

Application to Prequalify Planning Services Providers

TxCDBG Cycle Type: 2020

| | | |
|---|---|---|
| Firm Name: Mundo and Associates, Inc. | DUNS Number: 010713638 | Federal EIN: 20-1770416 |
| Prequalification Contact First, Last Name and Title: Pamela Mundo, President | Phone Number: +1 (214) 773-0966 | Prequalification Contact E-mail Address: pmundo@mundoandassociates.com |
| Firm Web Address www.mundoandassociates.com | Firm Mailing Address 5542 Canada Court, Rockwall 75032 | Name of Firm's President/Managing Officer: Pamela Mundo |

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.

A professional consulting firm in City Planning, Economic Development and Civil Engineering, Mundo & Associates, Inc, incorporated in Texas in 2004. We serve Texas cities, counties and public/private agencies in creating options and actions for making great places. This is Mundo and Associates, Inc. 16th year of business.

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

Smithville Economic Development Strategic Plan, Lorena Downtown Revitalization Plan and Grant, Sunnyvale Texas Capital Fund Infrastructure Grant, GunBarrel City Willowood Drive Engineering Street & Drainage Improvements and Gun Barrel City Church Street Engineering Sanitary Sewer.

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

a. Comprehensive plans

Pam Mundo, AICP & CECD leads the planning efforts. Comprehensive Plans completed include Annetta South, Annetta, St Paul, Henrietta, Josephine and Springtown.

b. Community development plans

Within the comprehensive plans consideration was made for community development: Annetta South, Annetta, St. Paul, Henrietta, Josephine and Springtown. Community development planning has also been completed for Lorena and Lavon.

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

Navasota Dove Crossing Drainage Study and Construction Project, Lorena TIRZ #1 and #2 project and financing plans, Little Elm TIRZ #1 and #2 project and financing plans, McLennan County Parks, Recreation and Open Space Master Plan, Lorena Park, Recreation and Open Space Master Plan, San Benito TIRZ Financing Update. Lorena Downtown Revitalization Plan which led to a Downtown Revitalization Grant and a Lorena McBrayer Park Site Plan and TPWD Grant.

d. Economic development plans

Pam Mundo AICP & CECD and Jason Mundo PE lead the economic development strategic planning efforts. Economic Development Strategic Plans completed by Mundo and Associates, Inc include Lorena, Lavon, Springtown, Smithville, Kemp, Justin, Little Elm, Pantego, Pilot Point, River Oaks, Sunnyvale, Weatherford. Each of these plans included a demographic analysis, community inputs or surveys, SWOT analysis, Goals, Strategies, and Actions and implementation guidelines.

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

Served as economic development consultant with AECOM on a 7 city "Planning for Livable Military Communities" including Benbrook, River Oaks, White Settlement, Sansom Park, Westwood Village, Lake Worth and western areas of Fort Worth around the NAS/JRB. Mundo and Associates, Inc. has prepared the Zoning Ordinance elements for Annetta South, Josephine and

Lavon and updated Subdivision Ordinance elements for Annetta South. For Navasota, Mundo and Associates updated the zoning site plan requirements and developed the engineering design guidelines.

f. Policy planning-management-capacity building activities

Lorena & Lavon; Mundo and Associates, Inc. serves as consultants for their Type B Corporations advising on planning and policy. In the past, Mundo has held similar policy planning, management capacity building roles with Little Elm EDC, Sunnyvale EDC, Springtown EDC, Justin EDC, Pantego EDC, Pilot Point EDC and River Oaks EDC.

g. Grant writing/administration activities

Assisted in CDBG and TPWD grant writing and grant administration/implementation in Lorena, Sunnyvale, Pantego, GunBarrel City for CDBG and TPWD Grants

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

All services are handled in house except some, not all, GIS work that is handled through subcontractors sometimes.

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 checked="" type="checkbox"/> Statewide |

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

Mundo and Associates budgets its time and availability based on the response to RFQ and RFPs. We pledge to meet deadlines in those RFQ and RFP based on the time of completing the RFQ and RFP.

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):

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 | Smithville Economic Development/Community Resiliency Strategic Plan |
| Project Type | | Economic Development Strategic Plan |
| Project Location (Jurisdiction) | | Smithville Texas |
| Project Description | | Started Project in November 2019. Strategic Plan includes community engagement, vision, implementation guidelines, tasks and long and short term strategies. Community |

| | |
|--|---|
| | involvement is a key aspect of this project and includes stakeholder interviews and a design studio as well as periodic committee meetings. |
| Roles & Responsibilities | Project manager and leader |
| Project Cost | \$28,700 |
| Financing/Funding Source | TDA CDBG |
| Project Schedule -Start and End Dates -Describe if project was completed on schedule or delayed | Nov 2019-September 2020 Project 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). | Pamela J Mundo, Project Leader Jason C Mundo, Project Participant Joseph C Mundo, Project Participant |
| Contact Information Current phone and e-mail address of local government representatives you worked with. | Jill Stube 512 789 3413 jstube@ci.smithville.tx.us April Daniel 512 380 7397 april.daniels@smithvilletx.org |
| Remove Project | Project Name Lorena Economic & TIRZ Community Development Planning & Construction |
| Project Type | Economic Development Strategic Planning and TIRZ #1 & #2 Planning & Financing Plans with Development & Expanded Plans for TIRZ #1 Zone |
| Project Location (Jurisdiction) | Lorena TX |
| Project Description | Mundo and Associates serves Lorena EDC as their Economic Developer annually assisting the Board in Strategic Plan updates and implementation. The TIRZ#1 & TIRZ#2 project and financing plans were developed by Mundo and Associates, Inc. These plans resulted in TIRZ #1 and Expand TIRZ #1 projects where Mundo and Associates also served as construction manager for the 3 mile long sanitary sewer line plus the expansion project (1.4 mile sewer project) . |
| Roles & Responsibilities | Planning, Project & Program Manager, Construction Manager |
| Project Cost | \$4,000,000 total construction cost, planning studies\$100,000 |
| Financing/Funding Source | Local Sales Tax & TIRZ Funding |
| Project Schedule -Start and End Dates -Describe if project was completed on schedule or delayed | Planning 2016, Design 2017, Construction 2017-2018 Project and expanded project were complete on time and within budget |
| Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project). | Pamela Mundo and Jason Mundo on Strategic Planning and TIRZ project and financing plans. Jason Mundo and Joe Mundo on project management for the design and construction of the two sanitary sewer projects. |
| Contact Information Current phone and e-mail address of local government representatives you worked with. | Joseph Pace, City Administrator 254 400 6988 jpace@lorenatx.gov Bill Coleman, Chairman, Lorena TIRZ 254 366 0135 billnmare85@gmail.com Mark McLean, Lorena EDC, Treasurer 254 857 1001 mmclean@marketapproach.net |
| Remove Project | Project Name Josephine Future Land Use Plan and Economic Development Strategic Plan |

| | |
|---|---|
| Project Type | Comprehensive Planning and Economic Development Strategic Planning |
| Project Location (Jurisdiction) | Josephine Texas |
| Project Description | A small community of 1,500 residents is experiencing rapid growth from an adjoining MUD residential development. The Future Land Use and Thoroughfare Plan was updated as part of the Comprehensive Plan update to address the growth needs. Additionally the local Type B Community Development Corporation is responding to the growth. Mundo and Associates, Inc. is near complete with the Strategic Plan, initially developing a demographic analysis, inventory of available properties, citizen survey, web site update, SWOT analysis and Strategic Plan Goals. |
| Roles & Responsibilities | Project manager |
| Project Cost | \$25,000 |
| Financing/Funding Source | Local Sale Tax and City Funds |
| Project Schedule -Start and End Dates -Describe if project was completed on schedule or delayed | 2018-2020, project is being completed on schedule this February 2020 |
| Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project). | Pamela J. Mundo, AICP/CEcD, Project Leader Jason C Mundo, P.E. Project Participant |
| Contact Information Current phone and e-mail address of local government representatives you worked with. | Patti Brooks, City Secretary 972 843 8282 pbrooks@cityofjosephinetx.com Joe Holt, Mayor 214 384 5517 jholt@cityofjosephinetx.com |
| Remove Project | Project Name |
| | Annetta South Comprehensive Plan |
| Project Type | Comprehensive Planning |
| Project Location (Jurisdiction) | Annetta South, Texas |
| Project Description | Mundo and Associates, Inc. lead the Planning and Zoning Commission in developing the City's first comprehensive plan including a city map, existing land use map, demographic analysis, strategic planning workshop, comprehensive land use and thoroughfare plan and implementation guide. Annetta South is a small community of 600 residents. |
| Roles & Responsibilities | Led the planning process and document preparation |
| Project Cost | \$7,000 |
| Financing/Funding Source | Local funds |
| Project Schedule -Start and End Dates -Describe if project was completed on schedule or delayed | Mid year 2016 through March 2017 Project Completed on time |
| Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project). | Pamela J. Mundo, AICP/CEcD |
| Contact Information Current phone and e-mail address of | Ellen Woodward, City Secretary 682 352 5442 cityofannettasouth@gmail.com |

local government representatives
you worked with.

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.

| Key Personnel Profile(s) | | Add Personnel |
|---|---|---------------------------------------|
| Remove Personnel | Full Name | Pamela J. Mundo, AICP/CEcD, President |
| Potential Role | Project Leader | |
| Base Location | Rockwall, TX | |
| Current Employment | Mundo and Associates, Inc. | |
| Current job title | President and CEO | |
| Job responsibilities | Same as above and project manager | |
| Number of years with respondent | Since incorporation in 2004 or 16 years | |
| Overall | | |
| Total Years or relevant experience | 34 years | |
| Other relevant experience or accomplishments | In Texas began economic development career in Midlothian Texas ,,,and then started the economic development corporation in Rockwall TX; completed Masters in City and Regional Planning at UTA in 1992; developed the Rockwall Technolgy Park while in Rockwall and in 2004 started her own firm Mundo and Associates, Inc. a city planning, economic development and civil engineering firm . Pam is one of a very few duly certified City Planners (AICP) and certified Economic Developers (CEcD) in the US. | |
| 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 | Jason Mundo, P.E. |
| Potential Role | Project Leader | |
| Base Location | Rockwall | |
| Current Employment | Mundo and Associates, Inc. | |
| Current job title | Vice President | |
| Job responsibilities | Same as above and project manager | |
| Number of years with respondent | 12 years | |
| Overall | | |
| Total Years or relevant experience | 23 years | |
| Other relevant experience or accomplishments | UT Austin graduate in Civil Engineering, He has managed the Lorena Economic Development Corporation and their projects since 2008 and the Lorena TIRZ #1 since 2015. Also been on a team of economic developers with Pam Mundo for Economic Strategic Plans for Kemp, Josephine, Pilot Point, Sunnyvale, San Benito, Quinlan, Justin, Sunnyvale, Little Elm, Pilot Point, Weatherford | |
| 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 | Joseph C Mundo |
| Potential Role | Project Leader | |
| Base Location | Rockwall | |
| Current Employment | Mundo and Associates, Inc. | |
| Current job title | Vice President and Secretary | |
| Job responsibilities | Same as above and project management | |
| Number of years with respondent | 12 years | |

Overall

Total Years or relevant experience

34 years

Other relevant experience or accomplishments

Retired from Parsons Brinckerhoff 2008 as a Senior Vice President and Principal Project Manager joining Mundo and Associates, Inc. assisting in Civil Engineering, City Planning and Economic Development Strategic Planning Projects.

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.

At the time of the RFQ or RFP, Mundo and Associates will agree to commit the firm and personnel to undertake a project and 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 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 |

Mundo and Associates is certified as a WBENC, HUB, DBE, WEB, WSOB , TUCP

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

Mundo and Associates, Inc provides for and promotes equal employment opportunity for all phases of employment without discrimination based on age, race, creed, color, national origin, gender, sexual orientation, disability, martial status, military service, genetic predisposition or carrier status.

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

Please contact us at 214 773 0966 for more information