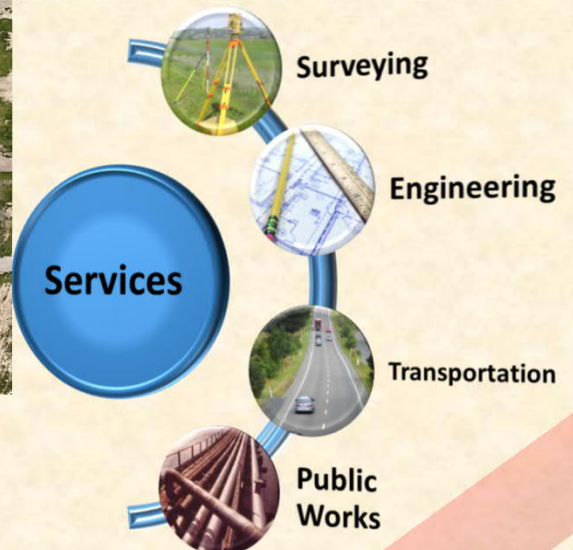




Webb County, Texas

Statement of Qualifications

RFQ 2024-004 - Civil Engineering Services For Fairgrounds Parking Lot Project



December 20, 2023

Juan Guerrero
Contract Administrator
Webb County
1110 Washington St., Suite 101
Laredo, Texas 78040

RE: Statement of Qualifications for Civil Engineering Services
RFQ 2024-004 Civil Engineering Services Fairground Parking Lot Project

Dear Mr. Guerrero and members of the selection committee,

Top Site Civil Group, L.L.C. (TSCG) is pleased to submit our qualifications for your consideration. Our local team of Professional Engineers and Registered Land Surveyors understand the county's needs and are capable of efficiently delivering accurate and on-time design plans for this parking lot project. We commit to the County, our design team is able to provide the services listed in this RFQ.

I, Jorge A. Martinez, P.E., R.P.L.S., one of the founding partners of TSCG, will serve as Project Manager and will ensure the overall success of the project assigned. I am currently the Project manager for the Civil Design Portion of the Webb County Fairgrounds, and as such, am very familiar with this area of town and the state of the current site.

With my background in civil site designs for public entities, and my familiarity with this particular property and area, I believe that our team is most qualified to provide the services for this project.

Also, while working with the County, I understand the direction the County wants the area to grow into and will have the ability find efficient solutions for the needs of the project and of the County.

Thank you for the opportunity to present our statement of qualifications, as we offer our personal dedication to meet the needs of the County.

At this time, we respectfully ask for your favorable consideration of the Top Site Civil Group design team. Should we be successful in our pursuit of this contract, I will be the authorized agent to contact for further negotiations and be readily at your service.

Sincerely,



Jorge A. Martinez, PE, RPLS
Top Site Civil Group, LLC

TOP SITE CIVIL GROUP, LLC

SECTION B

EXECUTIVE SUMMARY

COMPANY HISTORY

Founded in April 2021, Top Site is a firm specializing in public infrastructure and private land development. Our company was established by seasoned professionals, including Ricardo Villareal P.E., R.P.L.S., Jorge Martinez P.E., R.P.L.S., and Manuel Escamilla P.E., R.P.L.S., who collectively bring over 70 years of regional surveying and engineering experience to the table, with a focus on South Texas.

What sets TopSite apart is our status as a minority-owned small business, proudly holding MBE (Minority Business Enterprise) and HABE (Hispanic Owned Business) certifications. Our unwavering commitment to excellence drives us to provide innovative and flexible solutions for both local government and private sector clients.

By selecting TopSite for your project, you not only gain access to a wealth of expertise but also demonstrate Webb County's dedication to supporting and empowering local minority-owned businesses. This choice showcases the County's commitment to fostering diversity and inclusion in the business community while ensuring the highest quality services in infrastructure and land development.

What sets TopSite apart from the competition?

- Proven Project Record with County Government
- Vast Local Knowledge
- Commitment to Communication

PARKING PROJECT EXPERIENCE

Since its inception in April 2021, TopSite has been dedicated to providing parking design as one of its primary services. Our specialization in this field encompasses a wide spectrum of projects, catering to both private and public entities requiring the creation or enhancement of parking facilities. When engaging with such projects, TopSite offers a comprehensive suite of services, which includes:

Site Assessment: We conduct thorough assessments of the site, taking into account factors like space availability, accessibility, and existing infrastructure to determine the optimal layouts.

- **Conceptual Design:** Our team develops initial conceptual designs, working closely with clients to ensure their vision aligns with practical considerations, such as capacity, operations and traffic flow.
- **Civil Engineering:** Top Site handles the complete civil engineering aspects of parking lot design, encompassing grading, drainage, and utility integration, to ensure a robust and efficient parking solution.

- **Compliance and Regulations:** We navigate complex regulatory requirements and zoning codes, ensuring that all designs adhere to local ordinances, ADA compliance, and environmental standards.
- **Sustainability Integration:** TopSite places emphasis on sustainable design practices, incorporating eco-friendly elements such as permeable pavements, LED lighting, and green landscaping into parking lot projects.
- **Cost Estimation:** We provide detailed cost estimations and budgeting assistance to help clients plan effectively and make informed decisions.
- **Construction Oversight:** Our team offers construction oversight services to guarantee that the proposed improvements are constructed according to design specifications and within the allocated budget and timeline.
- **Maintenance and Long-Term Planning:** TopSite assists clients in devising maintenance plans and long-term strategies to ensure the continued functionality and aesthetics of their facilities.

Client Collaboration: Throughout the project, we maintain open and clear communication with clients, encouraging collaboration and feedback to ensure the final design aligns with their needs and expectations.

By offering these comprehensive services in conjunction with parking lot design, Top Site aims to deliver exceptional solutions that not only meet immediate parking needs but also contribute to the overall success and sustainability of our clients' facilities.

PROFESSIONAL CIVIL ENGINEERING SERVICES FOR GOVERNMENT ENTITIES

PROJECT MANAGER EXPERIENCE

Webb County

- Civil Engineer for New Fairgrounds

City of Laredo

- Buena Vista Regional Sports Park
- Unitrade Stadium

La Salle County

- Encinal Community Center
- County Annex

United ISD

- Clark Elementary School
- United South High School

Zapata County I.S.D.

- Zapata County High School

Cotulla I.S.D.

- Elementary School Parking Additions
- High School Parking Improvements

Laredo I.S.D.

- District-wide parking improvements for all Elementaries, Middle School, and High School
- Shirley Field Sport Complex

PROJECT MANAGER'S EXPERIENCE

Jorge's impressive career in Laredo has been marked by his successful management of numerous high-profile and exceptionally complex site design projects. Notably, when tasked with the design of Shirley Field on the Martin High School campus, he accomplished the challenging feat of creating a modern football venue within the historic surroundings of Laredo's oldest public high school. This project presented numerous challenges due to the site's age and its proximity to the existing campus.

In addition to his work on the iconic Shirley Field, Jorge also served as the Project Manager for the design of the City of Laredo Unitrade Stadium. When voters approved the extension of the sports venue tax to fund the stadium, Jorge was entrusted with the complete design of the civil engineering site portion of the project. His extensive experience and track record of success make him the ideal choice for the role of project manager for this new endeavor.

Jorge's profound familiarity with the policies and procedures of various County departments, gained through years of collaboration with County staff members, positions him as an invaluable asset. He possesses an in-depth understanding of the departmental structure and has cultivated a network of contacts within the County. This experience equips Jorge to navigate and address challenges effectively, ensuring a smooth project execution.

In his capacity as project manager, Jorge will bear the overarching responsibility for the project's success. His key responsibilities will encompass:

- Coordinating** and comprehending the owner's needs, particularly in the realms of engineering and planning.

- Monitoring** the overall project progress and maintaining open communication with the project team.

- Steering** the team in the right direction to ensure the owner's success and project goals are met.

- Delivering** and closing out the project to the owner's satisfaction, all while adhering to the established schedule.

With Jorge Martinez at the helm, you can be confident in the project's success and the fulfillment of its objectives.

PROJECT TEAM MEMBERS/SCOPE OF SERVICES

TSCG has put together a team that has the experience and capabilities to provide all of the services listed in the project.

BOUNDARY AND IMPROVEMENT SURVEY

Manuel E. Escamilla, PE RPLS

INITIAL ENGINEERING AND DESIGN SUPPORT

Jaime F Garcia, PE SIT

ENGINEERING AND FINAL DESIGN

Jorge A Martinez, PE RPLS

BID AND AWARD SUPPORT

Jorge A Martinez, PE RPLS

CONTRACT MANAGEMENT AND CONSTRUCTION OVERSIGHT

Rodolfo Hernandez

SECTION C
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SIMILAR PROJECTS WITH GOVERNMENT ENTITIES

WEBB COUNTY FAIRGROUNDS

Project Profile #1

Client

Nathan Bratton

Webb County

nbratton@webbcounty.gov

956.523.4044

1000 Houston Street

Laredo, Texas 78040

Estimated Construction Cost

\$120,000,000

Unique Project Features

- Demolition of existing facility
- Maintaining facility use during construction

Similarities to Webb Project

- Proximity to Subject Project
- Maintaining facility use during construction

Project Scope

- Field Surveying
- Utility Design
- Utility Coordination
- Parking lot layout
- Parking drainage design
- TxDOT Utility Permit
- Permanent and temporary easements
- Traffic Control
- Construction Observation

Project Status

- Project is under design

Webb County Commissioners Court has made the significant decision to revamp and expand the current fairgrounds facilities. This visionary project aims to introduce key additions, such as a climate-controlled arena and modernized livestock show pens. Furthermore, the new facility will encompass outdoor entertainment areas and a spacious parking facility, catering to the needs of diverse events and ensuring an enhanced visitor experience.

In his role as the Project Manager, Jorge is responsible for overseeing all aspects of civil engineering design and coordination necessary for the project's success. Collaborating closely with other members of the design team, Jorge ensures that construction documents are not only coherent but also comprehensive, encompassing all essential disciplines. With the schematic design phase successfully completed and the detailed design phase currently in progress, Jorge's ultimate responsibility lies in finalizing the construction documents specifically for the civil aspects of the fairgrounds project.



SIMILAR PROJECTS WITH GOVERNMENT ENTITIES (CON'T)

UISD - CLARK ELEMENTARY

Project Profile #2

Client
U.I.S.D.
201 Lindenwood
Laredo, Texas 78045

Project Manager
Jorge Martinez, PE, RPLS

Unique Project Features

- Revisions to bus routes for students

Similarities to Webb Project

- New construction on an existing facility.
- Revisions of on site traffic patterns.
- Unique Drainage patterns across existing site

Project Scope

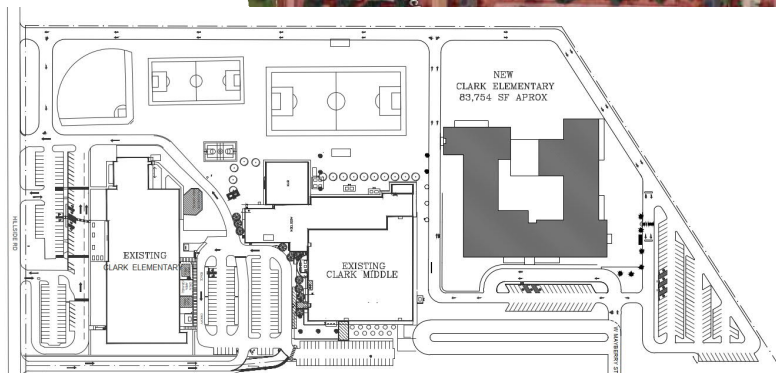
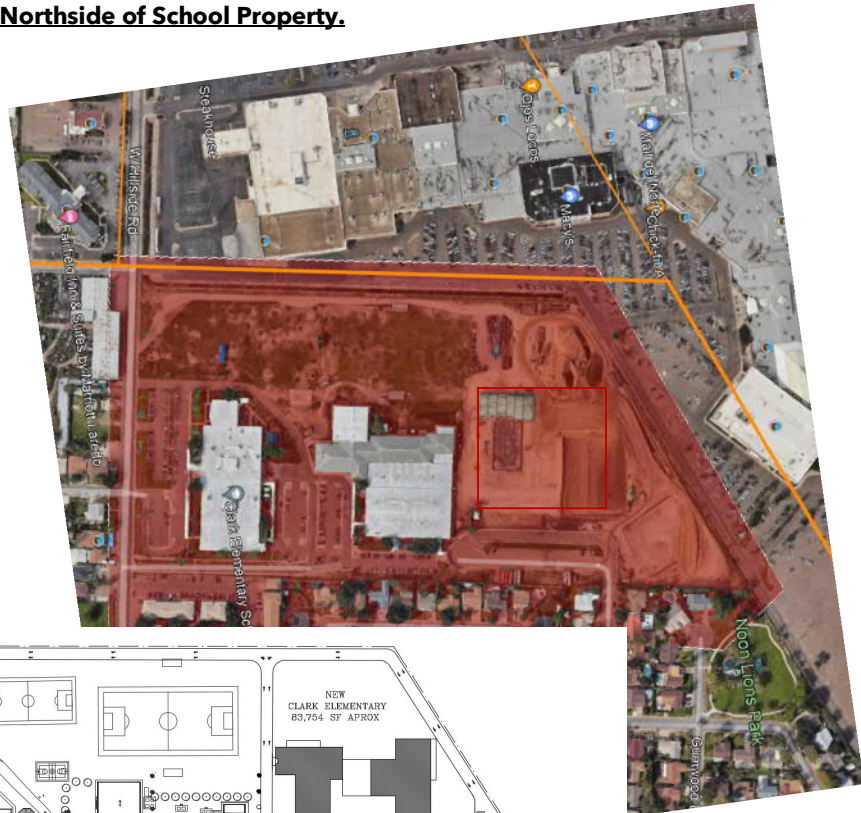
- Field Surveying
- Existing use assessment
- Utility Coordination
- Permanent and temporary easements
- School Traffic/Bus Control
- Construction Observation

Project Status:
17 Million Dollar project is under construction and should be open by August 2024

UISD voters have shown their strong support for the future of education by passing a bond election. This decisive vote paves the way for the construction of new schools and the much-needed reconstruction of older schools within the district. Among these schools, Clark Elementary stands out as a deserving candidate for a new building.

What sets Clark Elementary apart is its advantageous location and the district's ownership of ample property on-site. This unique situation allows for the construction of the new building without interrupting the day-to-day operations of the existing school. This thoughtful approach ensures that students can continue to learn in a safe and conducive environment while progress is made toward providing them with a modern and improved facility for their education.

***Existing Clark Middle and Clark Elementary - New Elementary under construction on Northside of School Property.**



SIMILAR PROJECTS WITH GOVERNMENT ENTITIES (CON'T)

UISD - UNITED SOUTH HIGH SCHOOL - FINE ARTS / AGRICULTURE FACILITY

Project Profile #3

Client
U.I.S.D.
201 Lindenwood
Laredo, Texas 78045

Project Manager
Jorge Martinez, PE, RPLS

Unique Project Features

- Existing Campus
- Renovation of existing facility

Similarities to Webb Project

- Existing Site
- Impacts to traffic patterns

Project Scope

- Field Surveying
- Demolition
- Existing use assessment
- Utility Coordination
- Permanent and temporary easements
- School Traffic/Bus Control
- Construction Observation

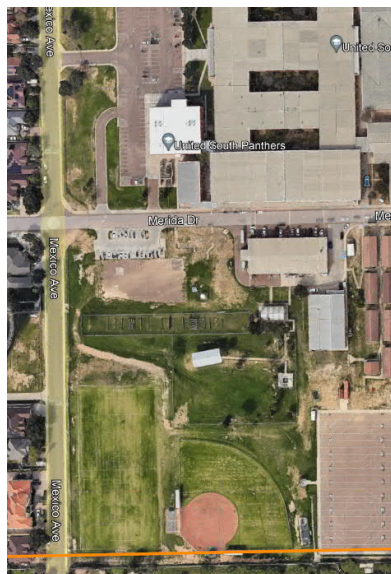
Project Status

- Design complete, project expect to commence construction in January 2024

In his capacity as the project manager, Jorge is entrusted with the critical responsibility of harmonizing the various elements of the project to make the different spaces work seamlessly alongside each other. This entails meticulous planning and coordination to ensure that the new buildings, practice fields, and surrounding infrastructure are not just constructed but are strategically interconnected.

Jorge's expertise ensures that these spaces are not isolated but instead are designed to complement each other. For instance, he oversees the layout and placement of the new buildings in a way that optimizes accessibility to and from the practice fields. This thoughtful design encourages a fluid exchange between academic learning and practical application, creating a dynamic educational environment.

By carefully coordinating the civil improvements, Jorge plays a pivotal role in crafting a cohesive and functional campus layout where students can effortlessly transition between indoor and outdoor learning experiences. His dedication to this task underscores UISD's commitment to providing students with a seamlessly integrated educational journey, where every space serves a purpose and contributes to the overall success of the project.



SIMILAR PROJECTS WITH GOVERNMENT ENTITIES (CON'T)

LaSalle County - Encinal Veteran's Hall

Project Profile #4

Client

La Salle County
101 Courthouse Square
Cotulla, Texas 78014

Project Manager

Jorge Martinez, PE, RPLS

Unique Project Features

- Existing Campus
- Renovation of existing facility

Similarities to Webb Project

- Existing Site
- Rebuild existing parking

Project Scope

- Demolition
- Field Surveying
- Site Layout
- Drainage analysis
- Utility Coordination
- Civil Parking Design
- Construction Administration

Project Status

- Project complete and fully operational

La Salle County Precinct 2 Commissioner Jack Alba recognized the need for a communal space in Encinal, Texas, where residents could come together and enjoy a shared venue for various events. In response to this vision, Commissioner Alba and the LaSalle County Commissioner's Court entrusted Mr. Martinez with the challenging task of renovating and enhancing the Encinal Community Center. This ambitious endeavor included the construction of a brand new Event Hall on the same site as the previous community center.

Working within the constraints of an existing facility presented its unique set of challenges, but Mr. Martinez's wealth of experience in similar projects proved invaluable. His expertise ensured that the project progressed smoothly, even as it required meticulous coordination of parking areas and the integration of existing and proposed utilities.

One of Mr. Martinez's primary responsibilities was to analyze the existing drainage patterns around the building and parking areas, ensuring the efficient flow of stormwater. This encompassed upgrades to the roof system and the enhancement of the areas surrounding the building, extending into the adjacent playing fields.



SECTION E

PERSONNEL QUALIFICATIONS

PROJECT RESPONSIBILITIES

PROJECT MANAGER - JORGE A. MARTINEZ, P.E., R.P.L.S.

- Main point of contact for County
- Oversee all phases of the project.
- Coordinate geotechnical testing and analysis of existing site.
- Coordinate the pavement design.

PRINCIPAL IN CHARGE - RICARDO M. VILLARREAL, P.E., R.P.L.S.

- Client Satisfaction
- Maintenance of project schedule
- Review and oversee all contracts between owner/engineer/sub-consultants.

PROJECT SURVEYOR - MANUEL E. ESCAMILLA, P.E., R.P.L.S.

- Manage the field surveying phase of the project.
- Responsible for project plan production and all design related services.
- Coordinate with Quality Control manager for all design deliverables
- Oversee all phases of the project.

PROJECT ENGINEER - JAIME GARCIA, P.E., S.I.T.

- Prepare initial design of project for Project Manager Review
- Calculate construction quantities for initial construction estimate.
- Find initial solutions to design constraints that arise during project.

SECTION E

PERSONNEL QUALIFICATIONS

JORGE A. MARTINEZ, P.E., R.P.L.S.

PROJECT MANAGER

B.S., Civil Engineering; Texas A & M University 2003

Professional Engineer - 101173

Texas Professional Land Surveyor - 6568

Mr. Martinez is a partner in the firm Top Site Civil Group, LLC and has been a licensed engineer for over 14 years and a licensed land surveyor for 7 years. Working in different design capacities from Project Engineer to Principal-in-Charge. Mr. Martinez has had the opportunity to work on various large-scale civil site engineering projects for all of the local government entities. These projects have been in the form of new line extensions related to land and site development as well as the rehabilitation of segments of the system in older portions of town. In addition to the dozens of projects he has worked on in Laredo, he has also had the opportunity to work on several projects within the region and surrounding counties.

RICARDO M. VILLARREAL, P.E., R.P.L.S.

PROJECT PRINCIPLE

B.S., Civil Engineering; Texas A & M University 2003

Professional Engineer - 101308

Texas Professional Land Surveyor - 6242

Mr. Villarreal is a partner in the firm Top Site Civil Group, LLC and has been a licensed engineer for over 14 years and a licensed land surveyor for 10 years. Working for the past 18 years in Laredo has provided the experience necessary to manage the projects anticipated with this rotational selection. He has developed strong working relationships with staff at all diverse levels of the city departments. He understands the requirements of the city of Laredo and can work with the local contractors to ensure the projects get built on time. His background in both engineering and surveying provides the experience to understand these utility replacement projects. His surveying background understands the importance of field measurements and recording all improvements and his engineering work gives him the design tools and ideas necessary to avoid the conflicts and pitfalls that can arise during these types of projects.

SECTION E

PERSONNEL
QUALIFICATIONS

MANUEL E. ESCAMILLA, P.E., R.P.L.S.
PROJECT ENGINEER

B.S., Civil Engineering; University of Texas San Antonio 2002
Professional Engineer - 100082
Texas Professional Land Surveyor - 5986

Mr. Escamilla is a partner in the firm Top Site Civil Group, LLC and has been a licensed engineer for over 15 years and a licensed land surveyor for 10 years. Beginning his career as a surveyor, Mr. Escamilla understands the importance of beginning design with accurate data from the field. This understanding will guide the surveying group to accurately model all existing conditions along the project route. His years in working with residential and commercial development has allowed for dozens of projects with City of Laredo and Webb County.

REQUIRED FIRM INFORMATION

a. Name and address of business entity submitting proposal

**Top Site Civil Group, LLC
6262 McPherson Rd., Suite 206
Laredo, Texas 78041**

b. Type of business entity

Limited Liability Company

c. Place of Incorporation

Texas

d. Name and location of major offices and other facilities that relate to the Offeror's performance under the terms of this RFQ;

**TOP SITE CIVIL GROUP, LLC
6262 MCPHERSON RD., SUITE 206
LAREDO, TEXAS 78041**

e. Name, address, business and fax number of the Offeror's principal contact person regarding all contractual matters relating to this RFQ;

**Jorge A. Martinez, P.E., R.P.L.S.
6262 McPherson Rd., Suite 206
Laredo, Texas 78041
956.725.5057 (office)
956.904.5782 (fax)**

f. Full name and business address for each member, partner, and employee of the Offeror (and any sub-offerors) who will perform services on this project.

OFFEROR
Top Site Civil Group, LLC
6262 McPherson Rd., Ste. 206
Laredo, Texas 78041
Jorge Martinez
Ricardo Villarreal
Manuel Escamilla
Ricardo Garcia
Jaime Garcia
Karla Escamilla
Kayla Lopez
Miguel Rangel
Orlando Martinez
Francisco Martinez
Juan Gamez
Rene Perez
Alejandro Ovido
Rodolfo Hernandez

g. A statement regarding the financial stability of the Offeror, including the ability of the Offeror to perform the functions required by this RFQ and to provide those services represented by the Offeror in its response.

Top Site Civil Group, LLC, represents that it is a financially stable company consistent with industry customary practices, with the technical abilities, along with the team presented to you, to perform the functions and services required by this RFQ. Top Site has a strong banking relationship with Texas Community Bank and Lyssa Gonzalez can be reached for reference at 956-722-8333 to support our statements.

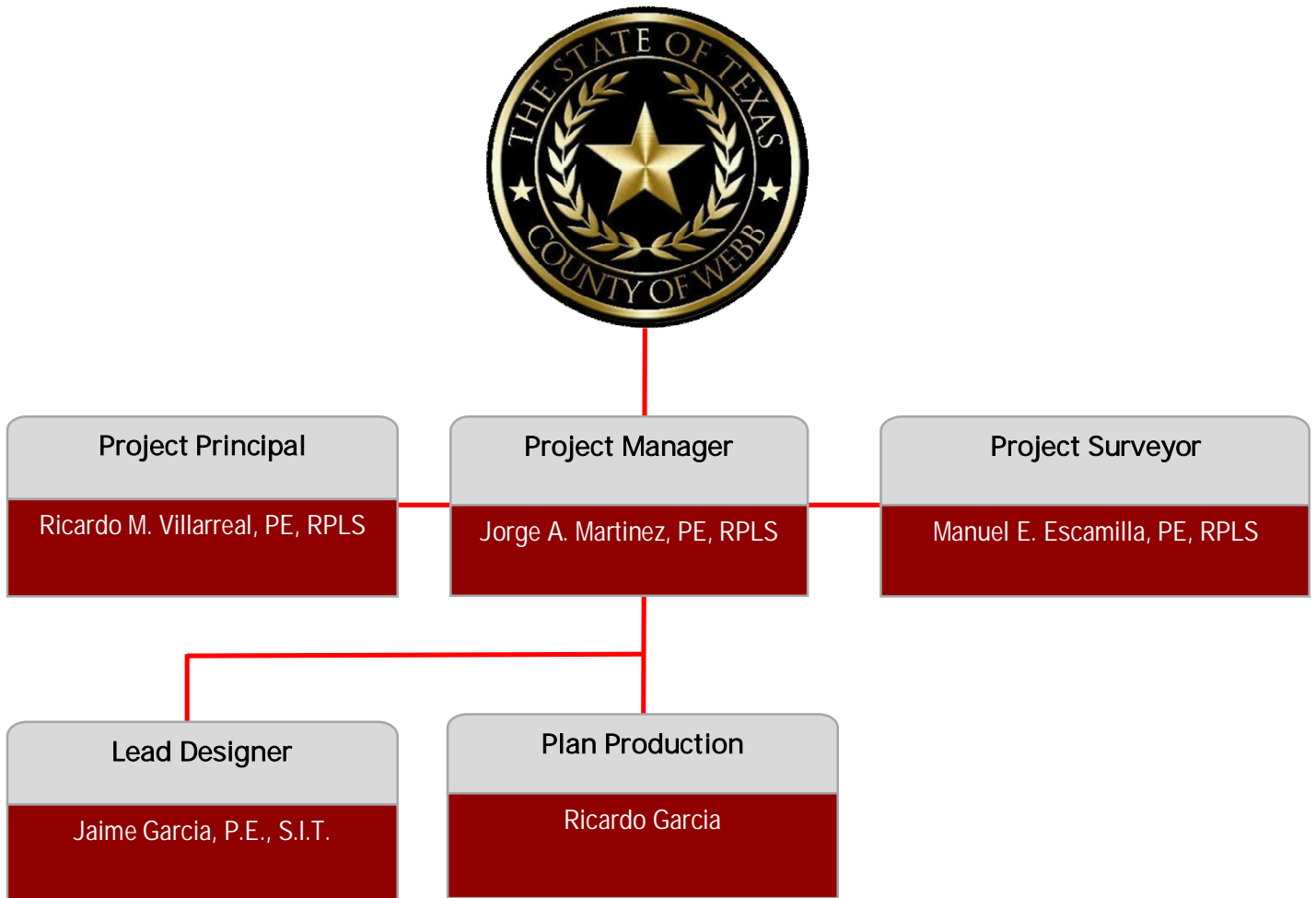
SECTION G ADDITIONAL INFORMATION
PROJECT DESIGN TEAM

LEAD FIRM

NAME: TOP SITE CIVIL GROUP, LLC
ADDRESS: 6262, MCPHERSON RD., SUITE 206
LAREDO, TEXAS 78041
CORPORATE OFFICER: JORGE A. MARTINEZ, P.E., R.P.L.S.
PHONE: 956-725-5057



ORGANIZATIONAL CHART



References Form

Please list at minimum five (5) local governmental entities where similar scope of services were provided.

THIS FORM MUST BE RETURNED WITH YOUR OFFER.

REFERENCE ONE

Government/Company Name: LaSalle County

Address: 101 Courthouse Square, Cotulla Texas 78014

Contact Person and Title: Joaquin Alba - Commissioner Precinct 2

Phone: _____ Fax: _____

Email Address: _____ Contract Period: _____

Description of Professional Services Provided: Civil engineering services for the renovation of Veteran's Park in Encinal, Texas. Including but not limited to surveying, site layout and parking design, geotechnical coordination, construction administration and project closeout.

REFERENCE TWO

Government/Company Name: United Independent School District

Address: 201 Lindenwood, Laredo, Texas 78045

Contact Person and Title: Ignacio Alaniz, Director

Phone: 956-473-7963 Fax: _____

Email Address: ialaniz@uisd.net Contract Period: July 2022 - Present

Description of Professional Services Provided: Provide civil engineering design services for the new Clark elementary school located on the campus of the existing Clark Middle & Elementary schools. These services included site layout and design, utility design, special consideration to existing operations.

REFERENCE THREE

Government/Company Name: City of Laredo

Address: 1100 Houston St., Laredo Texas 78040

Contact Person and Title: Ramon Chavez, P.E. - City Engineer

Phone: 956-791-7346

Fax: _____

Email Address: rchavez@ci.laredo.tx.us Contract Period: Oct. 2021 - Present

Description of Professional Services Provided: As sub-consultant to Architect, the services provided are for the civil engineering segments of the Buena Vista Regional Sports Complex. These include the grading design, the utility design, the drainage and the overall traffic and parking design.

REFERENCE Four

Government/Company Name: City of Cotulla

Address: 202 S. Main, Cotulla Texas 78014

Contact Person and Title: David Wright - City Administrator

Phone: 830-879-2367 Fax: _____

Email Address: _____ Contract Period: June 2021 - Present

Description of Professional Services Provided: Our services for the City of Cotulla include boundary surveying, property title research, building and plat review, sidewalk design and roadway design.

REFERENCE Five

Government/Company Name: Webb County

Address: 1010

Contact Person and Title: Nathan Bratton - Civil Legal Director

Phone: 956-523-4618 Fax: _____

Email Address: nbratton@webbcountytexas.gov Contract Period: _____

Description of Professional Services Provided: As the civil engineer hired by the county for the Fairgrounds, the services include utility design, parking layout, grading plan, storm drainage and on site traffic flow analysis.

- ****Additional pages are permitted if more space is required****

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- **City of Laredo Buena Vista Sports Complex - Laredo, Texas**
 - Jorge serves as the project manager for the civil site design of the Buena Vista Sports Complex. These responsibilities include the overall grading, utility, drainage, traffic flow and parking of the facility. This site being the largest the City of Laredo has ever developed shows the complex level of design Jorge is able to take on and deliver a successful project.
- **LaSalle County - Encinal Veteran's Hall**
 - As Project Manager, Mr. Martinez oversaw the design of the redevelopment of Veteran's Park in Encinal. This included the construction of a new Hall and the demolition of the existing Community Center.
- **Clark Elementary School Replacement, U.I.S.D., Laredo, Texas**
 - As the selected civil engineer for the project, Mr. Martinez was charged with the design of the school site. The new school was to be added to room on the existing campus. Since the existing schools were to remain, many design factors were considered. The integration of the new utility systems with the older ones was a major design component.
- **U.I.S.D. - United South High School - Fine Arts - Agricultural Buildings**
 - Expanding on the existing campus of United South High School, Jorge was tasked with designing the expansion of the buildings over the athletic fields. This project is very similar to the subject project, being a new facility over an existing use on a site.
- **Webb County Fairgrounds**
 - Expanding on the Being selected as the county civil engineer on the project, Jorge has been tasked with developing a site plan that works on the existing fairgrounds site and incorporates the buildings and traffic features that will remain. This project being located on the same site as the subject project is the single most important reason Jorge is the right choice for this parking project. Familiarity with the site and understanding what is going to be built for the fairgrounds. With this knowledge, Jorge would be months ahead anyone taking on the project from scratch.

EDUCATION

BS, Civil Engineering, Texas A&M University, College Station, Texas, 2003

LICENSES AND REGISTRATIONS

Licensed Professional Engineer: State of Texas No. 101173

Texas Registered Professional Land Surveyor No. 6568

TxDOT Pre-certification Codes: 15.1.1, 15.1.2, 15.1.3, 15.1.4, 15.2.1

EXPERIENCE

Mr. Martinez has over 20 years of experience in Engineering, Surveying, and Project Management. He has extensive experience in land surveying, ALTA/ACSM land surveys, platting, as built surveying, oil & gas surveying, site-civil development, school, municipal design, advanced land planning and development, design, water distribution systems, sanitary sewer design, storm drainage systems, roadway geometric design, detention design, parcel rezoning, construction management and observation, and feasibility studies, master planning and site evaluations. Mr. Martinez was in charge to oversee technical quality and project management for private, state and local government contracts for the area. Prepare and provide advanced project planning for several grant funded projects beginning from project team management and coordination to final PS&E design, bidding, and construction management. Performed quality control reviews provide technical guidance to the Design Team on various projects within the Office.

Top Site Civil Group, LLC, Laredo, Texas – Serving as Managing Partner and Principal and ensured overall financial performance of the company including reviewing to monitor project budgets, backlog, and profitability. Prepared preliminary and final design plans including managing the preparation of Plans, Specifications, and Estimate (PS&E) packages. Prepared engineering cost estimates, schedules, design calculations, final plan production, and contract documents. Oversee technical quality and project management for private, State and local government contracts. Performs quality control reviews provide technical guidance to the Company on various projects. In addition to his responsibilities as Principal, he is also responsible to assist with managing and operations of the Laredo office.

La Salle County Cotulla Business Park Replat– La Salle County, Texas - As Project Manager, Mr. Martinez was responsible provide engineering and surveying services to replat the property that included the newly constructed Dialysis Clinic and the County Elderly Nutrition Center. The project included providing platting, utility services and paving improvements.

La Salle County Paving Improvement Projects Phase 1, 2, & 3– La Salle County, Texas - As Project Manager, Mr. Martinez was responsible to provide plans, specifications, construction oversight of over 6.3 miles of roadway reconstruction and utility replacements within La Salle County. All 3 phases are under construction and scheduled to be completed in the fall of 2023.

La Salle County Valley Wells Paving Projects Phase 1– Cotulla, Texas - As Project Manager, Mr. Martinez was responsible for construction oversight for the project. The project was completed by Anderson Columbia in the spring of 2023.

City of Cotulla Pavement Striping Project – Cotulla, Texas - As Project Manager, Mr. Martinez was responsible to provide a pavement marking plan for several areas within in the historic downtown area of the City. The plans including restriping areas to accommodate existing and new ADA accessibility and additional parking areas.

City of Cotulla Poole Street Roadway and Waterline Replacement– Cotulla, Texas

As Project Manager, Mr. Martinez oversaw the replacement of approximately 1,900 linear feet of new water distribution lines that were within the ROW of Poole Street. The project was completed in the fall of 2022.

City of Cotulla Plaza Florita Restroom and Parking Improvements– Cotulla, Texas - As Project Manager, Mr. Martinez was responsible to provide construction plans to a new restroom and parking improvements near the existing plaza. The improvements required additional pavement along the adjacent street to help address existing drainage problems in the area. The project is currently bidding and should be complete in the fall of 2024.

City of Cotulla Baylor Street Sidewalk and Drainage Improvements– Cotulla, Texas - As Project Manager, Mr. Martinez was responsible to provide a construction plans to provide new ADA accessible sidewalks along Baylor Street near the newly constructed elementary school. The project is currently under construction and was completed in the summer of 2023.

Clark Elementary School Replacement, U.I.S.D., Laredo, Texas

As the selected civil engineer for the project, Mr. Martinez was charged with the design of the school site. The new 105,000 square foot elementary school was designed to be constructed within the existing UISD campus. The project required upgrading and replacing several utility systems within the campus to accommodate and provide fire protection and loop the system back to Hillside Road. Additional improvements include providing drainage improvement to help alleviate storm water runoff from the existing neighborhood adjacent to the campus. The project is under construction and should be complete by August 2023.

Provident Industrial Center - Laredo, Texas – Served as Project Manager. The project involved providing site civil surveying and engineering services for a new 18-acre industrial project in North Laredo Industrial Park near IH-35 at miles marker 13. The estimated 25-million dollar project included a 300,000 square foot building over 120 truck parking stalls. The project is currently under construction and should be completed in the spring of 2024.

City of Laredo Buena Vista Sports Complex Phase 1, Laredo, Texas – Served as Project Manager on this project that involved site civil engineering design for a 150-acre, 46-million-dollar sports complex located near the intersection of Wormsor and Cuatro Vientos. The proposed amenities include 10 baseball fields, 2 large multipurpose fields the size of 4 full size soccer fields, concession areas, playground areas, and food truck areas. The project design elements included site design grading, offsite and onsite waterline extensions, offsite and onsite sanitary sewer lines, and storm drainage / detention systems, lift station designs, street improvements, new parking areas. The services included Lidar aerial surveying, PS&E, and providing construction observation. The project is currently under construction and should be completed in the spring of 2025.

Webb County Fairgrounds Complex, Laredo, Texas – Served as Project Manager on this project that involved site-civil engineering design for a 120-million-dollar new fairgrounds project located directly adjacent to the existing County facility. The proposed amenities include a new main event arena with over 2500 seats, exposition center, banquet hall, and a secondary arena. The project design elements included site design grading, offsite and onsite waterline extensions, offsite and onsite sanitary sewer lines, and storm drainage / detention systems, and new parking areas. The services included surveying, PS&E, and providing construction observation. The project is currently under design and should be completed in the fall of 2025.

City of Laredo 24" Waterline Extension Project, Laredo, Texas – Served as Project Engineer on this project that involved civil engineering design for a 2.6 mile 24" waterline extension from just north of the existing Fed Ex facility in the airport area to the intersection of Maher Street and Bustamante Street in Laredo, Texas. This project would traverse along existing streets, parking lots and inside the fence of the Laredo International Airport. This route would require the closure and reconstruction of a portion of Bustamante, an older roadway with decades of utility improvements. The services included surveying, airport coordination, PS&E, and providing construction observation. The project is currently under bidding and should be completed in the summer of 2024.

InterAmerica Trade Center Industrial Site - Laredo, Texas – Served as Project Manager. The project involved providing site civil surveying and engineering services for a new 20-acre industrial project near Mines Road. The estimated 15-million-dollar project included two buildings totaling over 258,500 sf and over 300-truck concrete parking stalls. The project also included two passenger parking areas and a new guard house. The project was completed in the Spring of 2022.

Bakasan Industrial Site - Laredo, Texas – Served as Project Manager. The project involved providing site civil surveying and engineering services for a new 18-acre industrial project near Killam Industrial Park. The project includes an 11,300 sf building and 17 acres of concrete truck parking stalls. The project is currently ongoing and is scheduled to be completed in the Spring of 2022.

City of Cotulla Cemetery Survey Project – Cotulla, Texas – Served as Project Manager. The project involved providing a boundary survey for the existing Cristo Rey Cemetery near FM 624 in La Salle County, Texas. The project will require ground penetrating radar services to help the City determine the locations of all marked and unmarked graves within the limits. The project is currently ongoing and was completed in the fall of 2021.

S & B Infrastructure, LTD, Laredo, Texas – Served as Project Manager for the Laredo office. Mr. Martinez prepared and final Plans, Specifications, and Estimate (PS&E) packages and was responsible to oversee the office technical quality and provide project management for private, State and local government contracts. Performed quality control reviews provide technical guidance to the Design Team on various projects within the office. In addition to his responsibilities as Project Manager, he is also responsible to assist with managing and operations of the Laredo office.

Laredo College South Campus Health Science Center - Served as Project Manager on this project that involved site civil engineering design for the 18-million-dollar health science facility located in the south campus. The project consisted of site design grading, ADA accessibility, storm drainage design, and utility coordination for the proposed campus. Prepared surveying and PS&E, in addition to construction observation. Coordinate and run appropriate meeting with the design team throughout the duration of the project. The project was completed in 2019.

Laredo Independent School District District-Wide Pavement Rehabilitation Improvements - Served as Project Manager on this project that involved surveying and engineering design for all elementary, middle and high school campuses district wide. The scope included preparing the PS&E package for 28 campuses and facilities totaling over 1,910,000 sf of parking area improvements, ADA and signage, and pavement striping. The project was completed in July 2018.

Laredo Independent School District Martin High School Science Building - Served as Project Manager on this project that involved surveying and engineering design for the new 22,725 square foot building within the existing high school campus. The 5.5-million-dollar project consisted of surveying, demolition of the existing building, site grading design, waterline improvements, sanitary sewer and drainage systems. The project is on schedule and was completed in the fall of 2021.

UISD 2013 Bond Program Elementary School #29 – San Isidro Elementary School, Laredo, Texas – Served as Project Manager on this project that involved site civil engineering design for the 12-million-dollar elementary campus located in the San Isidro Subdivision. The project consisted of surveying, site design grading, fire loop waterline main extension, sanitary sewer and drainage systems for the proposed campus. In addition, the project required permitting, surveying, PS&E, and construction observation. Coordinate and run appropriate meeting with the design team throughout the duration of the project. Project is complete and opened on August 2018.

UISD 2013 Bond Program Elementary School #28 – EG Ranch Elementary School, Laredo, Texas – Served as Project Manager on this project that involved site civil engineering design for the elementary campus located off EG Ranch Road. The project consisted of site design grading, fire loop waterline main extension, sanitary sewer and drainage systems for the proposed campus. In addition, the project required permitting, surveying, PS&E, and construction observation. Coordinate and run appropriate meeting with the design team throughout the duration of the project. Project was completed and opened in July 2017.

UISD 2013 Bond Program Elementary School #27 – Veterans Memorial Elementary School, Laredo, Texas – Served as Project Manager on this project that involved site civil engineering design for the elementary campus located near St. Luke Blvd. and Solomon Casseb Drive. Project consisted of site design grading, fire loop waterline main extension, sanitary sewer and drainage systems for the proposed campus. In addition, the project required permitting, surveying, PS&E, and construction observation. Coordinate and run appropriate meeting with the design team throughout the duration of the project. Project was completed and opened in August 2015.

Medline Industries, Inc. Parking Facility, Laredo, Texas - Served as Project Manager on this project that involved civil engineering designs for the 3.5-million-dollar new 7-acre concrete parking lot facility located in the Killam Industrial Park in Laredo Texas. The project included a new guard house and parking lot expansion for an additional 205 trucks. The project involved design grading, utility design, and storm drainage design, for the new proposed parking facility. Prepared surveying, utility coordination, and PS&E, in addition to construction observation. Coordinate appropriate meetings with the design team throughout the duration of the project. The project was completed in March of 2019.

La Salle County Encinal Community Center and Library Addition– La Salle County, Texas – Served as Project Manager on this project that involved surveying and site civil engineering design for the new community center located at the southeast corner of the intersection of Nopal and Alpine Street in Encinal, Texas. The 6-million-dollar project consisted of demolition, site design, dimensional, grading, water / sanitary sewer services and storm water pollution prevention. The project was completed in in the fall of 2020.

La Salle County Dialysis Clinic TxCDBG 721-8088 – La Salle County, Texas – Served as Project Manager on this project that involved platting, surveying and site civil engineering design for the new County dialysis clinic off Baylor Street in Cotulla, Texas. The 2-million-dollar project consisted of site design, dimensional, grading, water / sanitary sewer services and storm water pollution prevention. The project is scheduled to be completed in the Fall of 2021.

La Salle County Annex Building – La Salle County, Texas – Served as Project Manager on this project that involved surveying and site civil engineering design for the new County Annex facility located at the southwest corner of the intersection of Tilden and Kerr Street in Cotulla, Texas. The 2.5-million-dollar project consisted of site design, dimensional, grading, water / sanitary sewer services and storm water pollution prevention. The project was completed in the summer of 2020.

La Salle County Encinal Fire Station No. 2 - Encinal, Texas – Served as Project Manager on this project that involved site civil engineering design for the fire station campus located near State Highway 44 and Encinal Blvd. Project consisted of site design, dimensional, grading, detention design, water / sanitary sewer services and storm water pollution prevention. Prepared project surveying and PS&E. The project was completed in August 2017.

La Salle County La Salle County Fire Station No. 1, Martinez Park Improvements, and Martinez Park Pool and Pavilion Building, La Salle County, Texas – Served as Project Manager. The project involved directly overseeing construction administration for the 16-million-dollar project for the County. The project included assisting the County with project bidding & advertisement, periodic field inspections, implementing owner requested field changes, reviewing change orders, reviewing contractor payment applications, and assisting with final project closeout. The project was completed in 2016 and is in full operation.

City of Cotulla IH 35 Gas Line Relocation Project – Cotulla, Texas – Served as Project Manager. The project involved relocation and/or removal an existing City gas main within TxDOT right of way near the intersection of Business 35 (Main Street) and IH-35. The project was required to accommodate future TxDOT roadway and drainage improvements along the IH-35 frontage roads. The proposed gas line improvements included auger bores, gas main, steel casing, valves, and new gas services within the project limits. The project included field surveying, PS&E, and construction observation. The project just completed final acceptance and is completed.

Pinto Valle Cold Point LLC Storage Facility, Laredo, Texas - Served as Project Manager on this project that involved civil engineering designs for the 4.5 acre cold storage facility located in Pinto Valle Industrial Park in Laredo Texas. The new 45,500 square foot facility included 19 loading docks, concrete truck parking lot, and a passenger car parking lot. The project involved design grading, utility design, and storm drainage design, for the new proposed cold storage facility. Prepared surveying, utility coordination, and PS&E, in addition to construction observation. Coordinate appropriate meetings with the design team throughout the duration of the project. The project was completed in March of 2019.

City of Cotulla Poole Street Roadway and Waterline Improvements Project – Cotulla, Texas – Served as Project Manager. The project involved pavement reconstruction and waterline improvements within Poole Street from Goft Street to Hall Street. The project included field surveying, PS&E, and construction observation. The project is ready and was completed in the fall of 2021.

City of Cotulla Ortiz Street Drainage TxCDBG 721-9089, Cotulla, Texas – Served as Project Manager. The project involved pavement reconstruction and drainage improvements of an existing residential roadway within the city limits. The project limits of the roadway included Ortiz Street from Buckley Street to Goft Street and Market Street from Buckley to Goft Street. The project involved surveying, deed / plat research, PS&E, and construction observation for the project. The project is complete and open to the public.

City of Cotulla Lone Star Road Improvements, Cotulla, Texas – Served as Project Manager. The project involved pavement reconstruction of an existing roadway within the city limits. The project limits of the roadway included from IH 35 southbound west frontage road to Pena Road (~ 4,000 linear feet). The project involved surveying, PS&E, and construction observation for the project.

City of Cotulla Stewart Street Improvements, Cotulla, Texas – Served as Project Manager. The project involved paving an existing residential roadway within the city limits. The project limits of the roadway included from Copp St. to Boutwell St. (~ 1,500 linear feet). The project involved surveying, PS&E, and construction observation for the project.

City of Cotulla Mustang Creek Land Acquisition and Drainage Analysis, Cotulla, Texas – Served as Project Manager and Project Surveyor. The project involved ownership map and perform preliminary drainage analysis along Mustang Creek. The project and acquisition limits of the project began at State Highway 97 and extended to Martinez Street (~ 4,300 linear feet). The existing drainage watershed encompassed of approximately 9,300 acres. The initial phase of the project included performing deed research for over 70+ parcels and identifying existing landowners and existing drainage easements adjacent to the Creek that may have been dedicated to the City. S & B completed the title research for each parcel and identified the owner contact information on the ownership map. S & B also completed a preliminary hydraulic analysis to help determine the existing capacity and the proposed channel section required to manage the existing drainage flows within the area for a 25-year 100-year rain event. The analysis included modeling the watershed using the HEC-RAS and HEC-HMS.

El Jardin Roadway Improvements Project, La Salle County Texas – Served as Project Manager. The project involved reconstructing and improving a 5-mile section of an existing gravel road along El Jardin Road. The project limits of the proposed improvements began at the intersection of FM 624 / El Jardin Road and extends approximately 5 miles east. The 6-million-dollar project involved in the deed research, topographic and improvement surveys, drainage culvert replacements and design, preparation of the PS&E package and construction management. The project is currently under construction and was completed in 2021.

Civil Engineering Consultants, Laredo Division, Laredo, Texas – Served as Project Manager, managing Project Engineers and other staff within the Division. Ensured overall financial performance of projects including reviewing and coordinating with Division Manager to monitor project budgets, backlog, and profitability. Create and review all contracts and invoices. Prepared preliminary and final design plans including managing the preparation of Plans, Specifications, and Estimate (PS&E) packages. Prepared engineering cost estimates, schedules, design calculations, final plan production, and contract documents.

City of Laredo Professional Baseball Facility, Laredo Texas – Served as Project Manager on this project that involved site civil engineering design for a 39-acre 22-million-dollar baseball stadium located off Sinatra Parkway near the Laredo Energy Arena. Project consisted of site design grading, waterline main extension, sanitary sewer and drainage / detention systems for the proposed facility. Prepared surveying and PS&E, in addition to construction observation. Coordinate and conducted appropriate meeting with city officials throughout the duration of the project.

Laredo ISD Shirley Field Sports Complex, Laredo ISD, Laredo, Texas – Served as Project Manager on this project that involved site civil engineering design for the reconstruction of an existing track and field for the school district project. Project consisted of demolition of the existing facility, site grading, waterline, sanitary sewer and drainage and detention systems. Prepared surveying and PS&E in addition to construction observation. Coordinated and conducted appropriate meeting with city officials and the contractor throughout the duration of the project.

UISD JB Alexander Track and Field and Soccer Field, United ISD, Laredo, Texas – Served as Project Manager on this project that involved site civil engineering design for the reconstruction of a practice field and reconstructing with a new 9 lane track and football and soccer field for the school district. Project consisted of demolition of the existing facilities, site grading, waterline, sanitary sewer and drainage and detention systems. Prepared surveying and PS&E in addition to construction observation. Coordinated and conducted appropriate meeting with city officials and the contractor throughout the duration of the project.

UISD Alexander, United South and LBJ High School Science Wing Additions, United ISD, Laredo, Texas – Served as Project Manager on this Design Build project that involved site civil engineering design for the addition of science lab wings at each campus. Project consisted of renovation of the existing facilities, site grading, waterline, sanitary sewer and drainage systems. Prepared surveying and PS&E in addition to construction observation. Coordinated and conducted appropriate meeting with school, city officials and the contractor throughout the duration of the project

UISD United South and LBJ High School Tennis Court Addition, United ISD, Laredo, Texas – Served as Project Manager on this Design Build project that involved site civil engineering design for the expansion of the tennis court facilities at each campus. Project consisted of renovation of the existing facilities, site grading, waterline, sanitary sewer and drainage and detention systems. Prepared surveying and PS&E in addition to construction observation. Coordinated and conducted appropriate meeting with school, city officials and the contractor throughout the duration of the project.

City of Cotulla Pavement Reconstruction Improvements Project, City of Cotulla, Texas – Served as Project Manager. The project involved the pavement reconstruction of approximately 2.5 miles of roadways within the City of Cotulla. Assisted the City to obtain the Rural Development Loan funding program. Project consisted of pavement reclamation and mill and overlay methods to restore the pavement structural integrity within the City. Prepared feasibility studies, surveying, PS&E, and construction resident inspection and observation. Coordinated and conducted appropriate meetings with city officials throughout the duration of the project.

Stripes Convenience Stores, Laredo and Surrounding Counties, Texas – The projects consisted of providing site civil engineering services for each site. Projects involved site grading, offsite utility extensions and services, and City and TxDOT permitting services. Prepared surveying and PS&E for each site.

WORK HISTORY

TopSite Civil Group, LLC, Laredo, Texas
S&B Infrastructure, Ltd., Laredo, Texas
Civil Engineering Consultants, Laredo, Texas
Puig Engineering, LLC, Laredo Texas
Foster Engineering Company, Laredo Texas

4/2021 – present
6/2013 – 4/2021
9/2007 – 6/2013
11/2004 – 9/2007
5/2003 – 11/2004

EDUCATION

BS, Civil Engineering, Texas A&M University, College Station, Texas, 2003

LICENSES AND REGISTRATIONS

Licensed Professional Engineer: State of Texas No. 101308

Texas Registered Professional Land Surveyor No. 6242

EXPERIENCE

Mr. Villarreal has over 20 years of experience in Engineering, Surveying, Project Management and Construction Management. As a Land Development Manager, he has managed a team which includes: utility coordination, drainage and grading, boundary surveying, subdivision planning and platting, civil engineering, hydraulics/hydrology, civil site development, site assessment, and traffic control. Mr. Villarreal has also been in charge of construction of land development projects that require cost estimating, scheduling and quality control. His extensive experience has made him a team lead in PS&E design, bidding and construction management. In addition to Mr. Villarreal's technical expertise, his supervisory role in team and business management have been an asset to the many tasks and projects.

TopSite Civil Group, LLC, Laredo, Texas – Mr. Villarreal is currently serving as Managing Partner and Principal for the Laredo Office. He is in charge of Surveying and Land Development jobs in Laredo, Texas and surrounding areas. His role also includes office management and quality control of construction projects.

Howland Engineering and Surveying Company, Laredo, Texas – Under previous employment Mr. Villarreal worked for the firm for the last 18 years, the last 10 which he served as Land Development Manager of the Civil Engineering Department. His tasks included master planning, platting, surveying, rezones, annexations and civil construction documents. His role included many meetings with different departments within the County and the City of Laredo. In addition, Mr. Villarreal also worked on projects for Webb County and the Texas Department of Transportation (TxDOT). These tasks include many roadway and highway design projects. His supervisory responsibilities lead a team of technicians, field crews, construction managers and engineers to succeed in the projects at hand. The following are a list of projects that included PS&E, roadway, residential, commercial, industrial, surveying, and site civil design for the region:

- Antler Crossing Phases 1 -5 (residential)
- Cielito Lindo Phase IX (commercial)
- Cielito Lindo Phase X (commercial)
- Cielito Lindo Phase XIV (commercial)
- Cielito Lindo Autozone Plat (commercial)
- Los Presidentes East Subdivision Phases 1 - 2 (residential)
- The Coves at Winfield Phase 1 -2 (residential and institutional)
- Cielito Lindo/Carm Subdivision Phase XXII – XXIII (residential)
- North Laredo Industrial Park Phases I - IV(industrial)
- North Webb Industrial Park Phase III (industrial)
- Garmar Park (industrial)
- Los Presidentes Right of Way Dedication
- Las Fincas Subdivision Phase 1
- Aqua Carwash Clark Blvd & Del Mar Blvd
- Fatima Warehouse
- Reynera Warehouse
- Family Dollar on Pita Mangana
- El Dorado Condominiums
- Welldex Warehouse
- Yard Pave at Mercury Drive
- Veteran's Baseball Field
- Texas Community Bank Annex
- Shiloh Church
- Guama Park Ranch Survey
- Corazon Ranch ALTA/ASTM Survey
- Marriott Townplace ALTA/ASTM Survey
- Sonterra Apartments ALTA/ASTM Survey
- North Village ALTA/ASTM Survey
- Fedex Freight ALTA/ASTM Survey

EDUCATION

BS, Civil Engineering, University of Texas San Antonio, 2002

LICENSES AND REGISTRATIONS

Licensed Professional Engineer: State of Texas No. 100082

Texas Registered Professional Land Surveyor No. 5986

TxDOT Pre-certification Codes: 15.1.1, 15.1.2, 15.1.3, 15.1.4, 15.2.1

EXPERIENCE

Mr. Escamilla has over 20 years of experience in both engineering and surveying for residential, commercial, ranch, design, oil and gas, adding to his experience in Land Planning and Land Development. Mr. Escamilla has managed several City and County projects and is familiar with coordinating with several departments during the platting process. He can handle all aspects of projects, including drafting, writing reports, designing, construction inspection, financial, and project closeout. He is also a professional title researcher for Right-of-Way (ROW) land acquisition.

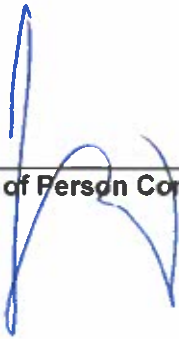
TopSite Civil Group, LLC, Laredo, Texas - Serving as partner, Mr. Escamilla ensures the company's overall financial performance, including reviewing to monitor project budgets, backlog, and company profitability. Mr. Escamilla has worked on many engineering and surveying projects throughout South Texas. His experience and expertise includes but not limited to photogrammetry, right of way acquisition, mapping, abstracting, platting, surveying, civil engineering, and PS&E.

- **Copper Creek Water and Sanitary Sewer Masterplans** - As project manager, Mr. Escamilla, oversees the development of a 1,000 acre tract of land off of Loop 20. During the desging of the land development process. This masterplan will determine the ultimate needs of the water and sewer systems
- **Mustang Creek Drainage Improvements (City of Cotulla)** - As project surveyor was tasked with the job of assisting the City of Cotulla with improvements to Mustang Creek. Mustang creek is one of two major creeks traversing the City of Cotulla and due to lack of capacity, flooding in the area has caused tens of thousands of dollars of damage over the past few years.
- **24" 16" Water line for the Buena Vista Sporks - This project will provide water and sanitary sewer services to the park and ofther reasonable appertuans.**
In anticipation of the upcoming City of Laredo Buena Vista Sports Complex, the City of Laredo tasked TopSite with the assignment of delivering water and sanitary sewer service for the ultimate development of the sports park and future water park.
- **Howard Energy Pipeline Relocation:** As the project surveyor, Mr. Escamilla, oversaw and coordinatied the relocation of the 4" gas pipeline outside of Eagle Pass Texas. The highway was going to be built and with the proposed alignment, the pipeline would not cross at a 90 degree angle. TxDOT compensated Howard energy for relocating the line. We developed alternatives and finalized plan and updated surveys.
- **Clark Elementary School Replacement, U.I.S.D., Laredo, Texas**
As the project surveyor, Mr. Escamilla was responsible for the location and measurement of all visible improvements and coordinate the location of underground utilities.

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

“Civil Engineering Services for Fairgrounds Parking Lot Project”

- Statement of Qualifications
- References Form
- Conflict of Interest Form (CIQ)
- Certification regarding Debarment (Form H2048)
- Certification regarding Federal lobbying (Form 2049)
- Purchasing Code of Ethics Affidavit
- House Bill 89 Form
- Senate Bill 252 Form
- Proof of No Delinquent Tax Owed to Webb County



Signature of Person Completing this Package

12/20/2023
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.

Top Site Civil Group LLC

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

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

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.

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

12/20/2023
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.
Top Site Civil Group		

Signature of Authorized Representative
Jorge A. Martinez - Partner

12/18/23

Date

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.
Top Site Civil Group,	74-1701559	RFQ-2024-004

Name of Authorized Representative	Title
Jorge A. Martinez	Partner

Signature - Authorized Representative

Date

12/20/2023

Offeror: Complete & Return this Form with Response Submission.

House Bill 89 Verification

I, Jorge A. Martinez, the undersigned representative of (company or business name) Top Site Civil Group, LLC (heretofore referred to as company) being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the company named above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

- 1. Does not boycott Israel currently; and
- 2. Will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001, Texas Government Code:

- 1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made ordinary business purposes; and
- 2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or an limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business association that exist to make a profit.

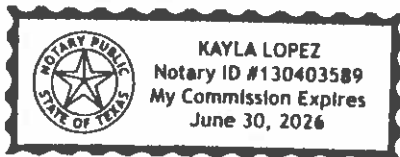
Signature of Company Representative

12/20/2023
Date

On this 20TH day of DECEMBER, 2023, personally appeared

JORGE A. MARTINEZ, the above named person, who after by me being duly sworn, did swear and confirm that the above is true and correct.

Notary Seal



[Signature]
Notary Signature

DECEMBER 20, 2023
Date

PROOF OF NO DELINQUENT TAXES OWED TO WEBB COUNTY

Name Jorge A. Martinez owes no delinquent property taxes to Webb County.

Top Site Civil Group, LLC owes no property taxes as a business in Webb County.
(Business Name)

[Signature] owes no property taxes as a resident of Webb County.
(Business Owner)

Jorge A. Martinez

Person who can attest to the above information

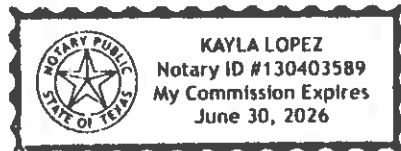
*** SIGNED NOTORIZED DOCUMENT AND PROOF OF NO DELINQUENT TAXES TO WEBB COUNTY.**

The State of Texas
County of Webb

Before me, a Notary Public, on this day personally appeared Jorge A. Martinez, know to me (or proved to me on the oath of N/A) 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 20TH day of DECEMBER 2023.

Notary Public, State of Texas



KAYLA LOPEZ

(Print name of Notary Public here)

My commission expires the 30th day of JUNE 2026.

**Offeror: Complete & Return this Form with Response Submission.
Senate Bill 252 Certification**

SB 252 CHAPTER 2252 CERTIFICATION I, Jorge Martinez, the undersigned representative of Top Site Civil Group, LLC (Company or business name) being an adult over the age of eighteen (18) years of age, pursuant to Texas Government Code, Chapter 2252, Section 2252.152 and Section 2252.153, certify that the company named above is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under Section 806.051, Section 807.051 or Section 2253.153. I further certify that should the above-named company enter into a contract that is on said listing of companies on the website of the Comptroller of the State of Texas which do business with Iran, Sudan or any Foreign Terrorist Organization, I will immediately notify Mr. Jose Angel Lopez III, Webb County Purchasing Agent at (956) 523-4125 or via email at joel@webbcountytexas.gov

Jorge Martinez Name of Company Representative (Print)

 Signature of Company Representative

12/20/2023 Date