

Application to Prequalify Planning Services Providers

TxCDBG Cycle Type: 2020

Firm Name: Hayter Engineering, Inc.	DUNS Number: 08-271-4825	Federal EIN: 75-1493719
Prequalification Contact First, Last Name and Title: Michael J. Donnan, President	Phone Number: +1 (903) 785-0303	Prequalification Contact E-mail Address: mdonnan@haytereng.com
Firm Web Address https://www.hayterengineeringinc.com/	Firm Mailing Address 4445 SE Loop 286, Paris, TX 75460	Name of Firm's President/Managing Officer: Michael J. Donnan, President

Application for Prequalification to Provide Planning 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 Planning 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 planning services.

Hayter Engineering was founded in 1957, providing engineering planning services for any infrastructure requirement on the municipal and rural water utility level. Established on a commitment to excellence, the firm operates today under the same principles providing services including civil engineering; environmental engineering; comprehensive, community and economic development planning; project warranty; land surveying; bidding management; and construction management.

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

Since 1978, much of Hayter Engineering's work for our clients has been through the CDBG program with the Texas Department of Agriculture and predecessor agencies. Over the years that the CDBG has been in existence, we have completed over 200 CDBG projects, making us extremely experienced with this grant program. Hayter Engineering is extremely familiar with the engineering requirements of TDA programs, including application cost estimates and performance statements, comprehensive planning, construction bidding, construction review, construction design surveys, design engineering services, crossing permits, construction bidding, construction review, construction materials testing, on-site observation, record drawings, and warranty review. Hayter Engineering has performed TDA projects in the Northeast Texas area, and we feel that we have expertise in representing cities and counties in this region.

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

a. Comprehensive plans

In the more than 60 years since its founding, Hayter Engineering has performed master/comprehensive planning for over 50 entities. These plans have included inventory, analysis and planning for water systems, wastewater systems, storm drainage system, street systems, and parks & open space systems.

b. Community development plans

Through our firm's work on comprehensive planning and residential community planning Hayter Engineering has gained significant community development planning experience.

c. Functional plans (e.g. housing, land use, economic development, open space, energy use, flood plain/wetlands, etc.)

In the more than 60 years since its founding, Hayter Engineering has performed functional planning for over 50 entities. This planning has included base mapping, housing inventories, population studies, land use studies, open space studies, and floodplain/wetlands analyses.

d. Economic development plans

A number of the Comprehensive Plans our firm has developed have contained an Economic Development component. These Economic Development Plans include a historic review of the entities economic development, their physical growth, the relationship of the community to the region, an economic base study with a barrier analysis, and a summary with a recommended overall Economic Development plan.

- e. Other plans/studies (e.g. neighborhood plans, capital improvement programs, individual project planning, environmental/historic preservation, etc.)

In addition to the planning listed above, Hayter Engineering has performed capital improvement planning for numerous entities. These plans have included financial analysis; capital needs list; and a capital improvements program.

- f. Policy planning-management-capacity building activities

Hayter Engineering has prepared land use, zoning, annexation, subdivision, design, construction standards, operations & maintenance procedures, and other policies/ordinances as part of the planning services provided to many entities.

- g. Grant writing/administration activities

Hayter Engineering does provide administrative services for planning activities and has provided these for the 39 entities for which we have provided planning. Our firm does not perform grant writing/administrative activities where the grant program requires a separate grant writer/administrator, as this is prohibited by the Texas Department of Agriculture. Our firm has an excellent track record working with all grant writers and administrators selected by the grant recipients.

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

Hayter Engineering provides the following engineering services in-house:

- Master/Comprehensive Planning
- Water Infrastructure
- Stormwater Infrastructure
- Streets/Roads
- Construction Bidding
- Construction Inspection
- Phase I Environmental Site Assessments
- Mapping GIS & AutoCAD based
- Wastewater Discharge Permitting
- Wastewater Infrastructure
- Parks & Recreation
- Construction Management
- Warranty Review
- Basic Environmental Project Assessments

The following services are provided through subconsultants that Hayter Engineering has a long standing relationship with:

- Complex Environmental Project Assessments
- Structural Engineering
- Architectural
- Geotechnical Engineering
- Electrical Engineering

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

<input type="checkbox"/> AACOG	<input checked="" 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 checked="" 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

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

Over the years that Hayter Engineering has provided engineering services for municipalities, we have developed a highly refined skill set that allows us to provide our services by quickly gaining an in depth knowledge of the unique goals, scope, budget, and schedule of each project. We are confident in our ability to meet and exceed planning goals and requirements. Our primary staff available to meet planning needs includes 5 registered professional engineers and 3 design engineers for a combined experience of over 90 years, 1 registered professional land surveyor and 2 fully equipped survey crews including GPS, 2 AutoCAD technicians utilizing 2019 Civil3D, and 5 administrative staff with a combined experience with TDA (or predecessor) of over 50 years.

With this level of staff experience, combined with the geographic area we serve we are always capable of adding any level of planning services required to our current workload with the ability to complete the project on or ahead of schedule.

7. Is the respondent a TxCDBG certified administrator?

- ☒ Yes, certified in 2019 and can provide administrative services for planning contracts.

☐ No, but can provide administrative services for planning contracts and will become certified.

☐ No, and does not offer administrative services for planning contracts.

If "No", provide most recent year of certification (as applicable):

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8. Using the table below, provide detailed information on up to five planning services projects the respondent completed (if possible, include contracts with multiple different entities served by the respondent; in particular, planning projects supported by federal funds or those subject to federal requirements). Only include projects that were conducted in the last five (5) years 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 Trinidad Comprehensive Plan - Planning Period Year 2017 Through 2037
Project Type		Planning
Project Location (Jurisdiction)		Trinidad, Texas
Project Description		Base mapping; GIS mapping, population study; housing study; land use study; water system study; wastewater system study; storm drainage system study and capital improvements program.
Roles & Responsibilities		Application preparation and Engineering consulting planning services
Project Cost		\$35,158
Financing/Funding Source		TDA - CDBG Program
Project Schedule -Start and End Dates -Describe if project was completed on schedule or delayed		Start Date: February 8, 2016 End Date: October 12, 2017 Completed on schedule
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Michael Tibbets, PE - Principal-In-Charge Tyler Creamer, PE - Project Manager Kevin Vanhoozier, PE - Design Engineer Michael Donnan, PE - QA/QC
Contact Information Current phone and e-mail address of local government representatives you worked with.		Terri Newhouse, City Administrator City of Trinidad Office phone: 903-778-2525 Email: cityadmin@trinidadtexas.com
Remove Project	Project Name	City of Cooper Comprehensive Plan - Planning Period Year 2017 Through 2040
Project Type		Planning
Project Location (Jurisdiction)		Cooper, Texas
Project Description		Base mapping; population study; housing study; land use study; rate study; water system study; wastewater system study; street study; storm drainage system study, and capital improvements program.
Roles & Responsibilities		Engineering consulting planning services
Project Cost		\$42,241
Financing/Funding Source		TDA - CDBG Program
Project Schedule		Start Date: February 8, 2016

-Start and End Dates -Describe if project was completed on schedule or delayed		End Date: October 12, 2017 Completed on schedule
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Michael N. Tibbets, PE - Principal-In-Charge Tyler Creamer, PE - Project Manager Mitchell Licht, EIT - Design Engineer Michael J. Donnan, PE - QC/QA
Contact Information Current phone and e-mail address of local government representatives you worked with.		Darren Braddy, Mayor Office Phone: 903-395-4433 Cell Phone: 903-517-8637 Email: coopercityhall@yahoo.com
Remove Project	Project Name	City of Point Comprehensive Plan Planning Period Year 2016 Through 2036
Project Type		Planning
Project Location (Jurisdiction)		Point, Texas
Project Description		Base mapping; population study; housing study; land use study; recreation & open space plan; storm drainage study; wastewater system study; zoning ordinance; subdivision ordinance; economic development study, and capital improvement program.
Roles & Responsibilities		Engineering consultant planning services
Project Cost		\$29,560
Financing/Funding Source		TDA - CDBG Program
Project Schedule -Start and End Dates -Describe if project was completed on schedule or delayed		Start Date: December 11, 2014 End Date: November 1, 2016 Completed on schedule
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Tyler L. Creamer, PE - Project Manager Michael J. Donnan, PE - Principal-In-Charge - QC/QA
Contact Information Current phone and e-mail address of local government representatives you worked with.		Johnny Northcutt, Mayor Office Phone: 903-598-3296

9. Describe the experience, competence and training of personnel with respect to provision of planning services, and related work. Use the following table to present background on **key** personnel who will potentially be assigned responsibility for a core project task.

Michael Donnan, PE - 36 years of significant comprehensive planning, design, and construction experience with all of the municipal infrastructure types described in our firms planning experience. His community development, and functional planning experience also includes all types listed as our firms experience.

Michael Tibbets, PE - 30 years of planning experience with a significant emphasis in wastewater and water systems. He also gained a core competence with all of our firm's planning types.

Chris Donnan, PE, CFM - 12 years of planning experience with a significant emphasis in community development, storm drainage systems, flood plains/wetlands, street systems, and capital improvement programs. He also developed a core competence in all other municipal infrastructure areas, and economic development.

Tyler Creamer, PE - 10 years of planning experience with a significant emphasis in all areas of functional planning, water

systems, wastewater systems, parks & open space systems, and street systems. In addition to this experience, he has achieved core competence in community development, economic development, storm drainage systems, and capital improvements programs.

Kevin Whitley, RPLS - 22 years of municipal infrastructure, planning, GIS mapping, topographic, construction, land title, easement, record drawing, FEMA, improvement, ALTA, platting, design and boundary surveying.

Key Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	Michael N. Tibbets
Potential Role	Senior Planning Consultant	
Base Location	Paris, Texas	
Current Employment		
Current job title	Vice President	
Job responsibilities	Business development, project development, and management of the firm's Project Managers.	
Number of years with respondent	30 years	
Overall		
Total Years or relevant experience	Mike has 34 years of experience in consulting, planning, design, construction review, and facility start-up for a broad cross-section of civil works including water systems and treatment, wastewater systems and treatment, streets, drainage, and parks & recreation.	
Other relevant experience or accomplishments	Mike joined Hayter Engineering, Inc. in 1989 and has served as Project Manager from 1989 to 2013, Senior Project Manager since 2013, and Vice President in 2017.	
NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for planning services.		
Remove Personnel	Full Name	Tyler C. Creamer
Potential Role	Planning Consultant	
Base Location	Paris, Texas	
Current Employment		
Current job title	Principal / Project Manager	
Job responsibilities	Business development, project development and project management.	
Number of years with respondent	10 Years	
Overall		
Total Years or relevant experience	Tyler has 10 years of experience in water, wastewater, parks & recreation, and street system preliminary engineering and design, water, wastewater, parks & recreation, and street system planning, water quality testing, sidewalks, pedestrian and bicycling trail design, and construction review for a broad cross-section of civil works.	
Other relevant experience or accomplishments		
NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for planning services.		
Remove Personnel	Full Name	Michael J. Donnan
Potential Role	Senior Planning Consultant	
Base Location	Paris, Texas	
Current Employment		
Current job title	President	
Job responsibilities	Business development, project development, management of the firms operation and finances.	
Number of years with respondent	36 Years	
Overall		
Total Years or relevant experience	Mike has 36 years of experience in consulting, planning, design, construction review, operations and environmental reviews for a wide range of civil works including water systems and treatment, wastewater systems and treatment, streets, drainage, sidewalks, parks& recreation, and recreational trails. Prior to his association with Hayter Engineering, Inc., he served as an officer in the U.S. Army Corps of Engineers. Mike joined Hayter	
Other relevant experience or accomplishments		

Engineering, Inc. in 1983 serving as a Project Manager from 1988 to 2013, Senior Project Manager since 2013, Vice President in 2017, and President in 2019.

NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for planning services.

Remove Personnel	Full Name	Christopher M. Donnan
Potential Role	Planning Consultant	
Base Location	Paris, Texas	
Current Employment		
Current job title	Principal / Project Manager	
Job responsibilities	Business development, project development and project management.	
Number of years with respondent	5 years	
Overall		
Total Years or relevant experience	Chris has more than 12 years of experience in public works planning, design and quality management, with expertise in the areas of hydrology, hydraulics, storm drainage floodplain/wetlands, water systems, wastewater systems, streets, and geographic information systems (GIS). His experience involves working for several local, state, and regional entities. Chris became a principal of Hayter Engineering in 2018.	
Other relevant experience or accomplishments		

NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for planning services.

Remove Personnel	Full Name	Kevin K. Whitley
Potential Role	Registered Professional Land Surveyor (RPLS)	
Base Location	Paris, Texas	
Current Employment		
Current job title	Survey Manager	
Job responsibilities	Business development, project development and survey project management.	
Number of years with respondent	20 years	
Overall		
Total Years or relevant experience	Kevin has 22 years of municipal infrastructure, planning, GIS mapping, topographic, construction, land title, easement, record drawing, FEMA, improvement, ALTA, platting, design and boundary surveying. Kevin has been Survey Manager since 2006, and became a principal of Hayter Engineering in 2017.	
Other relevant experience or accomplishments	He is also responsible for our firms business development and new project development as it relates to surveying. He coordinates and manages all of our design surveying for our engineering projects. He also manages the full range of non-design surveying services we offer. He manages and performs quality control for all of the work performed by our survey staff.	

NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for planning services.

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

Each of our employees treats each project as their most important project. Projects are scheduled to afford each employee assigned to focus an adequate time block to allow proper attention. Our commitment to QA/QC will ensure the highest accuracy and quality possible. Hayter Engineering maintains a backlog spreadsheet with current and anticipated projects. This spreadsheet allows adjustment of schedules and reallocation of resources as necessary to meet deadlines.

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

Hayter Engineering, Inc. is a small business as defined by the SBA.

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

Hayter Engineering, Inc. is an equal opportunity employer, and has adopted an affirmative action policy in this regard. In connection with this policy, periodic meetings are conducted to remind supervisory employees of the policy requirements, on-the-job training opportunities are provided female and minority employees, and personnel recruitment advertising indicates EEO compliance. Company subcontractors and suppliers are notified of our non-discrimination policies, periodic performance evaluations are conducted for all employees, including minority and female employees, and all company facilities and activities are maintained on a non-segregated basis. Minority and female employees are provided opportunities for further formal education, including equal access to the company's tuition reimbursement program.

The company has maintained a policy of non-discrimination since its inception in 1957, with these formal procedures being adopted in 1984.

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

Responses to the RFQ Section 3.3 Additional Selection Criteria:

3.3.a

Hayter Engineering has three employees certified to administer TxCDBG contracts. Mike Donnan and Kevin Vanhoozier received their TxCDBG Administration Certification on September 23, 2019, and Shanna Pruitt, Senior Administrative Assistant, completed her TxCDBG Administration Certification on July 26, 2018. These three certifications combine to represent over 70 years of TxDBG experience. These certifications will continue to be renewed prior to their expiration dates. Although not certified, we have four more employees with over 50 years of combined TxCDBG experience.

3.3.b.

Hayter Engineering has provided engineering and surveying (when required) services for 179 TxCDBG projects over the past four decades. We Typically have four to eight TxCDBG projects underway at any given time. At the time of this application submission we have three TxCDBG projects under design and four under construction. Projects funded by the Community Development Program, Texas Capital Fund, and Small Town Environmental Program are listed below. A separate list is provided with our Planning and Capacity Building experience.

City of Alba - Planning, TDA #727044

City of Alba - Water System Improvements, TDA #727001, TDA #703001

City of Alba - Wastewater Improvements, TDA #718799

City of Annona - 2012 Water & Wastewater Improvements, TDA #712009

City of Annona, Disaster Relief Culvert Repair, TDA # 710117

City of Annona, Wastewater System Improvements, TDA STEP# 728006

City of Annona, Water System Improvements, TDA STEP #724106 and TDA STEP #726226

City of Arp, Streets & Wastewater, TDA #7216019

City of Arp, Water System Improvements & SCADA System, TDA # 722021

City of Avery - Disaster Relief Culvert Replacement, TDA #710177

City of Avery - Storm Shelter Building, TDA #703180 & FEMA #1274-DT-TX

City of Avery, 2016 Street Paving, TDA #72162020

City of Avery, Materials Procurement for H.S. Pump Replacement & Water System Improvements, TDA STEP #727006

City of Avery, Wastewater Treatment Plant Master Lift Station & Elevated Storage Repair, TDA # 710041

City of Avery, Wastewater Treatment Plant Improvements, TDA # 719039

City of Blossom, Wastewater Collection System Improvements, TDA #7218031

City of Blossom - City Lake Dam Rehabilitation, TDA #711049

City of Blossom, Wastewater Collection System Improvements, TDA # 724101

City of Blossom, Wastewater Collection System Improvements, TDA # 720069

City of Bogata - Sewer Extensions, TDA #B-81-DN-48-0155

City of Bonham - Recreational Facility (Soccer Fields), TDA #729061

City of Bonham, Hot Mix Supply and Street Reconstruction, TDA # 726081

City of Bonham, WWTP UV Disinfection, TDA # 7215041

City of Bonham/Bonham EDC, Central Business District Streetscape Improvements, TCF #717162

City of Campbell, Elm Street Wastewater System Improvements Contract B, TDA # 720111
 City of Celeste, Water & Wastewater Collection System Improvements, TDA #700159
 City of Clarksville, Paving and Drainage Improvements, TDA # 715026
 City of Commerce - 2015 WWTP Improvements, TDA #7215091
 City of Commerce - Paving of Knight Street, TCF #720052
 City of Commerce - Water Treatment Plant Modifications & Wastewater Treatment Plant Sludge Lagoon Closure, TDA #711131
 City of Commerce - WWTP Improvements TDA #7215091
 City of Commerce, Enlow Place Addition Phase II, TDA # 718128
 City of Commerce, Pecan St Sycamore to Aldridge - Water/Wastewater Improvements & Pecan St Paving Rehab.TDA # 723169
 City of Commerce, Wastewater Collection/WTP Improvements & Master Lift Station Valve Replacement, TDA # 727089
 City of Commerce, Water and Wastewater Improvements, TDA # 7214091
 City of Commerce, Water Treatment Plant Laboratory Building, TDA # 702759
 City of Commerce, WWTP Sludge Lagoon Closure, TDA #7215091
 City of Commerce/Commerce EDC - KLZ Stone Group Infrastructure, Texas Capital Fund 2015, TCF #7215172
 City of Cooper, Planning & Capacity Building, TDA #7215074
 City of Cooper - Water & Wastewater Improvements, TDA # 713469
 City of Cooper, Paving and Drainage, TDA # 715046
 City of Cooper, Sewer Improvements, TDA # 716209
 City of Cooper, Wastewater Lines, TDA # 717171
 City of Cooper, Wastewater System Improvements, TDA # 724189
 City of Cooper, Wastewater Treatment Plant Lift Station replacement, TDA # 722149
 City of Cooper, Water Lines & Water Treatment Plant Improvements, TDA # 727120
 City of Cooper, Water Treatment Plant & Wastewater Treatment Plant Improvements, TDA #7214091
 City of Cooper, Water Treatment Plant Rehabilitation Contract B Filter Media and Clarifier Drive Installation, TDA # 725370
 City of DeKalb, Construction Technical Specifications Oak Ridge Water System Extension Phase I, TDA STEP # 722096
 City of DeKalb, Disaster Relief – Street Construction, TDA # 719017
 City of DeKalb, Disaster Relief - Storm Shelter, TDA #710017
 City of DeKalb, Disinfection System - Materials/Installation, TDA STEP # 726036
 City of DeKalb, Paving and Drainage Improvements, TDA #715076, TDA # 718148, TDA #714137
 City of DeKalb, Trenching and Boring Phase III Water, TDA STEP # 727026
 City of DeKalb, Wastewater Improvements, TDA # 717199
 City of DeKalb, Wastewater System Improvements, TDA # 723211
 City of DeKalb, Water & Wastewater Improvements Meadow Addition Phase I, TDA # 718148
 City of Deport - 2016 Infrastructure Improvements, TDA #7216131
 City of Deport - Water Improvements, TDA STEP #712046
 City of Deport - Water Improvements, TDA #710171
 City of Deport - Water Improvements and Highway Bores, TDA STEP #725046
 City of Deport, Water & Wastewater System Improvements, TDA # 720201
 City of Deport, Water System Improvements, TDA # 723221
 City of Detroit - 2015 Street Paving, TDA #7215120
 City of Detroit - Disaster Relief Street Repair, TDA #710127
 City of Detroit - San Diego Street and 9th S.W. Street Paving and Drainage Improvements, TDA #710179
 City of Detroit - Water Distribution and Sewer Collection System Improvements, TDA # 728510
 City of Detroit - Water Distribution Improvements, TDA STEP #727086
 City of Detroit, Wastewater Improvements, TDA # 717189
 City of Detroit, Water Supply Improvements, TDA # 714241
 City of East Tawakoni, Elevated Tank Rehabilitation, TDA #7218120
 City of East Tawakoni - CEF Community Center/Library/Storm Shelter Building, TDA #7216018
 City of East Tawakoni - Rehabilitation of Lift Stations, TDA #712100
 City of East Tawakoni, Elevated Tank, TDA # 726020
 City of East Tawakoni, Water & Wastewater System Improvements, TDA # 720231
 City of East Tawakoni, Water Improvements, TDA STEP #727096
 City of Edgewood - Clarifier, Headworks, and Sludge Pump Station, TDA #710899
 City of Edgewood - Paving and Drainage Improvements, TDA #718116
 City of Edgewood, Clarifier, Headworks, Sludge Pump Station, TDA #GR713899
 City of Edgewood, Elevated Tank, TDA # 725281
 City of Edgewood, Emergency Raw Water Main, TDA # 715267
 City of Edgewood, Wastewater Improvements, TDA STEP #726236
 City of Edgewood, Wastewater System Improvements, TDA # 721211
 City of Edgewood, Water and Wastewater System Improvements, TDA # 718211

City of Edgewood, Water Meters, TDA #7216150
 City of Edgewood, WTP Clarifier, TDA # 724259
 City of Emory - Quitman Street Sidewalks, TDA #7215322
 City of Emory, Wastewater Treatment Facilities Improvements & Master Lift Station/Headworks, TDA # 727151
 City of Farmersville - Zoning Ordinance, TDA #703084
 City of Farmersville - Water Improvements, TDA #706591
 City of Grand Saline, Wastewater Improvements, TDA #7217159
 City of Greenville, Lee Street Sidewalk Improvements, TDA #7217112
 City of Josephine, Water and Wastewater Improvements, TDA # 722891
 City of Ladonia, Wastewater System Improvements, TDA # 715341
 City of Ladonia, WWTP Expansion & WW Lines, TDA # 716152
 City of Naples, Downtown Sidewalks, TDA # 7215292
 City of Malakoff - WTP and Raw Water Pumping Facilities TDA #721479
 City of Malakoff - Lift Station Improvements TDA#718090
 City of Malakoff - Water and Wastewater TDA #720491
 City of Malakoff - Raw Water Intake & Force Main TDA #721821
 City of Malakoff - Water System Improvements TDA #729499
 City of Miller's Cove - Wastewater System Improvements, TDA #7217311
 City of Paris - Sewer System Improvements, TDA # 729599
 City of Paris - Water Improvements, TDA STEP #728056
 City of Paris, 14" Water Main Extension to Daisy Farms, TCF #729192
 City of Paris, Clarksville Street Sidewalks, TCF #710222
 City of Paris, Downtown Sidewalks, TCF #728002
 City of Paris, Main Street Sidewalks, TDA #7218152
 City of Pecan Gap, 2013 Street Rehabilitation ,TDA # 712271
 City of Pecan Gap, DCMUD Wastewater Collection System Improvements, TDA # 726499
 City of Point - CEF Storm Shelter, TDA #7215058
 City of Point - Clearwell at Water Treatment Plant, TDA #727379
 City of Point - Elevated Tank and Ground Storage Tank Rehabilitation, TDA #713379
 City of Point, Comprehensive Plan, TDA #7214164
 City of Point, Water System Improvements, TDA # 724609
 City of Point, Water System Improvements and Bore Services, TDA STEP #727056
 City of Quinlan, Planning, TDA #719174
 City of Quinlan, Sewer Improvements, TDA #718551
 City of Quinlan, Wastewater System Improvements, TDA 7217389
 City of Quinlan, Downtown Sidewalks, TDA #7217152
 City of Roxton - Wastewater Treatment Plant Improvements, TDA #7214389
 City of Roxton, Replacement of Sewer Interceptor at WWTP, TDA # 724909
 City of Roxton, Water and Sewer System Improvements, TDA #728361
 City of Tioga, Street Improvements, TDA #7218479
 City of Tioga - Wastewater Collection System Improvements, TDA #712361
 City of Tioga, Contract Documents WWTP Facility Expansion, TDA # 716869
 City of Tioga, Dam Repairs, TDA #713469
 City of Tioga, Wastewater System Improvements, TDA # 728419
 City of Tioga, Water & Wastewater Mains, TDA #721449
 City of Tioga, Water Transmission & Storage Facilities for Deep Well #4, TDA # 721809
 City of Tioga, Street Improvements, TDA #7218479
 City of Trenton, Stormwater Holding Pond and Return Pump Station Improvements, TDA # 24911
 City of Trenton, Wastewater Treatment Plant Improvements, TDA # 717791
 City of Trenton, '06 Streets, TDA # 726651
 City of Trinidad - City Lake Dam Repairs, TDA # 713469
 City of Trinidad, McEntire Street Sewer Line, TDA # 728429
 City of Trinidad, Paving and Drainage, TDA # 715306
 City of Trinidad, Planning & Capacity Grant, TDA # 7215164
 City of Trinidad, Sewage System Improvements, TDA # 718701
 City of Trinidad, Wastewater Improvements, TDA # 720839
 City of Trinidad, WTP Improvements, TDA # 721821
 City of Wills Point, Sewer Line Replacement, TDA #7215519
 City of Windom, Water Improvements, TDA #7216500
 City of Windom, Water & Wastewater Improvements, TDA #7217510

City of Wolfe City - WWTP Sludge Removal, TDA #711511
 City of Wolfe City, 2007 Dam repairs, TDA # 726156
 City of Wolfe City, Contract Documents for Water Meter Replacement Project, TDA # 714941
 City of Wolfe City, Water Well #2 & WTP Expansion, TDA # 727519
 City of Wolfe City, WTP - Water System Improvements, TDA # 703797
 Bowie County/Oak Grove WSC - Pump Station Improvements, TDA #710851
 Delta County MUD, Water Improvements - FM 64 Booster PS, TDA # 716077
 Delta County MUD, 2016 Water Improvements TDA #7216130
 Delta County/Delta County MUD Enloe Pump Station Improvements & Painting, TDA # R729090
 Delta County/Delta County MUD - CR 1300 Waterline, TDA STEP #727076
 Hunt County/Shady Grove WSC, Water Improvements for Campbell Water Main, TDA STEP #729006
 Lamar County WSC, Water Improvements for Pinhook area and MJC WSC, TDA # 722076
 Lamar County, Water Distribution Improvements Marvin-Jennings-Clardy WSC Service Area, TDA STEP #727046
 Lamar County/Lamar County WSC, Water Improvements for Emberson Woods, TDA STEP #727126
 Lamar County/Lamar County WSC, Water Improvements for Pattonville WSC, TDA STEP #729016
 Lamar County/Lamar County WSC, Water Improvements for Choctaw Ridge, TDA STEP #725056
 Lamar County/Lamar County WSD, Water System Improvements, TDA #712190
 Lamar County/Lamar County WSD, Water System Improvements N. Post Oak, Garretts Bluff, Emberson Woods, TDA # 723461
 Rains County, Public Infrastructure, TDA #7218390
 Rains County, The Purchase of Pipe, Fittings and Appurtenances, TDA STEP #717026
 Rains County/Bright Star- Salem SUD, Road and Creek Bores for Water Line Extensions, TDA # 725649
 Red River County - County Road Rehabilitation TDA #713399; Colonia Water, TDA # 715075
 Red River County/410 WSC - STEP Water System Improvements, Non-Border Colonia Fund TDA #721056
 Red River County/Red River Co WSC: Materials Procurement for Water System Red River Co WSC Area, TDA STEP #728136
 Red River Co/Red River Co WSC: Materials Procurement for Water System In The English Area STEP #724076
 Red River Co/Red River Co WSC: 2008 Misc. Water Lines in the Red River County WSC Area TDA STEP#728331
 Red River County/Red River County WSC: Materials Procurement for Siloam Water Line STEP #726016
 Red River County/Red River County WSC: Materials Procurement for FM 114 Water System Improvements STEP #726176
 Smith County, The Purchase of Pipe, Fittings and Appurtenances, TDA STEP #718066
 Van Zandt County/Fruitvale WSC, STEP Water Improvements, TDA # 720076
 Van Zandt County/Golden WSC, STEP Water Lines, TDA #7214056
 Van Zandt County/Golden WSC, Water Improvements, TDA STEP #726216
 Wood County/Golden WSC, Water Improvements, TDA STEP #719006

MUNICIPAL PLANNING

Hayter Engineering has prepared planning studies for numerous cities in Northeast Texas. Planning components have included comprehensive, community development, functional, and economic development plans. Below is a list of our firms TxCDBG Planning and Capacity Building grant experience.

Client: Study Components (Year Completed)

BRIGHT STAR-SALEM SUD: Master Water Plan - Population Projection, Existing Facilities, Design Criteria, Projected Needs (2005)

CITY OF ALBA: Housing Study, Population Study, Land Use Study, Water System Study, Wastewater System Study, Street System Study, Capital Improvements Program, Base Mapping Map Study (1993)

CITY OF ALBA: Storm Drainage System, Wastewater System (2009)

CITY OF ALBA: Housing Study, Population Study, Land Use Study, Water System Study, Street System Study, Storm Drainage System Analysis, Capital Improvements Program (1994)

CITY OF AVERY: Comprehensive Plan (1993)

CITY OF BLOSSOM: Comprehensive Plan – Basic Planning, Housing Study, Population Study, Recreation and Open Space Study, Storm Drainage System Study, Street System Study, Wastewater System Study, Capital Improvements Program (1999)

CITY OF BONHAM: Water System Study, Drainage System Study, Base Mapping map (1997)

CITY OF CAMPBELL: Storm Drainage System Study, Wastewater System Study, Water System (Study 2003)

CITY OF CELESTE: Housing Study, Population Study, Land Use Study, Water System Study, Wastewater System Analysis, Storm Drainage System Analysis, Street System Study, Capital Improvements Program (1991)

CITY OF CLARKSVILLE: Drainage System Study, Street System Study, Water System Study, Capital Improvements (1992)

CITY OF COMMERCE: Population Study, Land Use Study, Central Area Study, Park Study, Housing Study, Capital Improvement Program (1994)

CITY OF COMMERCE: Comprehensive Plan – Base Mapping Mapping, Housing Study, Population Study, Land Use Study, Water System Study, Wastewater System Study, Recreation and Open Space Study, Zoning, (2002)

CITY OF COMO: Housing Study, Population Study, Land Use Study, Water System Study, Wastewater System Study, Drainage Study, Capital Improvements Program (1994)

CITY OF COOPER: Population Study, Housing Study, Land Use Study, Wastewater System Study, Storm Drainage System Study, Street System Study, Central Business District, Capital Improvement Program (1991)

CITY OF COOPER: Base Mapping, Housing Study, Population Study, Land Use Study, Water System Study, Wastewater System Study, Capital Improvement Program, Zoning Ordinance (1999)

CITY OF COOPER: Base Mapping, Population Study, Housing Study, Land Use Study, Rate Study, Water System, Storm Drainage Study, Street System Study, Wastewater System Study, and Capital Improvements Program (2017)

CITY OF DEKALB: Base Mapping, Housing Study, Population Study, Land Use Study, 911 Addressing Study, Central Business District Study, Water Study, Wastewater Collection System Map, Recreation and Open Space Study, Zoning Ordinance (2002)

CITY OF DEKALB: Base Mapping, Housing Study, Exist Housing Study, Population Study, Population Distribution Study, Land Use Study, Existing Land Use Study, Future Land Use, Economic Development Study, Central Business District Exist. Conditions, Central Business District (1996)

CITY OF DEPORT: Housing Study, Population Study, Land Use Study, Water Study, Wastewater Study, Street System Study, Capital Improvement Program, Base Mapping Map (1992)

CITY OF DETROIT: Comprehensive Plan - Housing Study, Population Study, Land Use Study, Water Study, Wastewater Study, Street System Study, Capital Improvement Program, Base Mapping Map (1992)

CITY OF DETROIT: Base Mapping, Housing Study, Population Study, Land Use Study, Water System Study, Street System Study, Wastewater System Study, Capital Improvements Program (2010)

CITY OF EAST TAWAKONI: Base Mapping, Housing Study, Population Study, Land Use Study, Street System Study, Water System Study, Wastewater System Study, Storm Drainage System Study, Capital Improvement Program, Subdivision Ordinance (2000)

CITY OF EDGEWOOD: Population Study, Housing Study, Land Use Study, Drainage Study, Water System Study, Wastewater System Study, Base Mapping Map (1995)

CITY OF FARMERSVILLE: Base Mapping, Housing Study, Population Study, Land Use Study, Economic Development Study, Thoroughfares System, Zoning Ordinance, Subdivision Ordinance, Capital Improvements (1996)

CITY OF LADONIA: Base Mapping, Population Study, Land Use Study, Future Land Use Study, Water Study - Existing and Proposed, Wastewater Study, Existing Housing Conditions, Existing Street Conditions, Proposed Street Improvements, Capital Improvements (1993)

CITY OF LONE OAK: Housing Study, Population Study, Land Use Study, Water Study, Wastewater Study, Drainage Study, Capital Improvement Program, Base Mapping Map (1992)

CITY OF NEYLANDVILLE: Base Mapping, Housing Study, Population Study, Land Use Study, Water System Study, Wastewater System Study, Capital Improvement Program (1997)

CITY OF PARIS: Executive Summary: Chapter 1 - Planning Process; Chapter 2 - Policy Planning Issues; Chapter 3 - Planning Principles; Chapter 4 - Municipal Services and Natural Features; Chapter 5 - Future Land Use (2000)

CITY OF PECAN GAP: Comprehensive Plan – Base Mapping Map, Housing Study, Population Study, Land Use Study, Water System Study, Wastewater System Study, Drainage Plan, Capital Improvements Program (1996)

CITY OF POINT: Base Mapping, Housing Study, Population Study, Land Use Study, Water Study, Wastewater Study, Street System Study, Capital Improvement Program, Base Mapping Map (1992)

CITY OF POINT: Base Mapping, Population Study, Housing System Study, Land Use Study, Wastewater System Study, Storm Drainage System Study, Street System Study, Recreation and Open Space Study, Economic Development Study, Capital Improvements Program, Subdivision Ordinance, Zoning Ordinance (2016)

CITY OF QUINLAN: Base Mapping, Housing Study, Population Study, Land Use Study, Street System Study, Water System Study, Existing Wastewater System, Storm Drainage System Study, Recreation & Open Space Study, Capital Improvement Program, Zoning Ordinance (2001)

CITY OF ROXTON: Base Mapping, Housing Study, Population Study, Land Use Study, Street Study, Water Study, Sample Drought Contingency Plan, Wastewater Study, Recreation & Open Space Study, Capital Improvements Program, Subdivision Ordinances (2000)

CITY OF TIOGA: Base Mapping, Housing Study, Population Study, Land Use Study, Street System Study, Water System Study, Wastewater System Study, Drainage System Study, Capital Improvements (2001)

CITY OF TRINIDAD: Base Mapping, Housing Study, Population Study, Land Use Study, Street System Study, Water System Study, Wastewater System Study, Capital Improvements, Subdivision Ordinance, Zoning Ordinance (1997)

CITY OF TRINIDAD: Base Mapping, Population Study, Housing Study, Land Use Study, Water System Study, Wastewater System Study, Storm Drainage System Study, and Capital Improvements Program (2017)

CITY OF WHITEHOUSE: Goals & Objectives, Baseline Studies, Population Projections, Thoroughfare Plan, Park & Open Space Plan, School Site Plan, Public Facilities Plan, Future Land Use Plan (1996)

CITY OF WOLFE CITY: Population Study, Housing Study, Land Use Study, Water Study, Recreation and Open Spaces, Central Business District, Capital Improvements Program, Zoning Ordinance, Base Mapping Map (1991)

DELTA COUNTY MUD: Master Plan – Hydraulic Analysis Results for Pecan Gap Pressure Plane, Enloe-Lake Creek Pressure Plan, Country Club Road, Charleston Pressure Plan; Water Acquisition Contracts; Pressure Plan Map; CCN Map; Pressure

Plane Distribution System Improvements Maps (2010)

LAMAR COUNTY WSD: Master Plan Update (1991) – Supply Availability, Pumping and Storage

Master Plan (2001) – Population Projections, Water Demand and Supply, Storage Capacity, Transmission and Distribution Piping for System 4, Future Water Supply, Recommended Project

Water System Master Plan Update (2016) – Existing Water System, Modeling, Modeling Results and Evaluation, CIP and Master Plan, Summary and Recommendations

NEVADA WSC: Master Plan (1994)

3.3.c.

Hayter Engineering takes great pride in its' past record of performance on TxCDBG projects. In support of our clients we attend all TDA conference calls, pre-bid conferences (if required), bid openings, preconstruction conferences, and project inspections. Design review meetings are conducted with each client at the project site for each project. We also attend all council or commissioners court meetings and workshops as requested by our clients.

Regarding our quality of work, all of our projects, TxCDBG and non-TxCDBG projects are required to meet the same stringent quality control standards. These QC standards are maintained by all engineering, AutoCAD, surveying and administrative staff members. We also place a high priority on education in detail for all of our employees on the TxCDBG program requirements.

Our firm has always fulfilled its role in meeting our clients project schedules. When beginning a new project, our first step is to confirm with our client the project scope, budget and schedule. Our decades of experience with the TxCDBG program requirements and the project types performed with the TxCDBG program allows us to make exceptional progress while maintaining the highest level of quality control.

3.3.d.

Hayter Engineering's professional services fees are developed specifically for each project. Based on our past experience with similar projects and our knowledge of the scope for the new project we prepare a manhour estimate. This manhour estimate will include all staff members required for the project. Once the manhour estimate is complete our per diem rates along with project related expenses such as mileage and materials will be used to calculate the appropriate fee.

3.3.e.

Our firm monitors our work backlog weekly. In addition, we review the schedule including milestones and deadlines. This management allows us to ensure that the appropriate personnel are available for each phase of every project. When warranted this would also mean increased work hours to ensure all projects stay on schedule. This approach allows us to devote the needed time to each project.

3.3.f.

Hayter Engineering serves Ark-Tex COG, Texoma COG, East Texas COG, North Central Texas COG, and the Nortex Regional Planning Commission for TxCDBG projects. We have limited our service area for TxCDBG projects to ensure that we can provide the highest level of professional, yet personal service. Many times this requires a face to face meeting or project site visit. Our goal is to provide same day service for such requests. Of course, overnight stays will be made when needed to accomplish the task at hand. We will evaluate and consider projects outside this service area. But before agreeing to them we want to be confident that our level of service will not suffer due to the project location.

3.3.g.

Hayter Engineering is a small business as defined by the SBA (Small Business Administration) and is registered with the Texas Comptroller of Public Accounts as a vendor on the CMBL(Centralized Master Business List) and as a Small Business. Hayter Engineering's Vendor ID is 1751493719600 and CMBL Status is Active with an expiration date of 23-Sep-2020.

3.3.h.

Hayter Engineering complies with HUD's regulations in 24 CFR part 135 which implement Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u(Section 3). As such, our firm works to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted project covered by Section 3, shall, to the greatest extent feasible, be directed to low and very low-income persons, particularly persons who are recipients of HUD assistance for housing. This applies to both employment and training positions.