

Firm Name: Business Services Company	DUNS Number: 808979988	Federal EIN: 47-2179050
Prequalification Contact First, Last Name and Title: Carlos Mondragon, MBA Owner	Phone Number: +1 (956) 607-9925	Prequalification Contact E-mail Address: CDRAGON2010@GMAIL.COM
Firm Web Address NA	Firm Mailing Address 13584 FM 498, Lyford, Tx. 78569	Name of Firm's President/Managing Officer: Carlos Mondragon, MBA

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.

Carlos Mondragon MBA has been involved since 1989 to present with TxCDBG funds. Have been and continue to provide administrative and grant writing services to a number of communities. The services provided begin with the planning phase and continues onto the environmental, construction and close out phases. Work closely with local leaders, local staff, project engineers and funding source staff as a team in order that the citizens benefit from the improvements. In addition to TxCDBG funded projects, we have been involved with various projects funded by the Texas Water Development Board, USDA, Texas General Land Office-Disaster Recovery, EDA, North American Development Bank, HUD, USDOJ and Governor's office. The clients include cities, counties, water supply corporations and special districts. Am ready to help your community solve their infrastructure issues!

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

The experience has been positive with Texas Community Development Block Grant Program. The TDA staff is easy to work with and provide recommendations that are appreciated. Over the years, have worked with TDA Community Development Fund, Texas Capital Fund, Colonia Construction, Planning and Disaster programs. All the funds were used to improve infrastructure systems that benefited the citizens of the community. All project improvements were completed, project closed out and in compliance with the funding source. The TxCDBG program is an excellent source of funds for a wide range of proposed 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

A. Experience with county wide infrastructure projects that were funded by Texas General Land Office-Disaster Fund that provided grant funds to improve streets and drainage, installed in all parts of a county. Other communities obtained Texas Water Development Board-EDAP funds that provided first time sewer system improvements at communities in Cameron, Hidalgo, Willacy and Webb counties.

B. Experience with direct beneficiary projects, was to provide first time sewer yard-line connections that also required that each household be surveyed to determine qualification for grant funds that paid for the household connections.

C. Experience with job creation programs were both TCF Infrastructure and Real Estate programs that created new jobs and new investment. Four (4) projects were funded, completed and closed out. It is always good to see new jobs being created and new investment in small communities where good paying jobs are needed.

D. Experience with multiple funding sources includes North American Development Bank combined with Texas Water Development Board and or USDA funds for water and or sewer system improvements. Also, combined EDA funds with HUD, USDA, UT-Browsville and local EDC funding to build a Rural Technology Center. Today it has become necessary for communities to combine funds from various sources for large projects.

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

The full range of services are provided in-house that include the various notices and help set up community participation, meetings, perform house to house surveys to document of low/moderate beneficiaries. Take a team approach for the entirety of the project to work with local community leaders, project engineers, funding source to build the application. Work to have the resolution and application executed and prepare all documentation for public review and final application submittal. Upon funding, set up a local filing system, help with the various steps to start up a project. Obtain various Group A & B documents for submittal to TDA. Prepare the environmental assessments and related public notices. Follow up with the Request for Release of Funds, prepare the Davis Bacon phase for the bidding process in coordination with the project engineers. Prepare and submit various documents during construction phase which includes interviewing workers at job site and close out phase.

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 type="checkbox"/> PBRPC	<input type="checkbox"/> PRPC	<input 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

Offer services Statewide.

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

Solely work with small communities and schedule all work to ensure activities are performed on time and in compliance with funding source guidelines and regulations.

7. Is the respondent a TxCDBG certified administrator?

Yes, certified 2018

If "No", provide most recent year of certification:

No, will become certified if selected

NA

8. 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	TDA#7215411-Lift Stations SCADA improvements
Facility Type and Use		Install SCADA for Sewer Collection System
Project Location (Jurisdiction)		City of Raymondville
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		Installed seven (7) SCADA units strategically located lift stations within the sewer collection system. In addition, installed the monitoring system with software that monitors the SCADA system 24/7.
Role & Responsibilities		Prepared application and upon funding administrated project to completion and closed out
Project Cost		\$230,870.00
Financing/Funding Source		TDA funding source
Method of Documenting Beneficiaries		Community wide benefit via TDA website of HUD census data.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed		Environmental documents submitted to TDA on July 25, 2016 and cleared August 9, 2016. Construction contract awarded September 16, 2016 and completed on schedule June 30, 2017.

on schedule or delayed	
Monitoring and Verification Methods	Self monitoring and financial documents submitted to TDA staff, project in compliance and closed out 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).	Carlos Mondragon, M.B.A. was associated with this project. Prepared application and upon funding administrated the project to close out phase.
Contact Information Current phone and e-mail address of local government representatives you worked with.	Eleazar Garcia, Jr.-City Manager: Phone 956-689-2443. Email: Raycity@Raymondvilletx.us Andy Chavez: Public Works, phone 956-68-2443 Email: Andres.Chavez@raymondvilletx.us
Remove Project	Project Name TDA#713067-Water Well Rehabilitation
Facility Type and Use	Water Well Rehabilitation
Project Location (Jurisdiction)	City of Raymondville
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Existing Water Well renovated to one (1) million gallons per day capacity.
Role & Responsibilities	Developed application and upon funding administered the project to completion and close outs.
Project Cost	\$446,810.47
Financing/Funding Source	TDA: Disaster Recovery Fund
Method of Documenting Beneficiaries	Community wide benefit, documentation via TDA website of HUD 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 started August 1, 2013, submitted Request for Release of Funds on October 3, 2013 and TDA clearance October 21, 2013. Construction started October 8, 2014 and completed October 30, 2015. Delays due to constant severe rain storms and a pump delivery delay.
Monitoring and Verification Methods	Desk review by TDA all documents submitted and project closed out.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Carlos Mondragon, M.B.A. was associated with this project. Prepared application and upon funding administered the project to completion and submitted close out.
Contact Information Current phone and e-mail address of local government representatives you worked with.	Eleazar Garcia, Jr.-City Manager Phone: 956-689-2443 Email: Raycity@Raymondvilletx.us Andy Chavez-Public Works Phone: 956-689-2443 Email: Andres.Chavez@raymondvilletx.us
Remove Project	Project Name TDA#713391 Sewer Improvements
Facility Type and Use	Sewer Collection System Improvements
Project Location (Jurisdiction)	City of Raymondville
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Installation of 2148 L.F. of sewer collection system main lines plus rehabilitation of four (4) manholes within the sewer collection system.

Role & Responsibilities	Prepared application and administered to completion and project closed out.
Project Cost	\$211,810.47
Financing/Funding Source	TDA# 713391
Method of Documenting Beneficiaries	Community wide benefit via TDA website with HUD 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 request for release of funds submitted July 2, 2014 and TDA cleared July 21, 2014. Construction started August 12, 2014 and completed February 8, 2016. Delays due to severe rain storms and tropical storm rains followed by Presidential and Governor's Disaster Designation.
Monitoring and Verification Methods	Self monitoring review and submittal of financial documentation.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Carlos Mondragon, M.B.A. was associated with this project Prepared application and upon funding administered the project to completion and close out.
Contact Information Current phone and e-mail address of local government representatives you worked with.	Eleazar Garcia, Jr.-City Manager Phone: 956-689-2443 Email: Raycity@Raymondvilletx.us Andy Chavez-Public Works Phone: 956-689-2443 Email: andres.chavez@Raymondvilletx.us
Remove Project	Project Name TDA# 713391 Sewer System Improvements
Facility Type and Use	Improve sewer collection system
Project Location (Jurisdiction)	City of Raymondville
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Installed electrical ground panels, pumps and wet wells at twelve (12) lift stations.
Role & Responsibilities	Prepared application and upon funding administered project to completion and close out.
Project Cost	\$334,090.00
Financing/Funding Source	TDA funds \$322,728.00 plus local funds \$11,362.00= Total \$334,090.00
Method of Documenting Beneficiaries	Community wide benefit via TDA website for HUD 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: Submitted documents to TDA on April 9, 2012 and cleared April 25, 2012. Construction started September 17, 2012 and completed March 14, 2013. Project completed and closed out six (6) months early.
Monitoring and Verification Methods	Desk review by TDA, submitted all documentation and project closed out.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Carlos Mondragon M.B.A. was associated with this project. Prepared application and upon funding administered the project to close out phase.
Contact Information Current phone and e-mail address of	Eleazar Garcia, Jr.-City Manager Phone: 956-689-2443 Email: Raycity@Raymondvilletx.us Andy Chavez-Public Works Phone: 956-689-2443

local government representatives you worked with.	Email: Andres.Chavez@Raymondvilletx.us
Remove Project	Project Name TDA # 729649-Sewer Force Main Improvements
Facility Type and Use	Replaced sewer force main within sewer collection system
Project Location (Jurisdiction)	City of Raymondville
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Replaced sewer force main line at old line that allowed ground water infiltration that flowed to main sewer plant.
Role & Responsibilities	Prepared application and upon funding administered to completion and close out.
Project Cost	\$361,718.92
Financing/Funding Source	TDA grant \$360,310.00 plus local funds \$1,408.92= Total \$361,718.92
Method of Documenting Beneficiaries	Community wide benefit via TDA website of HUD 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: Submitted documents to TDA on March 21, 2011 and cleared April 6, 2011. Construction started October 10, 2011 and completed March 9, 2012. Project completed on schedule
Monitoring and Verification Methods	Desk review, submitted documents and project closed out
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Carlos Mondragon M.B.A prepared the application and upon funding administered the project to completion and closed out.
Contact Information Current phone and e-mail address of local government representatives you worked with.	Eleazar Garcia, Jr. City Manager Phone: 956-689-2443 Email: Raycity@Raymondvilletx.us Andy Chavez-Public Works Phone: 956-689-2443 Email: Andres.Chavez@Raymondvilletx.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.

Carlos Mondragon M.B.A., owner of Business Services Company has attended TDA grant writing and administration workshops and have viewed presentations on-line. Have contacted TDA staff with questions, clarifications and guidance with special issues. Have attended Texas GLO workshops on Fair Housing, Civil Rights, environmental issues, labor standards in reference to CDBG Disaster Funds. Have viewed TDA announcements and on-line presentations. Have attended Fair Housing workshops sponsored by Fair Housing Advocates. Have attended Texas Water Development Board and Governor's Office workshops on funding opportunities and compliance training. One area of specialty is performing socioeconomic surveys of households for various funding packages that include TDA, Texas Water Development Board, Texas General Land Office, HUD, USDA-Rural Development and BECC.

Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	Carlos Mondragon, MBA
Potential Role Base Location	Prepare documentation for applications and upon funding administrate the project until completion and submittal of closeouts. All records remain at the community's grant file. Based from Lyford, Tx.	
Current Employment Current job title Company (if subcontractor)	Carlos Mondragon: Owner of Business Services Company, NO subcontractor will be involved. Job responsibilities will include working as a team member along with local councils, community staff, project engineers and funding sources in order to ensure a	

Job responsibilities Number of years with respondent	smooth project to completion. From the planning stage, application phase, construction to final close out of the project.
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Have provided grant related consulting for 29 years as owner of Business Services Company. Have been involved with CDBG funding since 1989 to present.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Earned a BBA with major in administration BBA-Texas A&I University. Attended accounting classes before entering the MBA program. Earned a Master of Business Administration (MBA): UT-Pan American at Edinburg 1990. Have attended various classes on computer software applications and accounting regulations. Have attended CDBG workshops since 1989 to present. Have attended training and workshops related to CDBG, Texas General Land Office, Texas Water Development Board, Fair Housing-Housing advocates, Labor Standard, TDA Environmental, Civil Rights workshops, Texas Egrants, USDA funding, North American Development Bank, Texas Forest Service, USDOJ and EDA.
Overall Total Years or relevant experience Other relevant experience or accomplishments	Twenty-nine years of working in low income communities to provide first time water, sewer, first time in-door plumbing, drainage and street improvements. Also included within incorporated communities upgrade streets, drainage, water storage, water lines, sewer lift stations and replace sewer lines. We have also provided house to house survey work for communities applying for Texas Water Development Board, TDA and Texas General Land Office funding in all parts of Texas. All projects were completed and closed out.

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

Ready, willing and able to help your community that will improve the living conditions of your citizens.

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 type="radio"/> Yes <input checked="" type="radio"/> No	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No

Business Services Company is a small business and Hispanic minority owned. Am bilingual and able to communicate in both English and Spanish. Both languages are used in written and oral communication as well in presentations.

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

Business Services Company does not discriminate against any employee or applicant because of race, creed, sex, color, familial status, disability nor national origin. This firm will take action to ensure that applicants are employed and that all employees are treated during employment without regard to their race, creed, sex, color, familial status, disability or national origin. Such action shall include but not limited to the following: Employment, upgrading, demotion, transfer, recruitment, recruitment advertisements, demotion, layoff, or termination, rates of pay or other forms of compensation, and selection for training including apprenticeship.

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

Business Services Company carries a \$1.0 million Professional Liability policy, Workers Compensation and Auto Comprehensive coverage. Upon submitting a proposal the updated Certificate of Insurance will be provided.