

Application to Prequalify Planning Services Providers

TxCDBG Cycle Type: 2020

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| Firm Name: D. Austin Colina & Associates | DUNS Number: 080910828 | Federal EIN: 83-1131367 |
| Prequalification Contact First, Last Name and Title: Daniel Colina, Principal | Phone Number: +1 (956) 739-3833 | Prequalification Contact E-mail Address: daustincolina@gmail.com |
| Firm Web Address N/A | Firm Mailing Address 826 S. Minnesota St. #1 | Name of Firm's President/Managing Officer: D. Austin Colina |

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.

The firm of D. Austin Colina was founded in 2000. Since that time, we have provided urban planning, project design, grant writing, and administration services, primarily for small cities and rural counties in the State of Texas. The associates of the firm have experience with grant-based and government-assisted projects from a wide range of funding sources including CDBG, Texas Parks and Wildlife (TPWD), Texas Department of Housing and Community Affairs (TDHCA), Texas Department of Transportation (TxDOT), US Economic Development Administration (EDA), and US Department of Agriculture (USDA).

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

The firm has participated in the successful implementation of dozens of CDBG programs at varying agencies including Community Development, Colonia Construction, Colonia Planning, Planning and Capacity Building, and Texas Capital Fund. Among the firms associates, experience in the Texas CDBG program dates back to its inception in 1983.

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

a. Comprehensive plans

Experience in the preparation of over half a dozen comprehensive plans. Recent experience with comprehensive plans by D. Austin Colina includes the City of Primera (TxCDBG/PCB) and City of Elsa (in progress).

b. Community development plans

N/A

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

Housing, land use, economic development, recreation/open space, and flood plain/ wetland studies were all included as part of comprehensive plans prepared.

d. Economic development plans

Members of the firm have participated in the preparation of EDA-funded economic development plans for Presidio County, Pecos County, Crockett County, and Live Oak County.

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

Experience in the preparation of many TPWD-approved Park Master Plans. Park planning studies in the past five years include the City of Alamo, City of Mercedes, City of Elsa, City of Edcouch, City of La Villa, City of Primera, McMullen County.

f. Policy planning-management-capacity building activities

All experience with comprehensive plans included capacity-building activities.

g. Grant writing/administration activities

The associates of the firm have experience with grant-based and government-assisted projects from a wide range of funding sources including CDBG, Texas Parks and Wildlife (TPWD), Texas Department of Housing and Community Affairs (TDHCA), Texas Department of Transportation (TxDOT), US Economic Development Administration (EDA), and US Department of Agriculture (USDA).

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

All planning, grant writing and environmental assessments are offered in-house. Other specialized services such as surveying, engineering, architecture, appraising, historical assessment, etc. are typically offered through subcontractors.

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

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

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

Our firm services a few select clients, mostly small cities and counties in south Texas. Our staff is highly experienced and expertly trained to work effectively and efficiently. The workload undertaken by our firm almost never puts our staff at maximum capacity, allowing us to respond in a timely manner to new project and urgent needs. Typically, we are able to start immediately.

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):

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 La Villa Park Master Plan |
| Project Type | | Parks, Recreation, and Open Space Master Plan |
| Project Location (Jurisdiction) | | City of La Villa, Texas |
| Project Description | | Preparation of a complete parks, recreation, and open space study for the City of La Villa, Texas. Final plan approved by TPWD, 2019. |
| Roles & Responsibilities | | Prepared complete parks, recreation, and open space study according to TPWD guidelines and specifications. *Experience obtained by D. Austin Colina as Consulting Planner for the firm of Carlos |

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| | Colina-Vargas, AICP & Associates. |
| Project Cost | \$15,000.00 |
| Financing/Funding Source | City of La Villa |
| Project Schedule -Start and End Dates -Describe if project was completed on schedule or delayed | Project Start: March 2019 Project End: September 2019 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). | D. Austin Colina, Project Manager - Plan assessment, preparation, mapping Jaime Gutierrez, Principal Associate - Meetings, coordination, documentation Patrick J. Marroquin - Field surveys, clerical |
| Contact Information Current phone and e-mail address of local government representatives you worked with. | Alma Morón, Mayor - (956) 262-2122 Arnie Amaro, Former City Manager - (956) 262-2122 Lupita Suarez, City Secretary - (956) 262-2122 |
| Remove Project | Project Name McMullen County Park Master Plan |
| Project Type | Parks, Recreation, and Open Space Master Plan |
| Project Location (Jurisdiction) | McMullen County, Texas |
| Project Description | Preparation of a complete parks, recreation, and open space study for McMullen County, Texas. Final plan approved by TPWD, 2018, and Outdoor Recreation Grant funded 2019. |
| Roles & Responsibilities | Prepared complete parks, recreation, and open space study according to TPWD guidelines and specifications. *Experience obtained by D. Austin Colina as Consulting Planner for the firm of Carlos Colina-Vargas, AICP & Associates. |
| Project Cost | \$50,000.00 |
| Financing/Funding Source | McMullen County |
| Project Schedule -Start and End Dates -Describe if project was completed on schedule or delayed | Project Start: April 2018 Project End: July 2018 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). | D. Austin Colina, Project Manager - Plan assessment, preparation, mapping Jaime Gutierrez, Principal Associate - Meetings, coordination, documentation Patrick J. Marroquin - Field surveys, clerical |
| Contact Information Current phone and e-mail address of local government representatives you worked with. | James E. Teal, County Judge - (361) 274-3900 Dale Patterson, Project Manager - (361) 274-3902 Jayne Varga, Administrative Assistant to Judge Teal - (361) 274-3900 |
| Remove Project | Project Name Alamo Park Master Plan Update |
| Project Type | Parks, Recreation, and Open Space Master Plan Update |
| Project Location (Jurisdiction) | City of Alamo, Texas |

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| Project Description | Update of the existing parks, recreation, and open space study for the City of Alamo, Texas. Final plan update approved by TPWD, 2018. |
| Roles & Responsibilities | Prepared comprehensive update to the existing parks, recreation, and open space study according to TPWD guidelines and specifications. *Experience obtained by D. Austin Colina as Consulting Planner for the firm of Carlos Colina-Vargas, AICP & Associates. |
| Project Cost | \$30,000.00 |
| Financing/Funding Source | City of Alamo, Texas |
| Project Schedule -Start and End Dates -Describe if project was completed on schedule or delayed | Project Start: May 2018 Project End: July 2018 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). | D. Austin Colina, Project Manager - Plan assessment, preparation, mapping Jaime Gutierrez, Principal Associate - Meetings, coordination, documentation |
| Contact Information Current phone and e-mail address of local government representatives you worked with. | Robert Salinas, Interim City Manager - (956) 787-6807 Melissa Gonzales, Special Projects Director - (956) 787-0006 Arnold Robles - Parks Director - (956) 787-6699 |
| <input type="checkbox"/> Remove Project | Project Name City of Elsa Park Master Plan |
| Project Type | Parks, Recreation, and Open Space Master Plan |
| Project Location (Jurisdiction) | City of Elsa, Texas |
| Project Description | Preparation of a complete parks, recreation, and open space study for the City of Elsa, Texas. Final plan approved by TPWD, 2017, and Outdoor Recreation Grant funded 2019. |
| Roles & Responsibilities | Prepared comprehensive update to the existing parks, recreation, and open space study according to TPWD guidelines and specifications. *Experience obtained by D. Austin Colina as Consulting Planner for the firm of Carlos Colina-Vargas, AICP & Associates. |
| Project Cost | \$24,000.00 |
| Financing/Funding Source | City of Elsa, Texas |
| Project Schedule -Start and End Dates -Describe if project was completed on schedule or delayed | Project Start: April 2017 Project End: July 2017 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). | D. Austin Colina, Project Manager - Plan assessment, preparation, mapping Jaime Gutierrez, Principal Associate - Meetings, coordination, documentation |
| Contact Information Current phone and e-mail address of local government representatives you worked with. | Juan José "JJ" Ybarra, City Manager - (956) 262-2127 Delmira Y. Olivarez, City Secretary - (956) 262-2127 |

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| Remove Project | Project Name | Primera Comprehensive Development Plan |
| Project Type | | Comprehensive Plan |
| Project Location (Jurisdiction) | | City of Primera, Texas |
| Project Description | | Preparation of a complete comprehensive development plan including base mapping, housing study and plan, population study, land use, economic development study, water system study, wastewater system study, storm drainage study, recreation and open space study, subdivision ordinance, zoning ordinance, and codification of ordinances. |
| Roles & Responsibilities | | Responsible for report preparation according to TxCDBG/PCB guidelines and specifications. *Experience obtained by D. Austin Colina as Consulting Planner for the firm of Carlos Colina-Vargas, AICP & Associates. |
| Project Cost | | \$65,000.00 |
| Financing/Funding Source | | TxCDBG/PCB and City of Primera |
| Project Schedule -Start and End Dates -Describe if project was completed on schedule or delayed | | Project Start: May 2016 Project End: May 2017 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). | | Carlos Colina-Vargas, Planner-in-Charge D. Austin Colina, Project Manager - Plan assessment, preparation, mapping Jaime Gutierrez, Principal Associate - Meetings, coordination, documentation |
| Contact Information Current phone and e-mail address of | | Javier Mendez, Former City Manager - (956) 423-9654 |

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.

The staff at D. Austin Colina & associates has over 65 years of cumulative experience in grant management and urban planning. Only senior-level staff are authorized to manage the implementation of our projects. Mr. D. Austin Colina, principal of the firm, is a certified administrator for CDBG projects and attends annual training seminars.

Our firm employs sub-contractors on an as-needed basis for certified or specialty services. This includes may include engineers, architects, surveyors, appraisers, biologists, archaeologists, ADA specialists, etc.

| Key Personnel Profile(s) | | Add Personnel |
|---|------------------|--|
| Remove Personnel | Full Name | Daniel Austin Colina |
| Potential Role Base Location | | Chief Planner and Lead Grant Writer Lower Rio Grande Valley |
| Current Employment Current job title Job responsibilities Number of years with respondent | | Principal / Owner Project Manager, Planner-in-Charge, Environmental Officer, Labor Standards Officer, Acquisition Coordinator, Compliance Officer Responsible for preparation of applications and administration of successful grant projects. |
| Overall Total Years or relevant experience Other relevant experience or accomplishments | | 26 years experience as a grant writer/administrator and planner |

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.

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| Remove Personnel | Full Name | Jaime Gutierrez |
| Potential Role | Program Administration / Development | |
| Base Location | Lower Rio Grande Valley | |
| Current Employment | Senior Associate | |
| Current job title | Support and assistance with all aspects of grant application and project implementation | |
| Job responsibilities | | |
| Number of years with respondent | | |
| Overall | Over 40 years of related experience | |
| Total Years or relevant 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 planning services.

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

The firm is fully qualified, capable, and available to begin projects immediately. The persons listed above will be the primary personnel to undertake any TxCDBG project. Additional staff available as necessary.

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 |

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

The firm of D. Austin Colina & Associates does not discriminate against any employee or the applicant for employment because of race, color, religion, sex, or national origin. The firm 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, or national origin. Such action shall include, but not be limited to the following: employment, promotion, 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.

The members of our project team have all the experience, education, and training necessary for the successful acquisition and implementation of any TxCDBG project. Furthermore, our diverse experience with other state and federal agencies provides the means for our clients to conduct projects involving multiple funding sources with ease. We specialize in providing all of the administration, coordination, documentation, and compliance services required by the Texas Department of Agriculture for TxCDBG projects. This allows a client city or county to conduct their community development, planning, or economic development projects with a minimum of local cost and effort.