

Application to Prequalify Planning Services Providers

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 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 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 and planning projects we have provided grant administration on the rehabilitation or reconstruction of more than 4,000 single family housing units.

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

- a. Comprehensive plans

Traylor & Associates has assisted communities since 1974 in the development and use of comprehensive plans. We have worked closely with local government staffs and elected officials to identify the goals, objectives, challenges, and opportunities

necessary to articulate a unique, unified strategy for the future. Our staff conducts extensive research and public outreach to deliver comprehensive plans that establish key objectives with meaningful, measurable goals and provide a mission that reflects the character, history and vision of the constituents being served.

b. Community development plans

Since its founding, Traylor & Associates has assisted communities in prioritizing, developing and implementing the specific steps necessary to achieve their goals and initiatives. By encouraging public participation, partnering with private entities and collaborating with local organizations, our experienced team provides clear and concise solutions and strategies designed to enhance and strengthen communities. Our firm has the proven ability to produce community development plans that equip stakeholders with essential knowledge, effective tools and an overall increased capacity to meet future needs.

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

Traylor & Associates has assisted in the preparation numerous types of plans tailored to meet the individual needs of the communities we serve. From housing plans, economic development plans, to land use plans, we possess the ability to create and present plans (with mapping) in easy to access, user-friendly formats using the latest technology.

d. Economic development plans

Economic development is the key to sustaining and cultivating a thriving community. As one of the leading firms in administration of Texas Capital Fund projects, we have assisted our clients with the successful implementation of job creation programs and infrastructure/real estate projects that maximize private investment by supplementing with grant funds. This foundation has enabled our team to devise solutions that promote economic growth and identify opportunities to expand economic bases to ensure long term viability and stability while encouraging growth.

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

Our staff has helped communities throughout the State of Texas identify and eliminate impediments to fair housing. Through the analysis of demographic data, housing inventory, land use and the review of local codes and ordinances, Traylor & Associates has designed plans to educate citizens, promote the development of affordable housing, and create policies that affirmatively further fair housing.

Additionally, our team has assisted in the updating and implementation of hazard mitigation action plans in southeast Texas. Coordinating with local governments to integrate individual projects into a regional plan has provided communities the opportunity to maximize federal awards and increase chances for funding through various grant programs.

f. Policy planning-management-capacity building activities

Traylor & Associates understands that capacity building activities are critical investments that draw on existing community strengths. We work with clients to build trust, engage residents, provide technical assistance and workshops to create effective community partnerships.

g. Grant writing/administration activities

For over 45 years, the staff at Traylor & Associates has shared its experience and knowledge with Texas local government officials to obtain their share of state and federal taxpayer-generated funds needed to make improvements to the infrastructure, economic opportunities or quality of life available to their constituencies. During this time 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.

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, planning, 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 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 Jefferson
Project Type		Planning and Urban Environmental Design
Project Location (Jurisdiction)		Jefferson, Texas
Project Description		Plan, design, and construct additional water, drainage and sewer improvements to improve the service to citizens as well as keep ongoing expenditures low of public infrastructure
Roles & Responsibilities		Coordination with City staff and engineering firm regarding construction plans, schedules, budgets, performance statement and project revisions if necessary.
Project Cost		\$37,438.50: \$34,035 Grant Funds, \$3,403.50 Local Funds
Financing/Funding Source		Texas Department of Agriculture
Project Schedule		
-Start and End Dates		N/A
-Describe if project was completed on schedule or delayed		N/A
Project Personnel		
List all personnel associated with this project and their roles and responsibilities (only list those who may be assigned to a project).		Wesley Traylor - Wrote application and oversight
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 Bullard - TCF Contract #7218052
Project Type		Water, Sewer, and Street Improvements in support of Bluebonnet Point Wellness, LLC, a skilled nursing facility
Project Location (Jurisdiction)		Bullard, Texas
Project Description		<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>
Roles & 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
Project Schedule		
-Start and End Dates		Environmental Review: June 8, 2018 - November 13, 2018
-Describe if project was completed on schedule or delayed		Construction: September 3, 2019 (start date); end date yet to be determined Project is 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).		Gary Traylor - Wrote application and oversight Wanda Vance - 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.		Doris Crockett, City Secretary citysecretary@bullardtexas.net 903-894-7223 ext. 109
Remove Project	Project Name	Newton County
Project Type		Planning Studies to Affirmatively Further Fair Housing
Project Location (Jurisdiction)		Newton County, Texas
Project Description		Conducted Analysis of Impediments to Fair Housing study, developed strategies to address impediments, held meetings, community outreach, reviewed local codes, zoning ordinances, master planning documents; took steps to enable policies to AFFH
Roles & Responsibilities		Coordination with County staff regarding planning studies for AFFH if necessary.
Project Cost		\$3,665,448; \$25,000 (planning study)
Financing/Funding Source		Texas General Land Office
Project Schedule		
-Start and End Dates		Septembr 8, 2014 (start date) to July 22, 2015 (end date)
-Describe if project was completed on schedule or delayed		Project complete.
Project Personnel		
List all personnel associated with this		Gary R. Traylor - coordinate with County

project and their roles and responsibilities (only list those who may be assigned to a project).	Mark Taylor - coordinate with County, recordkeeping, submittal of AFFH documents to GLO
Contact Information Current phone and e-mail address of local government representatives you worked with.	Elizabeth Holloway, County Auditor elizabeth.holloway@co.newton.tx.us 409-379-5755
Remove Project	Project Name City of Vidor
Project Type	Planning Studies to Affirmatively Further Fair Housing
Project Location (Jurisdiction)	Vidor, Texas
Project Description	Conducted Analysis of Impediments to Fair Housing study, developed strategies to address impediments, held meetings , community outreach, reviewed local codes, zoning ordinances, master planning documents; took steps to enable policies to AFFH
Roles & Responsibilities	Coordination with City staff regarding planning studies for AFFH if necessary.
Project Cost	\$7,094,04; \$50,000 (planning study)
Financing/Funding Source	Texas General Land Office
Project Schedule -Start and End Dates -Describe if project was completed on schedule or delayed	December 11, 2014 (start date) to July 22, 2015 (end date) Project complete.
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 R. Traylor - coordinate with County Mark Taylor - coordinate with County, recordkeeping, submittal of AFFH documents to GLO
Contact Information Current phone and e-mail address of local government representatives you worked with.	Vicki Watson, City Secretary vwatson@cityofvidor.com 409-769-5473 ext. 141
Remove Project	Project Name City of Bridge City
Project Type	Planning Studies to Affirmatively Further Fair Housing
Project Location (Jurisdiction)	Bridge City, Texas
Project Description	Conducted Analysis of Impediments to Fair Housing study, developed strategies to address impediments, held meetings , community outreach, reviewed local codes, zoning ordinances, master planning documents; took steps to enable policies to AFFH
Roles & Responsibilities	Coordination with City staff regarding planning studies for AFFH if necessary.
Project Cost	\$4,174,572; \$15,000 (planning study)
Financing/Funding Source	Texas General Land Office
Project Schedule -Start and End Dates -Describe if project was completed on schedule or delayed	November 18, 2014 (start date) to July 22, 2015 (end date) Project complete.
Project Personnel List all personnel associated with this project and their roles and	Gary R. Traylor - coordinate with County Mark Taylor - coordinate with County, recordkeeping, submittal of AFFH documents to

responsibilities (only list those who may be assigned to a project).	GLO
Contact Information Current phone and e-mail address of local government representatives you worked with.	The Honorable Bonnie Stephenson, Mayor cityofrosecitymayor@yahoo.com 409-769-6809

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.

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
<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	Mark Taylor
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
<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	Wanda Vance

Potential Role Base Location	Project Management Tyler, Texas
Current Employment Current job title Job responsibilities Number of years with respondent	Vice President / Project Manager Write applications and administer grants once funded 16 years with Traylor & Associates
Overall Total Years or relevant experience Other relevant experience or accomplishments	16 years of CDBG Project Administration 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
<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 Melinda Smith
Potential Role Base Location	Project Management Tyler, Texas
Current Employment Current job title Job responsibilities Number of years with respondent	Vice President / Project Manager Write applications and administer grants once funded 2 years with Traylor & Associates
Overall Total Years or relevant experience Other relevant experience or accomplishments	22 years, including 9 years of TxCDBG, TxDOT and GLO Project Administration TDA Certified Administrator; TxDOT Local Government Project Procedures (LGPP) Certifications
<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 Stacy Schaff
Potential Role Base Location	Project Management Tyler, Texas
Current Employment Current job title Job responsibilities Number of years with respondent	Project Manager Write applications and administer grants once funded 4 years with Traylor & Associates
Overall Total Years or relevant experience Other relevant experience or accomplishments	4 years of CDBG Project Administration TDA Certified Administrator; TDRA Implementation Workshops
<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 Wesley Traylor
Potential Role Base Location	Project Management Tyler, Texas
Current Employment Current job title Job responsibilities Number of years with respondent	Capital Area Associate Write applications and administer grants once funded 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 planning services.

Remove Personnel	Full Name	Beth Eddings
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Potential Role	Project Management
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 planning 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 Environmental Training 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 planning 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 planning services.

Remove Personnel	Full Name	Kristi Davis
Potential Role Base Location		Newton, Texas
Current Employment Current job title Job responsibilities Number of years with respondent		Administrative Assistant Works closely with all homeowners, maintain files, coordinate and schedule demolitions and key ceremonies 1 year with Traylor & Associates
Overall Total Years or relevant experience Other relevant experience or accomplishments		11 years of experience 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
<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	Robin Davis
Potential Role Base Location		Tyler, Texas
Current Employment Current job title Job responsibilities Number of years with respondent		Administrative Assistant Assist Project Managers as needed 6 months with Traylor & Associates
Overall Total Years or relevant experience Other relevant experience or accomplishments		11 years of procurement assistance TDA Certified; TDA Implementation Training Workshops
<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	Keith Tijerina
Potential Role Base Location		Tyler, Texas
Current Employment Current job title Job responsibilities Number of years with respondent		Information Technology Coordinator Ensure computer network runs as efficiently as it can; answers random computer questions as they arise 5 years with Traylor & Associates
Overall Total Years or relevant experience Other relevant experience or accomplishments		10 years IT experience
<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>		

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
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providing services on time, in scope and under budget on a daily basis. This is emphasized in a CDBG track record spanning more than 45 years. Our experienced staff is well trained in all aspects of the CDBG program 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 checked="" type="radio"/> No	<input type="radio"/> Yes	<input checked="" type="radio"/> No	<input type="radio"/> Yes	<input checked="" 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.