



STATEMENT OF QUALIFICATIONS

City of Pflugerville

Engineering Design Manual Update – FY2025

November 22, 2024



512-617-3100 | freese.com
10431 Morado Circle, Building 5, Suite 300 | Austin, TX 78759

November 22, 2024

Ms. Robyn Claridy-Miga
City of Pflugerville Assistant Director
robynm@pflugervilletx.gov
Submitted electronically through Civcast



512-617-3100 | freese.com
10431 Morado Circle, Building 5,
Suite 300
Austin, TX 78759

RE: Engineering Design Manual Update – FY2025

Dear Ms. Claridy-Miga and Members of the Selection Committee:

Freese and Nichols, Inc. (FNI) would like to state our interest in partnering with the City of Pflugerville (City) for the Engineering Design Manual (EDM) and Construction Standards Update. Along with our history working with and in the City, we have deep roots helping our clients maintain criteria manuals and construction standards, with more than 130 years providing services for municipal clients. In this statement of qualifications (SOQ), we have detailed many reasons why FNI is the ideal choice for this project, including:

We Know Pflugerville – Over the last 11 years, FNI has successfully completed or is in the process of completing multiple planning, utility and public infrastructure projects for the City. Some of these projects include previous 2014 EDM pavement criteria updates, *Aspire 2040* Comprehensive Plan, unified development code (UDC) updates, water/wastewater master plans, staff augmentations, design of elevated storage tanks, treatment facilities and pump stations, transportation projects and the 2020 Transportation Bond General Engineering Consultant (GEC) Services. Through these projects, we have become a trusted advisor to the City and know the processes and procedures the City has established. *This allows us to be responsive and provide the appropriate updates and details needed for each category, as we are intimately familiar with the current manuals and standards.*

One-Stop Shop Integrated Team – FNI has the in-house capabilities to provide services requested and anticipated in the scope of services. Our multidiscipline firm offers planning, engineering, management and construction services to fully capture a thorough manual update. Additionally, our planners, designers, engineers and managers frequently collaborate on these service-wide update projects. *The FNI team will continue to work as an extension of the City's staff and will walk step-by-step with the City as a trusted advisor through this manual and standards update and beyond.*

Dedication to Quality, Client Service and Professional Ethics – Quality service is the cornerstone of our commitment to our clients and has been recognized nationally, with FNI twice receiving the *Malcolm Baldrige National Quality Award*. We are among only 13 organizations to earn this distinction as a repeat recipient. We also are the first engineering/architecture firm chosen for the award, the highest level of recognition for performance excellence in the U.S. The Baldrige program's integrated management framework and assessment tools have helped our firm improve practices and measure results so we can continue delivering exceptional service. *This recognition illustrates the commitment we will make to this assignment and the quality of work that the City can continue to expect from us.*

We are excited about continuing to work with the City of Pflugerville on this important project. Please contact me directly if you have any questions regarding this SOQ.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chance Sparks'.

Chance Sparks, FAICP, CNU-A | Vice President/Principal-in-Charge
830-221-6415 | chance.sparks@freese.com

1. Experience of Project Manager and Project Principal



Giancarlo Patino PE, CFM, PMP
Project Manager; Transportation



EXPERIENCE

24 years

EDUCATION

MS, Civil Engineering, Ohio University

BS, Civil Engineering, Universidad Santa Maria la Antigua, Panama

REGISTRATIONS

Professional Engineer, TX #111624

Project Management Professional #3215343

Certified Floodplain Manager #2690-14N

CONTACT INFORMATION

Sole Agent:

214-217-2296

giancarlo.patino@freese.com

Primary Office:

10431 Morado Circle
Building 5, Suite 300
Austin, Texas 78759

Secondary Offices:

1251 Sadler Dr. Building 1
Suite 1150
San Marcos, Texas 78666

9601 McAllister Freeway
Suite 1008
San Antonio, Texas 78216

Giancarlo's involvement in the Pavement Design Criteria Manual update, Staff Augmentation managing capital projects, and serving as the City's GEC Program/Project Manager for the 2020 Transportation Bond Program are instrumental in executing this manual revision. He is well known by the City of Pflugerville CIP department staff for his dedication to client services and commitment to budget, schedule and quality deliverables. His familiarity and experience with municipal administration procedures, private development processes, and managing CIP projects are all in favor of aiding municipalities in successfully planning and executing capital projects. Giancarlo's technical expertise in municipal engineering includes infrastructure analysis, subdivision platting, water quality and detention facilities, floodplain administration, site development for commercial and residential projects, and designing and delivering water, sewer, paving and drainage projects.

RELEVANT PROJECT EXPERIENCE

Pavement Design Criteria Manual Update | City of Pflugerville | Project Manager

Giancarlo reviewed the City's engineering design manual, and other references used regionally, collecting and analyzing geotechnical and traffic loading information to generate a revised pavement design process delivering the City current pavement design criteria. **Completed: 2021**

2020 Transportation Bond GEC Services | City of Pflugerville | Project Manager

Giancarlo was the day-to-day contact and set deadlines, assigned responsibilities, monitored and summarized the project's progress to accomplish project goals, led project meetings, coordinated the collection and dissemination of information and managed all aspects of the program/projects, including the subconsultants. **Completed: 2024**

Old Austin-Hutto Road Rehabilitation | City of Pflugerville | Project Manager

Giancarlo led construction progress meetings with the contractor and City staff, submittal reviews,

recommendations for pay applications, requests for information, change orders and coordination with adjacent landowner representatives and TxDOT related to FM 685 connectivity.

Completed: 2022

Zoning and Subdivision Regulations Update | Hunt County | Transportation Engineer

Giancarlo led the preparation of the Engineering Standards Manual, developing the streets section and, with support from other technical leads in the water, sewer and drainage sections, compiled the manual for the County.

Completed: 2023

FY24 Staff Augmentation | New Braunfels Utilities | Project Manager

Giancarlo is leading the development of the manual working with NBU staff through a delivery procedure assignment structure and holding multiple workshops. Upon completion of procedure assignments by NBU staff, Giancarlo and the FNI team review and QC the procedures, hold a workshop for discussion and feedback, and finalize procedures on a set schedule. **Completed: Est. June 2025**



Chance Sparks FAICP, CNU-A



Project Principal

Chance is highly experienced in planning and implementation, city management, public involvement, process development and management, comprehensive and strategic planning. He also leads parks-related planning and tourism, neighborhood planning, downtown and corridor planning, demographic and economic analysis, development regulations, visioning, historic preservation, annexation/growth policy development and analysis. His experience in municipal and state-level planning, public engagement, design and implementation, coupled with experience in city management and operations, gives him exceptional insight into community needs and capacity as someone who has carried plans beyond adoption and into reality.

EXPERIENCE

21 years

EDUCATION

MPA, Urban and Environmental Planning, Texas State University

BS, Geography - Urban and Regional Planning, Texas State University

REGISTRATIONS

Fellow, American Institute of Certified Planners #022822

CNU-Accreditation, Congress For The New Urbanism

CONTACT INFORMATION

512-617-3156
chance.sparks@freese.com
1251 Sadler Dr. Building 1
Suite 1150
San Marcos, Texas 78666

RELEVANT PROJECT EXPERIENCE

Comprehensive Plan and UDC Update | City of Pflugerville | Project Manager

FNI prepared a comprehensive plan for the City's *Aspire 2040* that included public engagement, establishing a vision and guiding principles, land use and character, transportation and mobility, infrastructure, community facilities and services, economic resiliency, healthy communities and neighborhoods and implementation. This was followed by drafting amendments to the involving their Corridor District standards, which function as their primary zoning district tools to enable mixed-use development, and other code sections affected by changes to those standards. Chance provided overall project leadership and management, drove plan development and focused on plan implementation and delivery of innovation, resulting in APATX's Comprehensive Planning Award. **Completed: 2023**

UDC and Engineering Design Criteria (EDC) Manual Update | City of Hutto | Senior Advisor

FNI created an updated UDC and EDC Manual. The engineering criteria includes drainage, utility, transportation, and green infrastructure elements. The resulting UDC includes consolidation of residential districts to support housing diversity, elimination of exclusionary

zoning practices, recalibration and reformatting of a form-based code into a consistent format aligned with other UDC regulations, parking reform and regulatory incentives to support plan-preferred outcomes. **Completed: 2024**

Design and Construction Standards Transportation Criteria Manual Update | City of Round Rock | Senior Advisor

As a subconsultant, FNI is creating a new section in the standards manual for urban street standards that can be applied to contexts such as those found in the mixed-use greenfield zoning district, downtown area, and similar geographies. **Completed: 2023**

Utility Extension Policy | City of Greensboro, NC | Project Manager

FNI is updating the City's utility extension policy for water and wastewater utility services outside of the city limits. This includes comparing multiple policy scenarios, peer identification, creation of the policy scenarios and an evaluation matrix. The policy is built upon other planning efforts and studies, such as the comprehensive plan and utility system master plans, while also considering other values and impacts of utility provision to other public services. **Completed: 2024**

2. Experience and Availability of Staff

Firm Qualifications and Benefits

FNI is a client-focused, regionally based firm with national expertise. We meet client needs with responsiveness and flexibility. Dating back to our firm's founding in 1894, we put relationships first — clients, teaming partners and staff — and seek long-term relationships, many of which are counted in decades, not years.

FNI provides a broad range of services to plan, design and manage public infrastructure projects. We help our clients through every stage of the project life cycle: assessment, programming, planning, design, program management, funding procurement, regulatory compliance, construction management, and operations and maintenance. Our project teams are known for exceeding client expectations through innovative concepts and high-performing designs.



FNI'S BENEFIT TO PFLUGERVILLE



Manual, Code and Planning Experts – FNI has been producing engineering criteria manuals and development codes for municipalities for decades, each tailored to the unique community, environment, goals and capacity of their respective communities. **We understand how to write manuals that integrate and implement construction specifications, comprehensive plans and unified development codes to create interesting and vibrant places.** We have the capabilities to modernize outdated regulations and develop new standards that will carry the City of Pflugerville into the next decade and provide a framework to be a city of choice in Texas and the region.



Extension of Your Staff – Our knowledge of the City's policies, ordinances, standards and schedules, combined with our in-depth understanding of where the City wants to be in the next decade, allow us to continue to serve as an extension of City staff. Several of our team members have worked for cities, including in city management and as planning directors, bringing an intimate understanding of the need for clearly defined codes and design criteria that are both effective and user-friendly. **With our experience with the City, we are immersed in Pflugerville's culture and can leverage these experiences to achieve efficiency with the Engineering Design Criteria Manual Update, which would pair very well with the Pavement Design Criteria Update, Aspire 2040 Comprehensive Plan, UDC Update, 2020 Transportation GEC Services, and Water and Wastewater Master Plans, all led by FNI.**

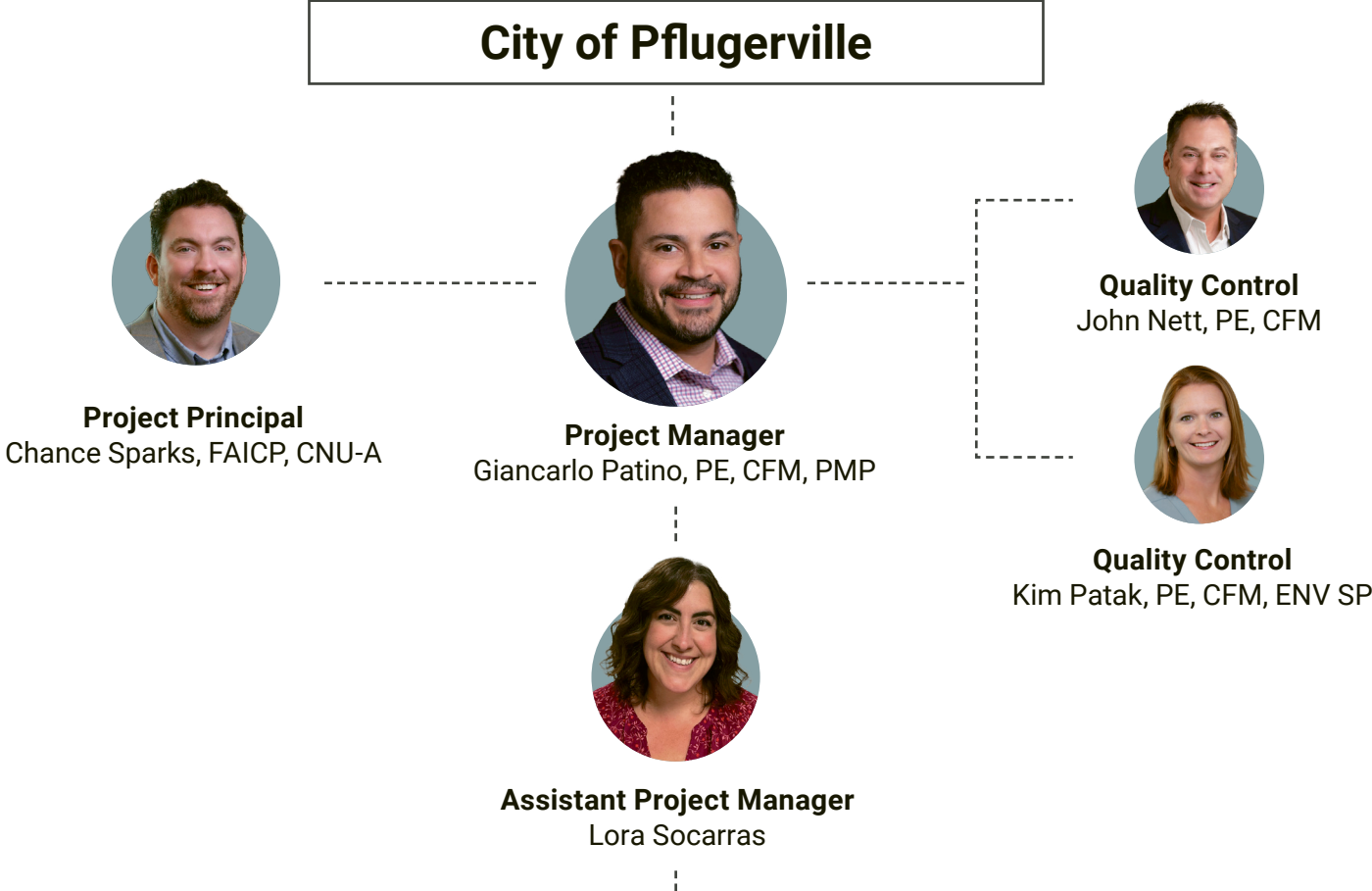


Stakeholder and Public Engagement – Engaging stakeholders is an ongoing dialogue from Project Kick-off to Adoption. We bring a wealth of experience in public involvement, education and outreach from various perspectives. **Our team is among the best at involving and building consensus among citizens, business owners, developers, landowners, City staff and City Council members.** Together, the FNI team has decades of experience in leading effective charrettes, interactive workshops and other public involvement vehicles to build consensus.



Staff Resources – Beyond the proposed team, FNI has access to **1,200+ employees firmwide** to assist, as necessary. As a firm focused on client service, **we will commit the resources required to get the job done.** In addition to our expertise as planning and engineering consultants, several FNI project team members bring practical municipal experience to our work.

Project Leadership and Reporting



MAJOR WORK AREAS

Water and Wastewater Utilities

★ Daniel Stoutenburg, Jr., PE
Michael Lafferty, PE

Transportation

★ Bregger Garrison, PE, LGPP
Giancarlo Patino, PE, CFM, PMP

Landscaping/Parks Infrastructure

★ Bryan Janhsen, PLA
Lora Socarras

Stormwater

★ George Fowler, PE, CFM
Will Huff, PE, CFM

★ Indicates Task Leaders

Interfacing with Pflugerville

Effective projects require frequent communication. At the beginning of the project, we will develop a mutually agreed-upon communications plan. **Project Manager and Primary Point of Contact Giancarlo Patino** will assume responsibility for developing this manual update and will collaborate with the City to verify that it meets your needs. More specifically, our communications plan will identify and formally document primary and alternate points of contact, preferred methods of communication, and the frequency of scheduled meetings and reporting.

We pride ourselves on always being available to clients when they need us, even on nights and weekends. When needed, we are 100% available. Like every healthy firm, we have a backlog of work, but with our large staff across multiple offices, we have considerable flexibility to free up staff, as needed, to meet demands.

Resumes



Lora Socarras

Assistant Project Manager; Landscaping/Parks Infrastructure

Lora is an experienced professional with a successful performance record in community development and planning, historic preservation, project management and administration. She has experience developing master and community plans, development codes, and procedures for municipal clients. Lora is adept at research, land use, zoning, writing and meeting preparation. She is dedicated to community engagement to inform policy better and build a more resilient future.

EXPERIENCE

11 years

EDUCATION

BA, Anthropology, Texas
A&M University

RELEVANT PROJECT EXPERIENCE

UDC and EDC Manual Update | City of Hutto | Planner

FNI created an updated UDC and Engineering Criteria Manual. The engineering criteria includes drainage, utility, transportation, and green infrastructure elements. The resulting UDC includes consolidation of residential districts to support housing diversity, elimination of exclusionary zoning practices, recalibration and reformatting of a form-based code into a consistent format aligned with other UDC regulations, parking reform and regulatory incentives to support plan-preferred outcomes.

2023 Bond Technical Reviews | City of New Braunfels | Planner

FNI is providing technical reviews of roadway project design deliverables, including reports, plans, specifications and estimates at all project phases.

Consulting and City Engineering Services | City of Bulverde | Planner

FNI is providing comprehensive development review services as well as process, code and ordinance updates for the City. Lora provides planning services and acts as a main point of contact for development review processing. She also supports City staff coordination efforts by responding to applicant inquiries and facilitating project meetings.

Design Guidebook Update | Town of Huntersville, NC | Planner

FNI is updating the design guidebook to be consistent with the state's standards, procedures and best management practices. Lora provides content writing support for this project and participates in the general drafting process.

On-Call Engineering and Planning Services | City of Denison | Planner

FNI is providing on-call engineering and planning services to assist the City in reviewing development applications.

On-Call Planning and Development Reviews | City of Gatesville | Planner

FNI is providing on-call planning and engineering services, such as verifying that plans and plats meet City ordinances, advisory and special projects related to general urban planning, small area planning and market analysis, parks and landscape architecture services, GIS services and community engagement. Lora provides planning services and acts as a main point of contact for development review processing. She also supports City staff by responding to applicant inquiries, facilitating project meetings, conducting project research and making presentations to the City Council regarding various code and development-related items.



John Nett PE, CFM

Quality Control

John is experienced in providing civil and environmental engineering services for federal, state, municipal, utility and industrial entities. His professional background includes direction of municipal engineering department functions, management of capital bond programs, project engineering for municipal public works programs, management of integrated municipal solid waste operations, management of construction activities, design and operation of municipal capital infrastructure. His projects include the development of transportation improvement plans, specifications, estimates, and construction contract documents; management of wastewater treatment and collection system asset expansions; development of utility master plans; and administration and implementation of state and federal grant projects.

EXPERIENCE

36 years

EDUCATION

BS, Civil Engineering,
Kansas State University

REGISTRATION

Professional Engineer,
TX #88999

Certified Floodplain
Manager #0496-03

RELEVANT PROJECT EXPERIENCE

On-Call Procurement Assistance | City of Pflugerville | Project Manager
2020 Transportation Bond GEC Services | City of Pflugerville | Project Manager
Engineering Criteria Manual Development | City of Edmond, OK | Project Manager
Staff Augmentation Services | City of San Antonio | Senior Advisor
On-Call Professional Services | City of Bee Cave | QA/QC
Project Management Manual | City of Denton | Assistant Project Manager



Kim Patak PE, CFM, ENV SP

Quality Control

Kim uses sustainable approaches for various water resources and municipal stormwater projects, including stream restoration, mitigation and transportation projects. She is intimately familiar with Central Texas watersheds and understands the area's flooding, erosion and water quality challenges. She is experienced in H&H analyses, storm drain analysis and design, stream assessments, fluvial geomorphology, bio-technical stabilization, natural channel design, detention analysis and design, water quality analysis and design, floodplain studies and construction services.

EXPERIENCE

25 years

EDUCATION

BS, Civil Engineering,
The University of Texas
at Austin

REGISTRATION

Professional Engineer,
TX #97367

Envision Sustainability
Professional #8498

Certified Floodplain
Manager #0650-04N

RELEVANT PROJECT EXPERIENCE

2019 Staff Augmentation | City of Pflugerville | Stormwater Engineer
Drainage Criteria Manual | City of Austin | Project Manager
EDC and Green Stormwater Infrastructure Updates | City of Norman, OK | Stormwater Engineer
Drainage Area Master Plan | City of New Braunfels | Stormwater Engineer
Green Stormwater Infrastructure Placement Guidebook | SARA | Senior Advisor
Drainage Capital Improvement Plan | City of Buda | Project Manager
City-Wide Drainage Master Plan | City of Fredericksburg | Project Manager



EXPERIENCE

23 years

EDUCATION

BS, Civil Engineering,
Texas Tech University

REGISTRATION

Professional Engineer,
TX #99271

Daniel Stoutenburg JR, PE

Water and Wastewater Utilities

Daniel has served in key roles on route studies, design and construction services for new and rehabilitation water and wastewater system infrastructure projects, including water distribution and storage, and wastewater collection. His experience includes small- and large-diameter water and wastewater lines, ground and elevated storage, and pump stations and lift stations in fast-growth, heavily congested environments. Daniel also is skilled in working with clients' wholesale customers to facilitate collaboration on connecting infrastructure projects.

RELEVANT PROJECT EXPERIENCE

Surface Water Treatment Plant and Lake Pump Station Standby Generators | City of Pflugerville | Project Manager

Water Line Extension to WWTP | City of Pflugerville | QA/QC

2.0-MG and 2.5-MG Elevated Storage Tanks (ESTs) | City of Pflugerville | Project Engineer

Staff Augmentation | City of Pflugerville | Project Engineer

Northwest Lift Stations Improvements | City of Austin | Project Manager

Staff Augmentation Development Review | City of Buda | Project Engineer

Main Lift Station, Force Main and Reclaimed Water Improvements | City of San Marcos | Project Engineer



EXPERIENCE

14 years

EDUCATION

BS, Mechanical
Engineering, Case
Western Reserve
University

REGISTRATION

Professional Engineer,
TX #118708

Michael Lafferty PE

Water and Wastewater Utilities

Michael has a strong background in water and wastewater design. His background as a municipal engineer has also given him broad experience in roadway and drainage design. His project history includes elevated tank rehabilitation, water and wastewater pipeline design, utility relocation and hydraulic analysis. Michael has also worked as a Project Manager with local utilities and municipalities to update construction standards and manage multiple bond program projects.

RELEVANT PROJECT EXPERIENCE

2020 Transportation Bond GEC Services | City of Pflugerville | Program Manager

UDC and EDC Manual Update | City of Hutto | Project Engineer

Water System Analysis and Master Plan | City of Hutto | Project Engineer

On-Call Engineering and Professional Services | City of Gatesville | Project Engineer

Staff Augmentation Development Review | City of Buda | Engineering Support

Water and Wastewater Master Plan Update | New Braunfels Utilities | Design Engineer

Staff Augmentation and Program Management | NBU | Assistant Project Manager



EXPERIENCE

21 years

EDUCATION

BLA, Texas Tech University

REGISTRATION

Professional Landscape Architect, TX #2507

Bryan Janhsen PLA

Landscaping/Parks Infrastructure

Bryan has extensive experience in the planning and developing parks and recreation assets, from small neighborhood parks to large community parks and sports complexes. He has worked with municipalities, water districts, school districts, private developers and management districts to complete parks and recreation projects. He has designed several trail projects, each requiring complex stakeholder engagement and coordination and environmental and stormwater compliance.

RELEVANT PROJECT EXPERIENCE

CIP and 2023 Bond Election Support | City of New Braunfels | Landscape Architect

Onion Creek Trail | City of Buda | Project Manager

Nopal Street and Gevers Street Parks | City of San Antonio | Project Manager

Freeport Street Sidewalks Study | Harris County | Landscape Architect

Cottonwood Creek Trail Extension | City of Frisco | Project Manager

DeLeon Plaza Expansion | City of Victoria | Project Manager

Downtown Master Plan | City of Victoria | Landscape Architect

Parks, Recreation and Open Space Master Plan | City of Ingleside | Landscape Architect



EXPERIENCE

14 years

EDUCATION

BS, Civil Engineering, The University of Texas at Austin

REGISTRATION

Professional Engineer, TX #122018

Local Government Project Procedures #95788

Bregger Garrison PE, LGPP

Transportation

Bregger specializes in municipal roadway and state highway design. He has been involved in roadway, signing and striping, traffic control, and retaining wall design and project management for various municipal, state, federal and privately funded projects. He has also coordinated plan review for permitting with local, state and federal jurisdictions and utilities within urban and rural corridors.

RELEVANT PROJECT EXPERIENCE

Old Austin-Hutto Road Rehabilitation | City of Pflugerville | Project Engineer

Zoning Review and Planning Services | City of San Antonio | Project Manager

Thoroughfare Plan Services | City of New Braunfels | Senior Advisor

Project Management and Design Review Support | City of New Braunfels | Project Manager

On-Call Civil Engineering and Program Management | City of San Antonio | Project Manager

On-Call Development Review and Planning Services | City of Hondo | Project Manager

Street Maintenance Program | City of Hondo | Senior Advisor

Consulting and City Engineering Services | City of Bulverde | Project Manager



George Fowler PE, CFM

Stormwater

George leads projects that mitigate flood hazards, erosion hazards, and water quality pollution sources. He has completed the critical steps to complete these projects, which include data collection, hydraulic modeling, design, and construction document development. His approach focuses on mirroring natural processes to solve complex surface water problems by incorporating fluvial geomorphology and bioengineering into the design, where appropriate. He has completed preflood hazard mitigation planning and disaster response damage assessments, which requires an integrated understanding of FEMA regulations and floodplain mapping management. He is proficient using HEC-RAS, HEC-HMS, HydroCAD, ArcGIS and extensions, AutoCAD Civil 3D and proprietary 2D hydraulic modeling software to inform design investigations.

EXPERIENCE

17 years

EDUCATION

MS, Civil Engineering,
University of New
Hampshire

BS, Biology, Stonehill
College

REGISTRATION

Professional Engineer,
TX #135438

Certified Floodplain
Manager #4293-22N

RELEVANT PROJECT EXPERIENCE

2.0-MG and 2.5-MG ESTs | City of Pflugerville | Stormwater Engineer

Secondary Colorado River Raw Water Line and Pump Station Expansion | City of Pflugerville | Stormwater Engineer

2020 Transportation Bond GEC Services | City of Pflugerville | Stormwater Engineer

Staff Augmentation | City of Pflugerville | Stormwater Engineer

Guidance Manual for Nature-Based Solutions for Flood Mitigation | Texas Water Development Board | Stormwater Engineer



Will Huff PE, CFM

Stormwater

Will has experience working on a variety of stormwater and water resources design projects. He is experienced in H&H analyses, culvert and bridge analyses, roadway storm drain and channel design, detention analysis, floodplain modeling and studies, dam stabilization and modernization projects, stream stabilization and restoration, natural channel design, fluvial geomorphology, water quality BMP design, and the development of construction drawings, specifications, and cost estimates. Will is also experienced with providing bid phase and construction phase services. His computer software experience includes HEC-RAS, HEC-HMS, CulvertMaster, HY-8, RIVERMorph, StormCAD, FlowMaster, ArcGIS, and AutoCAD Civil 3D.

EXPERIENCE

12 years

EDUCATION

MS, Civil Engineering,
Texas A&M University

BS, Civil Engineering,
University of Arkansas

REGISTRATION

Professional Engineer,
TX #123602

Certified Floodplain
Manager #2654-14N

RELEVANT PROJECT EXPERIENCE

2020 Transportation Bond GEC Services | City of Pflugerville | Stormwater Engineer

Old Austin-Hutto Road Rehabilitation | City of Pflugerville | Design Engineer

Staff Augmentation | City of Pflugerville | Stormwater Engineer

EDC and GSI Updates | City of Norman, OK | Stormwater Engineer

Stormwater DCM Update | City of Austin | Stormwater Engineer

Stormwater Master Plan | City of Buda | H&H Engineer

Major Services Offered

As a multidiscipline firm, FNI provides a broad range of services to help its clients through every stage of the project life cycle: planning, design, program management, funding procurement, regulatory compliance, construction management, and operations and maintenance. A list of services offered by FNI appears below.

ENGINEERING SERVICES

- Civil Engineering
- Electrical Engineering
- Geotechnical Engineering
- Instrumentation and Controls/SCADA
- Mechanical Engineering
- Plumbing Engineering
- Site Development
- Structural Engineering
- Solid Waste Management

WATER/WASTEWATERSYSTEMS

- Water Master Planning
- Water Distribution Pipelines and Pump Stations
- Water Rate Analyses
- Water Resource Planning
- Water Rights
- Water Storage Tanks
- Water Treatment Plant Design and Master Planning
- Alternative Treatment Studies
- Wastewater System Pipelines and Lift Stations
- Wastewater Master Planning
- Wastewater Treatment Design and Master Planning
- Industrial Pretreatment
- Alternative Treatment Studies

STORMWATER AND DRAINAGE

- Floodplain Management
- Stormwater Master Planning
- Stormwater Ordinances and Manuals
- Stormwater Development Reviews
- Stormwater Utility Fee Development and Funding Assistance
- Stormwater System Analysis and Design
- EPA NPDES Phase II Stormwater Quality Management Plans
- Stormwater Pollution Prevention Plans
- Detention Facility Analysis and Design
- Flood Control Analysis and Mitigation
- Floodplain Reclamation Studies and Mapping
- Flood Disaster Response/Floodplain Management Assistance
- Erosion Control/Site Investigation
- FEMA Studies
- Letters of Map Revision and Conditional Letters of Map Revision

WATER RESOURCES

- Dam Design and Rehabilitation
- Dam Inspections, Breach Analyses and Emergency Action Plans
- Water Resource Planning
- Water Rights
- Utility Project Support
- Impact Fee Studies
- Funding Options
- Regulatory Compliance Assistance
- TCEQ Coordination
- CCN Issues
- Asset Management Programs

TRANSPORTATION

- Street and Highway Design
- Bridge Design
- Intersection Design/Signalization
- Traffic Studies
- Transportation Planning
- Utility Relocation/Design
- Route Studies
- Right-of-Way(ROW)/Easement
- Bicycle Traffic Planning
- Rail Planning/Design
- TxDOT Coordination
- Aviation/Airport Pavement
- Design and Rehabilitation

URBAN PLANNING

- Comprehensive Plans
- Small Area Plans
- Thoroughfare Plan Development
- Ordinance Review and Development
- Funding Districts
- Development Plan Reviews
- Parking Studies

URBAN DESIGN

- Streetscapes
- Urban Parks/Plazas
- Transportation Enhancements
- Infill Development/Redevelopment
- Urban Villages
- Transit-Oriented Development

PARKS AND RECREATION

- Planning - Parks, Trails, Greenbelts, Bike/Pedestrian, Park Systems
- Design - Parks, Trails, Athletics, Recreation
- Maintenance Planning
- Capital Improvement Planning
- Park Theme Development
- Funding Assistance
- Regulatory Compliance

ARCHITECTURAL SERVICES

- Architectural Design
- Historical Restoration/Preservation
- Interior Design
- Facility Master Planning

CONSTRUCTION SERVICES

- Bid Phase Services
- Constructability Reviews
- Construction Management
- Contract Administration
- Cost Estimating
- Design-Build
- Program Management
- Project Scheduling
- Resident Representation
- Risk Allocation
- Value Engineering

ENVIRONMENTAL SCIENCE

- Contamination Assessments and Remediation
- Environmental Impact Assessments
- Natural Resource/Watershed Management
- Pollution Prevention and Permitting
- Section 404/10 Permitting
- Wetlands Services

BOND PLANNING

- Capital Renewal Assessments
- Cost/Benefit Analysis
- Financing Options
- Impact Fee Assessments
- O&M Assessments
- Rating Agencies Presentations
- Rate Impact Assessments

PUBLIC INVOLVEMENT

- Planning for Stakeholder Involvement
- Public Meeting Planning, Participation and Facilitation
- Focus Group/Advisory Board Facilitation
- Project Collateral such as Newsletters, Posters/Flyers, Fact Sheets, News Releases, Direct Mail and Email
- Online Communications, including Websites, Blogs and Social Media
- Public Presentations
- Instant Polling

TECHNOLOGY SERVICES

- Geographic Information Systems
- System Modeling Software Selection
- Website Development
- 3D Visualization

3. FNI's Comparable Project Experience



Pavement Design Criteria Manual Update City of Pflugerville

FNI updated the pavement design section of the City of Pflugerville's 2014 EDM. The revision replaced the existing pavement section within the manual.

The updated pavement design criteria included a general discussion of roadway types, thoroughfare classifications, traffic volumes, service life and other items that will provide the designer with guidelines compatible with City standards. The outline of DCM is presented below:

- **Geotechnical Investigations** – City requirements for field and laboratory investigations.
- **Traffic Loading** – Parameters and resources must be consulted to obtain traffic data.
- **Subgrade Design** – City requirements for roadway subgrade and treatment, including subsurface design issues for roadway support, specifically expansive soil design procedures.
- **Pavement Design Process** – City requirements for pavement thickness and roadway for flexible and rigid pavement recommendations.
- **Report Requirements** – Engineers' reports require supporting data and information requirements.
- **Design Life** – Process to evaluate existing and surface conditions along the proposed roadway, including pavement serviceability, pavement maintenance and procedure for pavement repairs.
- **Appendix** – Generate geotechnical report checklists, tables, figures, and maps, including logs of borings, boring location maps, laboratory data and other project data or information required for inclusion with the geotechnical reports

LOCATION
Pflugerville, Texas

COMPLETION
09/2020 – 03/2021

REFERENCE
Patricia Davis, MSCE, PE
Former Pflugerville City Engineer
512-759-4005
patricia.davis@huttotx.gov

TEAM MEMBERS

- Giancarlo Patino, Project Manager



Unified Development Code and Engineering Design Criteria Manual Update

City of Hutto

FNI created an updated UDC and EDC Manual, which included a code diagnostic update initially prepared during the Hutto SOAR 2040 Comprehensive Plan.

The plan was augmented to include additional stakeholder engagement specific to code users and state legislation changes, and the current engineering design criteria was assessed. The engineering criteria includes drainage, utility, transportation and associated green infrastructure elements in a single, integrated design manual coordinated seamlessly with the UDC. Based on findings of the diagnostic, FNI prepared an annotated outline for the new UDC, and triage amendments to the UDC as necessary to address acute issues in isolation.

The resulting UDC contains several notable features, including consolidation of residential districts to support housing diversity, elimination of exclusionary zoning practices, recalibration and reformatting of a form-based code into a consistent format aligned with other UDC regulations, parking reform and regulatory incentives to support plan-preferred outcomes, such as mixed-use at multiple scales, innovation districts and trail-oriented development.

LOCATION
Hutto, Texas

COMPLETION
07/2023 – Est. 01/2025

REFERENCE
Ashley Bailey, AICP
Development Services
Director
512-759-5961
ashley.bailey@huttotx.gov

TEAM MEMBERS
● Chance Sparks, Senior Advisor
● Lora Socarres, Planner
● Michael Lafferty, Engineer



Zoning and Subdivision Regulations Update Hunt County

FNI assisted Hunt County by updating the County's Lake Tawakoni zoning and County-wide subdivision regulations. The project was divided into five phases.

The first was the kickoff, which allowed the County and FNI to review the overall project scope and objectives and discuss background information and County history related to the zoning and subdivision topics.

The second and third phases were developing updated Subdivision Regulations and creating an Engineering Standards Manual (ESM). The County-wide Subdivision Regulations had not been updated in several years and need to be rewritten to conform to current state law and better address the County's current development issues. The ESM was a new document for the County and established drainage and roadway requirements for new development.

The project's fourth phase was to develop a Lake Comprehensive Plan for the area surrounding Lake Tawakoni in Hunt County. A Lake Comprehensive Plan was needed to determine the vision for the lake to be supported by County officials and

the public. The Lake Comprehensive Plan was used as a basis for the final phases.

In the fifth and final phase, FNI assisted Hunt County by updating the existing zoning regulations surrounding Lake Tawakoni. County zoning regulations can be applied within 5,000 feet of the lake's shoreline. The current Lake Zoning Commission was vital in updating the zoning regulations. Following the zoning regulations, FNI understood Hunt County desired to update its subdivision and land development rules and regulations to identify deficiencies, modernize standards, align with State statutes, and streamline the development review/approval process.

All elements of the project have been completed, except for the adoption of the Lake Zoning Regulations, which is waiting for compliance with new state laws regarding notification requirements.

LOCATION

Hunt County, Texas

COMPLETION

03/2020 – 12/2023

REFERENCE

The Honorable Bobby Stovall
Hunt County Judge
903-408-4146
bstovall@huntcounty.net

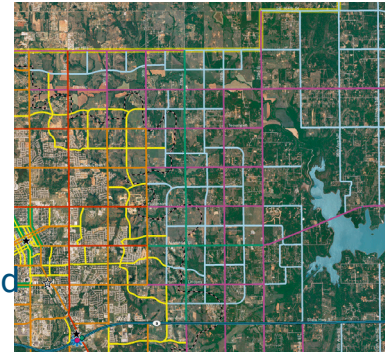
TEAM MEMBERS

- Giancarlo Patino, Transportation Engineer

Engineering Design Criteria and Green Stormwater Infrastructure Updates

City of Norman, OK

FNI updated the City's EDC, standard specifications and construction drawings for streets, storm drainage, water lines and sanitary sewers (standard specifications).



Additionally, FNI added Green Stormwater Infrastructure (GSI) Criteria with quality measures and appropriate development best management practices to meet City requirements while identifying any potential conflicts or necessary revisions to other related code documents. The principal objective in updating the EDC and associated documents were to create a set of standards, specifications and procedures that promoted consistent design review and construction.

GSI is defined as a nature-based solution to water quality issues that urban stormwater runoff causes to provide greater benefits than conventional (or "gray") stormwater solutions. GSI accounts for economic

and environmental sustainability, adaptability, resiliency and social equity factors.

Phase I of the project included a community benchmarking report to assist in establishing best management practices by comparing these practices in similar and aspirational communities to the City's current practices. The resulting diagnostic report focused on updates to the current documents and procedures and identifies barriers to adopting requirements for GSI criteria. Phase II of the project is currently underway, which includes updates to the EDC and associated standards specifications and standard detail drawings.

LOCATION

Norman, Oklahoma

COMPLETION

03/2020 – 04/2023

REFERENCE

Scott Sturtz, PE, CPESC
City Engineer
405-366-5350
scott.sturtz@normanok.gov

TEAM MEMBERS

- Kim Patak, Stormwater Engineer
- Will Huff, Stormwater Engineer

Engineering Criteria Manual Development

City of Edmond, OK

FNI is developing a Unified ECM and recommending updates to current adopted construction standard specifications and details.

These recommendations will be consistent with public improvement engineering design and construction standards, procedures, and best management practices in Central Oklahoma.

The project scope does not include creation of new City codes, policies, or procedures, but will include recommendations for amendment or replacement of existing resources with other distinct regulatory documents.

LOCATION

Edmond, Oklahoma

COMPLETION

10/2024 – Ongoing

REFERENCE

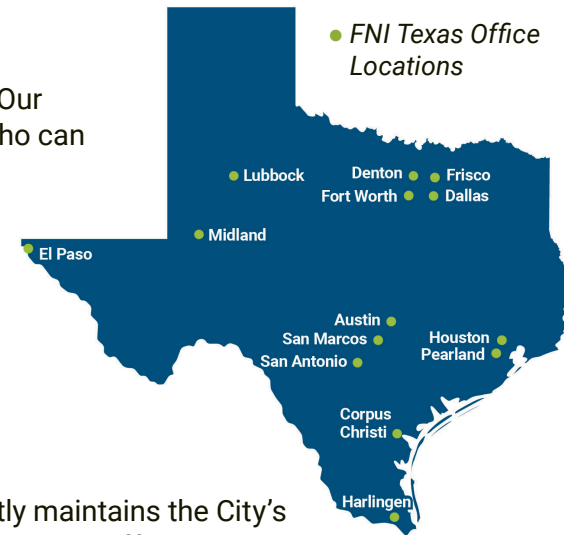
Steve Lawrence, PE
Director of Engineering
405-359-4798
steve.lawrence@edmondok.gov

TEAM MEMBERS

- John Nett, Project Manager

4. Subconsultants

FNI does not plan to utilize subconsultant firms on this contract. Our multidiscipline firm has access to 1,200 employees nationwide who can provide the services your RFQ requires in-house.



5. FNI's Central Texas and City of Pflugerville Experience

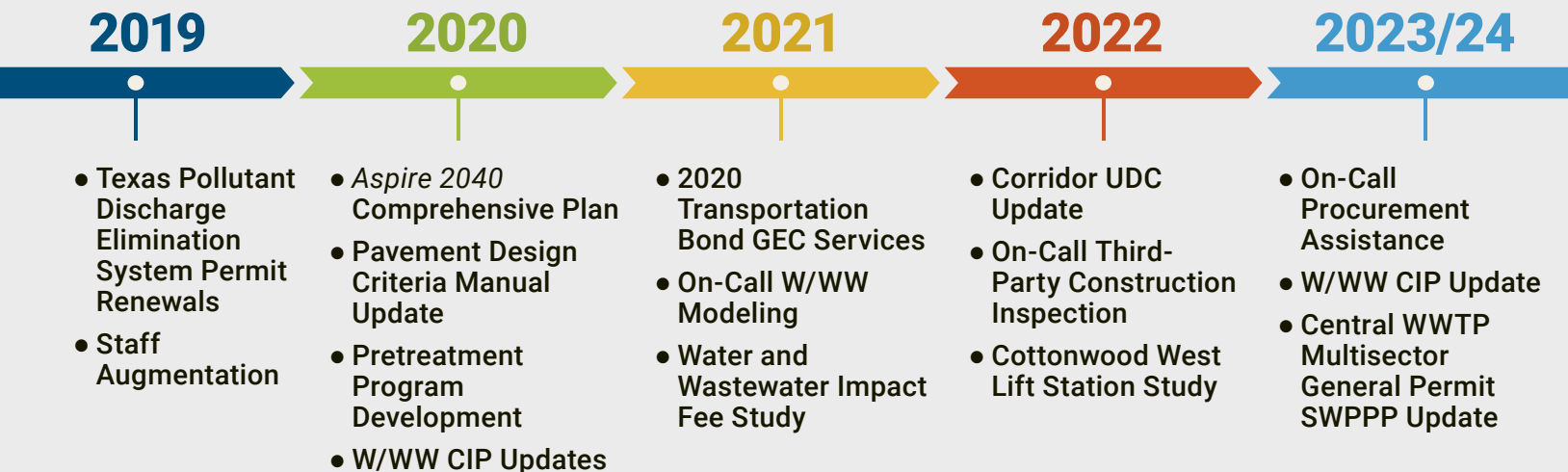
Our Proven History with Pflugerville

FNI has worked with Pflugerville for the past 11 years. FNI currently maintains the City's water and wastewater models, has assisted with development reviews, staff augmentations, on-call modeling, water/wastewater design projects, *Aspire 2040* Comprehensive Plan, Unified Development Code Update, 2020 Transportation Bond Program GEC and construction management and inspection throughout the years. We value our relationship with the City and look forward to continuing to provide excellent customer service if selected for this project.

FNI's Austin office is less than 10 miles from the City, so we are always available to meet on short notice.

FNI has more than 135 Austin-area professionals and access to FNI's more than 1,200 employees firmwide to help the City achieve its goals.

PAST 5 YEAR HISTORY



PREVIOUS HISTORY (2013 – 2018)

- Pfennig Lane Pump Station Improvements
- Lake Pflugerville Intake Pump Station Rehabilitation
- Heatherwilde Elevated Storage Tank
- Old Austin-Hutto Road Rehabilitation
- Railroad Avenue Emergency Repairs
- Central WWTP Expansion
- Pressure Plane Evaluation
- CCN Application
- Hydraulic Modeling Tasks
- Water Line Extension to WWTP
- New Sweden WWTP Study
- Water Master Plan
- Wastewater Master Plan
- Facilities Master Plan

6. Team's Structure and Project Approach

Organizational Structure

FNI has thoughtfully developed a project approach and work plan that will deliver an updated EDM and Construction Standards Update to address the City of Pflugerville's transportation, utilities, landscaping, parks infrastructure, stormwater and other infrastructure support. This update will require a concerted team effort. FNI's internal multidiscipline team is exceptionally qualified to lead this effort. We have successfully worked together on relevant projects throughout Pflugerville, and have experience delivering similar projects for surrounding Central Texas municipalities. **FNI is a One-Stop Shop.** We have a holistic approach, and Pflugerville staff will benefit from FNI being the sole provider.

FNI proposes to provide all services for the EDM Update in-house. **Chance Sparks** will be FNI's **Principal-in-Charge**. Having led Pflugerville's *Aspire 2040* Comprehensive Plan and Unified Development Code Update, Chance is intimately familiar with the City and will make certain that the update proceeds on schedule and that Pflugerville is satisfied with FNI's services.

The FNI team will be led by **Project Manager Giancarlo Patino** and will be the City's **direct point-of-contact** through all phases of the EDM Update. Giancarlo is very familiar with the City's processes and current EDM as he led the manual's Pavement Design Criteria Update in 2020. That same year, Giancarlo provided project management staff augmentation to address workload issues and position vacancies, stepping in to manage capital improvement projects, specifically during the design phase monitoring schedule and budget, communication with consulting engineers and the City's internal operation and reporting. He was also the project manager for the 2020 Transportation Bond GEC Services.

Lora Socarras will be the **Assistant Project Manager**. She has vast knowledge with development regulations, technical reviews, comprehensive planing, design manuals, on-call plan reviews and code updates.



John Nett and Kim Patak will lead the **Quality Assurance and Quality Control** effort to confirm that FNI's rigorous quality procedures are infused throughout all phases, confirming the highest standards of excellence.

Specific FNI **subject matter experts** will serve as task leaders for each category within the manual. **Michael Lafferty**, supported by **Daniel Stoutenburg**, will oversee Water and Wastewater Utilities. **Bryan Janhsen**, supported by **Lora Socarras**, will manage Landscaping and Parks Infrastructure. **Bregger Garrison**, supported by **Giancarlo Patino**, will lead Transportation. Finally, **Will Huff** and **George Fowler** will head Stormwater. All these leaders are experts in their respective fields, with most having previously worked on projects with the City. This experience provides them with valuable insights into the current code and suggested updates.

Project Approach

Updating the City's EDM and Standard Specifications is a demanding but necessary process. In Pflugerville, the need for an update comes from multiple groups, including the City Council, the engineering, parks, stormwater and utilities departments, developers, design professionals, among many others. City staff know that having clearly defined, non-contradictory standards is vitally important to the efficient and effective development oversight. These standards and other codes help advance the goals of the City and provide guidance and regulations for future development and redevelopment throughout Pflugerville.

FNI is already an extension of your staff – our knowledge of the City's policies, ordinances, standards and specifications, combined with

our in-depth understanding of where the City wants to be in the next 15 years (*Aspire 2040*), allow us to continue to serve as an extension of City staff. Several of our team members have worked for cities, including management, planning and engineering positions, bringing an intimate understanding of the need for clearly defined codes and design criteria that are both effective and user-friendly. Additionally, several of our team members have been working with City staff on various projects, such as water and wastewater master planning, utility design projects, staff augmentation, and executing the City's 2020 Transportation Bond Program. We are immersed in Pflugerville's culture and can leverage these experiences to achieve efficiency with the EDM update.

To meet the City's infrastructure goals (Chapter 6 of *Aspire 2040*) it is of utmost importance to engage and deliver the revision to the City's EDM, as this will set the new standards for implementation of the City's CIP infrastructure system projects to meet the ongoing growth and development.

FNI will follow a **Project Workplan** (see right). Giancarlo will be the leading Project Manager and point-of-contact in developing this manual revision. As part of the project kickoff with the appropriate City staff, a tailored communication plan with reporting responsibilities will be established, including bi-weekly and monthly check-ins with City staff. The kickoff meeting will also result in developing an early understanding and evaluation of the plan and if any modifications to the approach are needed. At FNI, we believe that good research, asking questions, and listening to our clients are paramount to a successful project. FNI will review the current documents and discuss inconsistencies and desired design updates with staff. The work that staff has completed, their knowledge of the EDM and reference documents are invaluable in this process. FNI will then evaluate peer cities and industry best practices cited in the RFQ by City staff and compare those to the current EDM, City ordinances, standards and specifications and other guidance documents. FNI will draft manual sections in phases, some in parallel to distribute the load, specifically toward obtaining feedback and comments from City staff through a few workshop sessions, if necessary.

In addition to meeting with City staff, FNI anticipates developing focus groups with various user groups, such as developers, engineers and architects. Pflugerville-specific issues influencing the discussions are consistency between documents, innovation, ease of use and evaluation viability to implement transportation, utility, landscaping/tree planting, stormwater and park development best practices. Upon arriving at a final draft, FNI will develop the specifications and details, including specific sections, before outreach and education of the manual revision.



FNI's professional Landscape Architects will engage with the City to develop design standards and guidelines for Park Development Best Practices. These best practices will be determined through the expertise of various design disciplines as they have gained valuable experience through previous park development projects across Central Texas and the state. The process typically starts with the City's Parks, Recreation and Open Space Master Plan and continues with the design and implementation of the proposed park program/improvements. This is performed through a collaborative design process and includes the current Parks, Recreation and Open Space Master Plan, a construction documents phase, and the park's construction completion.

Development of the park standards and guidelines can then be determined by the project's success, which begins with implementing the park improvements. Some features included in the adopted Parks, Recreation and Open Space Master Plan include open spaces, playgrounds, bicycle and pedestrian trails, picnic areas, community spaces, various sports areas and facilities, splash pads, dog parks, various Lake Pflugerville enhancements, historical identity preservation, parking, signage, landscaping, and other amenities. Design guidelines for the City will then be developed and may include items like standard equipment, materials, products, manufacturers, construction detailing, etc. This will build and define the framework of the guidelines, which will be an evolving document and will set a high-level quality for the park development and the City of Pflugerville's park system.

To provide FNI's understanding of some of the project issues, a few references from the Pflugerville EDM will be further explored and revised as part of this project, including:

- **DG 2.0.F** – The Pflugerville Engineering Design Manual states that streets shall be constructed using the City of Pflugerville standard details but also states that COA and TxDOT details may be a reference if Pflugerville details are not applicable or insufficient, causing ambiguity as to which details and design criteria are to be utilized, jeopardizing uniformity across the project.
- **DG 4.0.A** – The first sentence of the drainage criteria references the City of Austin DCM (unless

there is a conflict with the Pflugerville criteria provided). Our approach is to consider whether any issues with the COA DCM that we are aware of could be eliminated through the criteria manual update.

- **DG 4.0.E** – Consider adding a 10-yr event. Replace downstream with parcel boundary or project phase boundary. The statement “the regulation of peak runoff rates to allowable levels as determined by the provisions of this policy shall be achieved by storage on-site or off-site or by participation” limits options for using low-impact design practices.
- **DG 4.5.C and DG 4.6.** – This is very conservative and often leads to expensive/unfeasible bridges or waivers from the City. The City of Austin allows for 6 – 12 inches of overtopping of culvers and bridges during the 100-year event.
- **Lift Stations** – The City's lift station requirements in section 6 of the manual contradict section 10 regarding the preferred lift station type. Section 6 allows for submersible stations with rated horsepower no larger than 40 for the largest pump and wet/dry well for larger stations. Section 10 requires all sanitary sewer stations to be submersible with package lift stations or suction-lift stations on a case-by-case basis.
- **Manholes** – The City's requirements for manholes are geared toward smaller diameter lines typical in subdivision development cases and do not adequately address spacing, diameter, and other requirements for larger lines. Many Cities in the Austin and San Antonio area are moving towards polymer concrete for larger mains and high corrosion potential installations, such as force main discharge points, to reduce the long-term financial burden of maintenance and rehabilitation of wastewater mains. The criteria also require manholes to be installed in ROW or easements, but they do not appear to address access requirements for manholes built outside the pavement. As such, developers may install manholes that are accessible during construction but cannot be reached for cleaning and other maintenance duties for the entire life cycle of the improvements.

Schedule

Tasks			Q1			Q2			Q3			Q4
			1	2	3	4	5	6	7	8	9	10
1	Project Kickoff	0										
2	Data Collection/Reconnaissance	5										
3	Review Existing Documents	10										
4	Develop Format Options	5										
5	Diagnostic Report	60										
6	Draft Manual Sections	60										
6.1	Streets and TIA	20										
6.2	Parks, Peds., Bicycle Facilities	20										
6.3	W/WW and Lift Stations	20										
6.4	Drainage	20										
6.5	Pollution Control and Wireless	20										
6.6	Miscellaneous Design Guidelines	20										
7	Develop Specifications and Details	20										
8	Develop Specific Sections	20										
9	Outreach and Education	10										

Litigation History

- Plaintiff was injured while attempting to remove a blockage from the discharge area of a lime slurry pump. Plaintiff filed a lawsuit against FNI claiming that his injuries were the result of actions taken under the direction and supervision of one of FNI's employees. **FNI is working to resolve this ongoing litigation.**
- Plaintiff was struck by a motor vehicle while riding a bicycle through the crosswalk of a city street intersection. Plaintiff filed a lawsuit against the driver and construction contractor, project owner, and FNI claiming that her injuries were due to the negligent operation of the motor vehicle and inadequate construction of the intersection where the accident occurred. **FNI is working to resolve this ongoing litigation.**
- Contractor filed suit against the project owner, project manager, engineer, and FNI claiming interference with the contractor's means and methods on a construction project. FNI is providing inspection services for the project owner during the construction phase. FNI was dismissed from the initial suit filed by contractor. Contractor has since re-filed suit. **FNI is working to resolve this ongoing litigation.**
- FNI is engaged in a lawsuit with a private entity client related to the design of wastewater handling facilities for their animal breeding and housing operation where FNI served as the design engineer. **FNI is working to resolve this ongoing litigation.**
- Contractor filed suit against the project owner and FNI on a dam and spillway project claiming that it is owed for extra work and delays due to site conditions that allegedly differ from those identified in the contract documents. FNI was the design engineer on the project. **FNI is working to resolve this ongoing litigation.**
- Plaintiff filed personal injury lawsuit against municipal client and other entities involved in the construction of a project. FNI was a subconsultant and had a small role in project design and management. **FNI was dismissed from the suit.**

REQUEST FOR QUALIFICATIONS

FOR

Engineering Design Manual Update – FY2025

October 23, 2024
RFQ # DE2025-0001



Offeror acknowledges receipts of the following ADDENDA:

Addendum No. 1 Dated	<u>None</u>	Received	_____
Addendum No. 2 Dated	_____	Received	_____
Addendum No. 3 Dated	_____	Received	_____
Addendum No. 4 Dated	_____	Received	_____
Addendum No. 5 Dated	_____	Received	_____

REFERENCES

Please list three (3) references of current or recent past municipalities (clients) who can verify the quality of service your company provides. The City prefers customers of similar size and scope of work to this RFQ.

THIS FORM MUST BE RETURNED WITH YOUR RFQ

REFERENCE ONE

Government/Company Name **City of Hutto**

Address **401 W. Front Street, Hutto, Texas 78634**

Contact Person and Title **Ashley Bailey, AICP | Development Services Director**

Phone **512-759-5961**

Email Address **ashley.bailey@huttotx.gov**

Contract Period **2021 – Current**

Scope of Work

UDC; Comprehensive Planning; On-Call Professional Engineering Services

REFERENCE TWO

Government/Company Name **City of Bee Cave**

Address **4000 Galleria Parkway, Bee Cave, Texas 78738**

Contact Person and Title **Julie Oakley | City Manager**

Phone **512-767-6611**

Email Address **joakley@beecavetexas.gov**

Contract Period **2020 – Current**

Scope of Work

On-Call Professional Engineering Services

REFERENCE THREE

Government/Company Name **City of Pflugerville**

Address **5500 Sun Light Near Way #B, Pflugerville, Texas 78691**

Contact Person and Title **Isaac Espinoza | Project Manager**

Phone **512-990-6335**

Email Address **isaace@pflugervilletx.com**

Contract Period **2021 – Current**

Scope of Work

2020 Transportation Bond Program

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.**Freese and Nichols, Inc.**

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.**None**

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

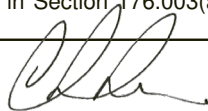
☒

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.

None

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

11/22/24

Date

**DISCLOSURE OF RELATIONS WITH
CITY COUNCIL MEMBER, OFFICER, OR EMPLOYEE OF CITY OF PFLUGERVILLE**

Failure to fully and truthfully disclose the information required by this form may result in the termination of any business the City is now doing with the entity listed below and/or could impact future dealings.

1. Name of Entity/Business/Person doing business with City: Freese and Nichols, Inc.

Is the above entity: **(Check one)**

- ☒ A corporation ☐ A partnership ☐ A sole proprietorship or an individual
☐ Other (specify): _____

Check all applicable boxes.

2. Is any person involved as an owner, principal, or manager of name listed in #1 related to or financially dependent on Council member, officer, or employee of the City of Pflugerville?

☒ NO -- there is no such relationship between Entity/Business/Person and the City of Pflugerville.

☐ YES, a person who is a/an ☐ owner, ☐ principal, or ☐ manager of this entity/business/person

is: **(Check all applicable boxes below)**

- ☐ related to by blood or marriage* and/or ☐ a member of the same household as
and / or ☐ financially dependent upon** and/or ☐ financially supporting**
☐ City Council member, ☐ officer or ☐ employee.

* As used here, "related to" means a spouse, child or child's spouse, and parent or parent's spouse. It also includes a former spouse if a child of that marriage is living (the marriage is considered to continue as long as a child of that marriage lives).

** As used herein, "financially dependent upon" and "financially supporting" refers to situations in which monetary assistance—including for lodging, food, education, and debt payments—is provided by owner, principal or manager of #1 to Council member, officer or employee of City of Pflugerville, or that Council member, officer or employee of City of Pflugerville provides to owner, principal or manager of #1.

If YES, provide (a) the name of owner, principal, or manager, **and** (b) the name of the City Council member, officer or employee (include the department the City officer or employee works for, if known), **and** (c) if a relationship by marriage or by blood/kinship exists. (Use back of sheet if more space is needed)

(a) Name of owner, principal, or manager	(b) Name of Council member, officer or employee & department	(c) What is relationship or household arrangement

3. Is a current City Council member or City employee involved with the name listed in #1 as an owner, principal, manager, or employee, or employed as a contractor for name listed in #1?

☒ NO (no person involved/working for Entity/Business/Person is Council member, officer or employee of the City).

☐ YES, a person is **(Check all applicable boxes)**

- (a) ☐ City Council member, ☐ officer or ☐ employee ,
(b) **and is** ☐ an owner, ☐ a principal, or ☐ a manager of the entity/business/person listed in #1,
or ☐ an employee or ☐ an independent contractor of the entity/business/person listed in #1.

If YES, provide the name of owner, principal, manager, employee or independent contractor who is a City Council member, officer or employee. Include the department the City officer or employee works for, if known.

Signature: _____ Phone #: 830-221-6415 Date: 11/22/24

Print Name: Chance Sparks, FAICP, CNU-A Print Title: Vice President/Principal

The selected contractor or vendor is required to complete this form

CITY OF PLUGERVILLE
Purchasing Services
Historically Underutilized Business

The City of Pflugerville is committed to assuring that all businesses are given prompt, courteous, and equal opportunity to provide goods and services to the City. To achieve this goal, the City Council requests the minority women owned status of each vendor on the City vendor list.

Definition: A Historically Underutilized Business (HUB) means a business concern owned and controlled by socially and economically disadvantaged individuals. This means any business concern that (a) is at least 51% owned by one or more socially and economically disadvantaged individuals; or in the case of publicly owned businesses, at least 51% of the stock which is owned by one or more socially or economically disadvantaged individuals; and (b) whose management and daily operations are controlled by one or more other socially and economically disadvantaged individuals who own it. The groups included in this program are Black Americans, Hispanic Americans, Women, Asian Pacific Americans, Service-Disabled Veterans, and Native Americans

Certification: Bidder declares a minority and/or women owned business status:

☐ YES ☒ NO

If yes, check one of the blocks (indicate male or female):

Black M/F____; **Hispanic M/F**____; **Woman** ☐; **Asian M/F**____;

Native American M/F____; **Service Disabled Veteran of 20% or more M/F**_____.

HUB certified ☐ YES ☐ NO

Visit <https://texashub.gob2g.com/> to become a certified HUB

COMPANY NAME: Freese and Nichols, Inc.

ADDRESS: 10431 Morado Circle Building 5, Suite 300

CITY/STATE: Austin, Texas 78759

EMAIL/PHONE: chance.sparks@freese.com / 830-221-6415

PRODUCT/SERVICE: Professional services - management, engineering, planning, architecture

AUTHORIZED SIGNATURE: 



Mission

Innovative approaches
Practical results
Outstanding service

Vision

Be the firm of choice for
clients and employees

LEADS Values

Learn continuously
Engage as family
Act with integrity
Deliver quality
Serve always



512-617-3100 | freese.com
10431 Morado Circle, Building 5, Suite 300 | Austin, TX 78759