

Application to Prequalify Grant Administrators

TxCDBG Cycle Type:

Program Year 2018

Firm Name: Marbek Services LLC	DUNS Number: 081503689	Federal EIN: 831773752
Prequalification Contact First, Last Name and Title: Rebecca L Brewster, Manager	Phone Number: +1 (432) 207-0346	Prequalification Contact E-mail Address: brewster@valornet.com
Firm Web Address n/a	Firm Mailing Address PO Box 1148, Van Horn, TX 79855	Name of Firm's President/Managing Officer: Rebecca L Brewster

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.

Marbek Services, LLC (formerly Marbek Consulting Services) through its manager, Rebecca L. Brewster has provided grant writing and administrative services since 1984 in the far west Texas area. Although Ms. Brewster has experience with many different grant programs (including foundation grants and other state programs), the primary focus for the last 20 years has been on the preparation of CDBG applications and the administration of said projects.

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

Ms. Brewster's main focus has been the project administration of the state CDBG projects.

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

Ms. Brewster's experience is with community-wide infrastructure and target-area infrastructure projects. Ms. Brewster has written and/or administered over 50 grants for the Town of Van Horn, Culberson County, the City of Presidio, and has recently added the City of Wink. Projects range from water and sewer improvements to street improvements and community facilities.

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

All services related to CDBG projects are administered in-house. No services are provided through subcontractors. However, if an environmental review ever indicated the need for specialized studies, such as archeological surveys, these studies would be subcontracted to firms with expertise in such areas.

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 type="checkbox"/> NCTCOG
<input type="checkbox"/> NORTEX	<input checked="" type="checkbox"/> PBRPC	<input type="checkbox"/> PRPC	<input checked="" type="checkbox"/> RGCOG	<input type="checkbox"/> SETRPC
<input type="checkbox"/> SPAG	<input type="checkbox"/> STDC	<input 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.

Marbek Services, LLC adjusts as needed based on current and potential workloads. We limit our geographic area in order to provide personalized service to our clients.

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 Presidio, TxCDBG 713381
Facility Type and Use		Water Improvements
Project Location (Jurisdiction)		City of Presidio
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		Installation of Generators with electrical and controls at well site and booster pump station Location (a) Well Site 3 mi NW of City (b) Booster Pump Station on Railroad Ave.
Role & Responsibilities		Overall grant administration including start-up documents, environmental review, labor standards compliance, financial record-keeping and draw processing, required reporting, close-out processing, monitoring and all other associated activities.
Project Cost		\$168,138.00
Financing/Funding Source		TDATxCDBG
Method of Documenting Beneficiaries		2010 Census data
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		Environmental Review: 4-10-14 to 8-15-14 Construction: 11-13-14 to 10-13-15 The project was completed on schedule.
Monitoring and Verification Methods		Full desk review.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Rebecca L. Brewster All responsibilities.
Contact Information Current phone and e-mail address of local government representatives you worked with.		Jose A. Portillo, City Administrator 432-229-3605 jportillo@presidiotx.us
Remove Project	Project Name	City of Presidio, TxCDBG 7215401
Facility Type and Use		Water Improvements
Project Location (Jurisdiction)		City of Presidio
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		Installation of 491 water meters.
		Overall grant administration including application preparation, start-up documents, environmental review, labor standards compliance, financial record-keeping and draw

Role & Responsibilities	processing, required reporting, close-out processing, monitoring and all other associated activities.
Project Cost	\$168,638.00
Financing/Funding Source	TDA/TxCDBG
Method of Documenting Beneficiaries	2010 Census Data
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review: 2-29-16 to 6-29-16 Construction: 9-13-16 to 9-14-17 The project was completed on schedule. (Original project was for 428 meters; time and funds allowed the project to be expanded by an additional 62 meters using force account.)
Monitoring and Verification Methods	Self-monitoring review.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Rebecca L. Brewster All responsibilities.
Contact Information Current phone and e-mail address of local government representatives you worked with.	Jose A. Portillo, City Administrator 432-229-3605 jportillo@presidiotx.us
Remove Project	Project Name Culberson County - 7217120
Facility Type and Use	Parks and Recreation Facilities
Project Location (Jurisdiction)	TDA/TxCDBG
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Concession stand/Restroom facilities at Veterans Memorial Park.
Role & Responsibilities	Overall grant administration including start-up documents, environmental review, labor standards compliance, financial record-keeping and draw processing, required reporting, close-out processing, monitoring and all other associated activities.
Project Cost	\$168,638.00
Financing/Funding Source	TDA/TxCDBG
Method of Documenting Beneficiaries	2010 Census Data
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review: 12-05-16 to 5-2-17 Construction: 1-20-18 to 9-14-18 The project was completed on schedule.
Monitoring and Verification Methods	Closeout documentation being prepared.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Rebecca L. Brewster All responsibilities.

Contact Information Current phone and e-mail address of local government representatives you worked with.	Carlos Urias, County Judge 432.283.2059 carlos.urias@co.culberson.tx.us
<input type="checkbox"/> Remove Project	Project Name Culberson County - TxCDBG R729080 A&B
Facility Type and Use	Fire Station and Equipment
Project Location (Jurisdiction)	Culberson County
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Fire Station: Phase I.
Role & Responsibilities	Overall grant administration including start-up documents, environmental review, labor standards compliance, financial record-keeping and draw processing, required reporting, close-out processing, monitoring and all other associated activities.
Project Cost	\$278,390.00
Financing/Funding Source	TDA/TxCDBG
Method of Documenting Beneficiaries	2000 Census Data.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review: 9-15-09 to 1-12-10 Construction: 12-1-10 to 2-15-12 The project was completed on schedule with extension. Delay due to rejection of bids and approval for non-competitive negotiation.
Monitoring and Verification Methods	Site visit
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Rebecca L. Brewster All duties.
Contact Information Current phone and e-mail address of local government representatives you worked with.	Carlos Urias, County Judge 432.283.2059 carlos.urias@co.culberson.tx.us
<input type="checkbox"/> Remove Project	Project Name Culberson County TxCDBG 728100
Facility Type and Use	Community Facilities
Project Location (Jurisdiction)	Culberson County.
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Culberson County completed construction of the youth activity center Phase III, including installing interior activity rooms and office space, exterior finishing, parking and landscaping, HVAC system and associated appurtenances.
Role & Responsibilities	Overall grant administration including start-up documents, environmental review, labor standards compliance, financial record-keeping and draw processing, required reporting, close-out processing, monitoring and all other associated activities.
Project Cost	\$ 295,384.00
Financing/Funding Source	TDA/TxCDBG
Method of Documenting Beneficiaries	2000 Census data

Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review: 6-15-09 to 1-12-10 Construction: 6-21-10 to 3-31-11 The project was completed on schedule with extension. Rejection of two bids and approval for non-competitive negotiation.
Monitoring and Verification Methods	Site visit.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Rebecca L. Brewster All duties.
Contact Information Current phone and e-mail address of local government representatives you worked with.	Carlos Urias, County Judge 432.283.2059 carlos.urias@co.culberson.tx.us

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.

Personnel Profile(s)	<input type="button" value="Add Personnel"/>												
<input type="button" value="Remove Personnel"/>	<table border="1"> <tr> <td data-bbox="299 921 525 974"> Full Name </td> <td data-bbox="525 921 1572 974"> Rebecca L Brewster </td> </tr> <tr> <td data-bbox="299 974 525 1055"> Potential Role Base Location </td> <td data-bbox="525 974 1572 1055"> All Duties. Van Horn, TX </td> </tr> <tr> <td data-bbox="299 1055 525 1229"> Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent </td> <td data-bbox="525 1055 1572 1229"> Marbek Services LLC (formerly Marbek Consulting Services) Manager 23 years </td> </tr> <tr> <td data-bbox="299 1229 525 1400"> Previous Employment Job Title Company name Job responsibilities Number of years with firm </td> <td data-bbox="525 1229 1572 1400"> City Administrator Town of Van Horn Overall management of city 30 years. </td> </tr> <tr> <td data-bbox="299 1400 525 1640"> Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations </td> <td data-bbox="525 1400 1572 1640"> Master of Arts - Public Administration Sul Ross State University Bachelor of Science - Elementary Education Angelo State University TDA Certified Administrator: Annual TDA Implementation Workshops </td> </tr> <tr> <td data-bbox="299 1640 525 1783"> Overall Total Years or relevant experience Other relevant experience or accomplishments </td> <td data-bbox="525 1640 1572 1783"> 34 years working with the CDBG program. </td> </tr> </table>	Full Name	Rebecca L Brewster	Potential Role Base Location	All Duties. Van Horn, TX	Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Marbek Services LLC (formerly Marbek Consulting Services) Manager 23 years	Previous Employment Job Title Company name Job responsibilities Number of years with firm	City Administrator Town of Van Horn Overall management of city 30 years.	Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Master of Arts - Public Administration Sul Ross State University Bachelor of Science - Elementary Education Angelo State University TDA Certified Administrator: Annual TDA Implementation Workshops	Overall Total Years or relevant experience Other relevant experience or accomplishments	34 years working with the CDBG program.
Full Name	Rebecca L Brewster												
Potential Role Base Location	All Duties. Van Horn, TX												
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Marbek Services LLC (formerly Marbek Consulting Services) Manager 23 years												
Previous Employment Job Title Company name Job responsibilities Number of years with firm	City Administrator Town of Van Horn Overall management of city 30 years.												
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Master of Arts - Public Administration Sul Ross State University Bachelor of Science - Elementary Education Angelo State University TDA Certified Administrator: Annual TDA Implementation Workshops												
Overall Total Years or relevant experience Other relevant experience or accomplishments	34 years working with the CDBG program.												

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

Marbek Services LLC is available to provide services in the RGCOG and PBPC regions and is committed to providing personalized services to each community we work with.
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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 checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

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

<p>Marbek Services, LLC is an equal opportunity employer and makes all employment decisions without regard to gender, race, color, age, national origin, religion, political affiliation, or any other basis prohibited by law.</p>

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

<p>Marbek is a very small company that provides personalized service to its communities.</p>
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