

Application to Prequalify Grant Administrators TxCDBG Cycle Type: 2017 Downtown & Main Street Programs

Firm Name: Public Management, Inc.	DUNS Number: 945630507	Federal EIN: 76-0361938
Prequalification Contact First, Last Name and Title: Patrick Wiltshire, President/CEO	Phone Number: +1 (281) 592-0439	Prequalification Contact E-mail Address: pwiltshire@publicmgt.com
Firm Web Address www.publicmgt.com	Firm Mailing Address PO Box 1827, Cleveland, TX 77328	Name of Firm's President/Managing Officer: Patrick K. Wiltshire

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. 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.

Public Management, Inc., established in 1982, is a private consulting firm with over 30 years of experience operating in the state of Texas. With emphasis on assisting rural municipalities address their quality of life needs through planning, financing, and management initiatives, Public Management has developed a needs based approach to service delivery.

This approach has allowed Public Management to successfully guide our clients to over \$450 million in community and economic development funding.

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

Our Firm has been assisting communities with the Texas Community Development Block Grant (TxCDBG) Program since 1982. Some of these projects include sewer, water, streets, drainage and planning. Beginning with few clients in south east Texas, Public Management has since grown its client base to over 80 communities in the south, south east, north central, and west Texas regions. Public Management operates in 8 different council of government regions and assisting city's, county's, and special districts identify and pursue their community and economic development needs.

3. Describe the respondent's experience with the Downtown Revitalization and Main Street (DRP/MS) programs.

Public Management has assisted several communities with application preparation and grant administration for both the Downtown Revitalization and Main Street programs. Public engagement and support of the proposed project as well as proper identification of the most blighted areas within the downtowns are critical to project development. Public Management has experience identifying the most advantageous project development to address the most critical needs within the Downtown/Main Street portions of the Community. While maintaining the sense of place that is unique to that City, our efforts have proven successful in addressing the blighted conditions as well as encouraging additional economic development.

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

Public Management offers specialization in grant application preparation, project management, environmental services, acquisition services, contract management, labor standards and construction management compliance, and comprehensive planning and mapping. All services are performed in house.

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

Public Management's headquarters is located in Cleveland, Texas. Public Management also offers two satellite offices located in Granbury, Texas (North Texas Area) and San Antonio, Texas (South Texas Area).

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

Our entire team of professional planners and project managers offer a focused and unwavering commitment to complete this program to the full satisfaction of all parties. Our professional staff has the ability to handle a substantial workload due to the diversity of the organizational expertise. Many projects are completed using a "Team" system which allows greater flexibility of

project management and service delivery. With this system, workloads are reduced and spread-out over the entire organization. Additionally, Public Management has the option to increase staff if need to handle increased capacity.

7. Identify the total number of CDBG projects that the respondent developed and/or administered. Present an approximate cumulative total of projects which the respondent or personnel were instrumental in the development of the application and/or administration of the program following funding approval.

Through our coordinated efforts and expertise, Public Management has a history of applying and managing over 400 TxCDBG funded projects. This equates to over \$450 millions in community and economic development funding for our clients in the form of public infrastructure, housing, planning, and disaster recovery

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	City of Hico 7215302, 2015 CDBG-DRP
Facility Type and Use		CDBG - Downtown Revitalization Project for Sidewalk Improvements
Project Location (Jurisdiction)		City of Hico, Texas
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		The project addresses sidewalk improvements consisting of four hundred ninety linear feet (490 l.f.) of concrete sidewalks, three (3) ADA compliant ramps, one hundred linear feet (100 l.f.) of handrails, electrical improvements and necessary appurtenances in the City of Hico, Hamilton County, Texas, on Pecan Street from 1st Street to 2nd Street.
Role & Responsibilities		assisted the client with application preparation, project administration, coordination, environmental clearance procedures, procurement, bidding, contracting, financial management, record keeping, real property acquisition procedures, labor standards monitoring, staff training, force account, reporting, TDA liaison and contract close-out assistance.
Project Cost		Total project cost is \$120,000
Financing/Funding Source		\$84,000 in Grant related funding; \$36,000 in local funding
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		The environmental review start date was May 15, 2016 and the site was environmentally cleared on November 21, 2016. The Construction started on March 2, 2017 and was completed on May 28, 2017. The project is on track to be completed by the contract end date.
Monitoring and Verification Methods		Public Management will prepare and submit any necessary reports required by TDA during the course of the project – quarterly progress reports, project monitoring reports, and project completion reports.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Jake McAdams, provided management and administrative services.
Contact Information Current phone and e-mail address of local government representatives you worked with.		Kari' Drueckhammer, City Secretary 254-796-4620 citysecretary@hico-tx.com
Remove Project	Project Name	City of Aubrey 7214142, 2014 TCF
Facility Type and Use		Texas Capital Fund-Quality Excavation-Water/Sewer

Project Location (Jurisdiction)	City of Aubrey, Texas
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	This economic development project will provide water improvements and sewer improvements for the City of Aubrey in support of Quality Excavation, Ltd. The location of the building and land is defined as the Company's project site. The infrastructure improvements will enable the excavation and construction company to continue and expand operations in the City of Aubrey. Water Improvements: Contractor shall install approximately one thousand two hundred forty linear feet (1,350 l.f.) of eight-inch (8") water line, approximately sixty linear feet (60 l.f.) of bore, four (3) hydrants, two (2) service connections, tapping sleeves and valves, pavement repair, and all associated appurtenances. Sewer Improvements: Contractor shall install one (1) make improvements to one (1) lift station, approximately seven hundred fifty linear feet (750 810 l.f.) of eight-inch (8") sewer line, approximately sixty linear feet (60 l.f.) of bore, two (2) manholes, one (1) service reconnection, pavement repair, and all associated appurtenances. Construction shall take place on Highway 377, from the sod farm lift station to directly west, and cross-country, southeast of the intersection of Highway 377 and Highmeadow Road.
Role & Responsibilities	assisted the client with application preparation, project administration, coordination, environmental clearance procedures, procurement, bidding, contracting, financial management, record keeping, real property acquisition procedures, labor standards monitoring, staff training, force account, reporting, TDA liaison and contract close-out assistance.
Project Cost	Total project grant amount: \$450,000
Financing/Funding Source	\$350,000 business match; \$100,000 in local funding
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	The environmental review start date was August 9, 2014 and the site was environmentally cleared on November 11, 2014. The Construction for the water portion of the project started on December 15, 2014 and was completed on January 28, 2015. The Construction for the sewer portion of the project started on November 28, 2015 and was completed on June 15, 2017. The project is on track to be completed by the contract end date.
Monitoring and Verification Methods	Public Management will prepare and submit any necessary reports required by TDA during the course of the project – quarterly progress reports, project monitoring reports, and project completion reports.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	JaKe McAdams, providing management and administrative services.
Contact Information Current phone and e-mail address of local government representatives you worked with.	Kenny Faulkner 940-465-1502 kfaulkner@aubreytx.gov
Remove Project	Project Name
	City of Sealy 7215082, 2015 TCF
Facility Type and Use	Texas Capital Fund- Prasek's Hillje Smokehouse, Inc.
Project Location (Jurisdiction)	City of Sealy, Texas
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	The purpose of this project is to extend water, sewer and gas utilities to a proposed commercial business, Prasek's Hillje Smokehouse (Prasek's). The utility extensions will consist of 690 L.F. of 12" sanitary sewer line and 3 manholes, 1245 L.F. of 6" gas line and 2 valves and 660 L.F. of 12" water line, 2 valves and 2 fire hydrants. The project will also include a total of 1,320 L.F. of 6' wide sidewalk along FM 3538 and the IH-10 frontage road. Construction will include a 39,000 square feet retail facility. All work will occur in the City of Sealy, Austin County Texas at the intersection of IH-10 and FM 3538. All of the

	utilities will be extended along FM 3538.
Role & Responsibilities	assisted the client with application preparation, project administration, coordination, environmental clearance procedures, procurement, bidding, contracting, financial management, record keeping, real property acquisition procedures, labor standards monitoring, staff training, force account, reporting, TDA liaison and contract close-out assistance.
Project Cost	Total project grant amount: \$348,365
Financing/Funding Source	\$10,750,000 business match
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	The environmental review start date was March 26, 2015 and the site was environmentally cleared on August 11, 2015. The Construction started on October 13, 2015 for public improvements and was completed on January 29, 2016, private improvements are nearly complete. The project is on track to be completed by the contract end date.
Monitoring and Verification Methods	Public Management will prepare and submit any necessary reports required by TDA during the course of the project – quarterly progress reports, project monitoring reports, and project completion reports.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Patrick K. Wiltshire and Joy Rice providing management and administrative services.
Contact Information Current phone and e-mail address of local government representatives you worked with.	Dayl L. Cooksey, City Secretary 979-627-6105 dcooksey@ci.sealy.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.

Public Management emphasizes the importance of understanding each community's unique needs and identifies the most practical, efficient, and sustainable method to accomplish their goals. Public Management's staff has a combined experience of over 64 years with knowledge of identifying a community's needs, finding the funding for projects meeting those needs and then managing those projects. Our firm offers industry-leading service with a client based approach that excels in offering services to achieve client's needs. Public Management's dynamic employee-base will assure clients they can rely on PMI today and far into the future. The following employees are available to assist in the administration of this project and will be resources in specific areas. At this time, we do not anticipate the need for sub-consultants but do have access to several in the areas of engineering, economics, and architecture.

Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	Patrick K. Wiltshire
Potential Role	President/CEO located in Cleveland, Texas	
Base Location		
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	January, 2014 through Present Supervisory authority over all Company operations including, but not limited to, project assignment and management; personnel policies; daily operational functions and policies; financial operations; and business development. The CEO will oversee short and long range strategic planning; enhance and/or develop, implement and enforce policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the corporation; as well as plan, develop, organize, implement, direct and evaluate the organization's fiscal function and performance. In addition, the CEO will oversee and work closely with the Chief Operating Officer, Chief Financial Officer, Business Development Director, and Marketing Coordinator to ensure the Vision and	

	Mission of the Company is maintained in each operational function of the business. Finally, the CEO promotes a culture of high performance and continuous improvement that values learning and a commitment to quality.	
Previous Employment Job Title Company name Job responsibilities Number of years with firm	December, 2009 through December 2013 Project Manager and Compliance Specialist for Public Management, Inc., Duties & Responsibilities: Develop grant applications and community/economic development opportunities for City and County governments; Manage numerous community, economic development, and housing grant programs; Administer proper reporting and guidelines necessary to fulfill state and federal regulations.	
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Texas A&M University – Corpus Christi, Corpus Christi, Texas M. A. Public Administration Areas of Concentration: Policy Analysis; Budgeting; Strategic Planning. Missouri Valley College, Marshall, Missouri B. A. Criminal Justice & Sociology Areas of Concentration: Sociology; Criminal Justice, English.	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Over 7 years of experience with Public Management	
Remove Personnel	Full Name	Kenneth Coignet
Potential Role Base Location	Vice-President/Planner located in San Antonio, Texas	
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	November, 1999 through Present The Planner is responsible for the successful completion of projects assigned by the COO. Specifically, the Planner is responsible for the research and development of planning material as set out in the specified needs of the client. The Planner will need to attend meetings, conduct outreach and engage client and community leaders on planning needs. The Planner will assess all available material, evaluate trends, develop comparative analysis, and finalize requested planning studies based on client needs.	
Previous Employment Job Title Company name Job responsibilities Number of years with firm	November, 1998 through October, 1999 Assistant Planner/Housing Specialist for Public Management, Inc., Accomplishments and Duties: Collected data and prepare reports, forms and studies for management and planning consultants. Assisted in developing graphics consisting of maps, graphs, brochures and related pictorial information. Assisted in the management of housing programs. Maintained selected files as directed by management and planning consultants. Prepared grant applications and correspondence for clients.	
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Southwest Texas State University, San Marcos, Texas M.A.G. Geography - Land/Area Development and Management Southwest Texas State University, San Marcos, Texas B.S. Geography	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Over 18 years of experience with Public Management	
Remove Personnel	Full Name	Nicholas Houston
Potential Role Base Location	Vice-President/CFO located in Cleveland, Texas	

Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	January, 2016 through Present Supervisory authority over all financial operations, including but not limited to, financial policies, budget preparation and financial planning and forecasting, retirement and benefits development and implementation, oversees accounts receivable & accounts payable, directs investments and distributions, maintains past and current financial records for reporting, assists and develops audit and tax reporting. The CFO works closely with the CEO to develop financial operational strategies by evaluating trends; establishing critical measurements; determining production, productivity, quality, and customer-service strategies; designing systems; accumulating resources; resolving problems; implementing change. In addition, the CFO develops organization prospects by studying economic trends and revenue opportunities; projecting acquisition and expansion prospects; analyzing organization operations; identifying opportunities for improvement, cost reduction, and systems enhancement; accumulating capital to fund expansion.
Previous Employment Job Title Company name Job responsibilities Number of years with firm	November, 2006 through Present Project Manager and Compliance Specialist for Public Management, Inc., Accomplishments and Duties: Oversees financial and legal compliance issues for all community and economic development grant programs within the company. Implements and manages numerous community and economic development grant programs and housing grant programs.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Sam Houston State University, Huntsville, Texas B. B. A. Finance, Minor in Music Areas of Concentration: Banking, Personal Finance
Overall Total Years or relevant experience Other relevant experience or accomplishments	Over 10 years of experience with Public Management
Remove Personnel	Full Name Jake McAdams
Potential Role Base Location	Regional Project Manager located in Granbury, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	July, 2015 through Present The Regional Project Manager is responsible for client relations, business development and overall project management in the regions which Public Management has satellite offices or business interest. In addition to these duties, the Regional Project Manager shall have all other duties associated to the Project Manager.
Previous Employment Job Title Company name Job responsibilities Number of years with firm	February, 2014 through June, 2015 Project Manager and Compliance Specialist for Public Management, Inc., Accomplishments and Duties: Oversee financial and legal compliance issues for community and economic development grant programs within the company. Implements and manages numerous community and economic development grant programs and housing grant programs.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	Stephen F. Austin State University, Nacogdoches, Texas M.A. History M.A. Public History - Areas of Concentration: Public History, Suburban History Stephen F. Austin State University, Nacogdoches, Texas B.A. History, Minor in Outdoor Recreation Management Areas of Concentration: Public History, Activity Management
Overall Total Years or relevant experience	Over 3 years of experience with Public Management

Other relevant experience or accomplishments	
Remove Personnel	Full Name Joy E. Rice
Potential Role Base Location	Project Manager located in Cleveland, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	June, 2013 through Present The Project Manager is responsible for successful completion of projects assigned by the COO. Prepare all necessary compliance documentation and generally manage compliance issues for client projects. Collect data and prepare reports, forms and studies for client projects. Engage and advise community leaders on management, planning and financial service best practices. Coordinate project outreach and initiate project status meetings. Deliver presentations to governing bodies and equip community leaders with quality information. Accomplish project objectives by planning and evaluating project activates. Encourages and develops business with existing and potential clients.
Previous Employment Job Title Company name Job responsibilities Number of years with firm	June, 2010 through April, 2012 Special Projects Coordinator for Hawes Hill Calderon, LLP a special district planning and management consulting firm. Accomplishments and duties: Developed and implemented special projects in the East Aldine Management District. Managed budgetary expenditures.
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	University of Houston, Houston, Texas M.A. Public Administration Areas of Concentration: Public Budgeting, Community Development University of Houston, Houston, Texas B.A. History, Minor Political Science Areas of Concentration: American History, Global Politics
Overall Total Years or relevant experience Other relevant experience or accomplishments	Over 3 years of experience with Public Management

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

Public Management will commit all available resources to ensure the project is successful and completed to the full satisfaction of all parties

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

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

Public Management, Inc. maintains a policy of non-discrimination in all phases of employment and complies in full with all applicable laws. Specifically:

Equal Employment Opportunity

a) Public Management will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. Public Management will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Public Management agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

b) Public Management will, in all solicitations or advertisements for employees placed by or on behalf of the Public Management, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.

c) Public Management will not discourage or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.

d) Public Management will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the employers commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

e) Public Management will comply with all provisions of Executive Order 11246 of September 24, 1965, "Equal Employment Opportunity" and of the rules, regulations, and relevant orders of the Secretary of Labor.

f) Public Management will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

Section 503 of the Rehabilitation Act (the "Act") - Handicapped Affirmative Action for Handicapped Workers

a) Public Management will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. Public Management agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices such as the following: Employment, upgrading, demotion or transfer, recruitment, advertising layoff or termination rates of pay or other forms of compensation, and selection for training, including apprenticeship.

b) Public Management agrees to comply with the rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

c) In the event of Public Management's non-compliance with requirements of this clause, actions for non-compliance may be taken in accordance with rules, regulations, and relevant orders of the Secretary of Labor issued pursuant to the Act.

d) Public Management agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the company, provided by or through the employer. Such notices shall state the employers obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.

e) Public Management will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the employer is bound by the terms of Section 503 of the Rehabilitation Act of 1973, and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.

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

Public Management, Inc. offers its clients access to over thirty (30) years of knowledge and expertise. Specifically, Public Management works with clients to find and implement the most effective solutions to achieve their goals. The firm focuses on obtaining governmental revenues to develop solutions to existing and future quality of life issues. The client based approach has allowed Public Management the opportunity to diversify its services and include specialization in project management, environmental services, acquisition services, grant writing, planning and mapping, and economic development and community development.