

Application to Prequalify Grant Administrators TxCDBG Cycle Type: 2020

Firm Name: Traylor & Associates, Inc.	DUNS Number: 13-039-6385	Federal EIN: 75-1380234
Prequalification Contact First, Last Name and Title: Gary R. Traylor, President	Phone Number: +1 (903) 581-0500	Prequalification Contact E-mail Address: gary.traylor@grtraylor.com
Firm Web Address www.grtraylor.com	Firm Mailing Address P.O. Box 7035, Tyler, Texas 75711	Name of Firm's President/Managing Officer: Gary R. Traylor

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.

The firm was founded in 1974 as a sole proprietorship by Mr. Thomas E. Barber, P.E. and operated under the name THOMAS E. BARBER & ASSOCIATES until 1978. Mr. Barber, an engineer by training and education, served as an Assistant Regional Administrator of HUD and Manager of HUD's Little Rock, Arkansas Area Office in the early 1970's.

The firm was organized to assist mid-sized cities and other smaller local governments whose lack of knowledge or understanding of government assistance programs prevented them from accessing these sources of financing, especially grants available through agencies of the state and federal government, for needed community projects.

In 1978, Mr. Barber formed a partnership with Mr. Gary R. Traylor, and the firm continued under the name BARBER-TRAYLOR & ASSOCIATES until 1981.

In 1981, Mr. Barber and Mr. Traylor merged the firm with BARBER-BRANNON ENGINEERS, a firm owned jointly by Mr. Barber and another partner, and incorporated under the name BARBER-BRANNON-TRAYLOR, INC. The merger consolidated engineering, architectural, and planning/grant-related disciplines, making it possible to offer a full range of services to a growing number of local government clients. The firm also opened an engineering practice in Abilene, Texas, during this period. In 1984, the firm added a new member, Mr. David Todd, P.E., and briefly operated under the name BARBER, BRANNON, TRAYLOR, & TODD, Inc. On December 31, 1984, Mr. Barber, the Corporation's President, sold his interest to the other members of the firm, and retired.

The specialized application preparation and grant management functions of the firm were taken over by Mr. Traylor, and GARY R. TRAYLOR & ASSOCIATES, INC. was formed on January 1, 1985.

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

Traylor & Associates is the oldest grant management firm in the State of Texas having operated continuously since 1974. During the last 45 years our company has assisted cities and counties throughout the state in the application and administration of over 1,000 grant-funded projects comprising over \$500 Million (\$500,000,000) in federal/state funds. Our daily involvement with various state and federal agencies has allowed our staff to fully grasp the unique intricacies involved in the timely administration of government grants. The majority of these grants were funded through the HUD CDBG program. In addition to infrastructure projects we have provided grant administration on the rehabilitation or reconstruction of more than 4,000 singlefamily housing units.

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

- a. Community wide infrastructure projects

Since 1974, Traylor & Associates has been engaged full-time in administering over 1,000 grant-funded projects, which includes

community wide infrastructure projects, which include water and sewer improvements, street improvements, flood and drainage improvements, etc.

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

Traylor & Associates has administered grant-funded projects, which includes direct beneficiary projects (approx. seventy (70) different non-entitlement jurisdictions that resulted in the collective rehabilitation or reconstruction of over 4,050 single-family dwelling units).

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

Our firm has been one of the leaders in administering TCF grant-funded projects, which includes job creation programs, and infrastructure/real estate projects

d. Projects involving multiple funding sources

Our firm has also been administering disaster related grant-funded projects, which includes any disaster related projects involving multiple funding sources.

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

Traylor & Associates offers the following in-house services: application preparation, financial management, recordkeeping requirements, environmental clearance procedures, real property acquisition procedures under the Uniform Act, EEO requirements, labor standards monitoring, and close-out assistance.

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 checked="" type="checkbox"/>	Statewide

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

While our company is large enough to provide the services requested, we are also small enough to provide the dedication and attention to detail needed in all grant-funded projects administered by our office. By mobilizing tenured staff to grantee locations, Traylor & Associates can provide an unparalleled level of service and responsiveness to the needs of our clients. Conference calls, online web meetings, and other secure FTP services are frequently utilized in the team coordination of field staff with personnel in the office, clients, engineering firms and agencies. If additional staffing is required onsite during the conduct of meetings or public forums, they can be mobilized in a timely manner.

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	City of Bullard - TCF Contract #7218052
Facility Type and Use		Water, Sewer, and Street Improvements in support of Bluebonnet Point Wellness, LLC, a skilled nursing facility
Project Location (Jurisdiction)		Bullard, Texas
Project Size		
-Number of Houses/Buildings		

-Total Linear Feet/Square Footage	<p>Street Improvements - approx. 1,400 l.f. of street improvements utilizing approx. 7,733 s.y. of stabilized cement subgrade, 6,464 s.y. of HMAC paving, 5 curb inlets, approx. 1,020 l.f. of storm sewer, service reconnections, ROW preparation, and necessary appurtenances.</p> <p>Water Improvements - 2,060 l.f. of 8-inch water main, 3 fire hydrants, gate valves, and necessary appurtenances.</p> <p>Sewer Improvements - 1 sanitary sewer lift station, approx. 2,020 l.f. of 4-inch force main, approx. 2,050 l.f. 8-inch gravity sewer line, 7 manholes, electrical and controls, service reconnections, and necessary appurtenances.</p>
Role & Responsibilities	Coordination with City staff and engineering firm regarding construction plans, schedules, budgets, performance statement and project revisions if necessary.
Project Cost	\$11,574,208: \$1,000,000 Grant Funds, \$10,574,208 Other Funds
Financing/Funding Source	Texas Department of Agriculture
Method of Documenting Beneficiaries	Census
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	<p>Environmental Review: June 8, 2018 - November 13, 2018</p> <p>Construction: September 3, 2019 (start date); end date yet to be determined</p> <p>Project is on schedule.</p>
Monitoring and Verification Methods	Work with City staff and engineer to verify procurement scheduling of construction contractor (sealed bids) including approved bid package, appropriate Wage Decision, and project environmental clearance. Internal spreadsheets assist in oversight of project budgets, contract compliance, and necessary revisions.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	<p>Gary Traylor - Wrote application and oversight</p> <p>Wanda Vance - Financial draws, budgets and contract revisions</p> <p>Kari Beth Smith - Environmental Review</p> <p>Christel Kiker - Labor Standards and reporting</p>
Contact Information Current phone and e-mail address of local government representatives you worked with.	<p>Doris Crockett, City Secretary</p> <p>citysecretary@bullardtexas.net</p> <p>903-894-7223 ext. 109</p>
Remove Project	Project Name City of Jefferson - TCF Contract #7219002
Facility Type and Use	Water and sewer improvements in support of CEFCO, travel facility
Project Location (Jurisdiction)	Jefferson, Texas
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	<p>Water Improvements - approx. 470 l.f. of 8-inch water line, 240 l.f. of 14-inch steel incased bore, gate valves, fire hydrants, and necessary appurtenances.</p> <p>Sewer Improvements - approx. 470 l.f. of 8-inch sewer line, 100 l.f. of 6-inch force main, 240 l.f. of 14-inch steel encased bore, 1 lift station, service connection, pavement repair, manholes, and necessary appurtenances.</p>
Role & Responsibilities	Coordination with City staff and engineering firm regarding construction plans, schedules, budgets, performance statement and project revisions if necessary.
Project Cost	\$3,029,860: \$500,000 Grant Funds, \$2,529,860 Other Funds
Financing/Funding Source	Texas Department of Agriculture

Method of Documenting Beneficiaries	Census
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review: February 26, 2019 - May 9, 2019 Construction: June 10, 2019 (start date); December 9, 2019 (end date) Project completed ahead of schedule.
Monitoring and Verification Methods	Work with City staff and engineer to verify procurement scheduling of construction contractor (sealed bids) including approved bid package, appropriate Wage Decision, and project environmental clearance. Internal spreadsheets assist in oversight of project budgets, contract compliance, and necessary revisions.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Gary Traylor - Wrote application and oversight Wesley Traylor - Financial draws, budgets and contract revisions Kari Beth Smith - Environmental Review Christel Kiker - Labor Standards and reporting
Contact Information Current phone and e-mail address of local government representatives you worked with.	The Honorable Charles Haggard, Mayor chaggard@cityhallofjefferson.com 903-665-3922
Remove Project	Project Name
	City of Carthage - TxCDBG Contract #7218059
Facility Type and Use	Sewer Improvements to reduce inflow and infiltration
Project Location (Jurisdiction)	Carthage, Texas
Project Size -Number of Houses/Buildings -Total Linear Feet/Square Footage	approx. 1,200 l.f. of 6-inch sewer main, approx. 2,260 l.f. 8-inch sewer main, manholes, service reconnections, pavement repair, and all associated appurtenances
Role & Responsibilities	Coordination with City staff and engineering firm regarding construction plans, schedules, budgets, performance statement and project revisions if necessary.
Project Cost	\$330,000: \$275,000 Grant Funds, \$55,000 Other Funds
Financing/Funding Source	Texas Department of Agriculture
Method of Documenting Beneficiaries	Surveys
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review: March 1, 2019 - May 13, 2019 Construction: January 6, 2020 (start date); July 4, 2020 (estimated end date) Project on schedule.
Monitoring and Verification Methods	Work with City staff and engineer to verify procurement scheduling of construction contractor (sealed bids) including approved bid package, appropriate Wage Decision, and project environmental clearance. Internal spreadsheets assist in oversight of project budgets, contract compliance, and necessary revisions.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Stacy Schaff - Wrote application and oversight, financial draws, budgets and contract revisions Kari Beth Smith - Environmental Review Christel Kiker - Labor Standards and reporting

Contact Information	
Current phone and e-mail address of local government representatives you worked with.	Dana Clark, City Manager dclark@carthagetexas.com 903-693-3868 ext. 21
Remove Project	Project Name
	City of Redwater - TxCDBG Contract #7218399
Facility Type and Use	Sewer Improvements; Rehab- Single-Unit Service
Project Location (Jurisdiction)	Redwater, Texas
Project Size	
-Number of Houses/Buildings -Total Linear Feet/Square Footage	Sewer Improvements - approx. 1,950 l.f. of 6-inch sewer line, approx. 1,350 l.f. of 8-inch sewer line, manholes, service reconnections and all associated appurtenances. Rehab: Single-unit Sewer Service - first-time sewer service to 3 households, 2,050 l.f. of force sewer main, 3 grinder pumps, 3 sewer yard service lines, mitigate all existing septic systems, and all associated appurtenances.
Role & Responsibilities	Coordination with City staff and engineering firm regarding construction plans, schedules, budgets, performance statement and project revisions if necessary.
Project Cost	\$313,345: \$275,000 Grant Funds, \$38,345 Other Funds
Financing/Funding Source	Texas Department of Agriculture
Method of Documenting Beneficiaries	Surveys
Project Schedule	
-Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review: January 30, 2019 - April 30, 2019 Construction: November 11, 2019 (start date); end date yet to be determined Project on schedule.
Monitoring and Verification Methods	Work with City staff and engineer to verify procurement scheduling of construction contractor (sealed bids) including approved bid package, appropriate Wage Decision, and project environmental clearance. Internal spreadsheets assist in oversight of project budgets, contract compliance, and necessary revisions.
Project Personnel	
List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Wanda Vance - Wrote application and oversight, financial draws, budgets and contract revisions Kari Beth Smith - Environmental Review Christel Kiker - Labor Standards and reporting
Contact Information	
Current phone and e-mail address of local government representatives you worked with.	Dessie Whelchel, City Secretary dessiee@redwatertexas.com 903-671-2775
Remove Project	Project Name
	City of Kaufman - TxCDBG Contract #7217231
Facility Type and Use	Flood & Drainage Improvements to prevent frequent maintenance issues and remove a threat to public safety.
Project Location (Jurisdiction)	Kaufman, Texas
Project Size	
-Number of Houses/Buildings -Total Linear Feet/Square Footage	approx. 1,600 l.f. of 18-inch, 24-inch, and 36-inch reinforced concrete pipe, pavement repair, curb inlets, and all associated appurtenances.

Role & Responsibilities	Coordination with City staff and engineering firm regarding construction plans, schedules, budgets, performance statement and project revisions if necessary.
Project Cost	\$377,600: \$275,000 Grant Funds, \$102,600 Other Funds
Financing/Funding Source	Texas Department of Agriculture
Method of Documenting Beneficiaries	Surveys
Project Schedule -Environmental Review Start and End Dates -Construction Start and End Dates -Describe if project was completed on schedule or delayed	Environmental Review: December 20, 2017 - March 8, 2018 Construction: December 6, 2018 (start date); November 1, 2019 (end date) Project complete.
Monitoring and Verification Methods	Work with City staff and engineer to verify procurement scheduling of construction contractor (sealed bids) including approved bid package, appropriate Wage Decision, and project environmental clearance. Internal spreadsheets assist in oversight of project budgets, contract compliance, and necessary revisions.
Project Personnel List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).	Wanda Vance- Wrote application and oversight, financial draws, budgets and contract revisions Kari Beth Smith - Environmental Review Christel Kiker - Labor Standards and reporting
Contact Information Current phone and e-mail address of local government representatives you worked with.	Michael T. Slye, City Manager mslye@kaufmantx.org 972-932-2216

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.

Traylor & Associates has successfully written and administered more than 1,000 grants in the State of Texas. Our firm has the ability to brief and communicate effectively with local governing bodies such as jurisdictional, County and sub-county areas in preparing project analyses and assessments. Our staff has developed an understanding of data sources and can produce required demographic and economic documentation. After years of experience, we are familiar with the process of replicating application documents on a large scale. We also correspond daily with consulting engineers in the delivery of budget justifications, scope of work and project schedules.

Key Personnel Profile(s)		Add Personnel
Remove Personnel	Full Name	Gary R. Traylor
Potential Role	Base Location	Tyler, Texas
Current Employment	Current job title	President / CEO
	Job responsibilities	
	Number of years with respondent	45 years with Traylor & Associates
Overall	Total Years or relevant experience	45 years
	Other relevant experience or accomplishments	Direct Experience since 1977; TDA Certified Administrator; TDA Application, Implementation and Environmental Workshops; TxDOT Local Government Project Procedures (LGPP) Certification

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.

Remove Personnel	Full Name	Mark Taylor
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Potential Role	
Base Location	Tyler, Texas

Current Employment	
Current job title	Senior Vice President / Director of Operations
Job responsibilities	Oversees Project Managers; highly involved on the Newton County Disaster Recovery grant
Number of years with respondent	17 years with Traylor & Associates

Overall	
Total Years or relevant experience	23 years - 17 years' experience in CDBG grant administration; 6 years' experience with HUD entitlement administrator
Other relevant experience or accomplishments	TDA Certified Administrator; Licensed Residential Mortgage Loan Originator; TxDOT Local Government Project Procedures (LGPP) Certification

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.

Remove Personnel	Full Name	Wanda Vance
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Potential Role	Project Management
Base Location	Tyler, Texas

Current Employment	
Current job title	Vice President / Project Manager
Job responsibilities	Write applications and administer grants once funded
Number of years with respondent	16 years with Traylor & Associates

Overall	
Total Years or relevant experience	16 years of CDBG Project Administration
Other relevant experience or accomplishments	TDA Certified Administrator; TDA Implementation and HUD Environmental Workshops; Homeland Security; Capacity Building & Source Water Protection Workshop; Career Track Marketing Workshops & Career Track Management Workshop

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.

Remove Personnel	Full Name	Melinda Smith
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Potential Role	Project Management
Base Location	Tyler, Texas

Current Employment	
Current job title	Vice President / Project Manager
Job responsibilities	Write applications and administer grants once funded
Number of years with respondent	2 years with Traylor & Associates

Overall	
Total Years or relevant experience	22 years, including 9 years of Tx-CDBG, TxDOT and GLO Project Administration
Other relevant experience or accomplishments	TDA Certified Administrator; TxDOT Local Government Project Procedures (LGPP) Certifications

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.

Remove Personnel	Full Name	Stacy Schaff
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Potential Role	Project Management
Base Location	Tyler, Texas

Current Employment	
Current job title	Project Manager
Job responsibilities	Write applications and administer grants once funded
Number of years with respondent	4 years with Traylor & Associates

Overall	
Total Years or relevant experience	4 years of CDBG Project Administration
Other relevant experience or accomplishments	TDA Certified Administrator; TDR Implementation Workshops

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.

Remove Personnel	Full Name	Wesley Traylor
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Potential Role	
Base Location	Tyler, Texas

Current Employment	
Current job title	Capital Area Associate
Job responsibilities	Write applications and administer grants once funded
Number of years with respondent	2 years with Traylor & Associates

Overall	
Total Years or relevant experience	3 years of CDBG Project Administration
Other relevant experience or accomplishments	TDA Certified Administrator; TDA Implementation Workshops; GLO Environmental Training Workshop; TWICC Workshops; TxDOT Local Government Project Procedures (LGPP) Certifications

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.

Remove Personnel	Full Name	Beth Eddings
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Potential Role	
Base Location	Tyler, Texas

Current Employment	
Current job title	Assistant Project Manager
Job responsibilities	Assist Project Managers with their case load; write applications and administer grants once funded
Number of years with respondent	2 years with Traylor & Associates

Overall	
Total Years or relevant experience	12 years, including 2 years CDBG project management
Other relevant experience or accomplishments	TDA Certified Administrator; TDA Implementation Workshops; GLO Environmental Training Workshop; TxDOT Local Government Project Procedures (LGPP) Certifications

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.

Remove Personnel	Full Name	Kari Beth Smith
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Potential Role	
Base Location	Tyler, Texas

Current Employment	
Current job title	Environmental Specialist / Compliance Coordinator
Job responsibilities	Prepare proposals, contracts and Environmentals; Accounts Receivable documentation
Number of years with respondent	20 years with Traylor & Associates

Overall	
Total Years or relevant experience	20 years of CDBG experience
Other relevant experience or accomplishments	TDA Certified; TDA Implementation & Application Workshops; HUD, TDA, & GLO

accomplishments	Environmental Training Workshops; TxDOT Local Government Project Procedures (LGPP) Certifications
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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 administrative services.

Remove Personnel	Full Name	Christel Kiker
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Potential Role	
Base Location	Tyler, Texas

Current Employment	
Current job title	HOME Administrative Assistant
Job responsibilities	Reviews Davis Bacon Labor Payroll; Home Environmental services; assists with CDBG Environmentals as needed; works with CDBG-Disaster Recovery housing program
Number of years with respondent	7 years with Traylor & Associates

Overall	
Total Years or relevant experience	6 years experience with HOME and CDBG projects
Other relevant experience or accomplishments	TDA Certified; TDA Implementation and HUD Environmental Workshops

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.

Remove Personnel	Full Name	Kristi Davis
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Potential Role	
Base Location	Newton, Texas

Current Employment	
Current job title	Administrative Assistant
Job responsibilities	Works closely with all homeowners, maintain files, coordinate and schedule demolitions and key ceremonies
Number of years with respondent	1 year with Traylor & Associates

Overall	
Total Years or relevant experience	11 years of experience
Other relevant experience or accomplishments	TDA Certified; TDA Implementation Training Workshops; HMGP Projects funded by FEMA and Conducted by TDEM for DR-1791, DR-4223, DR-4266 & DR-4332; Instrumental in preparing Hazard Mitigation Plans; Oversaw a Defensible Space Project of 50 homes; Research and Prepared the Draft for two Community Wildfire Protection Plans; Floodplain Management

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.

Remove Personnel	Full Name	Robin Davis
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Potential Role	
Base Location	Tyler, Texas

Current Employment	
Current job title	Administrative Assistant
Job responsibilities	Assist Project Managers as needed
Number of years with respondent	6 months with Traylor & Associates

Overall	
Total Years or relevant experience	11 years of procurement assistance
Other relevant experience or accomplishments	TDA Certified; TDA Implementation Training Workshops

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.

Remove Personnel	Full Name	Keith Tijerina
Potential Role		
Base Location	Tyler, Texas	
Current Employment		
Current job title	Information Technology Coordinator	
Job responsibilities	Ensure computer network runs as efficiently as it can; answers random computer questions as they arise	
Number of years with respondent	5 years with Traylor & Associates	
Overall		
Total Years or relevant experience	10 years IT experience	
Other relevant experience or accomplishments		

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.

Traylor & Associates has the proven capacity required to meet the needs of the Grantee by maintaining a staff capable of providing services on time, in scope and under budget on a daily basis. This is emphasized in a CDBG track record spanning more than 43 years. Our experienced staff is well trained in all aspects of the Downtown Revitalization and Main Street CDBG Services including financial, acquisition, general administrative and labor standards duties.

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

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

Traylor & Associates does not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. Traylor & Associates will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following: Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.

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

Traylor & Associates, Inc. is a small business firm that presently employs an experienced professional staff of seven persons and an additional three persons in supporting administrative positions.

Although staff size occasionally fluctuates according to overall business activity, the firm's professional staff has an average tenure of 10 years. Collectively, the existing seven professional staff members have over 80 years of experience in implementing community development, economic development, and housing, projects for communities throughout Texas.

Whenever the firm is employed to administer a project under a state or federal program, one of the firm's professional staff members is assigned to the project and is designated as the Project Manager.