

THE STATE OF TEXAS
CITY OF RIO HONDO
COUNTY OF CAMERON

Juan Garza, Commissioner Place 1
Margaret Perez, Mayor Pro-Tem
Jose S. Cavazos, Commissioner Place 5

Esteban Bocanegra, Place 2
Olga Gallegos, Commissioner Place 4

Gustavo Olivares
Mayor

**Notice of a Regular Meeting of the
City Commission of the City of Rio Hondo
June 28, 2022**

Pursuant to Chapter 551, Tittle 5 of the Texas Government Code, the Texas Open Meetings Act, notice is hereby given that the governing body of the City of Rio Hondo, Texas will convene for a **Regular Meeting at 6:30 p.m. on Tuesday June 28, 2022**, at the **City Commission Chambers** on the Second Floor of the Rio Hondo Municipal Building located at 121 N. Arroyo Blvd., Rio Hondo, Texas 78583.

PLEDGE OF ALLEGIANCE

UNITED STATES PLEDGE

INVOCATION:

Regular Agenda:

1. Mayor's and Commissioner's Report
2. Reports: Administrator, Public Safety, Library, Senior Center, Public Works.
3. **Public Comment Period: *Please Note- The Public Comment Period is designated for hearing concerns regarding City of Rio Hondo Public Policy or City of Rio Hondo business that is or is not on the agenda or items listed on the agenda.***
4. Consideration and Action on approval of the City Commission Minutes of May 17, 2022 and May 24, 2022 and June 14, 2022.
5. Discuss, consider, and adopt resolution designating JNB engineering service provider for the Texas Hazard Mitigation Assistance program application and project implementation.
6. Discuss, consider, and adopt resolution designating GrantWorks LLC. a management service provider for the Texas Hazard Mitigation Assistance program application and project implementation.

7. Budget Workshop on the Library, Parks, Streets budgets for the October 1, 2022 to the September 30, 2022. (Ben Medina, Carolyn Dawson, Library Director, Murl Kimberling, Public Works, Lucy Garza, Finance.)
8. Executive Session: **Item (A)** Section 551.071 and Section 551.072 and Section 551.087 regarding lots 3-4 Block 22 of the Rio Hondo Original Townsite. **Item (B)** Section 551.071 and Section 551.072 and Section 551.087 regarding McLeod Blk 142.4.
9. Consideration Action on items discussed in Executive Session.
10. Adjournment

Note: The City Commission for the City of Rio Hondo reserves the right to adjourn into executive session at any time during this meeting to discuss any matters, as authorized by Texas Government Code Sections 551.071 (Consultation with Attorney), 551.072 (Deliberations about Real Property), 551.073 (Deliberations about Gifts and Donations), 551.074 (Personnel Matters), 551.076 (Deliberations about Security Devices) and 551.087 (Economic Development).

Note: The Meeting is accessible to Americans with Disabilities. Persons with disabilities who plan to attend this meeting and who may need assistance, please call the City Secretary at (956) 748-2102, with at least twenty-four hours prior to the meeting.



Gustavo Olivares
Mayor of the City of Rio Hondo

POSTED

I, City Secretary for the City of Rio Hondo, do hereby certify that this Notice of Meeting is a true and correct record and was posted in the bulletin board outside City Hall, and the bulletin board in the City Hall lobby, at 121 N. Arroyo Blvd, Rio Hondo, Texas 78583 and remained so posted continuously for at least 72 hours preceding the scheduled time of said Meeting.

DATE: TIME:

6/24/2022 2:20 PM

Item 4

MINUTES FROM A REGULAR MEETING ON MAY 17, 2022.

The Government Body of the City of Rio Hondo, Texas met in a Regular Meeting on May 17, 2022, at 6:30 pm in the Commission Chambers at City Hall, with Mayor- Gustavo Olivares presiding, Margaret Perez and Commissioners, Juan Garza- present, Esteban Bocanegra- present, Olga Gallegos- present, and Jose Cavazos - present.

PLEDGE OF ALLEGIANCE

Led by Mayor Gustavo Olivares at 6:30 p.m.

INVOCATION:

Led by Commissioner Margaret Perez

Regular Agenda:

1. Mayor's and Commissioner's Report – Commissioner Esteban Bocanegra mentioned how he and Mr. Medina had a meeting with the City of Harlingen regarding a vacant lot on the right side coming into Rio Hondo. Commissioner Bocanegra also mentioned it could possibly be the port of Rio Hondo in the future. Mayor Olivares mentioned how that would be a great idea in helping Rio Hondo grow. He also stated that he was appointed to represent LRGV Water which is Rio Hondo and surrounding communities.
2. Administrator's Report
3. **Public Comment Period: *Please Note- The Public Comment Period is designated for hearing concerns regarding City of Rio Hondo Public Policy or City of Rio Hondo business for both items not on the Agenda and items listed on the agenda.*** – Ezequiel Rios congratulated those commissioners that were elected.
4. Canvas of General Election Votes of the City of Rio Hondo of May 7, 2022, General Election. Commissioner Margaret Perez motioned to canvas the votes of general election followed by Commissioner Esteban Bocanegra.
5. Consideration and Action to authorize the Mayor to execute the documentation of the canvas as the Presiding Officer of the Canvassing Authority and authorization to issue Certificate of Election to the successful candidates for Commission Places One, Three and Five on the City of Rio Hondo Commission and to submit to the Texas Secretary of State the appropriate documents. – Commissioner Margaret Perez motioned to authorize the documentation of the canvas. Commissioner Olga Gallegos seconded the motion. Motion passed unanimously.
6. Oath of Office of City Commissioner Place 1, Mr. Juan Garza.
7. Oath of Office of City Commissioner Place 3, Mrs. Margaret Perez.
8. Oath of Office of City Commissioner Place 5, Mr. Jose Cavazos.
9. Presentation by Carbon Asset Developer Associates LLC., (CADA).

10. Consideration and Action authorizing the City Administrator to prepare a report to the City Commission on developing an agreement with Carbon Asset Developer Associates, LLC and the City of Rio Hondo.
11. Consideration and Action authorizing a contract with Guzman and Munoz for the design and construction oversight of the 2022 CDBG Street Project.
12. Public Hearing on Ordinance 2022-04 granting to One Gas, Inc, acting by an through its Texas Gas Service Company Division and its successors and assigns, for a period of twenty-five (25) from approval and acceptance of this ordinance, a non-exclusive franchise and right to enter the public ways to install, operate, and maintain a distribution system within, along, across over and under the public ways of the City of Rio Hondo, Texas for transportation, distribution and/or sale of gas to customers and the public generally in the city;
13. Consideration and Action on Ordinance 2022-04 granting to One Gas, Inc, acting by an through its Texas Gas Service Company Division, a non-exclusive franchise and right to enter the public ways to install, operate, and maintain a distribution system within, along, across over and under the public ways of the City of Rio Hondo, Texas
14. Adjournment

City Administrator/City Secretary

MINUTES FROM A REGULAR MEETING ON MAY 24, 2022

The Government Body of the City of Rio Hondo, Texas met in a Regular Meeting on May 24, 2022 at 6:30 pm in the Commission Chambers at City Hall, with Mayor- Gustavo Olivares presiding-absent, Margaret Perez and Commissioners, Juan Garza-present, Esteban Bocanegra- present, Olga Gallegos- present, and Jose Cavazos-present.

PLEDGE OF ALLEGIANCE

Led by Commissioner Margaret Perez at 6:30 pm

INVOCATION:

Led by Commissioner Margaret Perez

Regular Agenda:

1. Mayor's and Commissioner's Report -- Commissioner Juan Garza mentioned that he spoke with Ben to start the summer project here with the city. Also mentioned such as an internship where they get paid. No further reports were made.
2. **Administrator's Report, Senior Center Report, Library Report, Public Works Report, Police Report** – Mr. Medina reported Bridgefest will be August 13, 2022. They hold meetings every Thursday at the library. He also added there will be a tire round-up on Saturday, May 28, 2022, from 8-2. Public Works will be replacing stop signs throughout the city, as they are faded. They are also preparing for hurricane season such as filling sandbags, ditches are being cleaned and generators are being serviced and fueled. Carolyn Dawson reported that the library is hoping to start-up art classes again. She also mentioned that the library is hoping to have breakfast and lunch supplied for the Summer Reading Program which is scheduled June 6-10. Chief Bilokury stated the police department will be attending a training on June 6th and 7th. He also mentioned that the small brush truck will not be coming back as it is too much to fix. See attached reports.
3. **Public Comment Period: *Please Note - The Public Comment Period is designated for hearing concerns regarding City of Rio Hondo Public Policy or City of Rio Hondo business for both items not on the agenda and items listed on the agenda.*** – Public comment was made to Commission by Bertha from the city of Matamoros.
4. Discussion on Capital Grants, Status of Funds, Capital Purchases, and 2022-2023 Budget Timeline. (Ben Medina, Lucy Garza). Lucy Garza mentioned to Commission there will be workshops on cashflow once we start talking about the budget. Hoping to have a public hearing on August 9, 2022 and hoping to adopt budget on August 30, 2022. Mr. Medina added it is important to keep fund budget, as the following projects coming this year are the park, splash pad and sidewalks.
5. Audience with Texas Gas Service (Naomi Perales) – Naomi Perales introduced herself to the Commission. Commissioner Margaret Perez questioned why is this such a long-term that they are asking for. Naomi responded they have had, and have, contracts that are up to 65 years. She added that 25 years is standard with them. Commissioner Juan Garza asked if there are any plans for expansion. Texas Gas stated lines will be extended for new subdivisions and apartments.
6. Public Hearing on Ordinance 2022-04 granting to One Gas, Inc, acting by and through its Texas Gas Service Company Division and its successors and assigns, for a period of twenty-five (25) from

approval and acceptance of this ordinance, a non-exclusive franchise and right to enter the public ways to install, operate, and maintain a distribution system within, along, across over and under the public ways of the City of Rio Hondo, Texas for the transportation, distribution and/or sale of gas to customers and public generally in the city; (Ben Medina, Robert Drinkard) – Commission discussed a 15-year term with two automatic renewals.

7. Consideration and Action on Ordinance 2022-04 granting to One Gas, Inc, acting by and through its Texas Gas Service Company Division, a non-exclusive franchise and right to enter the public ways to install, operate, and maintain a distribution system within, along, across over and under the public ways of the City of Rio Hondo, Texas. (Ben Medina, Robert Drinkard) – City attorney, Robert Drinkard, stated that they are working on the language and cannot pass with agreement. Motion to table, Item 7, was made by Commissioner Steve Bocanegra and seconded by Commissioner Olga Gallegos. Motion to table was passed unanimously.
8. Final Public Hearing on an Ordinance 2022-02 of the City Commission of the City of Rio Hondo, Texas providing for the requirements for Alarm System registration, providing for the suspension of alarm registration in certain circumstances, providing for the duties of alarm companies, providing for a penalty or fine for each offense, providing and providing for an effective date. (Ben Medina, William Bilokury) – Chief Bilokury stated this is a Texas Chiefs made ordinance. It is a problem in many cities and the penalty will be on the individual. Commissioner Juan Garza asked chief of how many repeaters we have. Chief Bilokury responded that some own a couple of businesses, and the problem is there is no coding when they go in or out.
9. Consideration and Action on Ordinance 2022-02 of the City Commission of the City of Rio Hondo, Texas providing for the requirements for Alarm System registration, providing for the suspension of alarm registration in certain circumstances, providing for duties of alarm companies, providing for penalty or fine for each offense, providing and providing for an effective date. (Ben Medina, William Bilokury) – Motion to approver ordinance 2022-02 was made by Commissioner Steve Bocanegra and seconded by Commissioner Olga Gallegos. The motion was passed unanimously.
10. Consideration and Action on Resolution 2022-05 selecting Guzman and Munoz Engineering Firm to complete engineering services for the 2019 Floods & Tropical Storm Imelda funding administered by the Texas Land Office. (Ben Medina) – Mr. Medina stated that we need to have an engineer in place and we do not spend any money unless granted. Mr. Medina lastly added that he recommended this firm. Commissioner Juan Garza motioned to approve Resolution 2022-05 and was seconded by Commissioner Steve Bocanegra. The motion passed unanimously.
11. Consideration and Action Resolution 2022-06 selecting Guzman and Munoz Engineering Firm to complete engineering service for the 2018 Floods funding administered by the Texas Land Office. (Ben Medina) – Motioned to approve by Commissioner Juan Garza. Commissioner Olga Gallegos seconded the motion. The motion passed unanimously.
12. Executive Session: **Item (A)** Section 551.071 and Section 551.072 and Section 551.087 regarding lots 3-4 Block 22 of the Rio Hondo Original Townsite. **Item (B)** Section 551.071 and Section 551.072 and Section 551.087 regarding purchase of the Lots 1 and 2 of the Original Townsite. **Item (C)** Section 551.071 and Section 551.072 and Section 551.087 regarding land joint economic development project with the Port of Harlingen. **Item (D)** Section 551.071 regarding City Commission and Staff reports. -- Commission went into executive session at 7:11 pm.
13. Consideration Action on items discussed in Executive Session. – Commissioner Margaret Perez motioned to approve Item A from executive session. Commissioner Steve Bocanegra seconded the motion. The motion passed unanimously.

14. Adjournment – Commissioner Steve Bocanegra motioned for dismissal followed by Commissioner Juan Garza. The motion passed unanimously. Meeting was adjourned at 7:42 pm.

City Administrator/City Secretary

MINUTES FROM A REGULAR MEETING ON JUNE 14, 2022

The Government Body of the City of Rio Hondo, Texas met in a Regular Meeting on June 14,, 2022 at 6:30 pm in the Commission Chambers at City Hall, with Mayor- Gustavo Olivares Presiding- Present, Mayor Pro-Tem- Margaret Perez - Present and Commissioners, Juan Garza was Absent, Esteban Bocanegra- Present, Olga Gallegos- Present, and Jose S. Cavazos - Present.

PLEDGE OF ALLEGIANCE

INVOCATION: Invocation was led by Commissioner Margaret Perez

Regular Agenda:

1. Mayor's and Commissioner's Report the City Commission had no reports
2. Administrator's Report (Report is attached)
3. **Public Comment Period: *Please Note- The Public Comment Period is designated for hearing concerns regarding City of Rio Hondo Public Policy or City of Rio Hondo business that is or is not on the agenda or items listed on the agenda.*** No Public Comments were given.
4. Consideration and Action on Ordinance 2022-04 granting to One Gas, Inc, acting by and through its Texas Gas Service Company Division, a non-exclusive franchise and right to enter the public ways to install, operate, and maintain a distribution system within, along, across over and under the public ways of the City of Rio Hondo, Texas. Mr. Medina explained that the attorney for the city and the attorney for Texas Gas Services had approved the franchise agreement for 15 year term and two automatic renewals unless one objected. Mr. Larry Graham was on the telephone. Commissioner Perez moved to approve the Franchise agreement for a 15 year term and two automatic renewals unless one party objected and seconded by Commissioner Bocanegra and the motion passed unanimously.
5. Consideration and Possible Action allowing for the sale and consumption of alcoholic beverages on Colorado Blvd. between S. Arroyo and Miramar Street during the Bridge – fest celebration on August 13, 2022 between the hours of 6:00 pm to 10:00 pm.(Ben Medina, Administrator and Mayor Olivares) Mr. Medina explained that this was a new venue at the Bridgefest Celebration. The Mayor mentioned that it would be a good attraction. There was discussion on the pricing of the location. Commissioner Bocanegra requested that the price for the location would be the same for all vendors. The Commissioners commented that it would be aggregable to sell beer, but more information was needed. The motion was tabled.
6. Discussion and Action regarding the participation in the Texas Municipal Retirement System for the city employees and authorizing the City Administrator to develop the necessary agreements. (Ben Medina, Administrator). Mr. Medina explained that Rio Hondo is the only city with out a retirement plan. Mr. explained the city can deduct 5 percent or 7 percent from gross wages from the employee and could be matched a rate of 1 to or 2.1. Commissioner Bocanegra requested that the employees be polled to see if they what percentage of deduction they would prefer. Commissioner Bocanegra motioned to table the item seconded by Commissioner Cavazos and the motion passed unanimously.

7. Budget Workshop on the Public Safety budget for the October 1, 2022 to the September 30, 2022. (Ben Medina, William Bilokury, Public Safety Officer, Lucy Garza, Finance.) Mr. Medina presented the proposed budget for Public Safety and Fire Department. Mr. Medina that the police was requesting one new officer and new radios, and a police shield and high impact ammunition. Police Chief explained the high impact ammunition and its purpose. The full budget will be presented in August.

8. Executive Session: **Item (A)** Section 551.071and Section 551.072 and Section 551.087 regarding lots 3-4 Block 22 of the Rio Hondo Original Townsite. **Item (B)** Section 551.071 and Section 551.072 and Section 551.087 regarding McLeod Blk 142.4. No Executive Session was conducted.

9. Adjournment the meeting was adjourned at 7:50 pm by a motion by Commissioner Perez.

Item 5

June 21, 2022

City of Rio Hondo
Purchasing Department
1201 E. E 8th Street R101
Mission, Texas 78572**RE: Request for Proposal (RFQ) for Engineering Services**

Dear Selection Committee:

JNB Engineering PLLC (JNB) is pleased to submit our Statement of Qualifications (SOQ) to the City of Rio Hondo for the RFQ for Professional Engineering Services. JNB is focused on providing engineering services to municipalities and educational agencies since 2006, and we have sincere interest in continuing to help the City of Rio Hondo deliver infrastructure improvements that improve their citizens' quality of life, public safety and reliability of service. In this SOQ, we have detailed a few reasons why the JNB team is the ideal choice for the City's funding and engineering projects, including:

Engineering Services Experience — JNB has the capacity to undertake projects for each of the various engineering disciplines required by this RFQ. We serve as a trusted advisor to our municipal clients. Our clients rely on our expertise and professionalism to provide innovative, cost-effective solutions for water and wastewater infrastructure, stormwater management, and transportation systems. We work with clients from funding assistance to application assistance to initial planning through construction and final acceptance to deliver reliable projects that are easy to operate and maintain.

Local and Proximity — Juan Bujanos, PE, CFM, who is based in San Benito, has more than 27 years of experience leading major infrastructure projects across South Texas. Our Category Leaders for Water/Wastewater Treatment, and Conveyance, Alfredo Resendez, P.E.; Stormwater and Transportation, Anthony Maldonado, P.E., each bring a proven track record of delivering projects successfully in their respective disciplines for a combined experience of over 25 years. Juan, along with the JNB team, knows the importance of strong project leadership, high technical quality, and we will strive to provide quality design deliverables and exemplary client service that the City of Rio Hondo expects and can count on.

Proven Funding and Engineering Services Performance for the City of Rio Hondo — Juan worked for the TWDB for 15 years and knows the ins and outs of funding agencies. JNB is currently involved in the City of Rio Hondo's water treatment projects where we secured \$5.5 MM in TWDB funding. We prepared the funding applications with Disadvantage and Green Funding grant components. We provided design plans and specifications for the WTP Rehab and Expansion projects, EST Rehab, GST Rehab, Water Line Improvements, AMI/AMR Water Meter Project, EST Mechanical/Electrical Improvements, and the HDD Bore under the Arroyo Colorado River, and SECO Facility Improvements. These projects help JNB refine our ability to deliver quality projects tailored to the City of Rio Hondo.

We are excited about continuing to work with the City of Rio Hondo on your vital municipal infrastructure projects. Please feel free to contact me directly if you have any questions regarding this proposal.

Sincerely,

Juan Bujanos, PE, CFM
JNB Engineering PLLC
TBPELS Firm No. F-9898

STATEMENT OF QUALIFICATIONS



JNB ENGINEERING, PLLC

ENGINEERING & CONSTRUCTION SOLUTIONS FOR
TODAY'S AGING INFRASTRUCTURE

JNB ENGINEERING, PLLC
TBPE Firm#9898

29798 CR 725
LOS FRESNOS, TX 78566

956.454.6740

6/2/2022

June 21st, 2022

Ben Medina
City Administrator,
121 N Arroyo Blvd ST, Rio Hondo, TX 78583

GM 	GUZMAN & MUÑOZ
	ENGINEERING AND SURVEYING, INC.
	<small>Texas Registered Engineering Firm F-8017</small>
<small>2020 E. Expressway 83 Mercedes, Texas 78570</small>	<small>Ph: 956-565-4637 Fax: 956-565-4636</small>

Re: Proposed Contract Funding for the Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities Grant Program (BRIC), and/or Flood Mitigation Assistance Grant Program (FMA)

Dear: Mr. Ben Medina,

Guzman & Munoz Engineering and Surveying, Inc. (GMES) is pleased to submit this proposal for civil engineering services to the City of Rio Hondo in accordance with the referenced [Professional Services for pre-award and post-award Engineering Services for Hazard Mitigation Assistance \(HMA\) contract\(s\)](#), if awarded, from the Texas Division of Emergency Management (TDEM) and/or Texas Water Development Board (TWDB), including FEMA Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities Grant Program (BRIC) and Flood Mitigation Assistance Grant Program (FMA). An Electronic Statement of Qualifications has been sent to bmedina@riohondo.us for your consideration.

GMES understands the City of Rio Hondo is seeking to enter an agreement with an Engineering company to assist Rio Hondo in its application and project implementation of HMA contract(s) if awarded, from the (TDEM) and/or (TWDB), including FEMA (HMGP), (BRIC) & (FMA) programs. Our firm is skilled in managing, directing, and coordinating engineering design efforts on assigned projects along with acquiring approval and permits from all outside agencies and utilities as required for each project. We are a full-service firm providing our own survey crews, lidar data collection, engineering, construction management, and over 8 staff engineers to provide the resources necessary to meet the City of Rio Hondo's schedule.

GMES has over 49 years of local experience, we are very familiar with the City of Rio Hondo's needs and growth having lived in the RGV area for over 50 years working with entities throughout the RGV on all types of streets, drainage, and municipal projects. We are very familiar with the city area and the existing infrastructure. ***GMES has successful experience providing applications to entities such as TWDB, CDBG-MIT, and funds from Texas General Land Office ("GLO") having the applications ranked #1 twice, allowing for much needed grant money for our clients benefit to reduce overall cost of projects. In 2020 one of our clients received \$10 Million from GLO for the 2015 South Texas Floods.***

Our staff consists of approximately 23 employees inclusive of engineers, surveyors, planners, project managers, technicians, management, and related support personnel. Furthermore, our state-of-the-art data systems serve to standardize and facilitate data storage, retrieval, and communication, resulting in improved performance for the City of Rio Hondo.

GMES brings the talent and depth of registered Professional Engineers, Engineers-in-Training (EITs), Registered Professional Land Surveyors, Construction Managers, and Inspectors, as well as full-time survey crews and various drafting technicians and management and related support personnel. Additionally, the Project Team is very familiar with federal guidelines and requirements (i.e., TXDOT, TWDB, TCDBG, TDEM, TCHCA, TCEQ, USDA, GLO, and USACE). GMES is a firm in the Rio Grande Valley with an office in Mercedes. The official contact's name and address for the firm is:

Jose L. Muñoz, P.E., S.I.T., President – Senior Project Manager

Guzman & Muñoz Engineering and Surveying, Inc.

2020 E. Expressway 83, Mercedes, Texas 78570

(956)565-4637 Office * (956)565-4636 Fax

jmunoz@gmes.biz

We are sincerely interested in serving the City of Rio Hondo and trust that the information provided herein will serve to better support our position in our desire to be selected as your engineering firm. We are confident that combining the experience, depth, and skills of our staff with the progressive leadership of the City of Rio Hondo will result in great success!

Submitted by:

Guzman & Muñoz Engineering and Surveying, Inc.


Jose L. Muñoz, P.E., S.I.T., President

Statement of Qualifications

To Provide Professional
Engineering Services for:



RFQ for Proposed Contract Funding for the Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities Grant Program (BRIC), and/or Flood Mitigation Assistance Grant Program (FMA)

**Tuesday
June 21st, 2022
2:00 PM**



GM



GUZMAN & MUÑOZ

A Full-Service, Multi-Disciplined, Consulting, Engineering and Surveying Firm

PROVIDING PROFESSIONAL SERVICES TO THE RIO GRANDE VALLEY FOR OVER 49 YEARS
FEDERAL HUB ZONE CERTIFIED, TXDOT CERTIFIED, DBE CERTIFIED



Table of Contents

Understanding of the Project

Introduction
Scope of Services
Phase I - Study and Report Phase
Phase II - Preliminary Phase
Phase III - Design Phase
Phase IV - Bidding and Negotiation Phase
Phase V - Construction Phase

Firm Qualifications & Experience

Prime Firm Identification
Prime Firm Specialization
Prime Firm Contact Information
Resource Utilization Plan
Principles of the FIRM
List of Related Projects (Current)

Personnel and Staffing

GMES Key Staff
Organizational Chart

Resumes

Key Team Members Resumes

SAMS * Certifications * Finances * Insurance

List of Client References

Appendix City of Rio Hondo Required Forms

COI Questionnaire
Certification Regarding Lobbying
Disclosure of Lobbying Activities
Form 1295 Certificate of Interested Parties
Required Contract Provisions
Supplemental No.1 Non-Collusion Affidavit
Rating Sheet

INTRODUCTION / SCOPE OF SERVICES

The team at (GMES) bring extensive capabilities in the area of professional services for all disciplines of consulting, engineering, surveying, design, construction management, inspection and construction (design/build), as well as project management through the experience of over 49 years in the Rio Grande Valley. GMES' staff experience in research and planning add to the analytical and project scheduling expertise vital to timely and cost-effective project completion. to meet the requirements and necessities of the City of Rio Hondo in its application and project implementation of HMA contract(s) if awarded, from the (TDEM) and/or (TWDB), including FEMA (HMGP), (BRIC) & (FMA) programs.

SCOPE OF SERVICES

◆ ENGINEERING/ARCHITECTURAL/SURVEYING SERVICES

- Identify design criteria
- Provide design alternatives with cost analysis
- Prepare Plans, Specifications and Estimates (PS&E)
(Construction plans may require consideration of pavement design, structural design, hydrology/hydraulic engineering, utility coordination, geometric alignment, street lighting, traffic control and construction phasing and erosion.)
- Prepare the bid packet and assistance provided during the bid process.

◆ SURVEYING SERVICES

- Prepare boundary and topographical surveys
- Prepare ROW strip maps and parcel maps
- Produce Environmental Assessments
- Obtain necessary permits

◆ CONSTRUCTION ADMINISTRATION

- Provide construction administration
- Prepare Asbuilt Construction Plans

◆ FIELD TESTING AND INSPECTIONS

- Conduct field testing and inspections as may be required

◆ SPECIAL SERVICES

- Provide special services as may be required

WORK PERFORMANCE

Throughout several years of service to the RGV and the regional area, GMES has provided engineering and surveying services to many communities. The scope of work has included development of preliminary and final plans and specifications (PS&E), bid package preparation, construction administration, construction (design/build), field inspections, preparation of environmental documents and project management.

GMES has a proven track record with the various municipalities within the Rio Grande Valley, TxDOT, and has prior working experience with entities such as Texas Gas Services, American Electric & Power, Time Warner, Total E&P, AT&T and Valley Telephone Coop just to mention a very few. We have built good solid working relationships with these agencies when working on past projects throughout the Rio Grande Valley.

GMES understands the scope and is fully capable of providing and administering the required services from design thru construction.

STEPS TO ENSURE EXCELLENT PROJECT MANAGEMENT AND BUDGET PERFORMANCE

GMES will use a management by objectives approach to performing the scope of work. This disciplined approach ensures senior management oversight, frequent status updates, adequate resource allocation and a close communication with the City of Rio Hondo staff and respective agencies and contractors associated with the project(s). The different tasks to be performed on a project can be divided into the following phases. All phases are closely coordinated with the designated City of Rio Hondo representative(s).

PHASE I – STUDY AND REPORT PHASE – *if required.*

1. Upon selection, set-up a project startup meeting with City of Rio Hondo staff to review the project requirements and gather all pertinent data and history.
2. Perform field reconnaissance of project area and surveying and physical structures of the area.
3. Contact all appropriate state, federal and local agencies for permit process, time schedule and construction requirements.
4. Request Title Reports on affected properties from Title Company, if needed.
5. Contact utility companies for subsurface locations of their utilities.
6. Prepare a working sketch to submit to the City of Rio Hondo for acknowledgment to proceed and to get their input.
7. Furnish and submit on behalf of the City of Rio Hondo the engineering data necessary for applications for routine permits by local, state, and federal authorities (as identified from detail applications and supporting documents for government grants in aid or for planning advances.

PHASE II – PRELIMINARY PHASE

1. Meet with the City of Rio Hondo's representatives and relevant parties to gather information and coordinate project.
2. Perform boundary and topographic survey of project area(s).
3. Conduct a survey of existing utilities that may be affected.
4. Develop preliminary construction plans/profile of project, if requested by the City of Rio Hondo.
5. Submit preliminary surveying plat to the City of Rio Hondo and other affected entities for preliminary approval of proposed improvements, to receive additional input.
6. Prepare surveying documents and meet with the City of Rio Hondo representative.

PHASE III – DESIGN PHASE

1. Perform any additional detailed topographical field surveys to collect additional information required in the project.
2. Perform detailed surveys of existing underground, surface, and overhead utilities within the City of Rio Hondo project.
3. Consult with the utility companies for their consideration of all utility data found. Provide Survey plat to the utility companies involved, if requested.
4. Prepare detailed specifications and contract drawings for construction.
5. Prepare detailed cost estimates and proposals, which shall include summaries of bid items and quantities based on unit price system of bidding, if requested.
6. Furnish the necessary copies of the approved plans, specifications, and proposals to the City of Rio Hondo.

PHASE IV – BIDDING/NEGOTIATING PHASE

1. Assist the City of Rio Hondo in the advertisement of any Project for bids, if requested.
2. Assist the City of Rio Hondo in the opening and tabulation of bids, if requested.
3. Analyze the bids and make recommendations for the award of the construction contract, if requested.
4. Assist in the preparation of formal Contract Documents, if requested.

PHASE V – CONSTRUCTION

1. Provide contract administration supervision, if requested.
2. Provide periodic construction supervision or full-time inspection, if requested.
3. Review shop drawings/submittals, if requested.
4. Prepare change orders due to unforeseen conditions encountered, if requested.
5. Prepare monthly estimates of work performed by Contractor, if requested.
6. Determine and authorize testing frequency of various building components.
7. Prepare record documents, if requested
8. Coordinate approval and certificate of completion, if requested.
9. Provide final project close-out, if requested.
10. Prepare O&M for the project and train personnel, if requested.

Use of the above project performance has proven successful and will be used accordingly as tools for instruments of service for all projects assigned to GMES to ensure all aspects of the required scope of services are met. The Team will furnish a Document Control Specialist will ensure that every aspect of the project is well documented and recorded and that appropriate files are kept.

QUALITY ASSURANCE/QUALITY CONTROL DURING CONSTRUCTION

Meetings will be held on a frequent basis to address any contingencies that may arise during the projects and/or to resolve any issues within the project team. Meeting minutes will be developed during all project meetings.

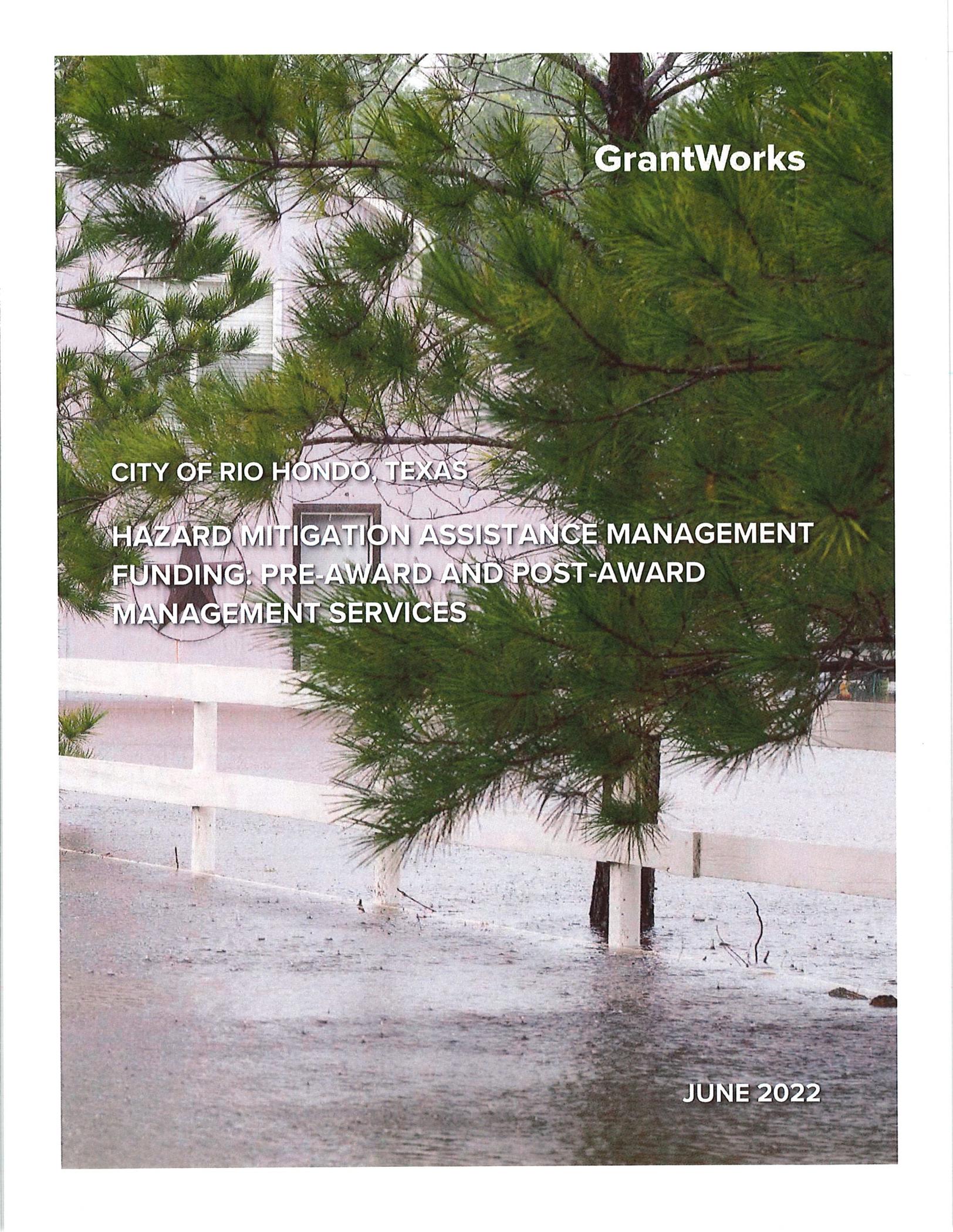
MEETINGS TO BE HELD:

- **DAILY MEETINGS WITH:** Superintendent, Subcontractor Foremen, Vendors, Client Field Representatives, Safety Officer, QA/QC Officer and required testing authority.
- **WEEKLY MEETINGS WITH:** Project Manager, Superintendent, Scheduler specific design leads, Construction Coordinator, Safety Officer, QA/QC Officer, Contractor Foreman, and the Client Field Representative.
- **MONTHLY PROGRESS AND PERFORMANCE UPDATE MEETINGS WITH:** Client Representative(s), Design Team Leads, Project Manager, Job Superintendent, Project Scheduler, Contractor Representative(s).

GMES WILL ALSO DO THE FOLLOWING TO ASSIST IN THE MONITORING OF THE BUDGET, SCHEDULE, AND SCOPE OF ANY PROJECT:

- 1) Daily inspection reports will be kept and logged at the site then turned in at the weekly meetings. This will include inspections of equipment as well.
- 2) Submittal registers and weekly logs of submittals along with delivery logs will be utilized by the Project Manager, job Superintendent, and Construction Manager and his staff to track and control approved material/equipment contingencies and requirements.
- 3) RFI logs and inspection logs will be used to manage/control and resolve design and quality of construction issues as they occur.
- 4) The project schedule will be managed by the Project Scheduler and overseen by the Project Manager.

Item 6



GrantWorks

CITY OF RIO HONDO, TEXAS

**HAZARD MITIGATION ASSISTANCE MANAGEMENT
FUNDING: PRE-AWARD AND POST-AWARD
MANAGEMENT SERVICES**

JUNE 2022



Bruce J. Spitzengel
President
Cell: 713-252-5872
Email: bruce@grantworks.net

June 21, 2022

Ben Medina
City Administrator
City of Rio Hondo
121 N Arroyo Boulevard Street,
Rio Hondo, Texas 78583

Subject: City of Rio Hondo, Texas Request for Proposal (RFP) – Hazard Mitigation Assistance Management Funding: Pre-Award and Post-Award Grant Management Services

Dear Mr. Medina:

Thank you for including GrantWorks in your Request for Proposals. Since 2009, GrantWorks' project managers, planners, and policy experts have developed and implemented more than \$530 million in hazard mitigation and disaster recovery housing and non-housing programs for more than 80+ Texas local governments. We understand that the City of Rio Hondo is considering applying for HMA funding to support eligible activities. GrantWorks has the resources and expertise to assist the City immediately following contract signing and successfully completing your projects following state and federal requirements and the City's project schedule. We are ready to help generate and implement projects that meet Federal Emergency Management Agency (FEMA), Texas Division of Emergency Management (TDEM), Texas Water Development Board (TWDB), or other funding source standards and the City's needs and wishes.

GrantWorks' 350+ employees have experience covering all aspects of federal and state grant management for hazard mitigation programs. Our team has extensive experience in Hazard Mitigation Assistance (HMA), working for and with FEMA, TDEM, TWDB, and local governments in public and private sector roles. We have applied for funding of eligible activities under the Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities Grant Program (BRIC), Flood Mitigation Assistance Grant Program (FMA), and other mitigation funding sources.

We handle every aspect of HMA implementation, including project development, preliminary environmental review, compliance with state and federal regulations, and implementation of funded construction projects. We aim to free you and your staff from paperwork while providing you with the timely and accurate decision-making information you need.

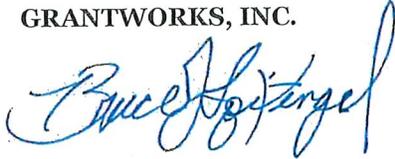
Our proposal includes:

- ▶ **Section 1 – Experience** describes GrantWorks' history and demonstrated project experience. This section also describes our experience with state and federal agencies in accomplishing similar projects, including references from past local government clients.
- ▶ **Section 2 – Work Performance** describes GrantWorks' approach to implementing and completing those tasks listed in the RFP.
- ▶ **Section 3 – Capacity to Perform** provides the qualifications of the proposed staff and our capacity to perform the scope of work.
- ▶ **Section 4 – Proposed Cost of Services** provides a firm-fixed price for proposed projects.

- ▶ **Attachments 1 – 9 Resumes of Key Personnel and RFP Forms** provide the required resumes of key personnel and proposal forms and documentation.

GrantWorks can help you create a well-run, efficient, and successful hazard mitigation program that complies with all TDEM and FEMA requirements. Please remember that as the City reviews and scores received proposals in response to your RFP, GrantWorks is open to negotiating our fee structure before the City makes a final selection. We appreciate your consideration of our firm.

Sincerely,
GRANTWORKS, INC.



Bruce J. Spitzengel
President

TABLE OF CONTENTS

SECTION 1 – EXPERIENCE	1
1.1 About the Company	1
1.2 Related Experience in Applying for and Managing Federally Funded Construction Projects.....	2
1.2.1 Federal Infrastructure and Planning Programs.....	2
1.2.2 Federal Housing Programs.....	2
1.2.3 Other Relevant State and Federal Programs	3
1.3 FEMA Hazard Mitigation Experience.....	5
1.4 Additional Hazard Mitigation Experience.....	7
1.5 References	10
SECTION 2 – WORK PERFORMANCE	13
2.1 Understanding of the Currently Proposed Projects	13
2.2 Project Approach for Mitigation Projects – Construction	13
2.2.1 Pre-Award Services	13
2.2.2 Post-Award Services	14
2.3 Project Approach for Mitigation Projects – Property Acquisition/Structure Demolition, Structure Elevation, and Reconstruction	16
2.3.1 Pre-Award Services	16
2.3.2 Post-Award Services	17
SECTION 3 – CAPACITY TO PERFORM.....	19
3.1 Qualifications and Experience of Staff.....	19
3.2 Adequacy of Resources to Commit to the Project.....	24
3.3 Present and Projected Workloads	25
3.4 Resumes	26
SECTION 4 – PROPOSED COST	27
4.1 Cost of Services	27
4.1.1 Mitigation Projects – Construction	27
4.1.2 Mitigation Projects – Property Acquisition/Structure Demolition, Structure Elevation, and Reconstruction	28
4.3 Small Business, Affirmative Action, and Equal Employment Opportunity	29
4.3.1 Small Business Enterprise.....	29
4.3.2 Affirmative Action	29
4.3.3 Equal Employment Opportunity	29

ATTACHMENT 1 – RESUMES OF KEY PERSONNEL.....	31
ATTACHMENT 2 – STATEMENT OF CONFLICT OF INTEREST.....	63
ATTACHMENT 3 – SYSTEM FOR AWARD MANAGEMENT VERIFICATION.....	65
ATTACHMENT 4 – CONFLICT OF INTEREST QUESTIONNAIRE (FORM CIQ).....	71
ATTACHMENT 5 – CERTIFICATION REGARDING LOBBYING.....	75
ATTACHMENT 6 – DISCLOSURE OF LOBBYING ACTIVITIES.....	79
ATTACHMENT 7 – CERTIFICATE OF INTERESTED PARTIES (FORM 1295).....	83
ATTACHMENT 8 – CERTIFICATE OF INSURANCE.....	87
ATTACHMENT 9 – REQUIRED CONTRACT PROVISIONS.....	91

Proposal Disclaimer: The information in this proposal contains certain trade secrets and proprietary information that GrantWorks owns. Such information is confidential as a matter of law, pursuant to Chapter 552, Texas Government Code. In the event that you receive a public information request for this proposal or any of its content, we ask that you immediately contact us so that we may submit a briefing to the Office of the Attorney General's Open Records Division to protect our information and prevent its release.