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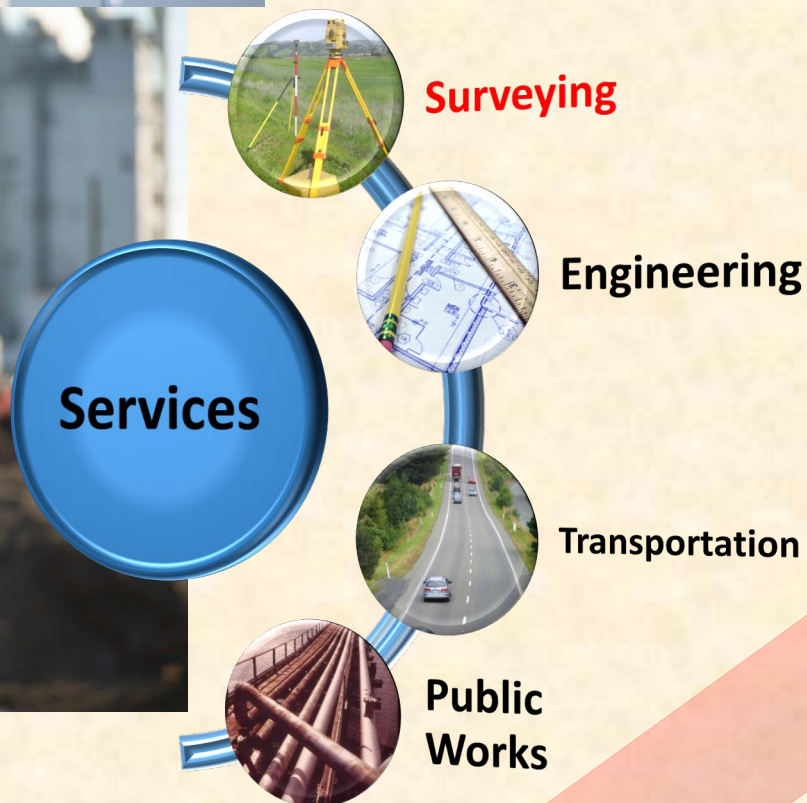


WEBB COUNTY, TEXAS

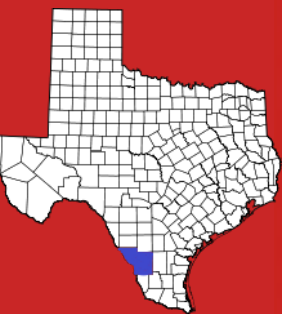
Statement of Qualifications

RFQ 2025-012

Land Surveying Services



TopSite Civil Group LLC
6262 McPherson Road Suite 206
Laredo Texas 78041
engr# F-22574 surv # 10194686



July 2025



July 23, 2025

Mr. Jose Angel Lopez III, CTPM
Webb County Purchasing Department
1110 Washington Street Suite 101
Laredo, Texas 78040

RE: Statement of Qualifications for "Land Surveying Services for County Projects"
RFQ-2025-012

Dear Mr. Lopez,

Top Site Civil Group, LLC (TSCG) is pleased to submit our "Statement of Qualifications" for the Webb County Request for Qualifications for On Call Land Surveying Services. Our team of experienced licensed Professional Engineers, and Registered Professional Land Surveyors, was brought together to provide the County with all facets of the surveying process for all of the County projects.

TSCG has assembled a premier design team with a vast arsenal of available resources and experienced team members with a proven history of managing and designing similar projects. Our designated Project Manager, Jorge A Martinez, PE RPLS has over 22 years of surveying and engineering services with various government entities across the State and established a complete understanding of the challenges that are involved in similar projects. The team has a full understanding of the local County/City ordinances and has the full working knowledge to provide Webb County with exceptional service. In addition to the local experience TSCG provides to the team, we have teamed up with Roberto Anguiano, R.P.L.S., and his firm ESP. They bring with them a resume with the highest level of technical experts for all of the cutting edge technology of the latest generation of methods.

Thank you for the opportunity to present our qualifications, as we offer our personal dedication to meet the needs of the County. At this time, we respectfully ask for your favorable consideration of the **Top Site Civil Group** firm. Should we be successful in our pursuit of this contract, I will be the authorized agent to contact for further negotiations and be readily at your service.

Sincerely,

A handwritten signature in blue ink, appearing to read "J. Martinez", written over a light blue circular stamp.

Jorge A. Martinez, PE, RPLS
Managing Member
Top Site Civil Group, LLC

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SECTION I EXECUTIVE SUMMARY

In April of 2021, Top Site Civil Group, LLC was created bringing together over 60 years of local engineering & surveying experience. Established by Jorge A Martinez, Ricardo M Villarreal, and Manuel E Escamilla, the firm offers a unique combination of technical expertise, regional knowledge, and hands-on leadership to deliver a successful project for the **County**. With three dual licensed Professional Engineers and Registered Professional Land Surveyor's, the partners of TSCG have the agility to fulfill the requirements of different roles in the project. Top Site Civil Group, LLC is a registered firm for engineering and surveying with the Texas Board of Engineers and Surveyors. The firm registration numbers are **F-22574** and **10194686**, respectively.

Mr. **Jorge A. Martinez, PE, RPLS** will service of Project Manager. His record of leading teams to successful large scale projects will bring you comfort in your decision to select working alongside Mr. Martinez with TSCG, Manuel E. Escamilla, PE RPLS and Ricardo M. Villarreal, PE RPLS. They will serve as project surveyor and quality assurance manager, respectfully.

Our partners have over 40 years of surveying experience in and around Webb County. They have surveyed subdivisions, new and old, served as expert witnesses for boundary disputes and have assisted the energy sector locally with all types of oil and gas surveys. In addition, Mr. Martinez has extensive experience and currently serve as La Salle County / City of Cotulla Surveyor of record. They have provided various surveying services for land transactions, County, project, land acquisitions, annexations, infrastructure projects as well as for flood determinations. Top Site Civil Group offers a vast array of services including but not limited to:

- **Texas Land Boundary Surveying**
- **Topographic Surveying**
- **Route Surveying**
- **ROW Mapping**
- **Horizontal and Vertical Control Surveys**
- **Control for Aerial Mapping**
- **ALTA / ACSM Land Title Surveys**
- **Construction Staking/Surveying**
- **Platting**
- **Locative Surveys**
- **Surveys for Political Boundaries**
- **Abstracting/Research**
- **Geographic Information Systems**

TSCG is fully equipped and enthusiastic about partnering with the County to provide comprehensive, high-quality surveying services. We are committed to innovation, collaboration, and delivering projects that exceed expectations. We look forward to the opportunity to support the County and engage in a successful negotiation process.

SECTION II LAND SURVEYING EXPERIENCE

IIA PROJECT MANAGER

PROJECT MANAGER - Jorge A. Martinez, PE RPLS (TSCG) | Partner

Mr. Martinez currently resides in Laredo, Texas, and has over 22 years of experience within the region and all of South Texas. He graduated from Texas A&M University in College Station in 2003 with a Bachelor of Science in Civil Engineering. He currently holds licenses as both a Licensed Professional Engineer and a Registered Professional Land Surveyor. His professional experience includes extensive work within the region and includes several Municipal/County governmental projects within **Webb County**, La Salle County, and Zapata County.

SURVEYING CAPABILITIES

PROJECT OVERSIGHT – With a strong foundation in both engineering and surveying, Mr. Martinez brings a dual-perspective approach that enhances efficiency from the initial stages of a project. His ability to anticipate design needs early in the surveying process enables him to streamline workflows and avoid common delays, providing added value throughout the project lifecycle.

PROJECT SURVEYING – He is experienced in the delivery of horizontal and vertical surveying work in support of various engineering projects. His expertise includes establishing primary and secondary control networks, conducting topographic surveys, coordination with aerial photography and LiDAR. He will be in control of the preliminary surveying of the **boundary** definition and **topography** of the project. Upon completion of the field work, Mr. Escamilla will process the field data and generate a digital elevation model (DEM) for use by the team. Upon completion of the design, Mr. Escamilla has worked closely with most of local the contractors in Laredo and has a full understanding assist each contractor with construction staking for the project.

DESIGN – With Mr. Martinez's many years of Municipal and **County** infrastructure design, including large-scale site-civil engineering and surveying projects. When working on these specialized projects, several vital elements must be considered including but not limited to owner/architect **communication**, detailed grading design, ADA accessibility, drainage improvements, water/ sewer **infrastructure**, right of way acquisition if required, and ensuring safety in both during construction and after project completion.

INFRASTRUCTURE –Mr. Martinez has already worked on several projects in the region for both City and County. He has a complete understanding of the existing infrastructure near the project limits. A complete assessment of the existing **onsite infrastructure** combined with the analysis to extend new offsite utilities to the facility will be a key feature to the project. Mr. Martinez has a complete understanding of all utilities in the area and an explicit knowledge of all the current private/public utility owners servicing the project area.

LARGE INSTITUTIONAL COMPLEX PROJECTS – Over his career, Mr. Martinez has had the opportunity to work on large site engineering projects for several of the entities in the region. His experience in working on the surveying and civil engineering plans for these projects has become a specialty of his that has led to more complex work over the years. Most notably, Mr. Martinez is also listed as the **Project Manager** for new Webb County Fairgrounds project. This responsibility included but not limited to boundary and topographic surveying, utility coordination, site grading, storm drainage design, and construction administration.

I.A KEY PERSONNEL SUMMARIES

PROJECT ENGINEER – Ricardo M. Villarreal, PE RPLS (TSCG) Partner

Mr. Villarreal currently resides in Laredo, Texas, and has 22 years of professional experience as a Project Manager, Licensed Professional Engineer, and Registered Professional Land Surveyor. He graduated from Texas A&M University in College Station in 2003 with a Bachelor of Science in Civil Engineering. Mr. Villarreal has worked on various surveying and engineering projects over his professional career. He has worked as a project Engineer and Project Manager overseeing the development of hundreds of acres of land in and around South Texas. He has also worked on various government projects, most notably the reconstruction of roadways in the industrial parks of Laredo. As Project Engineer, Mr. Villarreal has overseen the construction survey of dozens of miles of utilities and roads. Mr. Villarreal also has a vast amount of work dealing with ROW surveying and title work that will be a key resource for the County. His role with the team will be as follows:

PROJECT FEASIBILITY – Mr. Villarreal will assist the County as Project Engineer. He will be tasked with the overall success of the project and ensure customer satisfaction. His scope of work would be as the Project Engineer, lead Designer, Quality Control, and Constructability Reviewer. His experience in Land Development around South Texas has provided Mr. Villarreal with many opportunities to work on Federal, State, and Local regulations to ensure that compliance is maintained. His unique perspective on applying these rules will be an asset to the County as he will help shape the County's vision for development for years to come.

FEMA – Also, throughout his work with the land development community, Mr. Villarreal has dealt with FEMA regulations regarding the National Flood Insurance Program. He is familiar with the program mandates regarding the construction and altering of these designated areas.

PROJECT SURVEYOR - Manuel E. Escamilla, PE RPLS (TSCG) Partner

Mr. Escamilla currently resides in Laredo, Texas, and has 24 years of professional experience as a Project Manager, Licensed Professional Engineer, and Registered Professional Land Surveyor. Over the course of his professional career, he has had the opportunity to work on various projects. These include projects ranging from land-use plans for future development to his work on small commercial site development. He has served as Project Manager for various **public works** projects that ranged from initial Surveying and land acquisition to complete design development and construction. His work as a Surveyor began over 20 years ago working on a survey field crew where he learned the practical aspects of acquiring the necessary information for design purposes. Since acquiring his license, he has continued that practical approach when working on different types of projects.

PROJECT OVERSIGHT – In addition to design and overall support of the County projects, Mr. Escamilla will and ensure the projects' overall success. His familiarity with the communities within the **County** provides a strong base of knowledge of the needs of the area.

PROJECT SURVEYING – He is experienced in the delivery of horizontal and vertical surveying work in support of various engineering projects. His expertise includes establishing primary and secondary control, topographic surveys, coordination with aerial photography and aerial LiDar. He will be in control of the preliminary surveying of the **boundary** definition and **topography** of the project. Upon completion of the of the field work, Mr. Escamilla will be in charge of the processing of the field data and conversion of the data to a digital elevation model (DEM) for use by the team. Upon completion of the design, Mr. Escamilla has worked closely with most of local the contractors in Laredo and has a full understanding assist each contractor with construction staking for the project.



SECTION III

RESUMES

EDUCATION

BS, Civil Engineering, Texas A&M University, College Station, Texas, 2003

LICENSES AND REGISTRATIONS

Licensed Professional Engineer: State of Texas No. 101173

Texas Registered Professional Land Surveyor No. 6568

TxDOT Pre-certification Codes: 15.1.1, 15.1.2, 15.1.3, 15.1.4, 15.2.1

EXPERIENCE

Mr. Martinez brings over 22 years of progressive experience in **Engineering, Land Surveying, and Project Management** across South Texas. His expertise spans a wide range of public and private sector projects, including:

- **Land Surveying:** ALTA/ACSM land title surveys, boundary and topographic surveys, construction staking, as-built surveys, and oil & gas surveying.
- **Site Development & Design:** Site civil development, advanced land planning, platting, parcel rezoning, and feasibility studies.
- **Municipal & Infrastructure Design:** Design of water distribution systems, sanitary sewer systems, storm drainage networks, roadway geometric design, and detention facilities.
- **Project Oversight & Delivery:** Management of multi-disciplinary teams for school, municipal, and private development projects from conceptual planning to final PS&E design, bidding, and construction oversight.
- **Quality Control & Leadership:** Provided technical oversight and quality assurance for numerous state and local government contracts. Served as the lead engineer for ensuring compliance with regulatory standards and internal QA/QC procedures.
- **Grant-Funded Initiatives:** Led advanced project planning and implementation for several grant-funded infrastructure projects, including coordination with funding agencies, stakeholder engagement, and full lifecycle project delivery.

Mr. Martinez has consistently delivered high-quality engineering solutions while managing project scope, schedule, and budget. His leadership ensures that projects meet both client expectations and regulatory compliance.

TopSite Civil Group, LLC, Laredo, Texas – Serving as Managing Partner and Principal and ensured overall financial performance of the company including reviewing to monitor project budgets, backlog, and profitability. Prepared preliminary and final design plans including managing the preparation of Plans, Specifications, and Estimate (PS&E) packages. Prepared engineering cost estimates, schedules, design calculations, final plan production, and contract documents. Oversee technical quality and project management for private, State and local government contracts. Performs quality control reviews provide technical guidance to the Company on various projects. In addition to his responsibilities as Principal, he is also responsible to assist with managing and operations of the office.

Webb County Fairgrounds Complex, Laredo, Texas – Served as Project Manager on this project that involved site-civil engineering design for a 90-million-dollar new fairgrounds project located directly adjacent to the existing County facility. The proposed amenities include a new main event arena with over 2500 seats, exposition center, banquet hall, and a secondary arena. The project design elements included site design grading, offsite and onsite waterline extensions, offsite and onsite sanitary sewer lines, and storm drainage / detention systems, and new parking areas. The services included surveying, PS&E, and providing construction observation. Phase 1 of the project is currently under design and should be completed in the fall of 2025.

Webb County Rio Bravo Drainage Outfall Rehabilitation, Laredo, Texas – Served as Project Manager on this project that involved surveying and engineering design for a \$963,000 -improvements off the Rio Grande River in Rio Bravo, Texas. The proposed improvements included reconstruction of two major concrete outfall structures and utility improvements along the Rio Grande River. The project design elements included surveying, demolition, retaining wall design, concrete pilot channel, grading, utility adjustments, and storm drainage improvements. The services included surveying, PS&E, and providing construction observation. The project is currently under construction and should be completed in August of 2025.

City of Laredo Buena Vista Sports Complex Phase 1, Laredo, Texas – Served as Project Manager on this project that involved site civil engineering design for a 150-acre, 46-million-dollar sports complex located near the intersection of Wormser and Cuatro Vientos. The proposed amenities include 10 baseball fields, 2 large multipurpose fields the size of 4 full size soccer fields, concession areas, playground areas, and food truck areas. The project design elements included site design grading, offsite and onsite waterline extensions, offsite and onsite sanitary sewer lines, and storm drainage / detention systems, lift station designs, street improvements, new parking areas. The services included Lidar aerial surveying, PS&E, and providing construction observation. The project is currently under construction and should be completed in the summer of 2025.

City of Laredo Sports Park Offsite Waterline Improvements Sports Park - Laredo, Texas – Served as Project Manager. The project involved providing offsite water main extensions from the Lomas Water Storage to the new sports complex facility. The \$3 million dollar project included surveying and engineering services for approximately 11,000 linear feet of a new 16" and 24" water main improvements including a bore across Cuatro Vientos Boulevard. The project is currently ongoing and is scheduled to be completed in summer of 2025.

La Salle County Paving Project Phase 1, 2, 3 – La Salle County, Texas – Served as Project Manager. The project involved pavement reconstruction and utility improvements within the County. The estimated 9-million-dollar project included reconstruction of approximately 6.3 miles of existing roadways within the County. The project involved pavement reclamation and pavement reconstruction based existing pavement section and the geotechnical report. The project also included topographic surveying, drainage improvements, and roadway design. The project was completed in the Spring of 2023.

La Salle County Valley Well Paving Project Phase 1 – La Salle County, Texas – Served as Project Manager. The project involved pavement reconstruction and utility improvements within the County. The 3-million-dollar project included reconstruction of approximately 2.5-mile (phase 1) project included reconstruction of the existing Valley Wells roadways from FM 468 and extending 2.5 miles into Valley Wells road. The project involved pavement reconstruction and replacing all the existing drainage structures within the project limits. The project included construction administration services. The project is currently under construction and was completed in December of 2022.

La Salle County Category 6 Bridge Funding Temporary Easements - La Salle County, Texas – Served as Project Manager. The project involved assisting the County to acquire temporary by pass easements for five (5) culvert/bridge replacement projects in different areas of the County. The project required coordination with TxDOT real estate broker and the County attorney to obtain the temporary easements to be used during construction. The 5 structures are commencing construction in October 2022 and should be approximately two years to complete.

United ISD Clark Elementary School, Laredo, Texas – Served as Project Manager on this project that involved site civil engineering design for the elementary campus located on the existing Clark Elementary / Middle School property. The project consisted of site design grading, fire loop waterline main extension, sanitary sewer and drainage systems for the proposed campus. In addition, the project required permitting, surveying, PS&E, and construction observation. The project is currently under construction and was completed in the summer of 2023.

InterAmerican Trade Center Industrial Site - Laredo, Texas – Served as Project Manager. The project involved providing site civil surveying and engineering services for a new 20-acre industrial project near Mines Road. The estimated 15-million-dollar project included two buildings totaling over 258,500 sf and over 300-truck concrete parking stalls. The project also included two passenger parking areas and a new guard house. The project was completed in the Fall of 2022.

City of Cotulla Platting Services Project – Cotulla, Texas – Served as Project Manager. The project involved assisting the City replat 3 areas (Tenery tract, Lalo Gonzalez Subdivision, within the City to address boundary and easement disputes. The project included preparing the plat for each area and assisting the City to obtain final signatures and recordation. The project was completed in 2021.

City of Cotulla Cemetery Survey Project – Cotulla, Texas – Served as Project Manager. The project involved providing a boundary survey for the existing Cristo Rey Cemetery near FM 624 in La Salle County, Texas. The project required ground penetrating radar services to help the City determine the locations of all marked and unmarked graves within the limits including an inventory of the facility. The project was completed in 2022.

S & B Infrastructure, LTD, Laredo, Texas – Served as Project Manager for the Laredo office from June 2013 to May 2021. Mr. Martinez prepared and final Plans, Specifications, and Estimate (PS&E) packages and was responsible to oversee the office technical quality and provide project management for private, State and local government contracts. Performed quality control reviews provide technical guidance to the Design Team on various projects within the office. In addition to his responsibilities as Project Manager, he is also responsible to assist with managing and operations of the Laredo office.

Laredo College South Campus Health Science Center - Served as Project Manager on this project that involved site civil engineering design for the 18-million-dollar health science facility located in the south campus. The project consisted of site design grading, ADA accessibility, storm drainage design, and utility coordination for the proposed campus. Prepared surveying and PS&E, in addition to construction observation. Coordinate and run appropriate meeting with the design team throughout the duration of the project. The project was completed in 2019.

Laredo Independent School District District-Wide Pavement Rehabilitation Improvements - Served as Project Manager on this project that involved surveying and engineering design for all elementary, middle and high school campuses district wide. The scope included preparing the PS&E package for 28 campuses and facilities totaling over 1,910,000 sf of parking area improvements, ADA and signage, and pavement striping. The project was completed in July 2018.

Laredo Independent School District Martin High School Science Building - Served as Project Manager on this project that involved surveying and engineering design for the new 22,725 square foot building within the existing high school campus. The 5.5-million-dollar project consisted of surveying, demolition of the existing building, site grading design, waterline improvements, sanitary sewer and drainage systems. The project is on schedule and is expected to be completed in the fall of 2021.

UISD 2013 Bond Program Elementary School #29 – San Isidro Elementary School, Laredo, Texas – Served as Project Manager on this project that involved site civil engineering design for the 12-million-dollar elementary campus located in the San Isidro Subdivision. The project consisted of surveying, site design grading, fire loop waterline main extension, sanitary sewer and drainage systems for the proposed campus. In addition, the project required permitting, surveying, PS&E, and construction observation. Coordinate and run appropriate meeting with the design team throughout the duration of the project. Project is complete and opened on August 2018.

UISD 2013 Bond Program Elementary School #28 – EG Ranch Elementary School, Laredo, Texas – Served as Project Manager on this project that involved site civil engineering design for the elementary campus located off EG Ranch Road. The project consisted of site design grading, fire loop waterline main extension, sanitary sewer and drainage systems for the proposed campus. In addition, the project required permitting, surveying, PS&E, and construction observation. Coordinate and run appropriate meeting with the design team throughout the duration of the project. Project was completed and opened in July 2017.

UISD 2013 Bond Program Elementary School #27 – Veterans Memorial Elementary School, Laredo, Texas – Served as Project Manager on this project that involved site civil engineering design for the elementary campus located near St. Luke Blvd. and Solomon Casseb Drive. Project consisted of site design grading, fire loop waterline main extension, sanitary sewer and drainage systems for the

proposed campus. In addition, the project required permitting, surveying, PS&E, and construction observation. Coordinate and run appropriate meeting with the design team throughout the duration of the project. Project was completed and opened in August 2015.

Medline Industries, Inc. Parking Facility, Laredo, Texas - Served as Project Manager on this project that involved civil engineering designs for the 3.5-million-dollar new 7-acre concrete parking lot facility located in the Killam Industrial Park in Laredo Texas. The project included a new guard house and parking lot expansion for an additional 205 trucks. The project involved design grading, utility design, and storm drainage design, for the new proposed parking facility. Prepared surveying, utility coordination, and PS&E, in addition to construction observation. Coordinate appropriate meetings with the design team throughout the duration of the project. The project was completed in March of 2019.

La Salle County Encinal Community Center and Library Addition– La Salle County, Texas – Served as Project Manager on this project that involved surveying and site civil engineering design for the new community center located at the southeast corner of the intersection of Nopal and Alpine Street in Encinal, Texas. The 6-million-dollar project consisted of demolition, site design, dimensional, grading, water / sanitary sewer services and storm water pollution prevention. The project was completed in in the fall of 2020.

La Salle County Dialysis Clinic TxDBG 721-8088 – La Salle County, Texas – Served as Project Manager on this project that involved platting, surveying and site civil engineering design for the new County dialysis clinic off Baylor Street in Cotulla, Texas. The 2-million-dollar project consisted of site design, dimensional, grading, water / sanitary sewer services and storm water pollution prevention. The project is scheduled to be completed in the Fall of 2021.

La Salle County Annex Building – La Salle County, Texas – Served as Project Manager on this project that involved surveying and site civil engineering design for the new County Annex facility located at the southwest corner of the intersection of Tilden and Kerr Street in Cotulla, Texas. The 2.5-million-dollar project consisted of site design, dimensional, grading, water / sanitary sewer services and storm water pollution prevention. The project was completed in in the summer of 2020.

La Salle County Encinal Fire Station No. 2 - Encinal, Texas – Served as Project Manager on this project that involved site civil engineering design for the fire station campus located near State Highway 44 and Encinal Blvd. Project consisted of site design, dimensional, grading, detention design, water / sanitary sewer services and storm water pollution prevention. Prepared project surveying and PS&E. The project was completed in August 2017.

La Salle County La Salle County Fire Station No. 1, Martinez Park Improvements, and Martinez Park Pool and Pavilion Building, La Salle County, Texas – Served as Project Manager. The project involved directly overseeing construction administration for the 16-million-dollar project for the County. The project included assisting the County with project bidding & advertisement, periodic field inspections, implementing owner requested field changes, reviewing change orders, reviewing contractor payment applications, and assisting with final project closeout. The project was completed in 2016 and is in full operation.

City of Cotulla IH 35 Gas Line Relocation Project – Cotulla, Texas – Served as Project Manager. The project involved relocation and/or removal an existing City gas main within TxDOT

right of way near the intersection of Business 35 (Main Street) and IH-35. The project was required to accommodate future TxDOT roadway and drainage improvements along the IH-35 frontage roads. The proposed gas line improvements included auger bores, gas main, steel casing, valves, and new gas services within the project limits. The project included field surveying, PS&E, and construction observation. The project just completed final acceptance and is completed.

Pinto Valle Cold Point LLC Storage Facility, Laredo, Texas - Served as Project Manager on this project that involved civil engineering designs for the 4.5 acre cold storage facility located in Pinto Valle Industrial Park in Laredo Texas. The new 45,500 square foot facility included 19 loading docks, concrete truck parking lot, and a passenger car parking lot. The project involved design grading, utility design, and storm drainage design, for the new proposed cold storage facility. Prepared surveying, utility coordination, and PS&E, in addition to construction observation. Coordinate appropriate meetings with the design team throughout the duration of the project. The project was completed in March of 2019.

City of Cotulla Poole Street Roadway and Waterline Improvements Project – Cotulla, Texas – Served as Project Manager. The project involved pavement reconstruction and waterline improvements within Poole Street from Goft Street to Hall Street. The project included field surveying, PS&E, and construction observation. The project is ready to commence construction and is expected to be completed in the fall of 2021.

City of Cotulla Ortiz Street Drainage TxDBG 721-9089, Cotulla, Texas – Served as Project Manager. The project involved pavement reconstruction and drainage improvements of an existing residential roadway within the city limits. The project limits of the roadway included Ortiz Street from Buckley Street to Goft Street and Market Street from Buckley to Goft Street. The project involved surveying, deed / plat research, PS&E, and construction observation for the project. The project is expected to commence construction in July 2021.

City of Cotulla Lone Star Road Improvements, Cotulla, Texas – Served as Project Manager. The project involved pavement reconstruction of an existing roadway within the city limits. The project limits of the roadway included from IH 35 southbound west frontage road to Pena Road (~ 4,000 linear feet). The project involved surveying, PS&E, and construction observation for the project.

City of Cotulla Stewart Street Improvements, Cotulla, Texas – Served as Project Manager. The project involved paving an existing residential roadway within the city limits. The project limits of the roadway included from Copp St. to Boutwell St. (~ 1,500 linear feet). The project involved surveying, PS&E, and construction observation for the project.

City of Cotulla Mustang Creek Land Acquisition and Drainage Analysis, Cotulla, Texas – Served as Project Manager and Project Surveyor. The project involved ownership map and perform preliminary drainage analysis along Mustang Creek. The project and acquisition limits of the project began at State Highway 97 and extended to Martinez Street (~ 4,300 linear feet). The existing drainage watershed encompassed of approximately 9,300 acres. The initial phase of the project included performing deed research for over 70+ parcels and identifying existing landowners and existing drainage easements adjacent to the Creek that may have been dedicated to the City. S & B completed the title research for each parcel and identified the owner contact information on the ownership map. S & B also completed a preliminary hydraulic analysis to help determine the existing capacity and the proposed channel section required to

manage the existing drainage flows within the area for a 25-year 100-year rain event. The analysis included modeling the watershed using the HEC-RAS and HEC-HMS.

El Jardin Roadway Improvements Project, La Salle County Texas – Served as Project Manager. The project involved reconstructing and improving a 5-mile section of an existing gravel road along El Jardin Road. The project limits of the proposed improvements began at the intersection of FM 624 / El Jardin Road and extends approximately 5 miles east. The 6-million-dollar project involved in the deed research, topographic and improvement surveys, drainage culvert replacements and design, preparation of the PS&E package and construction management. The project is currently under construction and is scheduled to be completed in June of 2021.

Valley Wells Roadway Improvements Project, La Salle County Texas – Served as Project Manager. The project involved reconstructing and improving an 8-mile existing gravel road along in La Salle County Precinct #1. The project limits of the proposed improvements begin at the intersection of FM 468 / Valley Wells Road and extends approximately 8 miles west to the Dimmit County line. The 9.5-million-dollar project involves in the deed research, topographic and improvement surveys, drainage culvert replacements and design, and preparation of the PS&E package. The project is currently under design and is scheduled to commence construction in the summer of 2021.

Civil Engineering Consultants, Laredo Division, Laredo, Texas – Served as Project Manager from 2005 through 2013, managing Project Engineers and other staff within the Division. Ensured overall financial performance of projects including reviewing and coordinating with Division Manager to monitor project budgets, backlog, and profitability. Create and review all contracts and invoices. Prepared preliminary and final design plans including managing the preparation of Plans, Specifications, and Estimate (PS&E) packages. Prepared engineering cost estimates, schedules, design calculations, final plan production, and contract documents.

City of Laredo Professional Baseball Facility, Laredo Texas – Served as Project Manager on this project that involved site civil engineering design for a 39-acre 22-million-dollar baseball stadium located off Sinatra Parkway near the Laredo Energy Arena. Project consisted of site design grading, waterline main extension, sanitary sewer and drainage / detention systems for the proposed facility. Prepared surveying and PS&E, in addition to construction observation. Coordinate and conducted appropriate meeting with city officials throughout the duration of the project.

Laredo ISD Shirley Field Sports Complex, Laredo ISD, Laredo, Texas – Served as Project Manager on this project that involved site civil engineering design for the reconstruction of an existing track and field for the school district project. Project consisted of demolition of the existing facility, site grading, waterline, sanitary sewer and drainage and detention systems. Prepared surveying and PS&E in addition to construction observation. Coordinated and conducted appropriate meeting with city officials and the contractor throughout the duration of the project.

UISD JB Alexander Track and Field and Soccer Field, United ISD, Laredo, Texas – Served as Project Manager on this project that involved site civil engineering design for the reconstruction of a practice field and reconstructing with a new 9 lane track and football and soccer field for the school district. Project consisted of demolition of the existing facilities, site grading, waterline, sanitary sewer and drainage and detention systems. Prepared surveying and PS&E in addition to construction

observation. Coordinated and conducted appropriate meeting with city officials and the contractor throughout the duration of the project.

UISD Alexander, United South and LBJ High School Science Wing Additions, United ISD, Laredo, Texas – Served as Project Manager on this Design Build project that involved site civil engineering design for the addition of science lab wings at each campus. Project consisted of renovation of the existing facilities, site grading, waterline, sanitary sewer and drainage systems. Prepared surveying and PS&E in addition to construction observation. Coordinated and conducted appropriate meeting with school, city officials and the contractor throughout the duration of the project

UISD United South and LBJ High School Tennis Court Addition, United ISD, Laredo, Texas – Served as Project Manager on this Design Build project that involved site civil engineering design for the expansion of the tennis court facilities at each campus. Project consisted of renovation of the existing facilities, site grading, waterline, sanitary sewer and drainage and detention systems. Prepared surveying and PS&E in addition to construction observation. Coordinated and conducted appropriate meeting with school, city officials and the contractor throughout the duration of the project.

City of Cotulla Pavement Reconstruction Improvements Project, City of Cotulla, Texas – Served as Project Manager. The project involved the pavement reconstruction of approximately 2.5 miles of roadways within the City of Cotulla. Assisted the City to obtain the Rural Development Loan funding program. Project consisted of pavement reclamation and mill and overlay methods to restore the pavement structural integrity within the City. Prepared feasibility studies, surveying, PS&E, and construction resident inspection and observation. Coordinated and conducted appropriate meetings with city officials throughout the duration of the project.

WORK HISTORY

TopSite Civil Group, LLC, Laredo, Texas	4/2021 – present
S&B Infrastructure, Ltd., Laredo, Texas	6/2013 – 4/2021
Civil Engineering Consultants, Laredo, Texas	9/2007 – 6/2013
Puig Engineering, LLC, Laredo Texas	11/2004 – 9/2007
Foster Engineering Company, Laredo Texas	5/2003 – 11/2004

EDUCATION

BS, Civil Engineering, Texas A&M University, College Station, Texas, 2003

LICENSES AND REGISTRATIONS

Licensed Professional Engineer: State of Texas No. 101308

Texas Registered Professional Land Surveyor No. 6242

EXPERIENCE

Mr. Villarreal has over 22 years of experience in Engineering, Surveying, Project Management and Construction Management. As a Land Development Manager, he has managed a team which includes: utility coordination, drainage and grading, boundary surveying, subdivision planning and platting, civil engineering, hydraulics/hydrology, civil site development, site assessment, and traffic control. Mr. Villarreal has also been in charge of construction of land development projects that require cost estimating, scheduling and quality control. His extensive experience has made him a team lead in PS&E design, bidding and construction management. In addition to Mr. Villarreal's technical expertise, his supervisory role in team and business management have been an asset to the many tasks and projects.

TopSite Civil Group, LLC, Laredo, Texas – Mr. Villarreal is currently serving as Managing Partner and Principal for the Laredo Office. He oversees the Surveying and Land Development jobs in Laredo, Texas and surrounding areas. He leads a team that currently works on platting, rezoning and annexations for all land development jobs. Mr. Villarreal is also involved in preparing cost estimates and budgeting for projects. His works closely with the clients and contractors to keep an efficient schedule for all projects. He also oversees and permitting required for projects to commence work. His role also includes office management and monitoring the finances of the company to ensure profitability.

Howland Engineering and Surveying Company, Laredo, Texas – Mr. Villarreal worked for the firm for the last 18 years, the last 10 which he served as Land Development Manager of the Civil Engineering Department. His tasks included master planning, platting, surveying, rezones, annexations and civil construction documents. His role included many meetings with different departments within the City of Laredo, the Planning and Zoning Commission and the Laredo City Council. In addition to City of Laredo work, Mr. Villarreal also worked on projects for Webb County and the Texas Department of Transportation (TxDOT). These tasks with Webb County and TxDot include many roadway and highway design projects. His supervisory responsibilities lead a team of technicians, field crews, construction managers and engineers to succeed in the projects at hand.

City of Laredo Subdivision Platting– Laredo, Webb County, Texas – Served as Project Engineer or Project Manager of the master planning, design, surveying and construction of subdivisions in the Laredo and Webb County limits. Some of these projects also included the required annexations, rezoning and permitting to obtain approval. Drainage, pavement, water, wastewater and traffic design were the key tasks that needed to be accomplished in order to have the municipal entities approve the projects. The complete submittal packages to Planning & Zoning and One Stop Shop were thorough and precise in order to obtain approval. Providing bidding packages, construction management and inspections were vital in obtaining acceptance so that the City and County can take over improvements as per require specifications. The following are a list of projects (within the last 5 years), that included residential, commercial and industrial, to which subdivision platting was a key component:

Antler Crossing Phase 1 (residential)

Antler Crossing Phase 2 (residential)

Antler Crossing Phase 3 (residential)

Antler Crossing Phase 4 (residential)
Antler Crossing Phase 5 (commercial)
Cielito Lindo Phase IX (commercial)
Cielito Lindo Phase X (commercial)
Cielito Lindo Phase XIV (commercial)
Cielito Lindo Autozone Plat (commercial)
Los Presidentes East Subdivision Phase 1 (residential)
Los Presidentes East Subdivision Phase 2 (residential)
The Coves at Winfield Phase 1 (residential and institutional)
The Coves at Winfield Phase 2 (residential and institutional)
Cielito Lindo/Carm Subdivision Phase XXII (residential)
Cielito Lindo/Carm Subdivision Phase XXIII (residential)
Allenwoods Subdivision (residential)
Monaco Subdivision (residential)
North Laredo Industrial Park Phase I (industrial)
North Laredo Industrial Park Phase II (industrial)
North Laredo Industrial Park Phase III (industrial)
North Laredo Industrial Park Phase IV (industrial)
North Webb Industrial Park Phase III (industrial)
Garmar Park (industrial)
Los Presidentes Right of Way Dedication
Alarcon Plat
Las Fincas Subdivision Phase 1
Harmony Hills Subdivision Phase 1
Cigarroa Middle School Plat

Site Civil Design– Laredo, Webb County, Texas – Served as Project Engineer or Project Manager of the construction documents for site civil design for various business and tracts. These tasks included grading, utility design, storm water design, storm water pollution prevention and pavement design for the various site civil projects. Coordination with a team of architects, engineers, planners and real estate agents was key to providing the best packages for approval by the municipal departments that approved the designed for construction. Coordinating with private utilities was vital to providing services to the end user. All permitting, reports and analysis were included in these packages to obtain approval for construction. The following are a list of projects (within the last 5 years), that included site civil design as key component:

Aqua Carwash Clark Blvd
Aqua Carwash Del Mar Blvd
Unitrade Warehouse Addition on Flecha Lane
Fatima Warehouse
La Reynera Warehouse
Family Dollar on Pita Mangana
El Dorado Condominiums
H&H Logistics Warehouse
Welldex Warehouse
Yard Pave at Mercury Drive
Veteran's Baseball Field
Texas Community Bank Annex

Shiloh Church

Surveying– Laredo, Webb County, Texas – Served as Professional Surveyor and Survey Manager. Main tasks were to analyze field work, deeds, title commitments and surrounding adjoiners to establish surveys for plat and purchases of property. Determine meets and bounds with corresponding legal descriptions. Research and site assessment were key in determining the best determination of boundaries, topography and improvements. The following are a list of surveys (within the last 5 years):

- North Laredo Industrial Park Survey Exhibits
- Guama Park Ranch Survey
- Corazon Ranch ALTA/ASTM Survey
- Alterri Warehouse ALTA/ASTM Survey
- Marriott Townplace ALTA/ASTM Survey
- Sonterra Apartments ALTA/ASTM Survey
- North Village ALTA/ASTM Survey
- Fedex Freight ALTA/ASTM Survey

City of Laredo Industrial Street Project – Laredo, Texas – Served as one of the Project Engineers. Was tasked with evaluating the existing industrial parks in Laredo, Texas. These evaluations led to the decisions to which roadways and intersections to rehabilitate or reconstruct. The project also consisted of preparing reports and construction plans in order to better the streets at the industrial parks in question. Construction management and traffic control was a key component in producing a safe and successful project. The total cost of the project approximately 20 million dollars.

PROFESSIONAL MEMBERSHIPS (past and present (company and personal))

- Texas Society of Professional Engineers
- National Society of Professional Engineers
- Texas Society of Professional Surveyors
- American Society of Civil Engineers
- Laredo Next Generation Rotary Club (past president & board member)
- Laredo Builders Association (board member)

WORK HISTORY

TopSite Civil Group, LLC, Laredo, Texas
Howland Engineering & Surveying Company, Laredo, Texas
Bury & Partners, San Antonio, Texas

5/2021 – present
9/2003 – 5/2021
5/2003 – 9/2003

EDUCATION

BS, Civil Engineering, University of Texas San Antonio, 2002

LICENSES AND REGISTRATIONS

Licensed Professional Engineer: State of Texas No. 100082

Texas Registered Professional Land Surveyor No. 5986

TxDOT Pre-certification Codes: 15.1.1, 15.1.2, 15.1.3, 15.1.4, 15.2.1

EXPERIENCE

Mr. Escamilla has over 24 years of experience in both engineering and surveying for residential, commercial, ranch, design, oil and gas, adding to his experience in Land Planning and Land Development. Mr. Escamilla has managed several City and County projects and is familiar with coordinating with several departments during the platting process. He can handle all aspects of projects, including drafting, writing reports, designing, construction inspection, financial, and project closeout. He is also a professional title researcher for Right-of-Way (ROW) land acquisition.

TopSite Civil Group, LLC, Laredo, Texas – Serving as partner, Mr. Escamilla ensures the company's overall financial performance, including reviewing to monitor project budgets, backlog, and company profitability. Mr. Escamilla has worked on many engineering and surveying projects throughout South Texas. His experience and expertise includes but not limited to photogrammetry, right of way acquisition, mapping, abstracting, platting, surveying, civil engineering, and PS&E.

S&B Infrastructure, LTD, Laredo, Texas – Under previous employment, Mr. Escamilla served as As Project Manager, is responsible for all aspects of project management, including but not limited to securing contracts, customer service, billing and collections. In addition to responsibilities as project manager, he is also responsible for securing new work and client satisfaction. He was charged with the responsibility to start up a surveying division for S & B as well as secure work for the Laredo Office a sustainable workplace.

Mustang Creek Drainage Improvements (City of Cotulla) - S & B, was tasked with the job of assisting the City of Cotulla with improvements to Mustang Creek. Mustang creek is one of two major creeks traversing the City of Cotulla and due to lack of capacity, flooding in the area has caused tens of thousands of dollars of damage over the past few years. S&B has been hired to assist in the analysis and acquisition of land needed to improve the creek to handle normal storm flows and prevent additional future damage to the residents in the area.

Espejo Gates Reconstruction (Webb County) - This project required coordination with County representatives to secure state grant funds to offset the damage done to county roads due to heavy oil and gas work. Once funds were secured, design on a 5 miles section of county road was selected to be reconstructed. In addition to the drainage concerns and increased traffic from oil operations, coordination with the County and TxDOT was crucial to a successful finished product.

La Salle County Appraisal District Title Work (La Salle County) - -This project required the professional efforts to identify portions of the county that had not been graphically identified. This process included the title research of an area and deciphering the chain of title from the State of Texas to its current owners. With this information collected, the appraisal district was able to determine which accounts new improvements would be assessed to correctly. This project consisted of mapping and researching title to thousands of properties over the course of two years.

SECTION IV

REFERENCES AND PROJECTS

SECTION IV – PROJECTS

PM Project Profile #1

Client

City of Laredo, Texas
1110 Houston Street
Laredo, Texas 78040

Construction Cost

\$45,000,000

Type of Construction

New

Project Manager

Jorge A. Martinez, PE, RPLS

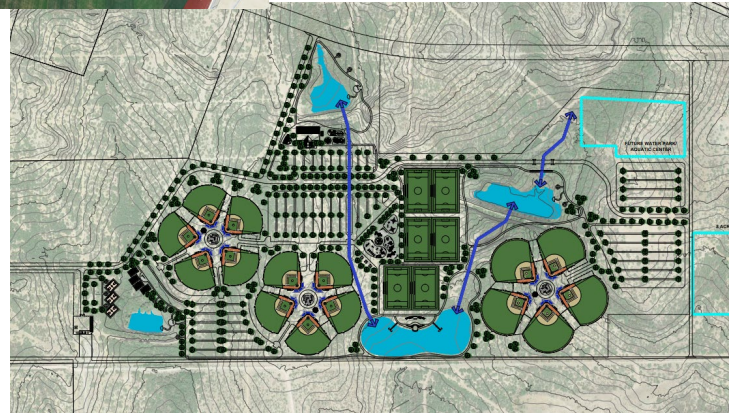
Surveying Elements

- Topography
- LIDAR Photogrammetry
- Boundary Surveying
- Utility Locations
- Construction Staking
- As-Built Survey
- Utility Easements

SECTION IVA Project 1

City of Laredo Buena Vista Sports Complex

As Project Manager and Surveyor of Record, Mr. Martinez has the responsible charge to oversee all of the surveying activities associated with the project. This project entailed the topography of over 300 acres of land. To accomplish this, Top Site, sub contracted ESP out of San Antonio to assist with the Aerial LIDAR Photogrammetry of the area. Over 20 panel points were used as control points to establish and provide relative position to the measurements. In addition to overseeing the boundary and topography, this project included several miles of offsite utility lines that were to run in utility easements. This required Mr. Martinez to assist and oversee the creation of all the utility easements necessary within private property. As construction of this project commences in the next couple of months, Mr. Martinez will be responsible for overseeing the layout and depth of the civil improvements and construction staking for this project. Once construction is complete, all improvements will be measured and recorded for final position and noted in the Record Drawings.



PM Project Profile #2

Client

City of Laredo
1110 Houston Street
Laredo, Texas 78040

Construction Cost

\$6,000,000

Type of Construction

New

Project Manager

Ricardo M. Villarreal, P.E.,
R.P.L.S

Surveying Elements

- Topography
- Boundary Surveying
- Utility Locations
- Construction Staking
- As-Built Survey

SECTION IV B Project 2

24" Waterline Replacement from Loop 20 to Bustamante Street

Mr. Villarreal serves as **Project Manager** and **Surveyor of Record** for the City of Laredo's 24" waterline extension project. This project extends from Loop 20 across the airport and to an existing 24" waterline on Bustamante Street. As project Surveyor, he oversees the topography surveying and the boundary location along the project limits. In addition, with a waterline once the utility lines have all been identified the Surveyor will be responsible for the measurements of inverts of all sanitary and storm sewer lines. With all of the existing information gathered, upon commencement of construction the surveyor will be responsible for the layout staking and cut sheets prepared. This will determine the final location and depth of the waterline.



PM Project Profile #3

Client

Webb County
Laredo, Texas 78040

Construction Cost

\$65,000,000 (Phase 1)

Type of Construction

New

Project Manager

Jorge A. Martinez, PE, RPLS

Surveying Elements

- Topography
- Boundary Surveying
- Utility Locations
- Construction Staking
- As-Built Survey

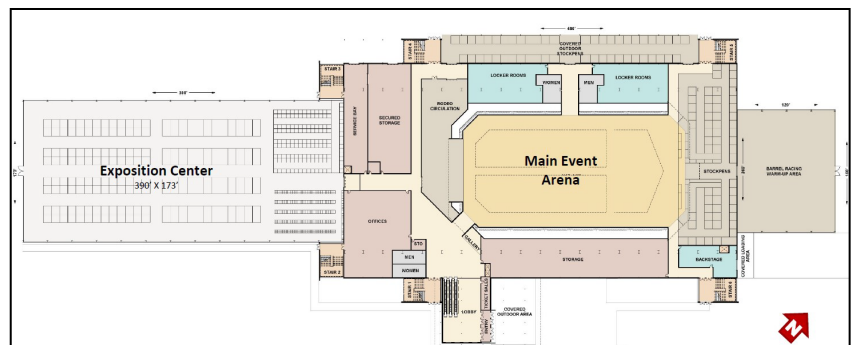
SECTION IV C Project 3

Webb County Fair Grounds

Mr. Martinez currently serves as **Project Manager** and **Surveyor of Record** on this project to provide civil engineering and surveying services for the proposed improvements at the L.I.F.E. Fair Grounds project. At the early stage of these projects, the surveying services come first and are most crucial on an overall successful project. In addition to the standard boundary and topographic surveying. This topographic data collection will be the base of information for design decisions moving forward. The survey data will effect everything from, utility routing to



parking lot slopes and grades. Jorge oversaw the all the engineering and surveying for the project and will execute the eventual construction staking that will establish the final location of all the improvements for this building and future buildings to come. In addition to the county improvements, this project has a TxDOT component in the access to the property. Should additional access points be required then the survey data collected along the Highway will be used to establish all design parameters for the driveways connecting to State Highway 59.



PM Project Profile #4

Client

United ISD
201 Lindenwood
Laredo, Texas 78043

Start / Finish Dates for Construction

Start: 2022
End: 2023

Approx. Construction Cost
\$18,000,000

Type of Construction
New

Project Manager
Jorge A. Martinez, PE, RPLS

Surveying Elements

- Topography
- Boundary
- Utility Locations
- Construction Staking
- As-Built Survey
- Construction Survey Staking

SECTION IV D Project 4

United ISD Clark Elementary School

Mr. Martinez served as **Project Manager** and **Engineer of Record** on this project provide civil engineering and surveying services for the new elementary school to replace Clark Elementary. This property that the current school sits on is approximately 30 acres with enough land left over for the construction of the new school. With this being an older area of the City, the issues of utility conflicts was placed front and center. With unique easements to contend with, Mr Martinez was also able to assist with survey and design and allow the Construction Manager at Risk to provide a design that works with the topography and the Owner's satisfaction.



PM Project Profile #5

Client

City of Laredo, Texas
1110 Houston Street
Laredo, Texas 78040

Start / Finish Dates for Construction

Started: 2023

Completion: 2026

Approx. Construction Cost

\$16,000,000

Type of Construction

Waterline Replacement

Project Surveyor

Ricardo Villarreal, PE, RPLS

Surveying Elements

- Topography
- Boundary
- Utility Locations
- Construction Staking
- As-Built Survey
- Construction Survey Staking

SECTION IV E Project 5

36" Waterline Replacement - Laredo, Texas

Mr. Villarreal currently serves as **Engineer/Surveyor of Record** for the 36" waterline replacement project for the City of Laredo. This project is on an accelerated schedule due to the recent boil notices that have affected most of the city. This 36" line is the main line that delivers water from the Jefferson Treatment plant to the Ground Storage and booster station at Lyon Street. With this project being in older part of town, the resolution of the existing ROW is a primary concern, as well as many decades of utility (dry/wet) being laid in the area. Due to the location of this project, construction will have a major impact on the lives of the people and business along this route. With the concern of additional boil notices, along with the imposition this project will cause on the neighborhood, it adds to the upfront work that the project surveyor will take responsibility for. That being the location of the location of the ROW lines and the easement lines, in addition to the location of the utility conflicts.



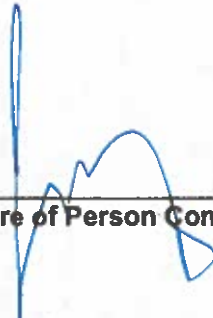
SECTION V

REQUIRED FORMS

**THIS FORM MUST BE INCLUDED WITH RFQ PACKAGE; PLEASE CHECK OFF EACH
ITEM INCLUDED WITH RFQ PACKAGE AND SIGN BELOW TO COMPLETE
SUBMITTAL OF EACH REQUIRED ITEM.**

RFQ 2025-012 "On Call Land Surveying Services for County Projects"

- ☒ Statement of Qualifications
- ☒ References Form
- ☒ Conflict of Interest Form (CIQ)
- ☒ Certification regarding Debarment (Form H2048)
- ☒ Certification regarding Federal lobbying (Form 2049)
- ☒ Code of Ethics Affidavit
- ☒ House Bill 89 Form
- ☒ Senate Bill 252 Form
- ☒ Proof of No Delinquent Tax Owed to Webb County



Signature of Person Completing this Package

7/23/2025

Date



Proposer Information

Name of Company: Top Site Civil Group, LLC
Address: 6262 McPherson Suite 206
City and State: Laredo, Texas 78041
Phone: 956-725-5057
Email Address: j.martinez@topsitecivil.com

Signature of Person Authorized to Sign:

[Signature]
Signature
Jorge A. Martinez
Print Name
Partner
Title

Indicate status as to "Partnership", "Corporation", "Land Owner", etc.

Corporation
7/23/2015
(Date)

Note:

All submissions relative to these RFQ shall become the property of Webb County and are nonreturnable.

If any further information is required, please call the Webb County Contract Administrator, Juan Guerrero, at (956)523-4125.

References Form

Please list at minimum five (5) local governmental entities where similar scope of services were provided.

THIS FORM MUST BE RETURNED WITH YOUR OFFER.

REFERENCE ONE

Government/Company Name: La Salle County, Texas

Address: 101 Courthouse Square, Cotulla, Texas 78014

Contact Person and Title: Leodoro Martinez, County Judge

Phone: 830-483-5139 Fax: _____

Email Address: _____ Contract Period: Current

Description of Goods / Services Provided: Provide Surveying and Engineering Services
for all County related Business including but not limited to; boundary
surveying, topographic surveying, easement preparation, construction
staking and GIS services.

REFERENCE TWO

Government/Company Name: City of Laredo

Address: 1110 Houston St., Laredo, Texas 78040

Contact Person and Title: Ramon Chavez, Assistant City Manager

Phone: 956-791-7302 Fax: _____

Email Address: rchavez@ci.laredo.tx.us Contract Period: Current

Description of Goods / Services Provided: Provide Surveying and Engineering
Services for several projects within the City. Survey services include
boundary surveying, topographic surveys, construction surveys, easement
preparation and aerial LIDAR photogrammetry

REFERENCE THREE

Government/Company Name: City of Cotulla, Texas

Address: 202 S. Main Street, Cotulla, Texas 78014

Contact Person and Title: David Wright, City Administrator

Phone: 830-879-2367

Fax: _____

city.administrator@cityofcotulla.org

Email Address: _____ Contract Period: Current

Description of Goods / Services Provided: Provide Surveying and engineering services
for City related business including but not limited too: boundary surveys
topographic surveying, platting services, construction staking, easement
preparation and surveying.

REFERENCE FOUR

Government/Company Name: United Independent School District

Address: 802 Gale Street, Laredo, Texas 78041

Contact Person and Title: Ignacio R. Alaniz, Jr.

Phone: 956-473-7963

Fax: _____

Email Address: ialaniz@uisd.net

Contract Period: _____

Description of Goods / Services Provided: Provide Surveying and Engineering services
for new Clark Elementary school in Laredo, Texas. Provide topographic
surveying, improvement, boundary and construction staking surveying.

REFERENCE Five

Government/Company Name: JHS Architect, Inc.

Address: 6909 Springfield Ave., Suite 105, Laredo Texas 78041

Contact Person and Title: Juan Homero Sanchez, AIA

Phone: 956-723-2939

Fax: _____

Email Address: juanhomerosanchez@gmail.com

Contract Period: Current

Description of Goods / Services Provided: Provide Surveying and Engineering services
various public and private projects. Surveying services include topographic
improvement, boundary and construction staking surveying.

- ****Additional pages are permitted if more space is required****

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CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

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.

TopSite Civil Group LLC

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.

N/A

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 Signature of vendor doing business with the governmental entity

1/23/2025
Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

CERTIFICATION
REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY
EXCLUSION FOR COVERED CONTRACTS

PART A.

Federal Executive Orders 12549 and 12689 require the Texas Department of Agriculture (TDA) to screen each covered potential contractor to determine whether each has a right to obtain a contract in accordance with federal regulations on debarment, suspension, ineligibility, and voluntary exclusion. Each covered contractor must also screen each of its covered subcontractors.

In this certification "contractor" refers to both contractor and subcontractor; "contract" refers to both contract and subcontract.

By signing and submitting this certification the potential contractor accepts the following terms:

1. The certification herein below is a material representation of fact upon which reliance was placed when this contract was entered into. If it is later determined that the potential contractor knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, or the TDA may pursue available remedies, including suspension and/or debarment.
2. The potential contractor will provide immediate written notice to the person to which this certification is submitted if at any time the potential contractor learns that the certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
3. The words "covered contract", "debarred", "suspended", "ineligible", "participant", "person", "principal", "proposal", and "voluntarily excluded", as used in this certification have meanings based upon materials in the Definitions and Coverage sections of federal rules implementing Executive Order 12549. Usage is as defined in the attachment.
4. The potential contractor agrees by submitting this certification that, should the proposed covered contract be entered into, it will not knowingly enter into any subcontract with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the Department of Health and Human Services, United States Department of Agriculture or other federal department or agency, and/or the TDA, as applicable.

Do you have or do you anticipate having subcontractors under this proposed contract?

☐ Yes

☒ No

5. The potential contractor further agrees by submitting this certification that it will include this certification titled "Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion for Covered Contracts" without modification, in all covered subcontracts and in solicitations for all covered subcontracts.
6. A contractor may rely upon a certification of a potential subcontractor that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered contract, unless it knows that the certification is erroneous. A contractor must, at a minimum, obtain certifications from its covered subcontractors upon each subcontract's initiation and upon each renewal.
7. Nothing contained in all the foregoing will be construed to require establishment of a system of records in order to render in good faith the certification required by this certification document. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
8. Except for contracts authorized under paragraph 4 of these terms, if a contractor in a covered contract knowingly enters into a covered subcontract 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, Department of Health and Human Services, United States Department of Agriculture, or other federal department or agency, as applicable, and/or the TDA may pursue available remedies, including suspension and/or debarment.

**PART B. CERTIFICATION REGARDING DEBARMENT, SUSPENSION,
INELIGIBILITY AND VOLUNTARY EXCLUSION FOR COVERED CONTRACTS**

Indicate in the appropriate box which statement applies to the covered potential contractor:

- ☒ The potential contractor certifies, by submission of this certification, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal department or agency or by the State of Texas.
- ☐ The potential contractor is unable to certify to one or more of the terms in this certification. In this instance, the potential contractor must attach an explanation for each of the above terms to which he is unable to make certification. Attach the explanation(s) to this certification.

Name of Contractor	Vendor ID No. or Social Security No.	Program No.
Top Site Civil Group, LLC	86-3489225	RFQ 2025-012

Signature of Authorized Representative

Date

Jorge A. Martinez, Partner

Printed/Typed Name and Title of
Authorized Representative

CERTIFICATION REGARDING FEDERAL LOBBYING
(Certification for Contracts, Grants, Loans, and Cooperative Agreements)

PART A. PREAMBLE

Federal legislation, Section 319 of Public Law 101-121 generally prohibits entities from using federally appropriated funds to lobby the executive or legislative branches of the federal government. Section 319 specifically requires disclosure of certain lobbying activities. A federal government-wide rule, "New Restrictions on Lobbying", published in the Federal Register, February 26, 1990, requires certification and disclosure in specific instances.

PART B. CERTIFICATION

This certification applies only to the instant federal action for which the certification is being obtained and is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federally appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with these federally funded contract, subcontract, subgrant, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions. (If needed, contact the Texas Department of Agriculture to obtain a copy of Standard Form-LLL.)

3. The undersigned shall require that the language of this certification be included in the award documents for all covered subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all covered subrecipients will certify and disclose accordingly.

Do you have or do you anticipate having covered subawards under this transaction?

☐ Yes

☒ No

Name of Contractor/Potential Contractor	Vendor ID No. or Social Security No.	Program No.
Top Site Civil Group	86-3489225	RFQ 2025-012

Name of Authorized Representative	Title
Jorge A. Martinez	Partner

Signature – Authorized Representative

Date

7/23/2025

PROOF OF NO DELINQUENT TAXES OWED TO WEBB COUNTY

Name Jorge A. Martinez owes no delinquent property taxes to Webb County.

Top Site Civil Group, LLC owes no property taxes as a business in Webb County.
(Business Name)

Jorge A. Martinez owes no property taxes as a resident of Webb County.
(Business Owner)

Jorge A. Martinez
Person who can attest to the above information

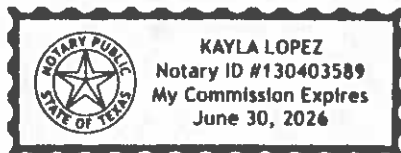
*** SIGNED NOTORIZED DOCUMENT AND PROOF OF NO DELINQUENT TAXES TO WEBB COUNTY.**

The State of Texas
County of Webb

Before me, a Notary Public, on this day personally appeared JORGE A. MARTINEZ, know to me (or proved to me on the oath of N/A) to be the person whose name is subscribed to the forgoing instrument and acknowledged to me that he executed the same for the purpose and consideration therein expressed.

Given under my hand and seal of office this 23 day of JULY 2025.

Notary Public, State of Texas



KAYLA LOPEZ

(Print name of Notary Public here)

My commission expires the 30th day of JUNE 2026

Offeror: Complete & Return this Form with Response Submission.

House Bill 89 Verification

I, Jorge A. Martinez, the undersigned representative of (company or business name) Top Site Civil Group, LLC
(heretofore referred to as company) being an adult over the age of eighteen (18) years of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the company named above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; 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 ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or an limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business association that exist to make a profit.

Signature of Company Representative

7/23/2025

Date

On this 23rd day of JULY, 2026, personally appeared

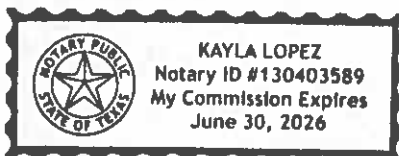
JORGE A. MARTINEZ, the above named person, who after by me being duly sworn, did swear and confirm that the above is true and correct.

Notary Seal

Notary Signature

7/23/2025

Date

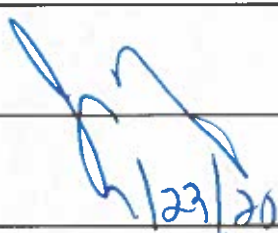


Offeror: Complete & Return this Form with Response Submission.
Senate Bill 252 Certification

SB 252 CHAPTER 2252 CERTIFICATION I, Jorge Martinez, the undersigned representative of Top Site Civil Group, LLC (Company or business name) being an adult over the age of eighteen (18) years of age, pursuant to Texas Government Code, Chapter 2252, Section 2252.152 and Section 2252.153, certify that the company named above is not listed on the website of the Comptroller of the State of Texas concerning the listing of companies that are identified under Section 806.051, Section 807.051 or Section 2253.153. I further certify that should the above-named company enter into a contract that is on said listing of companies on the website of the Comptroller of the State of Texas which do business with Iran, Sudan or any Foreign Terrorist Organization, I will immediately notify Mr. Jose Angel Lopez III, Webb County Purchasing Agent at (956) 523-4125 or via email at joel@webbcountytx.gov

Jorge A. Martinez

Name of Company Representative (Print)



Signature of Company Representative

1/23/2025

Date

**WEBB COUNTY PURCHASING DEPT.
QUALIFIED PARTICIPATING VENDOR CODE OF ETHICS
AFFIDAVIT FORM**

STATE OF TEXAS *

KNOW ALL MEN BY THESE PRESENTS:

COUNTY OF WEBB *

BEFORE ME the undersigned Notary Public, appeared Jose A. Martinez, the herein-named "Affiant", who is a resident of Webb County, State of Texas, and upon his/her respective oath, either individually and/or behalf of their respective company/entity, do hereby state that I have personal knowledge of the following facts, statements, matters, and/or other matters set forth herein are true and correct to the best of my knowledge.

I personally, and/or in my respective authority/capacity on behalf of my company/entity do hereby confirm that I have reviewed and agree to fully comply with all the terms, duties, ethical policy obligations and/or conditions as required to be a qualified participating vendor with Webb County, Texas as set forth in the Webb County Purchasing Code of Ethics Policy posted at the following address: <http://www.webbcountytexas.gov/PurchasingAgent/PurchasingEthicsPolicy.pdf>

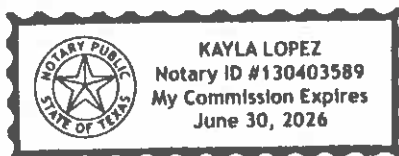
I personally, and/or in my respective authority/capacity on behalf of my company/entity do hereby further acknowledge, agree and understand that as a participating vendor with Webb County, Texas on any active solicitation/proposal/qualification that I and/or my company/entity failure to comply with the Code of Ethics policy may result in my and/or my company/entity disqualification, debarment or make void my contract awarded to me, my company/entity by Webb County. I agree to communicate with the Purchasing Agent or his designees should I have questions or concerns regarding this policy to ensure full compliance by contacting the Webb County Purchasing Dept. via telephone at (956) 523-4125 or e-mail to the Webb County Purchasing Agent to joel@webbcountytexas.gov.

Executed and dated this 23 day of July, 2025.

Signature of Affiant

Jose A. Martinez
Printed Name of Affiant/Company/Entity

SWORN to and subscribed before me, this 23rd day of July, 2025



Kayla Lopez
NOTARY PUBLIC, STATE OF TEXAS



TOP SITE CIVIL GROUP, LLC

Unique Entity ID GZ5UCCQM9RA9	CAGE / NCAGE (blank)	Purpose of Registration Federal Assistance Awards Only
Registration Status Active Registration	Expiration Date Jan 7, 2026	
Physical Address 6262 Mcpherson RD STE 206 Laredo, Texas 78041-6188 United States	Mailing Address 6262 Mcpherson Road Suite 206 Laredo, Texas 78041 United States	

Business Information

Doing Business as (blank)	Division Name (blank)	Division Number (blank)
Congressional District Texas 28	State / Country of Incorporation Texas / United States	URL (blank)

Registration Dates

Activation Date Jan 9, 2025	Submission Date Jan 7, 2025	Initial Registration Date Feb 22, 2023
---------------------------------------	---------------------------------------	--

Entity Dates

Entity Start Date Apr 26, 2021	Fiscal Year End Close Date Dec 31
--	---

Immediate Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Highest Level Owner

CAGE (blank)	Legal Business Name (blank)
------------------------	---------------------------------------

Executive Compensation

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Not Selected

Proceedings Questions

Is your business or organization, as represented by the Unique Entity ID on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

No

Does your business or organization, as represented by the Unique Entity ID on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than \$10,000,000?

Not Selected

Within the last five years, had the business or organization (represented by the Unique Entity ID on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than \$5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than \$5,000 or reimbursement, restitution, or damages greater than \$100,000, or other acknowledgment of fault?

Not Selected

Exclusion Summary**Active Exclusions Records?****No****SAM Search Authorization**

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes**Entity Types****Business Types**

Entity Structure

Corporate Entity (Not Tax Exempt)

Entity Type

Business or Organization

Organization Factors

Limited Liability Company

Profit Structure

For Profit Organization**Socio-Economic Types****Minority-Owned Business****DOT Certified DBE****Hispanic American Owned**

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments

Yes

Debt Subject To Offset

No

EFT Indicator

0000

CAGE Code

(blank)**Electronic Funds Transfer**

Account Type

Checking

Routing Number

*******10**

Lock Box Number

(blank)

Financial Institution

TEXAS COMMUNITY BANK

Account Number

*******93****Automated Clearing House**

Phone (U.S.)

9567288333

Email

(blank)

Phone (non-U.S.)

(blank)

Fax

(blank)**Remittance Address****Texas Community Bank****6721 Mcpherson Road****Laredo, Texas 78041****United States****Taxpayer Information**

EIN

*******9225**

Type of Tax

Applicable Federal Tax

Taxpayer Name

Top Site Civil Group LLC

Tax Year (Most Recent Tax Year)

2022

Name/Title of Individual Executing Consent

Managing Partner

TIN Consent Date

Jan 7, 2025

Address

6262 Mcpherson Road Suite 206**Laredo, Texas 78045**

Signature

Jorge A Martinez**Points of Contact****Accounts Receivable POC**



Jorge A Martinez
j.martinez@topsitecivil.com
9567255057

Electronic Business

Jorge A Martinez
j.martinez@topsitecivil.com
9567255057

6262 Mcpherson Road Suite 206
Laredo, Texas 78041
United States

Government Business

Jorge A Martinez
j.martinez@topsitecivil.com
9567255057

6262 Mcpherson Road Suite 206
Laredo, Texas 78041
United States

Service Classifications**NAICS Codes**

Primary	NAICS Codes	NAICS Title
---------	-------------	-------------

Size Metrics**IGT Size Metrics**

Annual Revenue (from all IGTs)
(blank)

Worldwide

Annual Receipts (in accordance with 13 CFR 121)	Number of Employees (in accordance with 13 CFR 121)
(blank)	(blank)

Location

Annual Receipts (in accordance with 13 CFR 121)	Number of Employees (in accordance with 13 CFR 121)
(blank)	(blank)

Industry-Specific

Barrels Capacity	Megawatt Hours	Total Assets
(blank)	(blank)	(blank)

Electronic Data Interchange (EDI) Information

This entity did not enter the EDI information

Disaster Response

This entity does not appear in the disaster response registry.

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

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.

OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:
2025-1340471

Date Filed:
07/23/2025

Date Acknowledged:

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

Top Site Civil Group LLC
Laredo, TX United States

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

Webb County, Texas

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.

RFQ 2025-012 Land Surveying
Surveying Services

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary
	Martinez, Jorge	Laredo, TX United States	X	
	Escamilla, Manuel	Laredo, TX United States	X	
	Villarreal, Ricardo	Laredo, TX United States	X	

5 Check only if there is NO Interested Party. ☐

6 UNSWORN DECLARATION

My name is Jorge A Mattiaz, and my date of birth is 12/20/1979.

My address is 306 Mulholland Loop, Laredo, TX, 78045.
(city) (state) (zip code) (country)

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

Executed in 7/23/2025 Webb County, State of Texas, on the 23 day of July, 2025.
(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)

ACORDTM**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

9/25/2024

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER USI Southwest 9811 Katy Freeway, Suite 500 Houston, TX 77024 713 490-4600	CONTACT NAME: Hartford Service Center PHONE (A/C, No, Ext): 713 490-4600 E-MAIL ADDRESS:		FAX (A/C, No): 713-490-4700
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED Top Site Civil Group, LLC 6262 McPherson Rd., Suite 206 Laredo, TX 78041	INSURER A : Hartford Underwriters Insurance Company		30104
	INSURER B : Hartford Ins Co of the Midwest		37478
	INSURER C : XL Specialty Insurance Company		37885
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES**CERTIFICATE NUMBER:****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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:			61SBMAR5W40	03/07/2024	03/07/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY			61SBMAR5W40	03/07/2024	03/07/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	☒ UMBRELLA LIAB ☐ EXCESS LIAB ☒ OCCUR ☐ CLAIMS-MADE DED ☒ RETENTION \$ 10000			61SBMAR5W40	03/07/2024	03/07/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? ☒ Y ☒ N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	46WBCAL4W4U	04/27/2024	04/27/2025	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liab Claims Made Pol			DPS5027813 Retro:04/27/2021	04/27/2024	04/27/2025	\$2,000,000 per claim \$2,000,000 annl aggr.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Gen Liab. and Auto Liab. policies includes an automatic Additional Insured endorsement that provides Additional Insured status to the Certificate Holder only when there is a written contract that requires such status, and only with regard to work performed by or on behalf of the named insured. The Gen Liab. policy contains a special endorsement with "Primary and Noncontributory" wording, when required by written contract. All policies provide a Blanket Waiver of Subrogation when required by written contract, except (See Attached Descriptions)

CERTIFICATE HOLDER**CANCELLATION**

Webb County
 1000 Houston St.
 Laredo, TX 78040

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

Anthony J. Davis

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