempt prime contractor or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts.</p> <p>(d) Incorporation by reference. The equal opportunity clause may be incorporated by reference in all Government contracts and subcontracts, including Government bills of lading, transportation requests, contracts for deposit of Government funds, and contracts for issuing and paying U.S. savings bonds and notes, and such other contracts and subcontracts as the Deputy Assistant Secretary may designate.</p> <p>(e) Incorporation by operation of the order. By operation of the order, the equal opportunity clause shall be considered to be a part of every contract and subcontract required by the order and the regulations in this part to include such a clause whether or not it is physically incorporated in such contracts and whether or not the contract between the agency and the contractor is written.</p> <p>(f) Adaptation of language. Such necessary changes in language may be made in the equal opportunity clause as shall be appropriate to identify properly the parties and their undertakings.</p> <p>[43 FR 49240, Oct. 20, 1978, as amended at 62 FR 66971, Dec. 22, 1997; 79 FR 72993, Dec. 9, 2014; 80 FR 54934, September 11, 2015]</p> |                |
| >\$100,000 | <p><i>§135.38 Section 3 clause</i><br/> <i>All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 24 CFR §135.38 |



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

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b). |  |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

### **Construction Contracts**

| <b>THRESHOLD</b>                                                                                                          | <b>PROVISION</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>CITATION</b>              |
|---------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| >\$2,000 for Davis Bacon and Copeland "Anti-Kickback" Act;<br>>\$100,000 for Contract Work Hours and Safety Standards Act | <p><i>HUD 4010 Federal labor standards provisions include:</i></p> <ol style="list-style-type: none"> <li>1. <i>Davis Bacon Act (40 U.S.C. 3141 et seq.) as supplemented by DOL regulations (29 CFR part 5);</i></li> <li>2. <i>Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3); and</i></li> <li>3. <i>Contract Work Hours and Safety Standards Act (40 U.S.C. 3701 et seq.)</i></li> </ol> <p><i>See HUD 4010 contract language in Appendix F. Inclusion of this language into the construction contract satisfies contract requirements of the separate acts noted.</i></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                              |
| >\$2,000<br><br>(Satisfied with inclusion of HUD 4010)                                                                    | <p><i>Compliance with the Davis-Bacon Act (40 U.S.C. 3141 et seq.) as supplemented by Department of Labor regulations (29 CFR part 5) and with the Copeland "Anti-Kickback" Act (18 U.S.C. 874; 40 U.S.C. 3145) as supplemented in Department of Labor regulations (29 CFR part 3):</i></p> <p>(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and</p> | 2 CFR 200<br>APPENDIX II (D) |

|           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                    |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
|           | <p>Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                    |
| >\$10,000 | <p><i>(Italics – Explanatory; not contract language)</i></p> <p><i>2 CFR 200 Appendix II (C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of “<u>federally assisted construction contract</u>” in 41 CFR Part 60–1.3 must include the equal opportunity clause provided under 41 CFR 60–1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964–1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”</i></p> <p><i>Therefore, include the following EO clause (not in italics) in construction contracts including construction associated administration and engineering contracts &gt; \$10,000:</i></p> <p><b>§60-1.4(b) Equal opportunity clause.</b></p> <p><i>(b) Federally assisted construction contracts. Except as otherwise provided, each administering agency shall require the inclusion of the following language as a condition of any grant, contract, loan, insurance, or guarantee involving federally assisted construction which is not exempt from the requirements of the equal opportunity clause:</i></p> <p><i>The applicant hereby agrees that it will incorporate or cause to be incorporated into any contract for construction work, or modification thereof, as defined in the regulations of the Secretary of Labor at 41 CFR chapter 60, which is paid for in whole or in part with funds obtained from the Federal Government or borrowed on the credit of the Federal Government pursuant to a grant, contract, loan insurance, or guarantee, or undertaken pursuant to any Federal program involving such grant, contract, loan, insurance, or guarantee, the following equal opportunity clause:</i></p> <p>During the performance of this contract, the contractor agrees as follows:</p> <p>(1) The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to</p> | <p>41 CFR §60-1.4(b)<br/>And<br/>2 CFR 200<br/>APPENDIX II (C)</p> |

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | <p>ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.</p> <p>(2) The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.</p> <p>(3) The Contractor will not discourage or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.</p> <p>(4) The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.</p> <p>(5) The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.</p> <p>(6) The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for</p> |  |
|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |  |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|  | <p>purposes of investigation to ascertain compliance with such rules, regulations, and orders.</p> <p>(7) In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.</p> <p>(8) The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States.</p> <p>The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, That if the applicant so participating is a State or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.</p> <p>The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of contractors and subcontractors with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.</p> <p>The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a</p> |  |
|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|



|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                  |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|
|            | <p>contractor debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon contractors and subcontractors by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel, terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.</p> <p>(c) Subcontracts. Each nonexempt prime contractor or subcontractor shall include the equal opportunity clause in each of its nonexempt subcontracts.</p> <p>(d) Incorporation by reference. The equal opportunity clause may be incorporated by reference in all Government contracts and subcontracts, including Government bills of lading, transportation requests, contracts for deposit of Government funds, and contracts for issuing and paying U.S. savings bonds and notes, and such other contracts and subcontracts as the Deputy Assistant Secretary may designate.</p> <p>(e) Incorporation by operation of the order. By operation of the order, the equal opportunity clause shall be considered to be a part of every contract and subcontract required by the order and the regulations in this part to include such a clause whether or not it is physically incorporated in such contracts and whether or not the contract between the agency and the contractor is written.</p> <p>(f) Adaptation of language. Such necessary changes in language may be made in the equal opportunity clause as shall be appropriate to identify properly the parties and their undertakings.</p> <p>[43 FR 49240, Oct. 20, 1978, as amended at 62 FR 66971, Dec. 22, 1997; 79 FR 72993, Dec. 9, 2014; 80 FR 54934, September 11, 2015]</p> |                                                                  |
| ≥\$100,000 | <p>(I) Byrd Anti-Lobbying Amendment (31 U.S.C. 1352)—Contractors that apply or bid for an award of \$100,000 or more must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>2 CFR 200<br/>APPENDIX II (I)<br/>and<br/>24 CFR §570.303</p> |

|                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                              |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
|                                                      | disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                              |
| >\$100,000<br>(Satisfied with inclusion of HUD 4010) | (E) Contract Work Hours and Safety Standards Act (40 U.S.C. 3701–3708). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 2 CFR 200<br>APPENDIX II (E) |
| >\$100,000                                           | <p><i>§135.38 Section 3 clause</i><br/> <i>All section 3 covered contracts shall include the following clause (referred to as the section 3 clause):</i></p> <p>A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.</p> <p>B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.</p> <p>C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and</p> | 24 CFR §135.38               |

|            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                      |
|------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
|            | <p>location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.</p> <p>D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.</p> <p>E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.</p> <p>F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.</p> <p>G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).</p> |                                      |
| >\$150,000 | <p>(G) Clean Air Act (42 U.S.C. 7401–7671q.) and the Federal Water Pollution Control Act (33 U.S.C. 1251–1387), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401–7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251–1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p>2 CFR 200<br/>APPENDIX II (G)</p> |



August 14, 2025

**Governmental  
Consultants &  
Planners**

City of Ingleside  
ATTN: City Secretary  
2671 San Angelo Street  
Ingleside, Texas 78362

Funding Research

Application Preparation

Re: Request for Proposal  
Grant Writing and Administrative Services  
FEMA – PA/HMA

Grant Management

To Whom it May Concern:

Government Liaison

Thank you for giving Traylor & Associates the opportunity to present our qualifications and experience for management and administration for this important FEMA project.

Environmental Services

Financial Management

Our firm has served the grant management consulting needs of over **200** political subdivisions throughout the State of Texas since 1974. To date, we have administered more than **\$2 billion** in federal/state funds. While Traylor & Associates is the longest-serving firm in Texas, it is our ongoing capacity to perform that has made us one of the most widely used grant management firms operating in the state.

Community Development

Hazard Mitigation Assistance

In addition to the service package detailed in the enclosed document, we are pleased to provide a summary of our firm's prior experience. We have established long-standing relationships with clients throughout the entire state and want to encourage you to contact any of them for reference purposes.

Disaster Recovery

Economic Development

If any additional information or clarification is needed, please do not hesitate to contact me at [mark.taylor@grtraylor.com](mailto:mark.taylor@grtraylor.com).

Housing Programs

Thank you again for your interest in our firm.

Sincerely,

Mark Taylor  
President

**Serving State &  
Local Governments  
Since 1974**

**TYLER**

201 Cambridge Road  
P.O. Box 7035  
Tyler, Texas 75711-7035  
903 • 581 • 0500  
[www.grtraylor.com](http://www.grtraylor.com)

**"Always working for your community...ALWAYS"**



124904X4039999  
KRM2P HIP 25.3.2 21411N  
1 06:28:20 2025  
P: BLUE  
S: 209  
I: IN  
INGLESIDE TX 78362  
2671 SAN ANGELO AVE  
CITY OF INGLESIDE

CITY SECRETARY DEPT  
AUG 01 2025  
RECEIVED

203p  
FB

DP 81/ 8 4091L7

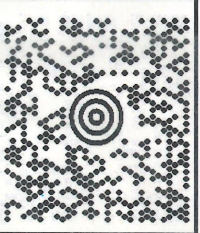
Visit ups.com for details on our privacy practices

GARY TRAYLOR  
903-581-0500  
TRAYLOR & ASSOCIATES, INC.  
201 CAMBRIDGE ROAD  
TYLER TX 75703

3 LBS

1 OF 1

SHIP TO:  
CITY SECRETARY  
CITY OF INGLESIDE  
2671 SAN ANGELO STREET  
INGLESIDE TX 78362

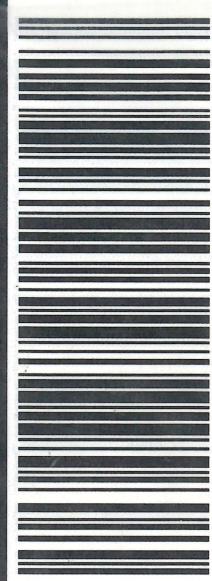


TX 784 9-03



UPS GROUND

TRACKING #: 1Z 490 4X4 03 9999 8269



BILLING: P/P

Reference #1: RFP - Disaster Recovery  
Reference #2: Traylor Admin Proposal  
XOL 25.06.28  
NVA25 31.06.07/2023\*



FOLD HERE

CITY SECRETARY DEPT  
AUG 01 2025  
RECEIVED

RECEIVED  
8-1-25 3pm  
RBT



## **CITY COUNCIL AGENDA**

### **Regular Meeting: October 14, 2025**

---

#### **AGENDA ITEM: 19**

Deliberate and take appropriate action for the City Council to authorize the City Manager to negotiate and execute a contract with Freese & Nichols for Engineering Services for the Federal Emergency Management Agency (FEMA) Public Assistance (PA)/Hazard Mitigation Assistance (HMA) funding administered by the Federal Emergency Management Agency, Texas Division of Emergency Management and/or Texas Water Development Board.

**SUBMITTED BY:** Luis Rios, Director of Finance

**APPROVED FOR AGENDA:** Brenton Lewis, City Manager

---

#### **BACKGROUND:**

Proposals were submitted by Freese & Nichols, HCE, International Consulting Engineers, Urban DCCM, and 6S Engineering Inc.. Proposals were reviewed by Jana Stork, Elisabeth Staton, Gary Paredez, and Luis Rios.

Freese and Nichols was selected from the five submitted proposals. Freese and Nichols' services will be used to assist the City of Ingleside in pre-award and post-award engineering/architectural services for FEMA PA/HMA contract(s), if awarded, from the Federal Emergency Management Agency, Texas Division of Emergency Management (TDEM) if applicable, Texas Water Development Board (TWDB) if applicable or other funding sources.

---

#### **FISCAL ANALYSIS:**

Fees will be based on the fee schedule agreed to by the City and Freese & Nichols.

---

#### **RECOMMENDATION:**

Staff recommend council authorize the City Manager to negotiate and execute a contract with Freese and Nichols.

#### **ATTACHMENTS:**

1. 2025, 08-14 Freese & Nichols Proposal





## STATEMENT OF QUALIFICATIONS

# City of Ingleside

Engineering Services for the Federal Emergency Management Agency  
(FEMA) | RFQ - 2025-0814-1

August 14, 2025



© 2025 Freese and Nichols, Inc.

361-561-6500 | [freese.com](https://www.freese.com)

800 North Shoreline Boulevard, Suite 1600N | Corpus Christi, TX 78401



August 14, 2025

City Secretary  
City of Ingleside  
2671 San Angelo Street  
Ingleside, Texas 78362

**RE: Engineering Services for the Federal Emergency Management Agency  
(FEMA) | RFQ - 2025-0814-1**



361-561-6500 | freese.com  
800 North Shoreline Boulevard,  
Suite 1600N  
Corpus Christi, TX 78401

Dear Selection Committee:

Freese and Nichols, Inc. (FNI) is pleased to submit our Statement of Qualifications (SOQ) to the City of Ingleside (City) to provide professional pre-award and post-award Engineering/Architectural services for Public Assistance (PA) projects funded by FEMA through the Texas Division of Emergency Management (TDEM). FNI has assisted public clients throughout the country with applying for and securing state and federal funds to recover from natural disasters and implement small- and large-scale stormwater management and modeling projects to help them better understand and mitigate flood and erosion risks within their communities.

In this qualifications package, we have summarized many reasons and distinguishing key features why the FNI team is the ideal choice for this project, including:

**THE RIGHT EXPERTISE FOR THE JOB:** FNI has extensive experience across Texas and nationwide assisting clients with the planning services required to compete for federal grant funds. We also have the design and construction services resume required to comply with the terms and conditions of the grant once awarded. In the last 25+ years, FNI has helped clients access more than \$8.1 billion in low-interest loans and grants to fund 125+ projects from 35 different funding programs.

**STORMWATER EXPERTS:** FNI's Stormwater Management Group is technically diverse, with experience in planning, analysis and design of stormwater infrastructure. Our team has completed numerous multifaceted drainage improvement projects, such as rural and urban neighborhood drainage design, bridge and culvert design, large scale hydrologic analysis, natural and biotechnical stream restoration, erosion protection, 1D/2D hydraulic modeling and FEMA-funded mitigation.

**A TRUSTED ADVISOR TO MANY LOCAL MUNICIPALITIES:** Our stormwater team consists of professionals focused on serving our public and regional authority clients, thereby allowing our seasoned team members to remain unconflicted from private development interests. We assist with initiatives to identify and prioritize critical infrastructure improvement projects, develop cost-effective and implementable approaches to support these projects and provide information to make better floodplain management and drainage decisions, while assessing project funding needs and supporting the grant application and implementation process.

**LOCAL EXPERTISE:** Our Corpus Christi-based leaders, including Project Manager Sarah West, PE, CFM and Principal-in-Charge Ron Guzman PE, understand the City's focus to protect lives, property and the environment of the community by reducing the impact of flood, erosion and water pollution. Our local staff understands the challenges of stream restoration and stormwater treatment throughout the community and has a proven track record of implementing projects to solve them.

Thank you for the opportunity to submit our qualifications. We look forward to partnering with the City to deliver innovative, cost-effective solutions that meet your community's needs.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Ron Guzman'.

Ron Guzman, PE  
Principal-in-Charge  
361-561-6520 | ron.guzman@freese.com



---

# Table of Contents

|    |                                                       |    |
|----|-------------------------------------------------------|----|
| 01 | Brief History of the Firm.....                        | 03 |
| 02 | Related Experience in Federally Funded Programs ..... | 06 |
| 03 | Work Performance and References .....                 | 20 |
| 04 | Capacity to Perform.....                              | 24 |
| 05 | Resources.....                                        | 25 |
| 06 | Forms.....                                            | 47 |

# 01. Brief History of the Firm

FNI is a client-focused, regionally based firm with national expertise. We meet client needs with responsiveness and flexibility. Dating back to our firm's founding in 1894, we put relationships first — clients, teaming partners and staff — and seek long-term relationships, many of which are counted in decades, not years.

FNI has a 131-year history of planning, designing and managing public infrastructure projects. With the resources of more than 1,300 technical professionals and support staff in 12 states, including 14 offices in Texas, we offer the City the industry's best practices of national-level expertise combined with local, responsive service. Firmwide, FNI has 57 Certified Floodplain Managers and more than 100 professionals who specialize in stormwater management, giving us the technical expertise to keep the project moving forward to its successful completion post-award of funding.

## Stormwater Expertise

FNI has vast experience in analyzing and designing stormwater systems, from streets to streams. FNI believes the best stormwater decisions are made in collaboration with our clients. Our team's ability to identify where and when flood hazards form and to provide multiple implementable solutions will empower the City to select a design that best meets its budget and schedule.

FNI's stormwater services include: river and channel improvements, erosion stabilization, excess stream sedimentation and debris mitigation, natural channel design, roadway drainage, regional detention/retention ponds, water quality treatment facilities and nature based flood mitigation solutions.

We have modeled the cause of small-scale flooding problems at road crossings or drainage inlets to large flooding problems resulting from watersheds the size of the Colorado River. FNI's modeling experience includes designing closed stormwater systems (pipes and boxes) that drain large urban watersheds quickly. We also model open systems (rivers and ponds) that balance flood prevention, ecological uplift and water quality improvement. Our team also specializes in retrofitting older stormwater systems to improve stormwater conveyance capacity and improve water quality using nature-based solutions, underground vaults and other proprietary devices.

### Advanced Stormwater Capabilities

FNI is experienced and skilled in working with municipal stormwater management authorities in Texas. We are a leader in Texas for the application of dynamic 2D hydraulic software modeling for flood studies and flood mitigation solutions. We have completed more than 25 projects using these platforms for 16 public-sector clients in the last five years—totaling more than 2,000 square miles of contributing area. FNI is well-versed in selecting and using the right modeling tool to assess the project condition and develop a sustainable solution.

## Commitment to Quality

Our commitment to quality and continuous improvement has been recognized nationally, with FNI twice receiving the **Malcolm Baldrige National Quality Award**. We're the first engineering/architecture firm so honored. The Baldrige program is a public-private partnership through the U.S. Department of Commerce that recognizes organizations for national leadership in performance excellence.

For nearly three decades, our firm has applied the Baldrige program's integrated management framework and assessment tools to improve practices and measure results, strengthening our business so we can continue delivering exceptional client service.

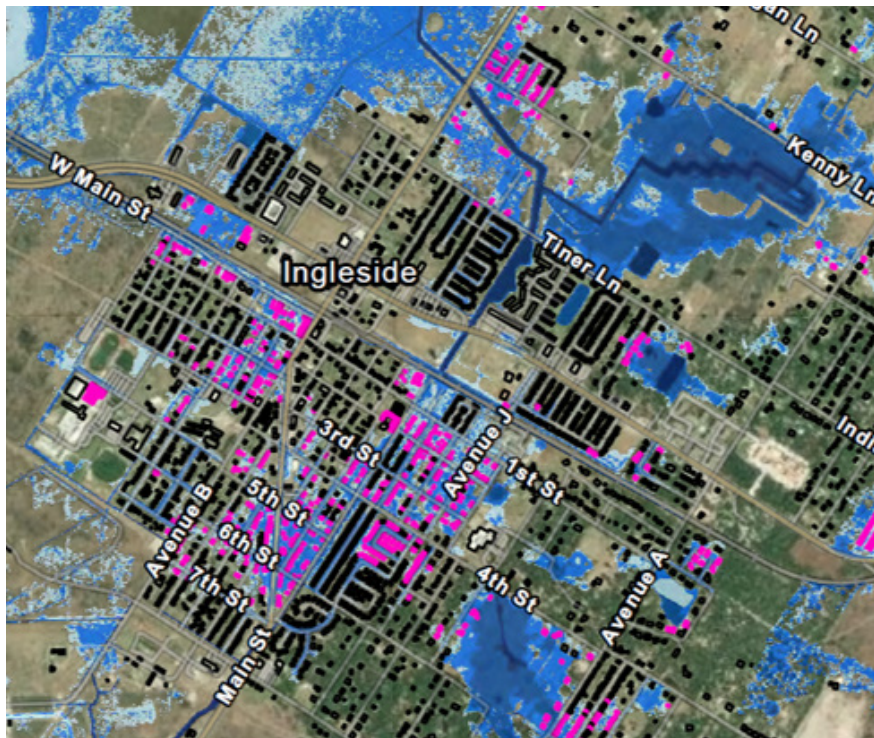


# City of Ingleside Experience

FNI has worked with the City on various engineering and planning tasks, including the Drainage Master Plan; Parks, Recreation and Open Space Master Plan; and Hurricane Harvey Recovery Project Management. Ingleside received Community Development Block Grant Mitigation (CDBG-MIT) funds for residents on Avenue B that have been impacted by flood waters. FNI is providing design services for improvements that include regrading roadside ditches, installing new culverts, underground storm drainage systems, inlets and manholes, repairing pavement, driveway repairs, adjusting water and wastewater utilities and installing ADA-compliant sidewalks and ramps. Because of our previous work and coordination with the City, we understand your procedures and preferences and are familiar with some of the staff we will be working with on this project.

## FNI's Ingleside Project Experience

- CDBG-MIT MOD - Avenue B Drainage
- Hurricane Harvey Recovery Project Management
- Parks, Recreation and Open Space Master Plan
- Drainage Master Plan



*City of Ingleside - Inundation Map*



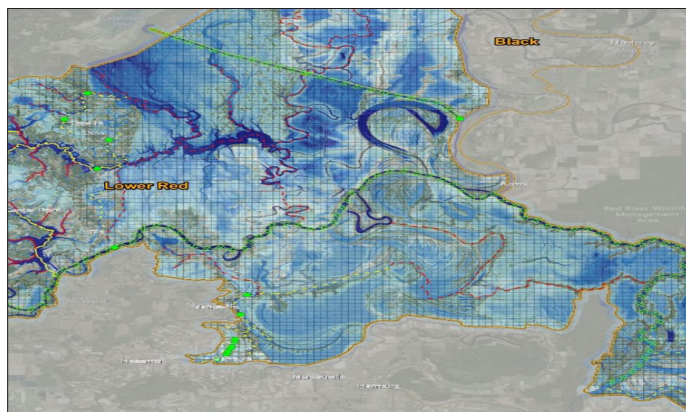
*City of Ingleside -Live Oak Park Pond*

## Experience with FEMA

As detailed in Sections 2 and 3 of this response, FNI has been very successful securing funds for clients through FEMA federal grant and loan programs, such as PA, Hazard Mitigation Grant Program (HMGP) and Flood Mitigation Assistance (FMA). We continue to support clients from the pre-award phase through the post-award phase to implement successful infrastructure projects.

In addition to our FEMA grant and loan experience, our team brings together a diverse group of subject matter experts (SME) with extensive experience related to FEMA CTP (Coordinating Technical Partner) contracting and products, blended with local expertise and knowledge of the City's initiatives. FNI is the prime entity responsible for overall project management, verifying coordination, collaboration and execution throughout any task order.

FNI is intimately familiar with all phases of the Risk MAP process and FEMA's Standards and Guidelines for Flood Risk Analysis and associated technical references and best practices. This is evident in our experience with supporting FEMA and numerous CTPs, including the Texas Water Development Board (TWDB), City of Austin, City of Fort Worth, City of Dallas, San Antonio River Authority (SARA), Oklahoma Water Resources Board (OWRB), Charlotte-Mecklenburg County and the Harris County Flood Control District (HCFCD). FNI also supports both HCFCD and SARA reviewing CLOMRs and LOMRs in support of FEMA's LOMR Review Partner program. **FNI has been supporting HCFCD since 2014 as part of their Model and Map Maintenance (M3) contract and has completed more than 150 LOMR delegation cases to date.**



*FNI is leading the combined 1D/2D analysis, floodplain mapping, consequence analysis and identification of flood risk reduction alternatives in Region 2 as part of the statewide Louisiana Watershed Initiative.*

## Project Funding Experts

FNI's funding team is dedicated to help you secure funding for community, infrastructure and building projects. Navigating the grant and loan process can be challenging and time-consuming, but we simplify it for you. With established relationships and regular contact with local, regional, state and federal funding agencies, we provide up-to-date funding opportunities for our clients. **FNI has a long history of working with grants and loans, both in obtaining the funds and in managing projects and performing engineering support that use these funds.**

In addition to supporting FEMA CTPs across the nation, FNI is supporting first-of-its-kind regional flood risk reduction and planning initiatives in Texas, Oklahoma and Louisiana. This includes performing hydrologic and hydraulic (H&H) modeling, floodplain mapping and identifying flood mitigation alternatives for Louisiana's Watershed Initiative (Region 2) and the Texas General Land Office (GLO) Regional Basin Flood Study (Central Region) – totaling 6,300 square miles of 2D study.

FNI is leading the development of the first statewide flood plan in Oklahoma and supported 12 of the 15 regional flood planning groups in Texas. The regional flood plans serve as the foundation for the first Texas statewide flood plan, which was delivered to the Texas state Legislature in September 2024.

This extensive experience is enhanced by our current role as a joint venture partner of the Advancing Resilience in Communities (ARC) FEMA Production and Technical Services (PTS) team. In this role, FNI supports the advancement of the Mapping Program, the Future of Flood Risk Data initiative, National Dam Safety Program and Federal Flood Risk Management Standard implementation. In support of implementing the Federal Flood Risk Management Standards, FNI is developing the Freeboard Value Approach (FVA) floodplains and 0.2%-annual-chance floodplains for 280 counties in FEMA Region 3.

## Experience with TDEM

During the project planning process, FNI will assist the City and their grant administrator in preparing its submittal to TDEM. Review by TDEM may take 45-60 days, depending on the state review capacity. Once approved by TDEM, the project plan will be submitted to FEMA. An additional 45-60 days should be estimated for FEMA to review the plan. The FNI team will confirm any revisions are completed. Upon Approval Pending Adoption (APA), FNI will assist in drafting an adoption resolution for the City.



## 02. Related Experience in Federally Funded Programs

FNI has decades of success applying for and securing funds for clients through federal grant programs, such as those administered by FEMA, HUD and The Federal Highway Administration (FHWA). We've helped numerous clients navigate programs, such as Public Assistance (PA), HMGP, FMA, CDBG and the Rebuilding American Infrastructure with Sustainability and Equity (RAISE).

The terms and conditions of a federal grant agreement can be burdensome on existing resources. FNI has both the expertise and experience to tailor projects to meet each program's specific criteria. This requires attention to the following tasks to maximize the grant benefit, while minimizing schedule delays and verifying clients remain in compliance:

- Scoping to maximize the award
- Compliant invoicing
- Regular and special reporting
- Federal NEPA environmental and 2 CFR 200 procurement processes
- Award-winning designs
- Construction management
- Overseeing project close-out

FNI also partners cooperatively with grant administration firms when necessary or required to meet program mandates or to help position clients for success in securing awards. We have a long history working with Grantworks and H2O Partners to implement grant and/or loan awarded projects, including projects for the City.

### Experience with Grants

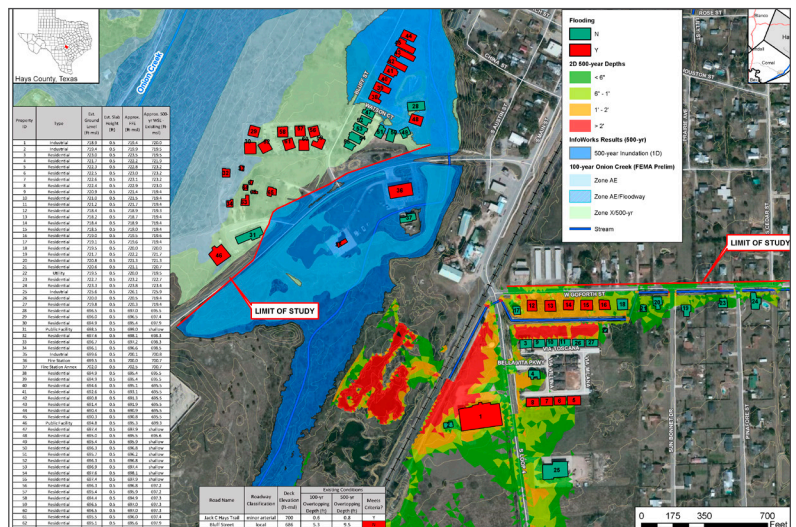
The table on the following page demonstrates our experience applying for state and federally funded construction projects.

### Funding Success

In the last 25+ years, FNI has helped clients access more than \$8.1 BILLION in low-interest loans and grants to fund 125+ projects from 35 different funding programs.

### Programs and Implementing Municipal Capital Improvement Plans

FNI has assisted in the preparation of numerous funding applications and FNI is the engineer of record for \$5.6 billion in committed low interest loans and grants through the TWDB. We have assisted clients in pursuing appropriate funding through the FEMA and TWDB programs, including FMA Grants, HMGP, Flood Protection Grants and Pre-Disaster Mitigation Grants. FNI has an extensive background in preparing flood damage economic models, benefit-cost analyses (BCA) and all the pertinent information that is required for a grant application.



*City of Buda Capital Improvements Projects (CIPs)–FNI helped secure an HMGP grant for \$2.21 million under FEMA Disaster Declaration DR-4245-TX with Langford Community Management Services as the grant administrator.*

## FNI FUNDING SUCCESS HIGHLIGHTS SINCE 2018

| CLIENT                 | Water | Wastewater | Stormwater | Hazard Mitigation | Disaster Recovery | Planning | State Funding | Federal Funding | Federal Earmark |
|------------------------|-------|------------|------------|-------------------|-------------------|----------|---------------|-----------------|-----------------|
| Brazoria County        |       |            | ✓          | ✓                 |                   |          |               | ✓               |                 |
| Chambers County        |       |            | ✓          | ✓                 | ✓                 | ✓        | ✓             | ✓               | ✓               |
| City of Houston        | ✓     | ✓          |            | ✓                 |                   | ✓        | ✓             | ✓               |                 |
| City of Aledo          |       | ✓          |            |                   |                   |          | ✓             | ✓               | ✓               |
| City of Arlington      |       | ✓          |            |                   |                   |          | ✓             |                 |                 |
| City of Baytown        |       |            | ✓          | ✓                 |                   | ✓        |               | ✓               |                 |
| City of Beaumont       |       | ✓          |            | ✓                 |                   | ✓        |               | ✓               |                 |
| City of Buda           |       |            | ✓          |                   |                   |          |               | ✓               |                 |
| City of Cameron        | ✓     |            | ✓          | ✓                 |                   | ✓        | ✓             | ✓               |                 |
| City of Cleburne       |       | ✓          |            |                   |                   |          | ✓             |                 |                 |
| City of Dayton         |       | ✓          |            | ✓                 |                   | ✓        |               | ✓               |                 |
| City of Denton         | ✓     |            |            |                   |                   |          | ✓             |                 |                 |
| City of Fort Worth     |       |            |            |                   |                   |          |               | ✓               |                 |
| City of Fredericksburg |       |            | ✓          | ✓                 |                   |          | ✓             |                 |                 |
| City of Freeport       |       | ✓          | ✓          | ✓                 | ✓                 |          |               | ✓               | ✓               |
| City of Frisco         |       |            |            |                   |                   | ✓        | ✓             |                 |                 |
| City of Fulshear       | ✓     | ✓          | ✓          |                   |                   |          | ✓             |                 |                 |
| City of Irving         |       |            | ✓          | ✓                 |                   | ✓        | ✓             |                 |                 |
| City of Kerrville      | ✓     | ✓          |            | ✓                 | ✓                 |          | ✓             |                 |                 |
| City of League City    |       | ✓          | ✓          | ✓                 |                   | ✓        | ✓             | ✓               |                 |
| City of Liberty        |       |            | ✓          |                   |                   | ✓        |               | ✓               |                 |
| City of Lubbock        | ✓     |            | ✓          | ✓                 |                   | ✓        | ✓             |                 |                 |
| City of Pearland       | ✓     | ✓          | ✓          | ✓                 |                   | ✓        | ✓             | ✓               |                 |
| City of Port Arthur    |       |            | ✓          | ✓                 |                   |          |               | ✓               |                 |
| City of Runaway Bay    |       | ✓          |            |                   |                   |          |               | ✓               | ✓               |
| City of Seabrook       |       |            | ✓          |                   |                   | ✓        |               | ✓               |                 |



## FNI FUNDING SUCCESS HIGHLIGHTS SINCE 2018

| CLIENT                                             | Water | Wastewater | Stormwater | Hazard Mitigation | Disaster Recovery | Planning | State Funding | Federal Funding | Federal Earmark |
|----------------------------------------------------|-------|------------|------------|-------------------|-------------------|----------|---------------|-----------------|-----------------|
| City of Seguin                                     |       | ✓          |            |                   |                   |          | ✓             |                 |                 |
| City of Stephenville                               |       |            | ✓          | ✓                 |                   | ✓        | ✓             |                 |                 |
| City of Sugar Land                                 |       |            | ✓          | ✓                 | ✓                 | ✓        | ✓             |                 |                 |
| City of White Settlement                           | ✓     |            |            |                   |                   | ✓        |               |                 |                 |
| Fort Bend County                                   |       |            | ✓          | ✓                 |                   | ✓        |               |                 |                 |
| Galveston County                                   | ✓     |            | ✓          | ✓                 |                   | ✓        |               | ✓               |                 |
| Greenbelt Municipal and Industrial Water Authority | ✓     |            |            |                   |                   |          | ✓             |                 |                 |
| Gulf Coast Water Authority                         |       |            | ✓          | ✓                 |                   |          |               | ✓               |                 |
| Harris County                                      |       |            | ✓          | ✓                 | ✓                 | ✓        | ✓             | ✓               |                 |
| Hunt County                                        |       |            | ✓          | ✓                 |                   | ✓        | ✓             |                 |                 |
| Jefferson County                                   |       |            | ✓          | ✓                 | ✓                 | ✓        | ✓             | ✓               |                 |
| Kaufman County                                     |       |            | ✓          | ✓                 |                   | ✓        | ✓             |                 |                 |
| Laguna Madre Water District                        | ✓     | ✓          |            |                   |                   |          | ✓             |                 |                 |
| Liberty County                                     |       |            | ✓          | ✓                 | ✓                 |          | ✓             | ✓               |                 |
| Matagorda County                                   | ✓     | ✓          | ✓          | ✓                 |                   | ✓        |               | ✓               |                 |
| Maverick County                                    |       | ✓          |            |                   |                   |          | ✓             |                 |                 |
| New Braunfels Utilities                            | ✓     |            |            |                   |                   |          | ✓             |                 |                 |
| North Alamo Water Supply Corporation               | ✓     |            |            |                   |                   |          | ✓             | ✓               |                 |
| North Harris County Regional Water Authority       | ✓     |            |            |                   |                   |          | ✓             |                 |                 |
| Orange County                                      |       |            | ✓          | ✓                 |                   | ✓        |               | ✓               |                 |
| Sabine River Authority                             |       |            | ✓          | ✓                 |                   | ✓        | ✓             |                 |                 |



# Hurricane Harvey Recovery Project Management

## City of Ingleside

FNI provided project management services in-house for the City of Ingleside in order to complete several reconstruction projects after Hurricane Harvey. FNI was ready to support our clients when they did not have adequate project management resources at a time when skilled project management was needed.

FNI helped the City navigate the rebuilding process by working with insurance agents and adjusters, FEMA personnel, TDEM personnel, contractors, City departments and the City Council. FNI coordinated design services for the reconstruction of the Ingleside City Hall, Public Library, the fire station, the municipal court building, three park facilities and the public works facility.

In addition to managing the repair/reconstruction projects, FNI worked with FEMA and insurance agents to document the damages and needs of the City and provided management of the construction phases, verifying that change orders were minimized and contractors were responsible for their efforts. FNI regularly provided updates to the Ingleside City Council throughout the process.

## LOCATION

Ingleside, Texas

## DATES

April 2018 - December 2020

## REFERENCE

Dale McConnell  
Streets & Drainage  
Department  
361-776-7409  
gmcconnell@inglesidetx.gov

## TEAM MEMBERS

- Shane Torno

## SERVICES PROVIDED

- Project Management
- Conditions Assessments
- Construction Management Support
- Coordination with grant administrator
- Coordination with funding agencies



# Avenue B Drainage

## City of Ingleside

Ingleside received CDBG-MIT funds for residents on Avenue B and adjacent streets that have been impacted by flood waters.

The City of Ingleside identified a residential community (the Humble Addition) along Avenue B that was impacted by flood waters and would benefit from stormwater infrastructure improvements to mitigate future flood damage and loss of property. This project will reduce the number of inundated structures and roadways, which benefits the residents by reducing damage to property and maintaining access to emergency vehicles during a storm event. FNI is managing and implementing the complete eligible project approved for disaster recovery/mitigation funding.

Residential properties in the Humble Addition are experiencing inundation throughout the neighborhoods and local streets. Additionally, the neighborhood streets (Oklahoma Avenue, Alvin R. Moore Avenue, Arkansas Street and Waco Street) experience overtopping during even minor storm events. Existing roadside ditches throughout the neighborhood do not have enough capacity to efficiently move flow to stormwater pipes, resulting in ponding

within the streets and flooding of homes. CCTV inspection of the existing pipes also showed several locations of damage or debris in the pipes which is limiting the capacity of the pipes. These instances of flooding can limit residents' ability to leave their homes during a flood event, poses a safety concern if emergency services are unable to safely access these residences and can cause damage to pavement over time due to repeated inundation. Reducing flood extents will provide a safer route to the schools for children that live in the neighborhood, or who cross through the neighborhood to get to school.

FNI is providing design services for improvements that include regrading roadside ditches, installing new culverts, underground storm drainage systems, inlets and manholes, repairing pavement, driveway repairs, adjusting water and wastewater utilities and installing ADA-compliant sidewalks and ramps. FNI also regularly coordinates with GrantWorks, the City's grant administrator and the FEMA grant manager.

### LOCATION

Ingleside, Texas

### DATES

Ongoing

### REFERENCE

Brenton Lewis  
City Manager  
361-776-2517  
blewis@inglesidetx.gov

### TEAM MEMBERS

- Sarah West
- Blaine Laechelin
- Nick Cecava
- Shane Torno
- Carlos Reyes
- Charles Crowell
- Ron Guzman
- Kyle Schmidt

### SERVICES PROVIDED

- Design Documents
- Bid Support
- Construction Management Support
- Coordination with grant administrator



# Drainage Master Plan

## City of Ingleside

FNI assisted the City of Ingleside with developing a drainage master plan.

The Ingleside Drainage Master Plan supports the goals presented in the City's Comprehensive Master Plan by providing proposed stormwater system improvements and maintenance recommendations, floodplain management recommendations to reduce erosion and improve water quality and a prioritized list of projects that reflect the City's commitment to resolving existing flooding issues while preparing for continued growth. Tasks included:

- **Data Collection** – Collected existing drainage information such as FEMA flood studies, TxDOT plans, U.S. Geological Survey (USGS) soil data, rainfall data, existing and future land use data and other available information.
- **Public Outreach** – Engaged with the public through virtual meetings and interactive websites to understand the chronic issues affecting their neighborhoods and coordinated with stakeholders such as the local Drainage District, TxDOT and adjacent communities to understand the issues, constraints and opportunities involved in developing the City's Drainage Master Plan.
- **GIS System Inventory** – Developed a GIS geodatabase, an ArcGIS online interactive web map containing City stormwater specific data and an

ArcGIS online data collector mobile application.

- **Field Data Collection (Survey and CCTV)** – Collected survey and CCTV data needed to conduct the stormwater channel and infrastructure modeling and provided the City with a summary of potential maintenance needs based on observations made during the data collection process.
- **2D Hydraulic Modeling** – Leveraged completed Base Level Engineering (BLE) models; updated the models with existing structure information from as-built construction plans and survey; and modeled the major channels in the City for existing channel conditions with future buildout to locate issues of concern. Utilized ICM modeling program for local storm drain/ditch systems.
- **CIP Projects** – Developed improvement alternatives to address identified flood-prone areas. In fully developed areas, considered retrofitting and upsizing existing systems; in undeveloped areas, drainage infrastructure plans for future development were designed to accommodate future flows. Identified potential alternatives that incorporate water quality components into the proposed solution and highlighted natural design elements that reduce non-point source pollutants.

## LOCATION

Ingleside, Texas

## DATES

August 2021 - May 2024

## REFERENCE

Brenton Lewis  
City Manager  
361-776-2517  
blewis@inglesidetx.gov

## TEAM MEMBERS

- Sarah West
- Blaine Laechelin
- Carlos Reyes
- Charles Crowell
- Ron Guzman
- Mark Evans
- Marco Lopez

## SERVICES PROVIDED

- Stormwater Master Planning
- Community Engagement
- CIP Project Development
- Coordination with grant administrator





---

# London Area Regional Retention Pond

## Nueces County

FNI provided design services to create construction plans for a regional retention pond and floodplain storage excavation on land donated to Nueces County, situated south of South Prairie Road and east of Rabbit Run.

FNI services included conducting a topographic survey and geotechnical investigation of the site, providing environmental services, developing preliminary site layout plans for approval by County staff and moving forward with final design and bid phase support. One unique feature of the project was a water quality unit allowing County staff to pump water out of the retention pond for use on roadways and other projects. FNI worked with the unit supplier to modify the installation configuration so the unit could withstand occasional submerged conditions encountered during more significant storm events when the site is inundated. The FNI team was challenged by an extremely short design schedule for this project. To receive the ARPA

grant funds to construct the project, the County had a hard deadline to have the construction contractor under contract by the end of 2024. FNI was given the notice to proceed with the design in June 2024, which meant the project had to be completed in three months to provide the County with enough time to bid and award the project by the end of the year. FNI met the County schedule and the Contractor was selected and under contract by mid-December 2024.

### LOCATION

Corpus Christi, Texas

---

### DATES

June 2024 - December 2024

---

### REFERENCE

Juan Pimentel, PE, CFM  
Director of Public Works  
& County Engineer  
361-888-0490  
juan.pimentel@  
nuecescountytx.gov

---

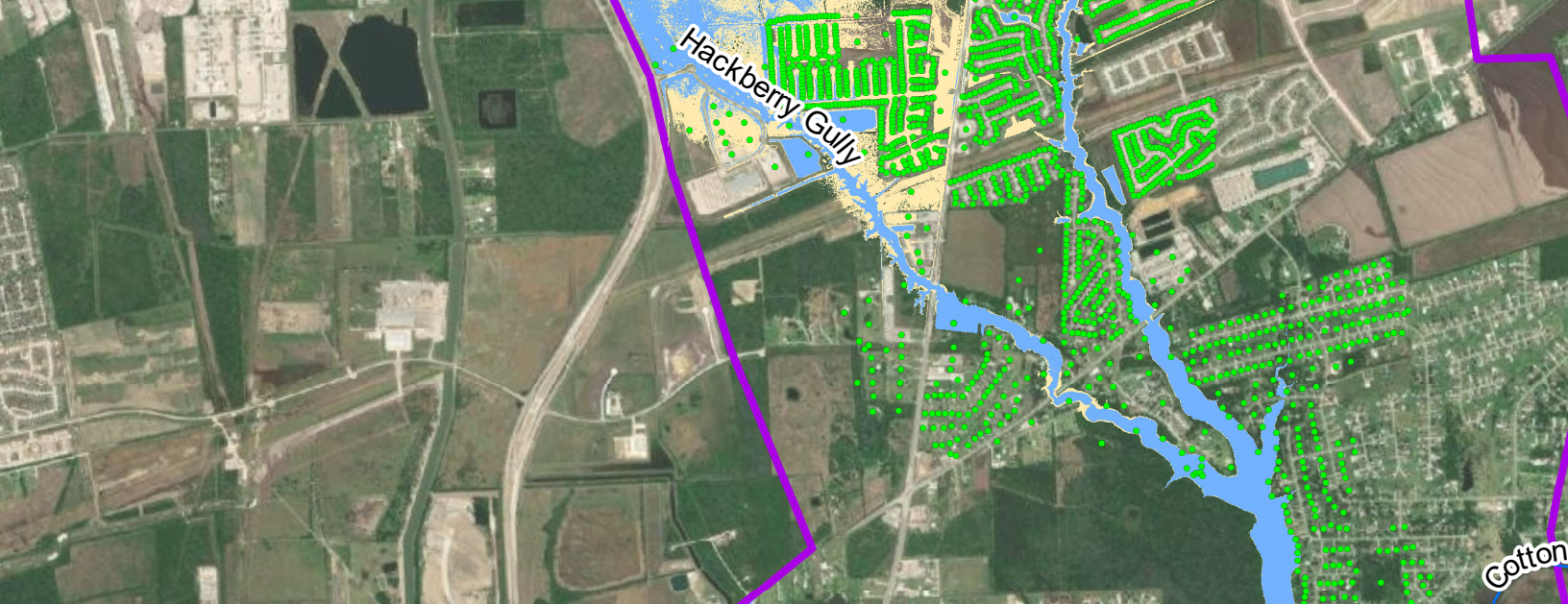
### TEAM MEMBERS

- Sarah West
- Carlos Reyes
- Charles Crowell
- Shane Torno
- Ron Guzman
- Kyle Schmidt

---

### SERVICES PROVIDED

- Design Documents
- Bid Support
- Coordination with grant administrator
- Coordination with funding agencies



# DR-4485 FEMA Hazard Mitigation Grant Program Assistance

## Chambers County

The FNI team provided engineering services to Chambers County, funded by FEMA's HMGP, to address recurring street and structural flooding issues in the area.

Multiple instances of extensive flooding, including Hurricane Harvey in 2017 and Tropical Storm Imelda in 2019, caused significant damage to properties and infrastructure. The resulting submerged roads posed immediate threats to public health and safety, hindering mobility for both motorists and emergency responders.

In collaboration with the County, FNI identified at-risk communities and

proposed flood hazard mitigation concepts to reduce long-term flood damages. Working closely with the County, FNI developed the necessary technical data to assess the cost effectiveness of the proposed flood mitigation measures. The benefit-cost analysis, guided by FEMA's hazard mitigation programs, compared future benefits to the total project cost, yielding a benefit-cost ratio greater than 1.0.

### LOCATION

Anahuac, Texas

### DATES

June 2022 - December 2022

### REFERENCE

Samantha Humphrey,  
PCED  
Director of Economic  
Development and Grant  
Management  
409-267-2692  
shumphrey@chamberstx.  
gov

### TEAM MEMBERS

- Dane Schneider

### SERVICES PROVIDED

- Flood hazard mitigation concepts
- Benefit-cost-analysis





# County Road 47 Widening

## Nueces County

FNI provided design services to widen the existing bridge on CR 47 between South Prairie and Rabbit Run.

Nueces County asked FNI to address safety concerns on County Road 47 due to the narrow roadway at an existing culvert crossing. The preferred approach was to modify the exiting concrete box culverts to allow for a wider roadway section. FNI provided survey, bridge design and roadway design in order to accomplish Nueces County's goal. **This ARPA grant funded project was successfully completed on a compressed project schedule.**

### LOCATION

Corpus Christi, Texas

### DATES

May 2024 - May 2025

### REFERENCE

Juan Pimentel, PE, CFM  
Director of Public Works  
& County Engineer  
361-888-0490  
juan.pimentel@  
nuecescountytexas.gov

### TEAM MEMBERS

- Shane Torno
- Ron Guzman
- Kyle Schmidt

### SERVICES PROVIDED

- Civil Design
- Structural Design
- Survey







---

# San Antonio Street Water and Wastewater Improvements

## New Braunfels Utilities

The City of New Braunfels had a planned rehabilitation for San Antonio Street. However, when construction started, shallow utility pipes stopped progress.

FNI was trusted to quickly design the relocation of the utility lines within this urban corridor to keep the original street improvements moving forward. FNI led the relocation and replacement of approximately 4,400 LF of 6-, 8- and 10-inch wastewater gravity mains. Stakeholders included an elementary school, residential property owners and commercial businesses. FNI created a design that worked with the existing infrastructure, which included multiple storm culverts and gas and

communication lines. The project was done jointly with a City of New Braunfels paving project, so designs were coordinated with the City's roadway consultant and construction was coordinated with both owners' inspectors. FNI responded quickly to construction challenges, like when an unmarked AT&T duct bank was located. New sheets were issued realigning the utility pipes. FNI helped coordinate the construction phasing around an elementary school schedule.

---

### LOCATION

New Braunfels, Texas

---

### DATES

October 2019- September 2021

---

### REFERENCE

Nick Puckett  
Senior Development  
Engineer  
830-608-8924  
npuckett@nbutexas.com

---

### TEAM MEMBERS

- Erin Mills
- Kyle Schmidt

---

### SERVICES PROVIDED

- Stakeholder coordination
- Developed a design that integrated with existing infrastructure
- Managed construction coordination with inspectors from both project owners
- Coordinated construction phasing around the elementary school schedule





---

# Long Meadow Drive Improvements Phase 1 (Hunt Drive to St. Andrews Drive)

**TxDOT - Corpus Christi District**

**FNI provided engineering design and construction phase services for Long Meadow Drive as part of the City's 2018 Bond Program.**

Long Meadow Drive is a 0.65-mile roadway bounded by St. Andrews Drive to the north and a cul-de-sac that terminates about 370 feet east of Hunt Drive. This street serves South Side Corpus Christi and provides direct access for the residents of the Corpus Christi Country Club community along with numerous apartments and townhomes. This segment of Long Meadow is intersected by Saratoga Boulevard, which is within TxDOT right-of-way (ROW) and includes TxDOT coordination for the pavement and utility connections at this intersection. Long Meadow Drive is designated as a C1 Minor Residential Collector in the Urban Transportation Plan (UTP), which recommends a 60-foot ROW

and 40 feet from the back of the curb to the back of the curb (BOC). The improvements for this project included the reconstruction of the existing 2-lane roadway with new asphalt pavement, curb-and-gutter, driveways, stormwater drainage improvements, potable water improvements (domestic water distribution and fire protection), wastewater improvements and construction of ADA-compliant pedestrian improvements. Associated improvements such as pavement markings, signage and traffic control/construction sequencing were also included. As part of the project, FNI re-designed a raised landscaped median and a new golf cart crossing serving the Corpus Christi Country Club.

---

## LOCATION

Corpus Christi, Texas

---

## DATES

October 2022 - March 2023

---

## REFERENCE

Jeffrey Edmonds, PE  
Director of Engineering  
Services  
361-826-3851  
jeffreye@cctexas.com

---

## TEAM MEMBERS

- Nick Cecava
- Blaine Laechelin
- Ron Guzman
- Kyle Schmidt

---

## SERVICES PROVIDED

- Surveying
- Geotechnical
- Utility Coordination
- Roadway Design
- ADA Design
- H&H
- Stormwater Design
- Water & WW Design
- Cost Estimating
- Construction Sequencing
- Bid and Construction Phase Services



# Greenwood Wastewater Main Repair

## City of Corpus Christi

FNI provided design services and TCEQ coordination support for an emergency repair of a large-diameter pipeline.

The City of Corpus Christi authorized FNI to support the response and provide engineering required for an emergency wastewater main project. A large diameter pipeline was compromised under the bridge at Greenwood Drive and South Padre Island Drive. The TxDOT

bridge is thought to have damaged or broken the pipe. Bypass pumping of sewage during the repair was required and FNI supported the City in the coordination with TCEQ.

### LOCATION

Corpus Christi, Texas

### DATES

September 2019 - August 2020

### REFERENCE

Jeffrey Edmonds, PE  
Director of Engineering Services  
361-826-3851  
jeffrey@cctexas.com

### TEAM MEMBERS

- Nick Cecava
- Erin Mills
- Ron Guzman
- Kyle Schmidt
- Shane Torno

### SERVICES PROVIDED

- Design services
- TCEQ coordination support



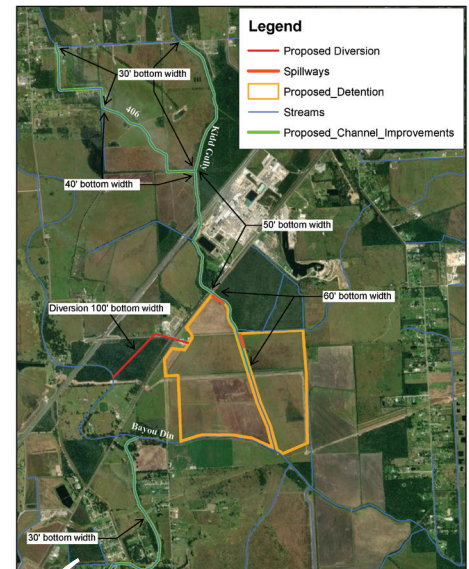
# FEDERALLY FUNDED CONSTRUCTION PROJECTS

## Flood Mitigation Assistance Funding for the Bayou Din Regional Detention Basin |

### JEFFERSON COUNTY DRAINAGE DISTRICT NO. 6

Areas within the Bayou Din watershed have experienced extensive, widespread flooding numerous times within recent years. The flooding is attributed to several unnamed storms and notably Hurricane Harvey in 2017 and Hurricane Imelda in 2019. These flooding events resulted in damages to real and personal property. Submerged roads prevented motorists and emergency responders from moving freely, presenting an immediate threat to public health and safety. Residential, commercial and industrial areas throughout the region were inaccessible for prolonged periods as floodwaters receded.

The Bayou Din Regional Detention Basin Project is located within the jurisdictional boundaries of the District. The project will implement stormwater management infrastructure to mitigate the risk of flooding in areas of Fannett, Texas, identified as Green Acres, Cheek, Winzer Road area, Bayou Din Drive area, Grand Oak Estates and adjacent communities. The project will also mitigate flood risk to vital industrial facilities within the watershed, such as the Goodyear Tire and Rubber plant. Following FEMA/TDEM Notice of Funding Opportunity, FNI was engaged to assist the District with submittal of an application to the 2022 FEMA funding assistance program competition. **The grant was approved by the State for funding by FEMA for \$50 million in FY 2023. Grant agreement between the District and TDEM was executed in April 2025.**



✓ APPROVED FOR FEDERAL FUNDING

**Dates:** 2021-present

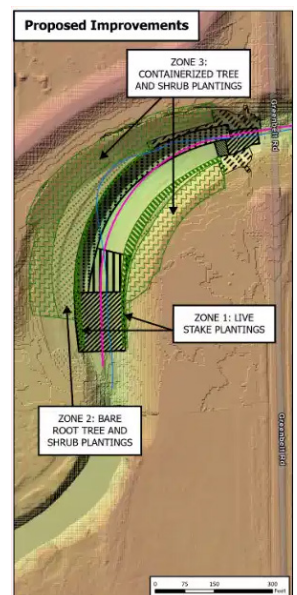
**Reference:** Karen K. Johnson, MBA, CTCD, CTCM | Chief Business Officer | 409-842-1818 | kjohnson@dd6.org | 6550 Walden Road, Beaumont, Texas 77707

## Third Barrel Village Creek Bank and Erosion Analysis | CITY OF FORT WORTH

The Village Creek Water Reclamation Facility (VCWRF, wastewater treatment and biosolids handling/disposal) is a critical facility owned and operated by the City of Fort Worth that now serves 23 communities and a population of 1.2 million people.

The West Fork Trinity River meanders between the two treatment facilities and has widened, adjusting to the changing land use and hydrologic conditions in the watershed. That has caused the river to become unstable. The instability threatens an accredited levee system currently protecting the biosolids facility from flood, which could cause a disruption in the wastewater treatment services that would result in a public health or safety crisis, or a combination of both.

**FNI helped the City create and submit an application to the FEMA Building Resilient Infrastructure and Communities (BRIC) program for the funding of a streambank stabilization/restoration and levee resiliency project. The application requested a total of \$7,863,325 for the construction of the project.**



✓ APPLIED FOR FEDERAL FUNDING

**Dates:** 2021-2023

**Reference:** Stacy Walters | Regulatory and Environmental Coordinator | 817-392-8203 | stacy.walters@fortworthtexas.gov | 200 Texas Street, Fort Worth, Texas 76102

## Funding Assistance | CITY OF ARLINGTON

The City of Arlington owns and operates two wastewater lift stations adjacent to Lake Arlington on Village Creek, a tributary of the West Fork Trinity River. Lake Arlington is a source of drinking water for thousands of people. Should these two lift stations fail due to loss of electrical power, wastewater would potentially overflow into the lake and cause public health and environmental hazards. Currently, the lift stations are only supplied with power through the City electric supply.

**The City applied for a FEMA HMGP grant to build an emergency backup power generator system to keep the lift stations operating even with a loss of the primary electrical power supply. The application requested a total of \$716,418 for the construction of the project.**

**Dates:** 2022-present

**Reference:** Emily Hannon, PE | Senior Engineer/Capital Projects–Water Utilities Department | 817-459-6635 | [emily.hannon@arlingtontx.gov](mailto:emily.hannon@arlingtontx.gov) | 101 West Abram Street, Second Floor, Arlington, Texas 76010



APPLIED FOR FEDERAL FUNDING

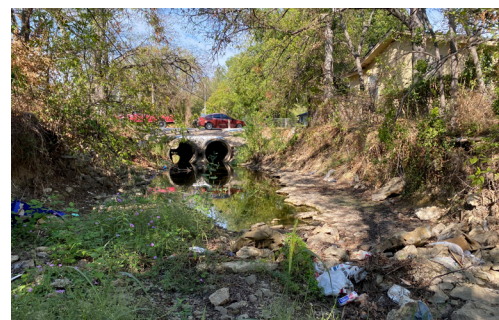
## Funding Assistance | CITY OF FORT WORTH

FNI is assisting the City of Fort Worth with preliminary engineering for the design of channel improvements along Upper Lebow Creek. Lebow Creek runs through the backyards of a low-income residential area. The creek was channelized and frequently exceeds its banks. The resulting flooding threatens over 300 structures in a 100-year storm, making this area one of the top flood mitigation priorities for the City.

FNI evaluated funding opportunities as part of the preliminary engineering of the improvements to resolve this flooding and recommended applications to the FEMA FMA and Building Resilient Infrastructure and Communities (BRIC) programs as well as the Texas Water Development Board Flood Infrastructure Fund (FIF). FNI prepared these applications to request \$50 million in funding from the FEMA programs and \$90 million from the FIF.

**Dates:** 2023-present

**Reference:** Jennifer Dyke, CFM | Assistant Transportation Public Works Director | 817-392-2714 | [jennifer.dyke@fortworthtexas.gov](mailto:jennifer.dyke@fortworthtexas.gov) | 200 Texas Street, Fort Worth, Texas 76102



APPLIED FOR FEDERAL FUNDING



## 03. Work Performance and References

FNI leverages its expertise in various funding sources and its involvement in state and regional flood planning efforts to identify opportunities to secure funding and maximize the impact of City resources. The FNI team has funding expert Mark Evans on staff. He is experienced in helping clients obtain funding from different sources to aid in financing different types of flood-related projects. Some of these include federal funding sources like FEMA, while other state funding may come from the newly created FIF through TWDB. Projects identified within this engineering services contract will be evaluated to determine what sources could be used to obtain funding for implementation.

Past projects demonstrating our execution of FEMA Grant projects are highlighted below.

# \$8.1 billion

In the last **25+ years**, FNI has helped clients access more than **\$8.1 billion** in low-interest loans and grants from **35** different funding programs to fund more than **125 state and federal projects**.



Since joining FNI in 2018, Funding Specialist Mark Evans has supported nearly 70 projects funded by agency programs, helping clients access more than \$2.2 billion in funding.

### Drainage CIPs | CITY OF BUDA

Historic flooding issues over the years and ongoing growth challenges created the need for a bond issue to fund the top four flood risk reduction projects across the City. FNI prepared a Preliminary Engineering Report (PER) to finalize the design of the project using the City of Austin Drainage Criteria Manual. The PER included field work and H&H modeling that varied for each area based on the complexity of the potential mitigation solutions (HEC-HMS, HEC-RAS and Infoworks). During the PER phase, the city was hit with a severe flooding event and the City Council requested that FNI revise the PER to include mitigation measures for similar-sized events – a 6-hour, 500-year event.

FNI developed designs for the solutions best suited to reduce flood risk, breaking the work into separate project areas across the city. This helped accelerate some projects while others went through more extensive easement acquisition and permitting. Ultimately, FNI designed solutions for three of the four project areas (the fourth was recommend for voluntary buy-out). Project area 1A included design of a flood control channel to divert water under CR2270 to a new outfall into Onion Creek. Project Area 2 included drainage channel improvements, culvert upsizing and extension and a 400-foot closed system in Downtown. Project Area 3 included 2,000 feet of earth channel modifications and upsizing three road crossings with bridge class structures.

Some of the unique features of Project Area 1A include TxDOT AFA and review, 825 LF of new 42-foot-wide earthen channel, 900 LF of new 20-foot-wide earth channel, a new triple 11-foot-by-6-foot box culvert under CR2770 and 300-foot-long (30-foot vertical drop) step pool outfall (cascading drop structure with large rock infill) that conveys flows to nearby Onion Creek. The design of this element involved complex geomorphology and hydraulic modeling to “drop” the water flow in stages to avoid erosion and damage due to high-velocity flows. The diversion also required detailed modeling of Onion Creek (used preliminary FEMA models for the 100-year and 500-year events) and no adverse impact modeling.

**FNI provided grant support services by way of developing project scopes, schedules and FEMA BCAs, which resulted in the City receiving a HMGP grant for \$2.21 million under FEMA Disaster Declaration DR-4245-TX.**

**Reference:** Angela Kennedy, PE | City Engineer/Assistant Director of Development Services | 512-695-1409 | [akennedy@budatx.gov](mailto:akennedy@budatx.gov) | 405 E Loop Street, Building 100, Buda, Texas 78610



**FEMA GRANT FUNDING**

## Detention Basin Improvements | HCFCD

FNI identified and evaluated design alternatives and developed a conceptual design report for improvements to the U520-01-00 detention basin located on Dinner Creek, a tributary of Langham Creek. The primary goal of the project was to reduce water surface elevations along Langham Creek, with a secondary goal to provide retention volume within the improved detention basin. A first phase of the basin was originally constructed in 2004 to provide regional detention for select developments on Dinner Creek and provides off-line detention along Dinner Creek. The second phase expanded the basin and added lateral weir structures to expand the effective detention volume and optimize the basin performance.

The H&H models from the physical map revision (PMR) for the Addicks Watershed were used as a starting point for the drainage analysis. FNI modified the models to reflect existing conditions and converted the steady-state HEC-RAS models for Langham Creek and Dinner Creek into a combined unsteady flow HEC-RAS model. These models were used to evaluate the benefits of modifications to the detention basin; over 500 different basin configurations were analyzed, with the most efficient configuration recommended for design. The proposed configuration provided 380 acre-feet of additional detention volume, 175 acre-feet of retention volume and resulted in a significant reduction to water surface elevations at key locations along Langham Creek.

**FNI also assisted the HCFCD in preparing grant applications for the project through the FEMA HMGP as well as the CDBG-MIT Program.**

**Reference:** Jonathan St. Romain, PE | Grants Administrator | 346-286-3750 | jonathan.st.romain@hcfcd.hctx.net | 9900 Northwest Freeway, Houston, Texas 77092



*Floodplain: Before*



*Floodplain: After*

✓ FEMA GRANT FUNDING

## Mustang Reservoir Restoration and Hazard Mitigation | GULF COAST WATER AUTHORITY

Mustang Reservoir is a two-cell reservoir located in Brazoria County that is owned and operated by GCWA and provides water to downstream industries and rice farms. It has a permitted capacity of 6,451 acre-feet and currently stores 4,380 acre-feet. Wave action from Hurricane Harvey damaged its impoundment embankments and caused a small breach that flooded adjacent farmland. GCWA engaged FNI to perform a Dam Breach Analysis and to prepare a PER and final Construction Documents.

The Dam Breach Analysis classified the reservoir as a high-hazard dam, triggering a requirement for spillways. The PER identified and recommended project features to repair the embankment damage, mitigate future damage and comply with TCEQ requirements. The final design raises the embankment height, flattens the side slopes and provides riprap slope protection for over eight miles of embankment. Six existing inlet and outlet structures will be replaced with fiberglass pipes and concrete vault structures with slide gates and two additional outlet structures will be provided. One uncontrolled spillway sized to pass 75% of the PMF will be provided in each of the reservoir cells. The final design phase included geotechnical slope analyses, structural design of the inlets, outlets and spillways and the creation of a Civil 3D model and a corridor of the proposed embankment used to develop the plans and calculate cut and fill quantities. Construction plans and specifications and a construction cost estimate were completed for the project.



✓ FEMA GRANT FUNDING

**This project was funded through FEMA's Hazard Mitigation Grant Program.**

**Reference:** Senthil Rajendran, PE | Project Manager | Engineering | 409-935-2438 | srajendran@gcwatx.gov | 4243 Emmett F. Lowry Expressway, Texas City, Texas 77591



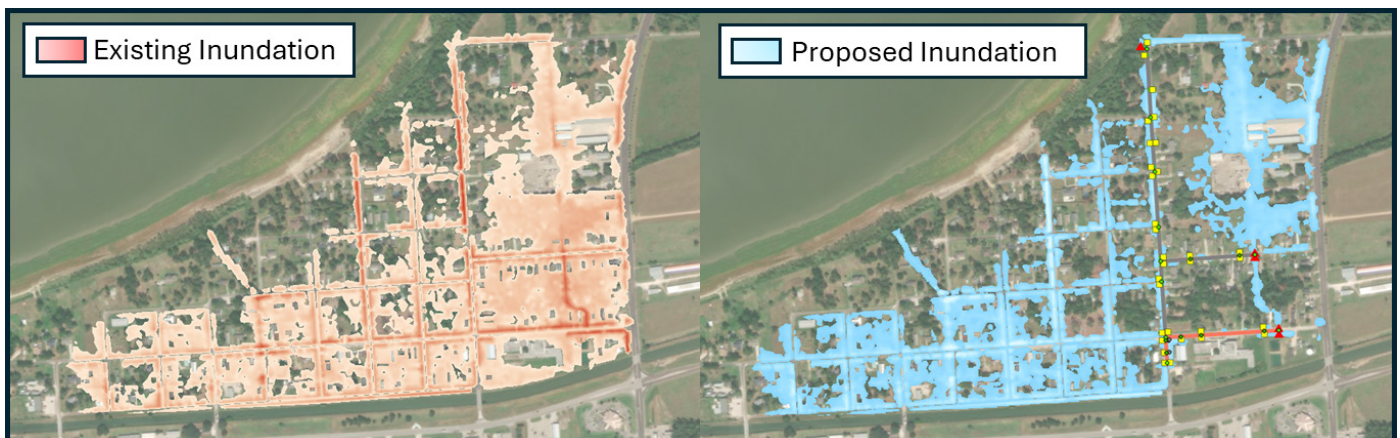
## 2022 CDBG-MIT Anahuac Drainage Improvements Project | CHAMBERS COUNTY

FNI was selected by Chambers County to provide pre- and post-funding phase services in support of securing the 2022 COG MOD of CDBG-MIT funds. The MOD designed by H-GAC and approved by Texas General Land Office (GLO) allocated a certain amount of grant funds to counties and municipalities. The flood mitigation project proposed by The County will utilize the \$15 million CDBG-MIT allocation. Chambers County is located in a region in Texas designated as impacted and distressed from flooding due to Hurricane Harvey in 2017 and other natural disasters. The County opted to utilize the CDBG-MIT funds to deliver a flood mitigation project to an low- and moderate-income (LMI) community in Anahuac, Texas. The neighborhood has been impacted by flood waters and would benefit from stormwater infrastructure improvements to mitigate future flood damage and loss of property. FNI developed a detailed hydraulic model using ICPR 4.0, this model assisted in the understanding of the flooding challenges, and flooding sources. FNI evaluated various flood mitigation alternatives using the hydraulic model, and recommended construction of new storm sewer trunkline along North Texas Avenue that will discharge to Lake Anahuac. New storm sewer laterals will also be constructed to replace the existing roadside ditch drainage system. Certain existing roadside ditches and crossing culverts will be regraded to improve conveyance of stormwater out of the neighborhood. The project includes survey, subsurface utility engineering, geotechnical investigation, public engagement, H&H analysis, roadway grading, roadside ditch grading, cultural and historical resources compliance, and environmental assessment & permitting activities. Upon completion of preliminary and final design phase, and approval by GLO, the project will progress to construction. The project is currently at 30% design.



✓ APPROVED FOR FEMA FUNDING

**Reference:** Samantha Humphrey | Director of Economic Development and Grant Management | 409-267-2692 | [shumphrey@chamberstx.gov](mailto:shumphrey@chamberstx.gov) | 404 Washington Avenue | Anahuac, Texas 77514



*Anahuac Drainage Improvements Project showing pre-project and post project ponding inundation reduced for the 100-year storm event.*

## A-Levee Repairs and Gravity Outfall Replacements | LIBERTY COUNTY WCID #5

During the 2015 Memorial Day Flood, an active piping situation occurred in the levee system along the gravity outfall conduits compromising approximately 40% of the gravity outfall system associated with Pump Station A. This led WCID #5 to drive steel sheet piles through two existing 48-inch diameter corrugated metal pipes and begin conversation with federal agencies to attain funding relief for the necessary repairs.

On May 11, 2016, a localized slope failure occurred on the west slope of the levee just south of the aforementioned gravity outfall conduits. WCID #5 installed rubble riprap in hopes to arrest the failure. On June 2, 2016, WCID #5 observed additional movement of the localized slope failure and asked FNI to observe the situation. FNI recommended the installation of steel sheet piles to temporarily arrest the slope failure until a long-term repair was made.



✓ FEMA GRANT FUNDING

WCID #5 also asked FNI to perform a geotechnical investigation in August 2016 in an effort to understand the levee's soil composition. On January 6, 2017, FNI was engaged by WCID #5 in the design for the repairs near Pump Station Site A. The repairs include the gravity outfall conduits and slope repairs for the levee at Pump Station A, which were compromised during the 2015 and 2016 storms, respectively.

The project involves two federal agencies, FEMA and the USDA-NRCS. FNI assisted the WCID #5 with securing grant funding for the repairs through the NRCS Emergency Watershed Protection Program (levee repairs) and FEMA's Hazard Mitigation Grant Program (gravity outfall replacement). To support applications, FNI developed H&H modeling for over 2,000 acres of Main A drainage area and performed an alternatives analysis of several gravity outfall configurations.

**Communication between the City of Liberty, WCID #5, FEMA and USDA-NRCS was key in obtaining sufficient funding for the project from design and through construction.**

**Reference:** James Leonard | President | 936-334-4145 | jameskleonard@imsday.com | 1829 Sam Houston Street, Liberty, Texas 77575

## B-Levee Repairs | CITY OF LIBERTY

Hurricane Harvey produced record rainfall throughout the Trinity River watershed and locally in the City, resulting in high water levels on the City's B-Levee. High water, rapid drawdown, scour and erosion resulted in slope damage along a segment of levee that extends west from Bowie Street. The damage included slope instability; sloughing, settlement and downward displacement and loss of levee material; and loss of slope protection. If not repaired and left unmitigated, the damage could have jeopardized levee function.

The City contracted with FNI to develop conceptual level damage repair designs, quantities and construction cost estimates to repair and restore the levee to pre-flood conditions and develop potential hazard mitigation measures to reduce future flood risk. FNI worked with the City to identify a preferred design concept and proceeded accordingly with the development of construction documents.



✓ FEMA GRANT FUNDING

**Reference:** Tom Warner, PE | 936-336-3684 | twarner@cityofliberty.org



# 04. Capacity to Perform

As shown in the table below, FNI has consistently delivered high-quality, timely solutions on municipal stormwater projects. With a dedicated team of licensed engineers and technical experts, we rely on proven methodologies to maintain rigorous quality control, confirming all deliverables meet client expectations and regulatory requirements. The project team has access to support staff and the resources of more than 1,300 professionals firmwide to execute the project on time and budget while maintaining FNI's quality standards. We are confident in our ability to mobilize the necessary resources and maintain a proactive project schedule, resulting in seamless execution and successful project outcomes within the stipulated timeframe.

## FNI BY THE NUMBERS

**300+** Flood studies completed

**1,000+** Flood projects designed

**150,000+** Square miles of H&H analysis performed

**135+** Dedicated FNI professionals skilled in stormwater engineering

| PROJECT SIMILARITIES                                           |                            |                           |                        |                          |                   |                 |                        |                 |                    |                                  |                         |                           |                      |                      |                                   |
|----------------------------------------------------------------|----------------------------|---------------------------|------------------------|--------------------------|-------------------|-----------------|------------------------|-----------------|--------------------|----------------------------------|-------------------------|---------------------------|----------------------|----------------------|-----------------------------------|
| PROJECT/CLIENT                                                 | Civil/Drainage Engineering | Environmental Engineering | Structural Engineering | Geotechnical Engineering | Surveying and SUE | Dam Engineering | Landscape Architecture | Cost Estimating | Storm Drain Design | Low-Water Crossing/Bridge Design | Detention/Flood Control | Channel Mods/Bank Stabil. | H&H Modeling/Impacts | Water Quality Design | Natural/Geomorphic Channel Design |
| Turtle Creek Restoration / City of Austin (COA)                | ▲                          | ▲                         | ▲                      | ▲                        | ▲                 |                 | ▲                      | ▲               | ▲                  |                                  |                         | ▲                         | ▲                    |                      | ▲                                 |
| Guadalupe Flood Risk Reduction / COA                           | ▲                          | ▲                         | ▲                      | ▲                        | ▲                 |                 | ▲                      | ▲               | ▲                  |                                  | ▲                       |                           | ▲                    | ▲                    | ▲                                 |
| MLK TOD Stormwater Conveyance/ COA                             | ▲                          | ▲                         | ▲                      | ▲                        | ▲                 |                 | ▲                      | ▲               | ▲                  |                                  |                         | ▲                         | ▲                    | ▲                    | ▲                                 |
| North Lamar Corridor Improvements / COA                        | ▲                          | ▲                         | ▲                      | ▲                        | ▲                 |                 | ▲                      | ▲               | ▲                  | ▲                                |                         |                           | ▲                    | ▲                    | ▲                                 |
| Stormwater Pond Safety Program / COA                           | ▲                          | ▲                         | ▲                      | ▲                        | ▲                 | ▲               | ▲                      | ▲               | ▲                  |                                  | ▲                       |                           | ▲                    | ▲                    | ▲                                 |
| Upper Walnut Creek Regional Detention / COA                    | ▲                          | ▲                         | ▲                      | ▲                        | ▲                 | ▲               | ▲                      | ▲               | ▲                  |                                  | ▲                       |                           | ▲                    | ▲                    | ▲                                 |
| Wells Branch Regional Detention / COA                          | ▲                          | ▲                         | ▲                      | ▲                        | ▲                 | ▲               |                        | ▲               | ▲                  |                                  | ▲                       | ▲                         | ▲                    | ▲                    | ▲                                 |
| Little Walnut Creek Bank Restoration / COA                     | ▲                          | ▲                         | ▲                      | ▲                        | ▲                 |                 | ▲                      | ▲               | ▲                  |                                  |                         | ▲                         | ▲                    | ▲                    | ▲                                 |
| Barton Creek Bank Restoration / COA                            | ▲                          | ▲                         | ▲                      | ▲                        | ▲                 |                 | ▲                      | ▲               | ▲                  |                                  |                         | ▲                         | ▲                    | ▲                    | ▲                                 |
| West Bouldin Creek Watershed Master Plan/ COA                  | ▲                          | ▲                         |                        |                          | ▲                 |                 |                        |                 |                    |                                  |                         |                           | ▲                    |                      | ▲                                 |
| West Austin and Reed Parks WQ Retrofits / COA                  | ▲                          | ▲                         |                        | ▲                        | ▲                 |                 | ▲                      | ▲               | ▲                  |                                  | ▲                       | ▲                         | ▲                    |                      | ▲                                 |
| Allandale Storm Drain and Utility Improvements / COA           | ▲                          | ▲                         | ▲                      | ▲                        | ▲                 |                 |                        | ▲               | ▲                  |                                  | ▲                       | ▲                         | ▲                    |                      | ▲                                 |
| Bois d'Arc Creek Mitigation and Permitting / NTMWD             | ▲                          | ▲                         |                        | ▲                        | ▲                 |                 | ▲                      | ▲               |                    |                                  |                         | ▲                         | ▲                    |                      | ▲                                 |
| San Gabriel Parkway / City of Leander                          | ▲                          | ▲                         | ▲                      | ▲                        | ▲                 |                 | ▲                      | ▲               | ▲                  |                                  | ▲                       |                           | ▲                    | ▲                    | ▲                                 |
| San Gabriel Dam and Road Rehabilitation / Williamson County    | ▲                          | ▲                         | ▲                      | ▲                        | ▲                 | ▲               | ▲                      | ▲               |                    | ▲                                |                         | ▲                         | ▲                    | ▲                    | ▲                                 |
| Drainage CIPs / City of Buda                                   | ▲                          | ▲                         | ▲                      | ▲                        | ▲                 |                 | ▲                      | ▲               | ▲                  | ▲                                | ▲                       | ▲                         | ▲                    | ▲                    | ▲                                 |
| Broadway Street and Drainage Improvements/ City of San Antonio | ▲                          | ▲                         | ▲                      | ▲                        | ▲                 |                 | ▲                      | ▲               | ▲                  |                                  |                         |                           | ▲                    | ▲                    | ▲                                 |
| North Bureson Street / City of Kyle                            | ▲                          | ▲                         | ▲                      | ▲                        | ▲                 |                 | ▲                      | ▲               | ▲                  | ▲                                | ▲                       | ▲                         | ▲                    |                      | ▲                                 |
| Belford Area Drainage Improvements / City of San Antonio       | ▲                          | ▲                         | ▲                      | ▲                        | ▲                 |                 |                        | ▲               | ▲                  | ▲                                | ▲                       | ▲                         | ▲                    |                      | ▲                                 |
| Hopkins Street and Travis Outfall / City of San Marcos         | ▲                          | ▲                         | ▲                      | ▲                        | ▲                 |                 | ▲                      | ▲               | ▲                  |                                  | ▲                       |                           | ▲                    | ▲                    | ▲                                 |
| Kirkner Low-Water Crossings / Bexar County                     | ▲                          | ▲                         | ▲                      | ▲                        | ▲                 |                 |                        | ▲               |                    | ▲                                |                         | ▲                         | ▲                    |                      | ▲                                 |
| FEMA PTS Services / FEMA Regions 1, 2,3,5                      | ▲                          |                           |                        |                          |                   | ▲               |                        |                 |                    | ▲                                |                         |                           | ▲                    |                      | ▲                                 |
| Upper Brushy Creek Dam Modernization Program / UBCWCID         | ▲                          | ▲                         | ▲                      | ▲                        | ▲                 | ▲               | ▲                      | ▲               |                    |                                  | ▲                       | ▲                         | ▲                    |                      | ▲                                 |

## 05. Resources

FNI acknowledges that not all scopes of work outlined below will be required for each PA assignment, but we have identified the key personnel and tasks that might be needed to deliver the variety of projects that may be possible with FEMA funds.

We are committed to providing responsive service and understand that time is money. The location of our project team members, our familiarity with the area and our prior experience providing professional services to the City give us the ability to provide a quick response.

FNI's current workload will not hinder our ability or commitment to provide the City with the same quality and timely service as received by all of our clients. Each proposed team member is available to begin your project upon receipt of a signed contract from the City. However, should additional resources become required throughout the course of providing services, FNI can draw from the expertise and resources of our entire firm to help meet your needs. We will commit the resources necessary to get the job done.

Team members were selected based on their technical expertise, location, experience with other team members and current availability for this project. We monitor each project to balance staff workload with project needs to continuously deliver high-quality projects to the City. Please see the following pages for resumes of the proposed team.

### FNI BY THE NUMBERS

**270+**

Professional  
Engineers

**57**

Certified Floodplain  
Managers

**100+**

Stormwater  
Professionals

**100+**

Water Resources  
Professionals

**50+**

Drainage Master  
Plans Completed

**32**

Envision  
Sustainability  
Professionals

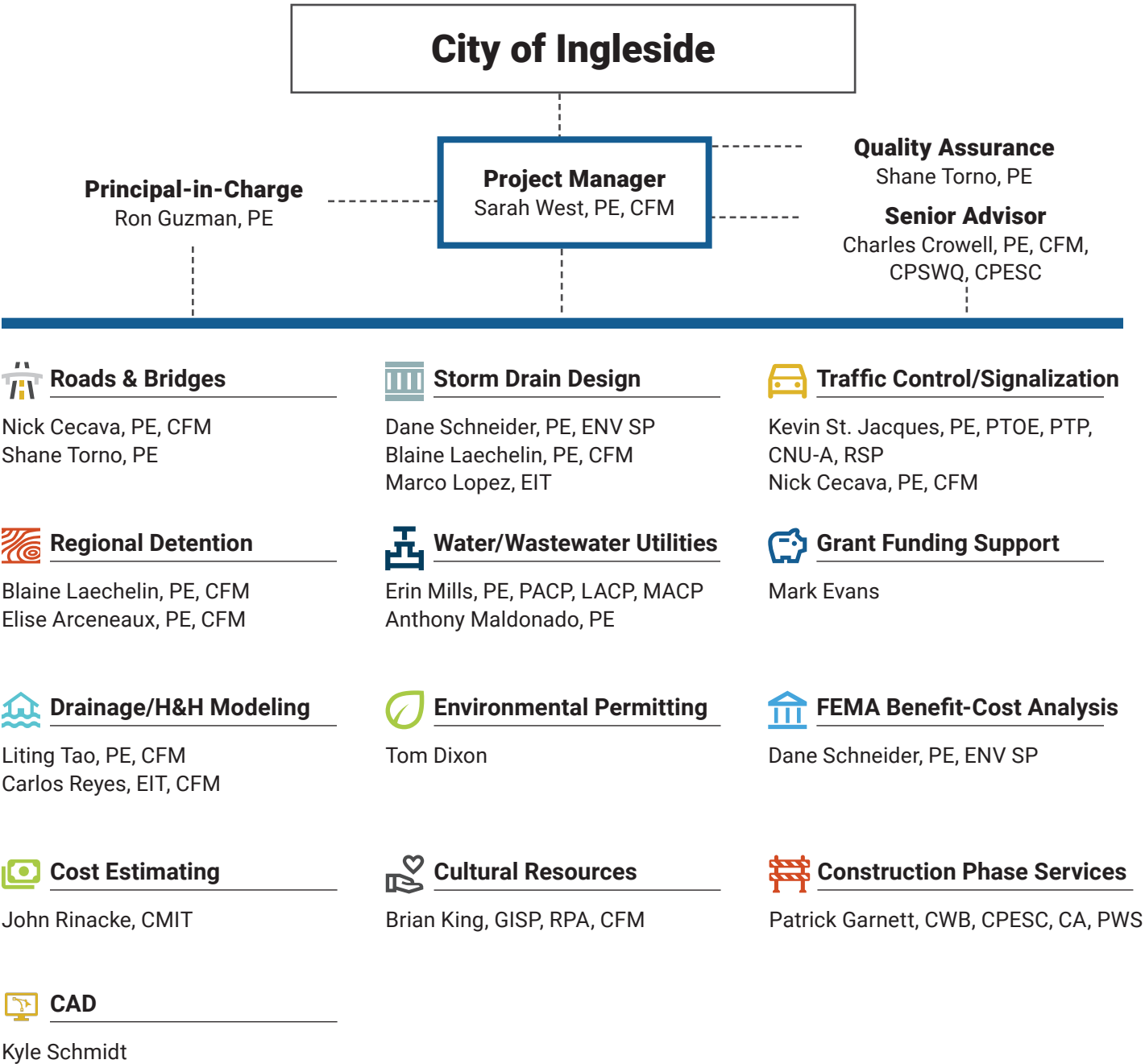
**300+**

Flood Studies  
Completed

**75**

Planners and GIS  
Professionals

# Organizational Chart



If awarded, FNI commits to adhering to the small and minority business, women's business enterprise and labor surplus area firms contracting requirements to provide and/or support the following services, if necessary to perform the project scope.

## POTENTIAL SERVICES BASED ON SCOPE

|                                         |                               |                                        |
|-----------------------------------------|-------------------------------|----------------------------------------|
| <b>Landscape Architecture</b>           | <b>Surveying</b>              | <b>Utility Coordination/Relocation</b> |
| <b>Geotechnical Analysis and Design</b> | <b>Structural Engineering</b> | <b>Parks/Recreational</b>              |



# Ron Guzman PE

## Principal-in-Charge

### EXPERIENCE

37 years

### EDUCATION

BS, Civil Engineering,  
Texas A&M University

### REGISTRATION

Professional Engineer, TX  
#76782

Ron has served as Project Manager for a variety of transportation, water resources, wastewater and utility projects. His experience includes roadway design schematics, H&H analysis, stormwater systems, utility coordination, rail systems, site development, public outreach and development of detailed PS&E.

Ron has extensive experience working with the City of Corpus Christi, TxDOT and the Regional Transit Authority, both individually and concurrently. His ability to manage and assist in a wide array of projects can be clearly seen in his performance with recent City transportation, water/wastewater and site development projects. This broad range of experience enables Ron to manage the most challenging of assignments.

### RELEVANT PROJECT EXPERIENCE

#### **Avenue B Drainage | City of Ingleside | Staff Team**

Ingleside received Community Development Block Grant Mitigation (CDBG-MIT) funds for residents on Avenue B that have been impacted by flood waters. FNI is providing design services for improvements that include regrading roadside ditches, installing new culverts, underground storm drainage systems, inlets and manholes, repairing pavement, driveway repairs, adjusting water and wastewater utilities and installing ADA-compliant sidewalks and ramps.

#### **Surface Transportation Block Grant Set-Aside Funding Program | City of Corpus Christi | Senior Advisor**

FNI prepared planning level construction cost estimates, budget summaries and project location exhibits for 10 City sponsored funding applications for the Surface Transportation Block Grant Set-Aside Funding Program.

#### **Bob Hall Pier Peer Review | Nueces County | Senior Advisor**

As a subconsultant, FNI performed a peer review of the design and opinions of probable construction costs developed by the Engineer of Record at the 30%, 60% and 100% stages. FNI also provided quality control and compliance of structural, architectural and MEP elements.

#### **Colorado River Intake Erosion Mitigation | City of Corpus Christi | Client Representative**

FNI provided investigation and mitigation design for erosion issues associated with Mary Rhodes Phase 2 Intake Structure. Work included the development of design alternatives to withstand a 10-year event during the first two years of vegetation establishment, eventually to withstand a 25-year event. Alternatives address streambank stabilization and in-channel structures.





# Sarah West PE, CFM

## Project Manager

---

### EXPERIENCE

22 years

---

### EDUCATION

BS, Biological Systems Engineering, Texas A&M University

BS, Wildlife and Fisheries Sciences, Texas A&M University

---

### REGISTRATION

Professional Engineer, TX #101328

Certified Floodplain Manager, Texas Floodplain Management Association, #1791-09N

Sarah's design expertise includes stormwater infrastructure, design of channels and underground systems and drainage master planning. She also has experience in street design for arterial, collector and residential roadways, including underground utilities and coordination with various stakeholders.

Sarah has been managing projects for municipal, county and private clients for nearly a decade. She is adept at coordinating with multiple stakeholders, from local elected officials to state and federal partners such as TxDOT, FEMA, the Port of Corpus Christi and the U.S. Army Corps of Engineers (USACE).

---

### RELEVANT PROJECT EXPERIENCE

#### **Drainage Master Plan | City of Ingleside | Project Manager**

FNI provided a drainage master plan to support the City's comprehensive master plan that proposed stormwater system improvements and maintenance recommendations, floodplain management recommendations to reduce erosion and improve water quality and a prioritized list of projects that reflected the City's commitment to resolving existing flooding issues while preparing for continued growth. Sarah managed the project, confirmed all components met the scope and schedule, kept the client informed of progress and coordinated with various stakeholders as required.

#### **London Area Regional Retention Pond | Nueces County | Project Manager**

FNI provided design services for a regional retention pond and floodplain excavation on land donated to Nueces County. Work included a topographic survey, geotechnical investigation, environmental services, preliminary layout approval and final design with bid phase support. Faced with a tight three-month timeline to meet ARPA grant requirements, FNI began design

in June 2024 and completed it in time for contractor selection by mid-December. As Project Manager, Sarah coordinated subconsultants, oversaw plan development from concept to bid-ready and ensured timely environmental clearances.

#### **Williams Ditch Flood Mitigation Project | City of Corpus Christi | Project Manager**

FNI helped advance the Williams Ditch project to flood mitigation project (FMP) status by running pre- and post-project models; preparing exhibits, a Benefit-Cost Analysis and a summary report; and compiling the geodatabase data. The documentation was submitted to the Region 13 Flood Planning Group for inclusion in the 2023 Flood Plan, enabling the City to pursue FIF funding in 2026. As Project Manager, Sarah ensured the scope was delivered on time and within budget, completing all tasks within one month of notice to proceed.



# Shane Torno PE, PMP

## Quality Assurance and Roads & Bridges

---

### EXPERIENCE

29 years

---

### EDUCATION

BS, Ocean Engineering,  
Texas A&M University

---

### REGISTRATION

Professional Engineer, TX  
#89499

Project Management  
Professional, #483497

Shane's structural engineering experience includes windstorm certifications, structural design, field studies and construction supervision.

He has designed commercial, industrial and marine structures, as well as managed structural engineering teams. Shane has also conducted field studies and condition assessments evaluating existing structures.

---

### RELEVANT PROJECT EXPERIENCE

#### **Hurricane Harvey Recovery Project Management | City of Ingleside | Project Manager**

FNI provided project management services related to Hurricane Harvey recovery, CIP and future bond planning as requested by City Staff. Shane provided project management services in-house in order to complete several reconstruction projects after Hurricane Harvey.

#### **Landa Park Aquatic Complex Structural Assessments | City of New Braunfels | Project Manager**

FNI performed a structural evaluation of existing conditions on elements, including the slide stair structure, rope swing platform and the slide attachment columns. As Project Manager and structural engineer, Shane oversaw the execution of the project, including conducting all field inspections, evaluating the structures and preparing the final report. As a result, the evaluation was completed in a matter of weeks and the resulting report allowed the owner to prepare the facility for safe operations in the coming season.

#### **Coastal Bend Food Bank Warehouse and Office | Coastal Bend Food Bank | Project Manager**

As a subconsultant, FNI provided structural design services for the new warehouse and office which includes

foundation, tilt-up concrete exterior walls, second floor office space and roof system.

#### **Plant No. 1 Pump Building Condition Assessment | Lower Colorado River Authority | Project Manager**

FNI performed a structural condition assessment for the Plant No. 1 Pump Building, including a field visit for a structural inspection and a field visit for a diving subconsultant. The assessment addressed whether the pump house structure can be safely operated for the next 20 years during normal conditions or if rehabilitation is needed.

#### **Mud Bridge Emergency Repairs | City of Corpus Christi | Project Manager**

FNI provided structural inspections, recommendations and design drawings for short-term repairs by performing site investigations, observing damaged areas, reviewing potential repair methods and identifying the final design solutions. As Project Manager and structural engineer, Shane conducted all field inspections on the damaged bridge elements, prepared an evaluation report, developed repair plans and oversaw the implementation of the repairs by the City's contractor. As a result, the bridge was brought back into service within 3 months of the initial outage.



# Charles Crowell Jr., PE, CFM, CPSWQ, CPESC

## Senior Advisor

Charles has a diverse background in civil engineering, stormwater engineering and stormwater management.

Charles takes a client-focused team approach to delivering programs and projects to meet the unique needs of each client. His nearly six years of experience in local government gives him an Owner's perspective that he brings to each project.

### EXPERIENCE

31 years

### EDUCATION

BS, Civil Engineering Technology, Southern Polytechnic State University

### REGISTRATION

Professional Engineer, TX #101439

Certified Professional StormWater Quality, EnviroCert International, Inc., #00000533

Certified Floodplain Manager, Association of State Floodplain Managers, #US-08-03551

Certified Professional in Erosion and Sediment Control, EnviroCert International, Inc., #00003472

### RELEVANT PROJECT EXPERIENCE

#### **Avenue B Drainage | City of Ingleside | Senior Advisor/Quality Control**

Ingleside received CDBG-MIT funds for residents on Avenue B that have been impacted by flood waters. FNI is providing design services for improvements that include regrading roadside ditches, installing new culverts, underground storm drainage systems, inlets and manholes, repairing pavement, driveway repairs, adjusting water and wastewater utilities and installing ADA-compliant sidewalks and ramps.

#### **Overholser Dam Structural Stability Improvements | City of Oklahoma City | Grant Support**

FNI performed a comprehensive engineering evaluation of Overholser Dam and is designing Phase I of the rehabilitation improvements. FNI helped the City obtain FEMA grant funding and OWRB funding for Phase I construction. Charles provided technical support for FEMA coordination and grant funding.

#### **National Dam Safety Program Operations Support | FEMA | Dam Safety and Floodplain Technical Lead**

As part of the Advancing Resilience in Communities (ARC) joint venture, FNI provided comprehensive technical support for FEMA's NDSP, offering expertise in dam safety, risk management and disaster response, including the development of program-specific guidance, risk

assessment tools and mitigation strategies. Our technical assistance included developing and maintaining program-specific guidance, such as dam flood consequence assessment, risk assessment and risk reduction mitigation actions. This guidance specifically supported the use and application of risk-based prioritization tools for High Hazard Potential Dams (HHPD) grant applicants and prioritized state-regulated eligible dam portfolios. Throughout the year, our team monitored natural hazards impacting dams and specifically coordinated with FEMA and other agencies during and after dam incidents in Rapidan, Minnesota and Nashville, Illinois. Furthermore, we prepared for and delivered the Collaborative Technical Assistance (CTA) session for Chemung County, New York, including presenting both virtual and in-person community resilience sessions, developing evacuation scenarios and conducting a community-wide dam incident tabletop exercise.



# Nick Cecava PE, CFM

## Roads & Bridges and Traffic Control/Signalization

Nick specializes in municipal transportation, utility and drainage design and construction management projects.

### EXPERIENCE

24 years

### EDUCATION

BS, Civil Engineering,  
New Mexico State  
University

### REGISTRATION

Professional Engineer, TX  
#97391

Certified Floodplain  
Manager, Texas  
Floodplain Management  
Association, #0939-06N

Nick's experience includes roadway, drainage and trail design; development plan reviews; quality control reviews; franchise utility relocation/coordination; and construction inspection. His previous employment for the City of Dallas Public Works and Transportation Department provides Nick an in-depth knowledge of municipal infrastructure systems, staff priorities and city design and permitting processes.

### RELEVANT PROJECT EXPERIENCE

#### **Avenue B Drainage | City of Ingleside | Roadway Design/Traffic Control**

Ingleside received CDBG-MIT funds for residents on Avenue B that have been impacted by flood waters. FNI is providing design services for improvements that include regrading roadside ditches, installing new culverts, underground storm drainage systems, inlets and manholes, repairing pavement, driveway repairs, adjusting water and wastewater utilities and installing ADA-compliant sidewalks and ramps.

#### **Kostoryz Road Median and Traffic Signal Improvements | City of Corpus Christi | Project Manager**

FNI is providing on-call traffic engineering services for traffic analysis and surveys, minor roadway improvements for enhanced traffic movements, traffic signalization and synchronization, traffic control plans and other issues related to traffic and street configurations. FNI is assisting the City with site investigations, analysis with recommendations for developing project scopes, cost estimating, design and constructability peer review, cost and schedule controls, design management and other support services as required by the City.

#### **Surface Transportation Block Grant Set-Mud Bridge Emergency Repairs | City of Corpus Christi | Roadway Design/Traffic Control**

FNI provided structural inspections, recommendations and design drawings for short-term repairs by performing site investigations, observing damaged areas, reviewing potential repair methods and identifying the final design solutions.

#### **Everhart Road Improvements (South Padre Island Drive to Alameda Street) | City of Corpus Christi | Project Manager**

FNI is providing design services to include roadway, utility, traffic signal, sidewalk and ADA curb ramp reconstruction. The project includes TxDOT coordination.

#### **Brawner Parkway Improvements (Kostoryz Road to Carroll Lane) | City of Corpus Christi | Project Engineer**

FNI provided roadway and utility design services for Brawner Parkway from Kostoryz Road to Carroll Lane. Services included roadway plan and profile; water, wastewater and stormwater design; striping and signage; signalization; bid and construction services; public outreach; TDLR; and traffic control.





# Dane Schneider PE, ENV SP

## Storm Drain Design and FEMA Benefit-Cost Analysis

---

### EXPERIENCE

33 years

---

### EDUCATION

BS, Civil Engineering,  
University of Houston

BEnvD, Environmental  
Design in Architecture,  
Texas A&M University

---

### REGISTRATION

Professional Engineer, TX  
#97426

Envision Sustainability  
Professional, Institute  
for Sustainable  
Infrastructure, #30398

Dane has extensive industry experience in engineering, architecture and planning. His engineering career includes 20 years of managing the planning, design and construction of public works and land development projects.

Dane served the City of Houston for 10 years as Program Manager and Stormwater Engineering Lead responsible for the delivery of the City's adopted CIP. Dane has extensive experience working with local, state and federal agencies, including HCFCF, TxDOT, USACE, FEMA and METRO.

---

### RELEVANT PROJECT EXPERIENCE

#### **Austin Park and Chimneystone Drainage Improvements | City of Sugar Land | Project Manager**

FNI provided design and cost estimation services for the construction of storm sewer improvements in the Chimneystone subdivision in Sugar Land. FNI also designed approximately 5,000 LF of new flood control channel along the eastern boundary of the subdivision from Austin Parkway to south of Highway 6 and 3,200 LF of new storm sewer trunkline along Commonwealth Boulevard.

#### **2022 CDBG-MIT Anahuac Drainage Improvements | Chambers County | Project Manager**

FNI is providing pre- and post-funding phase services to secure CDBG-MIT funds. The County is located in a region in Texas designated as impacted and distressed from flooding due to Hurricane Harvey in 2017 and other past natural disasters. The County's allocation of approximately \$14.9M of mitigation project funds was based on objective factors such as disaster damage, households impacted, LMI population, and population located in the floodplain.

#### **Flood Control Disaster Recovery Program | HCFCF | Stormwater Engineer**

FNI supported HCFCF in assessing and documenting damage for all 22 Harris

County watersheds sustained from the April 2016 "Tax Day" storm event and Hurricane Harvey. The program then pursued funding opportunities through FEMA, USACE and NRCS. The program also managed the design and construction of multiple repair packages, completed by multiple consultants and contractors, within each of the watersheds.

#### **The Meadows Subdivision Drainage Improvements | City of League City | Project Manager**

FNI is providing services for drainage improvements within the 200-acre subdivision, such as the design of the ultimate cross-section for a tributary to Robinson Bayou that outfalls to Clear Creek. The scope includes updating the hydrologic models to utilize Atlas 14 rainfall values and incorporate the channel deepening, storm sewer inlet and outfall capacity improvements, as well as side-lot overland relief swales.

#### **Central Region Flood Studies | Texas GLO | Staff Team**

FNI is assisting 20 Hurricane Harvey impacted counties and municipalities in identifying and funding flood risk reduction strategies and mitigation projects that reduce disaster suffering and increase community resiliency.



# Kevin St. Jacques PE, PTOE, PTP, CNU-A, RSP

## Traffic Control/Signalization

---

### EXPERIENCE

41 years

---

### EDUCATION

BS, Civil Engineering,  
Virginia Tech

---

### REGISTRATION

Professional Engineer, TX  
#69700

Professional Traffic  
Operations Engineer,  
Transportation  
Professional Certification  
Board, #420

Professional  
Transportation  
Planner, Transportation  
Professional Certification  
Board, #314

Congress for New  
Urbanism, Accredited  
(CNU-A)

Road Safety Professional,  
Transportation  
Professional Certification  
Board, #88

Kevin is a firm Associate and Senior Transportation Project Manager in the firm's Transportation Planning/Traffic Engineering Group.

With a background in transportation engineering and construction, his technical expertise includes traffic operations analysis, traffic signal design, roadway intersection design and transportation facilities planning. Some of his most significant traffic engineering experience includes serving as Project Manager for on-call traffic services to TxDOT-Dallas District (2002-2009) and TxDOT-Fort Worth District (2004-2009) for analysis of traffic data, preparation of design volumes and operational analyses for various rural, suburban and urban highway facilities.

---

### RELEVANT PROJECT EXPERIENCE

#### **IDIQ Traffic Engineering Services | City of Corpus Christi | Project Manager, Lead Traffic Engineer**

FNI addressed the City's needs while filling in on an interim basis. Responsibilities included crash analysis and development of mitigation measures; neighborhood traffic calming; review of developer plats and TIAs; signal design, installation reviews and equipment specifications; thoroughfare plan modifications; roadway design reviews; pedestrian crossing safety assessments and mitigation. As Project Manager, Kevin was responsible for executing the roles of the City Traffic Engineer, managing division staff and coordinating their efforts to implement ongoing programs and address specific needs for Engineering Department roadway improvement projects. He modeled traffic conditions in Synchro to assess operations and develop signal timing plans. He reviewed engineering drawings for roadway improvements for accessible traffic signal designs, TCPs, bicycle and pedestrian accommodations and ramp placement. He met with the City's BPAC regularly to discuss planned roadway improvements. He met with Corpus Christi ISD to coordinate planning for SRTSs and developed designs for pedestrian crossings near schools, including several complex configurations and several Pedestrian Hybrid Beacons (PHB).

He coordinated with the City's Accessibility office to review plans and programs of the City and TxDOT for sidewalk and crossing improvements. He provided guidance and instruction to City staff on the provisions and guidelines in the Texas MUTCD and the AASHTO guides for pedestrian and bicycle facilities for application on City projects.

#### **2018 Highway Safety Improvement Program | City of Corpus Christi | Traffic Signal Design Lead**

FNI developed plans, specifications and estimates for improvements to four intersections that were awarded funding by TxDOT under the 2018 Highway Safety Improvement Program for off-system projects.



# Blaine Laechelin **PE, CFM**

## **Regional Detention and Storm Drain Design**

---

### **EXPERIENCE**

21 years

---

### **EDUCATION**

BS, Civil Engineering, Texas A&M University

---

### **REGISTRATION**

Professional Engineer,  
Texas #103616

Certified Floodplain  
Manager, #1460-08N

Blaine Laechelin has worked on a variety of stormwater and water resources projects and is familiar with the region's watersheds and drainage criteria. He will serve as a design engineer executing closed-channel, low-water crossing and regional detention design projects.

His experience includes H&H analysis, detention analysis, floodplain modeling and studies, dam stabilization and modernization projects, creek stabilization, water quality design, culvert and bridge analyses and roadway storm drain design.

---

### **RELEVANT PROJECT EXPERIENCE**

#### **Guadalupe Street Storm Drain Improvements | City of Austin | Assistant Project Manager**

This is an urban storm drain improvement project that includes 1D and 2D H&H modeling, storm drain system upgrades, outfall improvements to an existing dam, new surface and subsurface detention facilities, roadway reconstruction, utility coordination and relocation, environmental permitting, historical preservation and USACE coordination, extensive PARD, stakeholder and public coordination. Blaine is the design lead on the stormwater components of the project preparing the associated construction documents and coordinating with other disciplines for project delivery.

#### **Avenue B Drainage | City of Ingleside | Senior Advisor**

Ingleside received CDBG-MIT funds for residents on Avenue B that have been impacted by flood waters. FNI is providing design services for improvements that include regrading roadside ditches, installing new culverts, underground storm drainage systems, inlets and manholes, repairing pavement, driveway repairs, adjusting water and wastewater utilities and installing ADA-compliant sidewalks and ramps.

#### **Allandale Storm Drain and Utility Improvements | City of Austin | H&H Engineer**

FNI provided storm drain system analysis and design, utility improvements and channel stabilization to accommodate flooding relief to a residential neighborhood with an undersized channel with limited easement. Blaine performed H&H modeling using HEC-HMS and StormCAD to confirm that the proposed system would alleviate flooding along the channel without adversely impacting the flow in Shoal Creek.

#### **Drainage CIPs | City of Buda | Project Engineer**

FNI prepared a PER for four project areas identified in the City's bond program. Final design and construction included three bids packages for channel, culvert and storm drain improvements and a large cascading drop structure diversion channel. FNI also provided grant support services which resulted in the City receiving a FEMA HMGP grant for \$2.21M. Blaine was responsible for preparing the construction documents.



# Marco Lopez EIT

## Storm Drain Design

Marco's experience includes planning projects and H&H modeling and design.

His work includes contributions to statewide flood planning studies, drainage areas master plans including project development for community planning and budgeting, FEMA accreditation efforts and drainage impact analyses. He has also assisted with development reviews inside and outside floodplains to ensure developers are meeting the community's standards.

---

### EXPERIENCE

2 years

---

### EDUCATION

BS, Civil Engineering, Texas A&M University-Kingsville

---

### REGISTRATIONS

Engineer-in-Training, TX #80281

---

### RELEVANT PROJECT EXPERIENCE

#### **Drainage Master Plan | City of Ingleside | Cost Estimator Engineer**

FNI provided a drainage master plan to support the City's comprehensive master plan that proposed stormwater system improvements and maintenance recommendations, floodplain management recommendations to reduce erosion and improve water quality and a prioritized list of projects that reflected the City's commitment to resolving existing flooding issues while preparing for continued growth. Each project had opinion of probable construction cost estimated.

#### **FY2023 Region One Production | Advancing Resilience in Communities | Hydraulic Engineer**

FNI provided production efforts including levee analysis and floodplain mapping procedures for FEMA. To identify certifications requirements to continue showing the levees as accredited and identify flood hazards landward of the levee systems. This required 1D HEC-RAS hydraulic modeling, education on accreditation requirements of 44 CFR§ 65.10 and report writing.

#### **Drainage Area Master Plan | City of New Braunfels | H&H Modeling Engineer**

FNI is conducting a regional flood planning study for the City with funding from a TWDB Flood Infrastructure Fund Category 1 Grant. Regional flood planning study requires remapping stream miles using Atlas 14 rainfall data to generate HEC-HMS and HEC-RAS models for approximately 128 stream miles within the City's ETJ, meeting the minimum requirements of National Flood Insurance Program, at frequencies of the 100-year and 500-year storm events. FNI is also using rain-on-grid 2D modeling within HEC-RAS to prioritize future remapping studies outside the ETJ. FNI will use the results of the study to propose regional flood control projects and ranking them based on criteria scoring. The three most important projects will have FEMA Benefit-Cost Analysis performed.

#### **BLE: Flood Risk Mapping | TWDB | H&H Modeling Engineer**

FNI is providing technical flood risk analysis and related mapping activities. The project's main objectives are to develop flood hazard data in support of both state flood planning and FEMA's Risk MAP program. To develop the flood hazards, large watersheds were analyzed using 2D HEC-RAS models.





# Elise Arceneaux PE, CFM

## Regional Detention

Elise has experience working in stormwater design and planning projects.

She is experienced in H&H studies and alternatives analysis, detention analysis, water quality BMP design, MS4 permitting, cost estimates and technical writing. Elise is knowledgeable in 1D and 2D HEC-RAS, HEC-HMS, StormCAD, HY-8, ArcGIS applications and AutoCAD Civil 3D.

### EXPERIENCE

4 years

### EDUCATION

BS, Civil Engineering,  
Louisiana State University

### REGISTRATIONS

Professional Engineer, TX  
#157683

Certified Floodplain  
Manager, Texas Floodplain  
Management Association,  
#4423-22N

### RELEVANT PROJECT EXPERIENCE

#### Central Region Flood Studies | Texas GLO | Stormwater Engineer

FNI is assisting 20 Hurricane Harvey impacted counties and municipalities in identifying and funding flood risk reduction strategies and mitigation projects that reduce disaster suffering and increase community resiliency. This project involves a data management solution to support the Texas Disaster Information System, customized stakeholder outreach, large-scale H&H 1D and 2D modeling, alternatives analysis, identifying eligible projects for state and federal grant and loan programs and community technical assistance.

#### Floodplain Mapping Comparative Analysis | City of Bulverde | Stormwater Engineer

FNI is performing a comparative analysis of effective and preliminary floodplain maps.

#### Guadalupe Street Flood Risk Reduction | City of Austin | Stormwater Engineer

FNI is providing design services for an urban storm drain improvement project that includes 2D modeling, outfall improvements to an existing dam, new detention facilities, channel improvements, roadway reconstruction, utility relocations, environmental permitting and historical preservation.

#### West Austin Park Water Quality Retrofit | Austin Watershed Protection | Assistant Project Manager

FNI is providing services for the final design, permitting and bidding to incorporate water quality improvements in the lower portion of the park that will capture and treat stormwater, alleviate local flooding issues, enhance water quality, aesthetics and recreational and educational opportunities within the park.

#### County Road 199 Reconstruction | City of Hutto | Stormwater Engineer

FNI is providing design services for the reconstruction of County Road 199 to Farm to Market Road 1660 South into an urban, two-lane section with accommodations for bicyclists and pedestrians and limited on-street parking.

#### Lawn on Brushy Downtown Park | City of Round Rock | Stormwater Engineer

As a subconsultant, FNI is providing environmental and drainage permitting and site civil design services.



# Erin Mills PE, PACP, LACP, MACP

## Water/Wastewater Utilities

Erin has a strong background in water and wastewater pipe design and wastewater condition assessment and rehabilitation.

### EXPERIENCE

21 years

### EDUCATION

MS, Environmental Engineering, University of Nebraska-Lincoln

BS, Civil Engineering, University of Kansas at Lawrence

### REGISTRATIONS

Professional Engineer, TX #120172

Lateral Assessment Certification Program, National Association of Sewer Service Companies, #P0036002-022022

Manhole Assessment Certification Program, National Association of Sewer Service Companies, #P0036002-022022

Pipeline Assessment Certification Program, National Association of Sewer Service Companies, #P0036002-022022

She holds multiple NASSCO certifications and brings deep expertise in wastewater rehabilitation techniques, including CIPP, sliplining, SWP and liner systems. Erin has experience with easement acquisition coordination, permitting, traffic control, cost estimating, as well as bid phase and construction phase services. She has extensive experience in project management and coordination with stakeholders, citizens, clients and subconsultants. Additionally, she has experience with public utilities undergoing consent decree and has managed teams within consent decree programs.

### RELEVANT PROJECT EXPERIENCE

#### **Citywide Water Line Repair and Replacement | City of Corpus Christi | Design Engineer**

FNI provided redevelopment of the procurement package and bid phase assistance for Citywide Water Line Repair and Replacement projects (both large and small diameter lines).

#### **Southton Road Emergency Sewer Project | SAWS | Design Engineer**

FNI provided emergency design services for a 4,800 LF of 48-inch gravity sewer main and siphon replacement, including hydraulic modeling, roadway design and traffic phasing. The project was designed in three weeks with construction completed in 90 days. Erin designed a small-capacity lift station for the SAWS E-19 large-diameter sewer line project. She also reviewed contractor submittals during construction.

#### **Greenwood Wastewater Main Repair | City of Corpus Christi | QA/QC**

FNI provided design services and TCEQ coordination support for an emergency repair of a large-diameter pipeline. Erin aided in the selection of manhole

material and provided quality checks for the deliverables.

#### **Consulting and City Engineering Services | City of Bulverde | Project Engineer**

FNI is providing comprehensive development review services as well as process, code and ordinance updates for the City. Erin is serving as a development plan review engineer.

#### **Sunnybrook Water Line Improvements | City of Corpus Christi | Project Manager**

FNI is replacing approximately 6,100 LF of 2-inch CIP water line and approximately 21,300 LF of 4-inch CIP water line with 6-inch PVC as well as reconnecting all service laterals from the existing meter to the new line. The project also includes approximately 600 LF of new 8-inch water line along Sunnybrook Drive.



# Anthony Maldonado PE

## Water/Wastewater Utilities

---

### EXPERIENCE

13 years

---

### EDUCATION

BS, Civil Engineering, Texas  
A&M University-Kingsville

---

### REGISTRATIONS

Professional Engineer, TX  
#141377

Anthony has worked on a variety of utility and transmission projects. His experience includes heavy utility, transportation and drainage design, project management and construction inspection.

Anthony's recent utility program management experience includes transmission line replacement/relocation and tank projects for various clients..

---

### RELEVANT PROJECT EXPERIENCE

#### **Progreso Ground Storage Tank Emergency Replacement | Military Highway Water Supply Corp | Design Engineer**

FNI provided design, bid and construction phase services to replace a 240,000-gallon galvanized steel bolted ground storage tank at the Progreso Lakes Booster Pump Station and a 150,000-gallon galvanized steel bolted ground storage tank at the Progreso RO Booster Pump Station. Anthony oversaw the technical aspects of the project and served as a technical resource to all team members. He developed a customized QC plan and performed a quality review on each stage of the work before integrating deliverables into the ongoing assignment. Anthony is currently serving as construction management representative for the project.

#### **On-Call Engineering Services | City of Hutto | Design Review**

FNI provided plan review services for projects needing additional expertise for traffic impact analysis, drainage report analysis, site plan, plat and subdivision construction plans. Anthony served as an alternate point of contact for the client and directed the review team through receiving a project task,

finishing the task and submitting each review request.

#### **Santa Ana and Moore Road Ground Storage Tank Replacements | Military Highway Water Supply Corp | Project Manager**

FNI is providing design, bid and construction phase services to improve Hidalgo County's service area water distribution facilities. Improvements include ground storage tank replacements at the Santa Ana Booster Station and the Moore Road Booster Station. Anthony oversaw the technical aspects of the project and served as a technical resource to all team members. He developed a customized QC plan and performed a quality review on each stage of the work before integrating deliverables into the ongoing assignment.

#### **Simon Avenue Improvements | New Braunfels Utilities | Project Manager**

FNI provided design, bid and construction services to upgrade and add redundancy to New Braunfels existing utility system. Project included replacement of approximately 1,100 LF of water main and 1,400 LF of wastewater main.



# Mark Evans

## Grant Funding Support

### EXPERIENCE

25 years

### EDUCATION

Bachelor of Business Administration, Finance, The University of Texas at Austin

### PROFESSIONAL AFFILIATIONS

Texas American Water Works Association, Member

Water Environment Association of Texas, Member

Texas Floodplain Management Association, Member

Council of Infrastructure Financing Authorities, Affiliate Member

Mark is a firm Associate and serves as FNI's Funding Specialist, providing technical assistance to FNI clients and staff on multiple funding alternatives, including low-interest loans, grants, disaster relief and hazard mitigation-type funding programs for water, wastewater and stormwater opportunities.

Mark will provide technical assistance to ensure the project submittals meet the requirement of the funding program. Mark has extensive experience mapping out traditional and disaster response emergency relief funding strategies that involves both grant (including principal forgiveness) and low-to-zero-interest loans to assist clients build needed infrastructure projects as quickly as possible.

### RELEVANT PROJECT EXPERIENCE

#### Seawater Desalination | City of Corpus Christi | Funding Assistance

Three applications were submitted to the TWDB to enhance regional water system reliability amid drought and ensure supply exceeds demand by 25%. The effort secured \$760 million in below-market SWIFT loans. Mark supported all phases—from pre-application to funding commitments—by assisting with research, form completion and coordination with the City, TWDB and financial/legal consultants.

#### Wastewater Treatment Plant and Reuse System Expansion | City of Cleburne | Application Phase Assistance and Funding Program Compliance

An application was submitted to the TWDB for funding improvements at the Cleburne WWTF to expand capacity and provide 4 MGD of high-quality reclaimed effluent for indirect potable and direct non-potable reuse. The funding also covered construction of a pump station and pipeline to deliver effluent to the City's primary reservoir and west-side industrial users. The City secured a \$42 million below-market loan and grant through the Clean Water State Revolving Fund (CWSRF). Mark supported pre-application through closing, assisting with forms, coordination

and compliance. He continues to manage reimbursement requests and ensure program compliance through project completion.

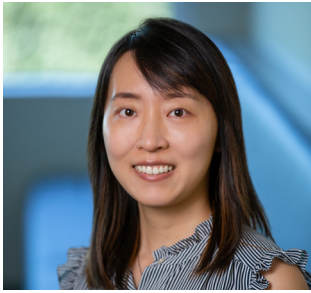
#### Flood Mitigation Projects | Multiple Clients | Application Phase Assistance

In 2020, the TWDB began the process of accepting and processing Flood Infrastructure Fund (FIF) applications. This was a new Texas fund created by the 86th Legislature to fund projects that will mitigate future flood-related events. Mark assisted in submitting 16 applications that resulted in nine clients receiving 15 awards with the commitment of over \$56 million in loan and grant funding.

#### Funding Applications for Disaster Recovery Projects | City of Kerrville | Application Phase Project Manager and Funding Program Compliance

Three TWDB applications secured \$1.5M in CWSRF and DWSRF grants to replace potable and reuse water pipelines destroyed in 2018 floods. Mark identified funding opportunities and led application, coordination and ongoing compliance efforts.





# Liting Tao PE, CFM

## Drainage/H&H Modeling

Liting has more than seven years of experience focusing on H&H modeling, analysis and drainage design.

### EXPERIENCE

7 years

### EDUCATION

MS, Water Resources Engineering, Texas A&M University

BS, Environmental Engineering, Colorado State University

### REGISTRATION

Professional Engineer, TX #142111

Certified Floodplain Manager, Texas Floodplain Management Association, #3857-20N

Her H&H project experience includes watershed planning study, floodplain modeling and mapping, drainage area master plan, LOMC application and review, FEMA HMGP engineering review, drainage impact study, channel improvements, roadway drainage and detention facility designs.

### RELEVANT PROJECT EXPERIENCE

#### **CLOMR/LOMR Delegation Support for EMT 2020-CA-000024 | SARA | Project Manager**

FNI performed LOMR/CLOMR reviews for the 2022 FEMA grant EMT-2022-CA-00024, as well as produced LOMR map attachments and prepared and delivered training as requested. Liting served as the project manager and LOMR/CLOMR H&H reviewer.

#### **Emergency Support Services | Florida Division of Emergency Management | Project Engineer**

As a subconsultant, FNI assists with conducting engineering reviews and benefit-cost analyses in accordance with FEMA requirements. Liting served as the engineering reviewer for Flood Risk Reduction and Infrastructure Retrofits projects under HMGP. She performed FEMA benefit-cost analysis (BCA) and prepared engineering recommendation letter.

#### **BLE: Flood Risk Mapping | Texas Water Development Board | Modeling Lead**

FNI is providing technical flood risk analysis and related mapping activities. The project's main objectives are to develop flood hazard data in support of both state flood planning and FEMA's Risk MAP program. Liting served as the technical lead on 2D HEC-RAS modeling.

#### **Atlas 14 Floodplain Study and Mapping | City of Austin | Modeling Lead**

FNI is conducting floodplain modeling and mapping for two watersheds within City of Austin and surrounding areas. Services include creating new geo-referenced HEC-HMS and HEC-RAS 1D models and incorporating NOAA Atlas 14 flows. Liting served as the H&H technical lead.

#### **Central Region Flood Studies | Texas GLO | Project Engineer**

FNI is assisting 20 Hurricane Harvey impacted counties and municipalities in identifying and funding flood risk reduction strategies and mitigation projects that reduce disaster suffering and increase community resiliency. This project involves a data management solution to support the Texas Disaster Information System, customized stakeholder outreach, large-scale H&H 1D and 2D modeling, alternatives analysis, identifying eligible projects for state and federal grant and loan programs and community technical assistance. Liting performed 2D HEC-RAS modeling.



# Carlos Reyes EIT, CFM

## Drainage/H&H Modeling

Carlos has over two years of H&H stormwater modeling, study and design.

### EXPERIENCE

2 years

### EDUCATION

Bachelor of Civil Engineering, The University of Texas at Rio Grande Valley

### REGISTRATION

Engineer-In-Training, TX #77437

Certified Floodplain Manager, Texas Floodplain Management Association, #4804-24N

Carlos has experience in stormwater modeling, analysis and drainage design to support infrastructure improvements and long-term drainage planning. His work includes H&H modeling, alternatives and impacts analyses and mapping in support of drainage master plans, as well as contributions to statewide flood planning studies. He has provided drainage analysis and design for city capital improvement projects at the residential scale, including roadway drainage. Carlos is proficient in 1D and 2D HEC-RAS, HEC-HMS, HY-8, ArcGIS and is experienced in both small- and large-scale H&H modeling.

### RELEVANT PROJECT EXPERIENCE

#### **Avenue B Drainage | City of Ingleside | H&H Design**

Ingleside received CDBG-MIT funds for residents on Avenue B that have been impacted by flood waters. FNI is providing design services for improvements that include regrading roadside ditches, installing new culverts, underground storm drainage systems, inlets and manholes, repairing pavement, driveway repairs, adjusting water and wastewater utilities and installing ADA-compliant sidewalks and ramps.

#### **BLE: Flood Risk Mapping | TWDB | Hydraulic Modeler**

FNI is providing technical flood risk analysis and related mapping activities. The project's main objectives are to develop flood hazard data in support of both state flood planning and FEMA's Risk MAP program.

#### **Drainage Area Master Plan | City of New Braunfels | Hydraulic Modeler**

FNI is conducting a regional flood planning study for the City with funding from a TWDB FIF Grant. Services include floodplain modeling and mapping and the development of a living document that will incorporate CIPs.

#### **Central Region Flood Studies | Texas GLO | Hydraulic Modeler**

FNI is assisting 20 Hurricane Harvey impacted counties and municipalities in identifying and funding flood risk reduction strategies and mitigation projects that reduce disaster suffering and increase community resiliency. This project involves a data management solution to support the Texas Disaster Information System, customized stakeholder outreach, large-scale H&H 1D and 2D modeling, alternatives analysis, identifying eligible projects for state and federal grant and loan programs and community technical assistance.

#### **Drainage Master Plan | City of Ingleside | Hydraulic Modeler**

FNI provided a drainage master plan to support the City's comprehensive master plan that proposed stormwater system improvements and maintenance recommendations, floodplain management recommendations to reduce erosion and improve water quality and a prioritized list of projects that reflected the City's commitment to resolving existing flooding issues while preparing for continued growth.



# Tom Dixon

## Environmental Permitting

### EXPERIENCE

22 years

### EDUCATION

MS, Wildlife Ecology, Texas A&M University

BS, Wildlife Ecology, Texas A&M University

### REGISTRATION

Scientific Research Permit, Texas Parks and Wildlife Department, #SPR-1006-756

Section 10(A) Permit, U.S. Fish and Wildlife Service, #TE44547B-0

### PROFESSIONAL AFFILIATIONS

American Shore and Beach Preservation Association, Member

Restore America's Estuaries, Member

Western Dredging Association, Member

Tom serves as an Ecologist, Project Manager and the Austin office Environmental Team Lead. He is experienced in environmental regulatory compliance for various infrastructure projects.

One of his primary duties includes securing USACE authorizations under Section 404/10 and certifying compliance with other regulatory requirements from state and federal agencies, such as TCEQ and EPA. Tom will lead the environmental permitting task for this project. Tom's experience has an emphasis on wildlife habitat management, wetland ecology, ecological processes and functions and how these topics pertain to project planning, design and environmental regulatory compliance.

### RELEVANT PROJECT EXPERIENCE

#### **Flood Risk Reduction and FEMA FMA EAs | Jefferson County | Environmental Scientist**

FNI obtained regulatory approvals and ensured NEPA compliance for 3 flood risk reduction projects in Jefferson County and included Ditch 505, South Nome and Ditch 600 Flood Relief Projects. All projects were funded by FEMA FMA program and required EAs for each project. Flood risk reduction features included channel widening and creation of detention features. Tom was responsible for documenting the cumulative impacts as well as oversight to EA production and development. He also assisted with FEMA and USACE coordination.

#### **Dellanera Beach Breakwater | Galveston Park Board | Environmental Scientist**

Dellanera Beach is located at the end of the Seawall and experiences some of the highest rates of beach erosion in Texas. During Hurricane Harvey and Hurricane Ike, this stretch of beach lost large amounts of sand and always require substantial maintenance. In an attempt to reduce maintenance costs and create a sustainable solution, Baird Engineering

partnered with USACE to develop alternative designs. FNI is coordinating with FEMA to ensure project compliance needs to obtain funding release. Tom is responsible for USACE authorization under Section 404, Section 10 and Section 408, as well as FEMA coordination and authorization.

#### **HUD CDBG Environmental Assessment, 48-inch Raw Water Line | City of Beaumont | Environmental Scientist**

FNI provided engineering, design, construction oversight and environmental compliance for a new raw water line. Hurricane Harvey damaged the raw water intake and exposed vulnerabilities to the raw water line. The new line will provide resiliency to the city's water supply. Tom led all efforts to prepare and submit a NEPA-compliant HUD CDBG EA and Environmental Review Record (ERR), including Public Notices, to obtain a FONSI and successfully release \$12M for construction from GLO, who administers HUD CDBG funds. Efforts included field efforts, agency compliance and resource impact evaluations.



# John Rinacke, CMIT

## Cost Estimating

---

### EXPERIENCE

7 years

---

### EDUCATION

MS, Construction Management, The University of Texas at El Paso

BS, General Studies, University of Missouri

---

### REGISTRATION

Construction Manager in Training, Construction Management Association of America

John is the Lead Estimator in FNI's Program Management Group and supports projects from planning through construction by developing project cost estimates as he will do for this project.

John's experience includes construction management for large-scale transportation, water resource and utility projects, construction management and client/owner representation. Before joining FNI, he worked as an Inspector and Project Manager for TxDOT.

---

### RELEVANT PROJECT EXPERIENCE

#### **2022 Shannon Pump Station FEMA Assistance | Gulf Coast Water Authority | Cost Estimator**

FNI performed structural, geotechnical, geomorphological, civil, hydraulic and construction engineering analyses, which continued the coordination efforts with FEMA concerning the potential mitigation strategies for the Shannon Pump Station Intake Structure. John provided engineering-level cost estimates at each phase of design to help ensure alignment between the client's budget and the project's scope.

#### **MLK Jr. Boulevard TOD Stormwater Conveyance Improvements | City of Austin | Cost Estimator**

FNI provided planning, design, bid and construction phase services for a multi-phase project to improve stormwater conveyance in the MLK Jr. Boulevard TOD area west of Boggy Creek. The project is an important part of the City's goal to resolve localized flooding issues in the TOD's zone of influence and identify stormwater infrastructure needs to comply with City design criteria. Flood risk improvements include a box culvert outfall, limestone boulder bank stabilization, water quality enhancements, storm drain improvements, tunneling, utility coordination and relocation and full

depth roadway reconstruction. John provided cost estimating support.

#### **Wastewater Facilities Disaster Mitigation Program, Package 4 | City of Houston | Cost Estimator**

FNI provided modeling, alternatives evaluation, preliminary and budget-level design in support of the City's FEMA flood mitigation program. FNI coordinated a team of 10 engineering firms to develop wastewater collection and treatment system mitigation alternatives and preliminary designs for facilities across the City's east side service area. Over an eight-month period, the team has developed system master plans, collection and WWTP improvement plans, five preliminary engineering reports and additional engineering design to support six independent Level 4 AACE cost estimates for more than \$600 million in improvements. The cost estimates were used to apply for FEMA funding to repair or replace damaged facilities. John provided cost estimating support.





# Brian King GISP, RPA, CFM

## Cultural Resources

### EXPERIENCE

24 years

### EDUCATION

Master of GIS, Pennsylvania State University

BA, Anthropology, University of Kentucky

AS, Architectural Technology, Lexington Community College

### REGISTRATION

Certified Floodplain Manager, Texas Floodplain Management Association, #2655-14N

Registered Professional Archaeologist, Register of Professional Archaeologists, #28576840

GIS Professional, GIS Certification Institute, #67257

USGIF Professional Geospatial Intelligence Certificate

FAA 107 Commercial Drone Remote Pilot Certificate #4264385

With over 25 years of experience in Cultural Resource Management (CRM), Brian specializes in technical report writing, archaeological and deed research, high-probability studies, environmental assessments and permit coordination with agencies such as THC, TxDOT, USACE and NRCS.

Brian is the Technology Technical Leader, GIS Manager and Archeologist in FNI's Business Technology Group, where he leads innovation and technology solutions for internal and external clients. Brian is a Registered Professional Archeologist (RPA) with expertise in prehistoric and historic archaeology, ceramic and lithic analysis and Mesoamerican studies. He has served as principal investigator, project archaeologist and field supervisor across Texas, the Ohio Valley and the southeastern U.S. He also manages FNI's Drone Program and is a certified FAA Part 107 Commercial Drone Pilot. Since 2015, Brian has contributed to education as an assistant instructor and grader at Penn State University's John A. Dutton e-Education Institute.

### RELEVANT PROJECT EXPERIENCE

#### Drainage Master Plan | City of Ingleside | GIS Lead

FNI provided a drainage master plan to support the City's comprehensive master plan that proposed stormwater system improvements and maintenance recommendations, floodplain management recommendations to reduce erosion and improve water quality and a prioritized list of projects that reflected the City's commitment to resolving existing flooding issues while preparing for continued growth.

#### Hazard Mitigation Grant Program | City of Buda | GIS Analyst

FNI provided support services for the City's grant application for two project areas included in Proposition 4 – Drainage of the 2014 Bond Program. FNI developed grant application materials, including the preliminary design and cost estimates, BCAs, tables, schedules and detailed scopes of work for the application. FNI assisted with preparing responses to questions and requests for additional supporting documentation from the TDEM and FEMA.

#### Flood Control Program | HCFCD | GIS Analyst

FNI supported HCFCD in assessing and documenting damage for all 22 Harris County watersheds sustained from the April 2016 "Tax Day" storm event and Hurricane Harvey. The program then pursued funding opportunities through FEMA, USACE and NRCS. The program also managed the design and construction of multiple repair packages, completed by multiple consultants and contractors, within each of the watersheds.

#### FEMA FY23 Region Two Production Task Order | FEMA | GIS Lead

As part of a joint venture, FNI is providing architectural and engineering services under FEMA's Production and Technical Services contract in support of the FY2022 FEMA Region 3, which includes 2D Base Level Engineering modeling, Flood Risk Products and post-preliminary production activities.



# Patrick Garnett CWB, CPESC, CA, PWS

## Construction Phase Services

Patrick has a comprehensive background in environmental science, construction management and inspection.

His primary role will be to assist the FNI/City team during construction with part-time or full-time construction oversight, document controls and distribution and he will be available to the team (as needed) to provide other construction-related support. Patrick has extensive experience with jurisdictional water determinations, endangered/threatened species habitat evaluations and construction oversight for mitigation and environmental restoration projects. He has specialized skills in plant identification and wildlife management. .

### EXPERIENCE

30 years

### EDUCATION

BA, Wildlife Biology,  
Southwest Texas State  
University

### REGISTRATION

Certified Wildlife Biologist

ISA Certified Arborist,  
#3556A

Certified Professional in  
Erosion and Sediment  
Control, #5516

Professional Wetland  
Scientist, #2976

### RELEVANT PROJECT EXPERIENCE

#### **MLK Jr. Boulevard TOD Stormwater Conveyance Improvements | City of Austin | Construction General Representative**

FNI provided planning, design, bid and construction phase services for a multi-phase project to improve stormwater conveyance in the MLK Jr. Boulevard TOD area west of Boggy Creek. The project is an important part of the City's goal to resolve localized flooding issues in the TOD's zone of influence and identify stormwater infrastructure needs to comply with City design criteria. Flood risk improvements include a box culvert outfall, limestone boulder bank stabilization, water quality enhancements, storm drain improvements, tunneling, utility coordination and relocation and full depth roadway reconstruction. Patrick hosted the weekly construction progress meeting and served as the liaison between the engineering and construction teams.

#### **Old Lampasas Dam Modernization | City of Austin | Construction General Representative**

FNI performed design and bid phase services to modernize an earthen dam, which widened and armored the existing auxiliary spillway and replaced the

existing, deteriorated, low-flow outlet pipe with a new concrete pipe and outlet control structure. Patrick is serving as the construction representative providing daily coordination between the City's project team, FNI design staff, the contractor and inspectors.

#### **Wastewater Treatment Plant Expansion | City of Brady | Construction General Representative**

FNI provided funding, permitting, planning, design and construction phase services for a new 0.6-MGD replacement wastewater treatment plant. The project included a new influent lift station, fine screen and grit removal system, extended-air aeration basins, secondary clarifiers, RAW/WAS pump station, sludge-handling facilities, blowers, UV disinfection system and Operations/Laboratory building. Patrick served as the Construction Manager acting as a liaison between the engineering and construction teams.



# Kyle Schmidt

## CAD Designer

### EXPERIENCE

18 years

### EDUCATION

Associate of Applied  
Science, Coastal Bend  
College

Kyle is a BIM/CAD Designer providing specialized support for a variety of project types ranging from roadway design, transportation engineering, site development, railroad design, utility and drainage design.

He has helped with development of plan reviews, quality control reviews, franchise utility relocation and coordination and construction inspection. He is proficient with AutoCAD and Civil 3D and has experience working on plan production and design of transportation and utility projects.

### RELEVANT PROJECT EXPERIENCE

#### **Avenue B Drainage | City of Ingleside | BIM/CAD Designer**

Ingleside received CDBG-MIT funds for residents on Avenue B that have been impacted by flood waters. FNI is providing design services for improvements that include regrading roadside ditches, installing new culverts, underground storm drainage systems, inlets and manholes, repairing pavement, driveway repairs, adjusting water and wastewater utilities and installing ADA-compliant sidewalks and ramps. Kyle was responsible for plan production and design of pavement repair, ADA compliant sidewalks and curb ramps, striping and signage of roadway and traffic control.

#### **London Area Regional Retention Pond | Nueces County | BIM/CAD Designer**

FNI provided design services to create construction plans for a regional retention pond and floodplain storage excavation on land donated to Nueces County, situated south of South Prairie Road and east of Rabbit Run. Kyle was responsible for plan production and the design of grading and excavation of a new retention pond.

#### **Mary Rhodes Pipeline Phase 2 | City of Corpus Christi | BIM/CAD Technician**

FNI provided planning, design and construction management services for the

TWDB-funded \$125 million Mary Rhodes Phase 2 project. The project included 41 miles of 54-inch raw water pipeline, ground storage tank, intake pump station site on the Colorado River, sedimentation basin and booster pump station and tie-in to the existing 101-mile Mary Rhodes Phase 1 pipeline system. Kyle was responsible for plan production of 41 miles of pipeline and sedimentation basins.

#### **Surface Transportation Block Grant Set-Aside Funding Program | City of Corpus Christi | BIM/CAD Designer**

FNI prepared planning level construction cost estimates, budget summaries and project location exhibits for 10 City sponsored funding applications for the Surface Transportation Block Grant Set-Aside Funding Program.

#### **Guadalupe Street Flood Risk Reduction | City of Austin | BIM/CAD Designer**

FNI is providing design services for an urban storm drain improvement project that includes 2D modeling, outfall improvements to an existing dam, new detention facilities, channel improvements, roadway reconstruction, utility relocations, environmental permitting and historical preservation. Kyle provided CAD support in developing plans for storm drains.

# 06. Forms



FREEAND-02

KSUTTON

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/5/2025

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

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

|                                                                                                                |  |                                                                                                                                                        |  |
|----------------------------------------------------------------------------------------------------------------|--|--------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>PRODUCER</b><br><b>Ames &amp; Gough</b><br>8300 Greensboro Drive<br>Suite 980<br>McLean, VA 22102           |  | <b>CONTACT NAME:</b><br>PHONE (A/C, No, Ext): <b>(703) 827-2277</b> FAX (A/C, No): <b>(703) 827-2279</b><br>E-MAIL ADDRESS: <b>admin@amesgough.com</b> |  |
| <b>INSURED</b><br><br><b>Freese and Nichols, Inc.</b><br>801 Cherry Street, Suite 2800<br>Fort Worth, TX 76102 |  | <b>INSURER(S) AFFORDING COVERAGE</b>                                                                                                                   |  |
|                                                                                                                |  | <b>INSURER A : National Fire Insurance Company of Hartford A(XV)</b>                                                                                   |  |
|                                                                                                                |  | <b>INSURER B : Valley Forge Insurance Company A(XV)</b>                                                                                                |  |
|                                                                                                                |  | <b>INSURER C : Continental Insurance Company A(XV)</b>                                                                                                 |  |
|                                                                                                                |  | <b>INSURER D : Travelers Casualty and Surety Company A++ XV</b>                                                                                        |  |
|                                                                                                                |  | <b>INSURER E :</b>                                                                                                                                     |  |
| <b>INSURER F :</b>                                                                                             |  | <b>NAIC #</b><br><b>20478</b>                                                                                                                          |  |

### COVERAGES

### CERTIFICATE NUMBER:

### REVISION NUMBER:

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

| INSR LTR | TYPE OF INSURANCE                                                                                         | ADDL INSD                                                                   | SUBR WVD | POLICY NUMBER     | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS                                                                          |
|----------|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|----------|-------------------|-------------------------|-------------------------|---------------------------------------------------------------------------------|
| <b>A</b> | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>                                   |                                                                             |          | <b>7063394194</b> | <b>10/23/2024</b>       | <b>10/23/2025</b>       | EACH OCCURRENCE \$ <b>1,000,000</b>                                             |
|          | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                            |                                                                             |          |                   |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>1,000,000</b>                   |
|          | <input checked="" type="checkbox"/> <b>Contractual Liab.</b>                                              |                                                                             |          |                   |                         |                         | MED EXP (Any one person) \$ <b>15,000</b>                                       |
|          | <input type="checkbox"/>                                                                                  |                                                                             |          |                   |                         |                         | PERSONAL & ADV INJURY \$ <b>1,000,000</b>                                       |
|          | <input type="checkbox"/>                                                                                  |                                                                             |          |                   |                         |                         | GENERAL AGGREGATE \$ <b>2,000,000</b>                                           |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:                                                                        |                                                                             |          |                   |                         |                         | PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>                                      |
|          | <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |                                                                             |          |                   |                         |                         |                                                                                 |
|          | OTHER:                                                                                                    |                                                                             |          |                   |                         |                         |                                                                                 |
| <b>B</b> | <input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b>                                           |                                                                             |          | <b>7063394177</b> | <b>10/23/2024</b>       | <b>10/23/2025</b>       | COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b>                         |
|          | <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS    |                                                                             |          |                   |                         |                         | BODILY INJURY (Per person) \$                                                   |
|          | <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                   |                                                                             |          |                   |                         |                         | BODILY INJURY (Per accident) \$                                                 |
|          | <input type="checkbox"/>                                                                                  |                                                                             |          |                   |                         |                         | PROPERTY DAMAGE (Per accident) \$                                               |
|          | <input type="checkbox"/>                                                                                  |                                                                             |          |                   |                         |                         | \$                                                                              |
| <b>C</b> | <input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR        |                                                                             |          | <b>7063394180</b> | <b>10/23/2024</b>       | <b>10/23/2025</b>       | EACH OCCURRENCE \$ <b>10,000,000</b>                                            |
|          | <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE                                 |                                                                             |          |                   |                         |                         | AGGREGATE \$ <b>10,000,000</b>                                                  |
|          | DED <input checked="" type="checkbox"/> RETENTION \$ <b>10,000</b>                                        |                                                                             |          |                   |                         |                         | \$                                                                              |
| <b>C</b> | <input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>                  |                                                                             |          | <b>7063394213</b> | <b>10/23/2024</b>       | <b>10/23/2025</b>       | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)                               | <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N | N / A    |                   |                         |                         | E.L. EACH ACCIDENT \$ <b>1,000,000</b>                                          |
|          | If yes, describe under DESCRIPTION OF OPERATIONS below                                                    |                                                                             |          |                   |                         |                         | E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b>                                  |
|          |                                                                                                           |                                                                             |          |                   |                         |                         | E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>                                 |
|          |                                                                                                           |                                                                             |          |                   |                         |                         | \$                                                                              |
| <b>D</b> | <input checked="" type="checkbox"/> <b>Professional Liab.</b>                                             |                                                                             |          | <b>107930947</b>  | <b>10/23/2024</b>       | <b>10/23/2025</b>       | <b>Per Claim</b> <b>5,000,000</b>                                               |

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

RE: RFQ for Engineering / Architectural Services – Proposed FEMA Public Assistance (PA) / Hazard Mitigation Assistance (HIMA) Program Funding Support

The City of Ingleside, TX is included as Additional Insured with respect to General Liability, Auto Liability, and Umbrella Liability when required by written contract. General Liability, Auto Liability and Umbrella Liability are primary and non-contributory over any existing insurance and limited to liability arising out of the operations of the named insured and when required by written contract. General Liability, Auto Liability, Umbrella Liability and Workers Compensation policies include a Waiver of Subrogation in favor of the Additional Insured where permissible by state law and when required by written contract. 30-day Notice of Cancellation will be issued for the General Liability, Auto Liability, Umbrella Liability, Workers Compensation and Professional Liability policies in accordance with policy terms and conditions.

### CERTIFICATE HOLDER

### CANCELLATION

|                                                                                                |                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>City of Ingleside, TX</b><br>PO Drawer 400<br>2671 San Angelo Street<br>Ingleside, TX 78362 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br> |
|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

ACORD 25 (2016/03)

© 1988-2015 ACORD CORPORATION. All rights reserved.

The ACORD name and logo are registered marks of ACORD





## Exclusion Search Results 0 Total Results

**Filter by:**

| Entity Name                | Status |
|----------------------------|--------|
| "Freese and Nichols, Inc." | Active |



## Exclusion Search Results 0 Total Results

### Filter by:

| Status | Excluded Individual |
|--------|---------------------|
| Active | Ron Guzman,         |

# CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

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

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

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

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

## OFFICE USE ONLY

Date Received

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

Freese and Nichols, Inc.

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

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

None

Name of Officer

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

None

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

☐

Yes

☐

No

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

☐

Yes

☐

No

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

None

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

7 Ron Guzman

Name of signatory

*R. Guzman*

Signature

August 14, 2025

Date

Certification Regarding Lobbying

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

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

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

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

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

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

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



\_\_\_\_\_  
Signature of Contractor's Authorized Official

Ron Guzman, PE Vice President/Principal

\_\_\_\_\_  
Printed Name and Title of Contractor's Authorized Official

August 14, 2025

\_\_\_\_\_  
Date



## DISCLOSURE OF LOBBYING ACTIVITIES

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

OMB Number: 4040-0013  
Expiration Date: 02/28/2025

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                              |                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| <b>1. * Type of Federal Action:</b><br><input type="checkbox"/> a. contract<br><input checked="" type="checkbox"/> b. grant<br><input type="checkbox"/> c. cooperative agreement<br><input type="checkbox"/> d. loan<br><input type="checkbox"/> e. loan guarantee<br><input type="checkbox"/> f. loan insurance                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>2. * Status of Federal Action:</b><br><input type="checkbox"/> a. bid/offer/application<br><input checked="" type="checkbox"/> b. initial award<br><input type="checkbox"/> c. post-award | <b>3. * Report Type:</b><br><input checked="" type="checkbox"/> a. initial filing<br><input type="checkbox"/> b. material change |
| <b>4. Name and Address of Reporting Entity:</b><br><input checked="" type="checkbox"/> Prime <input type="checkbox"/> SubAwardee<br>* Name <u>Freese and Nichols, Inc.</u><br>* Street 1 <u>800 N. Shoreline Blvd.</u> Street 2 <u>Suite 1600N</u><br>* City <u>Corpus Christi</u> State <u>Texas</u> Zip <u>78401</u><br>Congressional District, if known: <input type="text"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                              |                                                                                                                                  |
| <b>5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:</b><br><br><br>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                              |                                                                                                                                  |
| <b>6. * Federal Department/Agency:</b><br><u>FEMA</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                              | <b>7. * Federal Program Name/Description:</b><br><u>Public Assistance Program</u>                                                |
| <b>8. Federal Action Number, if known:</b><br><u>TBD</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                              | <b>9. Award Amount, if known:</b><br>\$ <u>TBD</u>                                                                               |
| <b>10. a. Name and Address of Lobbying Registrant:</b><br>Prefix <input type="checkbox"/> <u>N/A - No lobbying activities</u><br>* Last Name <input type="text"/><br>* Street 1 <input type="text"/> Street 2 <input type="text"/><br>* City <input type="text"/> State <input type="text"/> Zip <input type="text"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                              |                                                                                                                                  |
| <b>b. Individual Performing Services</b> (including address if different from No. 10a)<br>Prefix <input type="checkbox"/> <u>N/A - No lobbying activities</u><br>* Last Name <input type="text"/><br>* Street 1 <input type="text"/> Street 2 <input type="text"/><br>* City <input type="text"/> State <input type="text"/> Zip <input type="text"/>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                              |                                                                                                                                  |
| <b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.<br><br>* Signature: <u>Completed on submission to Grants.gov</u><br>* Name: Prefix <input type="text"/> * First Name <u>Ron</u> Middle Name <input type="text"/><br>* Last Name <u>Guzman</u> Suffix <input type="text"/><br>Title: <u>Vice President/Principal</u> Telephone No.: <u>361-561-6520</u> <u>Completed on submission to Grants.gov</u> |                                                                                                                                                                                              |                                                                                                                                  |
| <b>Federal Use Only:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                              | Authorized for Local Reproduction<br>Standard Form - LLL (Rev. 7-97)                                                             |

# CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

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

## OFFICE USE ONLY CERTIFICATION OF FILING

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

Freese and Nichols, Inc.  
Fort Worth, TX United States

**Certificate Number:**  
2025-1346243

**Date Filed:**  
08/05/2025

**Date Acknowledged:**

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

City of Ingleside

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

RFQ  
Proposed FEMA Public Assistance (PA)/Hazard Mitigation Assistance (HMA) Program Funding Support

| 4 | Name of Interested Party | City, State, Country (place of business) | Nature of interest<br>(check applicable) |              |
|---|--------------------------|------------------------------------------|------------------------------------------|--------------|
|   |                          |                                          | Controlling                              | Intermediary |
|   | Pence, Bob               | Fort Worth, TX United States             | X                                        |              |
|   | Coltharp, Brian          | Fort Worth, TX United States             | X                                        |              |
|   | Bennett, David           | Denver, CO United States                 | X                                        |              |
|   | Brown, Jessica           | Fort Worth, TX United States             | X                                        |              |
|   | Chambers, Robert         | Fort Worth, TX United States             | X                                        |              |
|   | Stull, Cory              | Houston, TX United States                | X                                        |              |
|   | Hatley, Tricia           | Oklahoma City, OK United States          | X                                        |              |
|   | Payne, Jeff              | Fort Worth, TX United States             | X                                        |              |
|   | Reedy, Michael           | Houston, TX United States                | X                                        |              |

**5 Check only if there is NO Interested Party.**

☐

**6 UNSWORN DECLARATION**

My name is Pam Fordtran, and my date of birth is February 12, 1962.

My address is 800 N. Shoreline, Suite 1600N, Corpus Christi, TX, 78401, USA.  
(city) (state) (zip code) (country)

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

Executed in Nueces County, State of Texas, on the 5th day of July, 2025.  
(month) (year)

*Pam Fordtran*

Signature of authorized agent of contracting business entity  
(Declarant)

## Required Contract Provisions

FNI acknowledges the requirement for inclusion of all applicable contract provisions as outlined in the RFQ. At this time, FNI confirms they have no comments on the required contract provisions starting on Page 16 of the RFQ, and the provisions noted are acceptable.



## Mission

Innovative approaches  
Practical results  
Outstanding service

## Vision

Be the firm of choice  
for clients and  
employees

## Values





CITY SECRETARY DEPT

AUG 14 2025

RECEIVED

@11:15am BKS



Freese and Nichols, Inc.  
800 North Shoreline Boulevard,  
Suite 1600N | Corpus Christi, TX  
78401

RFQ- 2025-0814-1 Engineering Services for  
the Federal Emergency Agency (FEMA)

City of Ingleside  
Attn: City Secretary  
PO Drawer 400  
2671 San Angelo Street  
Ingleside, TX 78362

Opening Date: Thursday, August 14, 2025 at 2:45 P.M.  
Central Standard Time

RECEIVED  
8/14/25 10:54am

AKS



## **CITY COUNCIL AGENDA**

### **Regular Meeting: October 14, 2025**

---

#### **AGENDA ITEM: 20**

Deliberate and take appropriate action on the amending of the City of Ingleside Garden Center Rental Agreement fees.

#### **SUBMITTED BY:**

**APPROVED FOR AGENDA:**     Brenton Lewis, City Manager

---

#### **BACKGROUND:**

The most recent discussion concerning the rental agreement for the City of Ingleside Garden Center Rental Agreement fees was last acted on by the City Council at the May 27, 2025, Regular City Council meeting. At which time, the Council took the following action: Motion: Mayor Pro-Tem Long made a motion to approve the amendment of the City of Ingleside Garden Center Rental Agreement fees. Council Member Pruitt seconded the motion. Motion carried with all present voting in favor.

The City of Ingleside Garden Center building became available for rent after the receipt of the Temporary Certificate of Occupancy (TCO). The City has been renting the building under the TCO because the final documentation has not been received regarding the Wind Storm Certification. After the building became available for rent, questions arose regarding the rental of the building by non-profits and/or civic organizations. The rental agreement does not establish a different fee schedule between non-profits, civic organizations, and other renters other than the Garden Club, therefore, the rental agreement was placed on the agenda for additional deliberation at the request of Mayor Adame.

The Constitution of the State of Texas Sec. 51. GRANTS OF PUBLIC MONEY PROHIBITED. states in part: The Legislature shall have no power to make any grant or authorize the making of any grant of public moneys to any individual, association of individuals, municipal or other corporations whatsoever; provided that the provisions of this Section shall not be construed so as to prevent the grant of aid in cases of public calamity.

Because of Sec 51, when a Texas city leases property, it must meet the three prongs of the Texas Supreme Court's "public purpose" test:

Public purpose: The lease's primary goal must accomplish a legitimate public purpose, not just benefit a private party.

Sufficient control: The city must retain enough control over the property to ensure the public purpose is actually carried out.

Return benefit: The city must receive a tangible return benefit, such as increased revenue, economic development, or a public service. A rent-free arrangement would likely be viewed as failing the return benefit requirement.

As stated in the Return benefit prong test, the City must receive a tangible return benefit, such as increased revenue, economic development, or a public service. A rent-free arrangement would likely be viewed as failing the return benefit requirement. The various non-profit organizations within the City do not have a direct quantifiable benefit to the City. Therefore, the charges for the use of the facility are fair and equitable. The providing of the City of Ingleside Garden Center to the Ingleside Garden Club can be justified because the Ingleside Garden Club assists the City in several beautification projects and is heavily involved in selecting foliage for City property. Therefore, the return benefit prong can be quantified.

In addition, the City Staff contacted the City's insurance provider, TML Risk Pool (TMLIRP), regarding the need to have a facility rental agreement.

The email from Kolby Burkhardt states in part .... This is a great rental agreement, and I can see you've included a clear indemnification section, which is an important protection for the City. One additional safeguard that would greatly strengthen the City's protection is requiring organizations to provide:

- A copy of their liability insurance policy,
- A certificate of insurance (COI), and
- Naming the City of Ingleside as an additional insured.

These provisions help ensure that if a claim arises from an event, the City's exposure is reduced and responsibility is shifted to the organization hosting the event. You are also correct that not knowing the number of participants, whether alcohol will be served, or if groups do not follow cancellation requirements could all create operational and liability concerns for the Garden Center. A rental agreement process that requires these details up front helps the City make informed decisions about security, alcohol permissions, and scheduling. He also recommends ensuring that every renter—whether non-profit, government, or for-profit—is treated the same in terms of insurance requirements, rental application, and cancellation policies. Applying the same standards across all renter types provides consistency, reduces confusion for the public, and helps maintain fairness for liability protection.

---

## **FISCAL ANALYSIS:**

As stated in the Return benefit prong test, the City must receive a tangible return benefit, such as increased revenue, economic development, or a public service. A rent-free arrangement would likely be viewed as failing the return benefit requirement. The various non-profit organizations within the City do not have a direct quantifiable benefit to the City. Therefore, the charges for the use of the facility are fair and equitable.

---

**RECOMMENDATION:**

Staff recommends the Council take no action on this agenda item.

**ATTACHMENTS:**

1. 2025 Garden Center Rental Agreement





## **Garden Community Center Rental Agreement**

*The City of Ingleside Garden Center is reserved on a first come first serve basis up to 12 months in advance with priority given to Garden Club activities and City events. Other activities may be going on in the park during your event. Please be courteous to others.*

Renter: \_\_\_\_\_ Non-Profit: \_\_\_\_\_

Physical Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Additional Contact: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Rental Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

This agreement is entered by the City of Ingleside, Texas, herein called the "City" and (Name) \_\_\_\_\_ herein called the "Renter". The City agrees to rent the City owned facility known as the "City of Ingleside Garden Center" to the renter on the above dates and times.

### **Resident Rental Rates**

Deposit        \$150  
Booking Fee   \$25 (Non-Refundable)  
Rate per Hour \$30 (minimum of 4 hours)

### **Non-Resident Rental Rates**

Deposit        \$300  
Booking Fee   \$25 (Non-Refundable)  
Rate per Hour \$75 (minimum of 4 hours)

***Residents must produce a valid picture ID with an Ingleside address. If address has not been changed to Ingleside an ID with a water bill with their name will be approved.***

***The rental times includes set up and clean up.***

***If any person or group has a past history of causing damage the City Manager has the authority to increase the deposit as he/she sees fit.***

Deposits and fees are to be paid prior to use and are received at the Parks and Recreation office. The deposit and booking fee are due within 2 days of booking the facility. The reservation is not confirmed until the rental fee has been paid in full. The rental fee is due 2 days before the event. The deposit is to correct minor damage only; renters are responsible for the complete cost of any repairs needed beyond the one hundred- and fifty-dollar (\$150)/three hundred (\$300) deposit.

Applicant Initials \_\_\_\_\_



No individual/group may rent the facility for more than 2 same weekend days in a row (i.e. 2 consecutive Saturdays). Rentals are not available on City Council approved holidays; this includes Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day following Thanksgiving, Christmas Eve and Christmas Day, and New Year's Eve.

### **Deposit Return Requirements**

The deposit will be returned if no damage is found, the building is cleaned, the lights are turned off and the key is in the drop box immediately after your permitted rental time. Once it is determined requirements were met, the deposit will be sent to the address listed by the renter.

**Deposit checks take up to 3-4 weeks to return.**

**If there are any issues before or during your event, please call the Ingleside police department's non-emergency number at (361)776-2531.**

### **Extra Fees**

|                                   |      |
|-----------------------------------|------|
| Removal of Items Left by Renter   | \$25 |
| Cleaning Fee per Hour per Staff   | \$25 |
| Damaged Walls (Tack/Staple holes) | \$25 |
| Other Damage                      | \$25 |

Further, by signing this agreement, the renter agrees to the following conditions of the rental:

**The hours granted are those and only those, set forth in this rental agreement.**

### **Entrance/Lockup of Facility**

Parks and Recreation staff will meet the respective renter at the facility 10 minutes prior to their listed rental time. Staff will open the facility and issue the renter a key. This key will be used to lock the facility after their authorized rental time. The key must be returned to the drop box at 2821 Main Street immediately after the authorized rental time is up. If the key is not return to the drop box after the renter's event, the renter may be placed on a "No Rent" list, prohibiting them from renting the facility for future events. Not returning the key will also result in the renter's deposit being withheld.

### **Decorations**

Decorations are not allowed on the walls, murals, ceiling, pictures, displays, windows or doorways. Use of nails, tacks, tape, staples, hot glue and other mounting devices are prohibited. Violation will be subject to a fine or forfeiture of the deposit.

### **Conduct**

Any person at the City of Ingleside Garden Center whose conduct is disorderly or disruptive in respect to any of the following or any other conduct deemed inappropriate may be escorted off the premises by the City's authorized representative or peace officer. The renter shall hold the City

Applicant Initials \_\_\_\_\_



harmless, indemnify and defend the City, its officers, agents, and employees against any claim related to such ejection:

- A. Renter must comply with noise ordinance
- B. Intoxication
- C. Use of abusive, indecent, profane or vulgar language
- D. Making Offensive gestures or displays
- E. Abusing or threatening another person in an obviously offensive manner
- F. Making unreasonable loud noises
- G. Physically fighting with another person
- H. Any form of vandalism

Live or amplified music is permitted, but renters must observe all noise ordinances. If the police department receives complaints about noise or general rowdiness, they may exercise their professional judgement. If they order the premises vacated prior to the events conclusion, no refunds will be given.

### **Alcoholic Beverages Policy**

Alcoholic beverages are allowed at the City of Ingleside Garden Center only during the hours that the facility is not open to the public. Usage must comply with Texas Alcoholic Beverage Commission regulations and the City Code. Renters must obtain permission for alcoholic beverages from the City Manager or his/her designee. The City cannot be held liable for any damage suits filed in connection with alcoholic beverages served to an intoxicated guest.

The sale of alcoholic beverages in the City of Ingleside Garden Center is prohibited. The City of Ingleside reserves the right to require security at the renter's expense, if in the opinion of the City Manager or his/her designee, the nature or size of an event or function requires the presence of uniformed security.

Priority of the facility use is given to the community Garden Club and will preclude allowing alcohol in the building during a Garden Club event.

### **Setup**

All renters are responsible for setting up what they need for their event. This includes setting up chairs, tables and decorations. Renters may use the kitchen and its appliances. Cooking utensils, silverware, dishes, towels, coffee pots and other supplies are not provided and the renter will be responsible for providing what they need.

### **Cleanup**

All renters are responsible for cleanup and ensuring all objects belonging to the facility are placed back in the proper storage area, this includes:

- Removing any decorations renter brought in
- Throwing out ALL trash
- Sweeping and Mopping floors
- Wiping off ALL counters/stovetops/sinks/tables
- Clearing refrigerator of any food/beverages

Applicant Initials \_\_\_\_\_



- Stacking chairs in the proper storage area
- Putting tables back in their proper storage areas
- Setting temperature back to 75
- Locking up

The City provides all cleaning supplies that is needed, including, brooms, wipes, trash bags, mops, mopping solution and other cleaning solutions.

#### **After Hours Contact**

After hours, notify the Ingleside Police Department of any issues that may arise during the rental on the non-emergency phone line at **(361)776-2531**.

#### **Withholding Deposit**

The City of Ingleside Garden Center must be left in the same condition as existed to prior usage by the renter/group. Conditions which lead to withholding part or all of the damage deposit include but are not limited to:

- Improper cleanup
- Exceeding authorized rental times
- Building/Equipment Memorabilia damage during the use of the facility
- Disappearance of equipment/Memorabilia
- Unauthorized entrance of adjacent portion of the City of Ingleside Garden Center

***In the event of cancellation, user must notify the city of cancellation within 1 business day of the rental. Failure to give proper notice will result in forfeiture of a portion of the security deposit in the amount of one hundred dollars (\$100).***

Executed this the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
(City of Ingleside)

\_\_\_\_\_  
(Applicant)

|                                               |                                           |
|-----------------------------------------------|-------------------------------------------|
| Deposit: \$_____ Date: _____ Staff: _____     | Amount Owed: \$_____ as of two days prior |
| Booking Fee: \$_____ Date: _____ Staff: _____ |                                           |
| Rental Fee: \$_____ Date: _____ Staff: _____  | Copy of Rental Agreement: _____           |

Applicant Initials \_\_\_\_\_



## **CITY COUNCIL AGENDA**

### **Regular Meeting: October 14, 2025**

---

#### **AGENDA ITEM: 21**

Deliberate and take appropriate action on a Resolution of the City Council of the City of Ingleside, San Patricio County, Texas, to nominate a candidate for appointment to the San Patricio County Appraisal District Board of Directors.

**SUBMITTED BY:** Jana Stork, Director of Administrative Services/City Secretary

**APPROVED FOR AGENDA:** Brenton Lewis, City Manager

---

#### **BACKGROUND:**

Pursuant to Texas Property Tax Code Section 6.03, please be advised that the process of electing members to serve on the San Patricio County Appraisal District Board of Directors. Newly elected Board members will serve a two-year term beginning January 1, 2026, through December 31, 2027. The schedule for the election process:

The Chief Appraiser shall calculate the number of votes to which each taxing unit is entitled and shall deliver written notice to each of those entities of its voting entitlement before October 1, 2025.

Entities should submit their nomination by resolution or ordinance before October 24, 2025.

The Chief Appraiser shall prepare and deliver to the entities a ballot with the list of nominees along with their voting entitlements before October 30, 2025.

The entities shall cast votes for nominees on the ballot by resolution or ordinance and return them to the Chief Appraiser on or before December 15, 2025.

Once the candidates with the most votes are declared, the Chief Appraiser shall submit the results to the governing body of each entity in the District and to the candidates on or before December 31, 2025. Each entity may nominate up to five (5) individuals, one for each seat on the Board. Nominees must be current on all property taxes and may not be an employee of any taxing unit served by the Appraisal District. Mayor Adame contacted Steve Diehl for nomination to serve on the San Patricio County Appraisal District Board of Directors, which Mr. Diehl accepted.

---

#### **FISCAL ANALYSIS:**

N/A

---

#### **RECOMMENDATION:**

Staff recommends Council approval of Mayor Adame's nomination for Steve Diehl to serve on the San Patricio County Appraisal District Board of Directors.

**ATTACHMENTS:**

1. 2026-2027 BOD NOMINATIONS 2nd Letter to Entities doc
2. Res 2025-XX San Patricio County Appraisal District Board of Directors\_DRAFT v2



## San Patricio County Appraisal District

1301 E. Sinton, Ste. B ★ P. O. Box 938 ★ Sinton, Texas 78387-0938  
(361) 364-5402 ★ Fax (361) 364-1198  
[www.sanpatcad.org](http://www.sanpatcad.org)

October 1, 2025

County Judge David Krebs, All Commissioners,  
All Mayors, All City Managers / City Secretaries,  
All School Board Presidents, and All Superintendents  
Jr. College President and Board of Regent Presiding Officer  
All Special Districts

RE: San Patricio County Appraisal District Board of Directors' Election

Pursuant to Texas Property Tax Code Section 6.03, it is once again time to begin the process of electing members to serve on the San Patricio County Appraisal District Board of Directors. Newly elected Board members will serve a two-year term beginning on January 1, 2026, through December 31, 2027. Voting Entitlement information is attached for all voting entities. The schedule for the election process is listed below:

1. The Chief Appraiser shall calculate the number of votes to which each taxing unit is entitled and shall deliver written notice to each of those **entities** of its voting entitlement before **October 1, 2025.**
2. Entities should submit their nomination by resolution or ordinance **before October 24<sup>th</sup>, 2025.**
3. The Chief Appraiser shall prepare and deliver to the Entities a ballot with the list of nominees along with their voting entitlements before **October 30<sup>th</sup>, 2025.**
4. The Entities shall cast votes for nominees on the ballot by resolution or ordinance and return them to the Chief Appraiser **on or before December 15<sup>th</sup>, 2025.**
5. Once the candidates with the most votes are declared, the Chief Appraiser shall submit the results to the governing body of each entity in the District and to the candidates **on or before December 31, 2025.**

Each Entity may nominate up to five (5) individuals, one for each seat on the Board. Nominees must be current on all property taxes and may not be an employee of any taxing unit served by the Appraisal District. The following individuals currently serve on the Board:

John Curlee  
Dr. Anne Matula

Bill T. Wilson II  
Michelle Koesema

Marcela "Marcy" Thormaehlen

Should you require additional information or verification, please do not hesitate to contact me. Thank you.

Sincerely,

Robert Cenci, RPA, CTA  
Chief Appraiser  
San Patricio County Appraisal District  
[rcenci@sanpatcad.org](mailto:rcenci@sanpatcad.org)

**RESOLUTION NO. 2025-XX**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF INGLESIDE, SAN PATRICIO COUNTY, TEXAS, TO NOMINATE A CANDIDATE FOR APPOINTMENT TO THE SAN PATRICIO COUNTY APPRAISAL DISTRICT BOARD OF DIRECTORS.**

**WHEREAS,** Pursuant to Chapter 6 of the Texas Property Tax Code, the City of Ingleside is authorized to nominate and vote on the appointment of a member or members to the Board of Directors of the San Patricio County Appraisal District; and

**WHEREAS,** Pursuant to Section 6.03 (l) of the Texas Property Tax Code, the City of Ingleside may nominate one candidate for each position to be filled on the Board of Directors; and

**WHEREAS,** The Chief Appraiser of San Patricio County Appraisal District has delivered written notification to the City of Ingleside of its right to nominate a candidate or candidates for appointment to the board of directors and its voting entitlement; and

**WHEREAS,** The City Council of the City of Ingleside has determined that it is in the public interest to nominate the following person(s) as candidate(s) for appointment to the board of directors of the San Patricio County Appraisal District.

**NOW, THEREFORE, BE IT RESOLVED,** that the City Council of the City of Ingleside, Texas nominates the following person(s) for candidate(s) for appointment to the board of directors for the San Patricio County Appraisal District.

Steve Diehl \_\_\_\_\_

**PASSED, APPROVED, AND ADOPTED** this 14<sup>th</sup> day of October 2025, by \_\_\_\_ (ayes) to \_\_\_\_ (nays) with \_\_\_\_ abstentions by a vote of the City Council of the City of Ingleside, Texas.

**CITY OF INGLESIDE, TEXAS**

\_\_\_\_\_  
Pedro Oscar Adame, Mayor

**ATTEST:**

\_\_\_\_\_  
Jana Stork, City Secretary