

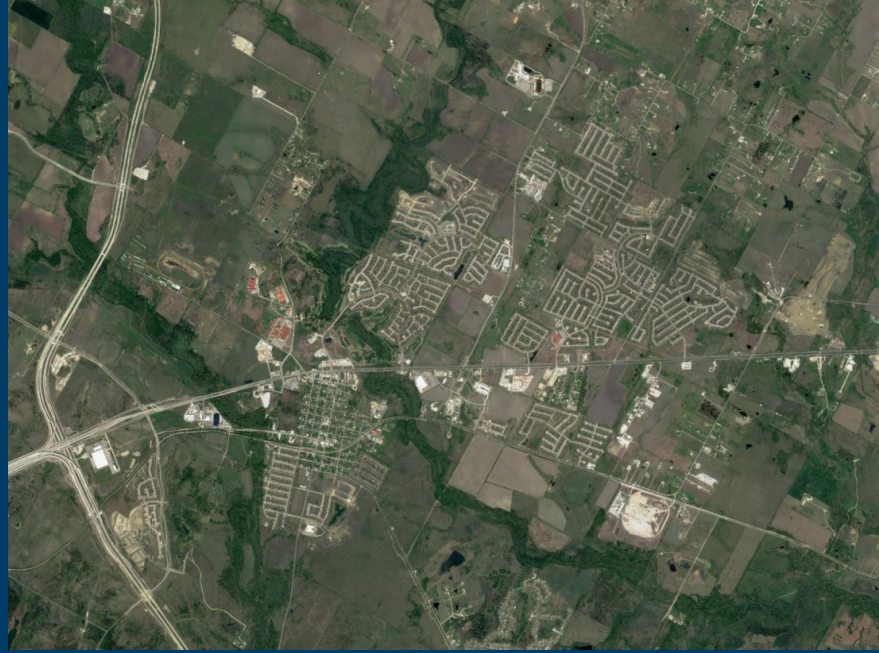
STATEMENT OF QUALIFICATIONS

MRB | *group*

City of Manor

Grant Writing and Management Services RFP 2021-58

April 11, 2022



April 11, 2022

Ms. Lluvia T. Almaraz, TRMC, City Secretary
City of Manor
105 E. Eggleston Street
Manor, TX 78653

**RE: STATEMENT OF QUALIFICATIONS FOR GRANT WRITING AND MANAGEMENT SERVICES
CITY OF MANOR - RFP 2021-58**

Dear Ms. Almaraz:

MRB Group is pleased to provide the enclosed proposal to support the City of Manor with Grant Writing and Management Services.

We have assembled a specialized team of professionals and staff to work together with your staff, each bringing an area of expertise that best supports them. Our team includes accomplished grant writers and administrators, designers, planners, and experts in municipal and county government, utility and water corporation operations, and strategic development. This team will be led by the *Project Manager*:

Janet Sheguit, TRMC | Southwest Government Services Manager
P 254-771-2054 | E janet.sheguit@mrbgroup.com

We understand the scope of services requested — MRB Group works closely with many clients who depend on external resources such as grants and agency funding programs to underwrite critical projects. Once a grant is received, the clients often find the requirements and documentation a significant responsibility that is challenging. MRB Group is proficient and experienced with state and federal funding procedures; our credentials and related experience **ensure that we can deliver value** for the City. Our enclosed proposal includes a description of our approach and why we are unique. In addition, we offer a **turn-key solution** to include in-house engineering and planning services with our certified subject matter experts that can scope the work for grant writing.

MRB Group has earned a reputation for serving as a valued partner to our clients throughout Texas. We have included references and the associated contact information for municipal, county, utility, and water corporation leaders – many repeat customers - for whom we've provided grant research, writing, and administration services.

Thank you for the opportunity to submit a proposal. We look forward to the opportunity to discuss our qualifications with you further. Should you have any questions, please do not hesitate to call us.

Sincerely,


Janet Sheguit, TRMC
Project/Client Manager


Trey Taylor, P.E.
Temple Operations Manager

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Firm History and Overview

MRB Group is a long-established professional firm providing **funding research, grant writing, grant administration**, municipal engineering, architecture, and planning services. For nearly a century, MRB Group has focused on infrastructure and facilities that serve the public, providing municipal leaders with information, technology and strategies to help them better serve their communities.

MRB Group's team members have worked with hundreds of communities, developing an unsurpassed municipal knowledge base in the local government support fields. Several team members come directly from municipal operations and local government leadership. As a result, the team possesses a vast amount of expertise derived from hands-on experience.

MRB Group is locally-based and **provides trusted counsel and excellence** in municipal and community development, strategic planning, asset management, municipal fundinig, and municipal operations and efficiency. We are also experts in regulatory processes and environmental reviews. This level of familiarity supports enhanced service levels, including the ability to anticipate or suggest the pursuit of opportunities other firms may not recognize.

Our Expertise

The MRB Group team has assisted many communities in planning and achieving community growth. We support strategic planning with research, data, and experience-based interpretations that assist community leaders with good decision-making.

Our **grant writing team** has successfully raised more than \$100 million in funding assistance and low-interest loans for our municipal clients in just the past two years. In addition, we help build long-term strategies to leverage funding sources and maximize what our clients can achieve. Most importantly, through funding research, the MRB Group focuses on long-range plans – the critical difference that **helps the client reach their goals**.

Our unique combination of planning and direct municipal experience enhances our capability to identify opportunities that fit both community goals and funding program objectives. We then prepare compelling, award-winning funding requests.

Our core strength is our success—whether it's community members in a challenging planning and implementation process or a funding agency that must determine if the City of Manor is a good investment for limited, competitive resources.

MRB Group's Collaborative Grant Writing and Planning Teams

An advantage of the MRB Group team is the accessibility of subject-matter expertise to support grant-writing with critical justification and information that can be obtained without the need to burden staff or seek out external consultants to provide. For example, in matters that require only a brief consultation, engineers, architects, landscape designers, land-use experts, and various other municipal service professionals can provide counsel to the grant writing team without incurring additional time or expense.



Supported by an entire staff of more than 130 professionals, technicians, and support staff, the MRB Group **grant writing team is enhanced with an in-house team of specialized capabilities** available on an as-needed basis.

Our Qualifications

The MRB Group team is uniquely qualified to provide expert grant writing to enhance the City's competitive edge. We foster community engagement and communicate complex and abstract ideas in practical terms. We make discussions meaningful and straightforward. As a result, we can assist community leaders with the information needed to inform citizens better, demonstrating due diligence and good stewardship. Our qualifications and focus make us ideally suited to assist the City of Manor with experience that includes:

Strategic Planning for Funding and Implementation—The MRB Group project team includes former municipal officials who have played significant roles in the planning and implementation of strategies to promote economic development in communities with unique assets and resources. Capitalizing on existing strengths, the team can help the City create a long-range plan to pursue funding resources that make the most sense.

Proven Results—The MRB Group grant writing team has secured over \$100 million in awards for client communities in the past two years alone. The team also manages grant administration for numerous clients in Central Texas. Our relationships with agency personnel are paramount and ensure a more robust understanding of approval processes for grant awards, reimbursements, and regulatory requirements.

Specialized Expertise in Community Engagement—The MRB Group project team specializes in creating an engaging, educational, and interactive experience, providing precisely the level of community engagement support needed by our community leaders. Success is based on utilizing core principles—neutrality in consideration of opinions; transparency in the process; interactive listening; and strong, clear communication.

Comprehensive Planning/Smart Growth Experience—MRB Group team members have assisted communities in developing action-oriented strategies with achievable recommendations for healthy and sustainable growth. Our understanding of these planning principles ensures a healthy, long-range, community-based approach to development.

Direct Experience in Municipal Operations and Finances—Our firm's history of municipal services and focus on serving communities include creating long-term strategies for fiscal sustainability. Our staff has implemented such plans during their own experience in municipal service.

Infrastructure and Community Assets—MRB Group's engineering expertise provides an additional focus on the community's assets and infrastructure—and the environmental, fiscal, and social implications of maintenance of these critical components.

Familiarity: A History of Service—MRB Group's long-standing service history includes support through many challenges. We are highly familiar with the City's growth rate over the past twenty years. With the attraction of new residential communities and the expansion of major thoroughfares, the area is poised for more growth in the coming decades.

Support for Local Government—MRB Group team members recognize the value of local government as the most accessible opportunity for citizen involvement. In our municipal advisory capacity, we provide complete and accurate information to community leaders, ensuring they are equipped to answer residents' questions, comments, and concerns. As a result, we help foster greater involvement, a sense of transparency, and recognition of the direct relationship between local government and quality of life.

Office Locations

Primary Office for the City of Manor

Temple

303 W. Calhoun Ave.
Temple, Texas 76501
P 254-771-2054

Supporting Offices

Austin

8834 North Capital of Texas Highway, Suite 220
Austin, Texas 78759
P 512-627-6459

Waco

400 Austin Avenue, Suite 104
Waco, Texas 76701
P 254-756-1610



Number of Years in Business

95

Company Principals

Ryan T. Colvin, P.E. | President/CEO

P 585-381-9250 | E ryan.colvin@mrbgroup.com

James J. Oberst, P.E., LEED AP | Executive Vice President/COO

P 585-381-9250 | E joberst@mrbgroup.com

David M. Doyle, P.E. | Vice President

P 585-381-9250 | E ddoyle@mrbgroup.com

Management for the City of Manor

Janet Sheguit, TRMC | Southwest Government Services Manager

P 254-771-2054 | E janet.sheguit@mrbgroup.com

Justin Scarth, PE | Austin Operations Manager

P 512-436-8571 | E justin.scarth@mrbgroup.com

Trey Taylor, P.E. | Temple/Waco Operations Manager

P 254-771-2054 | E trey.taylor@mrbgroup.com

Leadership Structure

The management team will assemble the project staff to respond to the needs of the City. At MRB Group, our grant writers and administrators, planning experts, utility operations specialists, engineers, architects, and support staff are ready to serve the City of Manor.

Below is a visual depiction of the MRB team that would assist the City. Following is a brief description of each of these staff members. In addition, we have included the resumes for the team in APPENDIX A of this SOQ.



Meet Our Management Team!

Executive Leadership

James J. Oberst, PE, LEED AP
Principal In Charge
Executive Vice President/COO

Thomas E. Caponi, PE
Director of Southwest Operations

Mathew Horn, ICMA-CM
Director of Municipal Services

Funding Research/Grant Writing/Grant Administration

Janet Sheguit, TRMC
Southwest Government Service Manager
Grant Writing Administration/Project Manager

Tom Brown
Grant Writing

Jordan Everhart, AICP, PMP
Planning/Grant Writing

Brooke Thompson
Grant Writing/Administration

Subject Matter Experts

Trey Taylor, PE
Temple/Waco Operations Manager

Justin Scarth, PE
Austin Operations Manager

Over 130 additional professional engineers, architects, and support staff with expertise in many disciplines to assist the City of Manor.

James J. Oberst, PE, LEED AP is Executive Vice-President and Chief Operating Officer. As an exacting and discerning professional engineer and fiscal manager, his attention to detail keeps projects on time and on budget. Jim has considerable expertise in project and team management, as well as an extensive background in design, construction administration, and observation services on municipal and private projects. With years of direct field experience, Jim is a valuable resource to municipal, county, and utility clients, addressing widespread aging infrastructure, community growth, and long-term planning under extreme budgetary constraints.

Thomas E. Caponi, PE, is the Director of Southwest Operations, and has more than 30 years of experience in civil and environmental engineering, specializing in the planning, design, and construction oversight of water/wastewater treatment facilities, water distribution systems, and wastewater collection systems. Tom has expertise in wastewater treatment plant solids handling systems, the performance evaluation of membrane filtration systems, and iron and manganese treatment systems. He is recognized for utilizing emerging technologies to help clients achieve operational efficiency.

Mathew Horn, ICMA-CM, is the Director of Municipal Services and leads MRB Group's SmarterLocalGov division. Matt is a former City Manager with successful experience in facilitating progressive approaches to client operations. Combined with a proven track record for securing State and Federal investment, Matt is an invaluable asset to communities seeking ways to tackle issues and achieve more.

Janet Sheguit, TRMC, is the Southwest Government Services Manager who has spent over 15 years researching, writing, and administrating multiple successfully-funded federal, state, and local grants as well as providing consultation on various aspects of local government. Janet is TxDOT Local Government Project Procedures (LGPP) certified and TDA certified for CDBG projects and also has 30 years of municipal government experience. Her knowledge base not only allows clients to greatly enhance funding solutions for infrastructure needs but also provides guidance in administration. Janet is a recognized expert in researching and successfully securing significant public funding for capital and planning projects and has obtained more than \$50 Million in grants in the past two years alone, as well as another \$50 Million in low- or no-interest loans for communities.

Tom Brown is an MRB Project Manager who has served as the TWDB Deputy Executive Director for Water Resources Development. While at TWDB in this capacity, Tom was responsible for the oversight and implementation of all financial, engineering, and environmental programs, including the Clean Water State Revolving Fund (CWSRF), Drinking Water State Revolving Fund (DWSRF), Development Fund (D-Fund), and Economically Distressed Areas Program (EDAP). Tom also developed grants from USDA, Texas Parks and Wildlife, and the Economic Development Administration. Tom brings a wealth of knowledge of these programs derived from his time at the Board and his subsequent years in consulting bring funding under these programs to clients in Texas, in addition to years of expertise with maximizing public funding opportunities through grant opportunities.

Jordan Everhart, AICP, PMP, is a cross-trained Senior Planning Associate with over 18 years of experience working with municipal, county, and utility clients, both leading and supporting planning projects. He has extensive urban design and mobility planning experience that includes master planning and alternatives analyses. Jordan facilitates public engagement, provides key coordination, and maintains effective involvement of community stakeholders. His experience also includes design for significant projects that have transformed communities by placing a greater focus on key assets, such as walking trails and unique amenities, to attract new investment, as well as experience in grant research and grant writing.

Brooke Thompson is the Grant Administration Coordinator and brings skills in effective communication and fostering positive client relationships. Brooke's experience in implementing effective workflow processes and procedures, with an ability to think critically and act decisively allows her to focus on bringing projects to successful and timely completion.

Trey Taylor, PE, is MRB Group's Operations Manager for the Temple and Waco offices. Trey brings over 20 years of management and implementation of water/wastewater treatment and conveyance, gas treatment, odor control, as well as equipment/structure design and fabrication. Direct, hands-on experience on 25 gas facility projects, and over 50 water/wastewater treatment plants and related infrastructure, Trey brings exceptional technical and management skills to any project.

Justin Scarth, PE, is the Austin Operations Manager and a Civil Engineer with over 19 years of experience encompassing water and wastewater treatment, water distribution, wastewater collection, street and drainage improvements, master planning, and other infrastructure projects. He has experience in project management in both the public and private sectors, with notable expertise in state and local regulatory processes and permitting.



SECTION 2 | Qualifications and Experience

SECTION 2 | Qualifications and Experience

In addition to the previous project examples, our team members have also provided grant administration and engineering services on numerous funded projects. The list below represents, but is not limited to, projects that we have provided services for:

City of Bartlett

- TWDB Flood Infrastructure Fund – City-wide Flood Study**
- TxDOT SRTS Bartlett Elementary*

City of Bellmead

- CDBG Water Improvements 2013

City of Buffalo

- TDA DRP
- GLO Wastewater Treatment Plant
- TxDOT SRTS Junior High Complex Connector*

City of Copperas Cove

- TxDOT The Narrows – Sidewalks**
- TxDOT FM 116/3046 – Sidewalks**
- TxDOT Avenue D Downtown Revitalization**

City of Eldorado

- TxDOT Schools and Neighborhood Connector*
- TWDB DWSRF New Waterline and EST**

City of Granger

- TxDOT SRTS K-8**
- TxDOT Streetscape Revitalization*
- CDBG Pecan St. Drainage Project*
- CDBG Drainage Improvements 2014*
- CDBG Water Improvement 2013*
- CDBG Wastewater Treatment Improvements*

City of Groesbeck

- CDBG Water Improvements

City of Hillsboro

- TxDOT SRTS Junior High School Phase I**
- TxDOT SRTS Junior High School Phase II*
- TDA Texas Capital Fund Water, Sewer and Roadway
- TxDOT Safe Routes to School**
- TWDB DWSRF Water System Improvements*

City of Hutto

- TxDOT Transportation Enhancement - FM 1660 Hike & Bike Trail**

City of Jarrell

- TWDB CWSRF Wastewater Plant Expansion*
- CDBG Wastewater System Improvements*
- CDBG Wastewater Improvements 2014*
- CDBG Water System Improvements 2012*
- CDBG Wastewater Improvements 2013*

City of Malone

- CDBG Wastewater Improvements 2013

City of Marlin

- TWDB Clean Water SRF*
- TWDB Drinking Water SRF*

City of Mart

- TWDB Water System Improvements**
- TWDB TWDB Flood Infrastructure Fund**

- TWDB Clean Water SRF*

- TWDB DWSRF and USDA-RD Water Supply and Distribution System Renovation*

City of Rockdale

- TxDOT Hwy. 79 and Cameron Ave. TASA*
- CDBG Water Valve Insertion
- MDD Parking Lot
- TPWD Splash Pad**

City of Rosebud

- TWDB Wastewater Plant Improvements**
- CDBG Wastewater Improvements
- CDBG Water Improvements

City of Temple

- CDBG MLK Sidewalk and Lighting Improvements, Phases I-IV
- TxDOT Safe Routes to School*

City of Troy

- TWDB Water Well Expansion**
- TxDOT SRTS Raymond Mays Middle School**
- TxDOT/KTMPO TASA West Main/Luther Curtis Road Transportation Improvements**
- TPWD Splash Pad*
- TxDOT Safe Routes to School**
- CDBG Downtown Sewer Rehabilitation 2012
- CDBG Wastewater System Improvements 2010

City of Valley Mills

- CDBG Ground Storage Tank 2013

City of Venus

- CDBG Wastewater Improvements 2012

City of Waco

- TxDOT TA Elm Ave. Sidewalks**
- Elm Ave. Water, Wastewater, Drainage, Streets
- TxDOT SRTS J.H. Hines Elementary**
- Mars & Old Hewitt Road – Roadway, Sidewalks**
- TxDOT Cedar Ridge Roadway and Sidewalks**
- TxDOT MKT Trail**

Falls County

- TWDB Flood Infrastructure Fund – County-wide Flood Study**

Milam County

- TWDB Flood Infrastructure Fund – County-wide Flood Study**

Tom Green County

- TPWD Outdoor Recreation Grant*
- TPWD Trail Grant*

Tom Green Co FWSD#2

- TWDB Small Community Grant**

*Denotes GRANT WRITING SERVICES also provided.

**Denotes both GRANT WRITING and ADMINISTRATION SERVICES also provided.



Disclosure

Based on our current knowledge, MRB Group currently does not represent other firms or interest groups that could impact or be in conflict with the City of Manor.

References

Following are references where MRB Group has performed similar or the same types of services as described herein:

City of Waco

Jim Reed, Streets Program Administrator
P 254-750-8690
E jimr@wacotx.gov

Scope of Work | MRB Group is designing a 6-foot-wide ADA-compliant pedestrian walkway on both the south and north sides of 19th Street, between Park Lake and College Streets, for approximately 3,015 linear feet. Environmental assessment services will be provided for the project. A categorical exclusion will be determined. Grant administration services complying with TxDOT requirements will be performed through project closeout.

City of Troy

Gary Smith, City Administrator
P 254-938-2505
E gsmith@cityoftroy.us

Scope of Work | MRB Group is providing grant administration for the West Main/Luther Curtis Road transportation improvements. The project is being funded by FHWA through TxDOT/KTMPO and matching funds for construction and engineering from the City. MRB also provided grant writing services, resulting in the award of \$2.5 million from the KTMPO.

City of Bartlett

Chad Mees, Mayor
P 817-219-5160
E mayormees@bartlett-tx.us

Scope of Work | MRB Group provided funding research and grant writing for the City of Bartlett to the TxDOT Safe Routes to School program. The City was subsequently awarded \$835K in 2021 for the addition of crosswalks, ADA-compliant ramps, and signage for pedestrians crossing Highway 95 and local streets from Bartlett Elementary School.



Scope of Services

The City of Manor has identified a scope of services that includes the application preparation and overall grant management required to implement capital improvement projects funded by FEMA HMGP, Texas GLO CDBG, TWDB, TPWD, and others.

The MRB Group team will enhance the required services with methodologies that we have derived from direct experience in the municipal environment. MRB Group has secured hundreds of millions in public funding for infrastructure. Our team members support projects with grant applications, engineering/architectural design, coordination of regulatory approvals, construction phase services, and grant administration. We have direct experience in **every aspect** of the implementation of public projects, including public engagement that keeps community residents informed and optimistic about their community leaders' efforts.

Our proposed, enhanced process will provide the most comprehensive support possible for the City of Manor.

We propose a **three-phase approach** that will first provide a number of essential services up-front. Completion of the first phase will position the City to make an informed decision regarding the pursuit of funding opportunities. Phase 2 will involve Professional Grant Writing and support in pursuit of funding applications/requests, each determined in accordance with the results of Phase 1 and advanced on a case-by-case basis. Phase 3 will provide Grant Administration services.

This approach will maximize the benefits of MRB Group's guidance and support for grant services while minimizing costs to the City. It will also ensure that MRB pursues opportunities with a competitive advantage and a higher potential for return on investment.

Phase 1 | Application Preparation

Needs Assessment | MRB Group is prepared to support the City of Manor by building on its strengths – including those not yet realized.

We understand the importance of strong communication and informed decision-making. We, therefore, propose an initial Preliminary Analysis and Needs Assessment process that will provide both critical information and essential guidance to the City. An initial meeting will give the MRB Group team a clear understanding of community assets and resources, the City's vision for the future, current projects that require support, and a "wish list" of potential projects to consider.

A subsequent, multi-step prioritization process must occur for Funding Source Identification to be effective. Although this process must always be a dynamic and proactive consideration, communities often must choose among several projects of equal importance. This prioritization will continue through and be adjusted as a result of the next stage in the Preliminary Analysis/Guidance provided.

Available Subject Matter Expertise | We have incorporated into our Needs Assessment process an opportunity to utilize MRB Group team members who are specialists in such fields as GIS technology, economic development, strategic planning, land development, and local government finance, making expertise available that could shed light on opportunities previously unexplored by the City.

Funding Source Identification | Funding research will be provided to include not only routine examination of published resources for grant program information but also regular communication with agencies and their personnel, participation in training programs and seminars, and watchful monitoring of program announcements. MRB Group subscribes annually to monitoring services that alert our team to opportunities that have been published nationally and by the State of Texas.

Agencies that MRB Group has worked with include:

Texas Water Development Board (TWDB)
United States Department of Agriculture (USDA)
United States Rural Development Agency (USRDA)
Federal Emergency Management

Administration (FEMA)
Texas Department of Transportation (TxDOT)
Texas Parks and Wildlife Department (TPWD)
Bureau of Land Management (BLM)
United States Bureau of Reclamation (BOR)
Texas General Land Office (GLO)

Grants and programs with which MRB Group is familiar include, but are not limited to:

TWDB Drinking Water State Revolving Fund
TWDB Clean Water State Revolving Fund
USDA Water/Wastewater
USDA Emergency Community Water Assistance
USDA Community Facilities
TDA Community Development Block Grant

WaterSMART
TWDB Flood-Infrastructure Planning
TDA Downtown Revitalization Program
TxDOT Transportation Alternative and TA Set-Aside
TxDOT Safe Routes to School

This list of funding opportunities represents only a portion of those available and which MRB Group team members have utilized in their work with communities, local governments, municipal utility districts, and water supply corporations.

Competitive Analysis | Comparing planned projects with current funding opportunities and ever-changing agency program objectives allows the MRB Group team to help identify strengths and weaknesses that may influence the City's ability to compete effectively. For example, suppose a project plan can be augmented, refined, or combined with other projects to meet new objectives or a newly created funding source. In that case, our team will bring those opportunities to the City for consideration.

MRB Group will leverage Federal, State, and philanthropic funding agency relationships; we work with many funding partners. With a clear understanding of the City's needs, we will begin to showcase projects to potential funders and demonstrate your competitiveness and alignment with funding agency priorities.

The Working Project Priority Plan | The final step in the Needs Assessment process is creating a dynamic document that we can utilize as a working "plan of pursuit." Comprised of a prioritized checklist of projects, it will identify the relationship between funding resources and the strategy employed in prioritizing, along with targeted timeframes for future pursuit. This "long-range plan" for project development will enable the City to engage with residents, keeping them informed and involved. In addition, its use will promote an understanding among all stakeholders that community leaders are pursuing projects in accordance with a logical plan that maximizes outcomes in the most affordable and financially responsible manner.

The Project Priority Plan will also keep the City "pointed North" toward a long-term vision and context for project completions. While the document should be routinely updated, leaders will appreciate a tool for keeping residents – and each other – informed and on the same page when discussing the future.

Meetings and Timeline | The MRB Group team will provide the scope and services described above in an array of meetings, discussions, resource exploration, and research. Where possible and practicable, team members will attend meetings in person unless remote sessions are preferable to the City staff. Our scope of services for Phase 1 is based upon the following allocation of time and expertise:

Meetings/MRB Group Team Utilization	Meetings	Scheduling/Period*
Kickoff/Informational	1x	Week 1
SWOT Analysis and Data Gathering	1x	Week 3
Research and Resource Development	internal/remote	Weeks 2-4
Subject Matter Expertise/Opportunity Exploration	1x	Week 4
Project and Funding Prioritization Meeting	1x	Week 5
Reporting/Review of Findings	1x	Week 6

**Timeline is based upon contractual authorization.*

Following completion of Phase 1, MRB Group team members will be prepared to individually pursue projects selected by the City from the Priority Plan as funding sources become available.

Phase 2 | Grant Writing

Phase 2 professional grant writing services performed by the MRB Group team are initiated by the client based upon the Priority Plan established in Phase 1. MRB Group proposes an individualized approach to Phase 2 in order to address the City's needs, accommodate funding cycles, and ensure that the team is engaged only when needed, keeping costs within budgetary constraints. Each project could potentially involve more than one grant request or application. Conversely, MRB Group may recommend that the City hold back and pursue funding at a more opportune time. In addition, some agencies utilize a pre-application process, requiring an initial scope of work that is specific and finite. For these reasons, Phase 2 services should be performed at the request of the City with a scope determined on a case-by-case basis.

Application Development / Professional Grant Writing | With grant application requirements changing regularly, our team takes a "deep dive" into program submission requirements—even on those funding sources we've worked with regularly—to ensure a clear understanding of the submittal requirements. In addition, we will communicate required materials with the City to ensure that everyone understands information needs and timelines for project development.

- **Content Development**—We work closely with the City staff to develop the content necessary to address funding agency information requests. We draw on materials provided by the staff to create compelling narratives that align with the funding agency and source program goals.
- **Additional Program Requirement Acquisition**—Grant application packages routinely require supplemental materials to support the application. These include engineering documentation, project reports, budgets, and other client information. We identify these needs upfront and regularly communicate with the City about timing. Once we gather all the information, we package it according to funding agency preferences.
- **Support Material Acquisition**—We understand the importance of providing contextual information to showcase a project's competitiveness. We provide counsel and administrative assistance regarding supplemental support for grant applications, including letters of support from elected officials and other stakeholders. In addition, we glean information from comprehensive plans and other documents, identify opportunities for public engagement, and include photos and other material that effectively communicate the vision and targeted goals.
- **Submission**—Once we complete the application, we will submit it in accordance with agency requirements.

Phase 3 | Grant Administration

Program Management / Reporting and Compliance | MRB Group works closely with many client communities that depend on external resources such as grants and agency funding programs

to underwrite critical projects. Communities often find the required paperwork and supporting documentation more significant than personnel with limited time or means can support.

Funding agencies require specific commitments from recipients: project goals and deliverables are defined by a legal contract, and funding or reimbursement may be withheld until proof of compliance is received. Managing the required documentation and submission process is referred to as grant administration.

The recordkeeping and reporting involved in grant administration can be daunting to a short-staffed municipality or whose existing staff is already stretched to the limits of its capability.

MRB Group's familiarity with typical infrastructure projects enhances our assistance with grant administration, bridging the gap and clearing the path to expedite reimbursement.

These services include:

- Providing documentation and a clear understanding of technical project details,
- Ensuring compliance with agency requirements for project benchmarks and documentation,
- Assisting in developing recordkeeping protocols,
- Assisting with maximizing allowable reimbursements and submitting timely requests,
- Providing management-level records for audit trail and reimbursement submissions,
- Providing guidance for procedures and project close-out,
- Assisting with agency or auditor inquiries, and
- Assisting throughout the process with board discussions, approvals, and public engagement, where needed.

MRB Group also works with clients who opt to utilize staff members with unique capabilities or prefer to administer funding-related record keeping, accounting and reporting and submit for reimbursement directly. In those cases, our team members can assist with guidance regarding agency requirements and best practices for recordkeeping and submittals.





MRB Group Fee Structure

The MRB Group team is a group of individuals who utilize their skills for specific portions and tasks required to complete competitive and compelling grant proposals. There is no "standard" flat fee or "typical" cost for effective grant writing. Each situation, need, and required scope of services can be unique.

There is tremendous variation in the types of grants available, with a wide range of program objectives and specific requirements for submission.

For example, USDA-RD or CDBG applications often include an income survey when upgrades serve a particular area or limited population to a community asset. This requires a substantially different level of effort and a number of hours with "boots on the ground."

While the MRB Group team includes technical and administrative personnel to provide such skillsets at a lower billing rate, significant grants can still require more hours to complete. By contrast, some infrastructure grants – or grant resubmissions – are more straightforward and can be completed and submitted with far fewer professional hours.

At MRB Group, our goal is to strengthen entities and help them increase their competitive advantage – at the lowest possible cost. We, therefore, do not charge a retainer or upfront fee for services. Instead, we bill clients for only those services they have received.

We believe that local governments should never engage in contracts that are not well-defined or without reasonable limits for costs for services. We encourage the utilization of a "not-to-exceed" engagement contract. Client will see tangible results for the duration of the agreement, with complete confidence that they will remain within their budget.

Fee Proposal

As discussed in the previous section entitled "Scope," our proposed fee for Grant Services to the City of Manor will involve three distinct phases, each involving separate scopes of services.

Phase 1: Preliminary Analysis and Guidance

Prior to any grant writing, we believe a preliminary investigative analysis should provide critical information to the team and essential guidance to the community. MRB Group's role in the initial phase will be to provide the following services:

Community Assessment

- Community character and SWOT analysis/review with the leadership team.
- An understanding of the strategic plans currently in place.
- An understanding of projects, whether planned, in process, or under consideration.
- Community development expertise/brainstorming with specialists, where applicable.

Project Review and Prioritization

- Detail level project consideration.
- Implementation/Feasibility Assessment.
- Grant program and eligibility research.
- ROI assessment.

Proposed Phase 1 Fee: Total Estimated Not-to-Exceed Fee\$25,000.00

(blended hourly rate of \$150)

Phase 2: Professional Grant Writing

The City will possess sufficient information to determine which projects to escalate through a grant preparation process following the preliminary assessment. With MRB Group's assistance, it will have developed a strategy for pursuing financial resources to fund selected projects.

Grant writing services include:

- Updates to municipal (portal) registrations, i.e., SAM registration.
- Grant writing, application coordination, and submission.
- Final budget review and reporting to the City's stakeholders, staff, and board.

Proposed Phase 2 Fee: Contingent on the Funding Agency's Requirements

Phase 3: Grant Administration

MRB Group provides **Grant Administration** services for various funding programs. Services provided are dependent upon the funding agency's requirements and whether the City will be performing a portion of the required Grant Administration services.

Grant Administration services include, but are not limited to:

- Creation and maintenance of Project files in accordance with funding agency requirements.
- Receive and maintain all correspondence associated with Project.
- Maintain Project financial information in accordance with grant requirements.
- Preparation of draft City letters requesting reimbursement of funds expended associated with the Project grant.
- Review of certified payrolls for the prime contractor and subcontractors, and resolve any issues during construction.
- Review work site Labor Standards reviews and resolve any issues during construction.
- Review and submission of any required certifications submitted by the prime contractor during construction.
- Receive and submit funding agency required reports, if any.
- Receive and submit Buy America certifications from the prime contractor, if required by the funding agency during construction.
- Receive SWPPP inspection reports during construction and submit to funding agency, if required.
- Receive and submit testing reports during construction, if required.
- Attendance at construction update meetings, if required.
- Maintain files on Project material testing during construction, if required.
- Prepare close-out documents and submit to funding agency, if required.
- Conduct records review/audit with funding agency at the close out of the project.

Proposed Phase 3 Fee: Estimated in Advance/Hourly Not-to-Exceed

Related Expenses

MRB Group works closely with clients to minimize ancillary expenses related to services provided by the team. Travel costs may be unavoidable, depending upon the location of meetings. We can accommodate the City's needs and reduce expenses with virtual meetings and electronic document exchange but also respect the City's wishes when in-person meetings are more appropriate.



An exacting professional engineer and fiscal manager, whose attention to detail keeps projects on-time and on-budget. Multi-disciplined with extensive experience in project and team management, engineering design, construction administration, and observation services on public and private projects.

A trusted resource to municipal planning boards providing valuable expertise in federal, state, and local regulatory and permitting processes. LEED accredited with a focus on both fiscal and environmental sustainability.



Expertise

Municipal Engineering Services – Respected advisor to communities across New York State with years of direct field and design experience, addressing widespread aging municipal infrastructure, community growth, and long-term planning under increasing budgetary constraints and financial uncertainty.

Planning/Regulatory Review – Provides trusted counsel to municipalities as Planning Board and/or Town Board liaison. Expertise in planning and design, compliance with the State Environmental Quality Review Act (SEQR), various subdivision/zoning regulations, site plan requirements, local development plans, policies, and preservation guidelines, Environmental Protection Agency (EPA) Phase II Stormwater Regulations, and Phase II Construction and MS-4 permit requirements. Familiarity with establishing special districts and managing design of municipal stormwater, water, sewer, park, and road projects.

Water and Sewer/Wastewater Treatment – Possesses years of accumulated knowledge in water/wastewater treatment facilities and system components, project management and engineering design, including analysis and evaluation of existing systems and equipment, recommendations for infrastructure and/or design improvements, preparation of formal studies, reports, and other documentation, and long-term strategic and capital project planning.

Education

B.S. Civil Engineering
Technology, Rochester Institute
of Technology, 1986
A.A.S. Construction Engineering
Technology, SUNY Alfred, 1983

Professional License

Professional Engineer
State of New York, No. 071899
State of Pennsylvania No.
PE042591E

Professional Affiliations

American Society of Civil
Engineers (ASCE)
Finger Lakes Water Works
Association
New York Water Environment
Association (NYWEA)
US Green Building Council
(USGBC, New York Upstate
Chapter)

More than 30 years of experience in civil and environmental engineering, specializing in the planning, design, and construction oversight of water/wastewater treatment facilities, water distribution systems, and wastewater collection systems. Expertise in wastewater treatment plant solids handling systems, the performance evaluation of membrane filtration systems, and iron and manganese treatment systems.

An innovator in design and treatment processes, recognized for utilizing emerging technologies to help municipal clients achieve operational efficiency.



Expertise

Water Treatment Systems – Successful in developing cost-effective design improvements and upgrades to water treatment plants, raw-water intakes, storage tanks, pump stations, membrane filtration systems, and solids handling facilities. Highly specialized background in water treatment facility solids handling evaluation and design, providing innovative engineering solutions to recycle waste process water and provide cost-effective solids dewatering and disposal. Effective and stringent oversight in planning, design, and construction phases on major water treatment plant rehabilitation projects, and has considerable experience providing guidance to municipal boards.

Wastewater Collection and Treatment – Direct experience with all phases of project development, from feasibility studies and preliminary engineering designs to construction administration services. Well-versed in wastewater treatment plant processes and equipment, lift stations, force mains, and gravity sewer interceptors in both highly urbanized and sparsely populated areas. Strong success with navigating underground utilities in congested rights-of-way, coordinating project activities with public and private entities. Prepares project budgets and schedules, and assists clients by providing plans and specifications to expedite equipment procurement and on-site delivery.

Presentations and Publications – “Improved Solids Handling for Bluebonnet WSC,” Texas Water 2012, San Antonio, Texas, April 12, 2012; “East Meets West, Treatment and Blending Considerations in Using Carrizo Aquifer Groundwater in Central Texas,” Texas Water 2011, Ft. Worth, Texas, April 7, 2011.

Key Projects

Water Treatment, Distribution, and Storage

- Brushy Creek Municipal Utility District, Membrane Filtration, Water Treatment Plant Evaluation
- City of Marlin, Membrane Filtration, Water Treatment Plant Rehabilitation
- Village of Waterloo, Water Treatment Plant Pilot Study
- Village of Trumansburg, Well and Water System Improvement Project
- Bluebonnet Water Supply Corporation (WSC), Water Treatment Plant Rehabilitation, Sludge, and Spent Backwash Handling and Dewatering System
- Water Treatment Plant Rehabilitation (12.0 MGD and 6.0 MGD plants), Schertz-Seguin Local

Education

M.S. Environmental Health Engineering, University of Texas at Austin.
B.S. Civil Engineering, University of Texas at Austin

Professional License

Professional Engineer
State of Texas, No. 54723
State of New York No. 091446

Professional Affiliations

American Water Works Association (AWWA)
Water Environment Federation

Government Corporation

- Brushy Creek Municipal Utility District, Raw Water Intake, Water Treatment Plant, Transmission Mains, and Elevated Storage Tanks project
- Greenshores on Lake Austin, Water Treatment Plant and Pumping System Improvements
- Moffat Water Supply Corporation, Master Plan Update
- City of Austin, Water Main Transmission
- Texas A&M University, Raw Water Line Relocation

Wastewater Treatment and Collection

- Village of Waterloo, Wastewater Treatment Plant, and System Improvements
- Village of Union Springs, Wastewater Treatment Plant Improvements
- Village of Newark, Wastewater Treatment Plant Improvements
- Village of Dansville, Wastewater Treatment Plant Improvements
- Leakey Wastewater Treatment Plant Improvement Project, Leakey TX
- Whisper Valley Development, Wastewater Treatment Facility Biological Nutrient Removal
- Snack Food Manufacturer, Wastewater Pre-Treatment Facility design and construction management
- Hurst Creek Municipal Utility District, Wastewater Reclamation Plant Design
- Lavaca Navidad River Authority, Wastewater Treatment Facility, Lake Texana State Park, and Brackenridge Recreation Area
- Galo Properties, South Fork San Gabriel River Wastewater Interceptor
- Whisper Valley Development, Wastewater Interceptor
- City of Austin, Wastewater Treatment Facility and Interceptor
- City of Austin, Slaughter Creek and Onion Creek Wastewater Interceptors
- City of Austin, Big Walnut Creek Wastewater Interceptors
- Brushy Creek Regional Authority, Onion Branch Lift Station
- City of Temple, Pea Ridge Lift Station
- City of Corpus Christi, Broadway Wastewater Treatment Plant Diversion Plant

Planning

- Texas State University, Water System Model Development
- Texas A&M University, Water Systems Engineering Study
- City of Leander Transit-Oriented Development Water and Wastewater Master Plan
- Johnson Ranch Development, Water System Planning and Preliminary Engineering
- City of Pharr, Water and Wastewater Master Plan
- Brushy Creek Municipal Utility District, Water Distribution System Analysis and Wastewater Master Plan
- Lake LBJ Municipal Utility District, Capital Improvements Plan
- Moffat Water Supply Corporation, Master Plan Update and Subdivision Review
- Schertz-Seguin Local Government Corporation, Water System Master Plan, Capital Improvements Plan, and Impact Fee Implementation
- Diamondhead Water and Sewer Authority, Hurricane Katrina Damage Assessment and FEMA coordination
- Texas Department of Rural Affairs, Hurricane Ike Disaster Recovery Program

Remediation

- Kelly Air Force Base, Groundwater Remediation System Design and Evaluation
- Tinker Air Force Base, Groundwater Remediation System Design and Construction Oversight

Former City Manager and municipal operations expert with a strong background in infrastructure planning, strategic development, and community engagement. Extensive experience in municipal budgeting and finance, collaborative service delivery, comprehensive planning, downtown revitalization and economic development.

Municipal consulting background includes internal process auditing, public relations assistance and guidance, and development of local government management capacity, as well as long-term strategic planning for community growth.



Expertise

Community Planning / Enhanced Management Capacity – As former municipal consultant for Washington-based local government support services firm, worked closely with the International City-County Managers Association, National League of Cities, and other government leadership associations. Supported community development efforts and developed strategic plans to address service delivery challenges, public works and aging infrastructure, parks and recreation services, and public safety, as well as other critical municipal services for more than 50 clients.

Strategic Development – Engaged with client communities to conduct a range of studies and identify best practices and implement solutions to address challenges and support long-term community sustainability. Developed feasible implementation plans for innovative approaches, based on direct knowledge of municipal operations and unique familiarity with local government fiscal constraints, regulatory requirements, labor impacts, and statutory guidelines.

Regional / Shared Services Approaches – As City Manager, worked to establish collaborative relationships and develop a shared-services approach to municipal and community service needs. Coordinator of data-driven implementation of integrated staffing and program management, including completion of workflow analysis and workload assessment.

Hands-on Municipal Management / Innovative Leadership – Worked directly with municipal officials to implement community goals through strong team leadership and successful management of personnel in multiple departments and across several disciplines.

Key Projects

City of Geneva Downtown Revitalization Initiative

- Led effort to author and submit a Downtown Revitalization Initiative (DRI) proposal, successfully obtaining investment from the State of New York in the form of a \$10 Million award
- Developed Geneva's Master Plan for Downtown Redevelopment
- Fostered more than \$30 Million in private and public investment in downtown revitalization, with an additional long-term commitment for another \$30 Million

Education

BS, Public Administration;
Public Management
Concentration

Political Science Minor,
James Madison University

Professional Affiliations

Credentialed Manager,
International City-County
Managers Association

Named to 2016-2017 "Top
100 Local Government
Influencers"; Engaging
Government Leaders

Member, Local Leaders
Council, Smart Growth
America

- Reduced first-floor vacancies from 50% to less than 15% in just five years
- Facilitated public and business engagement, and established a multi-year, grass roots redevelopment effort for the central business district

Innovation in in Infrastructure Financing

- Utilized public-private partnerships and developed a performance-based contracting model
- Facilitated data-driven facilities and infrastructure analysis, developed detailed scopes of work
- Engaged City Council in infrastructure management processes including finance deliberations and performance contract reviews

Permit and Financial Software Review

- Facilitated conversion of City's financial, planning and permitting software from legacy and proprietary systems to a single source provider with a unified, comprehensive database and open software architecture, reducing customization and update costs
- Coordinated workflow analysis in impacted departments, developed system specifications, facilitated selection and procurement, coordinated deployment, adaptation and personnel training

Comprehensive Planning

- Facilitated development of the first community comprehensive planning effort conducted in more than two decades
- Curated committee and personnel staffing
- Fostered community participation / civic engagement
- Supported data acquisition, and document development
- Coordinated plan adoption within statutory requirements
- Commenced plan execution

A former City Manager with invaluable perspective and insights into local government operations, day-to-day service delivery, capital projects and budget administration.

Recognized expertise in researching and successfully securing significant public funding for municipal capital and planning projects. Obtained more than \$50 Million in grants in the past several years alone, as well as another \$50 Million in low- or no-interest loans for communities.

A seasoned grant administration professional, ensuring expedited reimbursements through strong familiarity with agency reporting requirements and closeout of funded projects.



Expertise

Municipal Government Experience – Janet has 30 years of municipal government experience serving as City Manager, Assistant City Manager, City Secretary, and Tax Assessor-Collector. Her direct knowledge and hands-on experience in municipal operations and finance provide our clients insights into available resources for day-to-day operations, as well as capital projects. She provides consultation on various aspects of municipal functions, including training in best practices and innovative approaches to successful government administration.

Grants/Funding – Janet's track record for researching, writing, and administering grants for communities include securing more than \$100 million in federal, state, and local funds for critical infrastructure and community development. Janet's extensive familiarity with funding resources provides communities with insight regarding the best ways to compete for investment. She assists with effective planning for capital projects, leveraging local resources or multiple funding sources to maximize opportunities. Her expertise includes grant research, preparing compelling applications, and assisting in the administration of successfully funded federal, state, and local grants. Janet facilitates collaborative communication with funding agencies and provides effective grant administration services to ensure successful and expedited reimbursements. She also assists with environmental assessments and facilitates the preparation of engineering reports to support and strengthen funding applications. She has worked with numerous State and Federal agencies, County Grants Divisions, and Councils of Government from different areas of the State.

Janet is TxDOT Local Government Project Procedures (LGPP) certified and TDA certified for CDBG projects.

Key Projects

City of Hillsboro

- TWDB DWSRF Water System Improvements \$3,123,272
- TxDOT Safe Routes to School Hillsboro Middle School Phase 1 Sidewalks \$447,275, Environmental and Grant Administration
- TxDOT Safe Routes to School Hillsboro Middle School Phase 2 Sidewalks \$594,259 Environmental

Education

University of North Texas –
TMCA Certification Program

Professional Registrations

Texas Registered Municipal Clerk
TxDOT – Local Government Project Procedures (LGPP)
Texas Department of Agriculture – CDBG
FEMA – Introduction to Unified Hazard Mitigation Assistance
Shpley Group - NEPA Process
Texas Municipal Clerks Association

Professional Training

TxDOT Construction Administration
TxDOT Environmental Management System

Organizations

Texas City Managers Association – Region 7
Texas Municipal Clerks Association
Texas Municipal Clerks Association-Central Texas Chapter

and Grant Administration

City of Granger

- TxDOT Safe Routes to School Sidewalks \$551,468 Environmental and Grant Administration
- TWDB CWSRF Wastewater System Improvements \$1,200,000
- WILCO 2013 CDBG \$236,825
- TxDOT Downtown Streetscape Transportation Alternatives \$1,269,336

City of Temple

- TxDOT Safe Routes to School - Bonham Middle School Sidewalks \$498,493, Environmental and Grant Administration
- TxDOT Safe Routes to School – Lakewood Elementary Sidewalks \$496,725, Environmental and Grant Administration

City of Lorena

- TxDOT Safe Routes to School – Lorena Elementary and Middle School Sidewalks \$781,867
- TxDOT Transportation Alternatives Downtown Streetscape Revitalization \$1,479,954

City of Troy

- TxDOT Safe Routes to School Mays Elementary School Sidewalks \$450,950, Environmental and Grant Administration
- TxDOT Historic Downtown Sidewalks \$390,900, Environmental and Grant Administration
- Trojan Park Master Park Plan
- TPWD Trojan Park Splash Pad \$75,000, Grant Administration
- TWDB DWSRF Water System Improvements \$2,100,000
- TxDOT Safe Routes to School Mays Middle School \$277,571 Environmental and Grant Administration
- TxDOT West Main/Luther Curtis Road \$3,200,000

City of Waco

- TxDOT 11th/12th & Gurley Sidewalks \$505,175, Environmental and Grant Administration
- TxDOT Historic Elm Ave. Connectivity Improvements, Sidewalks and Bicycle Lanes \$2,644,000, Environmental and Grant Administration
- TxDOT J H Hines Safe Routes to School \$757,778, Environmental and Grant Administration
- TxDOT Cedar Ridge Hike & Bike Connections Environmental and Grant Administration
- TxDOT MKT Trail Grant Administration

City of Copperas Cove

- TxDOT/KTMPO Avenue D Streetscape Revitalization (3 phases) \$890,000, Environmental and Grant Administration
- TxDOT/KTMPO Business 190 \$10,000,000, Environmental Administration
- TxDOT/KTMPO Avenue D Downtown Streetscape Revitalization \$700,480, Environmental and Grant Administration
- TxDOT/KTMPO FM 116/3046 Sidewalks \$975,000, Environmental and Grant Administration
- TxDOT/KTMPO The Narrows Sidewalks \$1,700,000, Environmental and Grant Administration
- TxDOT/KTMPO FM 116 Underpass and Sidewalks \$13,500,000
- Copperas Cove Parks Master Plan

City of Jarrell

- TWDB CWSRF – Wastewater Treatment Plant \$12,000,000
- WILCO 2013 CDBG \$482,250

City of Rockdale

- TPWD Sumuel Park Splash Pad \$75,000, Grant Administration
- TDA Downtown Revitalization – Sidewalks \$150,000
- TxDOT US 79 Historic Cameron Avenue Sidewalks \$1,294,000, Environmental

City of Rosebud

- TWDB CWSRF Wastewater and Water System Improvements \$7,900,000

Town of Buckholts

- TWDB DWSRF Water Meter Replacements \$200,000

City of Hutto

- TxDOT TE FM 1660 Sidewalks \$1,001,880, Environmental and Grant Administration
- TxDOT TAP Limmer Loop Sidewalks \$786,232

City of Harker Heights

- TxDOT/KTMPO Commercial Dr. Roundabout \$391,399

Milam County

- TWDB Flood Infrastructure Fund \$856,500

Falls County

- TWDB Flood Infrastructure Fund \$820,000

City of Bartlett

- TWDB Flood Infrastructure Fund \$350,000
- TxDOT Bartlett Elementary Safe Routes to School \$835,054

City of Eldorado

- TxDOT School and Neighborhoods Connect, Transportation Alternatives \$1,735,206

City of Buffalo

- TxDOT SRTS Jr. High Complex Connector \$1,099,279

City of Cameron

- Parks Master Plan

Former Deputy Executive Administrator for Water Resources Development for the Texas Water Development Board, with extensive experience in water resource development, blending expertise in water system operations and infrastructure maintenance with economic development, public and private finance, and environmental and fiscal sustainability.

Expertise in integrated planning for resource development, water conservation, drought contingency plans, water issue management, as well as local project management and grant writing to maximize public funding opportunities.



Expertise

Grant Writing-With expertise in major infrastructure development, Tom has written and secured grants from many federal and state funding resources, including Clean Water State Revolving Fund (CWSRF), Drinking Water State Revolving Fund (DWSRF), Development Fund (D-Fund), and Economically Distressed Areas Program (EDAP). He also developed grants from USDA, Texas Parks and Wildlife, and the Economic Development Administration.

Water Resource Planning-Project Manager for Regional Recovery plans, Water Quality Management Plans, and Water/Wastewater Master Plans including the development of wholesale and retail water supply agreements. Developed over 20 local government Park and Open Space Master Plans. Managed multiple County Regional Water Development Plans, as well as the Texas Plan for the Texas Secretary of State for Colonia resident's hook-ups, obtaining certification for the Texas Plan from the Border Environment Cooperation Commission and grant funding from the North American Development Bank.

Water/Wastewater Project Development Experience-Success with identifying cost-effective methods for planning project implementation through external grant and loan funding sources. History of securing innovative financing for water and wastewater projects totaling over \$190 million. Well-versed in financial analyses for operational efficiency and rate studies, as well as all required regulatory reporting.

Operations / Utility Management Expertise-Having served as General Manager for a major regional Water Authority with oversight of others under contract, Tom possesses hands-on expertise regarding every aspect of day-to-day operations of a water pumping, storage, and distribution system, from strategic planning for capital improvements to board policy implementation and large staff management. This broader operational perspective ensures that project planning is not only affordable but also feasible and implementable.

Key Projects

Financing Management for Water/Wastewater Projects

- City of Eldorado Water System Improvement Project

Education

Bachelors of Arts Degree in Political Science, State University of New York.
Masters of Urban and Regional Planning, Texas A&M University

Professional Registrations

Grade "A" Water License, State of Texas

Commendations

Texas Water Development Board
Texas Rural Development Council
City of Corpus Christi

Organizations

Texas Water Conservation Assoc.
Texas Water Utilities Assoc.
American Water Works Assoc.
Texas Municipal League

Professional Licenses

Licensed Irrigator

- City of Eldorado Wastewater System Improvement Project
- Nueces River Authority Leakey Regional Wastewater Project
- Deerhaven WCID Water System Improvement Project
- Bandera Fresh Water Supply District #1
- Brushy Creek MUD Neenah Water Tower Project
- City of Marlin Water System Improvements
- City of Marlin Water Quality and Drainage Improvements
- Tom Green County Fresh Water Supply District #2 Water System Improvements
- Creedmoor-Maha WSC Water System Improvements
- Jarrell-Schwertner WSC Water System Capital Improvements Plan

Park and Open Space Master Plans

- Tom Green County 2017-2027 Park and Open Space Master Plan
- Lavaca-Navidad River Authority 2017-2027 Park and Open Space Master Plan
- City of Del Rio 2016-2026 Park and Open Space Master Plan
- San Felipe Creek Master Plan- 2015
- Schleicher County 2014-2024 Park and Open Space Master Plan
- Sonterra Municipal Utility District- 2007-2017 Park and Open Space Master Plan
- Brushy Creek Municipal Utility District- 2001-2011 Park and Open Space Master Plan
- Brushy Creek Municipal Utility District- 2012-2022 Park and Open Space Master Plan
- Harris County Municipal Utility District 286- 2005-2015 Park and Open Space Master Plan
- Harris County Municipal Utility District 210- 2007-2017 Park and Open Space Master Plan
- City of Alpine- Park and Open Space Master Plan- 2005-2015

Trail Projects

- Tom Green County- Pugh Park-Christoval Hike and Bike Trail
 - Preliminary Design for a 3-mile hike and bike trail through Pugh Park and Christoval High School.
 - Trail design incorporated ADA accessibility for areas paralleling the South Concho River.
 - Prepared a \$200,000 Trail Grant Application to Texas Parks and Wildlife.
- Lavaca-Navidad River Authority- Brackenridge Park Trail Improvements
 - Designed hike and bike trail improvements, including ADA accessibility, through Brackenridge Park which was constructed by Authority personnel.
 - Equestrian Trails that follow the shoreline of Lake Texana
 - Developed Texas Parks and Wildlife Department Grant Applications for \$1.2 million for implementation of the Master Park Plan and trail projects.
- City of Del Rio- San Felipe Creek Trail Improvements/Trail Extensions and New Hike and Bike Trails
 - Identified trail relocation and assisted in the design of a concrete hike and bike trail along San Felipe Creek.
 - Prepared a \$200,000 Trail Grant Application to Texas Parks and Wildlife that was used for implementation.
 - As part of the Parks and Open Space Master Plan, Tom prepared the preliminary design and location of 1.5-mile trail extensions to connect three parks and 2.5-mile hike and bike trails within the proposed 37-acre Kingsway Park.
 - Prepared a \$500,000 grant application to Texas Parks and Wildlife Department that is being used for implementation.
- Schleicher County- County Park Improvements
 - Designed a walking trail in the County Park that connects playgrounds, pavilion, picnic areas, and Swimming pool.
 - Prepared a \$500,000 grant application to Texas Parks and Wildlife Department that was used for implementation.
- Brushy Creek Municipal Utility District- Hike and Bike Trail Improvements
 - Developed hike and bike trail system as part of the Park and Open Space Master Plan.

- Responsible for implementation of the over 4 miles of trail projects.
- Prepared \$1,000,000 in grant applications to Texas Parks and Wildlife that was used for the design and construction of park and trail improvements.
- City of Alpine- Alpine Creek Trail Improvements
 - Prepared trail alignment and design for approximately 2 miles of trail improvements along Alpine Creek that connected to Sul Ross University and Kokernot Park.
 - Prepared \$200,000 Trail Grant Application and \$500,000 Recreation Grant to Texas Parks and Wildlife Department that was used for implementation.
- Harris County Municipal Utility District 286- Cypress Creek Trail Improvements
 - Prepared trail alignment for approximately 2.5 miles along Cypress Creek Greenbelt that connected neighborhoods, parks, schools, and H-P campus.
 - Prepared \$700,000 in Trail Grant and Park Grants to Texas Parks and Wildlife Department that was used for implementation.

A cross-trained planning professional with over 18 years of experience working with municipalities and public agencies, both leading and supporting planning and engineering projects. Extensive roadway and transportation planning experience includes corridor and feasibility studies, multimodal corridor evaluations, master planning, and alternatives analyses.

Exceptional skills in key project coordination to expedite agency approvals, inform community leadership and foster public engagement to effectively involve all community stakeholders. A proven track record for formulating and executing implementation plans, to keep projects on-track and on-budget.



Expertise

Grant Writing - with expertise in planning, Jordan has written and secured grants from federal and state funding resources.

Project Management – Jordan's extensive experience in the management of planning and design projects includes complete street and urban design studies, bypass or route alternative studies, and planning projects to create geographical linkages and overcome barriers. From redevelopment that incorporates urban design and place-making elements such as safety, walkability, and multiple modes of transportation, to conducting traffic and environmental impact analyses, Jordan's project leadership focuses on finding optimal ways to accommodate a variety of community challenges and needs, including narrow travel lanes, bicycle lanes, accessibility, wider sidewalks, parking, landscaped medians, waterways, and future transit.

Jordan closely examines both short- and long-term implications of proposed options, which often determine the cost of operations and service delivery for a community. His documentation often includes planning-level designs and an alternatives matrix to supplement final reports. He fully understands the direct impacts project planning can have on local governments with limited annual budgets.

Master Planning – Jordan's work in master planning includes the development of regional plans to identify and enhance key destinations, and to create linkages such as bicycle routes. Extensive project coordination has included achieving consensus with COGs, TxDOT, county officials, school districts, and involved municipalities, collecting data and spotlighting issues that might affect future development. He considers existing conditions and open space master plans; proposed roadway and transit; commercial, residential, and mixed-use development; schools; and of significant importance to communities, availability of funding to implement plans. Jordan's strong communication skills enhance more productive stakeholder meetings and information briefings.

Environmental – Jordan has extensive experience with projects that require the TxDOT environmental process. This involves synchronization with the TxDOT Environmental Coordinator for the District where the project is located. Most TxDOT sidewalk projects are considered categorically excluded (CE), but extensive research must be completed to make this determination.

Acquisitions – Jordan has a range of experience with municipal projects that require property easements

Education

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

Professional Certifications

American Institute of Certified
Planners (AICP) No. 027321
Project Management
Professional (PMP) No.
2087374
TxDOT Local Government
Project Procedures (LGPP)
No. 82643

TxDOT Pre-Certifications

1.2.1, Systems Planning;
1.3.1, Subarea/Corridor
Planning;
1.4.1, Land Planning /
Engineering;
1.5.1, Feasibility Studies

and acquisitions. His work includes locating property owners to obtain temporary construction licenses and easements. His background in transportation planning and design allows him to educate property owners on the project and acquisition process to obtain the necessary signatures to continue with construction.

Key Projects

Feasibility Studies, Alternative Analyses, & Preliminary Engineering

- Work closely with the client and technical experts to analyze different thoroughfare options and make recommendations.
- Identify environmental constraints and mobility and congestion issues.
- Evaluated local and regional connectivity and developed criteria to weigh alternatives.
- Developing typical section alternatives.
- Create and implement public involvement efforts.
- Develop short- and long-range implementation plans and develop cost estimates.

City Fort Worth, TX – West 7th Street Complete Street Study & Design, Project Manager

- Conducted a complete street and urban design study focused on redeveloping West 7th Street to incorporate urban design and place-making elements such as safety, walkability, and multiple modes of transportation.
- Facilitated stakeholder and public engagements throughout the planning process.

Rockwall County, TX – Bicycle Master Plan, Project Manager

- Developed a Bicycle Master Plan that the County could use as a guide for future roadway development.
- Coordinated with public agencies and stakeholders to collect data as well as discuss issues that may directly or indirectly affect future roadway development.
- Provide progress updates to the Commissioners Court and members of the County's Transportation Consortium.

City of Denton, Hickory Creek Road Feasibility Study & Design, Project Manager

- Directed a multidisciplinary engineering and planning team towards completing a routing study and design of Hickory Creek Road, a five-mile roadway in Southern Denton, TX.
- The scope included a feasibility study; travel demand modeling, drainage design, schematic design, PS&E, bridge gateway design, public involvement, environmental clearance, survey, ROW acquisition, and utility relocations.

City of Richardson, TX – Solid Waste Management Master Plan, Deputy Project Manager

- Analyzed the City's existing solid waste management system and defined future solid waste management needs.
- Evaluated recycling program options and their costs and impacts on the program.

City Fort Worth, TX – 2018 Transportation Bond Program, Project Manager

- Led a team of engineers and designers to formulate a list of recommended transportation projects for the anticipated 2018 Bond Program.
- Evaluated the City's transportation system and land-use patterns; prepared planning-level schematic layouts; evaluated project feasibility and benefits; estimated total project costs, and provided preliminary recommendations for the prioritization of potential projects.
- Facilitated internal stakeholder engagement throughout the planning process.

City of Amarillo, TX – Martin Road Playa Improvements, Facilitation Task Lead

- Lead the public engagement process that included a neighborhood "listening session" and a series of open house-style feedback meetings.
- The purpose of the engagement was to collect input for four playa lake park designs that include open space, sidewalk and roadway improvements, lighting, and park amenities such as picnic tables, gazebos, and fishing amenities.

Various Clients - Water System Vulnerability Assessments & Emergency Response Plans, Deputy Project Manager

- Prepared Emergency Response Plans for municipalities across the U.S. using FEMA standards and methodologies.

- Assessed the impacts of a physical or manmade disaster on the community and physical infrastructure, including environmental and financial.
- Led information workshops and tabletop exercises using different scenarios to better plan for a disaster.

City of Richardson, TX – East Arapaho Redevelopment Study, Infrastructure Task Lead

- Identified the existing infrastructure (e.g. roadway and utilities) capacity and determine the impacts from new development.
- Conducted stakeholder meetings with property owners, business owners, and City staff.

City of Austin, TX – East Riverside Drive Corridor Study, Bicycle & Pedestrian Task Lead

- Worked with the City of Austin to develop a plan to create a multimodal corridor that would encompass bicycle lanes, pedestrian improvements, and passenger rail.
- Analyzed the compatibility of different types of bicycle facilities and pedestrian improvements, and determine how they would interact along East Riverside Drive as well as its surrounding street network.
- Developed a short-, medium-, and long-range implementation plan that the City would use to develop East Riverside Drive.

ALDOT, Mobile River Bridge Bicycle & Pedestrian Study, Bicycle & Pedestrian Task Lead

- Identified and analyze potential bicycle and pedestrian routes across the Mobile River in Alabama.
- Developed alternatives that included a shared-use path on the proposed Mobile River Bridge and converting the existing Bankhead Tunnel into a bicycle and pedestrian facility.
- Evaluated Mobile's existing street network to identify potential bicycle linkages and connections into Downtown Mobile.
- Developed typical sections, planning-level designs, and an alternatives matrix which were incorporated into a final report.

TxDOT, Interstate Access Justification Reports, Task Lead

- Responsible for leading and managing over 25 IAJR studies for segments of major interstates within Texas. An IAJR is a planning and engineering document required by FHWA to assist them with making informed decisions on requests for new or modified access to the interstate system. Approvals have been beneficial to the communities the Interstates reside in as the proposed projects help improve operational efficiency and reduce congestion and accidents. IAJRs include a corridor evaluation of the traffic and geometric design of the Interstate segment as it relates to the alternatives of the proposed design. IAJRs require the development of traffic data; evaluations of existing and future socioeconomic data, land uses, traffic circulation patterns, and safety data; assessment of state and local mobility plans, TDM and TSM strategies; and determining the corridors existing and projected level of service.

City of Hillsboro, TX Pre-Visioning and Community Snapshot, Project Manager

- Lead a team of economists to develop an Economic Base Analysis (EBA) to identify socioeconomic and market trends.
- Conducted a review of available city operations information and interviewed individual staff and stakeholders.
- Facilitated a ½-day planning workshop with the City Manager and Staff Leadership.

City of Hillsboro, 2022-2027 Strategic Plan, Project Manager (In Progress)

- Lead a series of surveys and community input meetings to collect information for a community-based Plan.
- Facilitated a 1½-day workshop with Council and Staff Leadership to develop a mission statement, core values, community vision, SWOT analysis, gap analysis, and develop goals.
- Work with the City to identify short- and mid-term strategies and actions over the next 3-5 years.

City of Waco, TX 19th Street and J. H. Hines Elementary SRTS Property Acquisitions, Task Lead

- Responsible for locating and meeting with property owners to obtain signatures for temporary construction licenses and easements.
- Coordinate with City staff regarding acquisitions status and project updates.

A powerful communicator, skilled in preparing compelling narratives for both public engagement and competitive grant writing. Successful in fostering positive relationships with and among community organizations / groups.

Experience in managing effective workflow processes and procedures, with demonstrated capability in meeting and exceeding project and program requirements.

Focused on bridging local governments and public service utilities with community building resources, promoting economic development opportunities, and bringing projects to fruition.



Expertise

Grant Services – Utilizing exceptional communication skills, Brooke supports both grant application processes and effective post-award administration on behalf of local governments, municipal utility districts, and water supply corporations. Her strict organizational methods promote on-time reporting, along with thorough narratives that result in expedited approvals and reimbursements, critically important to communities dependent upon revenue relief.

Structural Analysis and Change Management – Ability to develop, implement, and communicate effective strategies to optimize structural efficacy within organizations, with a focus on productivity, ingenuity, innovation, consistency, and increased positivity among personnel, along with recognition of the impacts of organizational change.

Quality Assurance – As a former QA Specialist, Brooke's experience includes monitoring, inspecting, and proposing measures to correct or improve processes. Brooke excels at analyzing procedures to ensure quality standards are met, including compliance with stringent State and Federal guidelines.

Organizational Leadership – Facilitates organizational workgroups and leads planning processes to address challenges in internal communication, information sharing, and workflow management in order to develop solutions for identified areas of concern.

Public Engagement – With a strong background in public service and local government, Brooke's unique understanding of the dynamics of public communication allows her to foster high levels of stakeholder participation, even in challenging environments. She can effectively engage groups, diffuse conflicts, and achieve resounding consensus.

Key Projects

City of Waco

- TxDOT Safe Routes to School – JH Hines Elementary
- TxDOT TASA Elm Ave. Sidewalks

City of Moody

- TxCDBG Water Main and GST Rehabilitation

City of Hillsboro

- TWDB Industrial Park Water Improvements
- Strategic Planning
- TxDOT SRTS Sidewalks

City of Granger

- TxDOT SRTS K-8

City of Troy

- TxDOT SRTS Raymond Mays Middle School

Education

BA in General Studies, Texas A&M University, Commerce

Professional Certifications

TDA CDBG Contract Administration

A dynamic team leader, innovator, and project management expert with extensive municipal and water supply corporation experience. Highly effective large- and small- scale project coordinator with strong business acumen, guiding strategic approaches to planning, procurement and leveraging capital finances.

Able to expedite project completion and streamline submittals, maximizing reimbursement for publicly-funded projects. Wide-ranging technical experience in all facets of water/wastewater engineering and design, as well as technological innovation in gas treatment and odor control.



Expertise

Project Management - An accomplished leader in design, construction management, and environmental services in the municipal and facility market sectors. More than 20 years of management and implementation of water/wastewater treatment and conveyance, gas treatment, odor control, and equipment/structure design and fabrication. Direct, hands-on experience on 25 gas facility projects, over 50 water/wastewater treatment plants, and more than 100 pumping system-related infrastructures.

A history of exceeding benchmarks for project timelines and deliverables while clearly and thoroughly advising project stakeholders, ensuring regulatory compliance, and evaluating operational and financial impacts to help clients achieve long-term success, sustainability, and resilience.

Proven effectiveness in multi-discipline, design team leadership, and coordination of high-performance-level collaboration, fostering innovation and enhanced productivity. Responsible for technical oversight, design, and construction management for critical community infrastructure projects.

Key Projects

Water Systems

- Water System and Drainage Study - Sweeny, Texas
- 36-Inch Waterline Replacement, Hwy 317/W. Adams - Temple, Texas
- Water Pressure Study, Bell County Jail - Belton, Texas
- 41st Street to 57th Street/Ave R. to Ave. Z Water and Wastewater Rehabilitation - Temple, Texas
- Water Treatment Plant 1 Rehabilitation - Schertz-Seguin Local Government Corporation (SSLGC)
- Raw Water Intake, Water Treatment Plant, and Pumping System Improvements - Greenshores on Lake Austin
- Moffat WSC Standpipe Booster Pump Station - Moffat, Texas
- Segment 1 of the City of Austin's IH-35 36-inch Water Transmission Main - Austin, Texas
- Bluebonnet WSC Water Treatment Plant Rehabilitation & Solids Handling Improvements - Bell County, Texas
- City of Marble Falls Water Treatment Plant Modifications - Marble Falls, Texas
- Phase V Water Treatment Plant Expansion - Round Rock, Texas
- Horseshoe Bay West Elevated Tank - Horseshoe Bay, Texas
- Beacon Hill Elevated Storage Tank - Buda, Texas

Education

Bachelor of Science in Civil Engineering, Chi Epsilon Member, University of Texas at Austin, 2000

Post Graduate/Advanced Courses

Hydraulics, Structures, Water/Wastewater Treatment, Air Pollution, Hazardous Waste Management

Professional License

Professional Engineer
State of Texas, No. 94706

- Bundrant Elevated Storage Tank – Killeen, Texas
- Aqua Texas Woodcreek Phase I & II Water System Improvements – Wimberley, Texas
- Texas A&M University Water Systems Master Plan - College Station, Texas
- Water Transmission Main Analysis – Schertz-Seguin Local Government Corporation (SSLGC)
- East Avenue 48-inch Waterline Relocation – Austin, Texas
- City of Harker Heights FM 2410 16-inch Waterline – Harker Heights, Texas
- City of Killeen Lake Road Waterlines – Killeen, Texas
- Oakridge Booster Pump Station Improvements - San Marcos, Texas
- Aqua Texas H₂S and Methane Removal System – Weatherford, Texas
- Aqua Texas Radium Removal System – Comfort, Texas
- Water Treatment Plant Rehabilitation – Marlin, Texas

Wastewater Systems

- 1.5 MDG Lift Stations and Wastewater Treatment Plant Expansion - Gatesville, Texas
- 3.0 MGD Wastewater Treatment Facility and Interceptor, Whisper Valley - Austin, Texas
- Walnut Creek Wastewater Treatment Plant 75 MGD Expansion – Austin, Texas
- Zacate Creek Wastewater Treatment Plant Rehabilitation – Laredo, Texas
- Ribelin Ranch Lift Station – Austin, Texas
- Grandview Hills Lift Station – Austin, Texas
- Teravista Lift Station – Round Rock, Texas
- Sludge Handling Improvements — Bryan, Texas
- Odor Control Improvements – College Station, Texas
- San Antonio Water System (SAWS) Wastewater Master Plan — San Antonio, Texas
- Longhorn Village Lift Station — Austin, Texas
- Concordia University Lift Station — Austin, Texas
- Cielo Lift Station — Austin, Texas
- Block 21 Storm Water Pump Station — Austin, Texas
- Colina Vista Lift Station - Austin, Texas
- Shops at Sunfield Lift Station – Buda, Texas
- Water Oak at San Gabriel Lift Station – Georgetown, Texas
- 12 MGD Headworks Rehabilitation – College Station, Texas
- Sludge Aeration Systems – College Station, Texas
- Drop-in Aeration Systems – Temple-Belton Wastewater Treatment Plant
- Screening Improvements – Mart, Texas

Other Project Experience

- Tower Access Drive/Creek Crossing, Bell County Jail - Belton, Texas
- Texas Department of Rural Affairs Disaster Recovery Program – Hurricane Ike
- City of Austin Landfill Rehabilitation — Austin, Texas
- Environmental Remediation – Austin, Texas
- Indian Trail Reconstruction and Waterline - Harker Heights, Texas
- Landfill Gas Treatment System – Rockford, Illinois

Over 21 years' experience encompassing water and wastewater treatment, water distribution, wastewater collection, street and drainage improvements, master planning and other municipal projects. Justin has composed and led teams of engineers and engineering sub-consultants and has designed projects for several municipalities in the Central Texas Region, the Texas Panhandle, and Pennsylvania.

Justin is experienced in project management in both the public and private sector, with notable expertise in state and local regulatory processes and permitting.



Expertise

Water/Wastewater Treatment Plants – Expertise in plant assessment and upgrading efficiencies. Extensive experience designing and troubleshooting many of the supporting systems in these plants including on-site chlorine generation, chemical feed systems, blowers and aeration equipment, lifting and pumping facilities, storage facilities, and control valve systems. Possesses a thorough understanding of municipal water and wastewater operations and relevant state and local regulations having years of advisory experience serving municipal leaders and water facility operators.

Infiltration and Inflow Reduction (I&I) – Team leader on projects with municipalities to reduce storm water-induced I&I into their sewage collection systems. Strong experience with scoping and planning for an I&I study tailored to the needs of the individual municipality. Has developed and analyzed models based on the information gathered in the study making recommendations for various projects and prioritizing the work to maximize the I&I reduction with the least amount of capital invested.

Reclaimed Water – Strong skills in planning, reviewing, and designing reclaimed water systems. Current on TCEQ guidelines and regulations relating to these systems. Experience has led to efficient designs that minimize tank storage and maximizing reclaimed water usage.

NPDES/TPDES/TLAP Permitting – Prepared numerous wastewater permits for discharge to waters of the state and land application. Permits required coordination with the municipality and the TCEQ. Worked with his clients to successfully defend against excessive permit limits for nutrients and metals.

Key Projects

Wastewater Treatment Plants

- City of Jarrell Wastewater Treatment Plant Expansion
- City of Martindale, Study and Preliminary Design for Expansion
- Fort Bend County MUD No. 146, Expansion
- City of Austin, Taylor Lane Waste Water Treatment Plant
- Round Rock TX, Brushy Creek West, Waste Water Treatment Plant Rehabilitation
- Abington Township PA, WWTP Rehabilitation
- Limerick PA, Sewer Engineer of Record, Rehabilitation
- City of Memphis TX, Constructed Wetlands Design, & Reclaimed Water Permits
- Spring TX, Harris County Improvement District No. 18, Expansion

Education

BS, Civil Engineering,
Texas A&M University, 2000
MS, Technology
Management
Villanova University, 2009
MS, Water Resources and
Environmental Engineering
Villanova University, 2010

Professional Licenses

Professional Engineer
State of Texas, No. 94772

- Hart TX, City of Hart, Lagoon Construction and Rehabilitation
- Chadds Ford PA, Tertiary Filtration Evaluation, Equalization Tank Design
- City of Lefors TX, Screw Pump Rehabilitation and New Clarifier Design
- Pocono Township PA, Stone Row Development WWTP, Lagoon WWTP & Spray Irrigation Design
- Phoenixville PA, Phoenixville Borough Anaerobic Digester Rehabilitation

Lift Stations and Forcemains

- City of Jarrell 1St and Double Creek Lift Stations
- City of Pflugerville TX, Verona Lift Station Design Review
- Houston TX, Fort Bend County MUD No. 146, Influent Lift Station Rehabilitation
- Chadds Ford Township PA, Multiple Lift Station and Forcemain Evaluations
- Upper Saucon Township PA, Lift Station Design
- Thornbury Township PA, 7,500 linear feet of 2"-4" Low Pressure Sewer Design
- Penn Township PA, Chester County Intermediate Unit, 10,000 Linear Feet Low Pressure Forcemain and 0.060 MGD Lift Station
- City of Hutto TX, Enclave Lift Station with 14,200 linear feet of 20" Forcemain Design

TPDES Permits

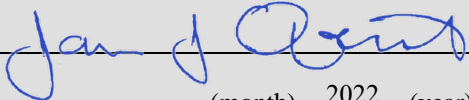
- City of Blanco Water Treatment Plant (new)
- City of Blanco Wastewater Treatment Plant (major amendment)
- Fort Bend County MUD No. 206 Wastewater Treatment Plant (major amendment, renewal)
- City of Pflugerville, Lake Pflugerville Water Treatment Plant (renewal)
- City of Pflugerville, New Sweden Wastewater Treatment Facility (renewal)
- City of Pflugerville, Upper Gilleland Creek Wastewater Treatment Facility (renewal)
- City of Vega, Wastewater Treatment Plant (major admendment)



Appendix B – Proposal

Submittal Checklist: (To determine validity of proposal)

- Appendix B must be included in the proposal submittal
- Appendix C Conflict of Interest Form must be included in the proposal submittal.
- HB 89 Verification Form
- Form 1295 Certificate of Interested Party must be submitted with TEC and included in the proposal submittal
- n/a Confidentiality/Non-Disclosure Agreement
- n/a Cooperative Governmental Purchasing Notice

All proposals submitted to the City of Manor shall include this page with the submitted Proposal.			
RFP Number:	2021-58		
Project Title:	Grant Writing and Management Services		
Submittal Deadline:	January 28, 2022 at 2:00pm		
Proposer's Legal Name:	MRB Group, P.C.		
Address:	303 W. Calhoun Ave.		
City, State & Zip	Temple, TX 76501		
Federal Employers Identification Number #	16-1242288		
Phone Number:	254-771-2054	Fax Number:	n/a
E-Mail Address:	info@mrbgroup.com		
<u>Proposer Authorization</u>			
<p>I, the undersigned, have the authority to execute this Proposal in its entirety as submitted and enter into a contract on behalf of the Proposer.</p> <p>Printed Name and Position of Authorized Representative: <u>James J. Oberst, P.E., LEED AP, Executive V.P./C.O.O.</u></p> <p>Signature of Authorized Representative: <u></u></p> <p>Signed this <u>1st</u> (day) of <u>April</u> (month), <u>2022</u> (year)</p>			

Appendix C – Form CIQ

INFORMATION REGARDING VENDOR CONFLICT OF INTEREST QUESTIONNAIRE

WHO: The following persons must file a Conflict of Interest Questionnaire with the City if the person has an employment or business relationship with an officer of the City that results in taxable income exceeding \$2,500 during the preceding twelve – month period, or an officer or a member of the officer’s family has accepted gifts with an aggregate value of more than \$250 during the previous twelve – month period and the person engages in any of the following actions:

1. contracts or seeks to contract for the sale or purchase of property, goods or services with the City, including any of the following:
 - a. written and implied contracts, utility purchases, purchase orders, credit card purchases and any purchase of goods and services by the City;
 - b. contracts for the purchase or sale of real property, personal property including an auction of property;
 - c. tax abatement and economic development agreements;
2. submits a bid to sell goods or services, or responds to a request for proposal for services;
3. enters into negotiations with the City for a contract; or
4. applies for a tax abatement and/or economic development incentive that will result in a contract with the City.

THE FOLLOWING ARE CONSIDERED OFFICERS OF THE CITY:

1. Mayor and City Council Members;
2. City Manager;
3. Board and Commission members and appointed members by the Mayor and City Council; and
4. Directors of the City of Manor who have authority to sign contracts on behalf of the City.

EXCLUSIONS: A questionnaire statement need not be filed if the money paid to a local government official was a political contribution, a gift to a member of the officer’s family from a family member; a contract or purchase of less than \$2,500 or a transaction at a price and subject to terms available to the public; a payment for food, lodging, transportation or entertainment; or a transaction subject to rate or fee regulation by a governmental entity or agency.

WHAT: A person or business that contracts with the City or who seeks to contract with the City must file a “Conflict of Interest Questionnaire” (FORM CIQ) which is available online at www.ethics.state.tx.us and a copy of which is attached to this guideline. The form contains mandatory disclosures regarding “employment or business relationships” with a municipal officer. Officials may be asked to clarify or interpret various portions of the questionnaire.

WHEN: The person or business must file:

1. The questionnaire – no later than seven days after the date the person or business begins contract discussions or negotiations with the municipality, or submits an application, responds to a request for proposals or bids, correspondence, or other writing related to a potential contract or agreement with the City; and
2. an updated questionnaire – within seven days after the date of an event that would make a filed questionnaire incomplete or inaccurate.

It does not matter if the submittal of a bid or proposal results in a contract. The statute requires a vendor to file a FORM CIQ at the time a proposal is submitted or negotiations commence.

WHERE: The vendor or potential vendor must mail or deliver a completed questionnaire to the City Secretary. *The Department is required by law to post the statements on the City's website.*

ENFORCEMENT: Failure to file a questionnaire is a Class C misdemeanor punishable by a fine not to exceed \$500. It is an exception to prosecution that the person files a FORM CIQ not later than seven business days after the person received notice of a violation.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

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

N/A

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

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

N/A

Name of Officer

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

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

Yes No

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

Yes No

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

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

7 Signature of vendor doing business with the governmental entity

4/1/2022 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.

House Bill 89 Verification Form

Prohibition on Contracts with Companies Boycotting Israel

The 85th Texas Legislature approved new legislation, effective Sept. 1, 2017, which amends Texas Local Government Code Section 1. Subtitle F, Title 10, Government Code by adding Chapter 2270 which states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

- 1) does not boycott Israel; and
- 2) will not boycott Israel during the term of the contract

Pursuant to Section 2270.001, Texas Government Code:

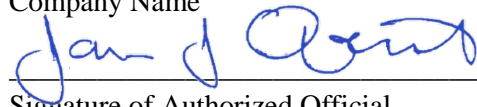
1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

I, (authorized official) James J. Oberst, P.E., LEED AP, do hereby depose and verify the truthfulness and accuracy of the contents of the statements submitted on this certification under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and that the company named below:

- 1) does not boycott Israel currently; and
- 2) will not boycott Israel during the term of the contract; and
- 3) is not currently listed on the State of Texas Comptroller's Companies that Boycott Israel List located at <https://comptroller.texas.gov/purchasing/publications/divestment.php>

MRB Group, P.C.

Company Name



Signature of Authorized Official

Executive V.P./C.O.O.

Title of Authorized Official

4/1/2022

Date

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:
2022-866700

Date Filed:
03/30/2022

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.
MRB Group, P.C.
TEMPLE, 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 Manor

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.
RFP 2021-58
Grant Writing and Management Services

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Davis, William	Rochester, NY United States	X	
	Reed, AIA, Tanya	Temple, TX United States	X	
	Sciarrone, P.E., Robert A.	Rochester, NY United States	X	
	Chatfield, P.E., Paul R.	Rochester, NY United States	X	
	Nicoletta, P.E., Patrick A.	Rochester, NY United States	X	
	Doyle, P.E., David M.	Rochester, NY United States	X	
	Oberst, P.E., James J.	Rochester, NY United States	X	
	Colvin, P.E., Ryan T.	Rochester, NY United States	X	

5 Check only if there is NO Interested Party.

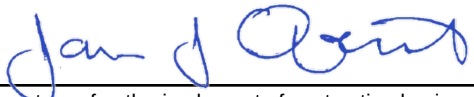
6 UNSWORN DECLARATION

My name is James J. Oberst, P.E., LEED AP, and my date of birth is XX-XX-XXXX.

My address is 145 Culver Rd., Suite 160, Rochester, NY, 14620, US.
(street) (city) (state) (zip code) (country)

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

Executed in Monroe County, State of New York, on the 1st day of April, 20 22.
(month) (year)



Signature of authorized agent of contracting business entity
(Declarant)

The image shows a modern, single-story office building with a light-colored facade and a covered entrance area supported by columns. The building is set against a clear blue sky. The logo "MRB group" is mounted on the upper part of the building's facade. The "MRB" is in a bold, blue, serif font, and "group" is in a smaller, blue, lowercase serif font, separated by a vertical line.

MRB group

A large, stylized logo for MRB group is positioned in the lower half of the image. The "MRB" is in a bold, blue, serif font, and "group" is in a smaller, blue, lowercase serif font, separated by a vertical line. The logo is overlaid on a background of a grassy lawn and a paved walkway.

MRB group

303 W. Calhoun Ave.
Temple, TX 76501
P 254-771-2054
www.mrbgroup.com