



WEBB COUNTY

REQUEST FOR QUALIFICATIONS

RFQ NO. 2020-009



OWNER'S REPRESENTATIVE FOR THE WEBB COUNTY FAIRGROUNDS PROJECT

SUBMITTED BY:





Proposer Information

Name of Company: Robert J. Gilpin P.E. DBA Gilpin Engineering Company
Address: 11204 McPherson Rd. Ste 109
City and State: Laredo, Texas 78045-6577
Phone: 956-753-2210
Email Address: JGilpin@gilpinengineering.com

Signature of Person Authorized to Sign:



Signature

Robert J. Gilpin P.E.

Print Name

Owner - Principal Engineer

Title

Indicate status as to "Partnership", "Corporation", "Land Owner", etc.

Sole Proprietorship

5/14/2020

(Date)

Note:

All submissions relative to these RFQ shall become the property of Webb County and are nonreturnable.



May 9, 2020

Webb County Purchasing Department
Jose Angel Lopez, III, CTPM
Purchasing Agent
1110 Washington St. Suite 101
Laredo, Texas 78040

Re: Request for Qualifications – Owner’s Representative for the Webb County Fairgrounds Project
(RFP No. 2020-009)

Dear Mr. Lopez,

We are honored and pleased to submit this response to Webb County’s Request for Proposals for Owner’s Representative for the Webb County Fairgrounds Project (RFP No. 2020-009). Gilpin Engineering Company has partnered with Brighton Group, LLC, and Howland Engineering and Surveying Company to propose a comprehensive and experienced project team that will oversee the project and represent the interest of Webb County in assuring that the project’s materials and workmanship are in accordance with the design, construction plans, and specifications for this project.

With extensive experience in civil engineering and surveying services in Laredo, Texas, as well as managing various government construction projects throughout South Texas, our project team is constantly raising the bar and redefining the quality and effectiveness of the services we offer. As Owner’s Representative, Webb County can be assured that our project team possesses the relevant experience, credentials, licenses and complete professional work ethic that will provide day-to-day oversight and progress for Webb County, and will also serve as an independent representative, working in the best interest of Webb County, throughout the design and construction phases of the project.

We look forward to assisting Webb County meet its needs for a successful project and look forward to delivering professional Project and Construction Management Services as your Owner’s Representative. Our team will give great respect to the quality and success of our project team will provide, including impeccable and organized record-keeping, providing comprehensive monthly status reports, being responsive to and addressing any issues or concerns, as well as providing added-value services of identifying opportunities for cost-sharing and/or cost-saving to ensure the project remains on time and on budget. The project team feels confident we can meet and exceed the heightened standards of excellence that Webb County has established for the Fairgrounds Project. The project team is aware that this project will serve as the crown jewel of Webb County Park Facilities and the positive impact the construction will have on the community.

Thank you for your consideration of our response to your request for qualifications. We look forward to providing you with excellent service. Should you have any questions or require further information, please feel free to contact me at 956.753.2210.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Judd Gilpin', is written over a horizontal line.

Judd Gilpin
Project Manager/Principal

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UNDERSTANDING OF PROJECT

The Gilpin - Brighton - Howland team ("Gilpin Team") understands that Webb County is seeking qualifications from reputable firms to act as the Owner's Representative in overseeing the process of construction and renovations to the Webb County Fairgrounds Project ("Project").

The Gilpin Team further understands that the Project consists of the phased demolition and redevelopment of the Webb County Fairgrounds facilities including utilities, roadways & parking, Exhibition Buildings, Arenas, Banquet Facilities, Equestrian Facilities, and associated support building and infrastructure improvements. The Gilpin Team understands the project needs, the work required, and will provide Webb County ("Owner") with the highest-quality professional Owner's Representative services in a timely, professional and exceptional manner.

Our experience in working with a variety of entities, including School Districts, Cities, Counties, and State Agencies has allowed us to see that understanding the client's needs is the most important step in the completion of a project.

The breadth and depth of our combined Gilpin Team project experience includes overseeing complex construction projects similar to this Project. Previous relevant experience includes Owner's Representative as Project and Construction Manager of an Indoor Multi-purpose Sports Facility, Performing Arts Center, and Natatorium, as well as an Ag Facility, new High School, and Jr High School and High School Gym Renovations for local area school districts, serving as Owner's representative and acting in the best interest of the district and its taxpayers. The Gilpin Team also has extensive project management experience of government construction projects, including major drainage and roadway projects, projects addressing surveying, platting, water distribution improvements, sewer improvements, roadway improvements, bridge structures, as well as projects that encompassed all facets of general consulting.

Gilpin Team understands the importance of having an effective and open line of communication with Owner, allowing for a successful partnership resulting in the completion of projects up to par with what is and should be expected. We further understand the importance of delivering a final product that is accountable not only to the County, but also to its constituents. With that in mind, the Gilpin Team focuses on being accountable, transparent, and professional, with fundamental objectives in all of its projects by delivering on time, on budget, and at the best quality.

We look forward to serving Webb County in a successful partnership resulting in a completed project to the satisfaction of, and for the benefit of, Webb County and its residents.

*Schematic Design for San Benito CISD
Performing Arts Center and Natatorium
San Benito, Texas*



STATEMENT OF QUALIFICATIONS

1. History & Experience

This Statement of Qualifications will provide a brief history of Gilpin Engineering Company, key team member the Brighton Group, LLC, the services they routinely provide on municipal construction projects, and the team's unique qualifications to serve Webb County.

We understand the importance and value that the Webb County Fairgrounds Project will have for Webb County, the City of Laredo, and the surrounding communities. We share your belief that this facility will serve not only as a tool to continue to allow youth to continue learning the rich agricultural history of Webb County and serve as an economic engine for the area to continue to grow and prosper. We believe that this facility will have a profound impact on both educational and economic outcomes in the area.

The project team commits that it will walk every step of the way with Webb County to create world-class facilities that will directly benefit the overall quality of the Webb County Fairgrounds project.

The Gilpin Engineering Company project team has extensive experience in not only overseeing all aspects of design and construction, but also in the operations of the facilities. With our substantive experience working with public entities, we know what works and what does not work for Webb County.

The Gilpin Team is comprised of Gilpin Engineering, Brighton Group, LLC, and Howland Engineering and Surveying. Each brings to the table a wealth of experience serving as Owner's Representative for Project Management and Construction Management Projects. Combined, the team has more than 70 years of experience.

The Gilpin Team is a multiple-disciplined, professional support services team offering proven leadership and expertise as Owner's Representative in the realm of Professional Project Management and Construction Management Services for a wide variety of government clients, with a range of management and oversight experience in the following areas:

- General Design and Construction
- Pre-construction Services
- Pre-Design and Design Phases Services
- Procurement Phase Services
- Federal, State, and County-funded construction projects
- Construction Phase Services
- Projects located in this general region of the state
- Close Out Phase Services

In 2003 the Gilpin Engineering Company first established a reputation for providing innovative and cost-effective civil engineering and surveying services to its private development clients in the Laredo area. Since then we have added key professionals with diverse backgrounds enabling significant growth in our public infrastructure work including water & wastewater, transportation, and parks projects. Headquartered in Laredo, Texas, Gilpin Engineering Company has become a leading provider of Civil Engineering and Surveying Services in South Texas.

As a key member of the project team the Brighton Group, LLC will be working on the Webb County Fairgrounds Project. The Brighton Group was created by industry experts in 2006 in response to a problem facing many governmental entities: the lack of an advocate of the client. Brighton Group is designed to start working with clients from day one, bringing on to the table a wealth of pertinent experience, as well as project team members who hold licenses in engineering, architecture, and law. We offer a controlled and comprehensive approach to project delivery that consistently results in cost savings and expedited project schedules. This methodology places construction professionals in a partnership with the entire team, facilitating conflict resolution, and innovative problem solving.

One unique component of the team is the extensive depth and knowledge that key project team members Mr. Robert J. Gilpin P.E. and Mr. Joseph Palacios have served as both public officials and worked in the private sector as business owners. The insight provided by experience is unique in that they have had experience administering large scale public bond projects from the perspective of an elected official as well as in their professional capacity as private businessmen. This perspective will allow them to serve as careful stewards of the Webb County Taxpayer Dollar and drive the team to deliver a quality project on time and under budget to the citizens and the Commissioners Court.



GILPIN ENGINEERING COMPANY

Gilpin Engineering Company has been a leading provider of civil engineering and surveying services in Laredo, Texas for 16 years and has had an office in Austin, Texas for just over eight years. The company has grown and differentiated itself by developing a reputation for providing reliable management and design services with quality assurance and personal accountability as our highest priorities. The key to this, we believe, is our engineer to technician ratio which has purposefully been kept low in order to emphasize the application of engineering and management competence in all work that we accomplish. Our team of engineers and technicians gives us an above average concentration of capabilities with a local presence.



BRIGHTON GROUP, LLC

Brighton Group was created by industry experts in 2006 in response to a problem facing many governmental entities: the lack of an advocate of the client. Brighton Group brings a wealth of pertinent experience as Owner's Representative, as well as project professionals of construction management in the commercial, industrial, governmental in the areas of municipal, county, state and federal agencies. Our team of professionals is comprised of administrators in project development, grant-funding administrators, project managers, construction superintendents, inspectors, engineers equipped with extensive education, experience and professional certifications and licenses in their field of expertise.



HOWLAND ENGINEERING & SURVEYING

Howland Engineering and Surveying Co., Inc. is comprised of a diverse team of highly skilled and certified professionals that include Professional Engineers, Registered Professional Land Surveyors, Certified Floodplain Managers, Planners, Safety Professionals, Certified Construction Materials Testing Technicians & other experienced personnel. Our focus has always been “getting the work done” and this remains our approach to providing efficient and quality service in today’s fast-paced environment. Our geographic knowledge and databases are unsurpassed with historical survey facts dating back to the 1890s. This valuable database allows our team ready access to pertinent information about the territory in turn providing a detailed and accurate product for clients. Howland maintains full-time professional personnel who will perform all geotechnical and construction materials testing (CMT) services.

2. Current & Past Projects

Projects listed are comprised of relevant Project Management and/or Construction Management projects, where Gilpin Team members served as Owner’s Representative.



Client: San Benito CISD

Public or Private: Public Entity

Project Description: Firm was hired to manage 40 Million Dollar Bond Program for the construction of a Performing Arts Facility, Natatorium and an Indoor Multi-Use Practice Facility and all its off-site and onsite access, utilities and complete civil needs to the 3 facilities.

Size of Entity: 10,513 Students

Date: January 13, 2019 to current

Value: \$40 Million Dollars

Architect: ROFA-RED Group (PAC & NAT) and PBK Architects (Indoor Multi-Use Practice Facility, GDJ Engineering for all civil components.

Contractor: Davila Construction (PAC & NAT) and Hellas Construction (Indoor Project)

Staff Members Assigned:

Joseph Palacios, Project Manager

Alice Rodriguez, Project Administrator

Eddie Ramirez, Project Inspector



Client: City of Laredo – Manadas Creek Waste Water Treatment Plant

Public or Private: Public Entity

Project Description: Feasibility Study, Design, Permitting and Construction Oversight of a 9.5 Million Gallon Per Day Waste Water Treatment Plant

Size of Entity: 236, 091 Inhabitants

Date: March, 2010 to present

Value: \$47 Million Dollars Construction

Engineer: Gilpin Engineering Company

Staff Members Assigned:

Judd Gilpin, PE, RPLS, Project Manager

Chad Gilpin, PE, Project Engineer



Client: Dripping Springs – City Engineer Services Contract

Public or Private: Public Entity

Project Description: Provide Oversight for City of Feasibility Studies, Design of Projects, Permitting of Projects, Inspection of Projects, Acceptance of Projects as well as Approval and Acceptance of Subdivisions

Size of Entity: 4,667 Inhabitants

Date: January, 2018 to present

Value: \$450,000/Year Contract

Engineer: Gilpin Engineering Company

Staff Members Assigned:

Chad Gilpin, PE, Project Engineer



Client: Santa Maria ISD

Public or Private: Public Entity

Project Description: Firm was hired to manage \$10 Million Dollar Bond Program for the construction of a New High School and a new Agriculture and Mechanical Facility and all its off-site and onsite access, utilities and complete civil needs to the new facilities. Savings as a result to the management of the bond program lead to improvements and renovations to their Jr High School and High School Gym as additional projects that were done under the bond program.

Size of Entity: 635 Students

Value:\$10 Million Dollars

Architect: Fulcrum Engineering Group and Gignac Architecture

Contractor: D Wilson Construction and Mor-Will Group

Staff Members Assigned:

Joseph Palacios, Project Manager

Alice Rodriguez, Project Administrator

Eddie Ramirez, Project Inspector



Client: City of Laredo – Zacate Creek to Chacon Creek Sanitary Sewer Tunnel

Public or Private: Public Entity

Project Description: Feasibility Study, Permitting and Construction Oversight of a 26.25 Million Gallon Per Day Tunneled Gravity Line

Size of Entity: 236, 091 Inhabitants

Date: January, 2018 to present

Value: \$12.5 Million Dollars Construction

Engineer: Gilpin Engineering Company

Staff Members Assigned:

Judd Gilpin, PE, RPLS, Project Manager



Client: City of Laredo – Springfield Road Extension – San Isidro to International

Public or Private: Public Entity

Project Description: Feasibility Study, Design, Permitting and Construction Oversight of a Major Arterial Roadway

Size of Entity: 236, 091 Inhabitants

Date: May, 2020 to present

Value: \$9.5 Million Dollars Construction

Engineer: Gilpin Engineering Company

Staff Members Assigned:

Judd Gilpin, PE, RPLS, Project Manager

Chad Gilpin, PE, Project Engineer



Client: Pinnacle Subdivision

Public or Private: Private Entity

Project Description: Feasibility Study, Design, Permitting and Construction Oversight of a Subdivision

Size of Entity: 850 Acres

Date: October, 2017 to present

Value: \$5 Million/Year Construction

Engineer: Gilpin Engineering Company

Staff Members Assigned:

Judd Gilpin, PE, RPLS, Project Manager

Chris Burns, PE, Project Engineer

Client: Hidalgo County Precinct 1

Public or Private: Public Entity

Project Description: Managed a Drainage Bond Program Project #22 in the Precinct 1 area which was the largest in the county that developed, designed and is providing construction oversight of the entire project.

Size of Entity: Population (868,07)

Date: July 3, 2019

Value: \$10 Million Dollars

Engineer: South Texas Infrastructure Group Team

Contractor: Pending Contract

Staff Members Assigned:

Joseph Palacios, Project Manager

Alice Rodriguez, Project Administrator

Eddie Ramirez, Project Inspector

Client: City of La Villa, Texas

Public or Private: Public Entity

Project Description: The firm was hired to be owner representative to manage all city related projects that lead to the acquisition of funding, planning, design and construction of a new water tower with new storage capacity of 250,000 gallons of water and renovation and expansion of a water-waste water plant.

Size of Entity: Population (2,807)

Architect: Fulcrum Engineering

Staff Members Assigned:

Joseph Palacios, Project Manager

Alice Rodriguez, Project Administrator

Eddie Ramirez, Project Inspector

Client: City of Patton Village

Public or Private: Public Entity

Project Description: The firm was hired to be owner representative to lead in the planning, project funding application, preliminary design and project coordination for the design development and construction.

Size of Entity: Population (2,029)

Value: To be determined

Architect: To be determined

Engineer: GDJ Engineering

Contractor: To be determined

Staff Members Assigned:

Joseph Palacios, Project Manager

Alice Rodriguez, Project Administrator

Eddie Ramirez, Project Inspector

Client: City of Sullivan, Texas

Public or Private: Public Entity

Project Description: The firm was hired to be owner representative to lead in the planning, project funding application, preliminary design and project coordination for the design development and construction of a new city hall, police department, library and park.

Size of Entity: 4,122

Value: To be determined

Engineer: R. Gutierrez Engineering

Current & Past Projects

Contractor: Pending

Date: November 2018

Staff Members Assigned:

Joseph Palacios, Project Manager

Alice Rodriguez, Project Administrator

Eddie Ramirez, Project Inspector

Additional past projects that Project Team has managed include:

- Hidalgo County Drainage District #1 – Right of Way Acquisition Services - \$32,000
- United Irrigation District – Right of Way Acquisition Services - \$537,500
- E3 Entegral Solutions, Inc. – Construction Management Services - \$100,800
- City of Mission – Construction Management Services
 - Bryan Indoor Recreation Center
 - City of Mission City Hall
 - Speer Memorial Library
 - Police Department
 - Sharyland Golf Course Renovation Improvement Project
 - Hike & Bike Project
 - Bensten Palm Community Park
- City of Edinburg – Construction Management Services
 - Police Department
 - City Hall
 - Dustin Sekula Memorial Library
- Linn-San Manuel Fire Department – Construction Management Services - \$1.2 Million
- Hidalgo County Endowment Center & Park (60 ac) – Construction Management Services - \$2 Million
- Texas Department of Transportation - SH 97 Atascosa and McMullen County – Inspection Services - \$40 Million
- Texas Department of Transportation - US 83 Zapata Bridge – Inspection Services
- Texas Department of Transportation - US 83 Roma – Inspection Services - \$20 Million
- TXDOT - SH 130 Toll – Inspection Services
- San Antonio River Authority - San Antonio Riverwalk Extension – Inspection Services
- Texas Department of Transportation - SH 181 Sinton Bypass – Inspection Services
- Texas Department of Transportation - US 83 Harlingen to La Feria – Inspection Services
- Texas Department of Transportation - US 77/83 San Benito – Inspection Services

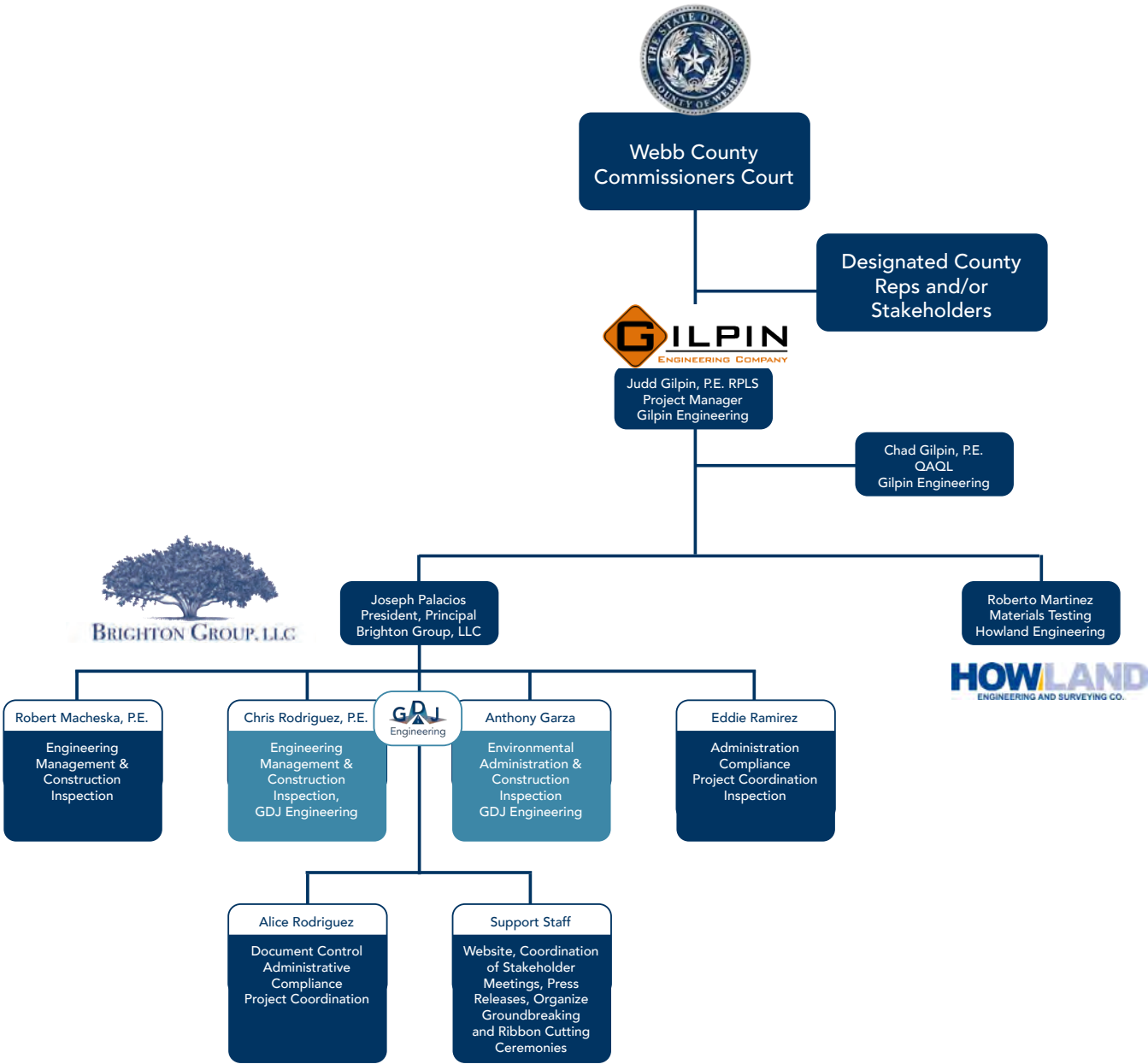


3. Professional Qualifications & Staffing

The Gilpin Team of professionals consists of administrators in project development, grant-funding administrators, project managers, construction superintendents, inspectors, engineers equipped with extensive education, experience and professional certifications and licenses in their field of expertise.

Resumes for key technical staff members can be found in Appendix I.

OWNER'S REPRESENTATIVE THE GILPIN TEAM ORGANIZATIONAL CHART



4. References

The Gilpin Team members have performed similar Owner's Representative Services for a variety of public entities. References for projects can be found below:

Client: City of Laredo, Texas
 Contact: John Porter, REM, CFM, CPM, Director of Environmental Services
 Project: Manadas Creek Regional Storm Water Management Facility
 Address: 619 Reynolds St., Laredo, TX 78040
 Phone: 956.236.3417
 Email: jporter@ci.laredo.tx.us

Client: City of Laredo, Texas
 Contact: Ramon E. Chavez, P.E., Director of Engineering
 Project: Springfield Road Extension - San Isidro to International
 Address: 1110 Houston Street, Laredo, TX 78040
 Phone: 956.791.7346
 Email: rchavez@ci.laredo.tx.us

Client: San Benito CISD
 Contact: Orlando Lopez, Board President
 Project: School Bond Program - Indoor Multi-purpose Facility, Performing Arts Center, and Natatorium
 Address: 240 N Crockett St, San Benito, TX 78586
 Phone: 956.454.6530
 Email: olopez@sbcisd.net

Client: Santa Maria CISD
 Contact: Adolfo Hinojosa, Board President
 Project: School Bond Program - High School, Junior High School, Gym, Agricultural Building
 Address: 11119 Military Road, Santa Maria, TX 78592
 Phone: 956.368.3434
 Email: adolfo.hinojosa06@aol.com

Client: City of Laredo Utilities Department
 Contact: Riazul Mia, PE
 Project : Zacate Creek Tunnel / Manadas WWTP
 Address: 5816 Daugherty Laredo, Texas 78041
 Phone 956.721.2000
 Email: rmia@ci.laredo.tx.us

5. Ability to Perform

The Gilpin Team has consistently performed owner's representative services projects comparable in design, scope, and complexity to this project. All firms have served as owner's representative on a wide variety of similar projects for government clients. In fact, Brighton's principal is a former county commissioner, bringing an even more profound level of understanding the importance of representing Owner's interest in a fair, firm, and fiscally-responsible manner.

The Gilpin Team partnership was created in response to a problem facing many governmental entities:

the lack of an advocate for the client. Our team brings a wealth of pertinent experience, as well as project professionals of construction management in the commercial, industrial, governmental in the areas of municipal, county, state and federal agencies.

Our team of professionals is comprised of administrators in project development, grant-funding administrators, project managers, construction superintendents, inspectors, engineers equipped with extensive education, experience and professional certifications and licenses in their field of expertise. Our objective is to provide high-quality professional support services that ensure timely and efficient compliance with all program objectives with the added composition of a high-quality project management system. Brighton works relentlessly to stretch every dollar with a goal of achieving maximum value and savings for our clients.

At its core, we always seeks to fulfill three fundamental objectives for Owner in all of its projects by delivering:

- (1) on time,
- (2) on budget, and
- (3) at the best quality.

We also look out for the best interest of our client, the Owner. A project such as this one is a tremendous undertaking, and one that encapsulates the pride and tradition of Webb County. The Project Team will deliver results aligned with the documented Webb County Fairgrounds Master Plan and with the specifications approved by the Webb County Commissioners Court.

One of the most recent projects similar in size and scope to this project that Gilpin Team members served as Owner's Representative on a multi-faceted design, development and construction of multiple facilities is in the San Benito CISD \$40 Million School Bond Program. Brighton Group was the Owner's Representative/Project Manager on this project, serving as the school district's liaison between the architects, engineers, contractors, and subcontractors on the complex projects that were approved by the voters of San Benito. The bond program includes construction of brand-new facilities: an Indoor Multi-purpose Facility (designed for multiple uses); a Performing Arts Center; and a Natatorium. Each individual project on its own is complex. When addressing all three, Brighton sought to serve the district's best interest by implementing cost savings measures, as well as ensuring the projects retained the modern, consistent look that was desired and ensuring the facilities were designed and constructed as efficiently as possible.

6. Documented Savings

Through the project management approach, our expertise will be available for your benefit, providing unique solutions and recommendations and ultimately providing you with a comprehensive construction program, maximizing your budget, minimizing your time and building to the highest quality standards. As an example, Santa Maria ISD, greatly benefited from hiring key team members as the project manager for their 2016 bond. When Brighton was hired, Santa Maria ISD had \$7.5 million to deliver a high school. However, their architect had designed a school estimated at \$15 million. After conducting a facilities study and a needs assessment, our project team worked with the school's architect to redesign the building to meet the present and future needs of the district. The Brighton Group peer reviewed the design and achieved a guaranteed maximum price of \$5.3 million for the new high school, allowing the school district to build three additional projects including a new Ag Workshop and improvements to their stadium without spending additional funds outside the original bond issuance. In 2019 a new high school was completed 3 months ahead of schedule!

7. Approach to Owner's Representation

The Gilpin Team's edge is achieved through its project approach, communication methods, and data management. If selected as the Owner's Representative, the Gilpin Team will be ready to hit the ground running and create momentum by merging all existing data and designs with new information to efficiently navigate the pre-design and design phases of this project.

During the construction phase, the Gilpin Team will oversee all aspects of the construction operation, including administering construction contracts; conducting regular and frequent meetings with the Owner, Owner's Representative, architect, engineer, contractor, etc., and interacting daily with the contractor to resolve potential problems or issues before they turn into change orders or cause delays.

Our Gilpin Team's approach to serve as Owner's Representative offers the following benefits:

- Reduced project costs
- Decreased overall time in planning and design
- Anticipated needs in terms of schedule
- Continuity throughout the project
- Continuous control of the project

Rooted in the deepest levels of its essence, our elements in being a successful professional Owner's Representative is through effective planning, communication, and monitoring.

Early in the process, our team will be ready to verify the program, budget, and schedule to ensure the project's viability early in the process. The final goal during the design phase will be to bring the county, architect and/or engineer and contractor into one integrated and collaborative team. As the project transitions into construction, our project team moves with the project. Knowledge from the pre-construction phase is transferred to actions in the field. At this point in the project, our team understands the project's details.

As Owner's Representative, the Gilpin Team's expertise will be available for your benefit, providing unique solutions and recommendations in which ultimately provide you with a comprehensive construction program, maximizing your budget, minimizing your time and building to the highest quality standards.

The Gilpin team feels confident we can meet and exceed the heightened standards of excellence that Webb County deserves. We have the proven experience with former government clients that have seen significant success in progress, completion, savings and customer satisfaction. We encourage you to reach out to them as references to our work.

8. Approach to Planning, Technical Assistance, and Financial Decision-Making

As Owner's Representative for Webb County, the Gilpin Team will be responsible for the oversight of the construction and renovation process, from pre-construction through project close-out, utilizing full-time representation on site.

A. PROJECT APPROACH

The Gilpin Team will represent Webb County in the completion of the pre-construction process, oversee construction of projects and oversee the project close-out process. The team will assign a full-time representative on site and will commence with the development of a Construction/Project Management Plan specifically tailored to the project. We will work with Webb County representatives to develop

a Construction/Project Management Plan, which shall define and document all project requirements, outline the scope of work of each of the team members and the plans and strategies for fulfilling those requirements. The Gilpin Team will develop a Master Schedule, Master Project Budget, and Project Management Plan.

THE GILPIN TEAM

PROJECT MANAGEMENT APPROACH

The Gilpin Team develops the complete guide to design, construction, commissioning, occupancy, activation and closeout of all projects.

PROJECT PLANNING

Project Team's meticulous planning results in delivering OTOBOS (on-time, on-budget, on-scope) projects that exceed expectations.

PROJECT MONITORING and CONTROL

The Project Team will take a proactive approach to project management and monitor projects closely to maintain high quality standards, minimize risks, and maximize stakeholders engagement.

PROJECT PLANNING

The Project Team will execute the planning process by inventorying all relevant information that catalyzes progress in site planning, professional scoping, finance and procurement. Utilizing our entire team in this phase will promote accountability, efficiency and a timeline that will be objective and subjective to the overall demands of all projects.

Project Administration

The Project Team will help develop an administration process that will standardize project reporting, contracts legal review and procurement and approval process by Webb County.

PROJECT INITIATION

The Project Team promotes understanding of project requirements and client needs from the start.

PROJECT EXECUTION

The Project Team leads a team of experts to deliver results, thus producing the content that clients need to provide efficient training for their staff.

PROJECT CLOSURE

The Project Team ensures the successful closure of each project and build long-term relationship with their clients.

Facility Programming, Standards & Guidelines

The Project Team will define facility standards and established design guidelines for the development of all projects and utilize state of the art software system that will centralize and account for the comprehensive facility needs, space requirements, circulation, on site and off-site utility requirements, specifications and overall preliminary scoping that will allow Webb County and stakeholders to be involved in the process of creating options that will build more efficient scoping for design and construction.

PROJECT BUDGETING AND CONCEPTUAL COST ESTIMATING

The Project Team continually evaluates the overall budget with estimated costs based on the local and regional construction cost index per trade and materials that will be respective to the construction project. This process begins at inception and continues throughout until projects closure. We utilize all our complete team in all their respective professional capacities to offer pier reviews, constructibility reports, cost controls and manages all changes that will help progress all projects.

Project Schedule

The Project Team utilizes project management software system that reports and identifies all elements to the respective projects and accounts for the phase and real time duration that will allow us to optimize completion of projects. This is managed at inception and throughout the completion of all projects.

Project Delivery Methods Selection

The Project Team will assist Webb County in the review, preparation, and compliance in every development method that will best suit all projects within the bond program. Our team has extensive experience in all available delivery methods and will be a complete resource to the district. This will be applicable to all professional services, contractors and suppliers.

PROJECT EXECUTION PHASE

Advertisements, Interview, Selection, Negotiation, and Contract Award

The Project Team will assist in vetting all proposals by contractors and will provide in debt analysis to Webb County for their selection for each respective project.

Schematic Design and Design Development

The Project Team will facilitate and oversee schematic Design and continue to base it with cost and schedule Control and continue to maintain continuous feedback to Webb County.

Detailed Design/Construction Working Drawings and Specifications

The Project Team will review all submittals for solicitation for subcontractors prior to bid and evaluate subcontractor to insure good standing, good history and in compliance with all respective insurances required. Our team will review and provide necessary feedback to assure we mitigate or limit any future Request For Information (RFI's) which will prevent any potential change orders.

Construction Phase Management

The Project Team will be on-site with various specialty construction inspectors to provide direct oversight to all the projects that Webb County will be undertaking.

Commissioning, Facility Furnishing, Turnover, and Initial Operations

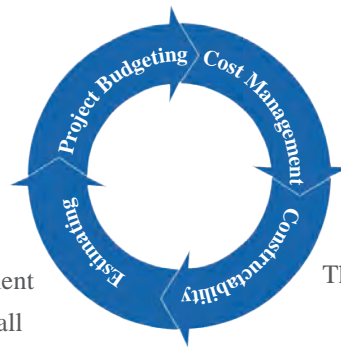
The Project Team will work with Webb County to plan and program all furnishings and equipment for all facilities and provide necessary training to all facilities staff in order to properly manage new systems within the facilities

Warranty Period/Operation and Maintenance

The Project Team will utilize new state of the art software system that will consolidate all warranties and all comprehensive data related to all systems within all projects that we manage. Webb County will have a digital depository of all records in order to manage facilities for the life of the buildings

Final Evaluation Project Closeout

The Project Team objectives are to offer a complete professional package that will operate daily to assure we deliver projects under or within budget, on-time and with the greatest respect to quality that exceeds our client's expectations. It is our reputation and our MISSION.



B. PRE-CONSTRUCTION PHASE

The Gilpin Team will be responsible for oversight of all the pre-construction phase, including:

- Conducting site investigations to determine the existing conditions; site visit to investigate for traffic studies, utilities, and neighborhoods affected;
- Finalizing and obtaining all relevant and required permits from any and all regulatory agencies, including state, county, and local approvals;
- Developing a project management plan to include cost estimating, cost budgeting, and cost control;
- Working with Webb County and project architects and engineers to solicit, review, and select the construction contractor
- Developing bid packages, conducting pre-bid meetings, reviewing bid documents, and selecting proposed contractor;
- Assisting in preparing, issuing, and executing construction-related contracts;
- Organizing and conducting a pre-construction conference with all project stakeholders; and
- Confirming that all applicable permits have been applied for and issued, including all relevant insurance certificates and requirements have been filed; and
- Issuing the Notice to Award and Notice to Proceed on behalf of Webb County, among other responsibilities required of the Gilpin Team during the Pre-Construction Phase.

C. CONSTRUCTION PHASE

During the construction phase, the Gilpin Team will oversee the day-to-day construction activities of all prime construction contracts in Webb County, and will work to ensure that all consultants, construction firms as well as any third party CMs, required for the project, fulfill their responsibilities to Webb County.

The Gilpin Team will establish and maintain construction administration procedures, will ensure the contractor prepares field reports, daily logs of all project activities, and monthly progress reports that include updated program, project, budget, and schedule information, as well as progress photos. The Gilpin Team will conduct project progress meetings; track the construction schedule and all updates; establish the procedure for initiating, negotiating, recommending approval, and tracking change orders; The Gilpin Team will ensure all terms of the contract and will monitor quality control and contractor compliance with all phases of the work including assuring programs are developed to assure compliance with all federal, state and local regulations, including OSHA rules and regulations applicable to operations. The Gilpin Team will develop the process for review and approval of the contractor payment applications, including working with Webb County, architects, and contractors for reviewing payment applications, among other relevant required responsibilities during the Construction Phase.

D. PROJECT CLOSE-OUT PHASE

During the close-out phase of the project, the Gilpin Team will coordinate all project closeout procedures, ensuring that all documents are transmitted to Webb County when work is completed, including record drawings, operations & maintenance data, warranties, guarantees, and lien waivers. The Gilpin Team will monitor the final inspections by the applicable regulatory agencies and coordinate the required occupancy permits. Brighton will receive and log for transmittal to the Webb County all required operations and maintenance data, as well as all applicable warranties and guarantees. The Gilpin Team will also prepare a final project report inclusive of all close-out documentation, progress photos, and more. With input from project architects, the Gilpin Team will review the final payment request upon successful completion of all closeout items, including final punch list, all permits, substantial completion certificate(s), and resolution of any open claims or liens. Once satisfied that all contractual obligations have been complied with, the Gilpin Team will recommend approval and submit to Webb County the final pay request.

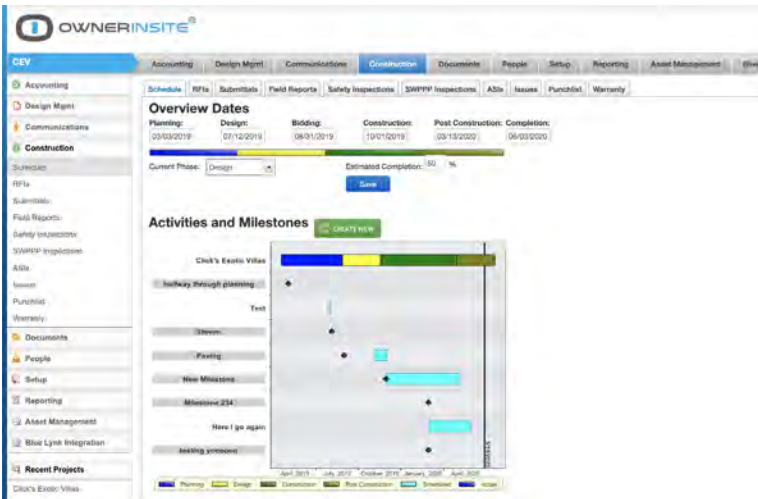
9. Sample Report

The Gilpin Team utilizes OwnerInsite construction management software system for tracking projects. The platform helps the entire construction team manage critical construction project data, stay on schedule and on budget, and deliver dependable and accurate results. The comprehensive reporting features tracks all levels of projects, and reports can be customized specifically provide information that Owner requests. Sample reporting features are included below:



The screenshot shows a detailed view of the 'Submittals' module. The table lists various submittal items with columns for Specific Number, Document Type, Installer, Installing Organiz., Approver, Item, Created, Submitted, Approved, Due, Issue, Outlets, Past Due, Response Time, and Comments. The table contains 15 rows of data, including items like 'Drawing', 'Submittal #3', 'test', and 'ReCon Wall - Product Data'.

Specific Number	Document Type	Installer	Installing Organiz.	Approver	Item	Created	Submitted	Approved	Due	Issue	Outlets	Past Due	Response Time	Comments
1	Submittal	Kyle Click	Owner Insite, LLC	Hutch Architecture	Drawing	3/1/2019, 2:48 PM	3/1/2019, 12:00 AM		3/7/2019, 12:00 AM	For Information Only	437		437	Awaiting Comments
00 20 00	Submittal	Kyle Click	Owner Insite, LLC	Brad Hutchins	elevator specs	3/7/2019, 8:17 PM	3/7/2019, 12:00 AM	3/7/2019, 8:40 PM	3/12/2019, 12:00 AM	No Exceptions Taken	0		0	Awaiting Comments
00 00 00	Submittal	Kyle Click	Owner Insite, LLC	Hutch Architecture	Submittal #3	3/18/2019, 12:57 PM	3/18/2019, 12:00 AM		3/18/2019, 12:00 AM	Retracted	420		420	
00 00 00	Submittal	Kyle Click	Danier Insite, LLC	Hutch Architecture	Submittal #3	3/18/2019, 12:57 PM	3/18/2019, 12:00 AM		3/18/2019, 12:00 AM	Retracted	420		420	
00 00 00	Submittal	Kyle Click	Owner Insite, LLC	Brad Hutchins	Submittal #3	3/18/2019, 12:59 PM	3/18/2019, 1:00 PM		3/18/2019, 12:00 AM	Retracted	420		420	Awaiting Comments
00 00 00	Submittal	Kyle Click	Owner Insite, LLC	Tarek Khalid	Submittal #3	3/18/2019, 1:00 PM	3/18/2019, 1:01 PM		3/18/2019, 12:00 AM	Submitted	420		420	
00 00 00	Submittal	Kyle Click	Owner Insite, LLC	Tarek Khalid	Submittal #3	3/18/2019, 1:02 PM	3/18/2019, 1:01 PM		3/18/2019, 12:00 AM	Submitted	420		420	
00 01 07	Submittal	Kyle Click	Owner Insite, LLC	Brad Hutchins	testing a hypothesis	3/18/2019, 11:38 AM	3/18/2019, 12:00 AM		3/20/2019, 12:00 AM	Review And Resubmit	419		419	Awaiting Comments
00 01 21	Submittal	Kyle Click	Owner Insite, LLC	Danier Insite, LLC	test	3/19/2019, 2:42 PM	3/19/2019, 12:00 AM		3/20/2019, 12:00 AM	Retracted	419		419	Awaiting Comments
00 00 00	Submittal	Kyle Click	Owner Insite, LLC	Owner Insite, LLC	Stack & Co	3/22/2019, 10:15 AM	3/22/2019, 12:00 AM	3/22/2019, 10:18 AM	3/22/2019, 12:00 AM	Retracted	0	0	0	
02 41 16	Submittal	Kyle Click	Danier Insite, LLC	Josh Zerger	Predomition Photon	3/27/2019, 10:30 AM	3/28/2019, 7:46 AM		3/28/2019, 12:00 AM	Submitted	411		411	Awaiting Comments
321403	Submittal	System	Owner Insite, LLC	Steve's Construction	ReCon Wall - Product Data	3/27/2019, 10:31 AM			4/4/2019, 12:00 AM	In Progress	411		411	Awaiting Comments
321724	Submittal	Kyle Click	Owner Insite, LLC	Steve's Construction	Joint Sealer - Samples	3/27/2019, 10:31 AM	3/27/2019, 12:00 AM		4/4/2019, 12:00 AM	For Information Only	411		411	Awaiting Comments
32 31 19	Submittal	Kyle Click	Owner Insite, LLC	Brad Hutchins	Premufacture Steel Reinforcing - Shop Drawings	3/27/2019, 10:31 AM	4/18/2019, 1:49 PM		4/19/2019, 12:00 AM	Submitted	411		411	Awaiting Comments
32 82 00	Submittal	System	Owner Insite, LLC	Klassen Consulting	Irrigation Booster Pump - Shop Drawings	3/27/2019, 10:31 AM			4/4/2019, 12:00 AM	In Progress	411		411	Awaiting Comments



SCOPE OF SERVICES

1.1 Owner's Representative, in general, will report directly to the Owner and to the Owners designed representatives as approved by Commissioners Court.

This service will be primarily conducted by Lead Firm Gilpin.

1.2 Owner's Representative will maintain an organized filing system for all Project documents and records. At Project completion, Owner's Representative will deliver all Project document(s) and record(s) to Owner or at any time during the Project construction period at Owners request.

All this can be achieved most effectively and efficiently by Owner Insite of which Brighton Group, LLC, has long history utilizing software on various project/construction management projects it has performed in. Owner Insite is the Software system that would best service this objective.

1.3. Owner's Representative will schedule, attend, conduct, record, and assist the Owner at all project meetings (including without limitation meetings with the architect, contractor, consultants, or Owner's designees). Owner's Representative will direct the architect, or contractor, to prepare meeting minutes if the architect or contractor is contractually required to do so. In the absence of meeting minutes prepared by others, Owner's Representative will provide Webb County with minutes from such meetings. Owner's Representative will review for accuracy the minutes of such meetings prepared by the architect, contractor, or others. Owner's Representative will clarify, amend and report to the Owner any discrepancies in the minutes affecting the Project.

The Gilpin Team will conduct physical meetings with Owner, Architects, Engineers, Contractors, Subcontractors, and will document meeting discussions to ensure Owner is kept abreast of all developments and issues. The Gilpin Team will utilize a variety of software systems for accountability, transparency, and efficiency purposes, including but not limited to: Owner Insite, Office Timeline, Zoom and Microsoft products, among others.

1.4. Owner's Representative will furnish to Owner monthly reports containing (a) the status of the Project; (b) a comparison of the Project budget to costs incurred through the date of the report; (c) a comparison of the Project schedule to the work actually completed through the date of the report; (d) any revision to the Project schedule or Project budget made during the period covered by the report; (e) a summary of change orders, if any, made during the period covered by the report; (f) a list of all pending change orders, if any, and all outstanding issues requiring action or approval by Webb County Commissioners Court; (g) the status of any governmental requirements and activities required to facilitate approval of the Project; and (h) any other reports concerning the Project as Owner may reasonably request.

Financial, budgetary and professional oversight in peer reviews will be conducted of all elements to the design and construction scopes. We will do market analysis, pricing, and provide value-engineering options with alternative and/or optional specifications. We will coordinate with any and all relevant agencies on requirements for access, utilities and civil requirements, and will report all statuses to Owner on a regular basis and as requested by Owner.

1.5. Owner's Representative will provide accounting services for the Project, including but not limited to (a) defining Project budget, subject to Owner's input and final approval; (b) preparing monthly variance reports; (c) monthly Project accounting services related to assembling, reviewing

and forwarding to Owner for payment the invoices from the Architect and Contractor and other Consultants; and (d) processing and coordinating the payment of the contractor applications for payment. Owner's Representative will provide such reports in an electronic format in a form acceptable to Owner.

Project team will employ a comprehensive review and certification process that will require on-site inspection of materials stored, construction and all other budgetary impacts to the overall construction project.

1.6. Owner's Representative will facilitate discussions and provide recommendations to improve energy efficiency of the new facility(s).

Project team will conduct overall assessments and recommendations for options that will improve facility efficiencies in energy consumption.

1.7. Owner's Representative will be available for questions and follow up by telephone or site meetings with Owner throughout the duration of the project.

Project team will use direct communication by all methods to keep Owner fully informed on all aspects of the project.

1.8. Owner's Representative will review information relevant to the Project, including predesign space studies, architect recommendations, proposed building program components and utilization, environmental investigation and remediation reports, building systems analysis reports, applicable Webb County/state regulations, and Americans with Disabilities Act compliance.

In this phase, we are required to provide additional recommendations in design, specifications and requirements to all aspects of the project through peer reviews and reporting that will help the overall project objectives in best managing the financial impact while promoting the best efficiencies of all facilities.

1.9. Owner's Representative will assist Owner in ensuring compliance with the Webb County's standard contracting protocol, including applicable federal/state requirements, if any.

PRE-DEVELOPMENT PHASE SERVICES

2.1. Owner's Representative will coordinate any required environmental review of the Project, advise and assist Owner in obtaining all environmental permits or approvals required for the Project, if any.

This is a procedural requirement; Project team will ensure appropriate permits and/or approvals are obtained for project.

2.2. Owner's Representative will coordinate with the contractor the obtaining of necessary building permits or other necessary construction approvals for the Project; and advise the Owner as to any material issues noted by the architect.

This is a standard requirement; Project team will ensure appropriate permits and/or approvals are obtained for project.

2.3. Owner's Representative will coordinate with the contractor and each selected Vendor to provide

recommendations to the Owner and architect regarding construction feasibility, value engineering, availability of materials and labor, time requirements for installation and construction, and factors relating to costs, including costs of alternative designs or materials, and possible cost reductions and economies if and when necessary to reconcile the Project budget, program, and schedule.

This is a standard requirement; Project team has a wealth of experience in coordinating with contractors and vendors, specifically with regard to cost reductions and economies.

2.4. Owner's Representative will review and comment on the drawings and specifications for the Project as they are prepared by the architect, and coordinate their review by the contractor. Owner's Representative will assist the Owner in the evaluation and recommendation of appropriate design alternatives in light of the Webb County's Project program and the Project budget and schedule, provided the Owner's Representative will not assume any of the architect's responsibilities for design.

This is a standard requirement; Project team will work closely with architect and contractor to review, evaluate and recommend any appropriate design alternatives as Owner requests or desires.

2.5. Upon approval by Owner of Project development plans and specifications, Owner's Representative will (a) lead the process on behalf of the Owner in reviewing and coordinating the preparation by the architect and CMAR contractor of the construction documents for the Project; and (b) make recommendations regarding alternative solutions whenever design details appear to (i) adversely affect construction feasibility, the Project program, budget or schedule; or (ii) cause the Project to deviate from the approved drawings or requirements of Owner.

This is a standard requirement; Project team will work closely with architect and contractor to review, evaluate and recommend any appropriate design alternatives as Owner requests or desires.

2.6. Owner's Representative will (i) prepare and update cost estimates for the estimated Project costs to be incurred by Owner in designing and constructing the Project, including the projected monthly expenditures for the term of construction. The Project costs estimate will include separate line items for each cost category included in the Project cost with line items for anticipated contracts and subcontracts, and (ii) evaluate pricing for alternative building and engineering systems. In addition, Owner's Representative will: Revise such Project costs estimate from time to time as the design of the Project is finalized, the working drawings are prepared, construction contracts for the Project are negotiated, awarded and executed and will provide a variance summary with each update, including recommendations on any necessary corrective action for unfavorable variances from the then-current Project Budget.

This is a standard requirement; Project team will work closely with Owner to ensure management and oversight of cost estimates and expenditures throughout the project and regularly and accurately updating Owner as to the status of budget and monthly expenditures.

2.7. If appropriate, identify contractors and subcontractors to provide additional cost estimate confirmation or means and methods suggestions.

This is a standard requirement; Project team will identify additional cost estimate confirmation or means and methods suggestions as appropriate.

2.8. Owner's Representative will recommend modifications to the Project design, Project budget, Project schedule and Project program to reconcile each with the others, for final decision by Owner.

This is a standard requirement; Project team will recommend modifications as appropriate, for final decision by Owner.

2.9. Owner's Representative will make recommendations as to the timely and economical purchases of materials and equipment; and monitor the purchase of such items.

This is a standard requirement; Project team will recommend modifications as appropriate.

2.10. Owner's Representative will review and comment on all safety, health and environmental protection measures proposed by the contractor, and make recommendations with respect to any changes thereto that Owner's Representative deems necessary or appropriate.

This is a standard requirement; Project team will review and comment on all safety, health and environmental protection measures and make recommendations as appropriate.

2.11. Before the contractor commences work on the site, Owner's Representative will assist Owner in the preparation of all necessary site logistics plans, traffic flow diagrams and plans for the performance of the applicable work.

This is a standard requirement; Project team will assist Owner in the preparation of all necessary items before contractor commences work.

DEVELOPMENT PHASE SERVICES

3.1 Owner's Representative will represent the Owner in its communications with the architect, contractor, consultant(s) and vendor(s); schedule, attend, and conduct progress meetings, regular on-site meetings to review construction progress and pay requests and to provide appropriate recommendations to the Owner concerning the Owner's decisions on construction matters, including, where necessary, alternative designs or materials; and coordinate, review, advise the Owner concerning change orders, submittals, and requests for information. Change order references can also be related to non-monetary changes to project scope, timelines, or reduction on final GMP executed between CMAR contractor and Owner.

This is a standard requirement; Project team will represent Owner in all communications, will schedule and conduct meetings, and will make recommendations as appropriate.

3.2 Owner's Representative will (i) assist and review the processing of change orders, (ii) advise Webb County concerning the necessity for, scope of and recommended cost of change orders, and (iii) negotiate, on Webb County's behalf, all change orders with contractor in accordance with Webb County policy and/or State law. The final Project budget and/or Project schedule, as applicable, will be revised to reflect approved change orders, but in no event, will the Owner's Representative approve a change in Project cost or bind the Owner thereto without written consent and Webb County Commissioners Court approval.

This is a standard requirement; Project team will assist and advise on all change orders as appropriate.

3.3 Owner's Representative will review applications for payment by the contractor, review and certify certificates for payment issued by architect and make written recommendations to Owner concerning payment. Owner's Representative certification for payment will constitute a representation to the Owner that, to the best of the Owner's Representative's knowledge, information, and belief, the work has progressed to the point indicated and the quality of the work is in accordance with the contract documents. The issuance of an Owner's Representative certificate for payment will further constitute a representation that the contractor is entitled to payment in the amount certified. In addition, Owner's Representative and Owner will cooperate with one another to develop an orderly procedure for review and payment of Project costs and expenses, including fees for the architect, contractor and consultants and in accordance with State law and Webb County policy.

Project team will conduct Inspection Services and Certification as appropriate.

3.4 Owner's Representative will direct contractor (and others, where appropriate) to prepare and update a critical path schedule for completion of the applicable work. In the event of delays impacting the critical path schedule, Owner's Representative will make recommendations to Webb County for corrective action by contractor.

This is a standard requirement; Project team will advise and make recommendations on schedule and/or corrective action as appropriate.

3.5 Owner's Representative will coordinate negotiations among the Project Team, and as applicable, the utility companies and others concerning the installation of electric, sewer, fiber, water, gas, and telephone facilities required for the Project, on a schedule consistent with the Project schedule.

This is a standard requirement; Project team will coordinate negotiations as appropriate.

3.6 Owner's Representative will coordinate the architect's review and approval of shop drawings, product data and other submittals by the contractor.

This is a standard requirement; Project team will coordinate architect's review as appropriate.

3.7 In conjunction with the contractor who has prime contractual responsibility, the Owner's Representative will additionally review and advise the Owner concerning the adequacy of the contractor's personnel and equipment, and the availability of materials and supplies to meet the contractor's schedules in relation to the Project Schedule.

This is a standard requirement; Project team will review and advise as appropriate.

3.8 Owner's Representative will cause contractor to maintain a daily log containing the number of workers, equipment, work accomplished, problems encountered and other relevant data as the Owner may require. Although Owner's Representative will not guarantee the performance by contractor, Owner's Representative will communicate and recommend courses of action to the Owner when Webb County representatives or Owner's Representative becomes aware that requirements of any Project construction contract are not being fulfilled or when contractor falls behind in its schedule. The Owner's Representative will communicate recommendations, as directed by Owner, to contractor on behalf of the Owner; will monitor contractor's performance of such recommendations; and will report contractor's progress to the Owner on at least a monthly basis and more frequently, if appropriate.

This is a standard requirement; Project team will conduct inspection services on contractor work and make recommendations as appropriate.

3.9 Owner's Representative will notify Owner if Owner's Representative becomes aware that the work of contractor is not being performed in accordance with the requirements of the contract documents. As appropriate, Owner's Representative will have authority, with written authorization from the Owner, to require additional inspection or testing of the work in accordance with the provisions of the contract documents, whether or not such work is covered, installed or completed. Owner's Representative will review any and all test reports and notify the Owner, the architect and the contractor, as appropriate, of deficiencies in the work of which Owner's Representative becomes aware and will advise the Owner of projected consequences of such default and will make recommendations to Webb County with respect thereto. With the written authorization of Owner, Owner's Representative will reject work that does not conform to the requirements of the applicable contract documents.

This is a standard requirement; Project team will conduct inspection services on contractor work and make recommendations as appropriate.

3.10 Owner's Representative will advise the Owner concerning the purchase of building materials by the contractor.

Project team will advise Owner concerning purchase of building materials by contractor as appropriate.

3.11 Owner's Representative will attend on-site review of the Project to confirm substantial and final completion of the construction of the Project, and notify Owner when Owner's Representative believes the work under a Project construction contract is substantially complete and that a punch list should be prepared.

Project team will conduct review as part of its Close Out Services.

3.12 At the substantial completion by contractor of the work as determined by the architect, monitor the architect in its inspection of the work and preparation of a detailed "punch list" specifying any items which require completion, installation, correction or repair. Owner's Representative will consult with Owner and/or architect in connection with recommendations for the rejection and replacement of all nonconforming work, as appropriate.

Project team will perform this task as part of its Close Out Services.

3.13 Owner's Representative will obtain from CMAR/contractor all record drawings or, if required by the applicable Project construction contract, "as-built" drawings, as construction progresses.

Project team will perform this task as part of its Close Out Services, and will utilize OwnerInsite system as digital depository.

3.14 Together with the architect and Owner, Owner's Representative will monitor and observe the testing and start-up of all utilities, systems and equipment for the Project.

Project team will perform this task as part of its Close Out Services.

3.15 Owner's Representative will complete the final close-out of the Project by (i) obtaining, or causing the CMAR / contractor to obtain, all government approvals required for the legal use and occupancy of the Project, (ii) obtaining all warranties, guarantees, bonds, insurance certificates, installation manuals, and other items required pursuant to the Project construction contracts, (iii) obtaining all affidavits, waivers, and releases the contractor is required to provide the Webb County pursuant to the Project construction contracts to achieve final completion of the Project, (iv) analyzing all claims (including change order disputes and other claims for extra compensation) asserted by the contractor and the architect, (v) collecting and/or otherwise resolving any and all back charge claims that Owner may assert against any architect or contractors, including assistance with any legal proceedings instituted by Webb County and/or the architect or contractor, and/or (vi) representing Webb County at meetings and/or inspections scheduled by Owner and held to resolve problems relating to design, physical condition or operation of the Project to seek enforcement of warranties.

Project team will perform this task as part of its Close Out and Commissioning Services.

3.16 Owner's Representative will assist the Owner with the coordination of all occupant relocations into and out of the Project space.

Project team will perform this task as part of its Close Out Services.

SECURITY/SAFETY

4.1 During construction, the Owner's Representative will promptly inform the Owner if the Owner's Representative becomes aware of any security concerns and/or unsafe conditions.

Project team will abide by and follow all safety and security policies and procedures and will promptly notify Owner of any security concerns and/or unsafe conditions.



Appendix I - Resumes



ROBERT J. GILPIN, PE, RPLS

PRINCIPAL ENGINEER & SURVEYOR



Robert J. Gilpin, Principal and Founder at Gilpin Engineering Company, will be the primary lead contact as Owner's Representative.

EXPERIENCE

A native of Laredo, Texas Robert Judd Gilpin earned his Bachelors Degree and Masters Degree in Civil Engineering from Texas A&M University. After graduation, Judd joined the U.S. Navy and served in the Civil Engineer Corps for seven years of active duty and held inactive ready reserve status through 2007 when he resigned his commission as a Lieutenant Commander. While in the Navy Judd gained invaluable experience with services procurement, contract management and construction administration of large, complex federal projects. In 2003 he brought his vision to life and founded Gilpin Engineering Company. As the Principle Engineer, Judd is responsible for the overall direction of the firm and oversight of all services provided. He is a licensed professional engineer and a registered professional land surveyor in the State of Texas.

RELEVANT PROJECTS

- Pueblo Nuevo Colonia right-of-way acquisition survey - City of Laredo - Surveys of 277 tracts to acquire right-of-way property - \$2.5 Million
- Old Milwaukee Colonia right-of-way acquisition survey - City of Laredo - Surveys of 67 tracts to acquire right-of-way property - \$1 Million
- Pueblo Nuevo water distribution and sewer collection system - City of Laredo - Water & sewer lines with force main for 370 acre Colonia - \$2.2 Million
- Zacate Creek Lift Station - City of Laredo - Planning, Surveying and Engineering - \$8 Million
- Manadas Creek Sanitary Sewer Plant - City of Laredo - Planning, Surveying and Engineering - \$32 Million
- North Laredo Sanitary Sewer Plant - City of Laredo - Planning, Surveying and Engineering - \$15 Million
- North Central Park - City of Laredo - Planning, Surveying and Engineering of Drainage System and Linear Park System - \$12 Million
- Lower Chacon Creek Survey for City Park System - City of Laredo - Surveys of 38 blocks and parcels along Chacon creek - \$500 Thousand
- San Francisco Xavier Road - City of Laredo - Roadway from Ladrillera neighborhood under Texmex bridge to River Drive Mall - \$700 Thousand
- Del Mar widening project, Fenwick to McPherson - City of Laredo - 3,000 linear feet of roadway widening with new storm drainage system - \$1 Million
- Unitec water shed study with detention pond design - City of Laredo - Analysis of five watersheds with designs for detention facilities - \$1.2 Million
- Unitec sewer treatment system study - City of Laredo - Study current and future capacity of treatment plant at Unitec Industrial Center - \$1.1 Million
- Unitec railroad overpass - City of Laredo - Bridge over Union Pacific railroad with elevated approach on city roadway - \$1.4 Million
- Unitec frontage road elevation - TXDOT, Laredo District - Elevation of IH-35 frontage road to match bridge over railroad - \$1.9 Million
- Loop 20 and IH-35 overpass utility relocations - City of Laredo - Relocation of water main and sewer main to accommodate new overpass - \$1.2 Million
- Killam Industrial Boulevard extension - City of Laredo - 1.5 mile segment of roadway connecting to IH-35 frontage road - \$1.8 Million
- Laredo International Bridge IV Utilities - City of Laredo - Water distribution and sewer collection system for bridge IV complex - \$3.6 Million
- F-18 Super Hornet Testing facilities - Hanger with Laboratories - China Lake Naval Air Weapons Station, California - \$13.1 Million



LICENSES

Licensed Professional Engineer TX #90141
Registered Professional Land Surveyor TX #5944

CERTIFICATIONS

TxDOT Consultant Certification

- Gilpin Engineering Company
FSN # 00003127
- Robert J. Gilpin
ESN # 000018561

Categories

- 15.1.1 - Survey
- 15.1.2 - Parcel Plats
- 15.1.3 - Legal Descriptions
- 15.1.4 - Right of Way Maps
- 15.2.1 - Design and Construction Survey

COMMUNITY INVOLVEMENT

President, United Independent School District Board of Trustees

Chairman, City of Laredo Citizens Environmental Advisory Committee

Vice Chairman, Webb County Appraisal District Board of Directors

MILITARY AWARDS

National Defense Medal

Naval Commendation Medal

Naval and Marine Corps Achievement Medal

Expert Pistol Medal

Expert Rifle Medal

Bilingual - English/Spanish

CHAD W. GILPIN, P.E.

PROJECT MANAGER



Chad Gilpin is Central Texas Service Manager at Gilpin Engineering Company and will serve as Project Manager for this project..

EXPERIENCE

Mr. Gilpin's responsibilities at Gilpin Engineering Company include the management, design and construction administration for a diversified mix of projects including water and wastewater utilities, roadway and drainage improvement plans, parks, site developments and master planned communities. Mr. Gilpin has extensive experience organizing and managing multidisciplinary design teams as well as vast expertise managing civil engineering and surveying services. Throughout his 18-year career Mr. Gilpin has worked on projects from the feasibility and schematic design stage through construction and final inspection. His specific project experience includes:

RELEVANT PROJECTS

- Gilpin has relevant experience on the following projects, serving as project manager on these projects:

FACILITIES DEVELOPMENT

- Texas State Veterans Cemetery's Cemetery Program, Texas General Land Office, Texas.
- Dallas-Fort Worth National Cemetery Phase II Expansion, U.S. Department of Veterans Affairs, Dallas, Texas.
- Houston National Cemetery Phase IV Expansion, U.S. Department of Veterans Affairs, Houston, Texas.
- Texas A&M International University (TAMU) Student Success Center and Loop Road Extension Laredo, Texas.
- Leander I.S.D. School Complex Improvements, Cedar Park, Texas.

MUNICIPAL CONSULTING

Consulting City Engineering Services, Buda, Texas. Mr. Gilpin served as Consulting City Engineer and manager of consulting City Engineer staff reporting to the City of Buda's City Manager and City Council. Services included the following:

- Representation before the City Council and other boards

- or commissions, as needed, for the purpose of presenting information or being available for questions and consultation.
- Master Planning of City infrastructure improvements.
- Review of development plans and consultation with developers and engineers representing developers.
- Investigation to determine the cause and solution to problems with various City infrastructure facilities.
- Consultation and representation of the City in matters with other entities, such as state and federal agencies.
- Assistance with preparation of applications for grants from other funding agencies and permits from regulatory agencies.
- Assistance to the City Attorney in the preparation of ordinances or revisions to ordinances.
- Design and construction management of capital improvements.



EDUCATION

B.S., Civil Engineering, Texas A&M University, 1998

REGISTRATION/LICENSES

Professional Engineer
Texas 91800, 2003

CERTIFICATIONS

TTxDOT Precertifications

- ESN #12617, 2004
- Land Planning/Engineering Nationwide Permit
- Water Pollution Abatement Plan Route Studies & Schematic Design
- Minor Roadway Design
- Major Roadway Design
- Sign, Pvmnt Mkg and Channelization
- Hwy - Rail Grade Crossings

JOSEPH PALACIOS

PROJECT/CONSTRUCTION MANAGER



Joseph Palacios, President and Principal at Brighton, LLC, will oversee the project/construction management process.

EXPERIENCE

After serving in the United States military, Joseph Palacios utilized the GI Bill to successfully pursue his higher education. He began his professional career as a grant writer, project manager and department head for the City of Mission that produced many marque projects that helped progress its community. He founded Brighton Group in 2006 and continued to provide professional services in project management as a consultant in the public sector, commercial and industrial industry. He has 20 years direct experience in grant writing, program/project management, construction management and inspection, and compliance to local, state and federal guidelines in the industry. Mr. Palacios is the managing principal of Brighton Group, LLC and directly supervises all interior scopes that the company performs for their clients.

RELEVANT PROJECTS

Palacios has construction management and inspection experience on the following projects:

San Benito CISD \$40 Million Bond Projects

- Indoor Multi-Use Practice Facility
- Performing Arts Facility
- Natatorium
- Parking lot upgrades
- LED Retro-fit Project

Santa Maria ISD \$10 Million Bond Projects

- New High School
- Junior High School Renovation
- Agriculture Building
- Parking Lot
- Road Expansion

City of Mission

- Bryan Indoor Recreation Center Indoor Basketball Court with a Hardwood Floor, Indoor Volleyball, and Senior Citizen Programs
- City Hall Project
- Speer Memorial Library
- Police Department
- Sharyland Golf Course Renovation Improvement Project

- Hike & Bike Project (5-mile Hike and Bike Trail, which includes Asphalt-Covered Trail, 2 Bridges, Parking lot for up to 30 vehicles, a group pavilion and bike dirt trails.)
- Bentsen Palm Community Park (a regional park, which includes 12 picnic shelters, 2-acre pond with pier, 4 lighted baseball/softball fields, restrooms, playground, basketball courts, shuffle board courts, 3 lighted tennis courts, and a 2-mile walking trail.

City of Edinburg

- Police Department
- City Hall
- Dustin Sekula Memorial Library

City of Sullivan City

- Police Department
- Library
- City Hall



CERTIFICATIONS & AFFILIATIONS

United States Army Veteran
Former Hidalgo County Commissioner

CITY OF RESIDENCE

Edinburg

ROLE EXPERIENCE

20 Years

FIRM EXPERIENCE

2 Years

EDUCATION

University of Texas – Pan American
Bachelor of Science in Biology and Chemistry, Minor in Business Administration

ROBERT MACHESKA, P.E., C.F.M.

PRINCIPAL & PROJECT MANAGER



Robert Macheska, P.E., C.F.M. will be the primary engineer on this project and will oversee Engineering Management & Construction Inspection.

EXPERIENCE

Mr. Macheska has over 20 years of experience in the design and management of various public improvement projects. For the past 2 years Robert has served as Executive Vice President/COO for GDJ Engineering, LLC. He had previously worked for both the Texas Department of Transportation and L&G Engineering which provided him with excellent hands on experience as to how multiple government entities function.

He has worked on all aspects of public works projects, from planning and PS&E preparation, Hydrology & Hydraulics Design to construction phase services. His project management and design experience includes contract administration, supervision of production staff, QA/QC, utility coordination, sub-consultant management, scheduling, bid document preparation, roadway planning, drainage design, design/PS&E preparation, and public involvement. Robert's management approach is very proactive, and he constantly maintains open and effective lines of communications.



REGISTRATIONS

Professional Engineer
State of Texas
No. 93540

Certified Floodplain Manager
State of Texas
No. 2196-11N

LICENSED

15 Years

CITY OF RESIDENCE

Mission

ROLE EXPERIENCE

23 Years

FIRM EXPERIENCE

2 Years

EDUCATION

Bachelor of Science
Mechanical Engineering
University of Texas – Pan American

RELEVANT PROJECTS

SH 364 from SH 495 to FM 1924 in Mission, Texas.

Project Manager responsible for all design aspects of the project. The project consisted of reconstructing and widening an existing 24' rural roadway to an urban five lane section for 2 miles at a construction cost of \$6.8 million. This project required the design of the proposed pavement section using FPS and the horizontal and vertical alignments based on the cross sections. This project also required the design of a storm sewer system as well as analysis of the outfall ditches. Calculated all Times of Concentration, rainfall intensities, calculated hydraulic gradient, and design discharges. GEOPAK Drainage was used to develop storm sewer profile and THYSIS was used to design and analyze the various cross drainage culverts.

10th Street Ext from SH 107 to FM 1925 in Edinburg, Texas.

Project Executive responsible for all design aspects of the project. The project consisted of reconstructing and widening an existing 24' discontinuous rural roadway to an urban five lane section for 2.5 miles at a construction cost of \$11 million. This project required the design of the proposed pavement section using FPS and the horizontal and vertical alignments based on the cross sections. This project also required the design of a storm sewer system as well as analysis of the outfall ditches. Calculated all Times of Concentration, rainfall intensities, calculated hydraulic gradient, and design discharges. GEOPAK Drainage was used to develop storm sewer

EDUARDO RAMIREZ

CONSTRUCTION MANAGER



Eduardo Ramirez will oversee Administration Compliance, Project Coordination, and Inspection

EXPERIENCE

Eduardo Ramirez has 25 Combined Years of Experience in maintenance, construction inspection, project management in road construction, drainage, structural-bridge, and vertical construction projects. Ramirez's relevant construction management and inspection experience and duties include, but are not limited to, the following:

- Make sure all work was done according to plans and specifications
- Pay all work that contractor performed that was approved.
- Perform all testing that was required by the specs.
- Agreeing and confirming Pay App from Owner
- Authorizing payments for Subcontractors, Vendors and Suppliers;
- Schedule delivery of suppliers;
- Schedule Subcontractors for their work;
- Approve all timesheets and equipment charges and run cost reports to make sure we are on budget;
- Track all materials that showed up;
- Approve pay apps for suppliers, vendors and subcontractors; among others.

RELEVANT PROJECTS

Ramirez has construction management and inspection experience on the following projects:

San Benito CISD \$40 Million Bond Projects

- Indoor Multi-Use Practice Facility
- Performing Arts Facility
- Natatorium
- Parking lot upgrades
- LED Retro-fit Project

Santa Maria ISD \$10 Million Bond Projects

- New High School
- Junior High School Renovation
- Agriculture Building
- Parking Lot
- Road Expansion

Other relevant experience includes:

- SH 97 Atascosa and McMullen County - Rehab and widening of existing Roadway
- US 83 Zapata Bridge - New 4 Lane Bridge over Falcon Lake

- US 83 Roma - Widening of existing Roadway from 2 lane to 4 lane
- SH 130 Toll Road - New Expressway from Seguin to Austin with 3 Interchanges
- San Antonio Riverwalk Extension - Extend From McCollough to IH 35 with Retaining walls, Sidewalks and a Lock and Dam
- SH 181 Sinton Bypass - New Highway around the town Sinton from SH 188 to SH 77
- US 83 Harlingen to La Feria - Widening from 4 lane to 6 lane with overpasses and RW
- US 77/83 San Benito - Widening from 4 lane to 6 lane with overpasses and RW
- Numerous projects in Cameron and Willacy County - Consisted of Rehabbing or widening of FM roads



CITY OF RESIDENCE

Edinburg

ROLE EXPERIENCE

25 Years

FIRM EXPERIENCE

2 Years

ALICIA RODRIGUEZ

PROCUREMENT SPECIALIST



Alicia Rodriguez will oversee Document Control, Administrative Compliance, and Project Coordination

EXPERIENCE

Alicia has over 17 Years of Experience in Project Administration, Procurement and ROW Acquisition administration and served as a lead ROW agent for 14 years on linear roadway projects in South Texas. Her experience includes review of ROW Maps and project Surveys, negotiations for acquisition of ROW, coordination with owners, title companies, TxDOT and Local Governments as well as ensuring the local entities are reimbursed for the maximum amount available from TxDOT and the local MPO.

Her experience and duties include, but are not limited to, the following:

- Primary responsibility is to provide professional oversight to construction projects and manage procurement, reporting, inspections and closeouts.

RELEVANT PROJECTS

San Benito CISD \$40 Million Bond Projects

- Indoor Multi-Use Practice Facility
- Performing Arts Facility
- Natatorium
- Parking lot upgrades
- LED Retro-fit Project

Santa Maria ISD \$10 Million Bond Projects

- New High School
- Junior High School Renovation
- Agriculture Building
- Parking Lot
- Road Expansion



CERTIFICATIONS & AFFILIATIONS

TxDOT Pre-Certified for ROW Acquisition

CITY OF RESIDENCE

San Benito

ROLE EXPERIENCE

17 Years

FIRM EXPERIENCE

2 Years

EDUCATION

Santa Rosa High School

ROW ACQUISITION EXPERIENCE

Rodriguez has Project Development-ROW Acquisition experience on the following projects:

- FM 681/FM 2221 Mission, Texas-Hidalgo County Pct. #3
- SH 364 La Homa Rd Mission, Texas-Hidalgo County Pct. #3
- Mile 2 North Mission, Texas -City of Mission
- Inspiration Rd Mission, Texas-City of Mission
- FM 2220/Ware Rd-Hidalgo County Pct. #4
- 10th Street-McAllen, Texas-Hidalgo County Pct. #4
- Raymondville Drain-Hidalgo County Drainage District #1
- Mile 6W-Weslaco, Texas-Hidalgo County Pct. #1
- FM 494/Shary Road-Hidalgo County Pct. #3
- Taylor Rd PH I & PH II-Mission, Texas-City of Mission
- Liberty Road PH I
- Mile 3 Road, Mission, Texas-Hidalgo County Pct. #3

CHRISTOPHER RODRIGUEZ, P.E., C.F.M.

PROCUREMENT SPECIALIST



REGISTRATIONS

Professional Engineer
State of Texas
No. 107692

Certified Floodplain Manager
State of Texas
No. 2407-13N

LICENSED

9 Years

CITY OF RESIDENCE

Mission

ROLE EXPERIENCE

15 Years

FIRM EXPERIENCE

2 Years

EDUCATION

Bachelor of Science, Civil Engineering
Texas A&M University - Kingsville

Christopher Rodriguez, P.E., C.F.M. is the primary Engineer for GDJ Engineering and will be responsible for Engineering Management & Construction Inspection.

EXPERIENCE

Mr. Rodriguez has over 15 years of experience in the design and management of various public improvement projects. For the past 2 years Chris has served as Vice President of Engineering for GDJ Engineering, LLC.

He has previously worked for both the Texas Department of Transportation (San Benito Area Office) and L&G Engineering which provided him with excellent hands on experience as to how multiple government entities function. He has worked on multiple aspects of transportation and drainage projects, from planning and PS&E preparation, Hydrology & Hydraulics Design to construction phase services.

His project management and design experience includes: supervision of production staff, QA/QC, utility coordination, sub-consultant management, scheduling, bid document preparation, roadway planning, drainage design, design/PS&E preparation, and public involvement. Chris has managed multiple concurrent design projects and production staff with numerous design groups under his direction.

RELEVANT PROJECTS

10th Street Ext from SH 107 to FM 1925 in Edinburg, Texas

Lead Engineer responsible for all design aspects of the project. The project consisted of reconstructing and widening an existing 24' discontinuous rural roadway to an urban five lane section for 2.5 miles at a construction cost of \$11 million. This project required the design of the proposed pavement section using FPS and the horizontal and vertical alignments based on the cross sections. This project also required the design of a storm sewer system as well as analysis of the outfall ditches. Calculated all Times of Concentration, rainfall intensities, calculated hydraulic gradient, and design discharges. GEOPAK Drainage was used to develop storm sewer profile and THYSIS was used to design and analyze the various cross drainage culverts.

FM 681 from SH 107 to SH 364 in Mission, Texas

Deputy Project Manager responsible for all design aspects of the project. The project consisted of reconstructing and widening an existing 40' rural roadway to an urban divided highway for 2.7 miles at a construction cost of \$16.8 million. This project required the design of the proposed pavement section using FPS and the horizontal and vertical alignments based on the cross sections. This project also required the design of a storm sewer system as well as analysis of the outfall ditches. Calculated all Times of Concentration, rainfall intensities, calculated hydraulic gradient, and design discharges. GEOPAK Drainage was used to develop storm sewer profile and THYSIS was used to design and analyze the various cross drainage culverts. intensities, calculated hydraulic gradient, and design discharges. GEOPAK Drainage was used to develop storm sewer profile and THYSIS was used to design and analyze the various cross drainage culverts.

ANTHONY GARZA

AGENCY/UTILITY COORDINATION LEAD



Anthony Garza will oversee Environmental Administration & Construction Inspection on behalf of GDJ Engineering

EXPERIENCE

Mr. Garza has over 13 years of experience, and 2 years of Construction Management experience, in infrastructure development for public and private sector clients. He has an extensive knowledge of the federal and state environmental laws specifically with respect to roadway, infrastructure, and transportation planning coordinating environmental documents and programming state and federal funds for linear transportation projects. In this time Mr. Garza served as the representative for the City of Mission, Hidalgo County, Webb County, and Cameron County at the local Metropolitan Transportation Planning Organizations. Highlighting his skills in project planning and development. This required a multi-disciplinary approach to assure the proper coordination of advanced planning efforts to ensure local reimbursement for locally administered projects with state and federal funding.



REGISTRATIONS

Local Government Project
Procedures Certified

CITY OF RESIDENCE

Harlingen, Texas

ROLE EXPERIENCE

13 Years

FIRM EXPERIENCE

2 Years

EDUCATION

Bachelor of Science, Biology
Texas A&M University - Kingsville

RELEVANT PROJECTS

US 77/83 South Parallel Corridor, Harlingen/San Benito/Cameron

Mr. Garza served as the Environmental Project Manager and Funding Coordinator. This project consists of a 7.3-mile-long new location roadway in southern Cameron County. This project received Environmental Clearance from TxDOT in 2014. In order to secure construction funds for the project Mr. Garza has worked closely with the HSBMPO and elected officials to separate the project into four Phases. Phase I & II has been constructed and Phase III & IV are funded at the HSBMPO with approximately \$18 million in State and Federal Funds for construction of a 2-lane rural roadway by 2020.

SH 364 from SH 495 to FM 1924 in Mission, Texas

Served as the project document lead responsible for preparation of all the reports for the TxDOT NEPA Environmental Assessment. The project consisted of reconstructing and widening an existing 24' rural roadway to an urban five lane section for 2 miles at a construction cost of \$6.8 million. This project required Section 4(f) documentation as well as a full historical and cultural resources survey. Mr. Garza was also responsible for the coordination of hazardous materials mitigation associated with a contaminated site located in the proposed roadway ROW.

FM 493 from US 281 (Military) to Bus 83 in Donna, Texas

Project Manager responsible for all aspects of the environmental process. The project consisted of reconstructing and widening a 32' rural two-lane roadway to a 44' rural roadway for 6.5 miles at a construction cost of \$12 million. This project required coordination with IBWC for the floodway crossing as well as USACE permitting for the interim low-water floodway bridge structure.

PROFESSIONAL GEOSCIENCE CERTIFICATIONS

The following team members at Howland currently maintain professional certifications for their specific discipline and are currently in good standing with the state / institute agencies.

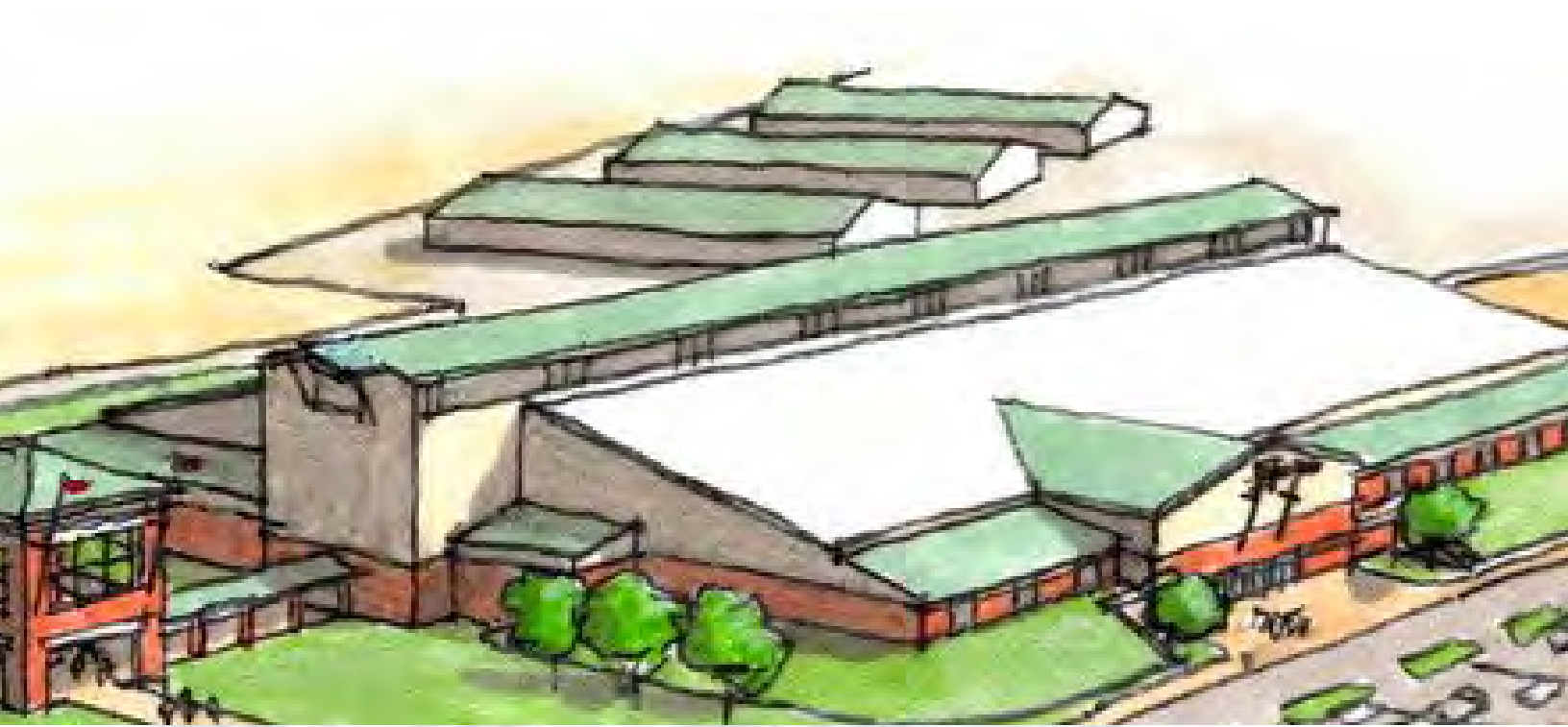
Team Member		Licenses / Certifications
1	Roberto P. Martinez, Jr., PE Project Engineer	<ul style="list-style-type: none"> ▪ Texas Registered Professional Engineer No. 87810
2	Sergio Galindo Jr., PE Geoscience Project Manager	<ul style="list-style-type: none"> ▪ Texas Registered Professional Engineer No. 130847 ▪ Nuclear Testing Equipment Certification No. 03172015A ▪ HAZMAT Training Certification No. 03172015A ▪ ACI Concrete Field Testing Technician – Grade 1 ▪ Hot Mix Asphalt Level 1B Roadway Specialist #9350
3	Jesus Reyes Head Laboratory Technician	<ul style="list-style-type: none"> ▪ Nuclear Testing Equipment Certification No. 2617 ▪ HAZMAT Training Certification No. 060209D ▪ ACI Concrete Field Testing Technician – Grade I ▪ ACI Concrete Laboratory Testing Technician –Level 1 ▪ ACI Concrete Strength Testing Technician ▪ ACI Aggregate Testing Technician – Level 1 ▪ Hot Mix Asphalt Level 1A Plant Production Specialist #2965 ▪ Hot Mix Asphalt SB 101 Properties Specialist #370 ▪ Hot Mix Asphalt SB 201 Strength Specialist #223 ▪ Hot Mix Asphalt SB 202 Soil & Flexible Base Compaction Specialist #149
4	Hugo Rendon Head Driller/CMT Technician	<ul style="list-style-type: none"> ▪ Nuclear Testing Equipment Certification No. 03172015D ▪ HAZMAT Training Certification No. 03172015D ▪ ACI Concrete Field Testing Technician – Grade I
5	Gerardo Alaniz Head CMT Technician	<ul style="list-style-type: none"> ▪ Nuclear Testing Equipment Certification No. 03172015C ▪ HAZMAT Training Certification No. 03172015C ▪ ACI Concrete Field Testing Technician – Grade I ▪ Hot Mix Asphalt Level 1B Roadway Specialist #9349
6	Carlos Narvaez CMT Technician	<ul style="list-style-type: none"> ▪ Nuclear Testing Equipment Certification No. 03132017A ▪ HAZMAT Training Certification No. 03132017A ▪ ACI Concrete Field Testing Technician – Grade I ▪ Hot Mix Asphalt Level 1B Roadway Specialist #8534

SIMILAR PROJECT EXPERIENCE

1. Webb County - Vaquillas Road Extension
2. Aquero Management, LLC – Aquero Subdivision, Phases II, III, IV
3. Webb Commercial Development - North Webb Industrial Park, Phase I Roadways
4. North Laredo Industrial Park, Ltd. – North Laredo Industrial Park, Phases I
5. TBD Land Holdings, Ltd. – San Isidro Southwest Antler Crossing Subdivision, Phases 1, 2, 3, 4
6. JMLG Holdings, Ltd – Los Presidentes East Subdivision, Phase I
7. San Isidro Northeast, Ltd. – Puerta Del Sol Phases 1 & 2
8. San Isidro Northeast, Ltd. –La Paz Subdivision

CLIENT REFERENCES

	Company	Contact Name	Contact Information
1	City of Laredo 1110 Houston Street Laredo, TX 78040	Ramon E. Chavez, PE	(956) 791-7346 rchavez@ci.laredo.tx.us
2	San Isidro Management, LC 9901 McPherson Rd., Suite 201 Laredo, TX 78045	Pat Murphy	(956) 796-1101 pmurphy@sanisidrotx.com
3	Aquero Management, LLC 9114 McPherson Road, Suite 2513 Laredo, TX 78045	Jesus "Chuy" Ruiz	(956) 237-7980 jruiz@ruizhomes.com
4	TDB Land Holdings, LTD 5810 San Bernardo Ave, Suite 102 Laredo, TX 78041	Andrew Brittingham	(956) 568-7071 andrew@tdbproperties.com
5	JMLG Holdings, Ltd. 1250 NE Loop 410, Suite 330 San Antonio, TX 78209	Carlos Lomelin	(210) 881-9285 clomelin@me.com



Appendix II - Required Forms



THIS FORM MUST BE INCLUDED WITH RFQ PACKAGE; PLEASE CHECK OFF EACH ITEM INCLUDED WITH RFQ PACKAGE AND SIGN BELOW TO CONFIRM SUBMITTAL OF EACH REQUIRED ITEM.

RFQ 2020-009

“Owner’s Representative for the Webb County Fairgrounds Project”

Checklist

- Conflict of Interest Form

- Certification regarding Debarment (Form H2048)

- Certification regarding Federal lobbying (Form 2049)

- Code of Ethics Affidavit

- Proof of No Delinquent Tax Owed to Webb County

- Certificate of Liability Insurance



Signature of Authorized Person

5/14/2020

Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

Gilpin Engineering Company

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

N/A

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No **N/A**

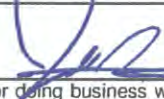
B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No **N/A**

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

N/A

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

5-12-2020
Date

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- ***
 - (2) the vendor:
 - (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that
 - (i) a contract between the local governmental entity and vendor has been executed;
 - or
 - (ii) the local governmental entity is considering entering into a contract with the vendor;
 - (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:
 - (i) a contract between the local governmental entity and vendor has been executed; or
 - (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

- (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
 - (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
 - (3) has a family relationship with a local government officer of that local governmental entity.
- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:
 - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
 - (B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or
- (2) the date the vendor becomes aware:
 - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
 - (B) that the vendor has given one or more gifts described by Subsection (a); or
 - (C) of a family relationship with a local government officer.

CERTIFICATION
REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY
EXCLUSION FOR COVERED CONTRACTS

PART A.

Federal Executive Orders 12549 and 12689 require the Texas Department of Agriculture (TDA) to screen each covered potential contractor to determine whether each has a right to obtain a contract in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Each covered contractor must also screen each of its covered subcontractors.

In this certification "contractor" refers to both contractor and subcontractor; "contract" refers to both contract and subcontract.

By signing and submitting this certification the potential contractor accepts the following terms:

1. The certification herein below is a material representation of fact upon which reliance was placed when this contract was entered into. If it is later determined that the potential contractor knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, or the TDA may pursue available remedies, including suspension and/or debarment.
2. The potential contractor will provide immediate written notice to the person to which this certification is submitted if at any time the potential contractor learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The words "covered contract", "debarred", "suspended", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded", as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. Usage is as defined in the attachment.
4. The potential contractor agrees by submitting this certification that, should the proposed covered contract be entered into, it will not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, and/or the TDA, as applicable.

Do you have or do you anticipate having subcontractors under this proposed contract?

Yes

No

5. The potential contractor further agrees by submitting this certification that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts" without modification, in all covered subcontracts and in solicitations for all covered subcontracts.
6. A contractor may rely upon a certification of a potential subcontractor that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless it knows that the certification is erroneous. A contractor must, at a minimum, obtain certifications from its covered subcontractors upon each subcontract's initiation and upon each renewal.
7. Nothing contained in all the foregoing will be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for contracts authorized under paragraph 4 of these terms, if a contractor in a covered contract knowingly enters into a covered subcontract with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, Department of Health and Human Services, United States Department of Agriculture, or other federal department or agency, as applicable, and/or the TDA may pursue available remedies, including suspension and/or debarment.

PART B. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS

Indicate in the appropriate box which statement applies to the covered potential contractor:

- The potential contractor certifies, by submission of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal department or agency or by the State of Texas.
- The potential contractor is unable to certify to one or more of the terms in this certification. In this instance, the potential contractor must attach an explanation for each of the above terms to which he is unable to make certification. Attach the explanation(s) to this certification.

Name of Contractor	Vendor ID No. or Social Security No.	Program No.
Gilpin Engineering Company	42-1575769	N/A


Signature of Authorized Representative

5-12-2020

Date

Robert J. Gilpin, Principal Engineer

Printed/Typed Name and Title of
Authorized Representative

CERTIFICATION REGARDING FEDERAL LOBBYING
(Certification for Contracts, Grants, Loans, and Cooperative Agreements)

PART A. PREAMBLE

Federal legislation, Section 319 of Public Law 101-121 generally prohibits entities from using federally appropriated funds to lobby the executive or legislative branches of the federal government. Section 319 specifically requires disclosure of certain lobbying activities. A federal government-wide rule, "New Restrictions on Lobbying", published in the Federal Register, February 26, 1990, requires certification and disclosure in specific instances.

PART B. CERTIFICATION

This certification applies only to the instant federal action for which the certification is being obtained and is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

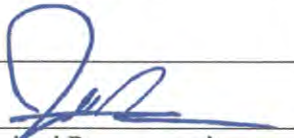
1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with these federally funded contract, subcontract, subgrant, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions. (If needed, contact the Texas Department of Agriculture to obtain a copy of Standard Form-LLL.)

3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all covered subrecipients will certify and disclose accordingly.

Do you have or do you anticipate having covered subawards under this transaction?

- Yes
 No

Name of Contractor/Potential Contractor	Vendor ID No. or Social Security No.	Program No.
Gilpin Engineering Company	42-1575769	N/A

Name of Authorized Representative	Title
Robert J. Gilpin 	Principal Engineer

Signature – Authorized Representative

5-12-2020

Date

**WEBB COUNTY PURCHASING DEPT.
QUALIFIED PARTICIPATING VENDOR CODE OF ETHICS
AFFIDAVIT FORM**

STATE OF TEXAS *

KNOW ALL MEN BY THESE PRESENTS:

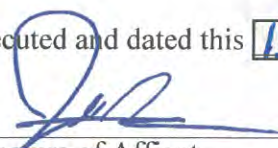
COUNTY OF WEBB *

BEFORE ME the undersigned Notary Public, appeared Robert J. Gilpin,
the herein-named "Affiant", who is a resident of Webb County, State
of Texas and upon his/her respective oath, either individually and/or behalf of their
respective company/entity, do hereby state that I have personal knowledge of the following facts,
statements, matters, and/or other matters set forth herein are true and correct to the best of my
knowledge.

*I personally, and/or in my respective authority/capacity on behalf of my company/entity do hereby
confirm that I have reviewed and agree to fully comply with all the terms, duties, ethical policy
obligations and/or conditions as required to be a qualified participating vendor with Webb
County, Texas as set forth in the Webb County Purchasing Code of Ethics Policy posted at the
following address: <http://www.webbcountytx.gov/PurchasingAgent/PurchasingEthicsPolicy.pdf>*

*I personally, and/or in my respective authority/capacity on behalf of my company/entity do hereby
further acknowledge, agree and understand that as a participating vendor with Webb County,
Texas on any active solicitation/proposal/qualification that I and/or my company/entity failure to
comply with the Code of Ethics policy may result in my and/or my company/entity disqualification,
debarment or make void my contract awarded to me, my company/entity by Webb County. I agree
to communicate with the Purchasing Agent or his designees should I have questions or concerns
regarding this policy to ensure full compliance by contacting the Webb County Purchasing Dept.
via telephone at (956) 523-4125 or e-mail to the Webb County Purchasing Agent to
joel@webbcountytx.gov.*

Executed and dated this 12th day of May, 2020.

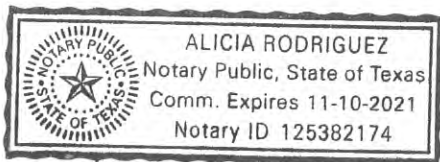


Signature of Affiant

Robert J. Gilpin

Printed Name of Affiant/Company/Entity

SWORN to and subscribed before me, this 12th day May, 2020





NOTARY PUBLIC, STATE OF TEXAS

PROOF OF NO DELINQUENT TAXES OWED TO WEBB COUNTY

Name Robert J. Gilpin owes no delinquent property taxes to Webb County.

DBA Gilpin Engineering Company owes no property taxes as a business in Webb County.
(Business Name)

Robert J. Gilpin owes no property taxes as a resident of Webb County.
(Business Owner)

Alicia Rodriguez

Person who can attest to the above information

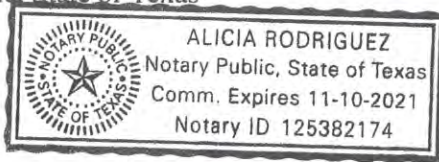
*** SIGNED NOTORIZED DOCUMENT AND PROOF OF NO DELINQUENT TAXES TO WEBB COUNTY.**

The State of Texas
County of Webb

Before me, a Notary Public, on this day personally appeared Robert J. Gilpin, know to me (or proved to me on the oath of personally) to be the person whose name is subscribed to the forgoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office this 12th day of May 2020.

Notary Public, State of Texas



Alicia Rodriguez

(Print name of Notary Public here)

My commission expires the 10th day of November 2020



Licensed Professional Engineer
 Number **90141**
 Status **ACTIVE**
 Expires **6/30/2020**

ROBERT JUDD GILPIN

P.E. Signature

Robert Judd Gilpin

TBPE Executive Director



TEXAS BOARD OF PROFESSIONAL LAND SURVEYING
 12100 Park 35 Circle, Bldg. A Suite 156 MC-230
 Austin, TX 78753

OFFICIAL BUSINESS
 STATE OF TEXAS
 PENALTY FOR
 PRIVATE USE

PRESORTED
 FIRST CLASS



U.S. POSTAGE PITNEY BOWES

ZIP 78701 \$ 000.40⁸
 02 1W
 0001401623 JAN 03 2019

TEXAS BOARD OF PROFESSIONAL
 LAND SURVEYING
 THIS CERTIFIES THAT



GILPIN ENGINEERING COMPANY

IS ENTITLED TO PRACTICE AS A
 FIRM Headquarters

EXPIRATION DATE 12/31/19	REGISTRATION/LICENSE NO. 10193770
-----------------------------	--------------------------------------

SIGNATURE

John A. ...

CHAIR

Marshall A. ...

EXECUTIVE DIRECTOR

GILPIN ENGINEERING COMPANY
 11204 MCPHERSON ROAD, SUITE 109
 LAREDO, TX 78045

Visit <http://txls.texas.gov> for Board Act and Rules.

107 LAY4NAB 78045





**Texas Board of Professional Engineers
CERTIFICATE OF REGISTRATION**

This acknowledges that

BRIGHTON GROUP, LLC

**has fulfilled the requirements of the Texas Board of
Professional Engineers to offer and perform
engineering services in the state of Texas**

**Registration Number
F-20457**

**Expiration Date
02/28/2021**

Texas Historically Underutilized Business (HUB) Certificate



Statewide Historically Underutilized Business Program

Certificate/VID Number:	1742692335900
File/Vendor Number:	475445
Approval Date:	07-FEB-2019
Scheduled Expiration Date:	07-FEB-2023

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

HOWLAND ENGINEERING AND SURVEYING CO., INC.

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 12-FEB-2019, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

*Laura Cagle-Hinojosa, Statewide HUB Program Manager
Statewide Support Services Division*

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (<https://mycpa.cpa.state.tx.us/tpasscmlsearch/index.jsp>) or by contacting the HUB Program at **512-463-5872** or toll-free in Texas at **1-888-863-5881**.