

Application to Prequalify Grant Administrators

TxCDBG Cycle Type:

Program Year 2019

Firm Name: Hanson Professional Services Inc.	DUNS Number: 04-422-9284	Federal EIN: 37-0844717
Prequalification Contact First, Last Name and Title: Anna Aldridge, P.E., Senior Project Manager	Phone Number: +1 (956) 541-1155	Prequalification Contact E-mail Address: aaldridge@hanson-inc.com
Firm Web Address www.hanson-inc.com	Firm Mailing Address 789 E. Washington St., Brownsville, TX	Name of Firm's President/Managing Officer: Sergio Pecori

Application for Prequalification to Provide Administrative Services

IMPORTANT: The term “respondent” refers to the individual or firm responding to this RFQ. Responses to the items in Part 1 will be posted on TDA's website with the Approved Vendor List for Grant Administrative Services. Responses to the items in Part 2 will be disclosed to participating local governments during the project-based solicitation. The applicant must verify their eligibility through the System for Award Management (SAM) and demonstrate they are not listed on the government-wide exclusion list. Attach printout(s) of verification page with date. **With the exception of SAM verification, TDA will not accept or publish any attachments to the application. A response is required for all questions.**

Part 1

1. Provide a brief history or background of the respondent including number of years in the business of providing grant writing and/or grant administration services.

Hanson Professional Services is a full service consulting civil and environmental engineering and architectural firm serving clients in Texas with offices in Corpus Christi, Austin, and Brownsville. Prior to joining Hanson, we have provided quality service to our clients since 1949 as Naismith Engineering, Inc. Over more than 60 years of service, NEI earned an unrivaled reputation for the quality of professional services provided to our municipal, industrial, and commercial clients.

As of September 2016, NEI has joined Hanson Professional Services Inc., a national, employee-owned consulting firm providing engineering, planning and allied services. Established in 1954, Hanson provides services to public- and private-sector clients throughout the U.S. and abroad from seven markets: aviation; federal services; government and energy; infrastructure; power and industry; railway and telecommunications. For decades, Hanson has appeared as a Top 500 design firm in Engineering News-Record's listing of premier U.S. design firms and has received numerous workplace and project-related awards.

General Information for Local Hanson Branches

1. Firm Name:
Hanson Professional Services
Attn: Ms. Anna Aldridge, P.E.
2. Address & Phone Number:
789 E. Washington St., Brownsville TX. 78520
Phone: (956) 541-1155 Fax: (775) 3052554
aaldridge@hanson-inc.com
3. Submittal is for Parent Co., Branch Office
4. Present local offices, number of personnel in each office and type of discipline(s):

Corpus Christi, Texas	Civil/Structural Engineers/P.E.s	13
	Engineer Interns/Aides	7
	Architects/Architectural Designers	3
	Scientists/Environmental Technicians	9
	Drafters	6
	Administrative	5
	Survey	5
	Project Managers	7
	Resident Project Representative	1
Austin, Texas	Civil Engineer	4
	Project Manager	4
	Engineer in Training	2
	Engineering Drafter/Technician	2
	Administrative	1

Brownsville, Texas	Civil Engineers	3
	Project Managers	2
	Engineer in Training	1
	Draftspersons	1
	TOTAL	65

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

Hanson has extensive experience with projects funded by the Texas Department of Agriculture – Office of Rural Affairs, TDA-ORA (previously known as the Texas Department of Rural Affairs) through the Texas Community Development Block Grant Program. Hanson has assisted and worked on numerous TxCDBG funded projects since the program's inception in the early 1980's. Our work efforts have included preparation of Grant Applications, Engineering Design, and Construction Administration Services on over 200 CDBG projects throughout the state. These projects have included Community Development Funds, Colonia Construction Funds, Colonia Planning Funds, Texas Capital Funds, Planning and Building Capacity Funds, Housing Funds, Disaster Relief/Urgent Need Funds, and TCDP STEP funds. Hanson has designed over \$10 million in infrastructure improvements over the last 10 years on projects funded by TxCDBG in South Texas alone.

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

- a. Community wide infrastructure projects
- b. Direct beneficiary projects, such as housing rehabilitation or on-site sewer facility replacement
- c. Job creation programs, including TCF-Infrastructure/Real Estate
- d. Projects involving multiple funding sources

A. Community wide infrastructure projects:

City-wide comprehensive planning studies for Odem, Orange Grove, Fulton, and Los Indios
City-wide first time sanitary sewer for Ingleside on the Bay and Indian Lakes
Water treatment plant improvements for City of Pharr, City of La Grulla, City of Los Fresnos, City of Odem
Elevated water storage tank improvements for City of Odem, City of Los Fresnos, and City of Ingleside
Wastewater treatment plant improvements for City of Los Fresnos and City of Odem
Water system master planning for City of Pharr and City of Los Fresnos
Wastewater system master planning for City of Pharr and City of Los Fresnos

B. Direct Beneficiary Projects

Willacy County Disaster Recovery Housing Rehabilitation
First-time sanitary sewer service (including OSSF replacement) for:

- Ingleside on the Bay
- Bethel Estates (Odem)
- Indian Lakes
- La Grulla
- Doyle Addition (Portland, TX)
- Ingleside

C. Job Creation Programs:

Ingleside Water Tank (EDA)
Site development and utility design for City of Alice Natatorium, Recreation Facility and Commercial Park (EDA)
Willacy County TCP La Jarra Assisted Living Facility
Texas Capitol Fund projects for:

- Aransas Pass
- Ingleside
- Port Lavaca
- Portland

D. Projects Involving multiple funding sources

City of Odem Wastewater System Improvements (TWDB, USDA, CDBG)
City of Ingleside on the Bay Wastewater System Improvements (TWDB, USDA, CDBG)
City of Portland Doyle Addition Wastewater System Improvements (TWDB, USDA)
City of La Grulla Water Treatment Plant Improvements (USDA, CDBG)

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

Hanson Professional Services, Inc. is a full-service consulting firm providing engineering, planning and allied services. We provide planning, grant application, grant administration, engineering design and construction administration services for TDA-ORA funded projects. We don't anticipate using subcontractors on CBDG projects.

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 checked="" 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.

Hanson's staff of highly experienced professionals means that we have adequate personnel to devote the necessary time to multiple projects, including TDA-ORA funded projects. Our proposed project managers have over 20 years of experience working with grant funded projects for cities and counties.

7. Is the respondent a TxCDBG certified administrator? Yes, certified 2018
 If "No", provide most recent year of certification: No, will become certified if selected

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	Raymondville Texas Capital Fund Sidewalk Improvements
Facility Type and Use		Downtown Sidewalk Improvements
Project Location (Jurisdiction)		Raymondville TX, Willacy County
Project Size		- 5,100 sf of sidewalk Improvements
-Number of Houses/Buildings		- 470 L.F. concrete curb and gutter
-Total Linear Feet/Square Footage		- 4 ADA ramps
Role & Responsibilities		Application Assistance, Engineering Design and Construction Services
Project Cost		Estimated cost of \$250,000
Financing/Funding Source		Texas Capital Fund
Method of Documenting Beneficiaries		Survey
Project Schedule		Environmental: 4/24/2017 - 8/24/2017
-Environmental Review Start and End Dates		Construction: 11/24/2017 - 10/24/2018
-Construction Start and End Dates		Project is ongoing and on schedule
-Describe if project was completed on schedule or delayed		
Monitoring and Verification Methods		Compliance Monitoring by Texas Capital Fund staff
Project Personnel		Anna Aldridge, P.E. - Senior Project Manager

List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project)	
Contact Information Current phone and e-mail address of local government representatives you worked with.	Eleazar Garcia, Jr. City Manager (956) 689-2443 raycity@raymondvilletx.us
<input type="button" value="Remove Project"/> Project Name	Willacy County
Facility Type and Use	Willacy County Street Improvements
Project Location (Jurisdiction)	Willacy County
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Reconstruction of approximately four thousand eighty-five linear feet (4,085 l.f.) on Garcia County Road, La Rosita Road, and 5th Street utilizing a limestone roadway base, HMA surface coat, prime coat, driveway repair, and all associated appurtenances. Activities benefitted 96 persons.
Role & Responsibilities	Engineering Design and Construction Services
Project Cost	\$277,044
Financing/Funding Source	Willacy County, TxCDBG No. 721551
Method of Documenting Beneficiaries	Survey
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental: 1/1/2016 - 4/15/2016 Construction: 11/1/2016 - 6/1/2017 Project was completed on schedule.
Monitoring and Verification Methods	Compliance Monitoring by TxCDBG
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Anna Aldridge, P.E. - Senior Project Manager
Contact Information Current phone and e-mail address of local government representatives you worked with.	Hon. Aurelio Guerra, Judge (956) 689-3393 aurelio.guerra@co.willacy.tx.us
<input type="button" value="Remove Project"/> Project Name	Jim Hogg County Comprehensive Colonia Study
Facility Type and Use	Comprehensive planning document for 13 colonias in Jim Hogg County
Project Location (Jurisdiction)	Jim Hogg County
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	13 colonias in Jim Hogg County
Role & Responsibilities	Housing Conditions Study, Water, Streets, Wastewater, Drainage Inventory and Capital Improvements Plan
Project Cost	\$90,000
Financing/Funding Source	Colonia Planning Fund

Method of Documenting Beneficiaries	Census
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental: N/A Planning Activities only Construction: N/A Start: 1/20/2001 End: 5/03/2002 Project was completed on schedule
Monitoring and Verification Methods	Compliance monitoring conducted by Colonia Fund staff
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Anna Aldridge, P.E. - Senior Project Manager
Contact Information Current phone and e-mail address of local government representatives you worked with.	Javier Zambrano Jim Hogg County CDBG Coordinator (361) 527-5362 zambranoj45@sbcglobal.net
<input type="checkbox"/> Remove Project	Project Name Los Fresnos 2017 Street Improvements
Facility Type and Use	Paving and curb and gutter
Project Location (Jurisdiction)	Los Fresnos, Texas
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Reconstruction of approximately one thousand three hundred fifty-five linear feet (1,355 l. f.) on 6th and 9th Streets utilizing a six-inch (6") base and subgrade, HMAC, curb and gutter, and all associated appurtenances. Activities benefited 112 persons.
Role & Responsibilities	Engineering Design & Construction Services
Project Cost	\$238,870.00
Financing/Funding Source	TxCDBG, Contract No. 7216300
Method of Documenting Beneficiaries	Survey
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental: 12/01/2016-05/01/2017 Construction: 07/24/2017-11/30/2017 Project was completed on schedule.
Monitoring and Verification Methods	Compliance Monitoring by TxCDBG
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Anna Aldridge, P.E. - Project Manager Richard Riggins, P.E., R.L.P.S. - Project Engineer Ariana Amador, E.I.T.
Contact Information Current phone and e-mail address of local government representatives you worked with.	Mark Milum 956-233-5768 mmilum@citylf.us
<input type="checkbox"/> Remove Project	Project Name City of Los Indios 2015-2016 CDBG Carrisitos Trail Street and Drainage Improvements
Facility Type and Use	Paving and curb and gutter

Project Location (Jurisdiction)	Los Indios, Texas
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	284 LF of street improvements and 9,880 LF of drainage improvements
Role & Responsibilities	Design and seal plans/specs, coordinate surveying, bid process, construction management, coordination with TDA.
Project Cost	\$197,900
Financing/Funding Source	TDA
Method of Documenting Beneficiaries	Census
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental: 2/15/16-4/15/2016 Construction: 5/11/17-10/5/17 Project was completed on schedule.
Monitoring and Verification Methods	Compliance Monitoring by TxCDBG
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Anna Aldridge, P.E. - Project Manager
Contact Information Current phone and e-mail address of local government representatives you worked with.	Ricardo Cavazos Mayor (956) 399-4255 citysecretary@cityoflosindios.org

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.

As the selected engineer, Hanson has assisted with the applications, design, and construction administration of over 200 CDBG projects. As the selected administrator, Hanson has developed the application and administered the program following funding approval for 11 projects for the following clients: City of Los Fresnos, City of Lyford, City of Odem, City of Orange Grove, Webb County, Jim Hogg County, Nueces County, and Real County.

Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	Anna Aldridge, P.E.
Potential Role	Base Location	Project Manager Brownsville, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Hanson Professional Services, Inc. Senior Project Manager Project Administration 23 years with Naismith/Hanson	
Previous Employment Job Title Company name Job responsibilities Number of years with firm	Project Engineer Chapman Parr & Gill Engineering Project Administration 4 years	

Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	B.S. Engineering, Texas A&M University MBA, University of Texas - Brownsville ASCE, NSPE Certified TxCDBG Administrator 2018
Overall Total Years or relevant experience Other relevant experience or accomplishments	31 years Project manager for CDBG projects: City of Los Fresnos, Orange Grove, Fulton County, City of Odem, City of Los Indios, Cty of Lyford, City of Raymondville, Willacy County, Nueces county, Webb County, Real County
Remove Personnel	Full Name
	Wilfredo Rivera, Jr., P.E.
Potential Role Base Location	Project Manager Corpus Christi, Texas
Current Employment Current job title Company (if subcontractor) Job responsibilities Number of years with respondent	Hanson Professional Services, Inc. Senior Project Manager Project Administration 27 years with Naismith Engineering, Inc.
Previous Employment Job Title Company name Job responsibilities Number of years with firm	N/A
Academic/Professional Qualifications Degree/Discipline College/University Professional Affiliations Technical Training Accreditations	B.S. Civil Engineering Texas A&I University
Overall Total Years or relevant experience Other relevant experience or accomplishments	Mr. Rivera is an experienced project manager and team leader with over 27 years of planning, design and construction administration experience in all facets of Civil Engineering. He has completed a wide range of wastewater planning and design projects including City Wide Master Plans, Collection systems, Lift Stations, Force Mains and Treatment Plant Upgrades. Most recently, he led a team of Engineers, GIS Specialists, H&H Specialist for the completion of a County Wide Drainage Master Plan for Nueces County.

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

With over 60 experienced professionals, Hanson has the depth of experience to undertake any TxCDBG project in South Texas.

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

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

This is to state that it is the policy of Hanson Professional Services Inc. to provide Equal Employment Opportunity through a program of positive action affecting all employees. This policy is in accordance with the Civil Rights Act of 1964, Equal

Employment Act of 1972, and all other applicable laws. Hanson Professional Services Inc. also strives to assure compliance with the Illinois Fair Employment Practices Act, the Illinois Human Rights Act, and other orders pertaining to equal employment opportunity.

Policy includes recruiting, hiring, training, upgrading, promoting, and disciplining without discrimination on the basis of race, color, religion, national origin, sex, age, marital status, handicap, sexual preference, or political affiliation. Hanson Professional Services Inc. has developed procedures to assure this policy is understood and carried out by managerial, administrative, and supervisory personnel. Hanson Professional Services Inc. will utilize applicants for any job vacancies.

ASSIGNMENT OF RESPONSIBILITY: Hanson Professional Services Inc. has undertaken a positive Affirmative Action Program to effectively implement and enforce this policy at all times. The EEO officer or person designated for monitoring the company's Affirmative Action Program is: Mina Biggs.

PROCEDURES FOR DISSEMINATION OF POLICY: A copy of this statement is posted in the main office at Hanson Professional Services Inc. and will be given to any employee, vendor or subcontractor.

UTILIZATION ANALYSIS: Hanson Professional Services Inc. will monitor its workforce and job classifications. It will analyze availability and under-utilization and respond accordingly. Hanson Professional Services Inc. will attempt to recruit in a 50-mile radius encompassing nearby cities in an effort to attract qualified minorities.

GOALS AND TIMETABLES: Hanson Professional Services Inc. will identify those areas within its workforce in which minorities and women are being under-utilized and set up a system of goals and timetables for correcting the deficiencies.

SYSTEM FOR MONITORING COMPLIANCE AND RECRUITMENT OF WORKFORCE: When adding new employees, Hanson Professional Services Inc.'s policy is to utilize qualified minorities and females. If one is not available any qualified help is then used. If normal employment sources do not provide these goals, other sources will be used. Hanson Professional Services Inc. supports EEO programs.

SYSTEM OF RECORDS AND ANNUAL SUMMARY: Hanson Professional Services Inc. will monitor applicant data, employee records and job descriptions to assist in its affirmative action efforts.

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

Hanson brings experience, expertise, and a reputation for completing projects within budget and on time. Hanson understands the critical issues communities face, and understands the need for practical and cost effective solutions. Our professional staff has worked with communities on a variety of multi-disciplined planning, design, and construction projects throughout Texas. The project diversity acquired by our staff is valuable in evaluating project-planning options, approaches to implementation, and developing a keen sense of client needs. Hanson staff has an excellent working knowledge of funding mechanisms utilized for planning, design, and construction of public works projects. These include the Texas Parks & Wildlife Department (TPWD), Water Development Board (TWDB), Texas Commission on Environmental Quality (TCEQ), Texas Department of Agriculture (TDA), Texas Department of Rural Affairs (TDRA), U.S. Department of Agriculture - Rural Development (USDA-RD), Border Environment Cooperation Commission (BECC), North American Development Bank (NADBank), and the U.S. Environmental Protection Agency (EPA).

Providing solutions is what we do best. We take a concept or problem, identify, evaluate and design alternative cost effective remedies, and then turn those possibilities into reality.