

DRAFT

COVER SHEET

MATAGORDA BAY MITIGATION TRUST  
REQUEST FOR PROPOSALS (RFP)  
For  
2024-25 Funding Cycle Projects

**RFP # 2024-2025-1**

Due October 14, 2024 5:00 P.M. C.S.T.

Respondent

**City of Port Lavaca**



202 N. Virginia Street  
Port Lavaca, Texas 77979

Program/Project:  
**Educational outreach Boat Tours about  
waterways and birds in Calhoun County,  
as part of the 1<sup>st</sup> Annual City of Port Lavaca  
Mid-Coast Texas Birding Festival**

Prepared by

JoAnna P. Weaver, P.E.  
Interim City Manager  
City of Port Lavaca  
Contact phone: 361-827-3601  
Contact fax: 361-552-6062  
Contact email: [jweaver@portlavaca.org](mailto:jweaver@portlavaca.org)

**PART IV**



**MATAGORDA BAY MITIGATION TRUST**

**Deadline:**  
**October 14, 2024**  
**At 5:00 PM**

Please contact Steven J. Raabe,  
with any questions.  
Trustee@mbmTrust.com

***APPLICATION FORM - 2024-2025 Funding Cycle***  
*(Please address all questions. Include additional pages if necessary)*

1. Program/project contact information:

Name of Lead Investigator/Program Manager:

**JoAnna P. Weaver, P.E.**

Name of organization:

**City of Port Lavaca**

Physical address:

**202 N. Virginia St. Port Lavaca, TX 77979**

Mailing address (include mail code if applicable):

**same**

Email address: [jweaver@portlavaca.org](mailto:jweaver@portlavaca.org)

Telephone number: **361-552-9793**

Fax number: **361-552-6062**

Name of Project Manager or Authorized

Representative, if appropriate:

**Dr. Tim McFarland**

Email address for Project Manager or

Authorized Representative:

[trmcmedc@gmail.com](mailto:trmcmedc@gmail.com)

Check the funding priority that applies to your proposed project:

**General Call:**

Public Education

Youth Camps

Land for Pollution Prevention

Public Access Improvement

Environmental Research

Environmental Advocacy

Habitat Restoration

**Specific Call No. 1:**

GLO CRP, GOMESA Projects

**Specific Call No. 2:**

Dedicated Mitigation Projects

\*Note: Notifications will be sent electronically

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2. Applicants must be classified as a government or non-profit organization. Provide Federal Tax ID number or IRS Letter of Determination: **Federal Tax ID# 74-6001927**
  
3. Program/project name: **Education outreach boat tours about the waterways and birds in Calhoun County, as part of the 1<sup>st</sup> Annual City of Port Lavaca Mid-Coast Texas Bird Festival.**
  
4. Implementation and conclusion dates of program/project:
  - Friday, May 2 – Six (6) educational tours will be scattered across the waterways of Calhoun County. There are three different tours. Each will run Friday morning and again Friday evening.

One tour will depart from Charlie’s Dock and travel southwest down the Intercoastal Waterway (ICW) towards San Antonio Bay, then north towards Seadrift and then south towards South Pass, then Steamboat Pass and return to the dock.

A second tour will depart from the Lighthouse Beach Dock. It will head south and view birds as it goes past the bird sanctuary at Lighthouse Beach. It will continue south towards Chocolate Bay. It will go west to Snake Island (the island south of the port). It will go north and cross under the causeway. The tour will look for birds at the new restoration marsh just north of the causeway. The tour will have a restroom break at the dock in Point Comfort. The tours will go towards the mouth of the Lavaca River, the Banal, then Placedo Creek. The tour will then return to the Lighthouse Beach dock by following the west shoreline of Lavaca Bay.

The third tour will emphasize photography of birds and wildlife on Big Chocolate Bayou. It will use the newly revised boat ramp at the South end of Austin Street. Cissy Beasley is a photograph instructor and has organized several wildlife photography seminars. She will be guiding this tour that will go up Chocolate Bayou.
  - Saturday, May 3 – The same three tours will be repeated on Saturday morning. The photography tour will use Hog Bayou or the Guadalupe River via Highway 35.
  - Sunday, May 4 – Will be a repeat of the three tours of Friday morning.
  
5. Amount requested: **\$6,850.00**

6. Proposed project summary (100 words or less)

**Several hundred bird enthusiasts are expected to travel to Port Lavaca to attend the 1<sup>st</sup> Annual City of Port Lavaca Mid-coast Bird Festival May 2 – 5, 2025. 16 participants can sign up for each set of tours. So that is 16 on Friday morning, 16 on Friday evening, 16 on Saturday morning and 16 on Sunday morning. This is a total of 64 participants. They will gain first-hand knowledge of our waterways and how important our estuaries are, what estuaries provide and how to keep them healthy.**

7. Brief history and mission statement of the proposing organization (150 words or less):

**The City of Port Lavaca is the county seat of Calhoun County and part of the Victoria, Texas Metropolitan Statistical Area. It is located along the mid-Texas Gulf Coast and was incorporated in 1919 with a Home-Rule charter and a “council-manager” form of government. With a 2020 census population of 11,557, Port Lavaca is a rural, waterfront community rich in history and natural resources. The North America Migratory Count has accounted for more than 400 species of birds in Calhoun County, Texas, which is more than any other county in the nation. The mission of the City of Port Lavaca is to make Port Lavaca a desirable place to live through quality services, responsible use of public resources, and a progressive attitude toward community development. With enthusiasm, integrity and vision, we will maintain a safe environment and continually improve the quality of life for all citizens.**

8. Describe the need for or value of the project and how it addresses the selected funding priority.

**The tours via boats for the Birding Festival will educate participants about the significance of our estuaries and the abundant wildlife our bays support. Education will be a hands-on experience that advocates for maintaining healthy estuaries.**

9. List the goals and objectives of the proposed project:

- Provide education about the significance of our healthy bay system, including identifying up to 100 species of birds to our 64 participants from the Texas Mid-Coast Birding Festival.**
- Transport 64 participants via boat to multiple bay and river systems across Calhoun County.**
- With the hands-on experience, help participants to become advocates for the environment and maintaining healthy bays and estuaries.**

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10. Describe the methods to be used in the proposed project. Please provide a list of tasks, deliverables and milestones. Please indicate what permits or authorizations are needed to implement project, if any, and if those have been secured:

- **Establish strategic partners and apply for funding by October 14, 2024.**
- **Confirm funding by January 20, 2025**
- **Confirm availability of boat captains – DONE ✓**
- **Confirm availability birding and photography guides – DONE ✓**
- **Advertise tour session to birding festival participants by November 1, 2024.**
- **Will begin registering birding festival participants on November 1, 2024.**

11. Describe the impact the project will have on the areas it benefits and the longevity of those benefits.

- **These 64 participants will gain a life-long appreciation of the birds and the wildlife in general that our healthy bay system can support. They will also have a life-long education about how to protect waterways and its importance.**

12. Attach vitae or resume of Lead Investigator/ Program Manager of the proposed project. *See attached resume of JoAnna P. Weaver, P.E. Interim City Manager*

13. Financial information:

a) Total budget for this project: \$10,050.00

b) Matching funds (in-kind services or cash)

*(Not required but desirable for proposals in response to the general call for proposals. Insert the 60% match from GLO or other funding for proposals in response to the Specific Call for Proposals No. 1):*

\$ 3,200.00\*

*\*We are proposing to sell tickets to these boat tours for \$50/person. With a maximum of 64 available slots, this comes to \$3,200.00 in ticket sales revenue.*

c) Amount being requested from the Trust **\$6,850.00**

\*\* NOTE: The 1<sup>st</sup> Annual Mid-Coast Birding Festival is an event of the City of Port Lavaca, that has budgeted \$20,000 of Hotel Motel Tax Funds specifically for this event. These educational boat tours are just one part of a much larger planned event. With grant dollars from the MBMT, these educational boat tours can be provided at the reasonable fee of \$50, otherwise the number of boats involved may need to decrease or fees increased.

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14. Please provide a task and expense budget. Note: Indirect/overhead costs are limited to 15% of salaries charged to the project.

- Boat rental fees are \$700 per morning. Three boats each morning for three mornings is  $9 \times \$700 = \$6,300$
- Boat rental fees are \$350 per evening. Three boats for one evening is  $3 \times \$350 = \$1,050$
- Guides are \$125 per morning. Three guides for three mornings is  $9 \times \$125 = \$1,125$
- Guides are \$75 per evening. Three guides for three evenings is  $3 \times \$75 = \$225$
- Hotels are \$100 per evening. Three guides for three evenings is  $9 \times \$100 = \$900$
- Meal allowance is \$50 per day. Three guides for three evenings is  $9 \times \$50 = \$450$

**Total expenses are \$10,050**

Should the Matagorda Bay Mitigation Trust fund this project, the undersigned agrees:

- To enter into a contract specifying the terms and conditions of the engagement.
- To designate where any dissertation or thesis can be accessed by the Matagorda Bay Mitigation Trust if applicable (e.g., website, publication source, etc.);
- To provide digital images of project activities; and
- To provide evidence of full and proper credit to the Matagorda Bay Mitigation Trust for support of this research/project in all publications and other appropriate forums.

\_\_\_\_\_  
Signature of Lead Investigator/  
Program Manager

\_\_\_\_\_  
Signature of Authorized  
Organization Officer or Board  
Officer

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

Submit completed applications to (PDF file size limit: 15MB):

<https://www.mbmtrust.com/rfps/>

**PART V - ATTACHMENTS**

All Attachments are to be returned with Submittal



**ATTACHMENT A - SUBMISSION EXCEPTIONS/CLARIFICATIONS**

**Any** exceptions taken or clarifications made to this RFP must be itemized on the lines below. Additional pages may be added as needed. If there are no exceptions or clarifications, please indicate “NONE” and sign where indicated at the bottom of the page.

Item #      Description

1 General Terms and Conditions Section III.B: Add to start of para. “To the extent allowed by Texas law”

2 General Terms and Conditions Section X.A: Add “TEXAS” before “LAW” in first sentence.

3. General Terms and Conditions Section X.B.: Add “TEXAS” before “LAW” in the first sentence.

4 General Terms and Conditions Section XIX: Add to the start of the para.: “To the extent allowed by Texas law,”

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The above exceptions and clarifications (and any additional pages identified) are the ONLY exceptions/clarifications to the specifications. I understand that the Trust may not accept additional exceptions produced after final submission of this response.

_____ Signature	_____ Respondent	_____ Date
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**No Exceptions are taken to this RFP.**

_____ Signature	_____ Respondent	_____ Date
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**ATTACHMENT B -ACKNOWLEDGMENT**

The undersigned agrees this submission becomes the property of the Matagorda Bay Mitigation Trust (Trust) after the published submission deadline.

The undersigned affirms they have familiarized themselves with the specification, drawings, exhibits and other documents; the local conditions under which the work is to be performed; satisfied themselves of the conditions of delivery, handling and storage of materials and equipment; and all other matters that will be required for the work before submitting a response.

The undersigned agrees, if this submission is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the specification. The period for acceptance of this submission will be 120 calendar days from the filing deadline noted herein unless a different period is noted.

The undersigned affirms that they are duly authorized to execute this contract, that this submission has not been prepared in collusion with any other Respondent, nor any employee or representative of the Trust, and that the contents of this submission have not been communicated to any other Respondent or to any employee or representative of the Trust prior to this submission.

Respondent hereby assigns to the Trust any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and understand the specifications, all exhibits, and attachments contained in this RFP package.

The undersigned agrees that the RFP package posted on the website are the official specifications and shall not alter the electronic copy of the RFP package, without clearly identifying changes.

The undersigned understands they will be responsible for monitoring the Trust Website at: <https://www.mbmtrust.com/rfps/> to ensure they have downloaded and signed all addendum(s) required for submission with their response.

In submitting a response to the Trust, the Responder offers and agrees that if the response is accepted, the Responder will convey, sell, assign or transfer to the Trust all rights, titles and interest in and to all causes to action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of Texas for price fixing relating to the particular commodities or services purchased or acquired by the Trust. At the Trust's discretion, such assignment shall be made and become effective at the time the Trust tenders final payment to the Responder.

Acknowledge receipt of following addenda to the RFP:

Addendum No 1 Dated _____	Received _____
Addendum No 2 Dated _____	Received _____
Addendum No 3 Dated _____	Received _____

I certify that I have made no willful misrepresentations in this submission, nor have I withheld information in my statements and answers to questions. I am aware that the information given by me in this submission will be investigated, with my full permission, and that any misrepresentations or omissions may cause my submission to be rejected.

**NAME AND ADDRESS OF RESPONDENT:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. No. \_\_\_\_\_

**AUTHORIZED REPRESENTATIVE:**

Signature \_\_\_\_\_  
Date \_\_\_\_\_  
Name \_\_\_\_\_  
Title \_\_\_\_\_  
Email \_\_\_\_\_

# JoAnna P. "Jody" Weaver, P.E.

Interim City Manager of the City of Port Lavaca, Texas

202 N. Virginia Street

Port Lavaca, Texas 77979

361-827-3601 cell

[jweaver@portlavaca.org](mailto:jweaver@portlavaca.org)

## Education

Bachelor of Science in Civil Engineering with Management, 1980  
Ohio Northern University, Ada Ohio

## Registration

Registered Professional Engineer, 1987  
State of Texas No. 61535

## Professional Awards and Honors

- Paul Harris Fellow Award, 2001, Port Lavaca Rotary Club
- Young Engineer of the Year Award, 1984, TSPE Victoria, TX
- Member Texas Municipal City Management Association

## Professional Training

- various TCEQ and TWDB training seminars over the past 40 years
- Continuing Education at TCEQ Annual Water Conference
- Continuing Education at Texas Municipal League Annual conferences

## Community Involvement

- Port Lavaca Rotary Club since 1997
- Co-Chairman/ Children's Director Port Lavaca Main Street since 1998
- Member of GLO Technical Advisory Council
- Past Member YMCA Board of Directors
- Past Calhoun County Library Board member
- Chairman of the Building Committee for the Calhoun County Library

## Community Awards and Honors

- Port Lavaca Chamber of Commerce Woman of the Year, 2009 + 2019
- Victoria Advocate "Advocate of the Month," February 2009
- United Methodist Church Victoria District Spirit of Discipleship Award, 2008
- Port Lavaca Chamber of Commerce Community Service Award, 2007
- United Methodist Church Victoria District Christian Witness and Service Award, 2007

## Employment History

April 2020 to present

### **Interim City Manager**

I was appointed Interim City Manager after the previous City Manager retired at the onset of COVID. I was selected based upon my 42 years of experience in and around the City and my love and long-term involvement in the community. Although I have lived and worked in and with the City for over 40 years, I must use the "Interim" title until I physically reside within the City limits per the City Charter. As City Manager, I still am involved in managing the large Capital Improvement and Federally/State funded projects including a \$13.5M Living Shoreline project being funded by a CDBG-Mitigation grant; projects using \$2.9M of ARPA funding and a recently completed \$5.2M CDBG-Disaster Recovery grant project.

August 2017 – March 2020

### **City Engineer/Economic and Community Development Coordinator** 202 N. Virginia Street, Port Lavaca, Texas 77979

Exactly 10 days after my start date with the City of Port Lavaca, Hurricane Harvey came ashore and cause millions of dollars of damage to the City's infrastructure and amenities. As City Engineer, I worked extensively with FEMA, insurance, engineers, contractors and City Council and staff to recover and rebuild. Projects I managed include the repair/reconstruction of two fishing piers, a boat ramp dock and Nautical Landings Marina docks, the restoration of the Formosa Wetlands Walkway, the City Harbor concrete docks, the Bauer Community Center and many other smaller projects throughout the City. I was also the Project Manager for several Capital Improvement projects including projects funded with State and Federal grant dollars such as the Texas Parks and Wildlife, Texas Department of Agriculture and the U.S. Department of Commerce.

May 2007 – July 2017

**Sr. Project Engineer**  
**G&W Engineers, Inc.**  
205 W. Live Oak, Port Lavaca, Texas 77979

As a Sr. Project Civil Engineer, I have designed and managed the construction phase of various water, wastewater and development projects, as well as consulted with several regional cities and utility districts as District Engineer, including Port O'Connor Improvement District, Victoria County WCID No. 1 (Bloomington), City of Ganado and the City of La Ward. Development projects I have designed or oversaw the design of include a 20 acre fourplex development in Bay City, a commercial strip center and a Dollar General in Bay City, and the Texas Lakeside RV Resort in Port Lavaca. I have extensive experience working with grant writers to prepare applications for and design and administer the construction phase of various state and federally funded water, sewer and drainage improvement projects.

2002 to May 2007

**City Engineer**  
**City of Port Lavaca, Texas**  
202 N. Virginia, Port Lavaca, Texas 77979

As the City Engineer, I was responsible for the project management of all municipal capital improvements projects. I designed and prepared the construction plans and specifications for most projects of \$100,000 or less. For projects greater than \$100,000 I would oversee the design performed by consultant engineering firms. I consulted with the City Building Official and Planning Board with regard to planning and development issues of the City. I consulted with the Utility Director with regard to water and wastewater issues and compliance with TCEQ. I answered directly to the City Manager and consulted with him on various topics concerning the City. Typical projects I designed during my tenure as City Engineer include: the Animal Shelter on Stringham Road, Camper's Recreation Room and outdoor showers at Lighthouse Beach, Brookhollow Estates Butterfly Park (TPWL grant), New Restrooms at Tilley, George Adams, and Lighthouse Beach Parks; Lana Park street rehabilitation, Waterline replacement on El Camino Real; Village Road Lift Station Rehabilitation; New Tilley Street sidewalk; Pavilion and Master site plan at George Adams and Tilly Parks; Right Turn Lane on Tilley St.; Re-roof of City Hall; and the Courtesy Dock at Lighthouse Beach (TPWL grant). I gained extensive experience applying for and working with various grant-funded projects including TxCDBG, TCF, GLO-CMP, TPWL, and CLAP.

1993 to 2001

**Project Engineer/Public Works Division Manager**  
**Testengeer, Inc.**  
3777 Hwy 35 South, Port Lavaca, Texas

During my eight years with Testengeer, I was responsible for the commercial and public works projects brought into this predominantly industrial engineering firm. Between 1994 and 1998, I was the Manager of the Public Works Division, until the department was dissolved. I continued to work on such projects, but also in conjunction with civil projects in the area industrial plants. Projects I designed included the Calhoun County Little Chocolate Bayou Park (TPWL grant), Alamo Beach and Crestview Subdivision wastewater systems (TCDP grants), the renovation of the Memorial Medical Plaza, the Matagorda County Bird Sanctuary, and the restoration of the Matagorda Island Lighthouse.

1989 to 1992

**Technical Director**  
**Port Enterprises, Inc.**  
Port Lavaca, Texas

In addition to providing technical expertise on various construction projects for this large commercial roofing company, I was the Company Safety Director. I established and implemented a comprehensive safety policy, including employee training and random job-site safety inspections. I also prepared cost estimates for bid and shop drawings and product data for submittal. I was acting office manager during 1991.

1986 to 1989

**Public Works Director**  
**City of Port Lavaca**  
Port Lavaca, Texas 77979

As Public Works Director I was responsible for utilities, streets, building inspections, and planning. Under my immediate direction were the Utility Director, the Building Inspector, the Department Secretary, and the Street Superintendent. I performed administrative duties, reviewed construction plans, and advised the Planning Board and City Council. I completely revised the permit application and filing processes and rewrote the Subdivision Ordinance, much of which is still in use today. During my tenure, the Fire Station and Bauer Community Center were constructed, as well as the preliminary stages of the master drainage plan. I prepared drawings and assisted the City Manager in the preparation of the COE permit application for Lighthouse Beach. During my three years as Public Works Director, I prepared a periodic newsletter for the public works employees entitled "The Public Worker."

1985 to 1986

**Estimator**  
**Port Enterprises, Inc.**  
Port Lavaca, Texas 77979

As an estimator for this large commercial roofing company, I attended pre-bid conferences, took field measurements, calculated quantities, estimated labor, and prepared and submitted competitive bids.

1980 to 1985

**Civil Engineer**  
**ITG Construction and Engineering, Inc.**  
Port Lavaca, Texas 77979

I was involved in the design and/or construction of various residential and light commercial construction projects. I designed an 80-acre subdivision, including street lay-out and water, wastewater, lift station and storm sewer design in Port Lavaca. The development, however, was never constructed.

Personal

Married to Larry Weaver, a retired employee of Calhoun County Precinct 4; mother of 3 young women ages 38, 35, and 32; grandmother of 5; born in Columbus, Ohio and has called Port Lavaca/Calhoun County home since 1980.

References

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Russell Cain	Russell Cain Real Estate	361-552-6313
Richard Meyer	County Judge	Richard.meyer@calhouncotx.org
Tania French	Something More Media	361-552-9788
Anne Marie Odefey	ROWW, Attorneys	361-552-2971
Ken Lester	Lester Contracting, Inc.	361-552-3024

Other references available upon request.