



City of Piney Point Village

7676 WOODWAY DR., SUITE 300
HOUSTON, TX 77063-1523

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THE CITY OF PINEY POINT VILLAGE SPECIAL COUNCIL MEETING

TUESDAY, OCTOBER 6, 2020, 5:30 PM

NOTICE IS HEREBY GIVEN THAT THE CITY COUNCIL OF THE CITY OF PINEY POINT VILLAGE WILL HOLD A SPECIAL MEETING ON TUESDAY, OCTOBER 6, 2020 AT 5:30 P.M. IN PERSON AT PINEY POINT CITY HALL AND VIA ZOOM TO DISCUSS THE AGENDA ITEMS LISTED BELOW

**ZOOM Special City Council Meeting
October 6, 2020 5:30 PM**

Join Zoom Meeting

<https://us02web.zoom.us/j/85876892671?pwd=K0sxamh4SXk3Y2hucm1xanpLcDMvQT09>

Meeting ID: 858 7689 2671

Passcode: 3786960901

One tap mobile

+13462487799,,85876892671#,,,,,0#,,3786960901# US (Houston)

Dial by your location

+1 346 248 7799 US (Houston)

Find your local number: <https://us02web.zoom.us/u/kdQz11kKET>

1. Discuss and take possible action on the award of the Wilding Lane Construction Contract.
2. Discuss and take possible action on the Authorization for Construction Management and Construction Observation tasks in HDR's Wilding Lane Proposal.

CERTIFICATION

I certify that a copy of the October 6, 2020 agenda of items to be considered by the Piney Point Village City Council was posted in a place convenient to the general public in Compliance with Chapter 551, of the Texas Government Code on October 2, 2020.



Roger Nelson
City Administrator

In compliance with the Americans with Disabilities Act, the City of Piney Point Village will provide for reasonable accommodations for persons attending City Council meetings. This facility is wheelchair accessible and accessible parking spaces are available. To better serve you, your requests should be received 48 hours prior to the meeting. Please contact Karen Farris, City Secretary, at 713-782-0271. The City Council reserves the right to adjourn into a Closed Executive Session at any time under the Texas Government Code, Section 551.071, to consult with an attorney.

Council Agenda Item Cover Memo

**10/6/2020
Date of Meeting**

To: Mayor and City Council

Agenda Item:

Discuss and take possible action on the acceptance of the low bid for the Wilding Lane Drainage and Paving Improvements Project.

SUMMARY/BACKGROUND (WHY): The City received bids for the Wilding Lane Drainage and Paving Improvements Project. Attached are meeting minutes from the meeting held with TR Grace Company, HDR, and the City on 11/30/20, the bid tabulation, and TR Grace's references.

STAFF RECOMMENDATION: _____

ESTIMATED COST: See attached **FUNDING SOURCE:** City Funds

CURRENT BUDGETED ITEM: YES NO **EMERGENCY REQUEST:** YES NO

PREPARED BY: Joe Moore

ATTACHMENTS: Yes

Wilding Lane Drainage and Paving Improvements Project
Pre-Award Meeting Minutes
City of Piney Point Village
HDR Job No. 19-028

DATE OF MEETING: September 30, 2020 11:00AM

LOCATION OF MEETING: Piney Point City Hall
7676 Woodway, Suite 300
Houston, TX

ATTENDANCE: HDR – Joe Moore
HDR – Presley Lundquist
City of Piney Point Village – Mark Kobelan
City of Piney Point Village – Dale Dodds
City of Piney Point Village – Brian Thompson
City of Piney Point Village – Roger Nelson
TR Grace & Company – Nathaniel Grace
TR Grace & Company – Trevor Tablert

PURPOSE OF THE MEETING: Conduct a meeting to discuss project in more detail and the low bidder's qualifications.

The following is a summary of the meeting minutes. The content in these minutes is not meant to indicate direct quotes, but rather our understanding of the general intent and direction of the questions and answers. If anyone that attended the meeting disagrees with our understanding, please respond to us in writing with questions no later than October 3, 2020. If there are any questions please send those in writing to the attention of Joe Moore.

Items to Discuss:

- 1) Introductions
- 2) Joe began the meeting notes that HDR had contacted several of TR Grace's references which had all stated that TR Grace generally performed well on their projects. The references stated that TR Grace had completed underground utility work and concrete paving. The references stated that it was their opinion that TR Grace had the technical experience to perform a residential street drainage and paving project. However, it appears the company's resume did not include any projects for municipalities or projects on residential streets. Joe stated that the purpose of the meeting today was to discuss many of the variables that are part of the construction project on the street and that the City is interested in learning how the Contractor plans on successfully completing the project while navigating those variables.

3) Variables that must be accounted for while completing a construction project on a residential street:

- Contractor required to keep utilities, storm, traffic, and property access open at all times. The Contractor cannot tear up the entire street to totally disrupt and impede residents' access and utilities.
- High-end residential community means that residents have high expectations, are going to voice their opinions about every single aspect of the project (during and after). Effective communication is imperative. Superintendent needs to maintain professionalism and patience and be an effective communicator. It has taken the City over a year to develop project scope due to meetings with the residents to obtain resident input on the project and consider and include as many of their requests as possible.

The City would like to verify that the Contractor understands the City's expectations and get a better understanding of how the Contractor will approach the project considering these variables.

4) Qualifications given by Contractor (Nathaniel):

- Have all certifications from COH
- 30-years collective experience
- Staff has ability to manage the City's interests expressed above.
- Nathaniel has two daughters that attended St. Francis and his wife was involved with the development committee at St. Francis so he is aware of how engaged the residents are
- Nathaniel will be the liaison for community responses
- Understand the need to maintain resident's utilities, traffic control, driveway access and emergency vehicle access during the entire project and will take the appropriate steps to do so.
- TR Grace agrees that it is essential to keep residents & Council informed as project progresses
- In addition to the references previously sent to HDR, they have done work with Ft. Bend ISD, MD Anderson, Harris County which are all clients with high demands.
- TR Grace is a young and evolving organization but has the collective experience and know how to perform the project. Wants to use this project to expand their portfolio.

5) Trevor expanded on Nathaniel's thoughts with the following:

- Experienced in construction engineering and construction management, he will serve as the superintendent for this project.
- Scope well within their experience
- Several local contractors. Brazoria County, FBISD, smaller public works projects and understands the project will be under constant scrutiny
- Will not shy away and is looking forward to it
- Asked questions about traffic control and work schedule.
- Joe discussed that they could work together to finalize traffic control details. The work

schedule in Piney Point is 7AM – 7PM Monday- Friday and 8AM-6PM Saturday (with prior permission)

- Asked question about testing materials and inspections.
 - Joe explained that the City will not be performing inspections but that the City will likely have construction observation performed by an HDR site representative. Joe explained the role of the HDR site representative and explained he will handle the materials testing process throughout the project.
 - Memorial Villages Water Authority will inspect anything in regards to water or sanitary sewer.
- Trevor noted that they will appreciate the site representative as this significantly cut down the time it takes to resolve issues with HDR and the City as they arise during construction. He also hopes that this will help everyone work hand-in-hand to complete successful project.
- Trevor inquired about City permits
 - Joe noted that no City permits are required but to read the Contract documents to complete all TDPES permits as required by the TCEQ.

6) Brian:

- TR Grace bid is close to other contractor's but the paving prices seem low.
- Trevor let everyone know that the demo, earthwork, and storm sewer will be completed by TR Grace and asphalt paving will be completed by a subconsultant.
- TR Grace has a list of qualified asphalt subcontractors but has not selected a specific subcontractor at this time. They have done their due diligence on pricing the asphalt work. They will be selecting a subcontractor assuming the City awards them the Contract.
- Brian asked if Trevor is willing to share contact information with all residents which Trevor had no issues with.

7) Dale:

- Discussed importance of emergency access, importance of access into properties. This is a major concern for several residents.
- Discussed the importance of communicating effectively with the residents and notifying them early and often of the events to come
 - TR Grace said that they agree and understand and will work with HDR and the City on a community outreach program.
- Discussed that the town hall meeting to be scheduled with the residents is very important for TR Grace to get started off on the right foot with the residents.
- Recommended that pedestrian traffic be diverted from Wilding as this is a cut through street for pedestrians and that pedestrians do not need to walk through the construction site or in an unsafe area. Both TR Grace and HDR agreed that this will be considered and accounted for.

REFERENCE: BHS Construction
PROJECT: Iberia Banks (2) and Ella Regional Shopping Center
TELEPHONE NO.: 281-972-6074
CONTACT: Vincent Bennett

QUESTIONS

1. How did TR Grace perform for you on previous projects? (On a scale of 1-10)

ANSWER: 10, Good work, no problems. On time and no issues. Paving, sidewalks, underground.

2. Were you satisfied with their performance?

ANSWER: Yes no problems.

3. How would you rate the quality of their work? (On a scale of 1-10)

ANSWER: 10, Did a good job.

4. How would you rate their ability to coordinate the work with neighboring property owners? (Scale of 1-10)

ANSWER: Adjacent shopping center next to Iberia Bank Carrollton. Residential surrounding another. No issues. Didn't really have to do much coordination with them but never had any problems.

5. Did they have any problems with any jobs? If so, what was the nature of the problem?

ANSWER: No, no problems other than normal issues when digging below ground and finding minor things.

6. Were they able to complete projects within the time allotted? If not, what was the reason?

ANSWER: All projects finished on time.

7. How would you rate their ability to cooperate with a client? (On a scale of 1-10)

ANSWER: 10, Good communication. Their paperwork and people on site were all okay, no issues.

8. Would you like to have them perform a job for you again?

ANSWER: Oh yeah, would work with them again.

Work Performed: Underground utilities, dirt work, paving.

PROJECT: World Toyota/Honda of Slidell
TELEPHONE NO.: 571-243-6470
CONTACT: Jamie Shirey

QUESTIONS

1. How did TR Grace perform for you on previous projects? (On a scale of 1-10)
8, few things they fell behind on new to jurisdiction and they had to get up to speed on that.
2. Were you satisfied with their performance?
ANSWER: Yes, overall. Still on bidding list for client.
3. How would you rate the quality of their work? (On a scale of 1-10)
ANSWER: 9
4. How would you rate their ability to communicate? (Scale of 1-10)
ANSWER: One of the better Contractors as far as paperwork, documentation, logs, etc.
5. Did they have any problems with any jobs? If so, what was the nature of the problem?
ANSWER: Just getting up to speed with local jurisdiction. Actual work, no problems.
6. Were they able to complete projects within the time allotted? If not, what was the reason?
ANSWER: A little behind (2 weeks) overall project was 18-19 weeks. Some was weather delay. Inside finished early and outside site work took a little bit longer.
7. The project we have is different scope than the dealership reconstruction. Do you think they can perform well on a municipal infrastructure project on a residential roadway? (On a scale of 1-10)
ANSWER: Should be able to handle that no problem as long as the expectations are clearly communicated.
8. Would you like to have them perform a job for you again?
ANSWER: Yes he would have them work for them again.

Work Performed: BMW dealership in Hilton Head – mostly above ground but some utility below ground. On-site detention for storm water management.

PROJECT: Group 1 Automotive
TELEPHONE NO.: 832-229-7581
CONTACT: John Jacobson

QUESTIONS

1. How did TR Grace perform for you on previous projects? (On a scale of 1-10)

ANSWER: They did fine, finished the job.

2. Were you satisfied with their performance?

ANSWER: Overall, did they get the job done? Yes. Trevor

3. How would you rate the quality of their work? (On a scale of 1-10)

ANSWER: 8 or 9

4. How would you rate their ability to coordinate the work with neighboring property owners? (Scale of 1-10)

ANSWER: Yes he believes they will be able to work with adjacent property owners. Feels Trevor they will do fine.

5. Did they have any problems with any jobs? If so, what was the nature of the problem?

ANSWER: Trevor very capable. Other company he came from he had issues. Two separate entities. Trevor is very capable.

6. Were they able to complete projects within the time allotted? If not, what was the reason?

ANSWER: Yes

7. How would you rate their ability to cooperate with a client? (On a scale of 1-10)

ANSWER: 8

8. Would you like to have them perform a job for you again?

ANSWER: Depending on the project, size and scope. He wouldn't give them a \$30 million project but a project with scope and size like we have he feels they are very capable of handling a project sized similar to this project.

Work Performed: Underground and paving at dealerships

PROJECT: Bohn Ford Dealership
TELEPHONE NO.: 803-517-7710
CONTACT: Birk Ayer

QUESTIONS

1. How did TR Grace perform for you on previous projects? (On a scale of 1-10)

SEE NOTES BELOW

2. Were you satisfied with their performance?

ANSWER:

3. How would you rate the quality of their work? (On a scale of 1-10)

ANSWER:

4. How would you rate their ability to coordinate the work with neighboring property owners? (Scale of 1-10)

ANSWER:

5. Did they have any problems with any jobs? If so, what was the nature of the problem?

ANSWER:

6. Were they able to complete projects within the time allotted? If not, what was the reason?

ANSWER:

7. How would you rate their ability to cooperate with a client? (On a scale of 1-10)

ANSWER:

8. Would you like to have them perform a job for you again?

ANSWER:

Work Performed: Birk talked directly to GC. TR Grace did all concrete paving. Had to reject some concrete (finish issues and didn't pass compressive test). Some concrete didn't pass compressive test and then GC was running late and then had weather problems so they used high early strength concrete. Ended up getting it all worked out. GC running late and then had weather problems.

T. R. Grace & Company, Inc.
dba
Houston Elite Risk Management
P.O. Box 420458
Houston, Texas 77242

Dun & Bradstreet # 05-839-6437
CMBL # 18130149448
HUB#18130149448

Contact:
Nathaniel Grace, Jr
Email: ngrace@h-erisk.com
Office: 866-668-7472
Fax: 713-489-7312

Principals:

Tiarra R. Grace, Chief Executive Officer
Nathaniel Grace, President

STATEMENT OF QUALIFICATIONS

1.	<p>Iberia Bank Contact Name/Phone Number: Vincent Bennett – 281-972-6074 E-Mail Address: bennetthandyman-service@gmail.com Address: 8910 West Sam Houston Parkway, Houston, TX 77040 Services Provided: Concrete Slab Pour for Building foundation. Parking Lot and Sidewalk Construction. 35 parking spaces with 6" curb. Underground utilities and elliptical storm sewer piping Total construction cost - \$750,000</p>
2.	<p>Iberia Bank Contact Name/Phone Number: Vincent Bennett – 281-972-6074 E-Mail Address: bennetthandyman-service@gmail.com Address: 2460 Lacy Lane, Carrollton, TX 75006 Services Provided: Concrete Slab Pour for Building foundation. Parking Lot and Sidewalk Construction. 44 parking spaces with 6" curb, ramps, driveway, sidewalk and storm sewer. Total construction cost - \$685,000</p>
3.	<p>Ella Regional Shopping Center Contact Name/Phone Number: BHS Construction Vincent Bennett – 281-972-6074 E-Mail Address: bennetthandyman-service@gmail.com Address: 4310 Ella Blvd Services Provided: Parking Lot Construction - 5,828 CY of 7-inch Reinforced Concrete Pavement. 535 LF of 24-inch RCP, 539 LF of 30-inch RCP, 60 LF of 36-inch RCP storm sewer and appurtenances. 700 CY of 10-inch Reinforced Concrete Pavement. Total construction cost - \$1,300,000</p>
4.	<p>Gilbane Construction Contact: John Abbott@gilbane.com Office: 713-325-6934 Mobile 860-250-8332 Services Provided: Demolition, Abatement and Environmental</p>

5.	<p>Group 1 Automotive Contact Name/Phone Number: John Jacobson – 832-229-7581 E-Mail Address: Address: Bluffton, South Carolina Services Provided: Ground Up construction of an automotive dealership. Total construction cost - \$4 Million</p>
6.	<p>World Toyota Contact Name/Phone Number: Jamie Shirey – 571-243-6470 E-Mail Address: Address: Chamblee, Georgia Services Provided: Ground Up construction of an automotive dealership. Total construction cost - \$3 Million</p>
7.	<p>Honda of Slidell Contact Name/Phone Number: Jamie Shirey – 571-243-6470 E-Mail Address: Address: Slidell, Louisiana Services Provided: Ground Up construction of an automotive dealership. Total construction cost - \$500,000</p>
8.	<p>Bohn Ford Contact Name/Phone Number: Birk Ayer – 803-517-7710 E-Mail Address: Address: Shreveport, Louisiana Services Provided: Ground Up construction of an automotive dealership. Total construction cost - \$6,000,000</p>

9.	<p>Group 1 Automotive Contact Name/Phone Number: John Jacobson – 832-229-7581 E-Mail Address: Address: Bluffton, South Carolina Services Provided: Ground Up construction of an automotive dealership. Total construction cost - \$4 Million</p>
10.	<p>World Toyota Contact Name/Phone Number: Jamie Shirey – 571-243-6470 E-Mail Address: Address: Chamblee, Georgia Services Provided: Ground Up construction of an automotive dealership. Total construction cost - \$3 Million</p>
11.	<p>Honda of Slidell Contact Name/Phone Number: Jamie Shirey – 571-243-6470 E-Mail Address: Address: Slidell, Louisiana Services Provided: Ground Up construction of an automotive dealership. Total construction cost - \$500,000</p>
12.	<p>Harris County Contact: Jarred Abbey Office: 713-274-4467 Services Provided: Intersection Improvement Project (Asphalt Paving and Site Work) Total Construction Cost: \$237,000</p>

Resumes of Key Personnel T. R. Grace & Company, Inc.

**Tiarra R. Grace
Chief Executive Officer**

EDUCATION

**Bachelor of Arts, Communications
University of Houston, Houston, Texas**

**Project Manager Certification
Turner Industries, Houston Texas**

EMPLOYMENT

**June 2016 – Present
T. R. Grace & Company, Inc.**

Duties: Managed start-up of independent D/M/W/B/E firm specializing in the delivery of a full range of a professional construction management organization. I oversee the environmental, health and safety, strategic business planning; finance; corporate strategy of the overall organization. Manage all aspects of the project life cycle from scope of work through provision of deliverables, follow up, and relationship management for large-scale long-term projects.

Nathaniel Grace
President

EDUCATION

Master of Science, Occupational Safety & Health
Columbia Southern University, Orange Beach, Alabama

Bachelor of Science, Environmental Health
Texas Southern University, Houston, Texas

EMPLOYMENT

June 2016 – Present
T. R. Grace & Company, Inc., Houston, Texas
Environmental Health Safety Manager

Duties: Perform Environmental Health & Safety Risk Assessments for all construction projects. Manage hazardous waste, oversee mold, lead abatement and Storm Water Pollution Prevention related activities. Ensure OSHA compliance and safe work plans following safety standards and procedures and observing local, state and federal regulations. Communicate operational issues and changes to supervisor on regular basis. Ensure timely response in resolving various issues across the facility. Responsible for creating and closing work orders, monthly reports and maintaining the equipment in good working conditions.

Review plans and specs during the schematic design of pre-construction. Coordinated utility service providers according to project schedule. Conducted all critical pre-installation conferences with general contractors, subcontractors, consultants and manufacturer's representative. Worked with construction administration consultants to plan field observations on schedule. Digitally archived weekly progress and technical "knowledge Base" photographs of all projects. Prepared and followed through on punch list items. Oversaw the entire building turnover process while enhancing communication between all construction management. Determined the project schedule, which included the sequence of all construction activities. Prepared regular interval progress reports. Avoided construction delays by efficiently following through with all site inspections in a timely manner.

Trevor Talbert

Construction Operations Manager

EDUCATION

Master of Business Administration - August 2020

Louisiana State University, Shreveport, Louisiana

Bachelor of Science, Criminal Justice

McNeese State University, Lake Charles, Louisiana

Associate of Applied Science, Construction Technology

Maxwell AFB, Montgomery, Alabama

EXPERIENCE

08/2019 – Present

T. R. Grace & Company, Inc., Houston, Texas

Duties: Review plans and specs during the schematic design of pre-construction. Provide contractor oversight for compliance to all applicable regulations. Conduct meetings with clients to discuss scope, schedule and site related compliance issues. Prepare building surveys and spec to assist in hazardous materials removal and building renovation/demolition. Provide daily task for site labor to complete. Document field personal site time for payroll and budgets. Prepared regular interval progress reports. Coordinated utility service providers according to project schedule

October 2018 – August 2019

Taylor Mades Construction, Livingston, Texas

Superintendent/APM

Supervise day-to-day operation on site, prioritizing scheduling amongst sub-contractors to perform scope work according to approved plans, maintaining RFI logs and approved/revised submittals. Coordinating with senior partners to stay within budget, perform estimating and submit change orders accordingly. Attend pre-bid and pre-con meetings as well as review plans and coordinate with local inspectors and planners to ensure project meets all local ordinance for CO approval.

January 2018 – September 2018

Mid America Construction & Design, Norman, Oklahoma

Superintendent

Supervise day-to-day operation on site, prioritizing scheduling amongst sub-contractors to perform scope work according to architectural and civil plans, maintaining RFI logs and approved/revised submittals. Coordinate inspections with local governing bodies as needed.

January 2017 – December 2017
Apache Industrial, Sulphur, Louisiana
Personnel Coordinator

Chief of recruitment for local branch. Ensure that all ongoing projects maintained optimal staffing.

September 2016 – December 2017
Chicago Bridge & Iron, Westlake, Louisiana
Foreman

Leading working crews in demolition, leveling/grading, and soil stabilization to maintain adequate foundations for the erection of ethane cracker units, coker units, and alkylation units, and wastewater facilities.

December 2011 – Present
US Air Force
Civil Engineer Apprentice

Responsible for planning and managing construction projects, ensure that bases have the facilities and structures they need to keep operating successfully. Tasks included surveying, computer-aided drafting, and soil testing, and coordinating with the core of engineers.

Security Forces Officer

Deputy commander tasked with managing operations of squadron personnel, scheduling manpower for area and base defense, assigning training, and coordinate with base commander on issues regarding public safety.

Sterling Flemon Jr.
Senior Project Manager/Chief Estimator

EDUCATION

Bachelor of Arts, Business Administration (Finance)
Texas Southern University, Houston, Texas

EMPLOYMENT

9/2020 – Present
T. R. Grace & Company, Inc., Houston, Texas

Provide executive administrative support to Operations Manager and Project Management team including generating/distributing correspondence, meeting arrangements, attendance recording, all departmental reporting/tracking, accounts receivables and accounts payables processes, and managed all departmental expenses & reimbursements. Assisted with management of construction projects from pre-bid pricing/cost estimating phase (via blueprint drawing analysis/take-off & field assessments) to post-construction phases (including new construction, renovations, and tenant improvement and/or rental turnovers). Estimated and managed both tenant improvement and rental turnover projects, negotiated with subcontractors for cost effective job pricing, tracked & reported job cost ratios. Produced, distributed, followed up and maintained status logs for large volume of contractual documents, including but not limited to subcontracts, purchase orders, change orders, Request for Proposals, Submittals and Bids). Managed submittal process for involving all trades, clients, and engineering & architectural firms. Managed incoming / outgoing blueprint drawings and maintained appropriate logs for all construction projects. Trained and lead other construction department administrative staff. Maintained construction department during extended periods when no other persons were on staff

1/2013 - 9/2020

Project Manager
Tri Coastal Construction, Houston, Texas

Experienced in managing commercial and residential projects. Managed residential renovations, remodeling and residential new construction. Manage commercial construction projects ranging in size from 3,000 sf. to over 36,000 sf., with a concentration on restaurant build outs. Volume ranged from \$5K to \$100K including overall direction, due diligence, administration, contract execution, and financial outcome of projects. Accountable for project teams including leadership, architects, purchasing consultants, vendors and construction professionals. Consistently meet budget and time project demands due to accurate development of project scope, budget, and schedule and to establishing operational priorities while maintaining positive relationships with service area leadership, staff and subcontractors.

1/2010 – 11/2013

Construction Manager

City of Galveston, Galveston, Texas

Facilitated activities and performance of subcontractors and Company personnel in successful construction of federal government projects. Planned, organized and managed the overall residential construction development for the federally funded Hurricane Rita and Hurricane Ike Disaster Recovery programs. Both programs were budgeted at \$4 million and \$16 million respectively. Ensured high quality and safe construction environments and interfaced with supervisory and engineering personnel, inspectors, and suppliers to resolve issues and improve construction methods. Interfaced with project managers in preparing project definition documents, budgets, and invoices and controlling overhead costs. Responsible for recruiting, interviewing, hiring and scheduling the subcontractors throughout the entire building process. Optimized project operations by performing reviews and analyses from initiating and planning through execution and close-out. Oversaw subcontractors to ensure high quality construction of governmental renovation projects. Enforced OSHA and EM-385 regulations and company safety policies through direct interaction with site personnel.

3/88 – 7/2013

Real Estate Appraiser

Texas Property Appraisers, Houston, Texas

Inspected properties, collected, and analyzed data and prepared appraisal reports for residential properties, commercial properties, and religious facilities in accordance with bank and investor guidelines. Performed drive-by inspections, desktop/manual appraisals, conducted progress inspections, and reviewed plans, blueprints, specifications and construction methods for proposed properties to ensure compliance to legal requirements. Performed over 3,000 residential appraisals and over 500 commercial appraisals. Performed ad valorem tax appraisals for the Harris County Appraisal District. Prepared due diligence reports by preparing market studies for mortgage underwriting and institution acquisitions.

Rickey Wilson **Project Manager**

EDUCATION

Bachelor of Science, Environmental Health
Texas Southern University, Houston, Texas

EXPERIENCE

08/2019 – Present
T. R. Grace & Company, Inc., Houston, Texas

Duties: Supervise day-to-day operation on site, prioritizing scheduling amongst sub-contractors to perform scope work according to approved plans, maintaining RFI logs and approved/revised submittals. Coordinating with senior partners to stay within budget, perform estimating and submit change orders accordingly. Attend pre-bid and pre-con meetings as well as review plans and coordinate with local inspectors and planners to ensure project meets all local ordinance for CO approval.

9//2016 – 08/2019
Manpower Staffing Inc., Houston, TX
Construction – Estimator

Conducts bid review meeting with the Manager of Estimating, Project Manager, and/or business line management to finalize bid, markup, and strategies. Coordinates with project management to review bid strategy and assists in project buy-out. Lead process improvements and equipment modifications. Construction and demolition projects, Personnel Management. Contracts, permits, drafts, blueprints & cost estimates. Inventory management, quality improvement, scheduling, maintenance and contractor safety management. Local code compliance including successful completion of inspections.

12/2000 – 9/2016
City of Houston
Construction - Project Manager

Responsible for planning and managing construction projects, ensure that bases have the facilities and structures they need to keep operating successfully. Task included surveying, computer-aided drafting and soil testing, and coordinating with the core of engineers.

Kim Topps
Manager, Engineering

EDUCATION

Master of Business Administration
LeTourneau University, Houston, Texas

Bachelor of Science, Electrical Engineering
University of Houston, Houston, Texas

EMPLOYMENT

10/2019 – Present
T. R. Grace & Company, Inc., Houston, Texas

Working knowledge of employee taxes, benefits, workers' compensation cost structures
Developing estimates of Construction In directs including staffing plans, construction equipment forecasts and craft manpower projections. Trained in Rapid Project Modeling (RPM) and advanced Work Package methodology software. Executes efficient meetings. Provide value engineering ideas. Provide troubleshooting, analysis, and recommendations for specific business challenges.

06/2019 – 10/2019
ProWelder Industries, Houston, Texas
Project Engineer

Working knowledge of construction techniques and building materials. Providing mechanical trade cost information to the Project Teams for inclusion into budgets, schedules and cash flows. Review drawings with Project Management team and highlight areas of concern. Developing proposal language and text. Properly turn over bid documents and sub buyout information to Project Manager in a timely manner. Assisting senior staff with business development; and Maintaining files and records of work. Experience providing conceptual and detailed budgetary estimates from \$25K to \$20M on a wide variety of construction projects including new construction, infrastructure and facility renovations. Ability to Read Blueprints and perform estimates from all construction trades in multiple industries. Demonstrated knowledge of unit costs and assembly costs of the major design discipline scopes. Subsistence for Estimator 50 or more miles away for 1 year. Familiarity with construction cost manuals such as Means and Marshall & Swift.

05/2010 – 06/2019

Project Manager, Houston, Texas

MBROH Engineering

Conducts bid review meeting with the Manager of Estimating, Project Manager, and/or business line management to finalize bid, markup, and strategies. Coordinates with project management to review bid strategy and assists in project buy-out. Has developed depth and breadth of expertise in own discipline. Assist in obtaining firm quotes for material suppliers, equipment, and subcontractors. Responsible for RFQ from receipt, through pricing and review, to final submittal. Attends site walks Obtains review and input information from contracts, legal, taxes, insurance, finance, and other support groups.

Kimmy N. Watson
Project Manager

EDUCATION

Bachelor of Science, Petroleum Land Management
University of Houston, Houston, Texas

EXPERIENCE

08/2019 – Present
T. R. Grace & Company, Inc., Houston, Texas

Duties: Supervise day-to-day operation on site, prioritizing scheduling amongst sub-contractors to perform scope work according to approved plans, maintaining RFI logs and approved/revise submittals. Coordinating with senior partners to stay within budget, perform estimating and submit change orders accordingly. Attend pre-bid and pre-con meetings as well as review plans and coordinate with local inspectors and planners to ensure project meets all local ordinance for CO approval.

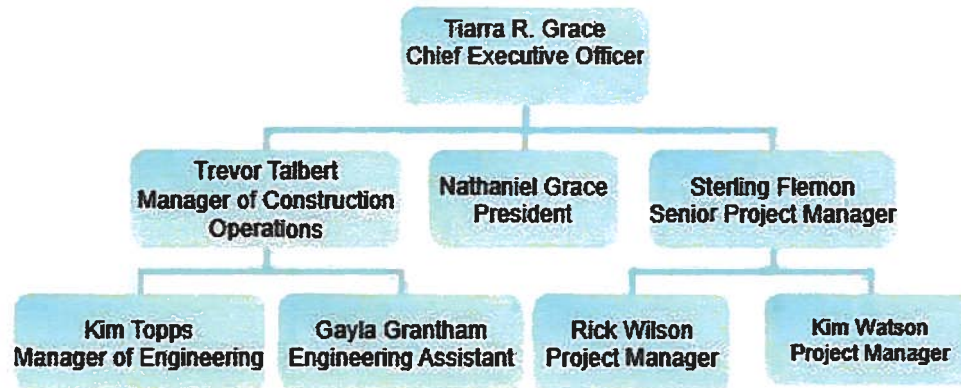
11/2013 – 12/2015
Triple Five Energy Resources LLC, Houston, Texas
Health, Safety, Environmental and Compliance

Drafted/Developed and implemented Health, Safety and Environmental Manual for company that is fit for purpose. Rolled out health, safety and environment programs and policies to office and field personnel and monitored the effectiveness of the manual.

09/2005 – 08/2013
Shell Oil Company, Houston, Texas
Team Leader

Primary responsibilities included Leading/Directing a talented team of project managers responsible for remediating contaminated oil and gas properties throughout the US and Canada. Team also conducted due diligence on possible acquisitions/divestments of Oil and Gas properties by developing due diligence protocols, ensuring alignment with industry best practices.

T. R. Grace & Company, Inc.





GLENN HEGAR TEXAS COMPTROLLER OF PUBLIC ACCOUNTS

The Texas Comptroller of Public Accounts (CPA) administers the Statewide Historically Underutilized Business (HUB) Program for the State of Texas, which includes certifying minority-, woman- and service disabled veteran-owned businesses as HUBs and facilitates the use of HUBs in state procurement and provides them with information on the state's procurement process.

We are pleased to inform you that your application for certification/re-certification as a HUB has been approved. Your company's profile is listed in the State of Texas HUB Directory and may be viewed online at <https://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>. Provided that your company continues to meet HUB eligibility requirements, the attached HUB certificate is valid for the time period specified.

You must notify the HUB Program in writing of any changes affecting your company's compliance with the HUB eligibility requirements, including changes in ownership, day-to-day management, control and/or principal place of business. *Note: Any changes made to your company's information may require the HUB Program to re-evaluate your company's eligibility.*

Please visit our website at <http://comptroller.texas.gov/procurement/prog/hub/> and reference our publications (i.e. Grow Your Business pamphlet, HUB Brochure and Vendor Guide) providing addition information on state procurement resources that can increase your company's chances of doing business with the state.

Thank you for your participation in the HUB Program! If you have any questions, you may contact a HUB Program representative at 512-463-5872 or toll-free in Texas at 1-888-863-5881.

Texas Historically Underutilized Business (HUB) Certificate



Certificate/VID Number:	1813014944800
File/Vendor Number:	501194
Approval Date:	01-MAR-2017
Scheduled Expiration Date:	01-MAR-2021

The Texas Comptroller of Public Accounts (CPA), hereby certifies that

T.R. GRACE & COMPANY, INC.

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed 03-MAR-2017, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, business location) provided in the submission of the business' application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

*Bobby Pounds, Interim Director
Statewide Support Services Division*

Note: In order for State agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payment under the Certificate/VID Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet (<https://mycpa.cpa.state.tx.us/tpasscmbsearch/index.jsp>) or by contacting the HUB Program at 512-463-5872 or toll-free in Texas at 1-888-863-5881.



Nathaniel Grace <ngrace@h-erisk.com>

Small Business Enterprise (SBE) MWSBE and PDBE Certification Update Approval Letter1 message

City of Houston <houston@mwdbe.com>

Tue, Sep 8, 2020 at 10:43 AM

Reply-To: City of Houston <houston@mwdbe.com>

To: ngrace@h-erisk.com

Tiarra Grace
T.R. Grace & Company, Inc. DBA Houston Elite Risk Management
P.O. BOX 420458
HOUSTON, TX 77242
Certification #20-9-13601S
Dear Tiarra Grace:

CONGRATULATIONS! Your application for certification as a City of Houston Small Business Enterprise (SBE) is approved for a three year period thru August 31, 2023. The approval is contingent upon your firm maintaining certification eligibility throughout the three year period. Your firm will be required to complete a three year cycle review form to be considered for certification eligibility beyond the three year period. We will provide you with notification to submit the three year cycle review form prior to your firm's three year expiration date.

We have certified T.R. Grace & Company, Inc. DBA Houston Elite Risk Management, only for Building Inspections. You are being listed in the Directory of certified M/W/S/DBE, in the following Directory Capability listing:

NAICS: NAICS 541350: BUILDING INSPECTION SERVICES

The certification covers only the company, that is listed in this letter and not any other company with which you may be associated, and only for those specific functions mentioned herein.

Now that you are certified, the adventure begins. You will also receive emails on upcoming contracting opportunities, networking events, and free training. Check our website at www.houstontx.gov/obo/index.html for valuable resource information.

Here is important information that you need to know:

Two months prior to the expiration date of your certification, you will receive instructions on how to complete the Three year cycle Update Form and Affidavit. This form must be completed and returned along with signed copies of your Business Income Tax (Form 1120, 1065 or 1040 All Schedules including Schedule C) for the past three years. Please note that for Tax Returns not yet filed under an extension of time to file, a copy of the extension will suffice. If you do not complete and return the above items, your certification may be revoked.

Also, failure to report company changes to us such as (ownership changes, address, phone number, business structure changes, etc.), or any subsequently discovered material misrepresentation in the certification application or in the execution of a contract, will be reason for revocation of certification for up to a five-year period.

It is your responsibility to periodically monitor the online M/W/S/DBE Directory at <https://houston.mwdbe.com/VendorSearch.asp> to ensure the accuracy of your contact information and profile. Attached is a copy of your firm's certification profile. If there are any changes to your firm's contact information (name, address,

phone, fax, email), please contact our office immediately at (832) 393-0600 so that the appropriate adjustments can be made.

I want to emphasize several important facts for your consideration:

First, we are here to assist you with any questions you may have about how the City's M/W/S/DBE program works, and also provide you with assistance with any challenges you may have on a City contract.

Second, never allow a company to submit your name unless you will, through your own efforts, be doing the work. The following practices are violations of the City's M/W/S/DBE program and may result in the revocation of certification for up to a five-year period:

1. Allowing your company's name to be submitted toward satisfying the M/W/S/DBE goal for a scope of work for which you are not certified;
2. Serving as a pass-through by allowing your company's name to be submitted toward satisfying the M/W/S/DBE goal, but not actually performing, with your own workforce, the exact scope of work represented in the prime's contract documents;
3. Hiring members of the prime contractor's workforce;
4. Requesting or allowing the prime contractor to "advance" dollars or otherwise meet payroll for your employees.
5. OBO discovers that the firm provided false or misleading information for the purpose of certification during the original application process or as part of the certification update.

Third, after you sign a Letter of Intent or contract with a prime contractor to provide services or supplies on a City contract, should you experience ANY problems with actually getting or completing the contract, or being paid, please call us immediately to file a complaint. We cannot know whether you have actually been given the contract, or working on a project as reported to City Council, unless you tell us.

Fourth, the M/W/S/DBE Directory is available online at www.houstontx.gov. It is used internally by City procurement staff and externally by prime contractors and vendors to identify certified firms as they attempt to meet M/W/S/DBE goals assigned to City contracts. Our directory is also used by several other agencies and corporations in their search for confirmed M/W/S/DBE companies. You must maintain an accurate mailing address, a working telephone number with means to leave a message, and a valid email address. It is essential that you return solicitation calls immediately. The accomplishment of the spirit and intent of our program is seriously affected when MWBE's cannot be reached. Those interested in contracting with you must be able to reach you quickly and consistently.

Fifth, please notify us immediately if you are ever, by action or inaction, discouraged from bidding on any City project, by a prime contractor or subcontractor, or any employee of the City. Our program requires that all information on a contract be given to you in a time frame, which will give you an opportunity to develop your bid.

Sixth, your certification has value, so your Certification Number should be guarded carefully. We suggest that you not give your Certification Number to people who call and those who express an interest in doing business with you. Rather, we suggest you wait until your bid is accepted and you have a contract or signed Letter of Intent before releasing your Certification Number. OBO may be called to verify the validity of your certification.

Seventh, be advised that the percentage of M/W/S/DBE goal credit for Material Supply will depend on whether your company meets the commercially useful function requirements for material supplier credit.

Eighth, the expiration date, which appears on this Certification letter, attached Certificate, or other related documentation will be superseded by a graduation date, should your firm be designated as an Established Business.

The City M/W/S/DBE program's focus is to open the competitive process, and to afford you an opportunity to actually perform work or provide services/goods related to City taxpayers' projects. This program is working! Our FY 2015 figures are among the highest in the nation--\$288.0 million earned by minority and women owned companies. We hope that in next year's figures we can count contracts you have received.

Finally, be sure to register as a vendor. All suppliers and contractors interested in registering with the City of Houston and/or bidding on products and services procured by the City of Houston, must first register with the City's Strategic Procurement Division for an online web account by accessing the following web-link: http://purchasing.houstontx.gov/registration_form.aspx.

Once a user name and a password are obtained, you may then proceed to place bids, update your company profile and complete and submit a Supplier Registration Form to enroll on the City of Houston's registered supplier list. New supplier registration is incomplete until an IRS W-9 form is sent via email to houstonpurchasing@houstontx.gov. The information on this form must be the same as listed on the request for Taxpayer Identification Number as required by the Internal Revenue Service.

Again, congratulations. We welcome your participation, and wish you every success.

Very truly yours,

Marsha Murray
Director
The Office of Business Opportunity

This message was sent to: ngrace@h-erisk.com
Sent on: 9/8/2020 10:43:02 AM
System ReferenceID: 114280543



Nathaniel Grace <ngrace@h-erisk.com>

Women Business Enterprise (WBE) MWSBE and PDBE Certification Update Approval Letter

1 message

City of Houston <houston@mwdb.com>
Reply-To: City of Houston <houston@mwdb.com>
To: ngrace@h-erisk.com

Tue, Sep 8, 2020 at 10:41 AM

Tiarra Grace
T.R. Grace & Company, Inc. DBA Houston Elite Risk Management
P.O. BOX 420458
HOUSTON, TX 77242
Certification #20-9-13601
Dear Tiarra Grace:

CONGRATULATIONS! Your application for certification as a City of Houston Women Business Enterprise (WBE) is approved for a three year period thru August 31, 2023. The approval is contingent upon your firm maintaining certification eligibility throughout the three year period. Your firm will be required to complete a three year cycle review form to be considered for certification eligibility beyond the three year period. We will provide you with notification to submit the three year cycle review form prior to your firm's three year expiration date.

We have certified T.R. Grace & Company, Inc. DBA Houston Elite Risk Management, only for Building Inspections. You are being listed in the Directory of certified M/W/S/DBE, in the following Directory Capability listing:

NAICS: NAICS 541350: BUILDING INSPECTION SERVICES

The certification covers only the company, that is listed in this letter and not any other company with which you may be associated, and only for those specific functions mentioned herein.

Now that you are certified, the adventure begins. You will also receive emails on upcoming contracting opportunities, networking events, and free training. Check our website at www.houstontx.gov/obo/index.html for valuable resource information.

Here is important information that you need to know:

Two months prior to the expiration date of your certification, you will receive instructions on how to complete the Three year cycle Update Form and Affidavit. This form must be completed and returned along with signed copies of your Business Income Tax (Form 1120, 1065 or 1040 All Schedules including Schedule C) for the past three years. Please note that for Tax Returns not yet filed under an extension of time to file, a copy of the extension will suffice. If you do not complete and return the above items, your certification may be revoked.

Also, failure to report company changes to us such as (ownership changes, address, phone number, business structure changes, etc.), or any subsequently discovered material misrepresentation in the certification application or in the execution of a contract, will be reason for revocation of certification for up to a five-year period.

It is your responsibility to periodically monitor the online M/W/S/DBE Directory at <https://houston.mwdb.com/VendorSearch.asp> to ensure the accuracy of your contact information and profile. Attached is a copy of your firm's certification profile. If there are any changes to your firm's contact information (name, address,

phone, fax, email), please contact our office immediately at (832) 393-0600 so that the appropriate adjustments can be made.

I want to emphasize several important facts for your consideration:

First, we are here to assist you with any questions you may have about how the City's M/W/S/DBE program works, and also provide you with assistance with any challenges you may have on a City contract.

Second, never allow a company to submit your name unless you will, through your own efforts, be doing the work. The following practices are violations of the City's M/W/S/DBE program and may result in the revocation of certification for up to a five-year period:

1. Allowing your company's name to be submitted toward satisfying the M/W/S/DBE goal for a scope of work for which you are not certified;
2. Serving as a pass-through by allowing your company's name to be submitted toward satisfying the M/W/S/DBE goal, but not actually performing, with your own workforce, the exact scope of work represented in the prime's contract documents;
3. Hiring members of the prime contractor's workforce;
4. Requesting or allowing the prime contractor to "advance" dollars or otherwise meet payroll for your employees.
5. OBO discovers that the firm provided false or misleading information for the purpose of certification during the original application process or as part of the certification update.

Third, after you sign a Letter of Intent or contract with a prime contractor to provide services or supplies on a City contract, should you experience ANY problems with actually getting or completing the contract, or being paid, please call us immediately to file a complaint. We cannot know whether you have actually been given the contract, or working on a project as reported to City Council, unless you tell us.

Fourth, the M/W/S/DBE Directory is available online at www.houstontx.gov. It is used internally by City procurement staff and externally by prime contractors and vendors to identify certified firms as they attempt to meet M/W/S/DBE goals assigned to City contracts. Our directory is also used by several other agencies and corporations in their search for confirmed M/W/S/DBE companies. You must maintain an accurate mailing address, a working telephone number with means to leave a message, and a valid email address. It is essential that you return solicitation calls immediately. The accomplishment of the spirit and intent of our program is seriously affected when MWBE's cannot be reached. Those interested in contracting with you must be able to reach you quickly and consistently.

Fifth, please notify us immediately if you are ever, by action or inaction, discouraged from bidding on any City project, by a prime contractor or subcontractor, or any employee of the City. Our program requires that all information on a contract be given to you in a time frame, which will give you an opportunity to develop your bid.

Sixth, your certification has value, so your Certification Number should be guarded carefully. We suggest that you not give your Certification Number to people who call and those who express an interest in doing business with you. Rather, we suggest you wait until your bid is accepted and you have a contract or signed Letter of Intent before releasing your Certification Number. OBO may be called to verify the validity of your certification.

Seventh, be advised that the percentage of M/W/S/DBE goal credit for Material Supply will depend on whether your company meets the commercially useful function requirements for material supplier credit.

Eighth, the expiration date, which appears on this Certification letter, attached Certificate, or other related documentation will be superseded by a graduation date, should your firm be designated as an Established Business.

The City M/W/S/DBE program's focus is to open the competitive process, and to afford you an opportunity to actually perform work or provide services/goods related to City taxpayers' projects. This program is working! Our FY 2015 figures are among the highest in the nation--\$288.0 million earned by minority and women owned companies. We hope that in next year's figures we can count contracts you have received.

Finally, be sure to register as a vendor. All suppliers and contractors interested in registering with the City of Houston and/or bidding on products and services procured by the City of Houston, must first register with the City's Strategic Procurement Division for an online web account by accessing the following web-link: http://purchasing.houstontx.gov/registration_form.aspx.

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Again, congratulations. We welcome your participation, and wish you every success.

Very truly yours,

Marsha Murray
Director
The Office of Business Opportunity

This message was sent to: ngrace@h-erisk.com
Sent on: 9/8/2020 10:41:03 AM
System ReferenceID: 114280487



Nathaniel Grace <ngrace@h-erisk.com>

Minority Business Enterprise (MBE) MWSBE and PDBE Certification Update Approval Letter

1 message

City of Houston <houston@mwdb.com>

Tue, Sep 8, 2020 at 10:39 AM

Reply-To: City of Houston <houston@mwdb.com>

To: ngrace@h-erisk.com

Tiarra Grace
T.R. Grace & Company, Inc. DBA Houston Elite Risk Management
P.O. BOX 420458
HOUSTON, TX 77242
Certification #20-9-13601
Dear Tiarra Grace:

CONGRATULATIONS! Your application for certification as a City of Houston Minority Business Enterprise (MBE) is approved for a three year period thru August 31, 2023. The approval is contingent upon your firm maintaining certification eligibility throughout the three year period. Your firm will be required to complete a three year cycle review form to be considered for certification eligibility beyond the three year period. We will provide you with notification to submit the three year cycle review form prior to your firm's three year expiration date.

We have certified T.R. Grace & Company, Inc. DBA Houston Elite Risk Management, only for Building Inspections. You are being listed in the Directory of certified M/W/S/DBE, in the following Directory Capability listing:

NAICS: NAICS 541350: BUILDING INSPECTION SERVICES

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Here is important information that you need to know:

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2. Serving as a pass-through by allowing your company's name to be submitted toward satisfying the M/W/S/DBE goal, but not actually performing, with your own workforce, the exact scope of work represented in the prime's contract documents;
3. Hiring members of the prime contractor's workforce;
4. Requesting or allowing the prime contractor to "advance" dollars or otherwise meet payroll for your employees.
5. OBO discovers that the firm provided false or misleading information for the purpose of certification during the original application process or as part of the certification update.

Third, after you sign a Letter of Intent or contract with a prime contractor to provide services or supplies on a City contract, should you experience ANY problems with actually getting or completing the contract, or being paid, please call us immediately to file a complaint. We cannot know whether you have actually been given the contract, or working on a project as reported to City Council, unless you tell us.

Fourth, the M/W/S/DBE Directory is available online at www.houstontx.gov. It is used internally by City procurement staff and externally by prime contractors and vendors to identify certified firms as they attempt to meet M/W/S/DBE goals assigned to City contracts. Our directory is also used by several other agencies and corporations in their search for confirmed M/W/S/DBE companies. You must maintain an accurate mailing address, a working telephone number with means to leave a message, and a valid email address. It is essential that you return solicitation calls immediately. The accomplishment of the spirit and intent of our program is seriously affected when MWBE's cannot be reached. Those interested in contracting with you must be able to reach you quickly and consistently.

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Eighth, the expiration date, which appears on this Certification letter, attached Certificate, or other related documentation will be superseded by a graduation date, should your firm be designated as an Established Business.

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Finally, be sure to register as a vendor. All suppliers and contractors interested in registering with the City of Houston and/or bidding on products and services procured by the City of Houston, must first register with the City's Strategic Procurement Division for an online web account by accessing the following web-link: http://purchasing.houstontx.gov/registration_form.aspx.

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Again, congratulations. We welcome your participation, and wish you every success.

Very truly yours,

Marsha Murray
Director
The Office of Business Opportunity

This message was sent to: ngrace@h-erisk.com
Sent on: 9/8/2020 10:39:03 AM
System ReferenceID: 114280453



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

4/27/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).


PRODUCER Marsh & McLennan Agency LLC 2500 City West Blvd. Suite 2400 Houston TX 77042		CONTACT NAME: Dana Howes PHONE (A/C No. Ext): 713-322-9418 FAX (A/C, No): E-MAIL ADDRESS: dana.howes@marshmma.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A : Nautilus Insurance Company	NAIC # 17370
		INSURER B : Texas Mutual Insurance Company	22945
		INSURER C :	
		INSURER D :	
		INSURER E :	
		INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 343513302 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE		ADDL INSRD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY	Y	Y	ECP202885111	4/22/2020	4/22/2021	EACH OCCURRENCE	\$ 1,000,000
		<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input checked="" type="checkbox"/>	2.500						MED EXP (Any one person)	\$ 5,000
		GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$ 1,000,000
	<input checked="" type="checkbox"/>	POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$ 2,000,000
		OTHER:						PRODUCTS - COMP/OP AGG	\$ 2,000,000
		AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
		<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
		<input type="checkbox"/> OWNED AUTOS ONLY						BODILY INJURY (Per accident)	\$
		<input type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$
		<input type="checkbox"/> SCHEDULED AUTOS							\$
		<input type="checkbox"/> NON-OWNED AUTOS ONLY							\$
A		UMBRELLA LIAB	Y	Y	FFX202885211	4/22/2020	4/22/2021	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/>	EXCESS LIAB						AGGREGATE	\$ 1,000,000
		<input type="checkbox"/> CLAIMS-MADE							\$
		DED RETENTION \$							\$
B		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			0002036130	4/22/2020	4/22/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		N/A				E.L. EACH ACCIDENT	\$ 1,000,000
		If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
A		Professional Liability			ECP202885111	4/22/2020	4/22/2021	Each Claim Aggregate	\$1,000,000 \$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 The General Liability and Umbrella Liability policies include a Blanket Additional Insured endorsement that provides additional insured status only where such status is required by a written contract. The General Liability and Umbrella Liability policies include a Blanket Waiver of Subrogation endorsement that provides this status only where such status is required by a written contract.

CERTIFICATE HOLDER	CANCELLATION
Board of Regents University of Texas System c/o ROCIP Administrator 1717 Main Street, Suite 4400 Dallas TX 75201 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE
	 Brett Herrington

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Council Agenda Item Cover Memo

**10/6/2020
Date of Meeting**

To: Mayor and City Council

Agenda Item:

Discuss and take possible action on authorization of Construction Management, Materials Testing, and Construction Observation Phase Services on HDR's contract for the Wilding Lane Drainage and Paving Improvements Project.

SUMMARY/BACKGROUND (WHY): Council previously approved a portion of HDR's proposal for Professional Engineering Services for the Wilding Lane Drainage and Paving Improvements Project. Council requested that HDR present the proposal for the same project for the Professional Engineering Services to provide Construction Management, Materials Testing, and Construction Observation Phase Services during construction of the Wilding Lane Drainage and Paving Improvements Project. The proposal is attached for reference – *for clarification, this is the same proposal (scope and fees) presented and approved by Council, HDR is only seeking approval of the construction management, materials testing, and full-time construction observation phase services.* HDR has also prepared a Contract Amendment to provide half-time construction observation phase services if the City would prefer to have only half-time site representation.

STAFF RECOMMENDATION: _____

ESTIMATED COST: _____ **FUNDING SOURCE:** _____

CURRENT BUDGETED ITEM: YES _ NO _ **EMERGENCY REQUEST:** YES ___ NO

PREPARED BY: Joe Moore

ATTACHMENTS: Yes



September 24, 2020

Mayor and City Council Members
City of Piney Point Village
7676 Woodway Drive, Suite 300
Houston, Texas 77063

Re: Amendment to Fee Proposal for Professional Engineering Services for Reduced
Scope of Work for Site Observation
Wilding Lane Drainage and Paving Improvements Project
City of Piney Point Village
HDR Job No. 19-028
Amendment #1

HDR Engineering, Inc. (HDR) is pleased to submit this amendment to the fee proposal, which the City Council authorized on April 22, 2019, for the preliminary and final design phase services associated with drainage and paving improvements on Wilding Lane.

Council request that HDR provide half-time site observation services instead of full-time site observation services as provided in the above referenced proposal. This amendment addresses the reduced scope of work for site observation services.

Site Observation

Per Council's request, HDR will provide half-time site observation services for the estimated construction duration of nine (9) months for the project at an average of four (4) hours a day. The scope of services will be performed in accordance with the proposal for the Wilding Lane Drainage and Paving Improvements Project approved on April 22, 2019.

Amended Fee Amount

The fee totals with this amendment is as follows for the City:

REDUCTION IN FEES :

	<u>Fee Reduction</u>
Site Observation Fees:	\$ (83,100.00)
TOTAL AMOUNTS	\$ (83,100.00)

Therefore, the total fee amendment is a decrease of **\$83,100.00**. The total contract, including this amendment, is now as follows:

Preliminary Design Phase (30% design) (lump sum)	\$ 38,450.00
Geotechnical Services (Cost + 10%)	\$ 8,530.00
Urban Forestry Services (Cost + 10%)	\$ 8,220.00
30% Design Presentation (lump sum)	\$ 5,450.00
Final Design Phase (lump sum)	\$ 53,050.00
Traffic Control (lump sum)	\$ 3,250.00
Storm Water Pollution Prevention Plan (lump sum)	\$ 2,600.00
Bid Phase (lump sum)	\$ 5,900.00
Construction Management (lump sum)	\$ 38,400.00
Full Time Site Observation (not to exceed)	\$ 203,500.00
Material Testing (not to exceed)	\$ 27,000.00
Reimbursables	\$ 5,000.00
<u>Amendment #1</u>	<u>\$ (83,100.00)</u>
TOTAL CONTRACT AMOUNT	\$ 316,250.00

HDR appreciates this opportunity to be of service to the City of Piney Point Village and looks forward to this project.

Sincerely

HDR Engineering, Inc.



David Weston
Vice President/Area Manager

Acceptance: City of Piney Point Village, Texas

By: _____

Date: _____



April 17, 2019

Mayor and City Council Members
City of Piney Point Village
7676 Woodway Drive; Suite 300
Houston, Texas 77063

Re: Proposal for Professional Engineering Services
Design, Bid, and Construction Phase Services for
the Wilding Lane Drainage and Paving Improvements Project
City of Piney Point Village

HDR Engineering, Inc. (HDR) is pleased to submit this proposal for the design, bid phase, construction management, and full-time construction phase services for the above referenced project. General overview, project understanding, scope of services, and a fee schedule are included herein.

GENERAL OVERVIEW

This proposal provides a description of the engineering services required for the drainage and paving improvements for Wilding Lane in the City of Piney Point Village. The improvements generally consist of the installation of a storm sewer system to replace the existing road side ditch and driveway culvert system and replacement of the asphalt pavement. The following is our understanding of the project:

PROJECT UNDERSTANDING:

The existing drainage system on Wilding Lane consists of open ditches with driveway culverts on both sides of the road. The existing driveway culverts are not set at elevations to provide for adequate slope on the ditch line and are not sized to adequately convey runoff produced from a City of Houston 2-year rain event. It has been reported that significant ponding and sheet flow occurs across properties on Wilding Lane during heavy rain events due to insufficient drainage.

During the construction of the Hedwig Roadway Improvement Project, a 54-inch pipe was stubbed out into Wilding Lane to provide a storm sewer outfall future drainage improvements on Wilding Lane. The proposed drainage improvements consist of the installation of a storm sewer trunk main below the south side of Wilding Lane from the Hedwig Road system stub out to the west end of Wilding Lane. The trunk main will range in size from 54-inch to 36-inch with 24-inch storm sewer and inlets serving as the collection system conveying runoff produced along the right-of-way into the trunk main.

The project will also include the full depth replacement of the asphalt pavement which will be removed for installation of the storm sewer system.

hdrinc.com

4828 Loop Central Drive, Suite 800, Houston, TX 77081-2220
T (713) 622-9284 F 713.922.9285
Texas Registered Engineering Firm F-754

The City obtained survey of Wilding Lane in 2018 to identify insufficiencies in the street's drainage system in anticipation of a future drainage improvements project. This survey data will be utilized for this project.

The engineer's opinion of probable construction costs for the above described project is \$1,141,135.00.

SCOPE OF SERVICES

The following Scope of Services is outlined for the design, bid, and construction phase services.

I. DESIGN PHASE SERVICES

A. Basic Preliminary Engineering Services

- Hold a "kick-off" meeting with City staff to finalize the requirements for the project.
- Review available historical information (record drawings, reports/studies, GIS data, etc.)
- Research and gather information on private utilities (i.e. gas, electrical, telephone, pipelines, etc.) along the project alignment.
- Perform site visit to verify survey and identify any other information that would impact design and construction.
- Coordinate with the geotechnical engineer for a geotechnical investigation and report.
- Examine geotechnical information to determine potential soil conditions, ground water conditions, and potential impact on construction methodology and construction costs.
- Prepare drainage area maps based on previously identified drainage areas for Wilding Lane.
- Prepare hydraulic calculations for the plan set.
- Prepare 30% plan drawings (plan view only) for the proposed storm sewer and pavement improvements.

- Prepare the engineer's opinion of probable construction costs based on the 30% design plans.
- Coordinate with the Memorial Villages Water Authority on proposed improvements in the project area and identify possible conflicts with the proposed improvements.
- Prepare a Preliminary Engineering Report documenting the project considerations setting forth the Engineer's recommendations on to include the following items:
 - Hydraulic calculations and proposed pipe sizes
 - Typical roadway cross-sections
 - Schematic layout of the storm sewer system and inlet locations
 - Geotechnical investigation findings and recommendations
 - Preliminary tree findings report
- Conduct a meeting with the City to discuss the contents of the preliminary engineering report and review comments by the City.

B. Basic Final Design Services

- Perform design phase services based on recommendations from the 30% design plans and approved by Council.
- Prepare plan cover sheet, general notes, survey control, project layout, 90% plan/profile drawings, and detail sheets.
- Prepare contract documents and specifications.
- Develop typical cross-sections, street grade lines, and street elevations.
- Coordinate with the Memorial Villages Water Authority (M.V.W.A.) during the design process and provide draft documents for review and comment. Incorporate appropriate comments with the final bid documents.
- Submit 90% plans to private utility companies for review and incorporate utility company markups in the final bid documents.
- Assist the City in obtaining and/or securing approvals required public and private utilities affected by this project. This assistance will involve the usual and expected coordination for the approval process. When the process involves work beyond the expected, such as; special submittals, additional designs, appearances at special meetings, coordination of utility/pipeline

excavation efforts, permitting applications, etc., such work falls under the Additional Services portion of this proposal. All permit fees will be the responsibility of the City of Piney Point Village.

- Prepare an engineer's opinion of probable construction costs to reflect the 90% design.
- Provide a set of 90% plans and specifications to the City for their review and comment.
- Prepare contract documents including plans, specifications, and bidding documents associated with the design and the project addressing City comments from the 90% review for bidding.
- Provide a set of Contract Documents to the City.
- A presentation of the design plans or public meeting with residents is not included in the basic final design services and is considered a special service. If the City determines that a public meeting is warranted, HDR will perform such services under the existing on-going contract with the City

C. Special Services

1. Geotechnical Services

- Utilize a subconsultant geotechnical firm to perform the geotechnical investigation and provide recommendations
- Conduct four (4) soil borings, each to a depth of 15-feet to evaluate the subsurface conditions and provide a geotechnical investigation of the project area.
- Provide an engineering report describing soil stratigraphy, groundwater conditions, storm sewer bedding and backfill, trench safety, subgrade treatment and asphalt pavement design requirements.

2. Urban Forestry Services

- HDR will obtain services from an urban forester to evaluate tree protection measures needed during the preliminary engineering, final design and construction phase.

3. Traffic Control Plan

- Prepare traffic control plans and construction sequencing plan for the project area.

4. Storm Water Pollution Protection Plan

- Due to the proposed work to be performed in this project, a storm water pollution protection plan will be produced so that the City complies with State mandated MS4 permitting.

5. Preliminary Engineering Report Presentation

- Preparation of a PowerPoint presentation of the preliminary engineering report findings, including exhibits, and updated engineer's opinion of probable construction costs to present once at a Council meeting. Preparation for and attendance at town hall meetings or individual meetings with residents will be performed under the existing on-going contract with the City.

6. Reimbursable Expenses

- A budgetary amount will be allocated for typical reimbursable expenses such as reproduction, courier services, mileage, etc. The cost for plans and specifications for review sets and construction documents to be provided to the City and other review agencies will be included in this task at cost Plus 10%. Mileage will be charged at prevailing IRS rates.

II. BID PHASE SERVICES

A. Basic Services

The City of Piney Point Village will enter into this phase after the acceptance of the Final Design Phase documents.

- Assist the City in obtaining bids for the project. The City of Piney Point Village will advertise the project and will absorb all related advertising costs. HDR will coordinate with the City and will assist in developing the wording of the advertisement.
- HDR will post project plans and specifications on Civcast to generate interest for the project during the bidding process, provide information to and answer questions from potential bidders concerning the Project's

construction documents and prepare addendums as necessary. The City will absorb costs associated to posting on Civcast.

- Conduct a pre-bid conference for potential bidders, including the preparation of the meeting agenda and preparing a meeting minutes summary.
- Evaluate the bids and the qualifications of the apparent low bidders.
- Prepare a letter of recommendation advising the City as to the acceptability of the apparent low bidder.

III. CONSTRUCTION PHASE SERVICES

A. Basic Services – Construction Management

- Act as the City's Project Representative during the construction phase.
- Review and respond accordingly to submittals as required by the contract specifications.
- Respond to RFI's and prepare change orders necessitated by field conditions.
- Review the contractor's pay estimates, evaluate the completion of work, and make payment recommendations to the City.
- Visit the site periodically to observe the progress and quality of executed work and to determine in general if such work is proceeding in accordance with the contract documents. Full time site representation (construction observation) is not included as part of the Basic Services for Construction Management. Full time representation is included in the Construction Phase - Special Services.
- HDR will not be responsible for the means, methods, techniques, sequences or procedures of construction selected by the Contractor(s) or the safety precautions and programs incident to the work of the Contractor(s). HDR's effort will be directed toward providing a greater degree of confidence for the City that the completed work of Contractor(s) will conform to the Contract Documents, but HDR will not be responsible for the failure of Contractor(s) to perform the work in accordance with the Contract Documents. During site visits HDR shall keep the City informed of the progress of the work, shall endeavor to guard the City against defects

and deficiencies in such work and may disapprove or reject work failing to conform to the Contract Documents.

- Conduct a final review of the Project and make a recommendation for Final Payment on the Project.
- Engineer shall provide the City one electronic copy of record plans based on the drawings provided to the Engineer by the Contractor(s).
- A public meeting with residents is not included in this scope of services. If the City determines that a public meeting is warranted, HDR will perform such services under the existing on-going contract with the City.
- HDR anticipates that construction will take approximately nine (9) months to complete and has therefore based the lump sum fee on a level of effort to complete the above tasks for this duration.

B. Special Services – Construction Observation Phase Services and Material Testing

1. Material Testing

- Construction materials testing is included in this proposal as a budgetary item only. It is anticipated that Geotest Engineering, Inc. will be utilized as a subcontractor to HDR to perform the testing services.

2. Full Time Site Representation Services

- Provide one construction observer (on-site representative) to observe the daily progress of construction activities and to assist in the interpretation of plans and specifications. The estimated construction duration for the project will be nine (9) months. The on-site representative will be on site an average of 40 hours a week for the project.
- Provide support to the on-site representative through supervisory and administrative services.
- Provide engineering and technical office personnel support throughout construction. This is to attend project progress meetings, provide on-site support to address Contractor's questions, resident's concerns and conflict issues.
- In the event of rain days where construction may be hindered or stopped, the representative will be on-site long enough to verify that inclement

weather has occurred and the associated impact on the Contractor and construction.

- The on-site representative shall maintain daily reports.
- The on-site representative will coordinate with the Contractor's representative to estimate quantities installed on the project. The on-site representative will review the Contractor's quantity measurements prior to HDR's project manager processing the Contractor's periodic monthly payment request.
- The on-site representative will aid in the coordination of activities of the testing laboratory.
- The on-site representative will coordinate with the City and the Contractor for construction scheduling, resident notification, and complaints.
- The on-site representative will assist in the performance of a final inspection, the preparation of a punch list and subsequent follow up reviews.
- The on-site representative will assemble and maintain notes, comments, sketches, and supporting data related to the project in order to assist in the preparation of record drawings.
- HDR will process daily reports and other administrative office duties.
- HDR will track and document costs associated with the work.
- The on-site representative will be provided in an effort to aid in the process of observing performance of work of the Contractor(s). Through more extensive on-site observations of the work in progress, HDR shall endeavor to provide further protection for the City against defects and deficiencies in the work of the contractor(s); but the furnishing of such on-site representative will not make HDR responsible for construction means, methods, techniques, sequences or procedures or safety precautions or programs, or for Contractor(s) failure to perform their work in accordance with the Contract Documents.

ADDITIONAL SERVICES

- "Additional Services" shall only be performed when directed by the City to HDR. These services are not considered normal or customary engineering services.

- Services resulting from significant changes in the Project or its design, including but not limited to, changes in size, complexity, the City's schedule, or character of construction or method of financing; and revising previously accepted studies, reports design documents or Contract Documents when such revisions are due to causes beyond HDR's control.
- Preparing documents for alternate bids outside of the original scope requested by the City or documents for out of sequence work.
- Preparing to serve or serving as a consultant or witness for the City in any litigation, public hearing or other legal or administrative proceeding involving the Project.
- Additional or extended services during construction made necessary by (1) work damaged by fire or other cause during construction, (2) a significant amount of defective or neglected work of Contractor(s), (3) prolongation of the construction contract time, (4) acceleration of the progress schedule involving services beyond normal working hours and (5) default of Contractor.
- HDR will endeavor to appraise the City of any potential additional or extended services that may result from the above listed items, prior to HDR's expenditure of time on such services. As previously noted, any such extended or additional services shall only be performed when directed by the City to HDR.

FEE SCHEDULE

HDR will submit monthly invoices with status reports for all engineering work completed to invoice date. Please be aware that these fees are based on performing all improvement design as a single project. The fees presented in this section reflect a combined effort to perform all proposed work at one time as a single project. If the project is reduced the proposed fees will need to be adjusted accordingly to reflect the cost of performing engineering services on a smaller project. The invoices will be based on the following schedule:

<u>Wilding Lane Drainage and Paving Improvements Project</u>	<u>Total Fees</u>
Preliminary Engineering Phase (30% Design and Report) (Lump Sum)	\$ 38,450.00 already approved
Geotechnical Services (Cost + 10%)	\$ 8,530.00 already approved
Urban Forestry Services (Cost + 10%)	\$ 8,220.00 already approved

Preliminary Engineering Report Presentation (Lump Sum)	\$ 5,450.00	already approved
Final Design Phase (Lump Sum)	\$ 53,050.00	already approved
Traffic Control (Lump Sum)	\$ 3,250.00	already approved
Storm Water Pollution Protection Plan (Lump Sum)	\$ 2,600.00	already approved
Bid Phase (Lump Sum)	\$ 5,900.00	already approved
Construction Management (Lump Sum)	\$ 38,400.00	REQUESTING AUTHORIZATION
Full Time Site Observation (Not to Exceed) -Time & Materials	\$203,500.00	REQUESTING AUTHORIZATION
*Construction Material Testing (Not to Exceed) -Time & Materials	<u>\$ 27,000.00</u>	REQUESTING AUTHORIZATION
*Reimbursables (Reproduction (Cost Plus 10%) or Mileage at IRS Rate)	\$ 5,000.00	already approved

Wilding Lane Drainage and Paving Improvements Project \$399,350.00

*At this time the magnitude of these tasks are not known. Therefore budgetary amounts are provided. These figures may increase or decrease depending upon actual work required. If an increase becomes necessary it can be accomplished by utilizing available funds from other lines items that have under run or by contract amendment.

The total engineer option of total project cost is as follows:

Construction	\$1,141,135.00
Engineering	\$ 152,100.00
Subconsultants	\$ 43,750.00
<u>Observation Fees</u>	<u>\$ 203,500.00</u>
Total Project Cost	\$1,540,485.00

Public meetings addressing the Final Engineering or Construction phases and results other than at regular council meetings to Council is not included in this scope. In the event the City should desire a public meeting, (such as a Town Hall type meeting) HDR's services associated with such a meeting or meetings will be charge under the current on-going contract.

SCHEDULE

It is estimated that the schedule to accomplish the Preliminary Engineering Phase is four (4) months from the date of authorization to proceed, Final Design Phase is four (4) months, the bid phase will be one (1) month, execution of the contract document will be one (1) month, and construction will take approximately nine (9) months.

INVOICES

All hourly charges shall be based on a raw labor rate times a multiplier of 3.18. Reimbursable expenses will be charged at cost plus 10%. Time and materials charges and additional services beyond those described in the Scope of Services will be invoiced on the basis of direct labor costs times a factor of 3.18 for office personnel and for field personnel and direct cost plus 10%. No additional services will be performed or invoiced without prior authorization from the City of Piney Point Village.

HDR appreciates the opportunity to submit this proposal and we look forward to continuing our work with the City of Piney Point Village.

Sincerely

HDR ENGINEERING, INC.


David Weston
Vice President/Department Manager

Acceptance: City of Piney Point Village, Texas

By: 

Date: 05/01/2019