

Proposal for City of Texas City Housing Rehabilitation Program

Proposer: Mainland Children's Partnership dba Galveston County long Term Recovery Group
Address: 2000 Texas Avenue, Suite 601, Texas City Texas 77590
Contact : Lynda J. Perez, Executive Director ljperetz@mcpartnership.org
Guy Eastberg, Construction Manager, estimator@gcltrg.org
Phone: 409 643-8240,

History of 501C3 Organization

MCP is a 501C3 nonprofit that has been operating in Texas City since 1991 and working with households in Galveston County to facilitate disaster-related home repairs since 2008 following Hurricane Ike. MCP worked with City of Texas City to identify and prepare homeowners for participate in CDBG home repair and rebuilding programs. In the wake of Hurricane Harvey MCP assumed the leadership role for long term recovery in Galveston County and formed the Galveston County Long Term Recovery Group (GCLTRG) to coordinate disaster recovery services including home repair and rebuilding. MCP/GCLTRG has received more than \$1,000,00.00 for home repair since Hurricane Harvey and GCLTRG has completed repairs to more than 400 homes.

Qualifications and Experience

Guy Eastberg has been the GCLTRG Construction Manager since 2018 and has been responsible for the screening of potential client homes to verify storm damage, evaluate homes for eligibility (screen in those that can be repaired and screen out those that need to be rebuilt, working with homeowners to set expectations for the scope of work to be performed (to reach safe, sanitary, and secure status) and set boundaries for services (no additions to square footage, only materials and colors approved by the GCLTRG, those performing services are not permitted to perform additional tasks or make change orders). Mr. Eastberg's responsibilities include determining the square footage to be repaired, writing the scope of work to be performed, developing a detailed estimate of materials, labor, and subcontractors needed with a total of each project. For GCLTRG, Mr. Eastberg's estimates have also included amounts for volunteer labor based on the availability of labors with skills needed for each repair project. All estimates are prepared on an excel spreadsheet, the model for which had been adopted by other non-profits repair groups. Other work tasks include ordering materials, meeting with contractors at targeted homes before work has begun, monitoring progress at multiple intervals during the repair period, approving contractors' invoices for payment, certifying that jobs were finished and making sure punch list items are completed. Mr. Eastberg is familiar with local codes for permitting and for trades including electrical and plumbing that may be applicable to the CDBG repair process. (See resume attached)

For City of Texas City MCP, dba Galveston County Long Term Recovery Group proposes to:

1. Conduct preliminary inspections of targeted properties to determine existing conditions, identify substandard and unsafe conditions, hazards (such as mold, asbestos, and lead paint) and code violations, and complete a written inspection report accompanied by photographs of critical issues.

2. Discuss with homeowners the desired rehabilitation work to be accomplished (needed by inspection and desired by the homeowner) and explain the capacities and limitations of the program to ensure compliance with TCHRP.
3. Consider the historical significance of targeted properties and serve as liaison for the homeowner regarding these issues.
4. Prepare a detailed written scope of work to be completed through the Housing Rehabilitation Program, including square footage and materials to be used, including remediation of hazards identified above, and provide a detailed cost estimate including labor and materials, and work to be performed by general contractors and specialty subcontractors.
5. Assist local program staff to obtain permits, waivers and other required documents.
6. Meet with homeowners to approve the scope (and limits) of work to be performed, time frames, special considerations required for the household members, etc.
7. Conduct pre-bid showings to prospective bidder and respond to inquiries as needed during the bidding process.
8. Revise job specifications in writing as needed during the bidding and rehabilitation processes.
9. Evaluate bids and make recommendations for contract awards.
10. Ensure that bidders obtain clarifications as needed to ascertain that the expectations of the TCHRP and the owner are fully understood.
11. Provide help as needed for the preparation of construction contracts between the program and the property owners.
12. Conduct a pre-construction meeting with contractors and homeowners to ensure that all work, timing, and conditions are agreed upon before work is started.
13. Prepare change orders as needed and ensure that all parties are in agreement.
14. Mediate minor disputes between contractors and homeowners
15. Make periodic site visits during the construction process to ensure that working is being performed as scheduled, the workmanship is of acceptable quality, particularly before releasing interim or final payments to contractors, and review and approve invoices submitted by contractors for payment.
16. Additional duties will include general assistance to other project staff to ensure timely implementation of the grant, specifically assisting staff in evaluation qualifications of new contractors seeking to perform work in the program, providing progress reports upon request, reviewing operational procedures, documents, and systems, and attending staff meetings to review the workflow, and the progress and status of each project.

MCP/GCLTRG currently has appropriate insurance policies required by City of Texas City and will provide all insurance certificates upon award of any contract and maintain policies in full force throughout the duration of the contract.

MCP/GCLTRG proposes to perform rehabilitation specialist services for \$54.00 per hour. Mr. Eastberg will be made available to work with City of Texas City at any time that does not conflict with occasional meetings with World Renew which is a construction partner of GCLTRG that will be returning to Galveston County in spring of 2022 to work on additional Harvey damaged properties.

No Addenda issued by City of Texas City have been received.

References:

World Renew, Doug Vandermeulen, (269) 207-5328

Disciples of Christ, Steve Huston, (580) 399-4686

Beacon Maritime, David W. Fite, (409) 626 4093

Certification / Proficiency Skills of Construction Industry

- *Construction/Demolition Projects*
- *Fork Lift Operator*
- *EPA Freon Recovery*
- *ISO 9001*
- *Site Safety/OSHA Compliance*
- *Application of Dendamix*
- *Installation of Dex-o-tex*
- *TWIC card*
- *Budgeting & Cost Controls*
- *Bidding/Estimating/Proposals*
- *Subcontractor/Crew Supervision*
- *Microsoft office programs*
- *Current Passport holder*

Experience

MCP/Galveston County Long Term Recovery Group (Texas City Texas) April 2018 to present
Inspections of homes to determine storm damages, prioritize for services homes where conditions are most unsafe, complete estimates of jobs to be completed, purchase materials, assign work to paid and volunteer contractors, interface with homeowners and case managers, monitor budget for each project, complete reports to funders and management, coordinate the efforts of the GCLTRG construction partners.

LONESTAR MARINE SHELTERS LP (Galveston, TX) – Operation Manager, 12/01/09 – 01/15/2018
Read and interpret customer spec requirements from released drawings. Determine material take-offs per released drawings. Ascertain material requirements and prepare requisitions in advance. Prepare time and production reports for Project management. Communicate daily task objectives to leadmen.

BEACON MARITIME, Inc. (Orange, TX) – Accommodation Production Manager, 8/16/2000 – 10/31/2009
Meet maritime timelines including bidding packages, specifications, review drawings, manage change orders, order materials for project, hire and discharge employees, manage profit margin, manage budget guidelines, coordinate specialty crafts for efficient and minimal conflicts for total project management.

T.D.I. HALTER, Inc. (Port Arthur, TX) — Mechanical Manager, 09/05/1997 – 08/15/2009
Oversaw the installation of plumbing, electrical, and H.V.A.C. systems from the design to the commissioning of the project. Consistently exceeded margin goals and client expectations throughout twelve-year tenure.

COMMUNITY AIR, HEAT, AND APPLIANCES (Galveston, TX) —Service Manager, 06/20/1988 – 09/03/1997
Led all phases of complex installation and service for H.V.A.C. systems including design and coordination of additional specialty crafts for efficient completion of on time projects.

UNIVERSITY OF HOUSTON (Houston, TX) – Electrical Foreman, 06/20/1979 – 01/12/1987
Assisted the facilities director with all installation, maintenance and design of the electrical systems throughout the downtown Houston campus. Received an Energy Conservation Certification while working for the university.

Education & Certifications

Waste Operations & Emergency Response (HAZWOPER) Certification
Also Certified in Construction Safety, Confined Space Entry and First Aid/CPR. Armstrong Flooring installation certified.

Submitted

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

OFFICE USE ONLY

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party.

6 UNSWORN DECLARATION

My name is _____ and my date of birth is _____

My address _____
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct

Executed in _____ County, State of _____ on the _____ day of _____, 20____
(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)

ADD ADDITIONAL PAGES AS NECESSARY

No Relationships

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

Yes No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

Yes No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7
Ronda J. Perry
Signature of vendor doing business with the governmental entity

12/9/2021
Date

House Bill 89 Verification Form

Prohibition on Contracts with Companies Boycotting Israel

The 85th Texas Legislature approved new legislation, effective Sept. 1, 2017, which amends Texas Local Government Code Section 1. Subtitle F, Title 10, Government Code by adding Chapter 2270 which states that a governmental entity may not enter into a contract with a company for goods or services unless the contract contains a written verification from the company that it:

- 1) does not boycott Israel; and
- 2) will not boycott Israel during the term of the contract

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

I, (authorized official) Lynda J. Percz, do hereby depose and verify the truthfulness and accuracy of the contents of the statements submitted on this certification under the provisions of Subtitle F, Title 10, Government Code Chapter 2270 and that the company named below:

- 1) does not boycott Israel currently; and
- 2) will not boycott Israel during the term of the contract; and
- 3) is not currently listed on the State of Texas Comptroller's Companies that Boycott Israel List located at <https://comptroller.texas.gov/purchasing/publications/divestment.php>

Mainland Children's Partnership / dba Galveston County LTRG
Company Name

Lynda J. Percz
Signature of Authorized Official

Executive Director
Title of Authorized Official

12/9/2021
Date

Non-Collusion Bidding Certificate

Section 103-d of the General Municipal Law requires every bid or proposal made to a political subdivision or any public department agency or official where competitive bidding is required by statute rule, regulation or local law, to contain a Non-Collusion Bidding Certificate in the following form:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and, in the case of a joint bid, each party thereto certifies as to its own organization under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly being disclosed by the bidder prior to the opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Mainland Children's Partnership/dba GCLTCG
Legal Name of Person, Firm or Corporation

Lynette J. Perry
Authorized Signature

Executive Director
Title



**Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
 - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name Mainland Children's Partnership / dba Galveston County LTRG

Date 12/9/2021

By Lynda J. Perez, Executive Director
Name and Title of Authorized Representative

Lynda J. Perez
Signature of Authorized Representative

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.



Before Photos
of J. Hooker's home

















After pics of
G. Hooper's home



















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ESTIMATE SHEET

JOB NAME Grace Hooker	CONTRACT (832) 757-2612	ESTIMATE NO.
LOCATION 2907 Dunrich Court League City	ARCHITECT Completed 8/2/19 Everyone	
ESTIMATOR Guy	CHECKED BY	BID DATE 3/5/2019

JOB DESCRIPTION: Needs some demo Ceramic flooring, Door trim some sheetrock and tile walls around showers. Was Living in trailer in driveway. Mold Control

DESCRIPTION	M/R	QUANTITY	@	MATERIAL	LABOR	SUBCONTRACT	TOTAL
Electrical						\$900.00	
Plumbing						\$2,000.00	
Vapor Barrier				\$50.00	5		
Insulation		5	\$50.00	\$250.00	16		
Sheetrock		67	\$8.48	\$568.16	75		
Purple Sheetrock		10	\$13.62	\$136.20	15		
Screws		2	\$42.75	\$85.50			
Sheetrock Mud		10	\$13.46	\$134.60	80		
Sheetrock Tape		4	\$2.18	\$8.72			
Corner bead		40	\$2.20	\$88.00	20		
Mold Killing Primer		3	\$135.00	\$405.00	96		
Paint Walls		3	\$135.00	\$405.00	96		
Paint Trim		3	\$33.00	\$99.00	32		
Paint Ceiling		5	\$30.00	\$150.00	80		
Flooring 1458 sq.'		1,603 sq.'	\$2.96	\$4,744.88	168		
Doors		14	\$100.00	\$1,400.00	21		
Door Trim		8	\$35.48	\$283.84	4		
Baseboard		5	\$85.28	\$426.40	120		
Shoe Molding		3	\$100.12	\$300.36	120		
Kitchen Base Cabinets		15 lf	\$225.00			\$3,375.00	
Kitchen Upper Cabinets		15 lf	\$125.00			\$1,875.00	
Counter Top		15 lf	\$25.00	\$375.00	6		
Kitchen Sink, Faucet		1		\$200.00	2		
Vanity's		2	\$450.00	\$900.00	8		
Toilets		2	\$100.00	\$200.00	2		
Bath Tubs		2	\$134.00	\$268.00	4		
Shower Enclosures		2	\$269.00	\$538.00	6		
Consumables				\$400.00			
Demo					64		
Dumpster						\$200.00	
Mold Control							