

Firm Name: Business Services Company	DUNS Number: 808979988	Federal EIN: 47-2179050
Prequalification Contact First, Last Name and Title: Carlos Mondragon, M.B.A. - Owner	Phone Number: +1 (956) 607-9925	Prequalification Contact E-mail Address: CDRAGON2010@GMAIL.COM
Firm Web Address NA	Firm Mailing Address 13584 FM 498, Lyford, Texas 78569	Name of Firm's President/Managing Officer: Carlos Mondragon, M.B.A.

Application for Prequalification to Provide Administrative Services

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

Part 1

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

Carlos Mondragon, MBA has been involved since 1989 to present with TxCDBG funded projects. Continue to provide administrative and grant writing services to a number of communities. The services provided begin with the planning phase, public hearing phase, application phase, environmental phase, construction activity and close out phase. Work closely with local leaders, local staff, project engineers and funding source staff, all working together as a team that will benefit the citizens from the improvements. In addition to TxCDBG funded projects, we have been involved with various projects funded by the Texas Water Development Board, USDA, GLO, EDA, North American Development Bank, HUD, USDOJ and the Governor's office. The clients include cities, counties, water supply corporations and special districts. We are ready to help your community solve with infrastructure issues.

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

The experience has been positive with Texas Community Development Block Grant (CDBG) Program. The TDA staff is easy to work with and staff provides recommendations that are appreciated. Over the years, have worked with TDA Community Development Fund, Texas Capital Fund, Colonia Construction, Planning and Disaster programs. All the funds were used to improve infrastructure systems that benefit the citizens of the community. All project improvements were completed, project was closed out and was in compliance with the funding source. The TxCDBG program is an excellent source of funds for a wide range of projects.

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

a. Community wide infrastructure projects

County wide infrastructure projects funded by Texas GLO-Disaster Fund that provided grant funding to improve streets and drainage in all the major colonias. Other communities obtained Texas Water Development Board-EDAP funds that provided first time sewer system improvements at communities located in Cameron, Hidalgo, Starr, Willacy and Webb Counties.

b. Direct beneficiary projects, such as housing rehabilitation or on-site sewer facility replacement

Experience with direct beneficiaries was to provide first time sewer service yard-line connections that required that each household be surveyed to determine qualification for grant funding that paid for the household connections. There were major colonias that totaled 1500 housing units that were connected with TDA/TWDB funds. TWDB-EDAP funding over 100,000 homes were connected to first time sewer projects in various locations in the state.

c. Job creation programs, including Texas Capital Fund - Infrastructure/Real Estate

Experience with job creation programs were both TCF Infrastructure and Real Estate programs that created new jobs and new investment. Four (4) projects were funded, construction phase and close out. Over 160 new jobs were created and \$6.5 million in new investment into the community. It is always good to see new jobs being created and new investment in small communities where good paying jobs are needed. Texas Capital Fund combined with USDA funding is found to be very effective in helping new development that in turn creates new jobs.

d. Projects involving multiple funding sources

Experience with multiple funding sources is needed today with large water and sewer treatment plants with associated with new larger line work. The funding sources that combined TWDB with USDA funds for water and sewer system improvements. If utilizing TDA funds a separate identified project must stand alone. Have combined EDA funds with HUD, USDA, local EDC funding to build a Rural Technology Center. Also, combined TWDB funding with TDA funding for a new water treatment plant. The TDA funds were used to build water reservoirs, TDA funds had to be a stand alone project.

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

Business Services Company provides a full range of services that are provided in-house that include the various phases starting with the application phase that includes citizen participation, public meetings, perform house to house surveys to document the Low/Moderate beneficiaries. Take a team approach when dealing with the project engineer, city officials, city staff and funding source staff to build the application. Upon funding set up the filing system, start the environmental document, submit the Request for Release of funds, submit Group A&B documents, assist with the construction phase that includes the Davis Bacon process. Provide contract documents to the project engineer, start the bidding process, During construction interview the workers at the job site, follow the construction, upon completion submit the close out documents during the close out phase.

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

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

Statewide

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

All work is scheduled out to ensure activities are performed on time and in compliance with funding source guidelines and regulations.

7. Is the respondent a TxCDBG certified administrator? Yes, certified 2019

If "No", provide most recent year of certification: No, will become certified if selected

8. Using the table below, provide detailed information on up to five performance contracting projects the respondent completed (if possible, include contracts with multiple different entities served by the respondent). Only include projects that have at least one year of documented performance data or are currently under contract with the respondent, and that can be used as references.

Project Data and References		Add Project
Remove Project	Project Name	TDA# 7218229-Street and drainage improvements
Facility Type and Use		Reconstruct streets and install new drainage
Project Location (Jurisdiction)		Town of Indian Lake
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		Reconstruction of a major street and install new drainage system. The drainage includes the out fall onto an irrigation canal. Included is procurement of land for the drainage out fall.
Role & Responsibilities		Prepared application and upon funding administrated project.
Project Cost		\$275,000.00
Financing/Funding Source		TDA Community Development Fund
Method of Documenting Beneficiaries		House to house surveys that determined the majority are low/moderate income citizens.

Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		Environmental documents submitted to TDA on August 29, 2019 and approved on September 16, 2019. Started the procurement process of real estate for the drainage structure.
Monitoring and Verification Methods		Project still in progress.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Carlos Mondragon, M.B.A. is associated with this project from the start.
Contact Information Current phone and e-mail address of local government representatives you worked with.		Amy Gonzales, City Secretary Phone number 956-233-4021 and secretary@townofindianlake.com James Chambers, Mayor Phone Number 956-233-4021 and mayor@townofindianlake.com
Remove Project	Project Name	TDA# 7218391-Wastewater Collection System Improvements
Facility Type and Use		Rehabilitate three (3) Wastewater lift stations and install a new main sewer line.
Project Location (Jurisdiction)		Within the City of Raymondville
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage		Rehabilitate three (3) sewer lift stations and install a new main sewer line.
Role & Responsibilities		Developed application and upon funding administrated the project. Currently under construction.
Project Cost		\$275,000.00
Financing/Funding Source		TDA Community Development Fund
Method of Documenting Beneficiaries		Community wide benefit, documentation via TDA website of HUD census data.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed		Submitted the Environmental Review and other documents on July 1, 2019 and clearance on August 6, 2019. August 15, 2019 construction started and continues with two (2) construction contractors.
Monitoring and Verification Methods		Construction continues and expected to be completed by March 2020.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Carlos Mondragon M.B.A. was associated with this project. Prepared application and upon funding administrated the project to the current status.
Contact Information Current phone and e-mail address of local government representatives you worked with.		Eleazar Garcia, Jr.-City Manager Phone 956-689-2443, Raycity@raymondvilletx.us Andy Chavez-Public Works phone 956-689-2243, Andres.Chavez@raymondvilletx.us
Remove Project	Project Name	TDA# 7215411-Lift Stations SCADA Improvements
Facility Type and Use		Install SCADA for Sewer Collection System
Project Location (Jurisdiction)		City of Raymondville

Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Installed seven (7) SCADA units at strategically located lift stations within the Sewer Collection System. In addition the monitoring system with software was installed to view the system and control the SCADA units on computers and phones.
Role & Responsibilities	Prepared the application and upon funding administered project to completion and close out.
Project Cost	\$230,870.00
Financing/Funding Source	TDA- Community Development Fund
Method of Documenting Beneficiaries	Community wide benefit via TDA website of HUD census data.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental documents submitted to TDA on July 25, 2016 and cleared August 9, 2016. Construction contract awarded September 16, 2016 and completed on schedule June 30, 2017.
Monitoring and Verification Methods	Self monitoring and financial documents submitted to TDA staff, project in compliance and close out completed.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Carlos Mondragon, M.B.A. was associated with the project. Prepared application and upon funding administered the project to close out phase.
Contact Information Current phone and e-mail address of local government representatives you worked with.	Eleazar Garcia Jr.-City Manager : 956-689-2443 Email: Raycity@Raymondvilletx.us Andy Chavez-Public Works: Phone 956-689-2443 Email: Andres.Chavez@Raymondvilletx.us
Remove Project	Project Name
	TDA#713067-Water Well Rehabilitation
Facility Type and Use	Water Well Rehabilitation
Project Location (Jurisdiction)	City of Raymondville
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Existing Water Well renovated to produce 1.0 million gallon per day capacity.
Role & Responsibilities	Developed application and upon funding administered the project into the environmental, construction and close out phase.
Project Cost	\$446,810.47
Financing/Funding Source	TDA-Disaster Recovery Fund
Method of Documenting Beneficiaries	Community wide benefit documentation via TDA website of HUD L/M census data.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental review started on August 1, 2013 and submitted Request for Release of Funds on October 3, 2013 with Environmental Clearance on October 21, 2013. Construction started October 8, 2014 and completed October 30, 2015. Delays due to constant severe rain storms and a pump delivery delay.
Monitoring and Verification Methods	Desk review by TDA, all documents submitted and project closed out.
Project Personnel List all personnel associated with this	Carlos Mondragon, M.B.A. prepared the application and upon funding administered the project to completion and submitted close out documents.

project and their roles and responsibilities (only list those who may be assigned to a project).	
Contact Information Current phone and e-mail address of local government representatives you worked with.	Eleazar Garia, Jr.-City Manager: 956-689-2443 Email: Raycity@raymondvilletx.us Andy Chavez-Public Works: 956-689-2443 Email: Andres.Chavez@raymondvilletx.us
Remove Project	Project Name
	TDA# 713391 -Sewer Improvements
Facility Type and Use	Sewer Collection System Improvements
Project Location (Jurisdiction)	City of Raymondville
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	Installation of 2148 L.F. of sewer collection system main lines plus rehabilitation of four (4) manholes within the sewer collection system.
Role & Responsibilities	Prepared application and administered to environmental, construction and close out phases.
Project Cost	\$211,810.47
Financing/Funding Source	TDA#713391-Community Development Fund
Method of Documenting Beneficiaries	Community wide benefit via TDA website of HUD L/M census data.
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental submitted July 2, 2014 and TDA clearance July 21, 2014. Construction started August 12, 2014 and completed February 8, 2016. Severe rain storms, tropical storm rains followed by Presidential and Governor's Disaster Designation.
Monitoring and Verification Methods	Self monitoring review and submittal of all financial documentation, closed out
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Carlos Mondragon, M.B.A. was associated with this project. Prepared application and upon funding administered the project to completion and close out phases.
Contact Information Current phone and e-mail address of local government representatives you worked with.	Eleazar Garcia, Jr.-City Manager 956-689-2443 Email: Raycity@raymondvilletx.us Andy Chavez-Public Works 956-689-2443 Email: Andres.Chavez@raymondvilletx.us

9. Describe the experience, competence and training of personnel with respect to grant writing and administration, and related work. Use the following table to present background on **key** personnel who will potentially be assigned responsibility for a core project task.

Carlos Mondragon M.B.A. owner has attended TDA grant writing and administration workshops and have viewed on-line presentations. Have contacted TDA staff with questions, clarifications and guidance with special issues. Have attended Texas GLO, TWDB workshops on funding, Fair Housing, environmental issues, Civil Rights, and labor standards. Have attended Fair Housing workshops sponsored by Fair Housing Advocates. Have attended TWDB funding workshops, Office of the Governor workshops on funding opportunities and compliance training. Have prepared a Texas Department of Parks & Wildlife Master Plan that was approved. Prepared an application to TPW that funded a park improvement project. One area of specialty is performing socioeconomic surveys of households for various funding packages that include TDA, TWDB, USDA, Texas GLO, HUD and BECC/NADB.

Remove Personnel	Full Name	Carlos Mondragon, M.B.A.
Potential Role Base Location	Prepare all documentation for the application phase, environmental phase, construction phase and close out phase. All records remain at the community's grant file. Based from Lyford, Texas.	
Current Employment Current job title Job responsibilities Number of years with respondent	Carlos Mondragon: Owner of Business Services Company. No subcontractors will be involved. Job responsibilities will include working as a team member along with local leaders, city staff, project engineers and funding sources in order to ensure a smooth project to final completion and close out. Have been in operation since 1989 to present.	
Overall Total Years or relevant experience Other relevant experience or accomplishments	Earned a BBA from Texas A&I University, Earned a Master of Business Administration from UT- Edinburg. Was chosen by the University President to serve on a Advisory Council for a year. Have attended accounting regulations, soft ware classes. Have attended CDBG work shops and participated in on-line work shops for 30 years. Was recently asked to make a presentation at a TDA workshop in spring of 2020 on a case study of a complicated environmental assessment completed in 2019.	
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 administrative services.		

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

Ready, willing and able to help your community improve the living conditions of your citizens.

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

Business Services Company is a small business and is Hispanic owned. Am bilingual and able to communicate in both English and Spanish. Both languages are used in written and oral communication as well as in presentations.

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

Business Services Company does not discriminate against any employee or applicant because race, creed, sex, color, familial status, disability nor national origin. This firm will take action to ensure that applicants are employed and that all employees are treated during employment without regard to their race, color, familial status, disability, or national origin. Such action shall include but not limited to the following: Employment, upgrading, demotion, transfer, recruitment, recruitment advertisements, demotion, layoff, or termination, rate of pay or other forms of compensation and selection, and selection for training including apprenticeship

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

Business Services Company carries a \$1.0 million Professional Liability policy, Workers Compensation and Auto Comprehensive coverage. Upon submitting a proposal the updated Certificate of Insurance will be provided.