

Application to Prequalify Planning Services Providers

TxCDBG Cycle Type: 2020

Firm Name: Langford Community Management Services, Inc.	DUNS Number: 604131664	Federal EIN: 742804904
Prequalification Contact First, Last Name and Title: Judy Langford, President	Phone Number: +1 (512) 452-0432	Prequalification Contact E-mail Address: Judy@LCMSinc.com
Firm Web Address LCMSinc.com	Firm Mailing Address 2901 CR 175, Leander, Texas 78641	Name of Firm's President/Managing Officer: Judy Langford

Application for Prequalification to Provide Planning Services

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

Part 1

1. Provide a brief history or background of the respondent including number of years in the business of providing planning services.

Langford Community Management Services, Inc. (LCMS) has been serving Texas cities and counties and their grant writing/planning and administration needs for more than 38 years. LCMS incorporated as a Woman-Owned Business Enterprise (WBE) in 1997, having worked with numerous grants since 1983 as a sole proprietorship. LCMS became a certified HUB through the Secretary of State's office and has maintained that certification since 2009. As a Texas "home-grown" business, LCMS has chosen to concentrate in helping to strengthen Texas communities through community planning and economic development while advocating for affordable housing through local program development and statewide policy changes affecting Texas communities. With our roots in public service, LCMS strives to meet our clients' needs with the recognition that all local governments are in place to assist the public and provide basic services to sustain their communities.

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

LCMS has worked with the Texas Community Development Block Grant Program from its inception - over 38 years. The firm has worked closely with the non-entitlement CDBG program and the many state agencies of which it has been a part. As a component of the program, LCMS has and continues to participate in the development of the consolidated and action plans for the program in reviewing and commenting on the plans. A majority of the LCMS staff are certified Grant Administrators for the TxCDBG Program.

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

- a. Comprehensive plans

LCMS has developed, written and completed numerous Comprehensive Plans for Cities. We work with each city's engineer as a subcontractor to assist with the development of these plans, particularly for the maps and utilities. Comprehensive planning is an attempt to establish guidelines for the future growth of a community. As the term "comprehensive" suggests, we work with each City in an all-inclusive approach to addressing the issue of communities' future growth. The comprehensive plan as part of the finalization of the document is formally adopted by council through this process. The plan then serves as a policy guide to decisions about community development.

- b. Community development plans

According to HUD, community development programs/plan(s): Seek to develop viable communities by promoting integrated approaches that provide decent housing, a suitable living environment, and expanded economic opportunities for low- and moderate-income persons. LCMS assists cities in the "Community Development" portion of the Comprehensive Plan through a public participation process and interactive form of town or neighborhood planning and design in with diverse members of the community. These "stakeholders" contribute to the formulation of goals, objectives, planning, fund/resource identification and direction, planned project implementations and reevaluation of documented local planning policy. This process creates local ownership of the community as a means to harness physical development activities in support of community-defined goals. At a minimum, it seeks community consensus for proposed allocations of scarce resources among competing demands.

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

For over 38 years, LCMS has prepared stand alone Open Space Master Park Plans approved by Texas Parks and Wildlife. Housing Land Use, Economic Development, energy use and floodplain/wetlands maps are developed in cooperation with the planning team for the City and with the City's identified engineering firm.

d. Economic development plans

LCMS has worked with a number of Economic Development Corporations to assist with the development of site plans and updates to their economic development plan as needed. The Economic Development portion of the Comprehensive Plan is created through the use of a plan committee where some stakeholders have been identified as economic development leaders for the city. The economic development plan provides a comprehensive overview of the economy, sets policy direction for economic growth, and identifies strategies, programs, and projects to improve the economy.

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

LCMS has worked closely with Cities and the preparation of Capital Improvement Programs. Frequently, grant funded projects/applications are part of the CIP. We have prepared many environmental and historic preservation plans/programs/grant projects. LCMS has also developed through extensive local input, Hazard Mitigation Plans which identify potential hazards for the community.

f. Policy planning-management-capacity building activities

Policies are the guidelines/set of principles which guide the concerned authority in its course of action. Planning is about making plans on how to achieve the objective. Policy is the guideline to achieve the objective. Plan is a course of action intended for future. Policy is a set of rules and regulations. LCMS holds numerous planning meetings during the Comprehensive Planning process to assure these activities are completed.

g. Grant writing/administration activities

LCMS has administered over 400 TxCDBG projects, many of which were community-wide infrastructure projects. We have administered, as part of the 400, direct-beneficiary projects such as first-time water and/or sewer projects. LCMS has written/administered and closed over 50 TCF projects, including Main Street and Downtown Revitalization Program projects. LCMS has administered numerous projects with multiple funding sources such as Hazard Mitigation Funds, FEMA PW funds, TWDB and various other state/federal sources. LCMS is completing housing rehabilitation through the CDBG program. We have also worked with the TDHCA HOME Program for over twenty years. On staff, we have two licensed Real Estate Mortgage Loan Officers for housing transactions. LCMS has been assisting communities create economic opportunities for their citizens since the Texas Capital Fund was first introduced. LCMS works closely with cities and counties through the Program's incentives to encourage and create jobs for Low-to-Moderate Income beneficiaries, enhancing the community and increasing economic development. LCMS has had the pleasure of assisting a diverse array of businesses, local governments and Economic Development Corporations for a variety of real estate and infrastructure applications and with funding, administration. Given the very specific requirements of the Texas Capital Fund Program, we have the knowledge, background and trained staff to assist communities successfully navigate the program and complete the projects. In working closely with many cities and counties frequently during the Disaster Recovery process, LCMS has developed an extensive knowledge of the disaster recovery programs available and how they may complement each other to best serve the communities and extend available dollars. We have managed numerous projects with three or more funding sources maintaining the projects to meet each sources' different requirements, including Hazard Mitigation Funds, FEMA PW funds, TWDB and various other state/federal sources.

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

LCMS has written and administered over a billion dollars in grants and loans from state and federal agencies including the Texas Department of Agriculture (TDA), General Land Office (GLO), Texas Department of Housing and Community Affairs (TDHCA), Texas Department of Emergency Management (TDEM), Texas Department of Economic Development (TOED), Texas Parks and Wildlife (TPWD), Texas Department of Transportation (TxDOT), Texas Water Development Board (TWDB), Texas Water Commission (now Texas Commission on Environmental Quality - TCEQ), Department of Energy (DOE), State Energy Conservation Office (SEGO), Housing and Urban Development (HUD), United States Department of Agriculture (USDA), Texas Historical Commission (THC), U.S. Department of Justice (DOJ), Federal Emergency Management Agency (FEMA), and the Economic Development Administration (EDA).

Specifically with the TxCDBG Program, our team stands ready to provide cities and counties with planning/management services within each of the following areas:

Financial Management: Our firm is confident with the overall financial management of projects to include, but is not limited to, creating and submitting drawdown requests for payment. Given our close proximity to Austin, we are able to hand-deliver draws to the State when they exceed the page limit allowed for email, without the delay of regular postal mail. Our

financial record-keeping is precise, documenting all grant and local match funds' requests and disbursements. Record-keeping Requirements In order to maintain the records for all projects administered, we regularly conduct in-person site visits. During the visit, we check the status of the project site and review files on hand. LCMS also initiates phone calls, emails, and meetings. Our firm maintains record-keeping requirements under the Davis-Bacon Act.

Environmental Clearance Procedures: LCMS has over 36 years of experience executing environmental clearance procedures from inception through completion, which includes initiating the environmental process by coordinating contact with applicable state agencies, such as Texas Historical Commission, Environmental Protection Agency, Tribal organizations, and U.S. Fish and Wildlife Service, to completion of the Environmental Review Record. Our firm is knowledgeable with the provisions of a full Environmental Assessment (EA) and Categorical Exclusion (CE) and is capable of executing both to completion. For more than 6 years, LCMS has contracted with the Texas General Land Office as an Environmental Service Provider, to complete the environmental assessments for the communities that were affected by Hurricanes Dolly and Ike, and the Wildfires, increasing our knowledge of the regulations required for environmental approval.

Real Property Acquisition Procedures: When it is necessary for a client to obtain easements or acquire property, LCMS prepares all necessary documents required by the agencies to complete and maintain the acquisition process. Our firm is experienced with Real Property Acquisition procedures, which included verifying that the acquisition of real property, easements and or right-of-way for the projects are in compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970.

Clearance of Special Conditions: LCMS clears the Special Conditions of the CDBG contract through various methods that include initiating the Start-Up process, assuring required signage on the project site, confirming the accuracy of wage rates, and verifying final payrolls.

Equal Employment Opportunity Requirements: LCMS ensures our projects uphold EEO requirements by having cities/counties appoint a Civil Rights Officer and include all necessary publishing/posting, and inclusion of EEO requirements in all project documents.

Fair Housing Activities and Compliance: Local governments that receive Community Development Block Grants (CDBG) and HOME Investment Partnerships grants are required to affirmatively further the purposes of the Fair Housing Act. LCMS assists the city/county with activities to accomplish Housing and Urban Development's Fair Housing goals.

Section 3 Requirements: HUD has increased its emphasis on compliance with Section 3 requirements to create jobs and economic opportunities for low income persons and businesses. With that increased emphasis, TDA now requires that local governments provide outreach through procurement and management. LCMS will assure compliance with these requirements.

Limited English Proficiency: Each grant recipient must take reasonable steps to provide meaningful access to federally-funded programs (grants) for all persons with Limited English Proficiency (LEP). LCMS will assist the city/county with assuring compliance with making information accessible to all persons with Limited English Proficiency.

Labor Standards Monitoring: LCMS is experienced in the labor standards monitoring process through the methods that include overseeing the pre-construction conference, verifying contractors adhere to Davis-Bacon wage rates, reviewing bid documents, placing advertisements, and reviewing contractors' payrolls for compliance.

Contract Close-out: Assistance LCMS is knowledgeable and experienced with the contract close-out assistance process, from verifying that funding was expended properly, to preparing cities and counties for monitoring reviews, holding final public hearings, and completing and submitting Project Completion Reports.

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

<input checked="" type="checkbox"/>	AACOG	<input checked="" type="checkbox"/>	ATCOG	<input checked="" type="checkbox"/>	BVCOG	<input checked="" type="checkbox"/>	CAPCOG	<input checked="" type="checkbox"/>	CBCOG
<input checked="" type="checkbox"/>	CTCOG	<input checked="" type="checkbox"/>	CVCOG	<input checked="" type="checkbox"/>	DETCOG	<input checked="" type="checkbox"/>	ETCOG	<input checked="" type="checkbox"/>	GCRPC
<input checked="" type="checkbox"/>	HGAC	<input checked="" type="checkbox"/>	HOTCOG	<input checked="" type="checkbox"/>	LRGVDC	<input checked="" type="checkbox"/>	MRGDC	<input checked="" type="checkbox"/>	NCTCOG
<input checked="" type="checkbox"/>	NORTEX	<input checked="" type="checkbox"/>	PBRPC	<input checked="" type="checkbox"/>	PRPC	<input checked="" type="checkbox"/>	RGCOG	<input checked="" type="checkbox"/>	SETRPC
<input checked="" type="checkbox"/>	SPAG	<input checked="" type="checkbox"/>	STDC	<input checked="" type="checkbox"/>	TEXOMA	<input checked="" type="checkbox"/>	WCTCOG	<input checked="" type="checkbox"/>	Statewide

LCMS currently works in the following Regions: IAACOG, BVCOG, CAPCOG, CTCOG, CBCOG, DETCOG, GCRPC, HOTCOG,

H-GAC, LRGVDC, MRGDC, NORTEX, NCTCOG, RGCOG, TEXOMA and WCTCOG. The firm will consider working in any region in Texas.

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

LCMS ranks our employees as our #1 asset. Our work with serving more than 80 communities would not be possible without the knowledge, experience and skills of our staff members. LCMS has in place a strong team with vast training and experience in the TxCDBG Program, as well as beneficial programs such as HOME through the Texas Department of Housing and Community Affairs. Our staff members are trained and certified through the Texas Department of Agriculture to be administrators of the TxCDBG Program. Many are GLO and CDBG-trained for environmental reviews, and trained and certified with the Texas Department of Transportation for administration of TxDOT projects. With a staff of seventeen service-minded individuals, LCMS has the capacity to write grant applications and administer additional projects. We also work with several sub-contractors for additional expertise, including engineering firms for Comprehensive Plans, and two environmental firms when environmental reviews require more than an EA.

7. Is the respondent a TxCDBG certified administrator?

- Yes, certified in 2019 and can provide administrative services for planning contracts.
- No, but can provide administrative services for planning contracts and will become certified.
- No, and does not offer administrative services for planning contracts.

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

N/A

8. Using the table below, provide detailed information on up to five planning services projects the respondent completed (if possible, include contracts with multiple different entities served by the respondent; in particular, planning projects supported by federal funds or those subject to federal requirements). Only include projects that were conducted in the last five (5) years or are currently under contract with the respondent, and that can be used as references.

Project Data and References		Add Project
Remove Project	Project Name	City of Lyford Comprehensive Plan
Project Type		Comprehensive Plan
Project Location (Jurisdiction)		City of Lyford
Project Description		Preparation of a Comprehensive Plan containing the City's official policies on land use, transportation, housing, environment and utilities. Its policies apply to both public and private properties.
Roles & Responsibilities		LCMS in partnership with K. Friese & Associates and Cruz-Hogan Consultants met with the planning committee to develop the plan. A windshield suNey of the housing stock was completed. Presentation of the plan was made to the City Commission and adopted.
Project Cost		\$29,415
Financing/Funding Source		TDA grant and local funds
Project Schedule -Start and End Dates -Describe if project was completed on schedule or delayed		Start: 10/15/14 End: 10/14/16 Project completed on schedule
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Judy Langford - LCMS, management and preparation of plan Chris Stewart - K. Friese & Associates, development of plan Orlando Cruz, P.E. - Cruz-Hogan Consultants, map preparation and utility reviews
Contact Information		Lydia Moreno, City Administrator

Current phone and e-mail address of local government representatives you worked with.	956/347-3512 cityoflyford@lyfordtx.us
<input type="button" value="Remove Project"/> Project Name	City of Uhland
Project Type	Comprehensive Plan
Project Location (Jurisdiction)	City of Uhland
Project Description	Preparation of a Comprehensive Plan containing the City's official policies on land use, transportation, housing, environment and utilities. Its policies apply to both public and private properties.
Roles & Responsibilities	LCMS met with leaders of the community appointed by council (planning committee) to develop the plan. A windshield survey of the housing stock was complete. Presentation of the plan was made to the City Council and adopted.
Project Cost	\$30,780
Financing/Funding Source	TDA grant and Local Funds
Project Schedule -Start and End Dates -Describe if project was completed on schedule or delayed	Start: 1/1/18 End: 12/31/19 Project was completed on schedule
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Judy Langford - LCMS -Management and preparation of the plan Harry Savio - LCMS - Development of plan LNV Engineering - map preparation and utility reviews.
Contact Information Current phone and e-mail address of local government representatives you worked with.	Karen Gallaher, City Administrator city@uhlandtx.us 512/398-7399
<input type="button" value="Remove Project"/> Project Name	City of Flatonia Comprehensive Plan
Project Type	Comprehensive Plan
Project Location (Jurisdiction)	City of Flatonia
Project Description	Flatonia's Comprehensive Plan provides a guide for the physical development of the community by identifying characteristics and features which influence the community growth patterns. Included in this plan is an analysis of Flatonia's historical patterns of development in the areas of housing, population, land use, and projections for the City's future. Attention is given to the adequacy of each of these major elements for future development needs and how these facilities will affect and be affected by future growth. The plan also suggests appropriate objectives which would assist in meeting the community's goals regarding future growth and development.
Roles & Responsibilities	LCMS in partnership with BEFCO Engineering met with the planning committee/city staff to develop the plan. A windshield survey of the housing stock was completed. Presentation of the plan was made to the City Council and adopted.
Project Cost	\$44,055
Financing/Funding Source	TDA and Local Funds
Project Schedule -Start and End Dates -Describe if project was completed on schedule or delayed	Start: 1/1/18 End: 12/31/19 Project completed on schedule

Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Judy Langford - LCMS - management and preparation of plan Joseph Willrich, P.E. - BEFCO Engineering, map preparation and utility reviews
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Contact Information Current phone and e-mail address of local government representatives you worked with.	City of Flatonia Jack Pavlas, Director of Public Works 361/865-3548 jackpavlas@ci.flatonia.tx.us
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9. Describe the experience, competence and training of personnel with respect to provision of planning services, and related work. Use the following table to present background on **key** personnel who will potentially be assigned responsibility for a core project task.

In addition to the twenty dedicated and experienced employees of LCMS, our firm works several sub-contractors for additional expertise, including a number of engineering firms for Comprehensive Plans, and two environmental firms when environmental reviews require more than an EA.

Key Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	Judy Langford
Potential Role	Grant writer/Administrator	
Base Location	Leander	
Current Employment Current job title Job responsibilities Number of years with respondent	Consultant/President June 1991 to present Co-owner of Langford Community Management Services, Inc. Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of grant applications to the appropriate federal and/or state agency with a primary focus within the following agencies: Texas Department of Agriculture CDBG, Texas General Land Office-Disaster Recovery Division, Texas Parks & Wildlife Department, Texas Historical Commission, Texas Department of Economic Development, Texas Department of Transportation, Neighborhood Stabilization Program, U.S. Department of Energy - Energy Efficiency and Conservation Block Grant Program, State Energy Conservation Office, U.S. Department of Labor, U.S. Department of Justice, Texas Department of Economic Development, Texas Department of Emergency Management, Federal Emergency Management Agency, U.S. Department of Housing and Urban Development - Economic Development Initiative, as well as private entities such as HNTB. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Responsible for the environmental clearance of projects to include the submission and maintenance of the Environmental Review Record for projects as needed. Conduct public hearings for grant programs at city council and commissioners' court meetings as needed. Insure the communities that we represent comply with applicable State and Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Maintain and build solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works, parks, and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community. 31 years with company.	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Quality Assurance Director of Outpatient Services Kerrville State Hospital Developed and administered Quality Assurance Program for a 16-county catchment area of the Kerrville State Hospital with eight community-based mental health centers. 4 years with company 31 years direct experience with the CDBG program	

	<p>Bachelor of Science from the University of Texas</p> <p>WORKSHOPS and TRAININGS: Texas Department of Agriculture Grant Application and Implementation Workshops General Land Office Disaster Recovery Program Training Texas Department of Transportation Grant Workshops Texas Safe Routes to School Grant Administration Workshops Texas Department of Housing and Community Affairs Grant Administration Workshops Texas Municipal League Annual Conferences</p> <p>CERTIFICATIONS: Texas Engineering Extension Service - Texas Department of Transportation LGPP Qualified Texas Department of Agriculture Administration Certified</p>
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NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for planning services.

Remove Personnel	Full Name	Janel Foster
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Potential Role	Grant Writer/Administrator
Base Location	Leander

Current Employment	
Current job title	Management Consultant Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of Texas Community Development Block Grant (TxCDBG) Program grant applications to the Texas Department of Agriculture and U.S. Department of Housing and Urban Development. Oversee financial management, monitor construction and engineering activities for grantees. Oversee and process certified payrolls for community projects. Conduct public hearings for grant programs at city council and commissioners' court meetings as needed. Insure the communities that we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Build and maintain solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community.
Job responsibilities	
Number of years with respondent	4 years with company

Overall	3 year of overseeing CDBG projects as consultant
Total Years or relevant experience	
Other relevant experience or accomplishments	<p>Bachelor of Science in Business Management, National American University</p> <p>WORKSHOPS: TDA's Texas Community Development Block Grant Implementation Workshops Unified Hazard Mitigation Assistance: Developing Quality Application Elements Texas Emergency Management Conference Texas Municipal League Hazard Mitigation Assistance (HMA)-Basic Procurement GMS (Grant Disaster Management Assistance Training System) Local Capital Area Mitigation Council Planning of Governments Certification Criminal Justice Grant Writing</p> <p>CERTIFICATIONS: Department of Agriculture Administration Certified</p>

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

Remove Personnel	Full Name	Melisa Durham
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Potential Role	Environmental Specialist
Base Location	Leander

Current Employment	
Current job title	Prepare Environmental Environmental Specialist Review Records (ERR) for Texas Department of Agriculture's Office General of Land Rural Office. Affairs' The Community

Job responsibilities Number of years with respondent	ERR includes Development research and projects determination administered of by information Langford as and to the whether outcome, the publishing human of environment public notices, would be coordination negatively with the impacted Texas by the Historical project activities Commission, and Texas engineers, Department, Coastal administrators Program, Environmental U.S. and Fish Protection Grantee and staff. Agency, Wildlife Texas Service, Texas Department Parks of and Agriculture, Wildlife the Assist State with of writing Texas, of and competitive correspondence grants on and behalf submission of rural of cities grant and applicaions counties to the throughout Texas appropriate Department federal of and/or Rural state Affairs, agency Texas with a Department primary of focus Rural within Affairs the -following Disaster agencies:Recovery Division, Historical Texas Commission, Department Texas of Department Agriculture, of Texas Economic Parks & Wildlife Development, Department, Texas Texas Department of seminars, Transportation, and as workshops well as to keep private current entities on such applicable as HNTB. rules and Continuously regulations attend within trainings,each grant agencies program. that manage Build and grant maintain programs. solid working Collaborate with relationships communities with pertinent and their public governmental better works, assist parks, them and in economic meeting the development needs of their programs community. to develop plans and strategies which 8 years with company
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Overall Total Years or relevant experience Other relevant experience or accomplishments	Frontera Administrative Services, Inc., Austin, Texas Co-managed grant projects funded through the Texas Department of Transportation Border Colonia Access Paving (BCAP), Texas Department of Agriculture Community Development (CDBG) and the Texas Water Development Board Economically Distressed Areas Program (EDAP). Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Collaborate with communities and their public works and economic development programs to develop plans and strategies which better assist them in meeting the needs of their community. 4 years with company. 12 years of overseeing CDBG projects as a consultant WORKSHOPS: Office of Rural Affairs TxCDBG Administrator Certification Workshops TDHCA 1st Thursday Eligibility Training for Affordable Housing Programs TDHCA Environmental Review and Clearance for Single Family Housing Construction Projects Office of Rural Affairs Implementation Workshops CERTIFICATIONS: Texas Department of Agriculture Administration Certified
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NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for planning services.

Remove Personnel	Full Name	Cynthia (Cindy) Metro
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Potential Role Base Location	Management Consultant Leander
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Current Employment Current job title Job responsibilities Number of years with respondent	Management Consultant Write, review and administer competitive grants on behalf of rural cities and counties throughout the State of Texas. Responsible for the correspondence and submission of Texas Community Development Block Grant (TxCDBG) Program grant applications to the Texas Department of Agriculture and U.S. Department of Housing and Urban Development. Oversee financial management, monitor construction and engineering activities for grantees. Conduct public hearings for grant programs at city council and commissioners' court meetings as needed. Insure the communities that we represent comply with applicable State & Federal rules and regulations from application through administration. Continuously attend trainings, seminars, and workshops to keep current on applicable rules and regulations within each grant program. Build and maintain solid working relationships with pertinent governmental agencies that manage grant programs. Collaborate with communities and their public works and economic development programs
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	to develop plans and strategies which better assist them in meeting the needs of their community. 4 years with company
Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>Section 504 Coordinator/Dyslexia Contact Teacher Pflugerville Independent School District, Pflugerville, Texas Facilitate Section 504 meetings, mediations, and due process hearings for students with disabilities. Collaborate with staff in implementing effective learning and instruction plans. Conduct training and professional development of staff, related to students with disabilities. Provide written notice to parents/guardians regarding their students' status, such as evaluations, identifications and placements and other actions taken by the school. Effectively communicate with parents, staff, legal counsel, and advocacy organizations to achieve student success. Ensure compliance with federal, state and district policies; oversee legal meetings regarding mandates. Collect and maintain accurate records for students with disabilities. Administer dyslexia/dysgraphia evaluations for students and articulate the results of the reports to the Section 504 and Special Education committees. Provide consultation and instruction to the Response to Intervention Team to educate staff on issues with students with disabilities. Assist and collaborate with staff in implementing effective intervention plans for dyslexia/dysgraphia students. Adapt the scope and sequence of curriculum to meet the instructional needs of students. Conduct, organize and maintain student progress monitoring; implemented the Strategic Instruction Model - Inference Strategy, which resulted in students increasing their correct answers on the state test by 70%.</p> <p>13 years with district.</p> <p>4 years of overseeing CDBG projects as consultant</p> <p>Bachelor of Science in Business Administration, Central Michigan University</p> <p>WORKSHOPS: Texas Department of Agriculture TxCDBG Implementation Workshop</p> <p>CERTIFICATIONS: Texas Department of Agriculture Administration Certified Texas Engineering Extension Service - Texas Department of Transportation LGPP Qualified</p>
<i>NOTE: More detailed information, that expands upon staff experience, training background and other relevant information, may be provided at the request of interested communities who are in the process of soliciting proposals for planning services.</i>	
Remove Personnel	Full Name Kelley Myers Bauer
Potential Role Base Location	Labor Standards Officer Leander
Current Employment Current job title Job responsibilities Number of years with respondent	<p>Labor Standards Officer Complete Labor Standards requirements for CDBG projects including review of payrolls, conduct 10-day calls, issue Davis-Bacon Wage Determinations, and interview construction workers. Correspondence with payroll supervisors of construction companies to assure compliance with Davis-Bacon Act. Schedule and conduct meetings with staff about labor standards status on projects. Assist with front office duties, answering phones, transferring calls, and greeting visitors.</p> <p>3 years with company</p>
Overall Total Years or relevant experience Other relevant experience or accomplishments	<p>Kitting and Final Assembly Lead Stealth Products, LLC, Austin, Texas Received, processed and tracked client orders, following up on entire distribution process. Created and maintained inter-department inventory control system. Supervised department productivity, streamlining distribution and management of sales orders. Financial administrative duties to include data entry, billing, filing, and client communication.</p> <p>7 years with company</p> <p>3 years with CDBG program</p>

WORKSHOPS:
 Texas Department of Agriculture
 TxCDBG Implementation Workshop
 CERTIFICATIONS: Texas Department of Agriculture Administration Certified

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

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

LCMS stands ready to write and administer TxCDBG projects. With twenty staff members, the firm has the capacity and knowledge to write and administer TxCDBG projects.

11. Is the respondent certified or self-identified as a small business, minority- or woman- owned business enterprise, or Section 3 business?

Small Business		Woman Owned		Minority Owned		Section 3	
<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input checked="" type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No

LCMS is a State Comptroller certified WBE.

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

LCMS is an equal opportunity employer. We are a woman-owned firm. We also have bilingual (English and Spanish) staff members.

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

LCMS understands the need for the selected consulting firm to administer and manage the City/County grant program entirely. This is the stance our firm takes on all contracts. LCMS will organize the program in such a way that the City or County will ultimately be responsible only for internal processes, such as final review and approval of reimbursement requests. National Environmental Protection Agency (NEPA) standards, including environmental reviews, will be met. LCMS is very experienced with these reviews and the associated processes anticipated by federal programs. LCMS is also very experienced with Federal Labor Standard Regulations, including the Davis-Bacon and Related Acts and will assure compliance with these regulations.

Part 2

1. Describe the character, integrity and reputation of the respondent and key personnel. Include whether the respondent is in good standing with former and current clients, and with TDA, including any sanctions issued to the firm directly. Provide an explanation for any negative or substandard reviews or relationships.

LCMS is in good standing with TDA and former and current clients. The reputation of the company is our marketing plan. Most of our new clients come to us by word-of-mouth from clients we currently serve. Maintaining a good reputation is critical to the firm. We truly believe that serving our clients to the best of our abilities is the service model from which we work.

2. Has the respondent had a contract terminated or denied renewal for noncompliance with policies or regulations of any state or federally funded program within the past five years? If the respondent does have such a terminated contract, identify each and provide an explanation for the termination.

LCMS has not had a contract terminated or denied renewal for noncompliance with policies or regulations of any state or federally funded program.

3. Has the respondent or any of its principals ever been debarred, suspended or otherwise excluded from or ineligible for participation in federally-assisted programs? If affirmative, identify each person and provide an explanation for the debarment, suspension or ineligibility. The term "principals" for purposes of this RFQ is defined as an officer, director, owner, partner, key employee, or other person with primary management or supervisory responsibilities, or a person who has a critical influence on or substantive control over the operations of the respondent.

No principals of the company have been debarred, suspended or otherwise excluded from or ineligible for participation in federally-assisted programs.

4. The respondent must disclose any existing or potential conflicts of interest. Respondents shall disclose all contractual or informal business arrangements/ agreements, including but not limited to, fee arrangements and consulting agreements between it and TDA, TDA's staff, or any entity that provides services to TDA. The respondent must disclose all relationships with any other Texas state agencies.

Currently, LCMS does not have any contractual or informal business arrangements/agreements with TDA, TDA's staff, or any entity that provides services to TDA. Our firm does have agreements with the Texas General Land Office to perform grant administration services for disaster recovery projects stemming from Hurricanes Ike and Dolly and the Wildfires.

Certifications and Assurances

By signing below, the respondent affirms or certifies, or acknowledges and accepts that:

1. **True and Correct Representations:** All of the respondent's representations and warranties contained in any part of its submittal are material and have been relied upon by TDA in approving administrators for prequalification. Submitting an application for prequalification that contains false or misleading statements is a material breach and shall void the submittal if, in TDA's opinion, the information was intended to mislead the state regarding a requirement of the RFQ. In such event, the respondent shall be disqualified by TDA from providing planning services to local communities and shall be removed from all lists of eligible vendors maintained by TDA. The respondent shall promptly notify TDA in the event that any representations and warranties provided in its submittal are no longer true and correct.
2. **No Reimbursement for Costs:** Any costs incurred from the respondent's participation in this RFQ shall be at the sole risk and responsibility of the respondent.
3. **Actual and Perceived Conflicts:** The respondent is in full compliance with state and applicable federal conflict of interest standards and neither it nor its employees and subcontractors have an actual or potential conflict of interest in participating in this RFQ.
4. **Deceptive Trade Practices - Unfair Business Practices:** The respondent has not been the subject of allegations of Deceptive Trade Practices violations under Tex. Bus. & Com. Code, Chapter 17, or allegations of any unfair business practice in any administrative hearing or court suit, and the respondent has not been found to be liable for such practices in such proceedings.
5. **Immigration:** The respondent shall comply with the requirements of the Immigration Reform and Control Act of 1986 and 1990 regarding employment verification and retention of verification forms for any individuals hired on or after November 6, 1986, who will perform any services under a planning contract and the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA) enacted on September 30, 1996.
6. **Civil Rights:** No person shall, on the ground of race, color, religion, sex, national origin, age, or disability, political affiliation, or religious belief, be excluded from the participation in, be denied the benefits of, be subjected to discrimination under, or be denied employment in the administration of, or in connection with, any program or activity funded in whole or in part with TxCDBG funds.
7. **Federal Rules, Laws, and Regulations that Apply to all Federal Programs:** The respondent shall be subject to and shall abide by all federal laws, rules, and regulations, pertaining to the grant project, including, but not limited to:
 - a. Americans with Disabilities Act, P.L. 101-336, 42 U.S.C. 12101 *et seq.*, and the regulations effectuating its provisions contained in 28 CFR Part 35 and 29 CFR Part 1630;
 - b. Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d *et seq.*, as amended (prohibition of discrimination on the basis of race, color, or national origin), and the regulations effectuating its provisions contained in 24 CFR Part 1;
 - c. Executive Order 11246, "Equal Employment Opportunity," as amended by Executive Order 11375, "Amending Executive Order 11246 relating to Equal Employment Opportunity," and as supplemented by regulations at 41 CFR Part 60;
 - d. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794, as amended (prohibition of discrimination on the basis of disability), and the regulations effectuating its provisions contained in 24 CFR Part 8;
 - e. The Age Discrimination Act of 1975, 42 U.S.C. 6101 *et seq.*, as amended (prohibition of discrimination on the basis of age), and the implementing regulations contained in 24 CFR Part 146;
 - f. Section 109 of Title I of the Housing and Community Development Act of 1974, 24 CFR Part 6 (prohibition of discrimination on the basis of race, color, national origin, religion or sex);
 - g. Restrictions on Lobbying, 31 U.S.C. 1352 (prohibition against the use of federal grant funds to influence activities associated with obtaining grants, contracts, cooperative agreements, or loans);
 - h. Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, 2 CFR Part 200; and
 - i. State Community Development Block Grant Program, 24 CFR Part 570 Subpart I.

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8. System for Award Management (SAM): The respondent and its principals are eligible to participate in this transaction and are not currently debarred, suspended or otherwise excluded from or ineligible for participation in federally-assisted programs under Executive Order 12549, "Debarment and Suspension," and 2 CFR Part 180, as supplemented by regulations at 2 CFR Part 2424, and *the respondent is not listed on the federal government's terrorism watch list as described in Executive Order 13224, "Blocking Property and Prohibiting Transactions With Persons Who Commit, Threaten to Commit, or Support Terrorism."* The respondent must not make any award or permit any award (or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in federally-assisted programs under Executive Order 12549.
9. Collusion: The respondent has not colluded with, nor received any assistance from, any person who was paid by TDA to prepare specifications or a solicitation on which a proposal is based and will not allow any person who prepared the respective specifications or solicitation to participate financially in any contract award.
10. Specific Standards of Conduct: The respondent shall not:
 - a. participate, whether individually or in concert with others, in any plan, scheme or arrangement attempting or having as its purpose the evasion of any provision of TDA's requirements, rules and procedures;
 - b. knowingly furnish inaccurate, deceitful, or misleading information to TDA;
 - c. knowingly disseminate inaccurate, deceitful, or misleading information about TDA or its practices, requirements, rules and procedures;
 - d. engage in any activity that constitutes dishonesty, misrepresentation, or fraud while providing planning services;
 - e. perform planning activities in a negligent or incompetent manner;
 - f. engage in planning activities on a project in which the respondent has a conflict of interest;
 - g. provide planning services or participate in the provision of planning services for a project where they have engaged in activities associated with application preparation, prior to competitive procurement; and
 - h. use harsh, coarse, profane or offensively suggestive language or gestures or express any prejudice concerning race, gender, color, religion, national origin, age or disability during the performance of planning activities.
11. Violation of these standards or failure to remain in good standing with TDA may result in revocation of a respondent's certification or disqualification from participation in one or more TDA grant program.
12. Authorization to Sign: The person signing this document is the respondent or one of its principals, has been properly delegated authority to execute this submittal, and has personal knowledge regarding the information contained herein. By signing, the respondent or the respondent's legally authorized agent affirms that all statements within the submittal are true and correct.

The undersigned, as a duly authorized representative of the respondent, agrees to the criteria and specifications, as stated herein, and has submitted its application as requested. (Failure to sign will disqualify submittal.)

Signature of Authorized Representative

Date

Judy Langford

Printed Name

President

Title