

# CORLETT, PROBST & BOYD

Devin G. Smith, P. E., R.P.L.S.  
President

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Texas Registered Engineering Firm F-279  
Texas Licensed Surveying Firm 100541-00

February 2, 2023

City of Breckenridge  
105 North Rose Ave.  
Breckenridge, Texas 76424

Dear Ms. Northrop and Evaluation Committee,

Corlett, Probst & Boyd, P.L.L.C. is pleased to respond to your Request for Qualifications for the necessary services required for the City's application for funds and, if awarded, the project implementation for 2023 Texas Downtown Revitalization and Main Street Program and for the 2023-2024 Texas Community Block Grant of the Texas Community Development Block Grant Program of the Texas Department of Agriculture.

Firm Name: Corlett, Probst & Boyd, P.L.L.C.  
Texas Registered Engineering Firm F-279  
4605 Old Jacksboro Highway  
Wichita Falls, Texas 76302  
Phone: (940) 723-1455

Contact: Devin G. Smith, P.E., R.P.L.S  
Phone: Office (940) 723-1455 Cell (940) 631-1348  
Email: [devin@cpbwf.com](mailto:devin@cpbwf.com)

We appreciate the opportunity to work with the City of Breckenridge as we have with past city projects. Upon reward of a contract, we stand ready to begin work on the application process for projects within the Texas Community Block Grant Programs.

Sincerely,

Corlett, Probst & Boyd, PLLC

Devin G. Smith, P.E., R.P.L.S.

## COMPANY PROFILE

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**F**ounded in 1922 by Ross H. Corlett, Sr., CPB has been in continuous operation in Wichita Falls since its inception. We take great pride in our 100 years of unmatched surveying and engineering services to municipalities in the North Texas region and throughout the State of Texas.

### Our Vision and Mission

Corlett, Probst & Boyd's mission and vision focus on reliable, excellent engineering design and surveying services at the most economical position for our clients. We accomplish this through the use of seasoned professionals combined with qualified support staff, and further enhanced by our long-term relationships developed with our municipal clients. In most instances, CPB has provided most of the engineering work in the municipality, which provides an unmatched familiarity with the city's needs.

Our professional staff includes three Registered Professional Engineers with between 20 and 50 years of experience, as well as two engineers-in-training. Two of the firm's Professional Engineers are also Registered Professional Land Surveyors. Our field staff includes three survey parties led by party chiefs who combined experience exceeds 50 years. All of our survey parties are equipped with electronic robotic total stations and data collectors. We also equip all crews with global positioning system (GPS) equipment. The drafting staff consists of six draftsmen who utilize the latest release of AutoCAD Civil 3D engineering and surveying software to generate computer-aided designs and drawings.

CPB has unmatched surveying and engineering experience including the design of water supply and distribution systems, wastewater collection and treatment systems, and paving and drainage improvements in the North Texas area. Our team has designed projects varying in size from individual systems to major improvements for both municipal and private clients including the City of Olney, City of Henrietta, Wichita Valley Water Supply Corporation, Graham East Water Supply Corporation, Windthorst Water Supply Corporation, Archer County Municipal Utility District, City of Burkburnett, City of Holliday, City of Bryson and the City of Wichita Falls.

Funding sources for these projects include the Texas Department of Agriculture Community



Development Block Grant (TxCDBG) Program for Rural Texas, the Texas Water Development Board's SRF Loan Program, USDA loans and grants. Most of the projects completed by our firm can be classified as one of the following types or a combination thereof: land planning and subdivision, site development, drainage, storm water detention, water and wastewater treatment facilities, water transmission and distribution systems, wastewater collection systems, urban streets, rural roads, and solid waste disposal.

CPB's team is uniquely qualified to provide the proposed civil engineering services the City of Breckenridge seeks to both secure and implement projects through the 2023-2024 Texas Community Development Block Grant Program for city-wide projects including water/sewer line replacement, street reconstruction, utility work benefiting the City of Breckenridge's service area. Our team would be honored, if selected, to represent the interests in the City of Breckenridge as it seeks federal funding to enhance the quality of life for all Breckenridge residents.

## SCOPE OF SERVICES

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We have experience with numerous federally and state funded municipal projects including Housing and Urban Development and Texas Department of Housing and Community Affairs projects. The communities serviced include City of Bryson, City of Holliday, City of Megargel, City of Seymour, City of Olney, City of Newcastle, City of Petrolia, and the City of Saint Jo.

### Project Scope and Approach

The services provided by CPB to the City of Breckenridge will be divided into three phases: Preliminary Studies, Preparation of Detailed Plans and Specifications, and Construction of Improvements.

#### Phase 1 Preliminary Studies

Phase 1 will consist of performing the preliminary studies necessary to outline the proposed improvements. CPB will prepare, as required by the scope of the project, preliminary drawings and concept drawings to determine project feasibility and cost estimates of the various options, components, or portions of the proposed project. Initial application preparation activities we will provide include:

Tasks:

- Prepare grant application map and engineered cost estimates for your grant application
- Prepare preliminary and final design plans and specifications, including the design survey

#### Phase 2 Preparation of Detailed Plans and Specifications

Phase 2 will consist of preparing detailed plans and specifications and final cost estimates for the proposed project. This includes any meetings with City officials to provide structured reviews and to discuss concept plans, preliminary working drawings, and final plans. CPB will furnish any necessary data required for the development of applications or supporting documents for State or Federal Government permits, grants, or planning advances. CPB will perform any additional field investigations required to collect information needed in the design of the project not gathered in Phase 1.

Phase 2 also includes all bidding activities including furnishing bidding documents, providing the necessary documents to bidders, a pre-bid meeting to address

any questions or comments from interested bidders, preparation of addenda, assisting the City in receiving bids, and making a recommendation to the City regarding the bids received.

Tasks:

- Easement and other real property surveys if acquisition is required
- Prepare the bid package and coordinate the bid process and contract award

#### Phase 3 Construction of Improvements

Phase 3 will consist of the actual construction of the proposed improvements included in the detailed plans and specifications and any administration activities required to complete construction. This includes a preconstruction meeting with the representatives of the City and the Contractor, preparing routine change orders as required, preparing monthly and final estimates of payments, furnishing any necessary payment certifications, and performing a final inspection of the project with a City representative. After the final inspection, CPB will revise construction drawings to reflect any revisions, furnish the City with final "As-Built" drawings, and deliver all warranties, bonds, and operations and maintenance documents to the City.

Phase 3 also includes, at the request of the City, developing any changes, alterations or modifications to the project that are in the best interest of the City. Depending upon the City's needs and project requirements, resident project representation can be provided on an as-needed or full-time basis. Regular site visits for inspection of the project will be provided by the project engineer to ensure proper project construction.

Tasks:

- Review and approve change orders
- Administer construction oversight
- Conduct all field testing and inspections
- Prepare record drawings, to be provided to the City in both digital and print formats
- Other special engineering services required to complete the project



## PROJECT EXPERIENCE

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**Corlett, Probst & Boyd PLLC has extensive experience in designing infrastructure improvements for clients throughout North Texas. CPB prides itself on completing project design and construction in a timely manner and within budget constraints.**

Below is a list of the CDBG projects recently completed by Corlett, Probst & Boyd. Our company has been assisting local communities with CDBG projects for decades.

**City of Olney:  
Wastewater Collection System Improvements  
TCDP Project #7219319**

Year: 2020  
Final Contract Amount: \$289,794  
Project Scope: Replace 2,923 LF of existing 12" sanitary sewer with new 15" SDR 26 PVC and installed 8 manholes.

**Loving WSC/Young County:  
Waterline Improvements  
TCDP Project # 7219481**

Year: 2020  
Contract Amount: \$240,500  
Project Scope: Replaced 3,400 LF of 2" PVC, 5,220 LF of 4" PVC, 410 LF of 6" PVC, constructed a new water storage tank.

**City of Burkburnett:  
Paving and Water Improvements  
TCDP Project # 7219051**

Year: 2020  
Final Contract Amount: \$203,120  
Project Scope: Paving overlay on Kelly St, Campbell St, and E 4th St, 6" PVC waterline installation

**City of Megargel:  
Street Improvements  
TCDP Project # 7219279**

Year: 2020  
Final Contract Amount: \$240,477  
Project Scope: New 2" overlay on 4th St and Elm St.



*Olney Water Treatment Plant (2022)*

**City of Holliday:  
Street and Sewer Improvements 2019-2020  
TCDP Contract No. 7220190**

The project construction budget was \$381,120  
Sewer and Street reconstruction  
Complete December 2022

**City of Bryson:  
Water Well 2019-2020  
TCDP Contract No. 7220060**

The project construction budget is \$231,622  
Water well drilling plans.

Additionally, our engineering team performs waterline design on a regular basis for municipal, commercial, and private developments.

## LOCAL GOVERNMENT CLIENTS & REFERENCES

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### Municipalities

**Daniel Nix**

Utilities Operations  
Manager  
City of Wichita Falls  
4801 Big Ed Neal Drive  
Wichita Falls, Texas 76307  
(940) 61-1153

**Arpegea Pagsuberon**

City Administrator  
City of Olney  
201 E. Main Street  
Olney, Texas 76374  
(940) 564-2102

**Michael Whaley**

Public Works Director  
City of Burkburnett  
501 Sheppard Road  
Burkburnett, Texas 76354  
(940) 569-2263

**Gerri McDonald**

City Secretary  
City of Holliday  
P.O. Box 508  
Holliday, Texas 76366  
(940) 586-1313

### Water Supply Corporation & Utility Districts

**Danny Parker**

Manager  
Wichita Valley WSC  
P.O. Box 550  
Holliday, Texas 76366  
(940) 723-6394

**Linda Lam**

Board President  
Archer County M.U.D.  
15198 FM 1954  
Wichita Falls, Texas 76310  
(940) 691-0834

**Teresa Veitenheimer**

Manager  
Windthorst WSC  
P.O. Box 112  
Windthorst, Texas 76389  
(940) 423-6685

### State Agencies

**Rafael Castro, P.E.**

Texas Water Development Board  
801 West Kearney, Ste. 200  
Mesquite, Texas 75149  
(972) 289-9890

### Other

**Doug McCulloch, Owner**

Douglas Custom Homes  
4116 Call Field Rd.  
Wichita Falls, Texas 76308  
(940) 386-1920

**Steve Wood, Principal**

Bundy, Young, Sims & Potter  
1005 Ninth Street, Ste. 200  
Wichita Falls, Texas 76301  
(940) 761-2404

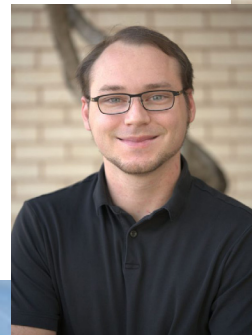
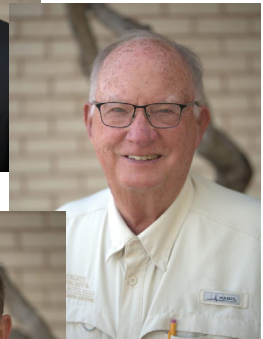
# CPB TEAM

**The success of any project depends largely on the experience and capabilities of the personnel assigned to the project team, and their ability to work together efficiently.**

The CPB team will utilize our engineering and surveying experience to complete project designs, plans, and specifications. Our experience producing development plans from initial concept to final design with minimum construction costs will be an invaluable asset for our team. Various support personnel will be utilized as needed for engineering support, drafting, surveying, and clerical tasks. CPB has qualified staff to complete multiple projects with our workload. A partial list of CPB support personnel followed by detailed resumes for key team members are below.

## CPB Personnel List

- Devin G. Smith, P.E., R.P.L.S. .... President, Project Engineer
- Richard Boyd, P. E., R. P. L. S. .... Project Engineer
- Josh Hartmangruber, P.E. .... Project Engineer
- Jessica L. Parks, E.I.T. .... Engineering Associate
- Kyler Norman, E.I.T. .... Engineering Associate
- Patrick T. McCarthy ..... Survey Party Chief
- Jake Williamson ..... Survey Party Chief
- Garrett Rangel ..... Survey Party Chief
- Barry White ..... Survey Field Party
- Stephen Davis ..... Survey Field Party
- Tyler Koch ..... Survey Field Party
- Zachary Scribner ..... Survey Field Party
- Jennifer Smith ..... Clerical
- Beth Kirkland ..... Clerical
- Traci White ..... Clerical
- Hannah Ponder ..... Clerical
- Walter Thompson ..... CAD Technician
- Robert Halverson ..... CAD Technician
- Paul Taggart ..... CAD Technician
- Ian Milunas ..... CAD Technician
- Eileen Perry ..... CAD Technician
- Jonathan Evans ..... CAD Technician



## CPB TEAM

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### **Devin G. Smith, P.E., R.P.L.S.**

President, Project Manager

**Education**      Master of Science in Civil Engineering, Texas Tech University  
Bachelor of Science in Civil Engineering, Texas Tech University

**Professional Registration**  
Registered Professional Engineer Texas #84012  
Registered Land Surveyor Texas #5849

#### **Professional Experience**

- 28 years of engineering and surveying experience in North Texas
- Performed Texas Commission on Environmental Quality permitting and compliance design for commercial waste processing and disposal companies as well as dam safety compliance for Wichita Falls ISD and the Windthorst Water Supply Corporation.
- Performed comprehensive storm water analysis master planning, conveyance, detention, and treatment system designs for residential, commercial, schools, and municipalities.
- Performed sanitary sewer collection system hydraulic analysis, master planning and rehabilitation for the cities of Wichita Falls and Lawton, Okla.
- Performed water distribution, pumping, and storage facilities analysis and design for the City of Wichita Falls Windthorst Water Supply Corp and Argyle Water Supply Corp.
- Performed commercial development design including water, sewer, pavement, drainage, grading, utility, and stormwater detention.
- Performed residential subdivision planning and infrastructure in Wichita Falls, Holliday, Burkburnett, Iowa Park, and Henrietta.
- Surveying activities include boundary surveys, well locations, construction staking, topographical and ALTA surveys.

#### **Professional Organizations**

Texas Society of Professional Engineers  
Texas Society of Professional Surveyors  
American Society of Civil Engineers



## CPB TEAM

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### **Richard K. Boyd, P.E., R.P.L.S.**

Professional Engineer

**Education** Bachelor of Science in Civil Engineering, Kansas State University

#### **Professional Registrations**

Registered Professional Engineer Texas #35049

Registered Land Surveyor Texas #3662

#### **Professional Summary**

Mr. Boyd has over 40 years of engineering and surveying experience including the design of water, wastewater, street, and drainage systems.

#### **Professional Experience**

- Performed wastewater system design including sewer line replacement and extension, treatment facilities, and infiltration studies for Wichita Falls, Petrolia, Graham, Burkburnett, Henrietta, Nocona, Electra, Henrietta, Olney, Tolar, Woodson, and Throckmorton.
- Performed water system design including distribution lines, pump stations, raw water intake structures, and treatment facilities for Wichita Falls, Petrolia, Graham, Burkburnett, Bryson, Nocona, Electra, Henrietta, Olney, Cisco, Wichita Valley WSC, and Friburg-Cooper WSC.
- Performed paving and drainage design including reservoir evaluation, stormwater detention, site grading, paving and drainage reconstruction, and sidewalk and curb and gutter replacement for the cities of Burkburnett and Graham.
- Completed permit applications for solid waste disposal sites for the City of Graham.
- Performed residential development design including preparing plans and plats for lots, water, sewer, paving, drainage, and stormwater detention for subdivisions in Wichita Falls, Burkburnett, Henrietta, and Olney.
- Performed commercial development design including preparing plans and plats for water, sewer, paving, drainage, parking, and stormwater detention for apartment projects and commercial developments.
- Designed various recreation facilities including parks and swimming pools for the City of Throckmorton and Cisco, and the layout of an 18-hole golf course and irrigation system for the City of Burkburnett.
- Surveying activities include boundary surveys, well locations, construction staking, and topographical surveys.

#### **Professional Organizations**

Chi Epsilon, an Honorary Civil Engineering Fraternity

Texas Society of Professional Engineers

National Society of Professional Engineers

Texas Society of Professional Surveyors

## CPB TEAM

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### Joshua A. Hartmangruber, P.E.

Project Engineer

#### Professional Experience

- Project Engineer, Corlett, Probst & Boyd P.L.L.C. (Nov 2020 to present)
  - Civil site design, (public utilities, site grading, SW3P and Stormwater Detention)
  - Municipal Water Treatment Plant design for Wichita Valley Water Supply Corporation and the City of Olney.
  - Design of roadway plans for contracted municipalities.
  - Preparation of Engineering and Surveying proposals.
  - Perform job cost analysis monthly and work to correct inefficiencies.
  - Designed a job tracking system to ensure on time delivery for surveys.
- Transportation Engineer, TxDOT, Graham Area Office, Graham, TX (March 2018 to Aug. 2018)
  - Project management of all construction projects in the four county Area.
  - Review all payments for construction projects.
  - Perform all inspections that are required for construction projects.
  - Verify that all work being done on a construction project is according to the plans and applicable specification.
  - Keeping detailed notes on project development for Area Engineer and Construction Office
- Engineering Assistant III, TxDOT, Graham Area Office, Graham, TX (April 2014 to March 2018)
  - Keeping track of monthly estimate reports using SiteManager.
  - Testing of materials such as concrete, flexible base, and aggregate.
  - PS&E preparation
  - Perform all inspections that are required for construction projects.
  - Verify that all work being done on a construction project is according to the plans and applicable specification.
  - Keeping detailed notes on project development for Area Engineer and Construction Office
- Engineering Assistant I, TxDOT, Wichita Falls District Design Office, (July 2013 to April 2014)
  - Ensuring environmental and utility coordination with plan preparation.
  - PS&E preparation
  - Drafting
  - Preparing cost estimates for road projects
  - Keeping detailed notes on project development for design Engineer and transportation planning and preparation office.
- Layout Technician, Alcoa Howmet Castings, Wichita Falls, TX (June 2011 to June 2013)
  - Dimensional inspection of jet turbine impellers to blueprint requirements
  - Fixture/Blueprint correlation
  - Relate inspection results back to engineer
  - CMM operation
  - Data evaluation

#### Education

Bachelor of Science  
in Mechanical Engineering  
Midwestern State University

#### Professional Registration

Registered Professional Engineer  
Texas

#### Professional Summary

Construction Engineer equipped with years of verifiable success managing road and bridge projects from inception to completion. Advanced ability to decipher and comprehend construction plans and develop drawings and specifications. Hard-working, capable professional with exceptional time management skills and keen attention to detail.

## CPB TEAM

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### Jessica Parks, E.I.T.

**Education** Bachelor of Science in Civil Engineering with Environment Specialization, Southern Illinois University Carbondale

**Certifications**  
Engineer in Training (EIT) Texas  
Engineer in Training (EIT) Illinois

#### Professional Experience

- Engineering Associate, Corlett, Probst & Boyd, PLLC (Oct. 2019 to present)
  - New Water Treatment Plant for the City of Olney
  - New Storage Facility for Spare Feet Self-Storage
  - Drainage Improvements for Patterson Properties, LLC
  - Street Improvements for the City of Lakeside City
  - Expansion of Self-Storage for KO Storage
  - Water Distribution System Improvements for Loving Water Supply Corporation
  - Wichita Valley Water Supply Corp. Water Treatment Plant Replacement
  - Wastewater Collection Improvements for the City of Olney
  - Filtration Improvements for Windthorst Water Supply Corporation
  - City View ISD Expansion

#### Project Responsibilities

- Helping to complete plans and specifications
- Completing design calculations and using design software when applicable
- Ensuring compliance with TCEQ regulations
- Performing project research and site visits
- Inspector/Assistant to Resident Engineer, Illinois Department of Transportation, Ottawa, Il. (June 2019 to Aug. 2019)
  - Performed dynamic cone penetration tests
  - Assisted with field testing concrete and obtaining asphalt samples
  - Designed underdrain for entrance and exit ramps off of I-55
  - Measured and calculated quantities for pay items
  - Assisted with GPS surveying
- Intern, IMEG Corp., Ottawa, Il. (May 2018 to Aug. 2018)
  - Assisted with the I&M Canal RE-water project
  - Helped to complete several preliminary engineering reports for water treatment plants in surrounding towns
  - Performed topographic surveying, outlined property corners, and assisted with construction staking
- Intern, McClure Engineering Associates, Ottawa, Il. (May 2017 to Aug. 2017)
  - Observed the construction of roads, sidewalks, and curbs
  - Obtained site picture and measurements
  - Assisted with topographic surveying in U.S. Silica Sand mines

#### Leadership and Service

SIUC Senior Design, Project Manager, Sept. 2018 to May 2019

SIUC Concrete Canoe Team, Team Captain, Aug. 2016 to May 2018

American Society of Civil Engineers, Executive Board Member, Jan. 2016 to May 2018

## CPB TEAM

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### **Kyler Norman, E.I.T.**

**Education**      Master of Science in Civil Engineering with Structural Specialization, The University of Oklahoma  
  
Bachelor of Science in Civil Engineering,  
The University of Oklahoma

**Professional Certifications**  
Engineer in Training (E.I.T) Oklahoma  
Engineer in Training (E.I.T) Texas

### **Professional Experience**

- Engineering Association, Corlett, Probst & Boyd (May 2021 to present)
  - Assists with the preparation of project plans and specifications, design calculations, drawings, project research, and site visits.
- Past & Current Projects
  - Postel Credit Union Site Development. Developed engineering plans from conceptual site design to construction for a large commercial bank site.
  - Graham East Water Supply Water Treatment Improvements. Designed a solution to integrate chloramine treatment into an existing water supply system.
  - Holliday TCDP Street and Sewer Improvements. Designed, oversaw, and inspected improvements to the municipal street and sewer systems from conceptual design to full build-out.
  - Burton Dam Outlet Structure Modifications. Engineered a solution to raise the maximum water level of a client's lake. The project included modifications of the service and emergency spillways.
- Assistant Engineer, Olsson, Oklahoma City, Oklahoma (Feb. 2020- May 2021)
  - Designed Traffic Plans for multiple highways and municipal projects in Oklahoma.
  - Assisted with roadway modeling and design for sections of US-177.
  - Measured and calculated quantities for pay items, and developed engineers' estimates for projects.
  - Designed conceptual models and 3d renderings of large highway intersection projects.
  - Designed the traffic signals, wiring, and phasing plans for intersections along Perkins Rd. in Stillwater OK.