

Firm Name: Lawrence & Associates	DUNS Number: 601356194	Federal EIN: 75-2580503
Prequalification Contact First, Last Name and Title: Jessica, Kaltenbach President	Phone Number: +1 (214) 287-4000	Prequalification Contact E-mail Address: jekalten1@gmail.com
Firm Web Address	Firm Mailing Address POB 298 Frisco, TX 75034	Name of Firm's President/Managing Officer: Jessica Kaltenbach

Application for Prequalification to Provide Administrative Services

IMPORTANT: The term “respondent” refers to the individual or firm responding to this RFQ. Responses to the items in Part 1 will be posted on TDA's website with the Approved Vendor List for Grant Administrative Services. Responses to the items in Part 2 will be disclosed to participating local governments during the project-based solicitation. The applicant must verify their eligibility through the System for Award Management (SAM) and demonstrate they are not listed on the government-wide exclusion list. Attach printout(s) of verification page with date. **With the exception of SAM verification, TDA will not accept or publish any attachments to the application. A response is required for all questions.**

Part 1

1. Provide a brief history or background of the respondent including number of years in the business of providing grant writing and/or grant administration services.

Lawrence & Associates was formed in 1981. The founder of the firm, Lee Lawrence, was actively involved in providing grant/loan project development and management services to small and medium-sized cities in North Texas since the late 1970s. The firm has been family-owned and operated for almost 40 years. Over the past 20 years, Jessica Kaltenbach, Lee's daughter, became responsible for managing the firm's business activities and in 2004 became president and chief executive officer. Since 1998, Ms. Kaltenbach has provided municipal consulting to small north central Texas communities and implemented infrastructure improvements, parks and housing projects. She has secured funds from a range of sources, including USDA Rural Development, Community Development Block Grant, Texas Capital Fund, Texas Parks & Wildlife and HOME. Public sector work has included:

- development of federal and state grant and loan applications and implementation of funded projects
- economic development planning, including development of federal and state grant and loan applications and implementation of funded projects
- municipal ordinance codification and re-codification

2. Describe the respondent's experience with the Community Development Block Grant (CDBG) Program and in particular the state CDBG program.

The primary focus of our work during these years has been administration/management of projects funded through the U. S. Department of Housing and Urban Development's Small Cities Block Grant Program and the successors to that program, the Texas Community Development Block Grant Program and the Texas Capital Fund. The firm also has administered projects through the U.S. Department of Agriculture - Rural Development Program, the Texas Parks and Wildlife Department – Outdoor Recreational Grant Program, the Texas Department of Housing and Community Affairs – HOME Program, the Texas Department of Transportation – Safe Routes to School Program and various other smaller loan and grant funding programs within the state. Some of the project portfolio is listed below.

Alvarado, City of (Johnson County) - \$296,200 Water supply improvements (2016 CDBG)
 - \$317,080 Sewer supply improvements (2013 CDBG)
 - \$362,000 Water supply improvements (2005 CDBG)
 - \$466,164 Water system improvements (2009 CDBG)
 - \$6,211,000 Water and sewer improvements (USDA RUS)
 - \$546,000 HOME program project (TDHCA, HOME Program)
 - \$10,000 Safe Routes to School Plan (TxDOT, Safe Routes to School Program)

Anna, City of (Collin County) - \$424,220 Sewer improvements (2014 CDBG)
 - \$1,500,000 Wastewater treatment plant (CDBG)
 - \$2,500,000 Water and sewer line extension (2010 Texas Capital Fund)
 - \$437,716 Water system improvements (2010 CDBG)

Blue Ridge, City of (Collin County) - \$2,000,000 Wastewater treatment plant expansion and water improvements (USDA,RUS)
 - \$412,137 Sewer and water system improvements (2009 CDBG)

Boyd, City of (Wise County) - \$1,152,000 Wastewater treatment plant expansion (USDA, RUS)

Pelican Bay, City of (Tarrant County)	- \$302,500 Water improvements (2013 CDBG)
	- \$327,000 New elevated storage tank (2005 CDBG)
	- \$275,000 Water supply improvements (2003 CDBG)
	- \$478,000 Water improvements (2010 CDBG)
	- \$298,000 Water improvements (2011 CDBG)
	- \$302,000 Water improvements (2013 CDBG)
	- \$319,000 Water improvements (2017 CDBG)
Rhome, City of (Wise County)	- \$1,000,000 New elevated storage tank (2006 CDBG)
	- \$690,000 Sewer system improvements (2010 CDBG)
Trenton, City of (Fannin County)	- \$460,000 City park improvements project (Texas Parks and Wildlife Outdoor Recreational Facilities Program)
Whitesboro, City of (Grayson County)	- \$250,000 Street improvements project (2005 CDBG)
	- \$365,000 Street improvements project (2009 CDBG)
	- \$231,150 Flood drainage improvements project (2012 CDBG)
	- \$285,000 Street/Drainage improvements project (2016 CDBG)

3. Describe the respondent's experience with the following:

- a. Community wide infrastructure projects
- b. Direct beneficiary projects, such as housing rehabilitation or on-site sewer facility replacement
- c. Job creation programs, including TCF-Infrastructure/Real Estate
- d. Projects involving multiple funding sources

I have managed many community wide infrastructure projects (several listed above). These typically involved new water wells, wastewater treatment plants or trunk lines. I have managed three HOME projects that rehabbed or rebuilt 15 new homes. I have managed 3 Texas Capital Fund (TCF) projects in the past (Millsap, Anna & Van Alstyne). I have also managed 3 USDA Rural Utility Service (RUS) projects that combined CDBG funds. These projects were in Pelican Bay, Alvarado & Blue Ridge.

4. Describe the range of services that the respondent offers in-house and the services typically offered through subcontractors.

Lawrence & Associates provides management and planning services primarily for local governments (cities and counties) and utility districts. We have clients throughout the state but the overwhelming majority of our clients are located within 125 miles of the Dallas-Fort Worth metro area. Our primary services include:

- (1) developing grant and loan applications for public infrastructure and public facility projects;
- (2) administering grant and loan infrastructure and public facility projects which are funded; and
- (3) providing land use and public facility planning services

I don't subcontract any work unless it is a specialized service required as a part of an environmental that I am not qualified to perform.

5. Identify the geographic areas in which the respondent offers services.

<input type="checkbox"/>	AACOG	<input type="checkbox"/>	ATCOG	<input type="checkbox"/>	BVCOG	<input type="checkbox"/>	CAPCOG	<input type="checkbox"/>	CBCOG
<input type="checkbox"/>	CTCOG	<input type="checkbox"/>	CVCOG	<input type="checkbox"/>	DETCOG	<input type="checkbox"/>	ETCOG	<input type="checkbox"/>	GCRPC
<input type="checkbox"/>	HGAC	<input type="checkbox"/>	HOTCOG	<input type="checkbox"/>	LRGVDC	<input type="checkbox"/>	MRGDC	<input checked="" type="checkbox"/>	NCTCOG
<input checked="" type="checkbox"/>	NORTEX	<input type="checkbox"/>	PBRPC	<input type="checkbox"/>	PRPC	<input type="checkbox"/>	RGCOG	<input type="checkbox"/>	SETRPC
<input type="checkbox"/>	SPAG	<input type="checkbox"/>	STDC	<input checked="" type="checkbox"/>	TEXOMA	<input type="checkbox"/>	WCTCOG	<input type="checkbox"/>	Statewide

5. Describe the respondent's ability to devote the needed time to a project based on current workload.

I have a small, limited clientele in the north central Texas region. This small number of clients allows me the time and bandwidth to manage existing work and take on additional projects as they are funded. Generally, I don't have more than 2-3 projects in progress in the same funding year.

6. Using the table below, provide detailed information on up to five performance contracting projects the respondent completed (if possible, include contracts with multiple different entities served by the respondent). Only include projects that have at least one year of documented performance data or are currently under contract with the respondent, and that can be used as references.

Project Data and References		Add Project
Remove Project	Project Name	City of Alvarado Water Supply Improvements
Facility Type and Use		Water line replacement (target area)
Project Location (Jurisdiction)		City of Alvarado (Johnson County) NCTCOG
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		One thousand four hundred seventy linear feet (1,470 l.f.) of eight-inch (8") sewer line, boring, manholes, service reconnections, pavement repair, and all associated appurtenances.
Role & Responsibilities		Application Submission & Project Administration
Project Cost		\$296,200
Financing/Funding Source		CDBG
Method of Documenting Beneficiaries		Survey
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		Environmental Review Jan - Mar 2017 Construction July 2017 - Feb 2018 Project completed on schedule. Project close out underway.
Monitoring and Verification Methods		Monitoring not completed yet
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Debbie Thomas, City Secretary, City of Alvarado (City principle POC) Clint Davis, City Administrator, City of Alvarado Josh Brockett, Project Engineer Jessica Kaltenbach, Project Administrator Taylor Jones, Construction Contractor (Horseshoe Construction)
Contact Information Current phone and e-mail address of local government representatives you worked with.		Debbie Thomas, City Secretary 817/790-3351 thomasd@cityofalvarado.org Clint Davis, City Administrator 817/790-3351 davisc@cityofalvarado.org
Remove Project	Project Name	City of Anna Sewer Improvements
Facility Type and Use		Sewer line replacement
Project Location (Jurisdiction)		City of Anna (Collin County) NCTCOG
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		Install approximately seven thousand sixteen linear feet (7,016 l.f.) of four-inch (4") to eight-inch (8") sewer line, eight (8) manholes, service reconnections, driveway and pavement repair, and all associated appurtenances.
Role & Responsibilities		Application Submission & Project Administration
Project Cost		\$425,000
Financing/Funding Source		Texas CDBG
Method of Documenting Beneficiaries		Survey
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		Environmental Review March 2015-May 2015 Construction Started Oct 2015 - June 2016 Construction completed on schedule

Monitoring and Verification Methods	TDA Monitoring completed
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Joseph Johnson, Public Works Director, City of Anna (City principle POC) Philip Sanders, City Administrator, City of Anna Craig Kerkhoff, Project Engineer Jessica Kaltenbach, Project Administrator Abel Beltran, Construction Contractor (A&M Construction)
Contact Information Current phone and e-mail address of local government representatives you worked with.	Joseph Johnson, Public Works Director 972/924-4510 jjohnson@annatexas.gov
Remove Project	Project Name City of Pelican Bay Water Supply Improvements
Facility Type and Use	Water line replacement
Project Location (Jurisdiction)	City of Pelican Bay (Tarrant County) NCTCOG
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Installed approximately five thousand four hundred linear feet (5,400 l.f.) of six inch (6") water line, ten (10) hydrants, valves and fittings, couplings, service reconnections, pavement repair, and all associated appurtenances.
Role & Responsibilities	Application Submission & Project Administration
Project Cost	\$302,500
Financing/Funding Source	Texas CDBG
Method of Documenting Beneficiaries	Census
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review March 2014-May 2014 Construction Period Nov 2014 - June 2015 Construction completed on schedule
Monitoring and Verification Methods	TDA Monitoring completed
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Teri Anthony, City Secretary, City of Pelican Bay (City principle POC) Tim Morris, Project Engineer Jessica Kaltenbach, Project Administrator Chase Patterson, Construction Contractor (P.C. Contractors LLC)
Contact Information Current phone and e-mail address of local government representatives you worked with.	Teri Anthony, City Secretary, 817-444-1234, secretary@cityofpelicanbay.com

9. Describe the experience, competence and training of personnel with respect to grant writing and administration, and related work. Use the following table to present background on personnel who will potentially be assigned responsibility for a core project task. Also include any added expertise and capability of staff available through other branch offices, subcontracts, etc., that can provide back-up strengths.

		Add Personnel
Remove Personnel	Full Name	Jessica Kaltenbach
Potential Role Base Location	President, Project Manager, Frisco, Texas (sole office location)	
Current Employment	Lawrence & Associates, President	

Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Grant writing, general consulting, project administration, environmental reviews. 20 years with Lawrence & Associates
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Pappas Companies Catering Director 2 years
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	B.A. degree from the University of Dallas in Irving, Texas
Overall Total Years or relevant experience Other relevant experience or accomplishments	20 years

10. Provide a statement on the availability and commitment of the firm and personnel to undertake the project.

Lawrence & Associates is available to provide grant proposal writing services and general project administration to cities across north Texas.

11. Is the respondent certified or self-identified as a small business, minority- or woman- owned business enterprise, or Section 3 business?

Small Business	Woman Owned	Minority Owned	Section 3
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

12. State the respondent's policy regarding affirmative action.

It is the policy of Lawrence & Associates to provide equal access to groups that have been historically excluded or underrepresented, such as women and minorities relative to employment opportunities. Lawrence & Associates does not discriminate on the basis of race, color, religion or creed, national origin or ancestry, sex, age, physical or mental disability or veteran status.

13. Provide any additional information that the respondent feels is essential to the respondent's statement of qualifications.

Lawrence & Associates has been successfully managing federal grant funds for small Texas communities for close to 40 years. We appreciate the opportunity to continue to serve North Texas communities in this manner.