

**CITY COMMISSION
AGENDA
REGULAR MEETING
JUNE 19, 2024
@ 5:30 PM
CITY HALL, TOWN HALL MEETING ROOM
2ND FLOOR, 118 E. TYLER AVENUE
HARLINGEN, TEXAS**

Notice is hereby given that the City Commission of the City of Harlingen, Texas will hold a Regular Meeting on **WEDNESDAY, JUNE 19, 2024 at 5:30 P.M.** at City Hall, Town Hall Meeting Room, 118 E. Tyler Avenue, Harlingen, Texas and provide the public the ability to view the meeting via internet live-streaming at www.harlingentx.gov and the City of Harlingen YouTube Page.

The public will be permitted to offer citizen communication or participate in items listed as public hearings as provided by the agenda and as permitted by the presiding officer during the meeting.

To offer citizen communication or participate in scheduled public hearings, go to www.harlingentx.gov and click on "PUBLIC HEARING AND CITIZEN COMMUNICATION FORM." Fill out the form and indicate the item you wish to address, and submit the form.

Please indicate (1) the agenda item on which you wish to speak, (2) whether you prefer to speak on the item during citizen communication or at the time the agenda item is brought for consideration before the City Commission.

To submit written comments regarding an item on the agenda for City Secretary, go to www.harlingentx.gov and click on "PUBLIC HEARING AND CITIZEN COMMUNICATION FORM" write your comments (limited to 400 words or less) and submit the form.

PLEASE SUBMIT WRITTEN COMMENTS BEFORE 3:00 P.M. THE DAY OF THE MEETING.

A recording of the meeting will be made and will be available to the public in accordance with the Texas Open Meetings Act.

City of Harlingen meetings are available to all persons regardless of disability. If you require special assistance, please contact the City Secretary's Office at (956) 216-5001 or write Post Office Box 2207, Harlingen, Texas 78550 at least 48 hours in advance of the meeting.

The Harlingen City Commission reserves the right, pursuant to the Texas Government Code Chapter 551, Subchapter D, to enter into closed executive session on any item posted on the agenda if a matter is raised that is appropriate for closed discussion.

1) **Call Meeting to Order**

- a) Invocation - Commissioner Daniel N. Lopez
- b) Pledge of Allegiance
- c) Welcome Citizens

2) **Conflict of Interest**

"Under State Law, a conflict of interest exists if a commission member, or certain members of that person's family, has a qualifying financial interest in an agenda item. Members with a conflict of interest cannot participate in the discussion nor vote on the agenda item. Are there any known conflicts of interest to disclose at the time?" **(City Attorney)**

3) **Announcements:** *With respect to items not listed elsewhere on this agenda, the City Commission may report on items of community interest, including announcing community events, announcing employee or community recognitions.*

- a) Mayor's Announcements
- b) City Manager's Announcements
- c) City Commission Member Announcements

4) **Presentation of Awards:**

- a) Presentation of Certificate Award to the Public Works Department by Texas Municipal League (TML). **(Human Resources)**
- b) Proclaiming the Month of June as "Elder Abuse Prevention Month"

5) **Citizen Communication:** *At this time, the public is invited to address the City Commission and speak on any matter not specifically listed for public hearing elsewhere in this agenda. Please note that the City Commission members may not respond to comments or deliberate on topics addressed.*

6) **Approval of Minutes:**

- a) Regular Meeting of May 1, 2024

7) **Consent Agenda:** *No discussion is anticipated on any of the items in this section because they are routine business, were included in the budget adoption process, or have been previously discussed as a staff report or discussion item. These items will be considered collectively by a single vote, unless a commission member requests an item be removed from the consent agenda.*

- a) Consideration and possible action to approve a request from Edgar Serna, Marketing and Events Manager, to close the following streets for the Margarita Festival, Saturday, June 22, 2024, from 12:00 P.M. to 11:00 P.M. Attachment **(Police)**

Fair Park Blvd. between North "L" and "J" Streets (no thru traffic) to include all entries and exits from The Harlingen Performing Arts, Municipal Auditorium, and Casa De Amistad Parking Lots. Include detour signs at North "L" Street/Fair Park Blvd to send traffic north and onto Wichita Ave. North side Intersection of "L" Street and Adams Avenue.

- b) Consideration and possible action to approve a request from the Harlingen Police Department to close the following streets, Tuesday, August 6, 2024, for the National Night Out Event. Attachment **(Police)**

Fair Park Blvd. between North "L" and "J" Streets (no thru traffic) to include all entries and exits from the Harlingen Performing Arts, Municipal Auditorium, and Casa De Amistad Parking Lots.

North side Intersection of "L" Street and Adams Avenue. Include detour signs at North "L" Street/Fair Park Blvd. to send traffic north and onto Wichita Ave.

- c) Consideration and possible action to adopt an ordinance on second and final reading for a Special Use Permit (SUP) to allow alcoholic beverages for onsite consumption at an event center in a General Retail ("GR") District located at 116 W. Van Buren Avenue, Suite A, bearing a legal description of Lot 20, Block 59, Harlingen Original Townsite Subdivision. Applicant: Juan Cabrera. Attachment (**Planning & Development**)
- d) Consideration and possible action to adopt an ordinance on second and final reading for a Special Use Permit ("SUP") to allow a storage building in a General Retail ("GR") District located at 1521 W Monroe Avenue, bearing a legal description of Lot 1, Block 3, Duerson & Hasselmeier Subdivision. Applicant: Gilbert Mendiola c/o Carlos Mendiola. Attachment (**Planning & Development**)
- e) Consideration and possible action to adopt an ordinance on second and final reading amending the City of Harlingen Code of Ordinances Chapter 111, Zoning, Article XVIII, Section 111-509(1)(e) Design Guidelines, Store Front Windows, by prohibiting air conditioner units mounted on walls of a building along a public street within the Downtown District Overlay. Applicant City of Harlingen. Attachment (**Planning & Development**)
- f) Consideration and possible action to adopt an ordinance on second and final reading authorizing the closing, vacating, transferring, and abandonment of a 0.05 acre tract of land located south of and adjacent to Lot 27, Block 2 of the L and L Subdivision, located on the west side of "K" Street approximately 48 feet north of Filmore Avenue, and authorizing the City Manager to execute all documents for the conveyance and release of alley right-of-way and convey to James DeLeon. Applicant: James DeLeon. Attachment (**Planning & Development**)
- g) Consideration and possible action to approve a request from Edgar Serna, Marketing and Events Manager to close the following streets for the Annual Freedom Festival on Thursday, July 4th, 2024 from 5:00 p.m. to 8:00 p.m. Attachment (**Police**)

Fair Park Blvd. between North "L" and "J" Street to include all entries and exits of the Municipal Auditorium, Casa De Amistad parking lots and Harlingen Performing Arts Center. Include detour sign at Fair Park Blvd./"L" Street to send traffic northbound on "L" Street. Close the east side intersection on "L" Street and the street behind the Municipal Auditorium parking lot.

- 8) **Staff Reports and Other Discussion Items:** *Items in this section are not expected to require action by the City Commission and are generally for information only. However, any item listed in this section may become an action item with the request of the Mayor, or after the request of any two Commission members, or the City Manager.*

- a) City Manager's Report
- b) Staff Reports

- 9) **Public Hearings:** *At this time, the Mayor will invite members of the public who have filled out the Public Hearing and the Citizen Communication Form to address each item listed in this section. Please limit your comments to the topic of that public hearing. If more than one public hearing is being held, you will be allowed to speak during each topic, provided you have filled out the Public Hearing and Citizen Communication Form for the appropriate topic. If you are signed up for two (2) or more Public Hearings, you will be limited to 5 minutes for all topics.*

- a) Public hearing for a Special Use Permit (SUP) to allow an adult business (microblading/tattoo makeup studio) in a General Retail ("GR") District located at 421 S. 77 Sunshine Strip, Suite C, bearing a legal description of Lots 22, 23, and the East 10 feet of Lot 24, Block 3, Windsor Place Subdivision. Applicant: Tania Cantu Salinas. Attachment (**Planning & Development**)

- b) Public hearing amending the City of Harlingen Code of Ordinances Chapter 111, Zoning, Article VI, Section 111-140 Off-street Parking; by amending the dimensions of the off-street parking spaces; Article XXI, Section 111-582 Appendix B Parking Aisle Width Chart, by amending the length and maneuvering space of the parking spaces; Article X, Sign Regulations, Section 111-277(c) Lighting, and Section 111-277(d) Additional Sign Regulations for Billboards, by removing any reference to sign permits for animated signs only being issued for the conversion of existing signs to the said animated sign. Applicant: City of Harlingen. Attachment (**Planning & Development**)

- 10) **Action Items:** *City Commission will discuss, consider, and take any action deemed necessary on items listed in this section, including the adoption of a resolution or an ordinance.*

Ordinances

- a) Consideration and possible action to adopt an ordinance on first reading for a Special Use Permit (SUP) to allow an adult business (microblading/tattoo makeup studio) in a General Retail ("GR") District located at 421 S. 77 Sunshine Strip, Suite C, bearing a legal description of Lots 22, 23, and the East 10 feet of Lot 24, Block 3, Windsor Place Subdivision. Applicant: Tania Cantu Salinas. Attachment (**Planning & Development**)
- b) Consideration and possible action to adopt an ordinance on first reading amending the City of Harlingen Code of Ordinances Chapter 111, Zoning, Article VI, Section 111-140 Off-street Parking; by amending the dimensions of the off-street parking spaces; Article XXI, Section 111-582 Appendix B Parking Aisle Width Chart, by amending the length and maneuvering space of the parking spaces; Article X, Sign Regulations, Section 111-277(c) Lighting, and Section 111-277(d) Additional Sign Regulations for Billboards, by removing any reference to sign permits for animated signs only being issued for the conversion of existing signs to the said animated sign. Applicant: City of Harlingen. Attachment (**Planning & Development**)
- c) Consideration and possible action to adopt an ordinance on second and final reading for a Special Use Permit (SUP) to allow a storage building/detached garage greater than 144 sq. ft. in a Planned Development ("PD") District located at 3210 Seminole Court, bearing a legal description of Lots 6-7, Block 3, Treasure Hills Country Club Subdivision. Applicant: Ronald Richardson. Attachment (**Planning & Development**)

- d) Consideration and possible action to approve the selection of Freese & Nichols, Inc. under RFQ No. 2024-09, Professional Planning Services for a New Comprehensive Plan and Zoning Ordinance Update and authorize the city manager to negotiate a contract with the selected firm. Applicant: City of Harlingen. Attachment (**Planning & Development**)

- e) Consideration and possible action to authorize the Harlingen Police Dept. to purchase one (1) 2024 Ford Explorer XLT, from the Federal Forfeiture Treasury Account. Attachment (**Police**)

11) **Board Appointments:**

Specifically, appointment or discussion and possible action to include appointment and/or removal of any position subject to appointment or removal by statute, ordinance, or bylaws.

Airport

Animal Shelter Advisory Committee (1)

Audit Committee (Terms expire in June)

Charter Review Committee (Ad Hoc)

Civil Service Commission

Community Development Advisory Board (2)

Construction Board of Adjustments (4)

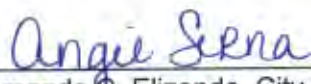
Convention & Visitors Bureau

Development Corporation of Harlingen, Inc.
Downtown Improvement Board (1)
Golf Course Advisory Board
Harlingen Community Improvement Board
Harlingen Housing Authority Board
Harlingen Finance Corporation (6)
Harlingen Teen and Young Adult Advisory Board (2)
Healthy Harlingen Advisory Board
Keep Harlingen Beautiful Board (4)
Library Advisory Board
Mayor Wellness Council
Museum Advisory Board
Parks Advisory Board
Planning & Zoning Advisory Board
Senior Citizens Advisory Board (1)
Small Business Committee
Tax Increment Finance Board
Utility Board of Trustees
Veterans Advisory Board (1)
Zoning Board of Adjustment (2)

- 12) **Executive Session:** *All items listed in this section will be deliberated in a closed session. Members of the public are not generally permitted to attend a closed session. Executive Session items may be considered as an action item at the discretion of the Mayor. However, City Commission will not take any action in closed session.*
- a) Pursuant to Tx. Government Code Section 551.071 (1) and (2) - attorney consultation; Section 551.072 regarding 83/77 Properties. **(City Manager)**
- 13) **Action on Executive Session Items:** *The City Commission will reconvene in open session and may take action on any item listed in the Executive Session Section of this agenda.*
- a) Consideration and possible action on item 12 (a) as discussed in executive session.
- 14) **Adjournment:**

I, the undersigned authority, do hereby certify that the above Notice of the Regular Meeting of the Harlingen City Commission is a true and correct copy of said notice posted on the bulletin board at City Hall of said City of Harlingen, Texas in a place convenient and readily accessible to the general public at all times and on the City's Internet Website and said Notice was posted on **FRIDAY, JUNE 14, 2024**, at or before 11:08 a.m. and remained so posted for at least 72 hours preceding the time of said meeting.

Dated this 14th day of JUNE 2024


For Amanda C. Elizondo, City Secretary

REGULAR MEETING

CITY COMMISSION

HARLINGEN, TEXAS

A Regular/Special Meeting of the Harlingen City Commission was held May 1, 2024, at 5:30 p.m., at City Hall, Town Hall Meeting Room, 2nd Floor, 118 E. Tyler, Harlingen, Texas, and providing the public the ability to view the meeting via the internet, live streaming and permitting the public to offer citizen communication or participate in items listed on the agenda via videoconferencing or telephonically via www.myharlingen.us Those in attendance were:

Mayor and Commissioners

Mayor Norma Sepulveda
Mayor Pro-Tem Rene Perez
Ford Kinsley Commissioner District 1
Daniel N. Lopez, Commissioner District 2
Michael Mezmar, Commissioner District 3
Frank Morales, Commissioner District 4

City Staff

Gabriel Gonzalez, City Manager
Amanda C. Elizondo, City Secretary
Mark Sossi, City Attorney

1) **Call Meeting to Order**

- a) Invocation – Commissioner Michael Mezmar
- b) Pledge of Allegiance
- c) Welcome Citizens

2) **Conflict of Interest**

"Under State Law, a conflict of interest exists if a council member, or certain members of that person's family, has a qualifying financial interest in an agenda item. Members with a conflict of interest cannot participate in the discussion nor vote on the agenda item. Are there any known conflicts of interest to disclose at this time?"

3) **Announcements:**

- a) Mayor's Announcements – Shannon Harvill, Animal Shelter Director, introduced Valkyrie, "Pet of the Week," a four-year-old female who is spayed and housebroken and is looking for a home.
- b) City Manager's Announcements – Mr. Gabriel Gonzalez stated the city is planning a Mother's Day Event on May 10, 2024, at 5:30 p.m., at the City Municipal Auditorium. There will be performances, door prizes, live music and refreshments. All mothers are invited to attend this free event.
- c) City Commission Member Announcements – None

4) **Presentation of Awards:**

a) **Presentation of Award – Gutierrez Middle School "Jaguars" Boys Golf Team**

Coach Cesar Gonzalez thanked the Mayor and City Commission for the invitation and recognition. Our students have worked very hard since the beginning of the year. Golf is a

year-round sport, and they practice every day. The boys placed 1st out of 25 teams, a total of (80 students) as district champions.

b) Presentation of Award – Gutierrez Middle School "Jaguars" Girls Golf Team

Coach Gonzalez stated that the Girl's Golf Team played three tournaments and placed 2nd in our district. We cannot do this without the help of the community/parents. We are proud of their commitment to the sport. It is to be commended.

c) Presentation of Award – Marine Military Academy Boys Tennis Team

Rey Ordonez, Tennis Coach, stated they have been working with these students for a year. It is the third year that they have competed in the TCSAAL League, and, in the third year, they came home with a championship. We are proud of their achievements.

d) Presentation of Award – Marine Military Academy Boys Golf Team

Gilbert Elizondo, Golf Coach, thanked the City Commission for the recognition and his fellow coaches. We have limited time with these students (during the day). We train them to focus on getting them prepared for the competitions. We would also like to thank Mr. Jeff Hart, Tony Butler Golf Course Director, for accommodating us for our practices. We are proud of the boys who placed 1st and 2nd in the state.

e) Presentation of Award- Harlingen High School "Cardinals" Ladies Soccer Team

Coach Jose Galvan of the Cardinals Soccer Team thanked the Mayor and City Commission for the recognition. He thanked the parents of the team members for their support, as well as his staff, the school principal, and the students.

f) They proclaim May 1, 2024, as "The University of Texas Rio Grande Valley" as a top-rated university to be championed by the City of Harlingen.

Veronica Gonzalez, Senior Vice-President of Governmental/Community Relations, stated that UTRGV is changing lives, not only the students attending and graduating, but entire families. We want to continue expanding in Harlingen. Approximately 50,000 students have graduated since 2015 up to 2023. It is an educated workforce that is ready to work. We thank all the affiliate groups who have been so supportive. She thanked the Mayor and Commissioners for the proclamation.

g) Proclaiming May 1, 2024, as "The Age-Friendly Rio Grande Valley Initiative."

Dr. Sudershan Pasupuleti stated that UTRGV School of Social Work thanked the Mayor and City Commissioners for recognizing this initiative, which can shape the community and promote an age-friendly environment for older adults or any age group. We are gathering data that we will share with the city. We plan to host a round-table meeting on August 21, 2024, here in Harlingen and invite all towns from the RGV.

5) Citizen Communication:

- Raymond Reyes – 706 Nantucket Drive, Harlingen, TX – Oversight/Accountability.
- Luis Delgado – (coach) Celtics Soccer Club - Usage of the soccer fields; we need access to the fields for practice.

6) Approval of Minutes:

- a) Regular Meeting of March 6, 2024
- b) Special Meeting of March 14, 2024

Motion was made by Commissioner Lopez and seconded by Commissioner Kinsley to approve Minutes of Regular Meeting of March 6, 2024; subject to amendments submitted and Special Meeting of March 14, 2024. Motion carried unanimously.

7) **Consent Agenda:**

- a) Consideration and possible action to approve a resolution to authorize the City Manager to accept Step Click It or Ticket (CIOT) grant funding of \$8,000.00 made available from the Texas Department of Transportation (TxDOT) FY-24 Click It or Ticket Program (CIOT), TxDOT Funds \$8,000.00 matching funds of \$2,000.45, for 2024 Grant total of \$10,000.45.
- b) Consideration and possible action to approve a resolution authorizing the City Manager to submit a grant application, accept a related award from the Office of the Governor-Homeland Security Grants Division, and spend said funding of \$99,837.40, FY 2025, Local Border Security Grants Program(LBSP) for equipment and overtime costs for additional staffing to the City of Harlingen to improve border security.
- c) Consideration and possible action to approve a resolution authorizing the City Manager to accept the "2024 Operation Slowdown" funding of \$8,000.00 from the Texas Department of Transportation (TxDOT) with a city match of \$2,000.45, total funds of \$10,000.45
- d) Consideration and possible action to approve an ordinance on the second and final reading amending Chapter 18, Master Fee Schedule of the Harlingen Code of Ordinances, establishing fees for certain Licenses, Permits, and other services provided by the City of Harlingen as they relate to Chapter 36, Article V, Division 2 (Tony Butler Golf Course) and providing for publication and ordaining other matters pertaining to the foregoing.

ORDINANCE NO. 24-19

AN ORDINANCE OF THE CITY OF HARLINGEN, TEXAS AMENDING CHAPTER 18, MASTER FEE SCHEDULE OF THE HARLINGEN CODE OF ORDINANCES BY ESTABLISHING FEES FOR CERTAIN LICENSES, PERMITS, AND OTHER SERVICES PROVIDED BY THE CITY OF HARLINGEN AS THEY RELATE TO CHAPTER 36, ARTICLE V, DIVISION 2 (TONY BUTLER GOLF COURSE); PROVIDING FOR PUBLICATION AND ORDAINING OTHER MATTERS PERTAINING TOTHE FOREGOING.

PASSED AND APPROVED on first reading this 21st day of February 2024
PASSED AND APPROVED on the second and final reading on 17th day of April 2024.

ATTEST:
/s/Amanda C. Elizondo, City Secretary

City of Harlingen
/s/Mayor Norma Sepulveda

Motion was made by Mayor Pro-Tem Perez and seconded by Commissioner Morales to approve Item 7 (a through d). Motion carried unanimously.

8) **Staff Reports and Other Discussion Items:**

- a) City Manager's Reports – Referred to Item 8 (b) presentation on work being done in our parks. At the next city commission meeting, we will discuss projects we want to prioritize and undertake at the various parks.
- b) Staff Report – Presentation by Javier Mendez, Parks and Recreation – status regarding city parks.

Javier Mendez, Parks and Recreation Director, presented a list of the following park projects. Discussion was held regarding this project, and it was recommended that a workshop be scheduled to discuss this item further.

- Bonham Park (outdoor exercise equipment/shades)
- Pendleton Park -Harlingen Hometown Heroes Trail Light Repairs
- Harlingen Soccer Complex (irrigation) repairs; maintenance on the fields
- Park Playground Condition Assessment: for all city parks
- Pendleton Park- American Little League Scoreboard installation
- Lozano Plaza Monument Lighting: LED lights installed
- Park Restroom Improvements: paint, hand-soap dispensers
- HEB Tennis Court Improvements
- Wilson Sports Complex Adult Softball Field Renovations
- 911 Coordinate System Project
- DID Water and Sewer Connections
- Kayak Launch Project (Planning/Design Phase)
- Lon C. Hill Trail Construction
- Park Maintenance

c) Presentation by Cascos & Associates, PC, regarding the City of Harlingen Annual Comprehensive Financial Report (ACFR) for Fiscal Year 2022-2023.

Robert Rodriguez, Finance Director, stated they had completed the audit for the fiscal year on September 30, 2023. Representatives from Cascos and Associates met with the city manager and the audit committee to review the report's details.

Carlos Cascos – Principal CPA, provided the City Commission with a detailed report and a financial summary of that report. It highlights the city's activities. The audit was obtained timely with the assistance of the city's staff. They found no issues that needed to be reported and considered it a clean opinion. An unmodified opinion is the most favorable opinion that any CPA firm can give an entity, whether in the public, private, or governmental sector.

Alfred Vera, Audit Sr. Manager, noted the city, in the prior year, had 208 days of operations. This year, after having an unassigned fund balance of \$35,063,000 and expenditures of \$58,072,000, divided by 365 equals \$159,100, it is what it takes for the City to open its doors each day. The unassigned fund balance (\$35,063,000) divided by \$159,100 gets an increase of 220 days of operations compared to last year, which had 208 days. This means the city could operate with no additional money for 220 days. We usually recommend that an entity have 60-90 days, but anything above that shows the city is financially in great shape.

9) **Public Hearings:**

Mayor Sepulveda announced that this was a public hearing, and anyone wishing to speak for or against could do so.

- a) Public hearing for a rezoning request from Residential, Single-Family ("R-1") District to Residential, Duplex ("R-2") District for properties bearing a legal description of Lot 13A, Block 1, Elliff Kubota Subdivision, and Lots 19-21, Homeland Addition, located at 222, 318, 322, and 326 W. Oklahoma Street. Applicant: Fernando Pecina c/o Noemi Pecina.

The following citizens were against Item 9 (a):

- Diana Infante, Martha Juarez, Maria De Pilar Lerma, Leticia Cervantes, Jose Rodriguez, Martha Alonzo, Gloria Berlanga.

- b) Public Hearing amending Harlingen Code of Ordinances Section 6-146 Running at Large Prohibited, Exceptions, establishing minimum fines, and other matters.

- None for Item 9 (b)

There being no further comments from the public, Mayor Sepulveda closed the public hearing.

10) **Action Items:**

Ordinances

- a) Consideration and possible action to adopt an ordinance on first reading for a rezoning request from a Residential, Single-Family ("R-1") District to a Residential, Duplex ("R-2") District for properties bearing a legal description of Lot 13A, Block 1, Elliff Kubota Subdivision, and Lots 19-21, Homeland Addition, located at 222, 318, 322 and 326 W. Oklahoma Street. Applicant: Fernando Pecina c/o Noemi Pecina.

Motion was made by Commissioner Mezmar and seconded by Commissioner Lopez to reject the ordinance on first reading for rezoning request from Residential, Single-Family ("R-1") District to Residential, Duplex ("R-2") District for properties bearing a legal description of Lot 13-A, Block 1, Elliff Kubota Subdivision, and Lots 19-21, Homeland Addition, located at 222, 318, 322 and 326 W. Oklahoma Street. Motion carried unanimously.

- b) Consideration and possible action to approve an ordinance on first reading amending Harlingen Code of Ordinances Section 6-146 Running at Large Prohibited, Exceptions, Establishing minimum fines, and other matters.

Motion was made by Commissioner Lopez and seconded by Commissioner Mezmar to approve the ordinance on first reading amending Harlingen Code of Ordinances Section 6-146 Running at Large Prohibited, Exceptions, Establishing minimum fines and other matters. Motion carried unanimously.

- c) Consideration and possible action to approve an ordinance on the second and final reading amending Chapter 36 of the Harlingen Code of Ordinances establishing prohibited activities in the City Parks.

Javier Mendez, Parks and Recreation Director, stated that in the previous ordinance, Chapter 36, there was a curfew, 10:00 p.m. to 6:00 a.m., and added sunrise to sunset.

Commissioner Kinsley suggested it should read: sunset to sunrise.

Commissioner Lopez stated that the city is spending money on lighting, but the parks will be closed.

Commissioner Mezmar added that the ordinance could have an exception to exclude lighted parks.

Mr. Mendez stated that the parks are used for football or soccer games during the evening and recommended that the leagues assist the city in closing the restrooms if the games are after sunset.

Motion was made by Commissioner Morales and seconded by Mayor Pro-Tem Perez to table the ordinance on second and final reading amending Chapter 36 of the Harlingen Code of Ordinances establishing prohibited activities in the City Parks. Pending further review and discussion. Motion carried unanimously.

- d) Consideration and possible action to approve the preliminary construction plans and final plat for the proposed Agave Estates Subdivision, bearing a legal description of 15.76 acres tract of land, being all of Block 4, and a part or portion of Blocks 3, 5, and Block 17, Stuart Place Subdivision, located along the east side of South Palm Boulevard, approximately 480 feet south of Business Highway 83. Applicant: Javier Hinojosa c/o Jason E. Garza.

1 Mr. Xavier Cervantes, Planning and Zoning Director, stated that the rezoning of this
2 subdivision was approved about a month ago and is now being presented for approval due to
3 the park fees, which will be paid by the developer when the subdivision is completed. He
4 noted that this is the fourth approval for a subdivision in Zone 1 in the southwest area of the
5 city. This subdivision's estimated total (park fees) is about \$150,000.

6 Motion was made by Commissioner Lopez and seconded by Mayor Pro-Tem Perez to
7 approve the preliminary construction plans and final plat for the proposed Agave Estates
8 Subdivision, bearing a legal description of 15.76 acres tract of land, being all of Block 4, and a
9 part or portion of Blocks 3, 5, and Block 17, Stuart Place Subdivision, located along the east
10 side of South Palm Boulevard, approximately 480 feet south of Business Highway 83. Motion
11 carried unanimously.

12 e) Consideration and possible action to authorize the Mayor to sign a Memorandum of
13 Agreement between The Lower Rio Grande Valley TPDES Stormwater Taskforce
14 Partnership, Inc. and the City of Harlingen for the preparation of a Regional Texas Pollutant
15 Discharge Elimination System (TPDES) Stormwater Permit Application and Stormwater
16 Program Plan.
17

18 Motion was made by Commissioner Lopez and seconded by Commissioner Morales
19 to authorize the Mayor to sign a Memorandum of Agreement between The Lower Rio Grande
20 Valley TPDES Stormwater Taskforce Partnership, Inc. and the City of Harlingen for the
21 preparation of a Regional Texas Pollutant Discharge Elimination System (TPDES) Stormwater
22 Permit Application and Stormwater Program Plan. Motion carried unanimously.

23 f) Consideration and possible action to approve Victor Insurance Managers as the Broker of
24 Record for windstorm insurance.
25

26 Fabio Hernandez, Benefits and Risk Manager requested approval to allow Victor
27 Insurance Managers to research insurance policies. There is no charge for a broker of record.
28 The two policies will be for the Convention Center, City Hall, and Casa del Sol.

29 Commissioner Lopez asked why not have one (windstorm) policy for all city buildings.

30 Mr. Hernandez responded that the city has property/casualty policies under TML and
31 several companies that cover windstorm policies. We are trying to obtain policies for city
32 buildings to obtain the same expiration/renewal dates.

33 Motion was made by Mayor Pro-Tem Perez and seconded by Commissioner
34 Kinsley to approve Victor Insurance Managers as the Broker of Record for windstorm
35 insurance. Motion carried unanimously.

36 g) Consideration and possible action to reject the bid from South Texas Pumps due to
37 the vendor's modification of the submitted bid, resulting in an increase and failure to meet
38 the submission deadline and accept the offer from J & F Petroleum in the amount
39 of \$1,225,436.86 on 11/14/2023.
40

41 Christopher Torres, Public Works Director, stated that staff recommends rejecting the
42 bid from South Texas Pumps. They submitted a bid, and we started the initiation process of
43 awarding the project. The contractor was given a deadline to submit a performance bond and
44 a certificate of insurance, and he failed to do so. He increased his bid by \$74,550.00 due to
45 increased material fees.

46 Motion was made by Commissioner Kinsley and seconded by Mayor Pro-Tem Perez
47 to reject the bid from South Texas Pumps due to the vendor's modification of the submitted
48 bid, resulting in an increase and failure to meet the submission deadline and accept the offer
49 from J & F Petroleum in the amount of \$1,225,436.86. Motion carried unanimously.

50 h) Consideration and possible action to approve a request from Remi Garza, Cameron

County Elections Administrator, to use the following locations as Early Voting Sites for the Primary Runoff Election and the Democratic and Republican Elections.

- Cultural Arts Center 575 "76" Drive and City Hall, Town Hall Meeting Room, 2nd Floor 118 E. Tyler Ave – Monday thru Friday – May 20 – 24, 2024 – 8:00 a.m. to 8:00 p.m.
- The Harlingen Outreach Center, 1102 S. Commerce Street, Tuesday, May 28, 2024, from 7:00 a.m. to 7:00 p.m.

Motion was made by Mayor Pro-Tem Perez and seconded by Commissioner Kinsley to approve the request from Remi Garza, Cameron County Elections Administrator, to use the following locations as Early Voting Sites for the Primary Runoff Election and the Democratic and Republican Election. Motion carried as follows: FOR: Mayor Pro-Tem Perez, Commissioners: Kinsley, Morales, Mezmar; AGAINST: None; ABSTAINED: Commissioner Lopez. (Vote: 4-0-1).

i) Consideration and authorization to reject the single bid received in response to Bid Number 2024-03 Vestal Park Lighting improvements – Phase III (Field #1) Project.

Motion was made by Commissioner Lopez and seconded by Mayor Pro-Tem Perez to reject the single bid received in response to Bid Number 2024-03 Vestal Park Lighting improvements – Phase III (Field #1) Project. Motion carried unanimously.

j) Consideration and possible action to authorize the City Manager to award and execute a contract to Musco Sports Lighting, LLC, utilizing the Buy Board Cooperative Purchasing Program to purchase and install sports lighting for Field Number 1 at Vestal Park.

Motion was made by Commissioner Lopez and seconded by Mayor Pro-Tem Perez to authorize the City Manager to award and execute the contract to Musco Sports Lighting, LLC, utilizing the Buy Board Cooperative Purchasing Program for the purchase and installation of sports lighting for Field Number 1 at Vestal Park. Motion carried unanimously.

k) Consideration and possible action to approve an agreement between the City of Harlingen and Spectrum for a Right of Entry to a parcel at the golf course to provide an upgrade or other service for the FAA/Airport outer marker beacon.

Motion was made by Commissioner Lopez and seconded by Mayor Pro-Tem Perez to approve the agreement between the City of Harlingen and Spectrum for a Right of Entry to a parcel at the golf course to provide an upgrade or other service for the FAA/Airport outer marker beacon. Motion carried unanimously.

11) Board Appointments:

Motion was made by Commissioner Lopez to appoint Mike Ezell to the Senior Citizens Advisory Board.

It was noted that a new appointment is needed to meet the requirements for the Animal Shelter Board; it may be necessary for Commissioners Kinsley, Morales, or Perez to remove their appointee so that the Advocate for Animal Welfare can be appointed as well as an Operations Manager.

Mayor Pro-Tem Perez suggested scheduling a meeting with the Keep Harlingen Beautiful Board. He asked if the number of the Keep Harlingen Beautiful Board members would be reduced. This would be decided when they were able to meet.

Motion was made by Commissioner Lopez and seconded by Mayor Pro-Tem Perez to approve the appointment of Mike Ezell to the Senior Citizens Advisory Board. Motion carried unanimously.

12) Executive Session:

- 1 a) Executive/Closed Session – consultation with Legal Counsel pursuant to TX Government
2 Code §551.071(2) regarding the proposed Collective Bargaining Labor Agreement,
3 Harlingen Professional Fire Fighters Association (HPFFA).
4
5 b) Pursuant to TX Government Code Section 551.071 (1) and (2) – attorney consultation;
6 Section 551.072 regarding Bass Pro land issue.
7
8 c) Discussion on purchase of property.

9 At 7:50 p.m., Mayor Sepulveda announced the City Commission would convene in
10 executive to discuss Items 12 a, b, and c.

11 Motion was made by Mayor Pro-Tem Perez and seconded by Commissioner
12 Morales to convene into executive session. Motion carried unanimously.

13 13) **Action on Executive Session Items:**

14 At 8:12 p.m., Mayor Sepulveda announced that the City Commission had completed
15 its executive session and declared the meeting open to the public.

- 16 a) Consideration and possible action on Items 12 (a), 12 (b), and 12 (c) as discussed in the
17 executive session.

18 Motion was made by Mayor Pro-Tem Perez and seconded by Commissioner Kinsley
19 on Item 12 (a) to proceed as discussed in executive session. Motion carried unanimously.

20 No action was taken on Item 12 (b) and (c).

21 14) **Adjournment:**

22 There being no other business to discuss, Mayor Sepulveda adjourned the meeting.
23
24

City of Harlingen

25
26
27 ATTEST:

Norma Sepulveda, Mayor

28
29
30 _____
Amanda C. Elizondo, City Secretary

7a

**AGENDA ITEM
EXECUTIVE SUMMARY**

Meeting Date: **June 19th 2024**

Agenda Item:

Consider and possible action to approve a request from Edgar Serna, Marketing & Events Manager at the Harlingen Chamber of Commerce, requesting to close the following streets on Saturday, June 22nd, 2024, from 12:00 P.M. to 11:00 P.M. for Margarita Festival:

- **Close Fair Park Blvd between North L Street and North J Street (no thru traffic) to include all entries and exits from Harlingen Performing Arts, Municipal Auditorium, and Casa De Amistad parking lots. Please include detour signs at North L Street/Fair Park Blvd to send traffic north and onto Wichita Ave**
- **Close the north side intersection of North L Street and Adams Avenue.**

Prepared By (Print Name): Michael E. Kester

Title: Chief of Police

Signature: 

Brief Summary:

Mr. Edgar Serna requests that the following streets be closed on Saturday, June 22nd, 2024, from 12:00 PM to 11:00 PM for the Margarita Festival.

The closing of the streets will ensure the safety of the public and participants attending the event.

The Asst. Fire Chief has reviewed this request and provided his approval.

Funding (if applicable):

Are funds specifically designated in the current budget for the full amount ☐ Yes ☐ No*

*If no, specify source of funding and amount requested: N/A

Finance Director's approval:

☐ Yes ☐ No ☐ N/A

Staff Recommendation:

Staff recommends approval.

For Street Closures ONLY, Fire Chief's approval:

☐ Yes ☐ No ☐ N/A

City Manager's approval: 

☒ Yes ☐ No ☐ N/A

Comments:

City Attorney's approval: 

☒ Yes ☐ No ☐ N/A



HARLINGEN POLICE DEPARTMENT
1018 FAIR PARK BLVD., HARLINGEN, TX 78550

INTER-DEPARTMENTAL COMMUNICATION
FRONT DESK: (956) 216-5401 ADMINISTRATION: (956) 216-5403

TO: Chief of Police

DATE: 6/3/24

FROM: District Representative Benito Bravo #3412

RE: Street Closure Request for Margarita Festival

Requestor: Edgar Serna Harlingen Chamber of Commerce Marketing & Events Manager

Event Date: Saturday, June 22, 2024

Time: 5:00 P.M. – 10:00 P.M.

Location: Lon C. Hill Park (1217 Fair Park Blvd.)

Mr. Edgar Serna is requesting a street closure on behalf of the Harlingen Chamber of Commerce for their Margarita Festival. The festival is a celebration of our community's unique blend of Mexican culture and the citrus farming industry Harlingen is so proud of. Mr. Serna estimates having 1000 participants at the event. To insure the safety of all participants Mr. Serna is requesting the closure of the following streets on the day of the event between 12:00 P.M. and 11:00 P.M.

- Close Fair Park Blvd. between North L Street and North J Street (No thru traffic) to include all entries and exits from Harlingen Performing Arts, Municipal Auditorium and Casa de Amistad parking lots. Please include Detour Signs at North L Street/ Fair Park Blvd. to send traffic north and onto Wichita Avenue.
- Close the north side intersection of North L Street and Adams Avenue.
Note: Washington Ave. in between N. L and N. K St. is already fenced/ barricaded in front of the Boys and Girls Club.

If approved, barricades are to be delivered by the City of Harlingen Streets Department prior to 4:00 P.M. on Friday, June 21, 2024 and removed from the roadway on June 22, 2024 at 11:30 P.M. A copy of the map is attached to this IDC.

	SIGNATURE	ID#	DATE
OFFICER / EMPLOYEE		3412	06/03/2024
SERGEANT / SUPERVISOR		3461	6/3/24
COMMANDER / MANAGER		3013	6-3-24
DEPUTY CHIEF			
ASSISTANT CHIEF			
CHIEF OF POLICE		2086	6-3-24

Benito Bravo - HPD

From: Sylvia A, Arismendez
Sent: Monday, June 3, 2024 9:08 AM
To: Manuel Tovar - HPD; Benito Bravo - HPD; Soraida Martinez - HPD
Cc: Edgar Serna
Subject: Fw: Street Closure Request
Attachments: Event Flyer.jpg; Street Closure Request (1).png

From: Edgar Serna <eserna@harlingentx.gov>
Sent: Friday, May 24, 2024 10:34 AM
To: Naomi Pena <npena@harlingentx.gov>
Cc: Mike Kester - HPD <mkester@harlingentx.gov>; Josh Ramirez <jramirez@harlingentx.gov>; Sylvia A, Arismendez <SArismendez@harlingentx.gov>
Subject: Street Closure Request

Good morning,

I would like to request a street closure for the upcoming Margarita Fest event happening at Lon C. Hill Park on June 22nd, 2024. Below are the details.

- Event: Margarita Fest hosted by Harlingen Chamber of Commerce
- Date: Saturday, June 22nd, 2024
- Event Time: 5p-10p
- Street: Fair Park Blvd.
- Street Closure Time: 12p-11p

I have also attached a map of the street which indicates the road closure points and the flyer for the event.

Please let me know if you have any other questions or need anything from me.

Thank you,

Edgar Serna

Event Manager

Harlingen Convention & Visitors Bureau

Office: (956) 622- 5053 | Cell: (956) 667-7979



Harlingen Margarita Festival



■ Barricade

➔ Detour




**GREATER CHAMBER
OF HARLINGEN**

**MARGARITA
FEST**



Free Admission

**SHOP
LOCAL**

FOOD

DRINKS

MUSIC

JUNE 22 | 5-10PM

Lon C. Hill Park, Harlingen, TX

ACTIVITIES

- LIVE DJ
- VENDORS
- TEQUILA SAMPLING
- MARGARITA CONTEST
- FOOD

TICKETS

ON THE ROCKS = \$85
TOP SHELF VIP = \$50

SCAN OR CODE FOR
MORE INFO.



**LIVE
PERFORMANCE**

- LOCAL BANDS
- RGV ZUMBA
- JURASSIC RGV
- AND MORE!

Tequila Sampling and Margarita Contest not included in free admission.

Soraida Martinez - HPD

From: Ruben Balboa - HFD
Sent: Monday, June 3, 2024 11:42 AM
To: Soraida Martinez - HPD; Eduardo Alvarez - HFD; Rafael Balderas - HFD; Donna Henderson - HFD
Cc: Mike Kester - HPD
Subject: RE: Street Closure Request

HFD has no issues.

Respectfully,

Ruben C. Balboa
Assistant Fire Chief
Harlingen Fire Dept. / EOC
24200 FM 509
Harlingen, TX 78550
Office 956-230-8056
Cell 956-226-7649



From: Soraida Martinez - HPD <soraidam@harlingentx.gov>
Sent: Monday, June 3, 2024 10:47 AM
To: Eduardo Alvarez - HFD <ealvarez@harlingentx.gov>; Rafael Balderas - HFD <rbalderas@harlingentx.gov>; Ruben Balboa - HFD <rbalboa@harlingentx.gov>; Donna Henderson - HFD <dhenderson@harlingentx.gov>
Cc: Mike Kester - HPD <mkester@harlingentx.gov>
Subject: Street Closure Request

Good morning, Fire Chief Alvarez,
I would ask if you could please review the attached street closure request for the following event:

1. Margarita Festival Saturday June 22, 2024

Please provide your recommendation so that I can include as an agenda item at the next City Commission meeting. Thank you!

IN A WORLD WHERE YOU CAN BE ANYTHING BE KIND.

Soraida Martinez
Harlingen Police Department
1018 Fair Park Blvd.

AGENDA ITEM
EXECUTIVE SUMMARY

Meeting Date: June 19th 2024

Agenda Item:

Consider and possible action to approve a request from the Harlingen Police Department requesting to close the following streets on Tuesday, August 6th, 2024, for the National Night Out Event.

- Close Fair Park Blvd between North L Street and North J Street (no thru traffic) to include all entries and exits from Harlingen Performing Arts, Municipal Auditorium, and Casa De Amistad parking lots.
- Close the north side intersection of North L Street and Adams Avenue.
- Please include detour signs at North L Street/Fair Park Blvd to send traffic north and onto Wichita Ave

Prepared By (Print Name): Michael E. Kester

Title: Chief of Police

Signature:



Brief Summary:

The Harlingen Police Department requests that the following streets be closed on Tuesday, August 5th, 2024, for the National Night Out event.

The closing of the streets will ensure the safety of the public and participants attending the event.

The Asst. Fire Chief has reviewed this request and provided his approval.

Funding (if applicable):

Are funds specifically designated in the current budget for the full amount for this purpose? ☐ Yes ☐ No*

*If no, specify source of funding and amount requested: N/A

Finance Director's approval: ☐ Yes ☐ No ☐ N/A

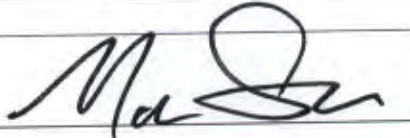
Staff Recommendation:

Staff recommends approval.

For Street Closures ONLY, Fire Chief's approval: ☐ Yes ☐ No ☐ N/A

City Manager's approval:  ☒ Yes ☐ No ☐ N/A

Comments:

City Attorney's approval:  ☒ Yes ☐ No ☐ N/A



HARLINGEN POLICE DEPARTMENT
1018 FAIR PARK BLVD., HARLINGEN, TX 78550

INTER-DEPARTMENTAL COMMUNICATION
FRONT DESK: (956) 216-5401 ADMINISTRATION: (956) 216-5403

TO: Chief of Police

DATE: 5/28/24

FROM: Raul L. Flores Jr. #3170

RE: Street Closure Request for National Night Out

Requestor: Raul L. Flores Jr. / Harlingen Police District Representative

Event Date: Tuesday, August 06, 2024

Time: 6:00 P.M. – 9:00 P.M.

Location: Lon C. Hill Park 1217 Fair Park Blvd.

Description: Annual National Night Out 41st Anniversary Celebration being held at Lon C. Hill Park. Free event open for the community with fun games, food, entertainment and neighborhood safety tips from the Harlingen Police Department and participating businesses. Participants may set up their area on Monday August 5th beginning at 12:00 P.M. through 4:00 P.M. and Tuesday August 6th between 8:00 A.M. and 6:00 P.M.

If approved, barricades are to be delivered by the City of Harlingen Streets Department prior to 4:00 P.M. on Monday, August, 05, 2024 and removed from the roadway at 11:00 P.M. on Tuesday, August, 06, 2024. A copy of the map is attached to this IDC.

To insure the safety of all the participants, we are requesting the closure of the following streets for the duration of the event on Tuesday:

- Close Fair Park Blvd. between North L Street and North J Street (No thru traffic) to include all entries and exits from the Municipal Auditorium, Casa de Amistad and Harlingen Performing Arts parking lots.
- Close the north side intersection of North L Street and West Adams Ave.

Please include **Detour Signs** at North L Street/ Fair Park Blvd. to send traffic north and onto Wichita Avenue.

	SIGNATURE	ID#	DATE
OFFICER / EMPLOYEE		302	5/28/2024
SERGEANT / SUPERVISOR		3464	5/28/24
COMMANDER / MANAGER		5017	5-28-24
DEPUTY CHIEF		1933	5-28-24
ASSISTANT CHIEF			
CHIEF OF POLICE		2088	5-28-24

41ST ANNUAL NNO STREET CLOSURE



— Barricade

Soraida Martinez - HPD

From: Eduardo Alvarez - HFD
Sent: Tuesday, May 28, 2024 4:29 PM
To: Soraida Martinez - HPD; Rafael Balderas - HFD; Ruben Balboa - HFD; Donna Henderson - HFD
Cc: Raul Flores - HPD
Subject: RE: Street Closure Request

HFD has no issues with these closures.

Thanks,

Eduardo Alvarez
Assistant Fire Chief
EOC / Training Center
24200 N FM 509
Harlingen TX 78550
Office : 956.230.5051
Cell: 956-897-1131
ealvarez@harlingentx.gov



From: Soraida Martinez - HPD <soraidam@harlingentx.gov>
Sent: Tuesday, May 28, 2024 3:40 PM
To: Eduardo Alvarez - HFD <ealvarez@harlingentx.gov>; Rafael Balderas - HFD <rbalderas@harlingentx.gov>; Ruben Balboa - HFD <rbalboa@harlingentx.gov>; Donna Henderson - HFD <dhenderson@harlingentx.gov>
Cc: Raul Flores - HPD <rflorres@harlingentx.gov>
Subject: Street Closure Request

Good Afternoon Asst. Fire Chief Alvarez:

I would ask if you could please review the attached street closure request for the following event:

1. Annual National Night Out 41st Anniversary Celebration

7c

**AGENDA ITEM
EXECUTIVE SUMMARY**

Meeting Date: **June 19, 2024**

Agenda Item:

Consideration and possible action to adopt an ordinance on second and final reading for a Special Use Permit (SUP) to allow alcoholic beverages for onsite consumption at an event center in a General Retail ("GR") District located at 116 W. Van Buren Avenue, Suite A, bearing a legal description of Lot 20, Block 59, Harlingen Original Townsite Subdivision. Applicant: Juan Cabrera

Prepared By: Xavier Cervantes, AICP, CPM
Title: Planning and Development Director
Signature: *Xavier Cervantes*

Funding (if applicable):

Are funds specifically designated in the current budget for the full ☐ Yes ☐ No*

*If no, specify source of funding and amount requested:

Finance Director's approval: ☐ Yes ☐ No ☐ N/A

Staff Recommendation:

Staff recommends approval of the special use permit subject to complying with the following conditions:

1. Must obtain and maintain the proper State and City permits; and,
2. Must provide video surveillance with a minimum 30 day retention; and,
3. Must comply with the requirements administered by Planning and Development, Downtown District, Building Inspections, Fire Prevention, Health, and Police Departments; and,
4. A minimum of one licensed security officer must be present during events where alcoholic beverages will be consumed.

City Manager's approval: *CC* ☒ Yes ☐ No ☐ N/A

Comments:

City Attorney's approval: *[Signature]* ☒ Yes ☐ No ☐ N/A

ORDINANCE NO. 24-

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF HARLINGEN: A SPECIAL USE PERMIT ALLOW ALCOHOLIC BEVERAGES FOR ONSITE CONSUMPTION AT AN EVENT CENTER IN A GENERAL RETAIL ("GR") DISTRICT LOCATED AT 116 W. VAN BUREN AVENUE, SUITE A, BEARING A LEGAL DESCRIPTION OF LOT 20, BLOCK 59, HARLINGEN ORGINAL TOWNSITE, PROVIDING FOR PUBLICATION AND ORDAINING OTHER MATTERS RELATED TO THE FOREGOING.

WHEREAS, the Planning and Zoning Commission of the City of Harlingen pursuant to Harlingen's Zoning Ordinance procedure, has recommended a change in the zoning classification for certain described real property in the City of Harlingen; and it is deemed to be in the best interest of the City of Harlingen in accordance with said recommendation of the Planning and Zoning Commission of the City, being the recommendation as hereinafter set forth; and public notice of such proposed rezoning having been fully made and complied with as required by said Zoning Ordinance and applicable laws of the State of Texas; and the City Commission of the City of Harlingen having held public hearings with reference thereto, being duly and thoroughly heard; and after consideration of the evidence presented, said City Commission is of the opinion that it is in the best interest of the City of Harlingen that said Code of Ordinances be amended as indicated, now, therefore,

BE IT ORDAINED BY THE CITY OF HARLINGEN

That the Code of Ordinances of the City of Harlingen (Ordinance 16-8) be and the same is herewith amended by the following described property being changed for permissive zone use as indicated in Exhibit "A":

Special Use Permit (SUP) to allow alcoholic beverages for onsite consumption at an event center in a General Retail ("GR") District located at 116 W. Van Buren Avenue, Suite A, bearing a legal description of Lot 20, Block 59, Harlingen Original Townsite Subdivision.

A copy of the Zoning Map constituting a part and parcel of the Code of Ordinances, as filed with the Chief Building Official and for the joint use and information of the Planning and Zoning Commission shall, upon final enactment hereof, be and the same is herewith amended and revised to reflect that the above described property is zoned for land use purposes as above indicated by the boundaries thereof being outlined in pronounced heavy line markings and such heavy line marking boundary enclosure being indicated within the appropriate initials for that portion herewith zoned for particular land uses; with the Planning and Development Director being herewith instructed and authorized to document such Zoning Map changes and revisions.

The Special Use Permit is made contingent upon construction being complied in accordance with the site plan, a true and correct copy of which is attached hereto and

incorporated herein by reference as Exhibit "A" and shall comply with the conditions as listed below:

1. Must obtain and maintain the proper State and City permits; and,
2. Must provide video surveillance with a minimum 30 day retention; and,
3. Must comply with the requirements administered by Planning and Development, Downtown District, Building Inspections, Fire Prevention, Health, and Police Departments; and,
4. A minimum of one licensed security officer must be present during events where alcoholic beverages will be consumed.

The provisions of this ordinance shall become effective from and after the final and lawful passage hereof and publication of the caption hereof as provided for and required in the Code of Ordinances and applicable state statutes.

FINALLY ENACTED this 19th day of June, 2024 at a regular meeting of the Elective Commission of the City of Harlingen, Texas at which a quorum was present, and which was held in accordance with TEXAS GOVERNMENT CODE, CHAPTER 551.

CITY OF HARLINGEN

Norma Sepulveda, Mayor

ATTEST:

Amanda C. Elizondo, City Secretary

Please provide your recommendation so that I can include as an agenda item at the next City Commission meeting.
Thank you !

IN A WORLD WHERE YOU CAN BE ANYTHING BE KIND.

Soraida Martinez

Harlingen Police Department
1018 Fair Park Blvd.
P.O. Box 1631
Harlingen, TX 78550
Soraidam@harlingentx.gov

OFFICE#:956.216.5403

FAX#: 956.216.5481

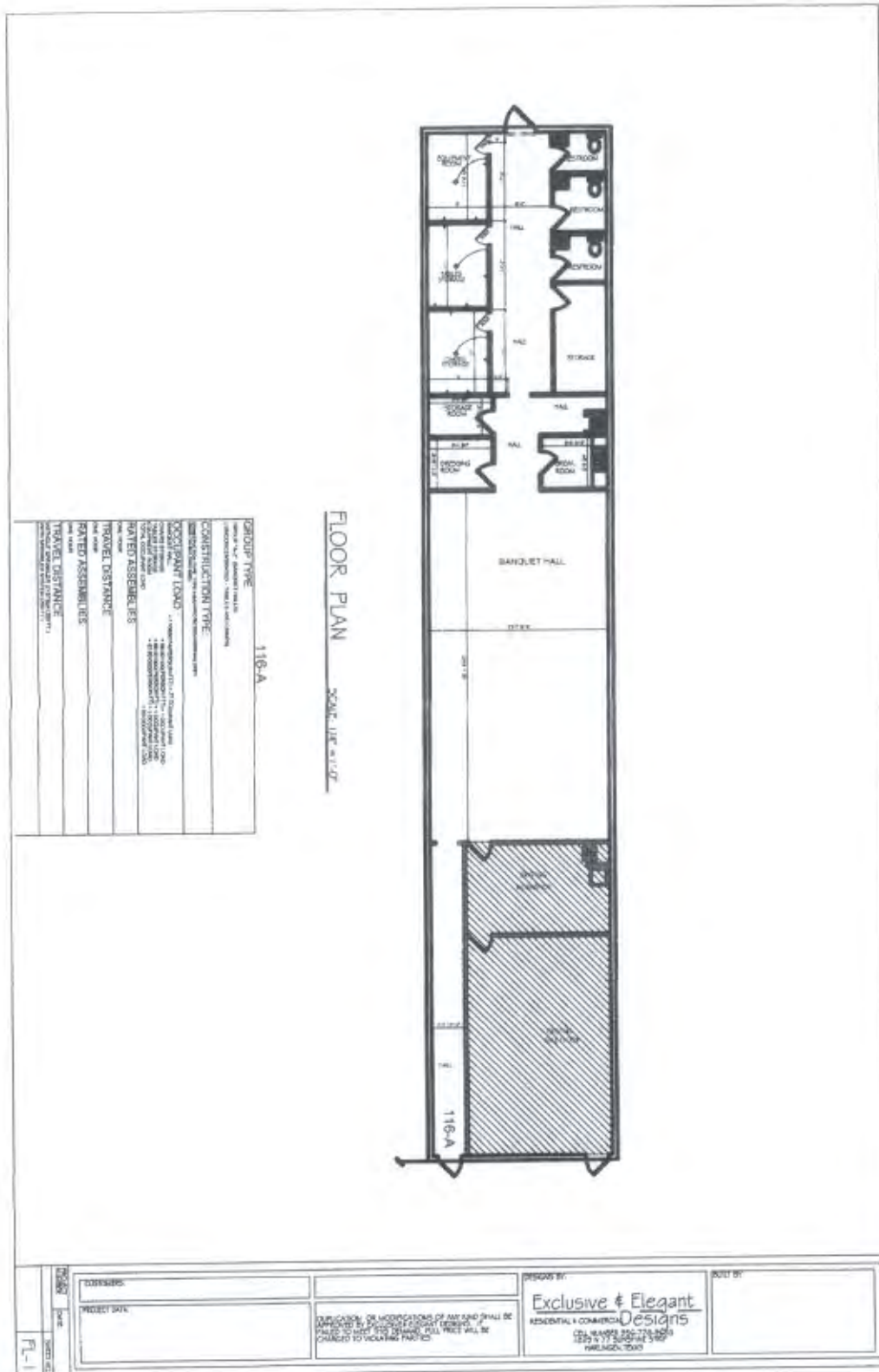
OFFICE HOURS: 8AM-4:45PM, MON-FRI, CST.

For future requests: [https://link.edgepilot.com/s/6abe739f/U8A4mBin-EuDMcQU58pZjw?u=https://harlingenpdtx.govqa.us/WEBAPP/rs/\(S\(2i5mnkipfkncppeds0so0m1t\)\)/support/home.aspx](https://link.edgepilot.com/s/6abe739f/U8A4mBin-EuDMcQU58pZjw?u=https://harlingenpdtx.govqa.us/WEBAPP/rs/(S(2i5mnkipfkncppeds0so0m1t))/support/home.aspx)



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Exhibit "A"



**AGENDA ITEM
EXECUTIVE SUMMARY**

Meeting Date: **June 19, 2024**

AGENDA ITEM:

Consideration and possible action to adopt an ordinance on second and final reading for a Special Use Permit ("SUP") to allow a storage building in a General Retail ("GR") District located at 1521 W Monroe Avenue, bearing a legal description of Lot 1, Block 3, Duerson & Hasselmeier Subdivision. Applicant: Gilbert Mendiola c/o Carlos Mendiola

Prepared By: Xavier Cervantes, AICP, CPM
Title: Planning and Development Director
Signature: *Xavier Cervantes*

FUNDING (IF APPLICABLE):

Are funds specifically designated in the current budget for the full ☐ Yes ☐ No*

*If no, specify source of funding and amount requested:

Finance Director's approval: ☐ Yes ☐ No ☐ N/A

STAFF RECOMMENDATION:

Staff recommends approval of the request subject to compliance with the following conditions:

1. Complying with the requirements administered by Planning and Zoning, Building Inspections and Fire Prevention Bureau Departments.

City Manager's approval:

GL

☒ Yes ☐ No ☐ N/A

Comments:

City Attorney's approval:

Manzan

☒ Yes ☐ No ☐ N/A

ORDINANCE NO. 24-

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF HARLINGEN: A SPECIAL USE PERMIT TO ALLOW A STORAGE BUILDING IN A GENERAL RETAIL ("GR") DISTRICT LOCATED AT 1521 W. MONROE AVENUE, BEARING A LEGAL DESCRIPTION OF LOT 1 BLOCK 3, DUERSON & HASSELMEIER SUBDIVISION, PROVIDING FOR PUBLICATION AND ORDAINING OTHER MATTERS RELATED TO THE FOREGOING.

WHEREAS, the Planning and Zoning Commission of the City of Harlingen pursuant to Harlingen's Zoning Ordinance procedure, has recommended a change in the zoning classification for certain described real property in the City of Harlingen; and it is deemed to be in the best interest of the City of Harlingen in accordance with said recommendation of the Planning and Zoning Commission of the City, being the recommendation as hereinafter set forth; and public notice of such proposed rezoning having been fully made and complied with as required by said Zoning Ordinance and applicable laws of the State of Texas; and the City Commission of the City of Harlingen having held public hearings with reference thereto, being duly and thoroughly heard; and after consideration of the evidence presented, said City Commission is of the opinion that it is in the best interest of the City of Harlingen that said Code of Ordinances be amended as indicated, now, therefore,

BE IT ORDAINED BY THE CITY OF HARLINGEN

That the Code of Ordinances of the City of Harlingen (Ordinance 16-8) be and the same is herewith amended by the following described property being changed for permissive zone use as indicated in Exhibit "A":

Special Use Permit (SUP) to allow a storage building in a General Retail ("GR") District located at 1521 W Monroe Avenue, bearing a legal description of Lot 1, Block 3, Duerson & Hasselmeier Subdivision.

A copy of the Zoning Map constituting a part and parcel of the Code of Ordinances, as filed with the Chief Building Official and for the joint use and information of the Planning and Zoning Commission shall, upon final enactment hereof, be and the same is herewith amended and revised to reflect that the above described property is zoned for land use purposes as above indicated by the boundaries thereof being outlined in pronounced heavy line markings and such heavy line marking boundary enclosure being indicated within the appropriate initials for that portion herewith zoned for particular land uses; with the Planning and Development Director being herewith instructed and authorized to document such Zoning Map changes and revisions.

The Special Use Permit is made contingent upon construction being complied in accordance with the site plan, a true and correct copy of which is attached hereto and incorporated herein by reference as Exhibit "A" and shall comply with the conditions as listed below:

1. Complying with the requirements administered by Planning and Zoning, Building Inspections and Fire Prevention Bureau Departments.

The provisions of this ordinance shall become effective from and after the final and lawful passage hereof and publication of the caption hereof as provided for and required in the Code of Ordinances and applicable state statutes.

FINALLY ENACTED this 19th day of June, 2024 at a regular meeting of the Elective Commission of the City of Harlingen, Texas at which a quorum was present, and which was held in accordance with TEXAS GOVERNMENT CODE, CHAPTER 551.

CITY OF HARLINGEN

Norma Sepulveda, Mayor

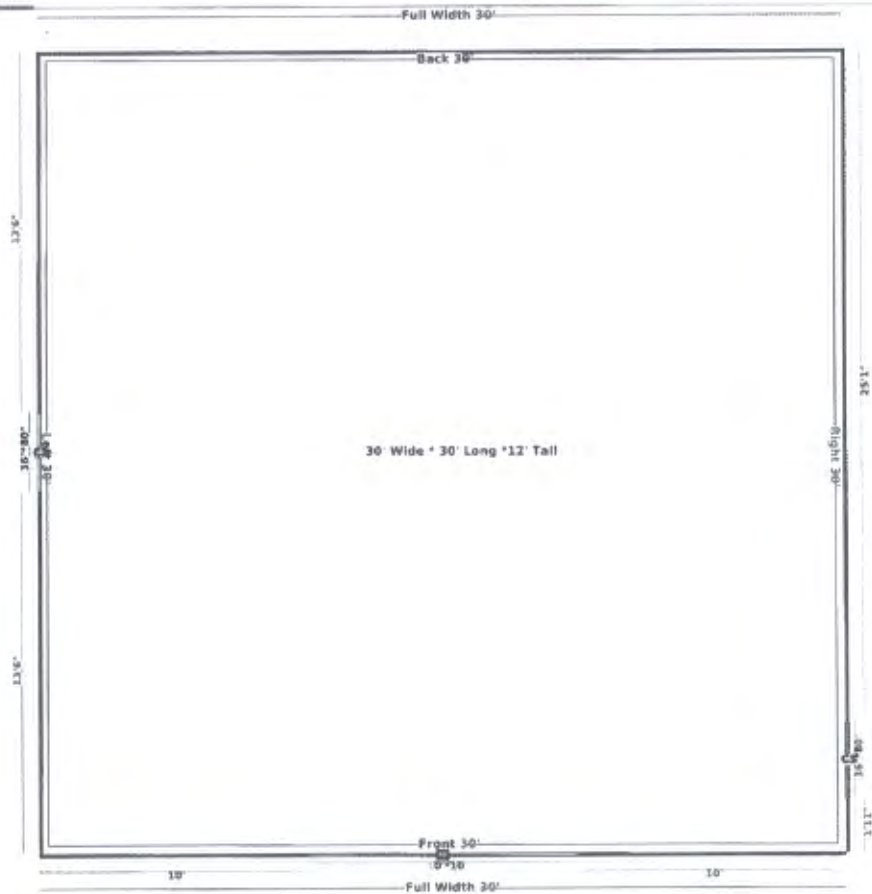
ATTEST:

Amanda C. Elizondo, City Secretary

Exhibit "A"

Job: GJT 304591 Date: 04/08/2025 Price: \$9,955.29

2D DRAWING 1



LEGENDS									
	Garage Door		Garage Door Frameout		Walk in Door		Walk in Door Frameout		Windows
	Close Wall		Distance		Storage Length (Utility)		Cupola		Windows Frameout
	Open Wall								

**AGENDA ITEM
EXECUTIVE SUMMARY**

Meeting Date: **June 19, 2024**

Agenda Item:

Consideration and possible action to adopt an ordinance on second and final reading amending the City of Harlingen Code of Ordinances Chapter 111, Zoning, Article XVIII, Section 111-509(1)(e) Design Guidelines, Store Front Windows, by prohibiting air conditioner units mounted on walls of a building along a public street within the Downtown District Overlay. Applicant City of Harlingen

Prepared By: Xavier Cervantes, AICP, CPM
Title: Planning and Development Director

Signature: *Xavier Cervantes*

Funding (if applicable):

Are funds specifically designated in the current budget for the full ☐ Yes ☐ No*
amount for this purpose?

*If no, specify source of funding and amount requested:

Finance Director's approval: ☐ Yes ☐ No ☐ N/A

Staff Recommendation:

Staff recommends approval.

City Manager's approval: *[Signature]* ☒ Yes ☐ No ☐ N/A

Comments:

City Attorney's approval: *[Signature]* ☒ Yes ☐ No ☐ N/A

ORDINANCE NO. 24-_____

AN ORDINANCE AMENDING THE CITY OF HARLINGEN CODE OF ORDINANCES CHAPTER 111, ZONING, ARTICLE XVIII, SECTION 111-509(1)(e) DESIGN GUIDELINES, STORE FRONT WINDOWS; BY PROHIBITING AIR CONDITIONER UNITS MOUNTED ON WALLS OF A BUILDING ALONG A PUBLIC STREET WITHIN THE DOWNTOWN DISTRICT OVERLAY; PROVIDING FOR PUBLICATION AND ORDAINING OTHER MATTERS RELATED TO THE FOREGOING

WHEREAS, The amendment is also consistent with the goals of the One Vision One Harlingen Comprehensive Plan, of streamlining the development policies to promote Harlingen as an attractive and development option; and

WHEREAS, The amendment is also consistent with Chapter 211, Municipal Zoning Authority, Section 211.008; and

WHEREAS, The Planning and Zoning Commission has reviewed the proposed amendment and has recommended approval; and

WHEREAS, The City of Harlingen has complied with all notices and public hearings as required by law; and

WHEREAS, The City Commission of the City of Harlingen finds that it is in the best interests of the citizens of Harlingen to amend the Code of Ordinances as set forth below;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF HARLINGEN, TEXAS, THAT:

SECTION I: That the City of Harlingen Code of Ordinances, Chapter 111, Zoning, Article XVIII, Section 111-509(1)(e), Design Guidelines, Store Front Windows is hereby amended by adding the language underlined (added) to read in full as follows.

Sec. 111-509 – Design Guidelines

(1)(e) *Storefronts Windows*. The style and type of windows help establish the historical character of buildings. Hence, the following shall be adhered to:

1. The original shape of the window as well as the original number and arrangement of panes shall be maintained;
2. Shutters, unless appropriate to the style of the building, are not allowed;
3. New window openings are not allowed unless they match the existing window configuration and their placement is consistent with the existing openings;
4. Original windows facing the street on which the business is addressed shall not be filled, boarded up, or painted without prior approval of the HDB;
5. Burglar bars may not be installed on the exterior of windows or doors facing a street;
6. Windows that have been blocked in, boarded up, or painted must be restored to their original appearance, size and type. When original wooden frames cannot be duplicated or afforded, aluminum frames of similar profiles must be used. Factory painted finishes for aluminum are available;
7. Mechanical devices and components such as air conditioners or exhaust vents shall not be placed in storefront windows, or mounted on the walls of a building along a public street (alleys would be acceptable) within the Downtown District Overlay.

SECTION II: That the City Secretary of the City of Harlingen, Texas is hereby authorized and directed to cause a true copy of the caption of this ordinance to be published in a newspaper having general circulations in the City of Harlingen, Cameron County, Texas.

The provisions of this ordinance shall become effective from and after the final and lawful passage hereof and publication of the caption hereof as provided for and required in the Code of Ordinances and applicable state statutes.

FINALLY ENACTED this 19th day of June, 2024, at a regular meeting of the Elective Commission of the City of Harlingen, Texas at which a quorum was present and which was held in accordance with TEXAS GOVERNMENT CODE, CHAPTER 551.

CITY OF HARLINGEN

Norma Sepulveda, Mayor

ATTEST:

Amanda C. Elizondo, City Secretary

AGENDA ITEM EXECUTIVE SUMMARY

Meeting Date: **June 19, 2024**

Agenda Item:

Consideration and possible action to adopt an ordinance on second and final reading authorizing the closing, vacating, transferring, and abandonment of a 0.05 acre tract of land located south of and adjacent to Lot 27, Block 2 of the L and L Subdivision, located on the west side of "K" Street approximately 48 feet north of Filmore Avenue, and authorizing the City Manager to execute all documents for the conveyance and release of alley right-of-way and convey to James DeLeon. Applicant: James DeLeon

Prepared By: **Xavier Cervantes, AICP, CPM**
Title: **Planning and Development Director**

Signature: *Xavier Cervantes*

Funding (if applicable):

Are funds specifically designated in the current budget for the full ☐ Yes ☐ No*

*If no, specify source of funding and amount requested:

Finance Director's approval: ☐ Yes ☐ No ☐ N/A

Staff Recommendation:

Staff recommends approval of the abandonment subject to the applicant paying all closing costs.

City Manager's approval: *GC* ☒ Yes ☐ No ☐ N/A

Comments:

City Attorney's approval: *Manjun* ☐ Yes ☐ No ☐ N/A

ORDINANCE NO. 24-_____

AN ORDINANCE AUTHORIZING THE CLOSING, VACATING, TRANSFERRING, AND ABANDONMENT OF A 0.05 ACRE TRACT OF LAND LOCATED SOUTH OF AND ADJACENT TO LOT 27, BLOCK 2, L AND L SUBDIVISION, LOCATED ON THE WEST SIDE OF "K" STREET APPROXIMATELY 48 FEET NORTH OF FILMORE AVENUE, AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL DOCUMENTS FOR THE CONVEYANCE AND RELEASE OF THE RIGHT-OF-WAY AND CONVEY THE PROPERTY TO JAMES DELEON, SUBJECT TO PAYING ALL CLOSING COSTS;

WHEREAS, the 0.05 acre tract of land being a 16.80 feet wide alley right-of-way located south and adjacent to Lot 27, Block 2, L and L Subdivision, Cameron County, Texas; and

WHEREAS, a request has been made by James DeLeon, which is the landowner abutting this right-of-way; for said right-of-way to be abandoned; and

BE IT ORDAINED BY THE CITY OF HARLINGEN

SECTION I: That the 0.05 of acre tract of land being 16.80 feet wide alley right-of-way located south and adjacent to Lot 27, Block 2, L and L Subdivision, City of Harlingen, Cameron County, Texas according to the map or plat thereof recorded in Volume 5, Page 58, of the Map Records of Cameron County, Texas is hereby closed, abandoned and vacated, attached hereto as Exhibit "A".

SECTION II: That the City Secretary of the City of Harlingen, Texas is hereby authorized and directed to cause a true and correct caption of this ordinance to be published in a newspaper having general circulation in the City of Harlingen, Cameron County, Texas.

FINALLY ENACTED this 19th day of June, 2024 at a regular meeting of the Commission of the City of Harlingen, Texas at which a quorum was present and which was held in accordance with TEXAS GOVERNMENT CODE, CHAPTER 551.

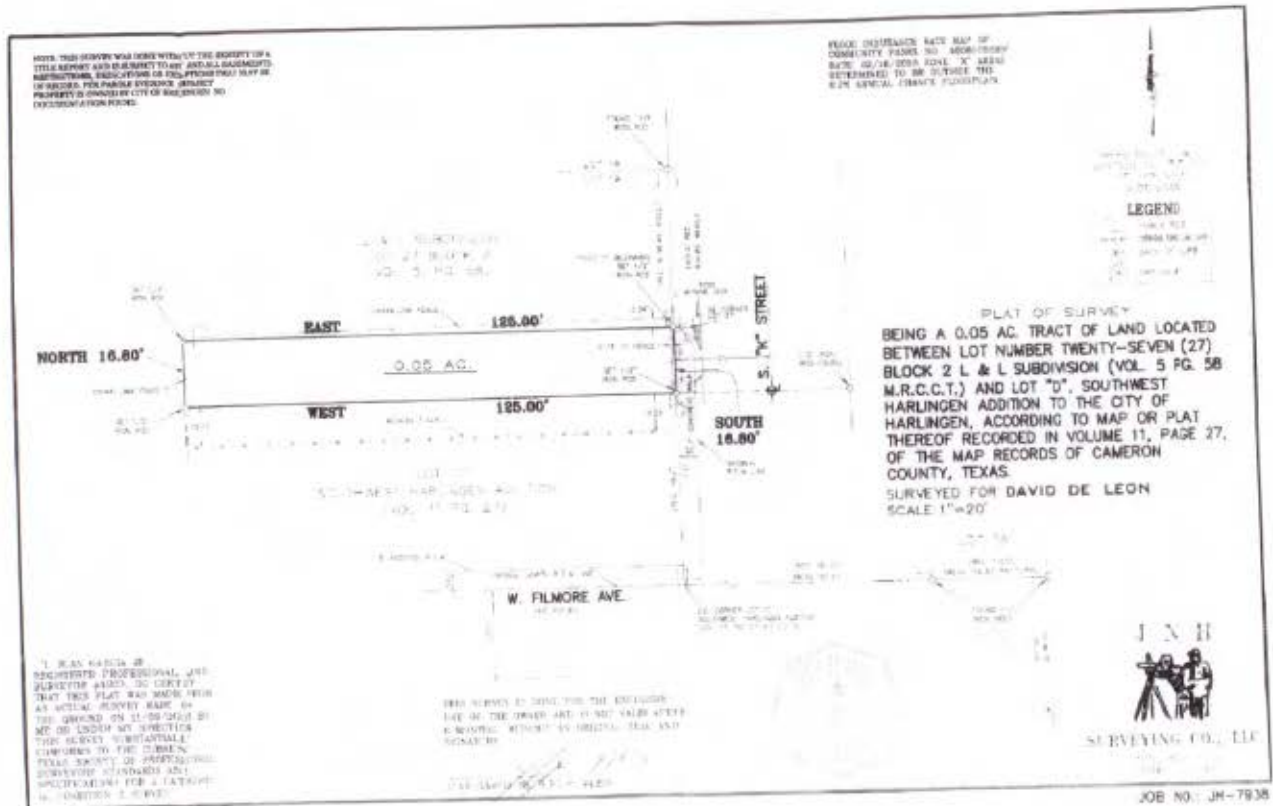
CITY OF HARLINGEN

Norma Sepulveda, Mayor

ATTEST:

Amanda Elizondo, City Secretary

Exhibit "A"



J N H



SURVEYING CO. L.L.C.

November 14, 2023

Metes and bounds description of a 0.05 acre tract of land located south of and adjacent to Lot 27, Block 2, of the L & L Subdivision, in the City of Harlingen Cameron County, Texas according to the map or plat thereof recorded in Volume 5, Page 58, of the Map Records of Cameron County, Texas, and said 0.05 acre tract being more particularly located and described as follows;

Beginning at a $\frac{1}{2}$ " iron pin set on the existing west right-of-way line of "K" Street said iron pin bears Due West, 5.00' from the southeast corner of Lot 27, Block 2, L & L Subdivision and being the northeast corner of the tract herein described;

Thence, along the west right-of-way line of "K" Street and east boundary line of said alley, Due South, a distance of 16.80 feet to a $\frac{1}{2}$ " iron pin set on the north boundary line of Lot "D", of the Southwest Harlingen Addition (recorded in Vol. 11, Page 27, M. R. C. C. T.), for the southeast corner of this tract;

Thence, leaving the west right-of-way line of "K" Street, along the north boundary line of said Lot "D", Due West, a distance of 125.00 feet to a $\frac{1}{2}$ " iron pin set on the northwest corner of said Lot "D", for the southwest corner of this tract;

Thence, Due North, a distance of 16.80 feet to a $\frac{1}{2}$ " iron pin set on the southwest corner of said Lot 27, for the northwest corner of this tract;

Thence, along the south boundary line of Lot 27, Due East, a distance of 125.00 feet to the place of beginning, containing 0.05 acre of land more or less, inclusive of any and all easements, restrictions, exceptions or dedications that may be of record.

 RPLS
Juan Garcia, Jr., R. P. L. S.

Reg. No. 4203



1221 E. Tyler
Harlingen, Texas 78550
Phone # (956) 423-1702 Fax # (956) 423-1488
Email: jnhsurveying@yahoo.com

JN-7938

**AGENDA ITEM
EXECUTIVE SUMMARY**

Meeting Date: **June 19th 2024**

Agenda Item:

Consider and possible action to approve a request from Edgar Serna, Marketing & Events Manager at the Harlingen Chamber of Commerce, requesting to close the following streets on Saturday, Thursday, July 4th, 2024, from 12:00 P.M. to 11:00 P.M. for the Annual Freedom Festival:

- Close Fair Park Blvd between North L Street and North J Street (no thru traffic) to include all entries and exits from Harlingen Performing Arts Center. Please provide a detour sign at Fair Park Blvd/ North L Street to send traffic northbound on L Street
- Close the east side intersection on L Street and the street behind the municipal auditorium parking lot.

Prepared By (Print Name): Michael E. Kester

Title: Chief of Police

Signature:



Brief Summary:

Mr. Edgar Serna requests that the following streets be closed on Thursday, July 4th, 2024, from 12:00 P.M. to 11:00 P.M. for the Annual Freedom Festival. The closing of the streets will ensure the safety of the public and participants attending the event. The Asst. Fire Chief has reviewed this request and provided his approval.

Funding (if applicable):

Are funds specifically designated in the current budget for the full amount ☐ Yes ☐ No*
for this purpose?

*If no, specify source of funding and amount requested: N/A

Finance Director's approval:

☐ Yes ☐ No ☐ N/A

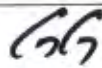
Staff Recommendation:

Staff recommends approval.

For Street Closures ONLY, Fire Chief's approval:

☐ Yes ☐ No ☐ N/A

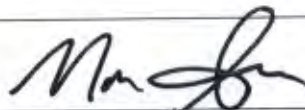
City Manager's approval:



☒ Yes ☐ No ☐ N/A

Comments:

City Attorney's approval:



☐ Yes ☐ No ☐ N/A



HARLINGEN POLICE DEPARTMENT
1018 FAIR PARK BLVD., HARLINGEN, TX 78550

INTER-DEPARTMENTAL COMMUNICATION
FRONT DESK: (956) 216-5401 ADMINISTRATION: (956) 216-5403

TO: Chief of Police

DATE: 6/11/24

FROM: District Representative Benito Bravo #3412

RE: Street Closure Request for Annual Freedom Festival

Requestor: Edgar Serna / Harlingen Convention and Visitors Bureau Event Manager

Event Date: Thursday, July 04, 2024

Time: 5:00 P.M. – 10:00 P.M.

Location: Lon C. Hill Park 1217 Fair Park Blvd.

Edgar Serna is requesting a street closure on behalf of the Harlingen Convention and Visitor Bureau for their Annual Freedom Festival. The festival is a free community event with fun games, food, live entertainment, carnival and a fireworks show. The event is being held at Lon C. Hill Park.

The street closure is to ensure the safety of the attending public and participants. This temporary closure may affect traffic flow in the general area. If approved, barricades are to be delivered and installed by the City of Harlingen Street Department at 12:00 P.M. on Thursday July 04, 2024 so the vendors can set up on Fair Park Blvd. Barricades are then to be removed from the roadway at 11:00 P.M. on July 04, 2024 allowing the vendors to have enough time to take down all their equipment.

The Streets closed will be the following:

- Fair Park Blvd. in between N. L Street and J Street to include all entries and exits of the Municipal Auditorium, Casa De Amistad parking lots and Harlingen Performing Arts Center. (Please provide a Detour sign at Fair Park Blvd./ L Street to send traffic northbound on L Street.)
- Close the east side intersection on L Street and the street behind the Municipal Auditorium parking lot.

	SIGNATURE	ID#	DATE
OFFICER / EMPLOYEE	<i>Benito Bravo</i>	3412	06/11/2024
SERGEANT / SUPERVISOR	<i>[Signature]</i>	3464	6/11/24
COMMANDER / MANAGER	<i>[Signature]</i>	3019	6-11-24
DEPUTY CHIEF	<i>[Signature]</i>	1933	6-11-24
ASSISTANT CHIEF			
CHIEF OF POLICE	<i>[Signature]</i>	2085	6-11-24

Benito Bravo - HPD

From: Edgar Serna
Sent: Monday, June 10, 2024 2:46 PM
To: Benito Bravo - HPD
Cc: Sylvia A. Arismendez; Amanda C. Elizondo
Subject: Street Closure - Freedom Fest
Attachments: Freedom Fest Map .pdf; FF2024 SM.jpg

Hey Bravo,

I would like to request a street closure for the upcoming Freedom Fest event happening at Lon C. Hill Park on Thursday, July 4th, 2024. Below are the details.

- Event: Freedom Fest hosted by Visit Harlingen
- Date: Thursday, July 4th, 2024
- Event Time: 5p-10p
- Street Closure: Fair Park Blvd.
- Street Closure Time: 12p-11p

I have also attached a map of the street which indicates the road closure points and the flyer for the event.

Please let me know if you have any other questions or need anything from me.

Thank you,

Edgar Serna

Event Manager

Harlingen Convention & Visitors Bureau

Office: (956) 622- 5053 | Cell: (956) 667-7979





**HARLINGEN
FREEDOM
FEST**

**FREEDOM
FEST 2024**

GARY HOBBS & RAM HERRERA

**JULY
04**

LON C. HILL PARK
1216 FAIR PARK BLVD
5PM TO 10PM

**BEER GARDEN • FOOD VENDORS • CAR SHOW
KIDS CARNIVAL**



From: [Soraida Martinez - HPD](#)
To: [Angelica Serna](#)
Cc: [Hermelinda Gonzales](#)
Subject: FW: Road Closure
Date: Tuesday, June 11, 2024 3:27:06 PM
Attachments: [image003.png](#)

Please see the above email it goes with Freedom Festival, I just received it.

From: Eduardo Alvarez - HFD <ealvarez@harlingentx.gov>
Sent: Tuesday, June 11, 2024 3:23 PM
To: Soraida Martinez - HPD <soraidam@harlingentx.gov>; Rafael Balderas - HFD <rbalderas@harlingentx.gov>; Donna Henderson - HFD <dhenderson@harlingentx.gov>; Ruben Balboa - HFD <rbalboa@harlingentx.gov>
Cc: Mike Kester - HPD <mkester@harlingentx.gov>
Subject: RE: Road Closure

HFD has no issues with these closures.

Eduardo Alvarez
Assistant Fire Chief
EOC / Training Center
24200 N FM 509
Harlingen TX 78550
Office : 956.230.5051
Cell: 956-897-1131
ealvarez@harlingentx.gov



From: Soraida Martinez - HPD <soraidam@harlingentx.gov>
Sent: Tuesday, June 11, 2024 1:25 PM
To: Eduardo Alvarez - HFD <ealvarez@harlingentx.gov>; Rafael Balderas - HFD <rbalderas@harlingentx.gov>; Donna Henderson - HFD <dhenderson@harlingentx.gov>; Ruben

Balboa - HFD <rbalboa@harlingentx.gov>

Cc: Mike Kester - HPD <mkester@harlingentx.gov>

Subject: Road Closure

Good afternoon, Fire Chief Alvarez,
I would ask if you could please review the attached street closure request for the following event:

1. Annual Freedom Festival July 04,2024.

Please provide your recommendation so that I can include as an agenda item at the next City Commission meeting. Thank you!

In a world where you can be anything be KIND.

Soraida Martinez

Harlingen Police Department

1018 Fair Park Blvd.

P.O. Box 1631

Harlingen, TX 78550

Soraidam@harlingentx.gov

OFFICE#:956.216.5403

FAX#: 956.216.5481

OFFICE HOURS: 8AM-4:45PM, MON-FRI, CST.

For future requests: [https://link.edgepilot.com/s/6abe739f/U8A4mBin-EuDMcQU5BpZjw?u=https://harlingenpdx.govqa.us/WEBAPP/rs/\(S\(2i5mnkipfkncppeds0so0m1t\)\)/support/home.aspx](https://link.edgepilot.com/s/6abe739f/U8A4mBin-EuDMcQU5BpZjw?u=https://harlingenpdx.govqa.us/WEBAPP/rs/(S(2i5mnkipfkncppeds0so0m1t))/support/home.aspx)



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AGENDA ITEM EXECUTIVE SUMMARY

Meeting Date: **June 19, 2024**

Agenda Item:

Public hearing for a Special Use Permit (SUP) to allow an adult business (microblading/tattoo makeup studio) in a General Retail ("GR") District located at 421 S. 77 Sunshine Strip, Suite C, bearing a legal description of Lots 22, 23, and the East 10 feet of Lot 24, Block 3, Windsor Place Subdivision. Applicant: Tania Cantu Salinas. Attachment (**Planning & Development**)

Prepared By: Xavier Cervantes, AICP, CPM

Title: Planning and Development Director

Signature: *Xavier Cervantes*

Brief Summary:

Project Timeline

- May 13, 2024 – Application for Special Use Permit (SUP) submitted to the City. (**ATTACHMENT I**)
- May 27, 2024 – In accordance with State and local law, notice of required public hearings mailed to all property owners within 200 feet of subject tract.
- May 28, 2024 – In accordance with State and local law, notice of required public hearings published in the Valley Morning Star.
- June 12, 2024 – Public hearing and consideration of requested Special Use Permit by the Planning and Zoning Commission.
- June 19, 2024 – Public hearing and consideration of requested Special Use Permit via 1st ordinance reading scheduled before the City Commission.
- July 3, 2024 – Pending approval of 1st ordinance reading, consideration of approval of 2nd ordinance reading scheduled before the City Commission.

Summary

- Per Section 111-62 the City of Harlingen's Code of Ordinances, an adult business (microblading/tattoo makeup studio) in a General Retail ("GR") District requires the approval of a Special Use Permit (SUP) by the City Commission.
- Tania Cantu Salinas, the applicant, is requesting a Special Use Permit (SUP) to allow an adult business (microblading/tattoo makeup studio) in an existing 644 square foot suite located in a commercial plaza at 421 S 77 Sunshine Strip. (**ATTACHMENT II, III**)
- Based on the site plan and information submitted, the applicant is proposing to operate Tuesday thru Friday from 10am to 6pm and Saturdays from 9am to 4pm, under the name of "Xantal Beauty Studio". Three (3) parking spaces are required, and thirty (30) parking spaces are provided in the common parking area for the plaza, which includes Perma-Temp Personnel Services and Five-S Salon. (**ATTACHMENT II, III**)
- Surrounding properties are zoned General Retail ("GR") District to the north, south, and west, and Residential, Single-Family ("R-1") to the east. The surrounding land uses consist of a commercial plaza to the north, single-family

(ATTACHMENT IV, V)

- The Building Inspections Department, Fire Prevention Bureau, Harlingen Police Department, and Health Department have reviewed the application and recommended approval of the Special Use Permit. **(ATTACHMENT VI-IX)**
- In accordance with the zoning ordinance, the P&Z Commission and City Commission may impose additional requirements and conditions of approval as are needed to ensure that the use is compatible and complementary to adjacent properties.
- To present, the Planning and Development Department has received one phone call in opposition to the Special Use Permit (SUP) request, citing concerns over an increase of traffic. Staff mailed out fifteen (15) legal notices to the surrounding property owners.

Funding (if applicable):

Are funds specifically designated in the current budget for the full ☐ Yes ☐ No*
amount for this purpose?

*If no, specify source of funding and amount requested:

Finance Director's approval: ☐ Yes ☐ No ☐ N/A

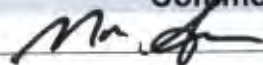
Staff Recommendation:

Staff recommends approval of the special use permit subject to complying with the following conditions:

1. Must obtain and maintain the proper State and City permits;
2. Must maintain the required parking in accordance with city regulations;
3. Complying with the requirements administered by the Planning and Zoning, Building Inspections, Fire Prevention, Health and Police Departments;
4. Hours of operation for the business shall be Tuesday thru Friday from 10am to 6pm and Saturdays from 9am to 4pm.

City Manager's approval:  ☐ Yes ☐ No ☒ N/A

Comments:

City Attorney's approval:  ☒ Yes ☐ No ☐ N/A

PLANNING AND ZONING COMMISSION

June 12, 2024

Public hearing and take action to consider a request to issue a Special Use Permit (SUP) to allow an adult business (microblading/tattoo makeup studio) in a General Retail ("GR") District located at 421 S. 77 Sunshine Strip, Suite C, bearing a legal description of Lots 22, 23, and East 10 feet of Lot 24, Block 3, Windsor Place Subdivision. Applicant: Tania Cantu Salinas

City Planner, Estefanía Hernández, presented the requested SUP before the Board, as follows:

- Ms. Hernández began with an aerial view of the subject property.
- Ms. Hernández stated that the applicant is requesting a Special Use Permit ("SUP") to operate an adult business, a microblading/tattoo makeup studio, in a General Retail ("GR") zoning designation.
- Ms. Hernández stated the applicant is intending to occupy an existing six hundred forty-four (644) sq. ft. suite located inside an existing commercial plaza on 421 South 77 Sunshine Strip.
- Ms. Hernández next presented the proposed floor plan. She stated that the applicant is proposing to operate the business from Tuesdays through Fridays, 10 am to 6 pm, and Saturdays from 9 am to 4 pm under the name of "Xantal Beauty Studio." She stated that there are three (3) parking spaces that are required, and thirty (30) parking spaces that exist in the common parking area of the plaza. She stated that there are other businesses inside that plaza, including Perma-Temp Personnel Services and Five-S Salon.
- Ms. Hernández referenced a Street View of the subject property from Polk Ave., then 77 Sunshine Strip, and then the legal notice map. Ms. Hernández stated that Staff mailed out fifteen (15) legal notices. She said that the surrounding properties are zoned General Retail ("GR") District to the north, south, and west, and Residential, Single-Family ("R-1") to the east and southeast. She said the surrounding land uses included a commercial plaza to the north, single-family residences to the east and southeast, and insurance offices to the south and west.
- Ms. Hernández stated that staff did receive one call in opposition of the Special Use Permit ("SUP") request, citing concerns over an increase of traffic. She stated no other calls were received by staff.
- Ms. Hernández reported that the Building Inspections Department, Fire Prevention Bureau, Harlingen Police Department, and Health Department have all reviewed and approved the application, as presented.
- Ms. Hernández stated that Staff is recommending approval, subject to the following conditions:
 - Must obtain and maintain the proper State and City permits;
 - Must maintain the required parking in accordance with city regulations;
 - Complying with the requirements administered by the Planning and Zoning, Building Inspections, Fire Prevention, Health and Police Departments;
 - Hours of operation for the business shall be Tuesday through Friday, from 10 a.m. to 6 p.m. and Saturdays, from 9 a.m. to 4 p.m.
- Ms. Hernández indicated that the applicant was present. She opened the floor for any questions the Board may have of her.

Chairman Consiglio thanked Ms. Hernández for her presentation. He asked if the four (4) conditions, specifically condition number 4, had been reviewed with the applicant and that they were understood by the applicant. Ms. Hernández confirmed that the applicant had been made aware of the conditions.

Cmr. Consiglio asked Ms. Hernández that if the hours were to change, then would the applicant be in violation of the SUP? Ms. Hernández acknowledged the question and agreed, including that the Special Use Permit would have to be presented again. Ms. Hernández stated that the applicant is aware that if the hours of operation do change, then the applicant is responsible for notifying us first.

Chairman Consiglio acknowledged her answer and asked if there were any further questions for Staff. Cmr. Raul Flores asked about the other departments recommending approval and asked if they were OK with the application. Ms. Hernández stated that all departments had recommended approval with the exception of the Health Department, whose feedback was that if the applicant were to begin selling food, then the health department would have to review. Cmr. Flores stated that during a site visit to the subject property, he noticed that the building was small and that if they were to lose power, there is no emergency lighting and people might go crazy during an emergency. Cmr. Flores stated that one of the rooms on the site plan is isolated and does not have emergency lighting. Cmr. Flores requested that the Building Official be made aware of the lack of emergency lighting. Ms. Hernández stated that during the re-occupancy application, several departments will have requirements that need to be met including emergency lighting. Cmr. Flores stated that emergency lighting is a code requirement. Mr. Xavier Cervantes, Director of the Planning and Development Department, confirmed that the applicant will have to comply with the building and fire codes before the applicant can get a certificate of occupancy.

Ms. Hernández asked if there were any other questions. Cmr. Sergio Perez asked if this item was similar to one that was approved recently? Ms. Hernández acknowledged the question and confirmed that the subject application was similar to a case that is located near the Expressway.

Chairman Consiglio asked if there were any further questions for the applicant or Staff. Upon hearing none, the Chairman indicated there was a Public Hearing for the item, so he proceeded to open the hearing. He invited anyone wanting to speak on this item to approach the podium and to state their name for the record. Upon seeing and hearing no one, the Public Hearing was closed.

Chairman Consiglio asked if there was a motion. Cmr. Wandy Velasquez-Cruz made the motion to approve the request. Cmr. Perez seconded the motion. The Chrm. asked if there was the need for any further discussion and upon hearing none moved the motion to a vote. The motion passed unanimously.

**AGENDA ITEM
EXECUTIVE SUMMARY**

Meeting Date: **June 19, 2024**

Agenda Item:
Public hearing amending the City of Harlingen Code of Ordinances Chapter 111, Zoning, Article VI, Section 111-140 Off-street Parking; by amending the dimensions of the off-street parking spaces; Article XXI, Section 111-582 Appendix B Parking Aisle Width Chart, by amending the length and maneuvering space of the parking spaces; Article X, Sign Regulations, Section 111-277(c) Lighting, and Section 111-277(d) Additional Sign Regulations for Billboards, by removing any reference to sign permits for animated signs only being issued for the conversion of existing signs to the said animated sign. Applicant: City of Harlingen. Attachment (<i>Planning & Development</i>)
Prepared By:
Brief Summary:
Funding (if applicable): Are funds specifically designated in the current budget for the full amount (Yes/No): *If no, specify source of funding and amount requested: Finance Director's approval (Yes/No/NA):
Staff Recommendation:
City Manager approval: <i>City</i> <i>No Action</i> Comments:
City Attorney's approval: <i>Mr. [Signature]</i>

PLANNING AND ZONING COMMISSION

May 8, 2024

Discussion on an ordinance amending the City of Harlingen Code of Ordinances Chapter 111, Zoning, Article VI, Section 111-140 Off-street Parking; by amending the dimensions of the off-street parking spaces; Article XXI, Section 111-582 Appendix B Parking Aisle Width Chart, by amending the length and maneuvering space of the parking spaces; Article X, Sign Regulations, Section 111-277(c) Lighting, and Section 111-277(d) Additional Sign Regulations for Billboards, by removing any reference to sign permits for animated signs only being issued for the conversion of existing signs to the said animated sign. Applicant: City of Harlingen

Director Xavier Cervantes presented the proposed ordinance before the Board, as follows:

- Director Cervantes stated that Planning and Development is always seeking to improve our codes. He specifically referenced commercial park lots. He said that the national standard for commercial parking lots is a nine (9) foot by eighteen (18) foot parking space, with twenty-four (24) feet of maneuvering space.
- He said that designers design for this in their commercial plans. However, in Harlingen, the requirement is that parking spaces be nine (9) feet by twenty (20) feet with twenty-two (22) feet of maneuvering area. We are different and the designers always have to change their plans.
- He explained that staff is always trying to tell designers that they have to design to the City's standards. He said that with our standards, you end up with two (2) additional feet of asphalt that the developers are having to pave, compared to the national standard.
- He continued to explain that it is two (2) more feet of asphalt that is costing developers extra money and that is also taking away green areas that are potential areas for landscaping. He said the requirement takes away potential land for additional asphalt and added that this creates additional runoff during storms.
- Mr. Cervantes summarized that there are many benefits of going to the national standard – for the cost savings to developers and the benefits to the environment.
- Mr. Cervantes restated that this is a proposal to go to the national standard for commercial parking design. He further added that with some projects like fourplexes, space is really tight and so there is a real struggle to accommodate the two (2) feet of additional asphalt required by the City standards.
- Mr. Cervantes stated that the City engineer is also recommending approval.

Mr. Cervantes explained that this item is for discussion. He said that if the Board likes the proposal, they will schedule public hearings to adopt this ordinance.

Regarding the sign component of the ordinance, Mr. Cervantes explained there was a project for a new billboard along US Expressway 83, close to Stuart Place Road. He went on to describe that because of the current ordinance, staff was telling the applicant that he had to build a regular billboard and then once constructed, he could apply to convert it to a digital billboard. The applicant said that this made no sense and so he met with the Assistant City Manager for Internal Services and the City Attorney who agreed that our code is unconstitutional. Mr. Cervantes said that the sign proposal is about cleaning up the sign code.

Cmr. Flores asked to speak. He recalled there was a requirement for the maximum size square footage of sign on a pole. And he said it had to meet the current windstorm requirements for the wind speed requirements of the code. He asked if this was still being done. Mr. Cervantes said yes and explained that there are Building code requirements for signs for windstorms and that we also have regulations for square footage allowed along the Expressway corridor. He said that businesses are allowed more along the Expressway, explaining they are allowed six (6) square feet for signs for every linear foot of building. He added that outside the Expressway corridor there is an allowance for three (3) square feet for signage, for every linear foot of building visible from a public street. He said nothing of that is changing. It is just about the requirement to convert a regular sign to a digital sign that is unconstitutional.

Chairman Consiglio added some context. He said most existing billboards were up and then converted to digital like Lamar. He said this is kind of a new thing actually, to put up something brand new, all digital. And they do cost about one hundred and fifty thousand dollars (\$150,000) for the sign, just for the facing. Mr. Cervantes added that the required conversion doesn't make sense. He restated the City Attorney agreed that the language in the ordinance should be removed. Chairman Consiglio said it would be an update and that we should keep looking forward to improve.

Cmr. Flores asked what made the City reduce the sizing from twenty-four (24) to twenty-two (22) for the maneuvering area. Mr. Cervantes said the change was made by a previous Planning and Development Director. He deferred to Mr. Olivo, Assistant Planning and Development Director, who would have worked with her. Mr. Olivo said that they increased the parking spaces to nine (9) by twenty (20), instead of nine (9) by eighteen (18) because vehicles were getting larger. Cmr. Flores said he could attest to that citing the example that his vehicle sticks out of the Wal-Mart parking spaces. Mr. Cervantes restated that the national standard for commercial parking lots is nine (9) by eighteen (18) parking spaces with twenty-four (24) feet of maneuvering. Cmr. Flores asked to confirm if it is currently twenty-two (22). Mr. Cervantes said yes that right now it is nine (9) feet by twenty (20) feet with twenty-two (22) feet maneuvering. He said the total is sixty-two (62) if you add up the whole space with the maneuvering and space, and we're proposing to go to sixty (60).

Cmr. Cruz-Velázquez asked if we were making the space larger. Cmr. Sanchez indicated we were shortening the space. Cmr. Cruz-Velázquez then asked if the national standard is smaller. Mr. Cervantes said it was a savings of two (2) feet of asphalt by going to the national standard on your typical parking lot. He indicated there would be less expense for the developers, more green areas for landscaping and less runoff. Cmr. Cruz-Velázquez added that less larger trucks can park. Mr. Cervantes remarked everywhere else is now nine (9) by eighteen (18) parking spaces with twenty-four (24) foot maneuvering and they work just fine. Cmr. Cruz-Velázquez commented that she lived for twenty-one (21) years in Florida and that you don't find parking spaces this big in Florida. She said she was very happy to come here and be able to park without maneuvering too much. Cmr. Flores added his comment that San Antonio was a prime example of it being difficult to park your vehicle and half of it is out. Mr. Cervantes said someone with a big, big truck will struggle no matter what. Cmr. Clinton-Solis asked whether this item needed a motion. Mr. Cervantes indicated this was only for discussion right now and that if they liked it, he would move forward with scheduling public hearings for adoption. Mr. Cervantes said a thumbs up would suffice. Chairman Consiglio verbalized that this is something that we should continue to explore and have the proper public hearing and community involvement. Mr. Cervantes said that he would schedule public hearings if it was okay with the Board and stated that further discussion could take place when the item

is presented for adoption. Chairman Consiglio and Cmr. Cruz-Velázquez expressed agreement. The Chairman thanked Mr. Cervantes for his presentation.

PLANNING AND ZONING COMMISSION

June 12, 2024

Public hearing and take action to consider a request to recommend to the City Commission an ordinance amending the City of Harlingen Code of Ordinances Chapter 111, Zoning, Article VI, Section 111-140 Off-street Parking; by amending the dimensions of the off-street parking spaces; Article XXI, Section 111-582 Appendix B Parking Aisle Width Chart, by amending the length and maneuvering space of the parking spaces; Article X, Sign Regulations, Section 111-277(c) Lighting, and Section 111-277(d) Additional Sign Regulations for Billboards, by removing any reference to sign permits for animated signs only being issued for the conversion of existing signs to the said animated sign. Applicant: City of Harlingen

Director Xavier Cervantes presented the proposed ordinance before the Board, as follows:

- Director Cervantes stated that he gave a presentation about this agenda item about a month ago.
- He indicated wanting to refresh the Board's memory. He referenced diagrams showing the City standards for parking as well as the national standards. He said the City standard, which is a parking space nine (9) by twenty (20) with twenty-two (22) foot maneuvering. He said that if you do the math, twenty (20) plus twenty-two (22) plus twenty (20), you have a total of sixty-two (62) feet. He then explained the national standard is nine (9) by eighteen (18) foot parking space, with twenty-four (24) feet of maneuvering space. He said that if you do the math, eighteen (18) plus twenty-four (24) plus eighteen (18), this is a total of 60 feet. He said that our requirements for your typical parking aisle is two (2) more feet of asphalt as compared to the national standards.
- He said this is an additional expense to developers for commercial parking lots. He said that if there is a big commercial project, the cost multiplies because you have multiple aisles for parking.
- He also explained that by requiring the two (2) additional feet of asphalt, we are reducing the green areas on the sides. He said this proposed change will also be good for the environment since it will generate more green areas on the sides and with less asphalt, there is also less run-off and less chances of flooding during a major storm. He said these were three (3) big benefits of going to the national standard for parking lots.
- Mr. Cervantes referred to figures from the dimensions.com website showing the national standard as well as how in Europe they have smaller cars and even smaller standards.
- Mr. Cervantes also shared the approval from engineering for the parking standards.
- For the billboards, he explained that with the current ordinance, if you are going to build a digital billboard, you have to build a regular billboard and then convert it to a digital. He said the amendment is just a clean-up. If someone would want to build a digital billboard from the beginning, then they could do that and it wouldn't have to be a conversion.

Chairman Consiglio asked if there were any other questions for Staff and then stated that they could go to Public Hearing and save the questions for after. The Chairman proceeded to open the Public Hearing. He asked if anyone would like to speak on this item. Upon seeing or hearing no one, he closed the Public Hearing.

Chairman Consiglio asked if there was a motion or if there were any questions for Staff.

Cmr. Perez asked who was requesting the change on the parking. Mr. Cervantes said he has worked in many other cities, and even from his college courses, parking requirements have always been nine (9) by eighteen (18) feet, with twenty-four (24) foot maneuvering. He said that everywhere else where he has worked, that those figures have always been the standard. He said Harlingen is different. He then explained that designers always come in with the standard dimensions but then staff has to explain to designers that Harlingen is different. He said that after an evaluation, that yes, we are different but that difference is two (2) more feet of asphalt. He again referred to the additional expense, the less green areas, and the additional run-off. He also added that recently, the office is getting a lot of subdivisions which are fourplexes, or two (2) duplexes in one (1) lot. He said that for these projects, the two (2) feet can make up a big difference being able to fit the parking and complying with landscaping. He said that many times they do but sometimes it is hard for the developers due to the additional expense and sometimes not having the space for the additional two (2) feet of asphalt. He reiterated that with big projects, it just multiplies with the additional two (2) feet times the number of parking aisles. Cmr. Perez said it was a good point that in Europe there are smaller cars but that here, we have big pickup trucks. Mr. Cervantes said that he had addressed this point the last time when he presented. He acknowledged that if you have a big, big truck, you will struggle no matter what but that a typical car fits just fine in a parking space nine (9) feet by eighteen (18) feet. He said that anywhere else, there will be nine (9) by eighteen (18) feet, with twenty-four (24) foot maneuvering and that for ninety-eight percent (98%) of people, they will have no problems parking. He said that if you have a very big vehicle, you are going to struggle a little bit. Cmr. Flores asked if he was saying they have to go back to small vehicles and laughed. Mr. Cervantes said no.

Cmr. Cruz-Velázquez asked whether approving the change to smaller parking spaces would prevent a developer from making them larger, if they wanted to. Mr. Cervantes said it wouldn't and said they could always go more than the minimum requirement. Cmr. Flores asked if this would comply with code. Mr. Cervantes and Cmr. Cruz-Velázquez said this would be the code. Mr. Cervantes explained that parking is not part of the building codes. He said that the parking requirements are in the zoning ordinance.

Cmr. Flores indicated he had a question about the fourplexes mentioned. He mentioned some going up on S. Palm Court Drive. He said he had been keeping his eye on that building and had brought it up to Mr. Cervantes. He said it was his second meeting here. He said he was questioning how they were going to fit parking. He said that Mr. Cervantes stated he would try and help them. He said he didn't think it was fair to reduce parking for that complex to all the people that don't have miniature sized cars. He said he did understand about the standard parking size because he has experienced it in other cities. He said he hoped that we are not doing this because of that project. Mr. Cervantes said no. Cmr. Flores continued saying it doesn't look good and referenced machinery at the site putting in infrastructure. He also said this was a problem over at Valencia saying that they will probably need to buy the next lot to be able to accommodate all the parking spaces for the unit. He added that he didn't think it was right, that because other cities use the national standard, that Harlingen should follow. He said Harlingen has never followed anybody and had always been a leader citing how other cities used to wait for Harlingen to adopt a code before they did. He warned about the high responsibility of approving things. At this point Chairman Consiglio stepped in to redirect the conversation. He stated that the item was regarding parking and billboards. He acknowledged the valid comments being made but said that those could be discussed privately. Chairman Consiglio restated the agenda item and asked if there was any further conversation or if there was a motion for approval. Cmr. Cruz-Velázquez moved to approve. Cmr. Perez stated he was torn on the item but would second the

motion. Chairman Consiglio addressed Mr. Cervantes and asked if they needed to take them together. Mr. Cervantes said yes since they were presented that way. Chrm. Consiglio acknowledged the response and said they could continue to deliberate but had just wanted to get to the point of a vote. The Chrm. encouraged Cmr. Perez to share any other questions or thoughts on the item. Cmr. Perez said he was concerned about vehicle sizes, saying he knows it is hard to get into some parking lots around here but said he would defer if this was the national standard. Chrm. Consiglio asked if there was any further discussion.

Cmr. Flores asked if the items were separate items, one or the other, or both. Attorney Sossi indicated it was one item. Chairman Consiglio repeated that it was one item and said it could be sent up the flagpole. The Chairman apologized for not recognizing the presence of City Commissioner, Mr. Frank Morales from District 4. Chairman Consiglio said that maybe more discussion could happen at that level if the item passed.

Chairman Consiglio resumed with the motion to approve the item. He moved the motion to a vote. There was a ney from Cmr. Flores. The motion passed with a vote of two (2) to one (1).

AGENDA ITEM EXECUTIVE SUMMARY

Meeting Date: **June 19, 2024**

Agenda Item:

Consideration and possible action to adopt an ordinance on first reading for a Special Use Permit (SUP) to allow an adult business (microblading/tattoo makeup studio) in a General Retail ("GR") District located at 421 S. 77 Sunshine Strip, Suite C, bearing a legal description of Lots 22, 23, and the East 10 feet of Lot 24, Block 3, Windsor Place Subdivision. Applicant: Tania Cantu Salinas. Attachment **(Planning & Development)**

Prepared By: Xavier Cervantes, AICP, CPM

Title: Planning and Development Director

Signature: *Xavier Cervantes*

Brief Summary:

Project Timeline

- May 13, 2024 – Application for Special Use Permit (SUP) submitted to the City. **(ATTACHMENT I)**
- May 27, 2024 – In accordance with State and local law, notice of required public hearings mailed to all property owners within 200 feet of subject tract.
- May 28, 2024 – In accordance with State and local law, notice of required public hearings published in the Valley Morning Star.
- June 12, 2024 – Public hearing and consideration of requested Special Use Permit by the Planning and Zoning Commission.
- June 19, 2024 – Public hearing and consideration of requested Special Use Permit via 1st ordinance reading scheduled before the City Commission.
- July 3, 2024 – Pending approval of 1st ordinance reading, consideration of approval of 2nd ordinance reading scheduled before the City Commission.

Summary

- Per Section 111-62 the City of Harlingen's Code of Ordinances, an adult business (microblading/tattoo makeup studio) in a General Retail ("GR") District requires the approval of a Special Use Permit (SUP) by the City Commission.
- Tania Cantu Salinas, the applicant, is requesting a Special Use Permit (SUP) to allow an adult business (microblading/tattoo makeup studio) in an existing 644 square foot suite located in a commercial plaza at 421 S 77 Sunshine Strip. **(ATTACHMENT II, III)**
- Based on the site plan and information submitted, the applicant is proposing to operate Tuesday thru Friday from 10am to 6pm and Saturdays from 9am to 4pm, under the name of "Xantal Beauty Studio". Three (3) parking spaces are required, and thirty (30) parking spaces are provided in the common parking area for the plaza, which includes Perma-Temp Personnel Services and Five-S Salon. **(ATTACHMENT II, III)**
- Surrounding properties are zoned General Retail ("GR") District to the north, south, and west, and Residential, Single-Family ("R-1") to the east. The surrounding land uses consist of a commercial plaza to the north, single-family

residences to the east, and insurance offices to the south and west.
(ATTACHMENT IV, V)

- The Building Inspections Department, Fire Prevention Bureau, Harlingen Police Department, and Health Department have reviewed the application and recommended approval of the Special Use Permit. **(ATTACHMENT VI-IX)**
- In accordance with the zoning ordinance, the P&Z Commission and City Commission may impose additional requirements and conditions of approval as are needed to ensure that the use is compatible and complementary to adjacent properties.
- To present, the Planning and Development Department has received one phone call in opposition to the Special Use Permit (SUP) request, citing concerns over an increase of traffic. Staff mailed out fifteen (15) legal notices to the surrounding property owners.

Funding (if applicable):

Are funds specifically designated in the current budget for the full ☐ Yes ☐ No*

*If no, specify source of funding and amount requested:

Finance Director's approval: ☐ Yes ☐ No ☐ N/A

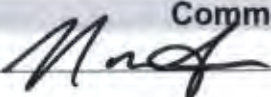
Staff Recommendation:

Staff recommends approval of the special use permit subject to complying with the following conditions:

1. Must obtain and maintain the proper State and City permits;
2. Must maintain the required parking in accordance with city regulations;
3. Complying with the requirements administered by the Planning and Zoning, Building Inspections, Fire Prevention, Health and Police Departments;
4. Hours of operation for the business shall be Tuesday thru Friday from 10am to 6pm and Saturdays from 9am to 4pm.

City Manager's approval:  ☒ Yes ☐ No ☐ N/A

Comments:

City Attorney's approval:  ☐ Yes ☐ No ☐ N/A

ATTACHMENT I

CITY OF HARLINGEN PLANNING AND DEVELOPMENT DEPARTMENT MASTER APPLICATION

PROPERTY INFORMATION: (Please PRINT or TYPE)

Project Address 421 S. 77th Street Suite C Nearest Intersection _____
(Proposed) Subdivision Name _____ Lot _____ Block _____
Existing Zoning Designation _____ Future Land Use Plan Designation _____

OWNER/APPLICANT INFORMATION: (Please PRINT or TYPE)

Applicant/Authorized Agent Tania Cantu Salina Phone 956-200-9205 FAX _____
Email Address (for project correspondence only): Xantia Beauty Studio
Mailing Address Xantia Beauty Studio City San Benito State TX Zip 78586
Property Owner RHANEY INVESTMENTS LLC Phone 956-245-3365 FAX _____
Email Address (for project correspondence only): robbye@simplyvast.com
Mailing Address 14023 El Carbe Cir S City La Feria State Texas Zip 78554

Select appropriate process for which approval is sought. Attach completed checklists with this application.

- | | |
|--|---|
| ☐ Annexation Request..... <u>No Fee</u> | ☐ Preliminary Construction Plans and Final Plat..... <u>\$150.00</u> |
| ☐ Administrative Appeal (ZBA)..... <u>\$125.00</u> | ☐ Minor Plat..... <u>\$100.00</u> |
| ☐ Comp. Plan Amendment Request... <u>\$250.00</u> | ☐ Re-Plat..... <u>\$250.00</u> |
| ☐ Re-zoning Request..... <u>\$250.00</u> | ☐ Vacating Plat..... <u>\$250.00</u> |
| ☒ SUP Request/Renewal..... <u>\$250.00</u> | ☐ Development Plat..... <u>\$50.00</u> |
| ☐ Zoning Variance Request (ZBA)..... <u>\$250.00</u> | ☐ Subdivision Variance Request..... <u>\$25.00 (each)</u> |
| ☐ PDD Request..... <u>\$250.00</u> | ☐ Right-of-Way / Utility Easement Abandonment..... <u>No Fee</u> |
| ☐ License to Encroach..... <u>\$250.00</u> | |

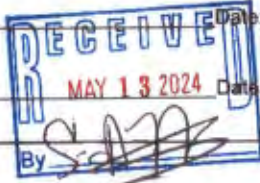
Please provide a basic description of the proposed project: nombre de loca Xantia
BEAUTY STUDIO, "MICROSHADING, MICROSHADING, LIP BLUSH, TATTOO & CEJA" de 10 AM a 6 PM de parpado Maquillage permanente

I hereby certify that I am the owner and/or duly authorized agent of the owner for the purposes of this application. I further certify that I have read and examined this application and know the same to be true and correct. If any of the information provided on this application is incorrect the permit or approval may be revoked.

Applicant's Signature: Tania Cantu Salina Date: 14-MAY-24

Property Owner(s) Signature: X. Rhane Date: _____

Accepted by: _____ Date: _____



PLANNED DEVELOPMENT DISTRICT (PDD) REQUEST SPECIFIC USE PERMIT (SUP) REQUEST SUBMITTAL CHECKLIST

Please submit the following items along with the completed master application and appropriate fees. The project cannot be scheduled for consideration unless all items are marked complete. Citations come from the Zoning Ordinance.

Complete

One (1) copy of a comprehensive site plan showing the proposed development of the property. The site plan shall consist of the following items, as applicable:

- o Existing/proposed building footprints and building heights (or buildable areas for single and two-family residential); and
- o Locations of proposed uses; and
- o Ingress and egress to/from property;
- o Existing/proposed streets in compliance with the City of Harlingen Long Range Thoroughfare Plan; and
- o Existing/proposed sidewalks; and
- o Existing/proposed utilities; and
- o Existing/proposed drainage; and
- o Existing/proposed parking spaces.

A written statement describing the proposed use(s) of the subject property.

Any other information (elevation drawings, pictures, etc.) in support of the subject request.

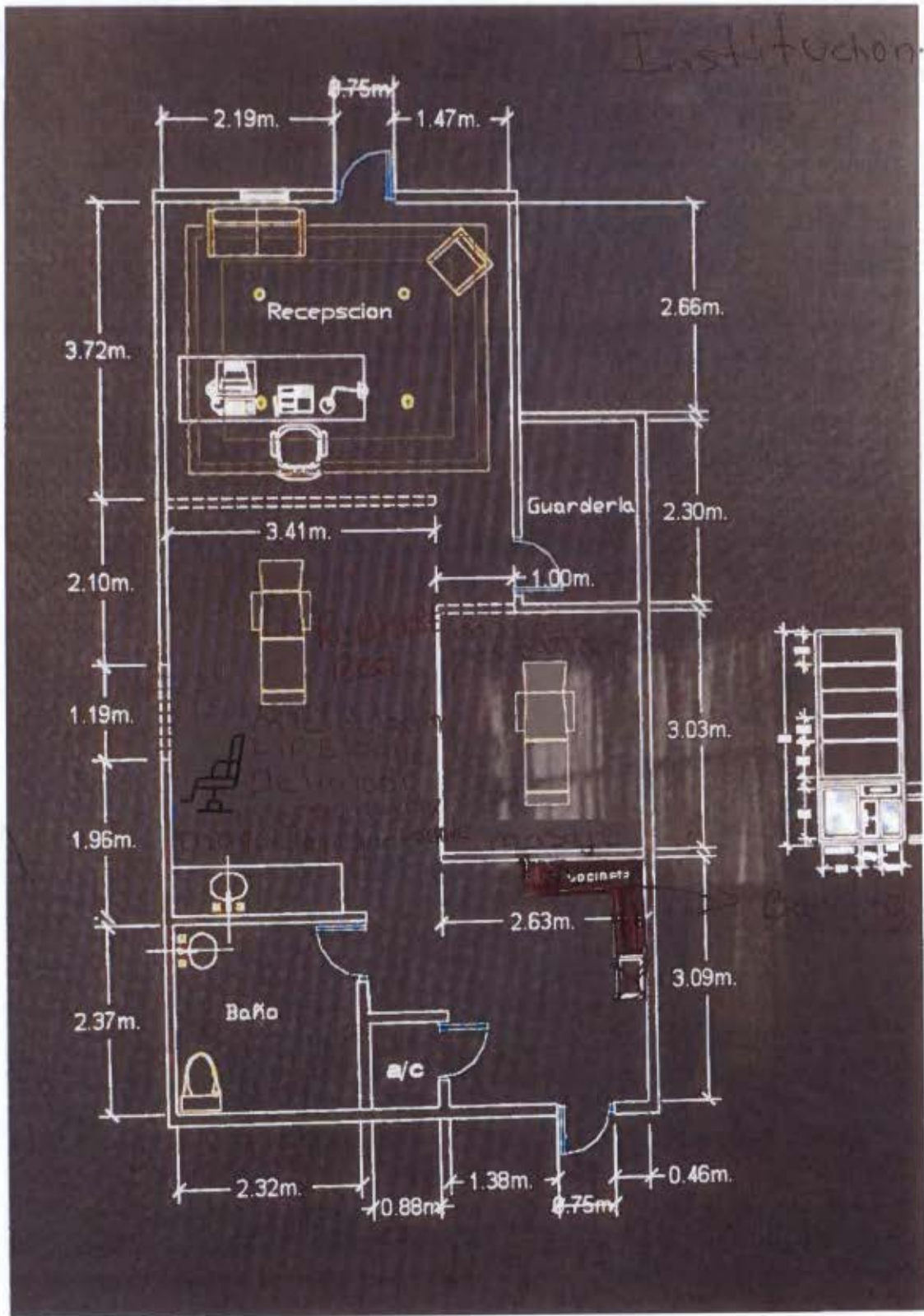
- I understand that I am requesting an amendment to the City's Zoning Ordinance and it will not be scheduled for Planning and Zoning Commission review unless all items on this list are completed.
- I understand that in accordance State law and the Zoning Ordinance, no later than ten (10) days prior to consideration by the Planning and Zoning Commission:
 - o A notice will be published in the Valley Morning Star describing the request and the date, time, and location of the public hearing; and
 - o Notices will be mailed to all property owners within 200 feet of the tract describing the request and the date, time, and location of the public hearing.
- I understand that while all requirements for the submittal of a PDD or SUP request may be complete, the City Commission is the sole authority for the consideration and approval or denial of the request.
- I understand that the purpose of a PDD or SUP is to allow for development not otherwise authorized in the Zoning Ordinance. Hence, the Planning and Zoning Commission and/or City Commission may impose development standards important to the health, safety, welfare, and protection of the proposed development and the adjacent property and its occupants.

Owner: Rharvey Investments LLC (Roberta Harvey) Date: 5/28/24
 Owner Address: 14023 Bl Canbe Circle S. La Brea, TX 78559
 Phone/Fax: (956) 245-3365
 Signature: Rharvey

Owner

Owner Address
 Phone/Fax
 Signature

ATTACHMENT I



ATTACHMENT II

Street View from Polk Ave



ATTACHMENT II

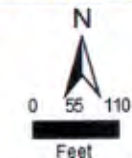
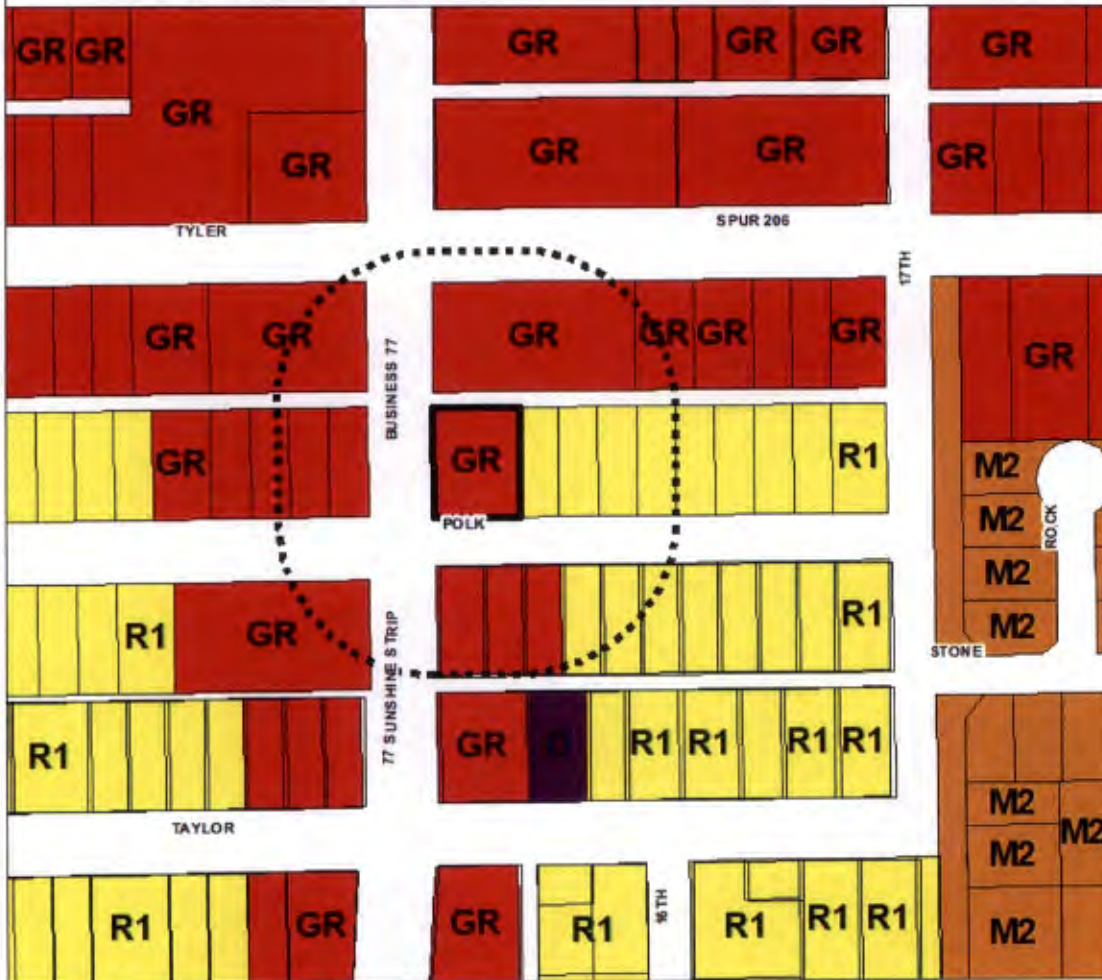
Street View from S 77 Sunshine Strip



ATTACHMENT IV



Request for a Special Use Permit (SUP) to allow an adult business (microblading/tattoo makeup studio) in a General Retail("GR") District located at 421 S. 77 Sunshine Strip, Suite C, bearing a legal description of Lots 22, 23, and east 10 feet of Lot 24, Block 3, Windsor Place Subdivision. Applicant: Tania Cantu Salinas



Boundary lines

- Harlingen city limits.shp
- 200' Notification Boundary
- Subject Property

Zoning Designations

- | | | |
|--|---|--|
| General Retail (GR) | Multi Family Residential (M2) | Office (O) |
| Heavy Industry (HI) | Mobile Home Residential (MH) | Planned Development (PD) |
| Light Industry (LI) | Not-Designated (N) | Single Family Residential (R1) |
| 3/4 Plex Residential (M1) | Neighborhood Services (NS) | Duplex Residential (R2) |
| | | Residential Patio Home (RPH) |

This map has been produced by the City of Harlingen for the sole purpose of locating jurisdictional boundaries and is not intended for any other. The map data is compiled from various sources including orthophoto imagery, engineer plans and plats, survey field notes, and other sources. This map is intended for graphic representation only. No warranty is made by the City regarding its accuracy or completeness. Before relying on any information on the map, check with the Planning Department. Date of map 05.15.2024

ATTACHMENT V

Aerial View





Specific Use Permit ("SUP") Routing Slip

Applicant: Tania Cantu Salinas

Phone No.: (956) 200-9205

Location: 421 S 77 Sunshine Strip Suite C

Project Description: Request for a Special Use Permit (SUP) to allow an adult business (microblading/tattoo makeup studio) in a General Retail ("GR") District located at 421 S 77 Sunshine Strip, Suite C, bearing a legal description of Lots 22, 23, and east 10 feet of Lot 24, Block 3, Windsor Place Subdivison.

Department: Fire Prevention Bureau

Approval: X YES NO

Comments: **Applicant will have to meet any code, regulation, ordinance, and standard required for permit.**

Fire Marshal Juan Saucedo Jr.

Juan Saucedo Jr.

Date: May 22, 2024

ATTACHMENT VII – Building Inspections



Specific Use Permit ("SUP") Routing Slip

Applicant: Tania Cantu Salinas

Phone No.: (956) 200-9205

Location: 421 S. 77 Sunshine Strip

Project Description: Request for a Special Use Permit (SUP) to allow an adult business (microblading/tattoo makeup studio) in a General Retail ("GR") District located at 421 S. 77 Sunshine Strip, Suite C, bearing a legal description of Lots 22, 23, and east 10 feet of Lot 24, Block 3, Windsor Place Subdivision.

Department: _____

Approval: X YES NO

Comments:

A Building Permit application and complete set of plans must be submitted to the building department office for the proposed use. To comply with the 2018 International Building Code and Family of Codes.

A handwritten signature in blue ink, appearing to read 'Tania Cantu Salinas', is written over a horizontal line.

05/28/2024



Specific Use Permit ("SUP") Routing Slip

Applicant: Tania Cantu Salinas

Phone No.: (956) 200-9205

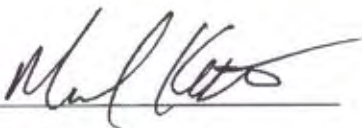
Location: 421 S. 77 Sunshine Strip

Project Description: Request for a Special Use Permit (SUP) to allow an adult business (microblading/tattoo makeup studio) in a General Retail ("GR") District located at 421 S. 77 Sunshine Strip, Suite C, bearing a legal description of Lots 22, 23, and east 10 feet of Lot 24, Block 3, Windsor Place Subdivision.

Department: _____

Approval: ☒ YES ☐ NO

Comments:



Signature

5-28-2024

Date

ATTACHMENT IX – Health Department

From: [James Padilla](#)
To: [Esteefania Hernandez](#); [Soraida Martinez - HPD](#); [Mike Kester - HPD](#)
Cc: [Benito Bravo - HPD](#); [Roxanne Encinia - HFD](#); [Juan Saucedo Jr. - HPD](#); [Raul Rodriguez](#); [Juan Martinez](#); [Molly Trevino](#); [Carolina Garcia](#)
Subject: RE: PnZ Special Use Permit Routing Slip - Microblading/ Tattoo Makeup Studio 421 S 77 Sunshine Strip
Date: Wednesday, May 29, 2024 8:09:05 AM
Attachments: [image001.png](#)

Good morning to all,

Micro-blading, Tattoos, and Make-up businesses are regulated through Texas Department of Licensing and Regulation (www.tdlr.texas.gov). Our Health Department does not regulate these type of businesses unless they are selling prepackaged foods. If you have any questions please feel free to contact me. Thanks

From: Esteefania Hernandez <ehernandez@harlingentx.gov>
Sent: Tuesday, May 28, 2024 4:33 PM
To: Soraida Martinez - HPD <soraidam@harlingentx.gov>; Mike Kester - HPD <mkester@harlingentx.gov>
Cc: Benito Bravo - HPD <bbravo@harlingentx.gov>; Roxanne Encinia - HFD <roxannee@harlingentx.gov>; Juan Saucedo Jr. - HFD <jsauceda@harlingentx.gov>; Raul Rodriguez <raulr@harlingentx.gov>; Juan Martinez <juanm@harlingentx.gov>; Molly Trevino <mollyt@harlingentx.gov>; Carolina Garcia <carolinag@harlingentx.gov>; James Padilla <jpadilla@harlingentx.gov>
Subject: RE: PnZ Special Use Permit Routing Slip - Microblading/ Tattoo Makeup Studio 421 S 77 Sunshine Strip

Good afternoon,

Acknowledged and received, thank you!

-Esteefania

From: Soraida Martinez - HPD <soraidam@harlingentx.gov>
Sent: Tuesday, May 28, 2024 4:32 PM
To: Esteefania Hernandez <ehernandez@harlingentx.gov>; Mike Kester - HPD <mkester@harlingentx.gov>
Cc: Benito Bravo - HPD <bbravo@harlingentx.gov>; Roxanne Encinia - HFD <roxannee@harlingentx.gov>; Juan Saucedo Jr. - HFD <jsauceda@harlingentx.gov>; Raul Rodriguez <raulr@harlingentx.gov>; Juan Martinez <juanm@harlingentx.gov>; Molly Trevino <mollyt@harlingentx.gov>; Carolina Garcia <carolinag@harlingentx.gov>; James Padilla <jpadilla@harlingentx.gov>
Subject: PnZ Special Use Permit Routing Slip - Microblading/ Tattoo Makeup Studio 421 S 77 Sunshine Strip

Good afternoon,
Please see attached SUP request application. Feel free to contact me if you have

ORDINANCE NO. 24-

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF HARLINGEN: A SPECIAL USE PERMIT ISSUED TO TANIA CANTU SALINAS TO ALLOW AN ADULT BUSINESS (MICROBLADING/TATTOO MAKEUP STUDIO) IN A GENERAL RETAIL ("GR") DISTRICT LOCATED AT 421 S. 77 SUNSHINE STRIP, SUITE C, BEARING A LEGAL DESCRIPTION OF LOTS 22, 23, AND THE EAST 10 FEET OF LOT 24, BLOCK 3, WINDSOR PLACE SUBDIVISION.

WHEREAS, the Planning and Zoning Commission of the City of Harlingen pursuant to Harlingen's Zoning Ordinance procedure, has recommended a change in the zoning classification for certain described real property in the City of Harlingen; and it is deemed to be in the best interest of the City of Harlingen in accordance with said recommendation of the Planning and Zoning Commission of the City, being the recommendation as hereinafter set forth; and public notice of such proposed rezoning having been fully made and complied with as required by said Zoning Ordinance and applicable laws of the State of Texas; and the City Commission of the City of Harlingen having held public hearings with reference thereto, being duly and thoroughly heard; and after consideration of the evidence presented, said City Commission is of the opinion that it is in the best interest of the City of Harlingen that said Code of Ordinances be amended as indicated, now, therefore,

BE IT ORDAINED BY THE CITY OF HARLINGEN

That the Code of Ordinances of the City of Harlingen (Ordinance 16-8) be and the same is herewith amended by the following described property being changed for permissive zone use as indicated in Exhibit "A":

Special Use Permit (SUP) issued to Tania Cantu Salinas to allow an adult business (microblading/tattoo makeup studio) in a General Retail ("GR") District located at 421 S. 77 Sunshine Strip, Suite C, bearing a legal description of Lots 22, 23, and the east 10 feet of Lot 24, Block 3, Windsor Place Subdivision.

A copy of the Zoning Map constituting a part and parcel of the Code of Ordinances, as filed with the Chief Building Official and for the joint use and information of the Planning and Zoning Commission shall, upon final enactment hereof, be and the same is herewith amended and revised to reflect that the above described property is zoned for land use purposes as above indicated by the boundaries thereof being outlined in pronounced heavy line markings and such heavy line marking boundary enclosure being indicated within the appropriate initials for that portion herewith zoned for particular land uses; with the Planning and Development Director being herewith instructed and authorized to document such Zoning Map changes and revisions.

The Special Use Permit is made contingent upon construction being complied in accordance with the site plan, a true and correct copy of which is attached hereto and

incorporated herein by reference as Exhibit "A" and shall comply with the conditions as listed below:

1. Must obtain and maintain the proper State and City permits;
2. Must maintain the required parking in accordance with city regulations;
3. Complying with the requirements administered by the Planning and Zoning, Building Inspections, Fire Prevention, Health and Police Departments;
4. Hours of operation for the business shall be Tuesday thru Friday from 10am to 6pm and Saturdays from 9am to 4pm.

The provisions of this ordinance shall become effective from and after the final and lawful passage hereof and publication of the caption hereof as provided for and required in the Code of Ordinances and applicable state statutes.

FINALLY ENACTED this ____ day of _____, 2024 at a regular meeting of the Elective Commission of the City of Harlingen, Texas at which a quorum was present, and which was held in accordance with TEXAS GOVERNMENT CODE, CHAPTER 551.

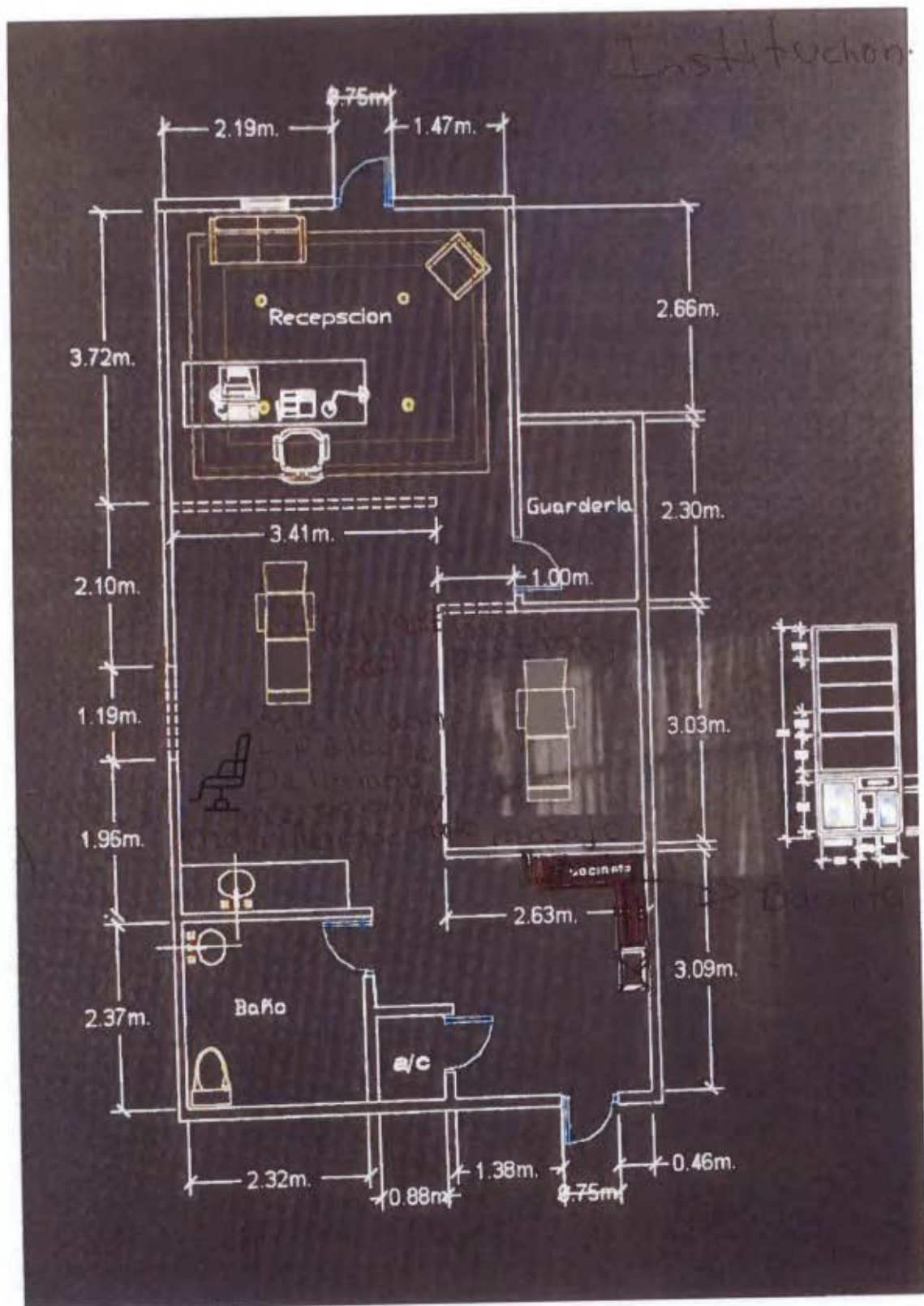
CITY OF HARLINGEN

Norma Sepulveda, Mayor

ATTEST:

Amanda C. Elizondo, City Secretary

Exhibit "A"



**AGENDA ITEM
EXECUTIVE SUMMARY**

Meeting Date: **June 19, 2024**

Agenda Item:

Consideration and possible action to adopt an ordinance on first reading amending the City of Harlingen Code of Ordinances Chapter 111, Zoning, Article VI, Section 111-140 Off-street Parking; by amending the dimensions of the off-street parking spaces; Article XXI, Section 111-582 Appendix B Parking Aisle Width Chart, by amending the length and maneuvering space of the parking spaces; Article X, Sign Regulations, Section 111-277(c) Lighting, and Section 111-277(d) Additional Sign Regulations for Billboards, by removing any reference to sign permits for animated signs only being issued for the conversion of existing signs to the said animated sign. Applicant: City of Harlingen.
Attachment (**Planning & Development**)

Prepared By: Xavier Cervantes, AICP, CPM
Title: Planning and Development Director

Signature: *Xavier Cervantes*

Brief Summary:

Project Timeline

- May 8, 2024 - Discussion of the ordinance with the Planning and Zoning Commission
- May 25, 2024 - In accordance with State and local law, notice of required public hearings published in the Valley Morning Star.
- June 12, 2024 – Public hearing to recommend the zoning ordinance amendment by the Planning and Zoning Commission.
- June 19, 2024 – Public hearing and consideration of the zoning ordinance amendment by the City Commission via First Ordinance Reading.
- July 3, 2024 – Public hearing and consideration of the zoning ordinance amendment by the City Commission via Second and final reading.

Summary

- In Harlingen we deviate (by ordinance) from the national standards for parking by requiring commercial parking spaces to be 9 feet by 20 feet as opposed to the national standard of 9 feet by 18 feet. Our maneuvering area requirement is 22 feet as opposed to the national standard of 24 feet. This results in developers having to provide 2 feet of additional asphalt for a typical commercial parking aisle (**Attachment I**) and an additional expense to developers for a commercial development. In addition, sometimes commercial properties are small and having to provide the additional 2 feet of asphalt can be a challenge to fit in the available space. This applies especially to the development of four plex apartments projects (two duplexes in one lot). The City of Harlingen is getting many new subdivisions for that at this time.
- The two (2) feet of less asphalt per parking aisle will result in two (2) feet of additional green areas for each parking aisle on the property sides which is good for the natural environment.

- The two (2) feet of less asphalt per parking aisle will result in less storm runoff which will prevent flooding during a major storm.
- In reference to the proposed sign ordinance amendments staff was recently processing a permit for a new billboard along the expressway. The applicant desired to build a digital billboard. Due to the language in the sign ordinance staff had to tell the applicant that in order to build a digital billboard he needed to build a regular billboard first and after constructed, he could apply for a permit to convert the regular billboard into a digital billboard. After consulting with the city attorney he felt that the regulation was unconstitutional. The ordinance amendment would allow a digital billboard to be built with one permit instead of two.

Funding (if applicable):

Are funds specifically designated in the current budget for the full ☐ Yes ☐ No*

*If no, specify source of funding and amount requested:

Finance Director's approval:

☐ Yes ☐ No ☐ N/A

Staff Recommendation:

Staff recommends approval.

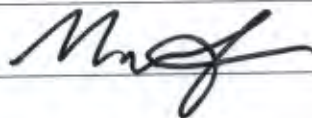
City Manager's approval:



☒ Yes ☐ No ☐ N/A

Comments:

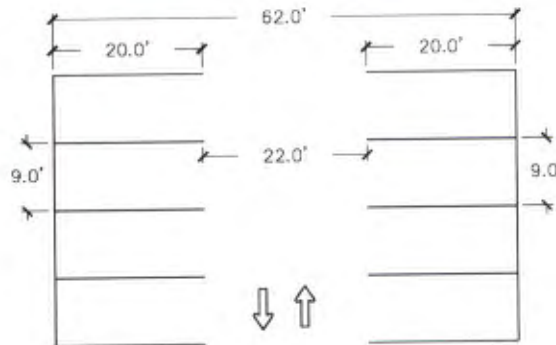
City Attorney's approval:



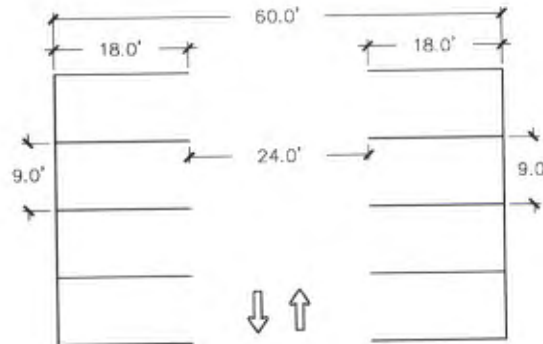
☐ Yes ☐ No ☐ N/A

Attachment I

TYPICAL PARKING LOT LAYOUT UNDER
THE CURRENT PARKING ORDINANCE



TYPICAL PARKING LOT LAYOUT UNDER
THE PROPOSED PARKING ORDINANCE
TO MATCH THE NATIONAL STANDARDS



C:\USERS\JBRANTILLAN\DESKTOP\Y PARKING SPACE EXHIBIT.DWG



City of Harlingen
Engineering Department
502 E. TYLER AVE.
HARLINGEN, TEXAS 79550
(956) 216-5280

Proposed Parking Lot Ordinance Revision Exhibit

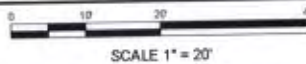


EXHIBIT NUMBER:
SHEET 1 OF 1

PROJ. NO:	NA
DATE:	29-APR-2024
DRAWN BY:	BCS
CHECKED BY:	---
ISSUED FOR:	OC

Attachment II – Approval Form from the Engineering Department



Zoning Ordinance Amendment Routing Slip

Applicant: City of Harlingen

Phone No.: 216-5101

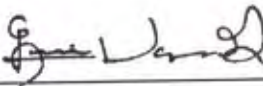
Location: N/A

Project Description: Proposed amendments to the zoning ordinance to require commercial parking spaces to match the national standards

Department: Engineering

Approval: ☒ YES ☐ NO

Comments: None



Signature

4/22/2024

Date

ORDINANCE NO. 24-_____

AN ORDINANCE AMENDING THE CITY OF HARLINGEN CODE OF ORDINANCES CHAPTER 111, ZONING, ARTICLE VI, SECTION 111-140 OFF-STREET PARKING; BY AMENDING THE DIMENSIONS OF THE OFF-STREET PARKING SPACES; ARTICLE XXI, SECTION 111-582 APPENDIX B PARKING AISLE WIDTH CHART, BY AMENDING THE LENGTH AND MANEUVERING SPACE OF THE PARKING SPACES; ARTICLE X, SIGN REGULATIONS, SECTION 111-277(C) LIGHTING, AND SECTION 111-277(D) ADDITIONAL SIGN REGULATIONS FOR BILLBOARDS, BY REMOVING ANY REFERENCE TO SIGN PERMITS FOR ANIMATED SIGNS ONLY BEING ISSUED FOR THE CONVERSION OF EXISTING SIGNS TO THE SAID ANIMATED SIGN; PROVIDING FOR PUBLICATION AND ORDAINING OTHER MATTERS RELATED TO THE FOREGOING

WHEREAS, The amendments are also consistent with the goals of the One Vision One Harlingen Comprehensive Plan, of streamlining the development policies to promote Harlingen as an attractive and development option; and

WHEREAS, The amendments are also consistent with Chapter 211, Municipal Zoning Authority, Section 211.008; and

WHEREAS, The Planning and Zoning Commission has reviewed the proposed amendment and has recommended approval; and

WHEREAS, The City of Harlingen has complied with all notices and public hearings as required by law; and

WHEREAS, The City Commission of the City of Harlingen finds that it is in the best interests of the citizens of Harlingen to amend the Code of Ordinances as set forth below;

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF HARLINGEN, TEXAS, THAT:

SECTION I: That the City of Harlingen Code of Ordinances, Chapter 111, Zoning, Article XIII, Section 111-140, Article XXI, Section 111-582 Appendix B, and Article X, Section 111-277(c) and Section 111-277(d) is hereby amended by adding the

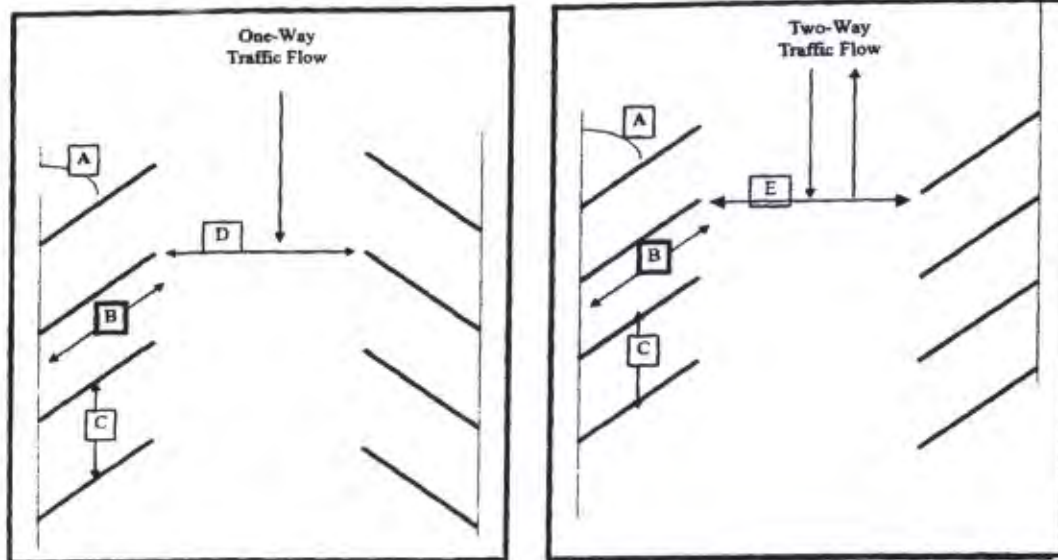
language underlined (added) and deleting the language that is stricken through (~~stricken~~) to read in full as follows.

Sec. 111-140. - Off-street parking.

(a) Each off-street parking space for automobiles shall have an area of not less than nine feet by ~~20~~18 feet connected either to a public street or alley by a driveway no less than ten feet wide or directly adjacent to a public alley and so arranged as to permit ingress and egress of the automobile at all times without moving any other automobile. (See spacing chart in [section 111-582](#) for driveway aisles required at differing angles of parking arrangements.) There shall be adequate maneuvering space to eliminate backing into a public street. When off-street parking spaces are located adjacent to a public alley, the width of such alley may be assumed to be a portion of the maneuvering space requirement. The parking spaces, connecting driveways and public alley adjacent to the parking spaces for all businesses and residential uses as defined in [section 111-62](#) shall be of asphalt or concrete surface. Residential garages that allow for a minimum of one standard sized automobile shall be credited as one off-street parking space in meeting these requirements.

Sec. 111-582. - Appendix B: parking aisle width chart.

- (a) A: Angle of parking in degrees.
- (b) B: Length of parking space in feet.
- (c) C: Width of parking space in feet.
- (d) D: Width of parking aisle (one-way traffic).
- (e) E: Width of parking aisle (two-way traffic).



Angle of Parking in Degrees										
A	90	85	80	75	70	65	60	55	50	45
B	20' 18'	20.9'	21.2'	21.6'	22'	22'	21.9'	21.8'	21.1'	20.6' 18.6
C	9'	9'	9'	9'	9'	9'	9'	9'	9'	9'
D	22' 24'	21'	20'	19'	18'	17'	16'	15'	14'	13'
E	22' 24'	22'	22'	22'	22'	22'	22'	22'	22'	22'

Sec. 111-277. - Height, area and distance requirements and restrictions.

(c) *Lighting.* Signs may be illuminated subject to the following restrictions:

(1) No revolving or rotating beam or beacon of light that simulates any emergency light or traffic device shall be permitted as part of any sign. Flashing devices shall not be permitted upon a sign; however, illuminated signs that indicate customary public information, such as time, date, temperature or other similar information, shall be permitted.

(2) External lighting, such as floodlights, thin line and goose neck reflectors, are permitted, provided the light source is directed on the face of the sign and is effectively shielded so as to prevent beams or rays of light or glare or other unsafe conditions from being directed into any portion of the traveled roadway.

(3) The illumination of any sign within 200 feet of a residential lot line shall be diffused or indirect in design to prevent direct rays of light from shining into adjoining residential districts or lots.

(4) Any extension or power cords used shall not be visible or accessible but secured in rigid conduit or otherwise safely secured as required by the currently adopted city electrical code.

(5) No sign shall be illuminated to such intensity to exceed a maximum of one footcandle measured at the property line.

~~(6) Sign permits for such signs shall only be issued for the conversion of existing signs to animated signs subject to the other provisions of this section.~~

(7) The dwell time, defined as the interval of change between each individual static message, shall be at least eight seconds, and a change of message must be accomplished within one second or less. The dwell time shall not include the one second or less required to change a message.

(8) The sign shall contain a default mechanism that will freeze in one position if a malfunction occurs.

(9) The sign must contain a control system which automatically adjusts the display's intensity according to natural ambient light conditions. In addition, the sign may not display light of such intensity or brilliance to cause glare or otherwise impair the vision of the driver or results in a nuisance to the driver.

(10) The sign shall not be configured to resemble a warning or danger signal or cause the driver to mistake the sign for such.

(11) No animated signs shall be permitted within 75 feet of a residentially-zoned property or property used for residential purposes.

(12) Any change of pictures or information on the animated sign shall not produce the illusion of moving objects, expanding or contracting shapes, rotation or any similar effect of animation.

(d)Additional sign regulations for billboards.

(1) Signs having a face area of greater than 242 square feet shall not be erected within a radius of 1,500 feet of another similar-sized sign except for the expressway corridors where only the Texas Department of Transportation distance requirements shall apply.

(2) Signs having a face area ranging from 100 to 242 square feet shall not be erected within a radius of 1,500 feet of another similar-sized sign except for the expressway corridors where only the Texas Department of Transportation distance requirements shall apply. Signs within this range of size are allowable only on streets designated by the comprehensive plan thoroughfare map as a major arterial, minor arterial or collector.

(3) Signs having a face area of less than 100 square feet shall not be erected within a radius of 1,500 feet of another similar-sized sign except for the expressway corridors where only the Texas Department of Transportation distance requirements shall apply.

(4) Signs are not in violation of this section because of their proximity to one another if they are located so that their messages are directed toward traffic flowing in different directions, but in no case may be within a radius of 1,500 radial feet of another similar-sized sign except for the expressway corridors where only the Texas Department of Transportation distance requirements shall apply.

(5) Bench signs with advertising shall not be used in the calculation of distances between signs due to specific placement requirements usually affixed to bench signs.

(6) No sign shall be located in such a manner as to obscure or otherwise physically interfere with the effectiveness of an official traffic sign, signal or device, or interfere with a driver's view of approaching or intersecting traffic.

(7) No new billboard signs shall be allowed within 500 feet from any church, religious institution, cemetery, preschool, school, college, public park, public playground or designated scenic area.

(8) Signs are not allowed on tracts of land not platted in accordance with [chapter 109](#).

(9) Signs shall only be freestanding and shall not be placed on or through buildings or roofs.

(10) The total sign area of all signs on a developed lot or tract cannot exceed the maximum sign area otherwise allowed on that particular developed lot or tract.

~~(10)~~ (11) Animated signs shall comply with the following additional regulations:

~~a. Sign permits for such signs shall only be issued for the conversion of existing signs to animated signs, subject to the other provisions of this section.~~

b. The dwell time, defined as the interval of change between each individual static message, shall be at least eight seconds, and a change of message must be accomplished within one second or less. The dwell time shall not include the one second or less required to change a message.

c. The sign shall contain a default mechanism that will freeze the sign in one position if a malfunction occurs.

d. The sign must contain a control system which automatically adjusts the display's intensity according to natural ambient light conditions. In addition, the sign may not display light of such intensity or brilliance to cause glare or otherwise impair the vision of the driver, or results in a nuisance to the driver.

e. The sign shall not be configured to resemble a warning or danger signal or cause the driver to mistake the sign for such.

f. Animated signage shall not exceed a maximum of one footcandle illumination at the property line.

g. No animated signs shall be permitted within 150 feet of a residentially-zoned property or property used for residential purposes.

h. Any change of pictures or information on the animated sign shall not produce the illusion of moving objects, expanding or contracting shapes, rotation or any similar effect of animation.

SECTION II: That the City Secretary of the City of Harlingen, Texas is hereby authorized and directed to cause a true copy of the caption of this ordinance to be published in a newspaper having general circulations in the City of Harlingen, Cameron County, Texas.

The provisions of this ordinance shall become effective from and after the final and lawful passage hereof and publication of the caption hereof as provided for and required in the Code of Ordinances and applicable state statutes.

FINALLY ENACTED this _____ day of _____, 2024, at a regular meeting of the Elective Commission of the City of Harlingen, Texas at which a quorum was present and which was held in accordance with TEXAS GOVERNMENT CODE, CHAPTER 551.

CITY OF HARLINGEN

Norma Sepulveda, Mayor

ATTEST:

Amanda C. Elizondo, City Secretary

**AGENDA ITEM
EXECUTIVE SUMMARY**

Meeting Date: **June 19, 2024**

AGENDA ITEM:

Consideration and possible action to adopt an ordinance on second and final reading for a Special Use Permit (SUP) to allow a storage building/detached garage greater than 144 sq. ft. in a Planned Development ("PD") District located at 3210 Seminole Court, bearing a legal description of Lots 6-7, Block 3, Treasure Hills Country Club Subdivision. Applicant: Ronald Richardson. Attachment (**Planning & Development**)

Prepared By: Xavier Cervantes, AICP, CPM
Title: Planning and Development Director
Signature: *Xavier Cervantes*

FUNDING (IF APPLICABLE):

Are funds specifically designated in the current budget for the full ☐ Yes ☐ No*
amount for this purpose?

*If no, specify source of funding and amount requested:

Finance Director's approval: ☐ Yes ☐ No ☐ N/A

STAFF RECOMMENDATION:

Staff recommends approval of the request subject to compliance with the following conditions:

1. Complying with the requirements administered by Planning and Zoning, Building Inspections and Fire Prevention Bureau Departments.
2. Installing landscaping along the front fence and in the rear of the property, specifically bougainvilleas and/or esperanzas.

City Manager's approval: *GL* ☒ Yes ☐ No ☐ N/A

Comments:

City Attorney's approval: *M. St.* ☒ Yes ☐ No ☐ N/A

ORDINANCE NO. 24-

AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF HARLINGEN: A SPECIAL USE PERMIT TO ALLOW A STORAGE BUILDING GREATER THAN 144 SQUARE FEET IN A PLANNED DEVELOPMENT ("PD") DISTRICT LOCATED AT 3210 SEMINOLE COURT, BEARING A LEGAL DESCRIPTION OF LOTS 6-7, BLOCK 3, TREASURE HILLS COUNTRY CLUB SUBDIVISION, PROVIDING FOR PUBLICATION AND ORDAINING OTHER MATTERS RELATED TO THE FOREGOING.

WHEREAS, the Planning and Zoning Commission of the City of Harlingen pursuant to Harlingen's Zoning Ordinance procedure, has recommended a change in the zoning classification for certain described real property in the City of Harlingen; and it is deemed to be in the best interest of the City of Harlingen in accordance with said recommendation of the Planning and Zoning Commission of the City, being the recommendation as hereinafter set forth; and public notice of such proposed rezoning having been fully made and complied with as required by said Zoning Ordinance and applicable laws of the State of Texas; and the City Commission of the City of Harlingen having held public hearings with reference thereto, being duly and thoroughly heard; and after consideration of the evidence presented, said City Commission is of the opinion that it is in the best interest of the City of Harlingen that said Code of Ordinances be amended as indicated, now, therefore,

BE IT ORDAINED BY THE CITY OF HARLINGEN

That the Code of Ordinances of the City of Harlingen (Ordinance 16-8) be and the same is herewith amended by the following described property being changed for permissive zone use as indicated in Exhibit "A":

Special Use Permit (SUP) to allow a storage building greater than 144 square feet in a Planned Development ("PD") District located at 3210 Seminole Court, bearing a legal description of Lots 6-7, Block 3, Treasure Hills Country Club Subdivision.

A copy of the Zoning Map constituting a part and parcel of the Code of Ordinances, as filed with the Chief Building Official and for the joint use and information of the Planning and Zoning Commission shall, upon final enactment hereof, be and the same is herewith amended and revised to reflect that the above described property is zoned for land use purposes as above indicated by the boundaries thereof being outlined in pronounced heavy line markings and such heavy line marking boundary enclosure being indicated within the appropriate initials for that portion herewith zoned for particular land uses; with the Planning and Development Director being herewith instructed and authorized to document such Zoning Map changes and revisions.

The Special Use Permit is made contingent upon construction being complied in accordance with the site plan, a true and correct copy of which is attached hereto and incorporated herein by reference as Exhibit "A" and shall comply with the conditions as listed below:

1. Complying with the requirements administered by Planning and Zoning, Building Inspections, Fire Prevention Bureau, and Engineering Departments.
2. Installing landscaping along the front fence and in the rear of the property, specifically bougainvilleas and/or esperanzas.

The provisions of this ordinance shall become effective from and after the final and lawful passage hereof and publication of the caption hereof as provided for and required in the Code of Ordinances and applicable state statutes.

FINALLY ENACTED this 19th day of June, 2024 at a regular meeting of the Elective Commission of the City of Harlingen, Texas at which a quorum was present, and which was held in accordance with TEXAS GOVERNMENT CODE, CHAPTER 551.

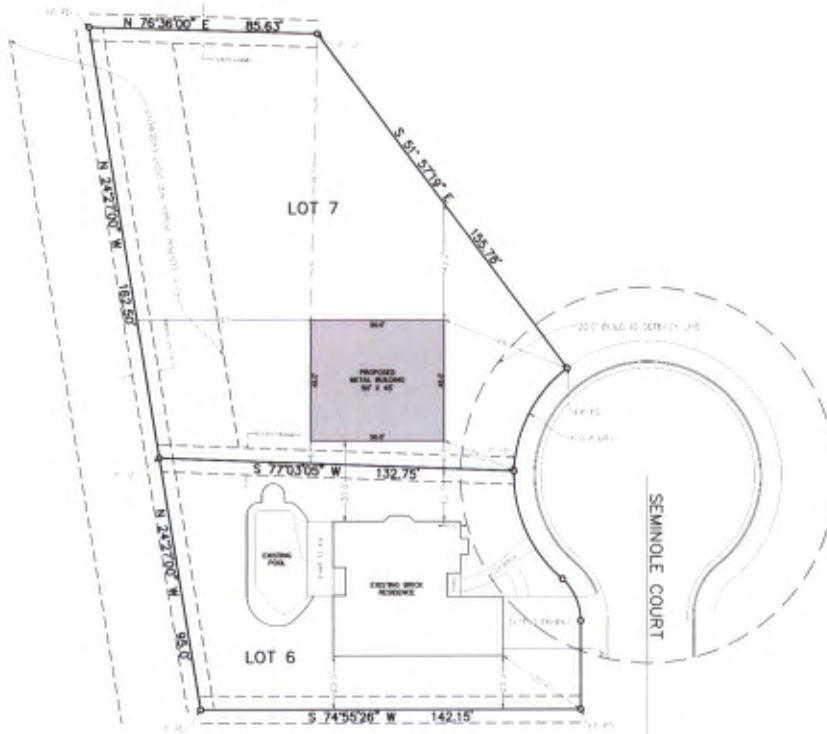
CITY OF HARLINGEN

Norma Sepulveda, Mayor

ATTEST:

Amanda C. Elizondo, City Secretary

“Exhibit A”



1 PROPOSED SITE PLAN LOT 7

LEGAL ADDRESS
LOT 7, BLOCK 3, TREASURE
HILLS COUNTRY CLUB
SUBDIVISION

PROPOSED
METAL STORAGE BUILDING

PROPERTY OWNERS:
RONALD W. RICHARDSON
AND
JAMES G. MOORE

ADDRESS:
3210
SEMINOLE CT.
HARLINDEN,
TX 78550

DATE APR 9, 2024

PROPOSED
SITE PLAN

CLIENT _____

$\frac{1}{2} + \frac{1}{2} = 1$	$\frac{1}{2} + \frac{1}{2} = 1$
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100

AGENDA ITEM EXECUTIVE SUMMARY

Meeting Date: **June 19, 2024**

Agenda Item:

Consideration and possible action to approve the selection of Freese & Nichols, Inc. under RFQ No. 2024-09, Professional Planning Services for a New Comprehensive Plan and Zoning Ordinance Update and authorize the city manager to negotiate a contract with the selected firm. Applicant: City of Harlingen. Attachment (**Planning & Development**)

Prepared By : Xavier Cervantes, AICP, CPM
Title: Planning and Development Director

Signature: *Xavier Cervantes*

Brief Summary:

Summary

In the Fall of 2023, the City of Harlingen executed a grant agreement (contract no. 23-160-004-E140) with the Texas General Land Office (GLO) to develop a new comprehensive plan and update the zoning ordinance. Our existing comprehensive plan, One Vision One Harlingen, was adopted in 2016.

The comprehensive plan, sometimes called a master plan, is the foundational document of long-term planning and zoning in a community.

A comprehensive plan lays the foundation for zoning codes, the legal tool for implementing the vision of the future contained in the plan.

In current planning practice, comprehensive plans usually set a planning horizon of 20 years.

Texas State Law mandates that zoning must be in accordance with the adopted plan.

Funding (if applicable):

Are funds specifically designated in the current budget for the full ☒ Yes ☐ No*

*If no, specify source of funding and amount requested:

Finance Director's approval: ☐ Yes ☐ No ☐ N/A

Staff Recommendation:

Staff recommends for the City Commission to approve the selection of Freese & Nichols, Inc. under RFQ No. 2024-09, Professional Planning Services for a New Comprehensive Plan and Zoning Ordinance Update.

City Manager's approval: *GH* ☒ Yes ☐ No ☐ N/A

Comments:

City Attorney's approval: *Madh* ☐ Yes ☐ No ☐ N/A

EVALUATION RESULTS

RFQ No. 2024-09 Prof. Planning Svcs for a New Comprehensive Plan & Zoning Ordinance Update

RFQ Due Date & Time: May 23, 2024 at 2:00 P.M.

Evaluator	Evaluation Criteria	Max. Score	1st	2nd	3rd
			Freese & Nichols	Able City	Asakura Robinson
Xavier	Project Organizational Chart & Key Personnel Experience	25	23	20	22
	Firm General Expertise and Capabilities	25	23	20	22
	Firm's Comparable Project Experience	20	18	16	17
	Firm's Project Approach	30	26	20	24
		100	90	76	85
Joe I	Project Organizational Chart & Key Personnel Experience	25	23	22	24
	Firm General Expertise and Capabilities	25	23	21	23
	Firm's Comparable Project Experience	20	19	17	18
	Firm's Project Approach	30	26	27	25
		100	91	87	90
Ana	Project Organizational Chart & Key Personnel Experience	25	25	25	20
	Firm General Expertise and Capabilities	25	25	20	20
	Firm's Comparable Project Experience	20	20	20	10
	Firm's Project Approach	30	30	30	25
		100	100	95	75
Josh	Project Organizational Chart & Key Personnel Experience	25	25	25	25
	Firm General Expertise and Capabilities	25	25	25	25
	Firm's Comparable Project Experience	20	20	20	20
	Firm's Project Approach	30	29	27	30
		100	99	97	100
Total			380	355	350

Preliminary Ranking 1st 2nd 3rd

Evaluation Committee members:

Xavier Cervantes	Planning & Development Director
Joel Olivo	Asst. Planning & Development Director
Ana Hernandez	Mobility/Special Projects Director
Josh Ramirez	Asst. City Manager

RFQ No. 2024-14 Prof. Planning Svcs for **New** Comprehensive Plan Zoning Ordinance Update

Company Name	Response (Yes/No)	CIQ Form	Reformation Form	9/4 in N's Data Contribution	Debarment Certification	e-Sub			
						A	B	C	D
1. Able City	YES	YES	YES	YES	YES	N	N	N	N
2. Asakura Robinson	YES	YES	YES	YES	YES	Y	YY		Y
3. ATG	NO								
4. Denton Navarro Rodrgz Bernal Santee Zech	NO								
5. Desl Martinez, M.A.	NO								
6. Design Workshop	NO								
7. Dunaway	NO								
8. Houseal Lavigne Associates	NO								
9. Freese and Nichols, Inc.	YES	YES	YES	YES	YES	YY		YN	
10. Green Shadow, LLC.	NO								
11. Halff	NO								
12. Kendig Keast Collaborative	NO								
13. LJA	NO								
13. LJA	NO								
14. U onh eart	NO								
15. MIG	NO								
16. MOSAIC	NO								
17.0 Isson Studio	NO								
18. TBG	NO								
19. TJKM	NO								
20. Verounity	NO								

Companies contacted through TexasAPA website Requested packets: 20 Responded: 3

RFQ No. 2024-14 Planning Services - New Comprehensive Plan & Zoning Ordinance Update
Deadline: Tuesday, May 21, 2024@ 2:00 p.m.

1. **AbleCity LLC.**
Attn: Sydney Aschbacher
110 Broadway St #250, San Antonio, TX
(210) 912-5929
Email: communications@ablecity
2. **Asakura Robinson**
Attn: Andrew Knuppel
1224 E 12th St #310, Austin TX 78702
(737) 437-7350
Email: Andrew@asakurarobinson.com
Email: amanda@asakurarobinson.com
3. **ATG**
Attn: Ed Glam
3421 N. Causeway Blvd Ste 500, Metairie, LA
(504) 946-0784 / Mbl: (504) 812-6347
Email: Edlam@emailatg.com
Email: TSmith@emailatg.com
4. **Denton Navarro Rodz Bernal Santee Zech**
Attn: Bryce Cox
2500 W. William Cannon #609, Austin TX
(512) 279-6431 / Fax: (512) 279-6438
Email: bdcx@rampagelaw.com
5. **Desi Martinez, M.A.**
Economics / Government Consultant
1806 Haverford Blvd
(956) 778-8929
Email: desiandlu1@yahoo.com
6. **Design Workshop**
Attn: Taylor Nelson
812 San Antonio St #401, Austin TX 78701
(512) 717-9790
Email: tneJson@designworkshop.com
7. **Dunaway**
Attn: Steven Cook
(817) 334,1121
Email: SCook@dunaway.com
8. **Houseal Lavigne Associates**
Attn: Dan Meehan
(312) 372-1008 ex. 110
Email: Dmeehan@hplanning.com
9. **Freese and Nichols, Inc.**
Attn: Chance Sparks
1251 Sadler Dr Bldg1 #1150 San Marcos, TX
(512) 617-3156
Email: Chance.Sparks@freese.com
10. **Green Shadow, LLC.**
Attn: Carolyn Fahey
Email: carolyn@greenshadow.org
11. **Halff**
Attn: Tiffany Herron
(214) 34-6 6361
Email: Therron@halff.com
12. **Kendig Keast Collaborative**
Attn: Janis Buran
77 Sugar Creek Ctr Blvd #600 Sugar Land TX
(281) 721-4111
Email: Janis@kendigkeast.com
13. **LJA**
Attn: Paola Siverling
1904 W. Grand Pkwy N #100, Katy TX 77449
(713) 953-5009
Email: PSiverling@lja.com
Email: Kharris@lja.com
Email: amartinez@lja.com
14. **Lionheart**
Attn: Emma Kieninger
(512) 520-4488
Email: Emma@lionheartplaces.com
15. **MIG**
Attn: Marco Hinojosa
317 Lexington Ave, Ste 2, San Antonio TX
(210) 600-9990
Email: Mhinojosa@migcom.com
16. **MOSAIC**
Attn: Carissa Cox
18911 Hardy Oak Blvd #203 San Antonio TX
(210) 995-0393
Email: CarissaCox@mosaicplans.com

RFQ No. 2024-14 Planning Services • New Comprehensive Plan & Zoning Ordinance Update
Deadline: Tuesday, May 21, 2024 @ 2:00 p.m.

17. Olsson Studio

Attn: Brennan Kane
5700 Tennyson Pkwy #100, Plano TX 75024
(214) 473-2713
Email: bkane@olsson.com

18. TBG

Attn: Rob Parsons
(512) 327-1011 ext 128
Email: rob.parsons@tbqpartners.com

19. TJKM

Attn: Aldo Fritz, AICP
7305 Hacienda Dr. Ste 550, Pleasanton, CA
(512) 200-3114
Email: AFritz@tjkm.com

20. Verdunity

Attn: Marshall Hines
(512) 869-9483
Email: Marshall@verdunity.com



REQUEST FOR QUALIFICATIONS:

**RFQ NO. 2024-09
PROFESSIONAL PLANNING SERVICES**

**NEW COMPREHENSIVE PLAN AND ZONING
ORDINANCE UPDATE**

**TEXAS GENERAL LAND OFFICE
COMMUNITY DEVELOPMENT BLOCK GRANT MITIGATION PROGRAM
CDBG-MIT FEDERAL AWARD NO. B-18-DP-48-0002
GLO CONTRACT NO. 23-160-004-E140**

DEADLINE: Tuesday, May 21, 2024 at 2:00 P.M.

**CITY OF HARLINGEN
PLANNING AND DEVELOPMENT DEPARTMENT**

**RFQ No. 2024-09 Professional Planning Services for a New Comprehensive Plan and Zoning
Ordinance Update**

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REQUEST FOR QUALIFICATIONS

Notice is hereby given that the City of Harlingen, TX is requesting statements of qualifications for the following:

**RFQ NO. 2024-09 PROFESSIONAL PLANNING SERVICES
NEW COMPREHENSIVE PLAN AND ZONING ORDINANCE UPDATE
TEXAS GENERAL LAND OFFICE CONTRACT NO. 23-160-004-E140
CDBG-MIT FEDERAL AWARD NO. B-18-DP-48-0002**

The City of Harlingen is requesting Statements of Qualifications for Professional Planning Services for a comprehensive plan and zoning ordinance update. The professional planning services contract will encompass all project-related services as described in this RFQ and in accordance with any applicable Texas General Land Office policies and/or regulations.

Interested firms must register to request a RFQ packet with the Purchasing Office at Purchasing@harlingentx.gov. The deadline for submission is **2:00 p.m., Tuesday, May 21, 2024** in the Purchasing Office located at 404 S. 54th Street, Harlingen, TX 78550. For more information, contact the Purchasing Office at (956) 216-5316.

The City of Harlingen does not discriminate on the basis of race, color, creed, sex, gender, age, familial status, disability, or national origin in employment or provision of services, programs, or activities. Small, minority, and women business enterprises are encouraged to submit their qualification statement for consideration.

The City of Harlingen reserves the right to refuse and reject any or all responses and to waive any or all formalities or technicalities, and to accept the proposal considered the best and most advantageous to the City, and to hold the responses for a period of one-hundred twenty (120) days without taking action.

City of Harlingen
Purchasing Department
404 S. 54th Street
Harlingen, TX 78550

INSTRUCTIONS TO RESPONDENTS

RFQ NO. 2024-09 Professional Planning Services for a New Comprehensive Plan and Zoning Ordinance Update

The City of Harlingen requests the submission of Qualification Statements which may lead to the possible award and execution of a Professional Service Agreement with a competent, qualified Planning FIRM to Develop and Adopt a new updated Comprehensive Plan and Zoning Ordinance.

SUBMITTAL OF QUALIFICATIONS:

The City of Harlingen will receive sealed envelopes containing Statements of Qualifications for planning services providing for the above referenced project. Statement of Qualifications shall be submitted in a sealed packet by **no later than 2:00 pm (CST), May 21, 2024**, to the Purchasing Office. **ANY RESPONSE RECEIVED AFTER THAT TIME WILL NOT BE OPENED AND WILL BE RETURNED.**

Respondents shall submit six (6) copies of their response, one (1) original marked "**ORIGINAL**," and five (5) copies marked "**COPY**" individually. Responses must be delivered or mailed to the **City of Harlingen, Purchasing Office, 404 S. 54th St., Harlingen, TX 78550** in a sealed envelope **before the bid opening date and time**. **The exterior of the package or sealed bid must clearly identify the following:**

RESPONDENT'S COMPANY INFORMATION; and

SEALED BID:

RFQ No. 2024-09 Professional Planning Services for a New Comprehensive Plan and Zoning Ordinance Update

Due Date & Time: Tuesday, May 21, 2024 @ 2:00 p.m.

SCHEDULE OF EVENTS:

EVENT	Date(s) / Time
Issue Request for Qualifications	4/29/24
Deadline for Submitting Questions	5/14/24 / 5:00 PM
City Response to Questions	5/16/24 / 5:00 PM
RFQ Submission Deadline	5/21/24 / 2:00 PM
Evaluation Period (Shortlist top 3 firms)	5/22/24 – 5/28/24
Top 3 firms provide written proposal of approach (not to include a fee)	6/11/24 / 2:00 PM
Top 3 firms interview with Evaluation committee	6/18/24 & 6/19/24
Evaluation Committee Recommendation	6/20/24
Presentation to City Commission and Authorization to Negotiate Contract	7/03/24
Negotiations begin and Award of Contract	7/08/24 – 7/29/24

Note: These dates represent a tentative schedule of events. The City reserves the right to modify these dates at any time.

SECTION I GENERAL TERMS AND CONDITIONS

RFQ CLARIFICATIONS:

The City of Harlingen is requesting that all questions must be submitted in writing to the attention of Mari Leal, Procurement Supervisor via e-mail to Purchasing@harlingentx.gov. **WRITTEN QUESTIONS WILL BE ACCEPTED NO LATER THAN Tuesday, May 14, 2024 at 4:00 P.M.** Responses will be sent to all applicants via email no later than Thursday, May 16, 2024, by 5:00 P.M. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

ALTERATIONS, MODIFICATIONS, AND WITHDRAWALS BY RESPONDENT:

Solicitation Responses may be modified, altered, or withdrawn by e-mailing the point-of-contact listed above, provided such notice is received prior to the deadline for submission of Solicitation Responses. Altered or modified hard copy packets must be received by the RFQ deadline.

RFQ WITHDRAWALS OR AMENDMENTS BY CITY:

The City reserves the right to withdraw this RFQ for any reason. The City reserves the right to amend any aspect of the RFQ by formal written addendum prior to the RFQ submittal deadline and will endeavor to notify all potential respondents. It is, however, the respondent's responsibility to make inquiry as to any addenda issued. All such addenda shall become part of the contract documents and all respondents shall be bound by such addenda, whether or not received by the respondents.

RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS:

It is the responsibility of the submitter to review the request for qualifications (RFQ) packet and to notify the Purchasing Department if the specifications are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the specifications must be received in the Purchasing Department not less than seventy-two hours (72) prior to the time set for the submittal deadline. These requirements also apply to specifications that are ambiguous.

CONTROLLING DOCUMENT:

In the case of a discrepancy between this solicitation and the formal contract, the formal contract will prevail and control.

ADDITIONAL INFORMATION:

The City may request any other information necessary to determine respondent's ability to meet the minimum standards required by this RFQ.

NON-COLLUSION:

Submitters, by submitting a signed submission, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Texas or United State Law.

CIVIL RIGHTS AND EQUAL OPPORTUNITY:

The Federal Equal Employment Opportunity (EEO) requirements as defined in 49 U.S.C. Section (h)(3) will apply to this contract.

NON-DISCRIMINATION:

Firms, during the performance of this contract, will not discriminate against any employee or applicant because of race, color, religion, sex, handicap, familial status, national origin, or any other classification protected under the law in employment or the provision of services. Further, the City prohibits retaliation

against a person who files a complaint of discrimination, participates in an Office of Federal Contract Compliance Programs (OFCCP) proceeding, or otherwise opposes discrimination under Federal law.

EQUAL EMPLOYMENT OPPORTUNITY:

The City of Harlingen is an Affirmative Action and Equal Opportunity Employer. Small (SBE), minority (MBE), and women-owned businesses (WBE) are encouraged to submit qualification statements for consideration.

- a. The Firms will not discriminate against any employee or the applicant for employment because of race, color, religion, sex, national origin, handicap, familial status, sexual orientation, gender identity, or any other classification protected under the law. The Firms will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, sex, national origin, handicap, familial status, sexual orientation, gender identity, or any other classification protected under the law. Such action shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Firm agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the owner.
- b. The Firms will, in all solicitations or advertisements for employees placed by or on behalf of the Firms, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, handicap, familial status, sexual orientation, gender identity, or any other classification protected under the law.
- c. The Firms will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this contract so that such provisions will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.
- d. The Firms shall take affirmative actions to ensure equal employment opportunity. The evaluation of the Firm's compliance with these specifications shall be based upon its effort to achieve maximum results from its actions.
- e. Firms are encouraged to participate in voluntary associations which assist in fulfilling their affirmative action obligations.
- f. The Firm is required to provide equal employment opportunity and to take affirmative action for all minority groups, both male and female, and all women, both minority and non-minority.
- g. The Firm shall not use the affirmative action standards to discriminate against any person because of race, color, religion, sex, national origin, handicap, familial status, or any other classification protected under the law.
- h. The Firm shall not enter into any Subcontract with any person or firm debarred from Government contracts.
- i. Nothing herein provided shall be construed as a limitation upon the application of other laws which establish different standards of compliance or upon the application of requirements for the hiring of local or other area residents.

AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES:

The Firm will not discriminate against any employee or applicant for employment because of disability in regard to any position for which the employee or applicant for employment is qualified. The Firm agrees to take affirmative action to employ, advance in employment and otherwise treat qualified individuals with disabilities without discrimination based upon their disability in all employment practices such as the following: employment, promotion, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

SECTION 109 OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974:

No person in the United States shall on the ground of race, color, religion, sex, national origin, handicap, familial status, sexual orientation, gender identity, or any other classification protected under the law be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with funds made available under this title.

NON-SEGREGATED FACILITIES:

The Firm certifies that it does not and will not maintain or provide for its employees any segregated facilities at any of the firm's establishments, and that the firm does not and will not permit its employees any segregated facilities at any of the firm's establishments or permit the employees to perform their services at any location, under its control, where segregated facilities are maintained. As used in this paragraph the term "segregated facilities" means any waiting rooms, work areas, rest rooms and washrooms, restaurants and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, sex, national origin, handicap, familial status, or any other classification protected under the law because of habit, local custom, or otherwise.

MINORITY BUSINESS ENTERPRISES:

It is the policy of the U.S. Department of Transportation that Disadvantaged Business Enterprises (DBE) as defined in 49 C.F.R. 26 will apply to this contract. The DBE goal for the entire project is 3% of federal funds expended. Submitters are required to document sufficient DBE participation to meet these goals or, alternatively, document adequate good faith efforts to do so in accordance with 49 C.F.R. 26.

LOBBYING RESTRICTIONS:

Respondent agrees to comply with the lobbying requirements applicable to federally assisted contracts and subcontracts of \$100,000 or more as required by 49 C.F.R. part 20.

HOUSE BILL 89 VERIFICATION:

By submitting a qualification packet the responding firm verifies that it does not boycott Israel currently and will not boycott Israel during the term of the contract.

CERTIFICATION REGARDING DEBARMENT AND SUSPENSION:

Firms that are debarred, suspended or otherwise excluded from or ineligible for participation in federal assistance programs may not undertake any activity in part or in full under this project.

SECTION 3:

Preference will be given to Section 3 Businesses/residents (Section 3, as amended, requires that to the greatest extent feasible, economic opportunities are given to residents and businesses in the area where HUD assistance is received, particularly to those who are of low and very low income). Exhibit A should be submitted for contractors seeking such preference. Section 3 requirements will apply to this contract. Please complete the required Section 3 forms in the RFQ. Exhibits B, C, & D for Section 3 must be completed and submitted with your proposal.

CONFLICT OF INTEREST QUESTIONNAIRE:

Chapter 176 of the Texas Local Government Code requires entities seeking to contract and/or contracting with local government entities, such as cities, for the sale of goods or services, and their agents, to complete, sign and file a Conflict of Interest Questionnaire (Form CIQ) with the City of Harlingen. If the Submitter has a business relationship with the City or with a City Official, the name of the City contact or City Official must be disclosed on the enclosed CIQ Form. If the Submitter of a principal of the Submitter has no business relationship with the City or a City Official, write/type in "none in the form and write/type

in the name of the Submitter and person acting for the Submitter and sign the CIQ Form. A blank CIQ Form is enclosed and should be completed, signed and submitted with your Statement of Qualifications. If you are not sure how to fill in the CIQ Form, contact your attorney for advice.

*A sample CIQ Form, to be used ONLY if there is NO business relationship with the City or with a City Official, is included in this packet.

CERTIFICATE OF INTERESTED PARTIES (FORM 1295):

Respondents must file a Form 1295 online at www.ethics.state.tx.us/File and prior to issuance of a contract.

TERMINATION FOR CAUSE:

The occurrence of any one or more of the following events will justify termination of an awarded contract by the City for Cause:

1. The successful respondent fails to perform in accordance with the provisions of this RFQ;
2. The successful respondent violates any of the provisions of this RFQ;
3. The successful respondent disregards laws or regulation of any public body having jurisdiction;
4. The successful respondent transfers, assigns, or conveys any or all of its obligations or duties under the contract to another without written consent of the City;

TERMINATION FOR CONVENIENCE:

An awarded contract may be cancelled or terminated at any time by giving the vendor thirty (30) days written notice. Vendor may be entitled to payment for services performed; to the extent said services are satisfactory.

ELECTRONIC TRANSMISSION OF RESPONSES:

The City of Harlingen's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY:

Firms must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these specifications. The City of Harlingen will make final determination as to the vendor's ability.

SUBMITTER DEFAULT:

The City of Harlingen reserves the right, in case of firm default, to procure the articles or services from other sources and hold the defaulting vendor responsible for any excess costs occasioned thereby.

WAIVING OF INFORMALITIES:

The City of Harlingen reserves the right to waive minor informalities or technicalities when it is in the best interest of the City of Harlingen.

SUBCONTRACTING:

The successful firm may not subcontract the award without the written consent of City.

RESPONSE DELIVERY:

The City of Harlingen requires submitters, when hand delivering qualifications, to time date and stamp the envelope at the time of delivering the packet.

SIGNING OF QUALIFICATIONS:

To be considered all submittals must be signed. **Please sign the original in blue ink.**

PROCESSING TIME FOR PAYMENT:

Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

REQUIRED CERTIFICATION AND SUBMITTAL:

This section will contain any certification and assurance as required by the City of Harlingen. The Consulting Firm should submit copies of their insurance.

INSURANCE: The Firm and its sureties shall indemnify and save harmless the City and all its officials, agents, and their employees from all suits, action or claims of any character, name and description brought for, or on account of any injuries or damages received or sustained by any person or persons or property, by or from said Professional Consultant or his employee or by or in consequence of any negligence in safeguarding the work or by or in consequence of any negligence recovered under the Worker's Compensation Laws or any other law, ordinance, order or decree.

During execution of Contracts, the successful Firm shall provide a Certificate of Insurance made to the City of Harlingen, 118 E. Tyler Ave, Harlingen, TX 78550, and should reference the project number and project Name. The Firm shall ensure that any and all subcontractors and/or lower-tier subcontractors comply with the insurance requirements as depicted herein. Such coverage(s) shall be acquired and maintained for the duration of the contract period.

All certificates must be received prior to commencement of service/work. All Certificates of insurance shall be approved by the Risk Manager and/or his/her designated representative **prior** to the commencement of any work.

In the event the insurance coverage expires prior to the completion of the executed contract, a renewal certificate shall be issued thirty (30) days prior to said expiration date. The City must be notified at least thirty (30) days prior to any material change in and/or cancellation and/or non-renewals of such policies.

The term "City" shall include The City of Harlingen and their employees, officers, officials, agent, and volunteers in respect to the contracted services. Any failure on the part of the City to request required insurance documentation shall not constitute a waiver of the insurance requirement.

The City reserves the right to make reasonable requests or revisions pertaining to the types and limits of that coverage. During the term of the Contract, the successful Firm/respondent/selected firm shall acquire and maintain, for the duration of the contract period the following insurances:

Minimum Insurance Requirements

Type of Coverage	Limits of Liability	
Worker's Compensation	\$ 500,000	Each Accident
Employer's Liability	\$ 500,000	Disease, Policy Limit
	\$ 500,000	Disease, Each Employee
Commercial General Liability	\$2,000,000	General Aggregate
	\$2,000,000	Products-Completed Operations
	\$1,000,000	Personal & Advertising Injury
	\$1,000,000	Each Occurrence
	\$ 50,000	Fire Damage
Commercial Automobile Liability	\$ 5,000	Medical Expense
	\$ 500,000	Each Accident Limit
Errors and Omissions Insurance	\$1,000,000	Per Occurrence

Additional Insurance Requirement:

Professional Services - Insurance Provisions: Errors & Omissions (Professional Liability):

- \$1,000,000 Each Claim Limit
- \$2,000,000 Aggregate Limit.

If coverage is written on a claims-made basis, the retroactive date shall be on or prior to the date of the contractual Agreement. The certificate of insurance shall state that the coverage is claims-made and include the retroactive date. The insurance shall be maintained for the duration of the contractual Agreement and for four (4) years following completion of the services provides under the contractual Agreement or for the warranty period, whichever is longer. An annual certificate of insurance submitted to the City shall evidence coverage.

- These insurance coverages shall apply as primary insurance with respect to any other insurance or self-insurance programs maintained by the City and shall name the "City of Harlingen" as an additional insured.
- In addition, a Waiver of Subrogation Endorsement shall be provided by the contractor naming the City of Harlingen in said policy for Workers Compensation Insurance. Contractor/Respondent /Selected Firm shall further ensure that all its sub-contractors maintain appropriate levels of workers' compensation insurance.

Policies must Name the City as an "Additional Insured" and the Cancellation Provisions extended to thirty (30) days in writing.

SECTION II. THE PROJECT

INTRODUCTION:

The City has been awarded a General Land Office (GLO) Resilient Communities Program (RCP) Grant to develop and adopt a new and forward-looking Comprehensive Plan and associated Zoning Ordinance that is fully integrated with the City's hazard mitigation plan. The RCP funds activities that work to increase a community's resilience to disaster and reduce or eliminate the impact of future disasters. As such, the selected FIRM must ensure the project is fully compliant with all aspects of the executed RCP grant agreement between the City and the GLO, the 2 CFR Part 200, and all applicable laws, regulations and additional terms governing the U.S. Department of Housing and Urban Development's Community Development Block Grant Mitigation ("CDBG-MIT") funded projects. This project must be completed within twelve (12) months of the execution of a Professional Service Agreement between the City and the FIRM.

PERFORMANCE STATEMENT OF THE GRANT (23-160-004-E140):

The Further Additional Supplemental Appropriations for Disaster Relief Requirements Act, 2018 (Division B, Subdivision 1 of the Bipartisan Budget Act of 2018, Pub. L. 115-123, approved February 9, 2018), made available \$12 billion in Community Development Block Grant – Mitigation ("CDBG-MIT") for mitigation Activities for areas impacted by disasters occurring in 2015, 2016, and 2017. CDBG-MIT funds provide an opportunity for communities to carry out strategic and high-impact Activities to mitigate disaster risks and reduce the potential for future losses in areas impacted by recent disasters.

The Resilient Communities Program ("RCP") funds CDBG-MIT Activities that work to increase a community's resilience to disasters and reduce or eliminate the impact of future disasters. RCP provides

aid to the most impacted and distressed (MID) areas covered in the State of Texas CDBG Mitigation (CDBG-MIT) Action Plan as designated by the State of Texas.

Subrecipient shall perform, or cause to be performed, the Activities identified herein for the target area specified in its approved RCP Grant Application: Develop and Adopt Comprehensive Plan.

Subrecipient shall carry out the following Planning Activities in strict accordance with the terms of Subrecipient's GLO-approved Project guidelines, the terms of this Contract and all Attachments, and the requirements of the GLO Implementation Manual and the RCP Application Guide, as each may be amended over time. Each of these documents is incorporated by reference into this Contract.

SECTION III. PROJECT DESCRIPTION / SCOPE OF WORK

THE PROJECT:

The City of Harlingen requests the submission of Qualification Statements which may lead to the possible award and execution of a Professional Service Agreement with a competent, qualified Planning FIRM to Develop and Adopt a New Updated Comprehensive Planning and Zoning Ordinance.

The selected FIRM shall perform, or cause to be performed, the Activities identified herein for the target area specified in its approved RCP Grant Application: Develop and Adopt a New Updated Comprehensive Planning and Zoning Ordinance.

PROJECT DESCRIPTION:

The selected FIRM shall conduct the following Planning Activities according to the requirements set forth below and in the RCP Application Guide. The City's Planning Activities performed under this Contract will result in the development and formal adoption by Subrecipient of plans, codes, and/or ordinances.

The selected FIRM must ensure the project is fully compliant with all aspects of the executed RCP grant agreement between the City and the GLO, the 2 CFR Part 200, and all applicable laws, regulations and additional terms governing the U.S. Department of Housing and Urban Development's Community Development Block Grant Mitigation ("CDBG-MIT") funded projects.

SCOPE OF WORK/PROPOSAL OF SERVICES:

FIRM must develop and help the City adopt an innovative Comprehensive Plan and associated Zoning Ordinance. The Scope of Work must be considered as a general outline that must include, at a minimum, the following elements for all base studies:

- A. Identification of local hazard risk(s), aligning with the City's local hazard mitigation plan.
- B. Population study providing an estimate of the current population and projection for population increase over the next 20 years.
- C. Housing study describing the composition of the existing housing stock (including total number of units, number of single family and multifamily units, and vacancy rates) and a projection for the number of future housing units needed ten (10) years from the date of the plan, including the composition of said units (e.g., single family, multifamily). Housing study must also evaluate the need for affordable housing.
- D. Land Use Plan or study that formalizes long-term community goals into governing policies

describing the land use of every parcel within the jurisdiction and including a future land use map that accounts for future population changes. The Land Use Plan shall describe the location and types of structures that may be built within a given jurisdictional area and may serve as a guidance document for the development of local codes and zoning ordinances or equivalent enforcement mechanisms. The Land Use Plan shall contain, at a minimum, the following:

- 1) An integration of relevant portions of an applicable local hazard mitigation plan, if one exists;
- 2) Identification of local hazard risks;
- 3) Explanation of how the plan mitigates the identified local hazard risks; and
- 4) Zoning ordinances or equivalent enforcing regulations or code provisions that codify the plan upon adoption by the applicable governmental entity.

E. Thoroughfare Plan;

F. Infrastructure study that describes the water, wastewater, drainage, and streets systems, including length, width, materials, and condition or age, as well as a capital improvement plan with proposed prioritized improvements to those systems.

G. Additional studies (e.g., environmental, economic, affordable housing, etc.)

H. Zoning Ordinance(s), or similar governing regulation(s) or code provision(s), to support the adoption of the Comprehensive Plan. Each Zoning Ordinance or equivalent enforcing regulation or code provision, as applicable, will establish the set of regulations that define how the real property identified therein may be used and the type(s) of construction that may occur on said real property.

I. Adoption of the Comprehensive Plan and associated Zoning Ordinance(s) or equivalent enforcing regulation(s) or code provision(s) must be completed within 12 months of Contract execution. If the City fails to formally adopt the Comprehensive Plan and associated Zoning Ordinance(s) or equivalent enforcing regulation(s) or code provision(s), as applicable, within the prescribed period, all funds drawn by the City relating to efforts supporting the development and adoption of the Comprehensive Plan will be subject to recapture by the GLO. At a minimum, supporting Comprehensive Plan documentation submitted to the GLO must include resolutions from the applicable governing body documenting the adoption of the Comprehensive Plan and associated Zoning Ordinance(s) or equivalent enforcing regulation(s) or code provision(s).

IV. RESPONSE REQUIREMENTS

The City of Harlingen is seeking to contract with a competent planning firm, registered to practice in the State of Texas, and whose proposed team members have demonstrated competency on previous projects of similar scope and complexity. Responding firms must be financially solvent and adequately capitalized. Highlight past projects and discuss unique challenges and software platforms used to accomplish the final deliverables.

The ideal FIRM shall have a proven track record completing innovative and adoptable comprehensive plans successfully for other similarly sized Texas cities.

To facilitate the analysis of responses to this RFQ, Responders are required to prepare their Statements of Qualifications in accordance with the instructions outlined in this Section. Responders must respond in

full to all RFQ sections and follow the indicated RFQ format (section numbering, and similar matters) in their Responses.

The required contents and limitations for the preparation of the technical response are described in this section. Failure to provide the requested information or adhere to applicable federal and state limitations may result in disqualification of the submittal qualifications.

TECHNICAL RESPONSE:

Respondents shall submit six (6) copies of their response, one (1) original marked "**ORIGINAL**," and five (5) copies marked "**COPY**" individually. Responses must be delivered or mailed to the **City of Harlingen, Purchasing Office, 404 S. 54th St., Harlingen, TX 78550** in a sealed envelope **before the bid opening date and time**.

The exterior of the package or sealed bid must clearly identify the following:

RESPONDENT'S COMPANY INFORMATION; and

SEALED BID:

RFQ No. 2024-09 Professional Planning Services for a New Comprehensive Plan and Zoning Ordinance Update

Due Date & Time: Tuesday, May 21, 2024 @ 2:00 p.m.

FORM:

The original response and copies shall be bound and provided in an 8.5"x11" packet. Dividers may be included. Information may be printed on both the front and back (F&B) of the pages. 11"x17" paper may be included provided it is folded and fits neatly within the packet. The first sheet shall be a cover letter, limited to one page (frontonly).

CONTENTS:

The required contents for the Technical Response are presented below in the order they should be incorporated into the submitted document.

TAB A: Cover letter, minimum qualifications requirements & references.

1. Cover Letter and Table of Contents: Provide a cover letter no longer than two (2) pages in length, signed by an authorized representative of your firm summarizing the responder's understanding of the work to be performed, the commitment to perform the work, and a statement why the firm believes itself to be best qualified to perform the engagement. In addition, the letter should disclose the name of the contracting agent and primary contact person, his/her title, address, phone number and email address. The table of contents should follow the cover letter.

TAB B: Experience and qualifications of the firm.

1. Clearly indicate the professional work discipline that is being submitted based on the title used in this Solicitation.
2. Provide a general statement describing the types of services offered by the firm, location of main and branch offices, number of years in business and number of employees in each department and attach evidence of licenses and certification to perform the required services.
3. Provide the location of the office from which this work will be performed.
4. Outline the firm's experience with the professional work discipline being submitted for and previous experience working on planning projects. The firm should provide examples of projects they provided professional services such as comprehensive plans for municipalities. The firm

should also demonstrate how it interacts with municipal clients and how it provides and exchanges information relative to the requirements.

5. Describe any significant or unique awards received or accomplishments in previous, similar planning projects.
6. A description of the firm's capability to undertake the project.

TAB C: Experience and qualifications of assigned staff.

1. Identify personnel to be assigned responsibility for administering the project (provide a flow chart of the project team, resumes, and their experience with municipalities and further any experience working on comprehensive plan projects. Identify the location for the individual representatives that the firm will assign to the project).
2. Give a brief resume of key persons to be assigned to the project including, but not limited to:
 - a. Name and title.
 - b. Percentage of time to be assigned full time to this project.
 - c. How many years with this firm.
 - d. Experience and qualifications that are relevant to this project.
 - e. Experience working with municipalities.
 - f. Explain the specific project involvements.
 - g. Education and active registration.

Resumes of key personnel who will actually be assigned to the project should be included and their roles described.

Note: The City expects those listed to be those who will actually perform the work.

3. Staff Technical Capabilities: Identify and include qualifications of specific individuals to be assigned to the subsequent projects (include names, certifications, contact information and services the individuals will provide to the City).
4. Sub-Consultants (sub-contractors): Provide names and experience of sub-consultants to be used by the firm (include names, certifications, contact information and services the individuals will provide to the City).
5. Project Organization Chart: Show the organization chart as it relates to this project indicating key personnel and their relationship.
6. References:
 - a. A minimum of five (5) references for similar work. Preference will be given to responders with governmental experience working on comprehensive planning projects. Provide a list and brief description of similar contracts of similar size, with location, dates of contract service, contact name, phone number, type of services provided, and address of proprietor(s). Responder is responsible for verifying correct phone numbers and contact information. Failure to provide accurate data may result in the reference not being considered.
 - b. Include a list of at least two (2) planning-related projects performed during the last ten (10) years including the following information:
 - i. Name of the entity for which the work was performed;
 - ii. Brief description of the scope of the project;
 - iii. Contact person with the entity, valid current phone number of one that can knowledgeably discuss your firm's role and performance in the project.
 - c. Any other information the firm feels is relevant to evaluating qualifications.

TAB D: APPROACH TO SCOPE OF WORK

The responder should present their approach to accomplishing the strategies to be implemented in delivering the services outlined in the scope of work for the project.

Define what option and the services your company is proposing to the City that will best meet the criteria specified in the Scope of Work. State your project management plan, firm's interpretation of scope, and method of approach.

Define personnel, consultants, and resources, available to meet the City's requirements.

TAB E: ATTACHMENTS

The responder shall also attach the Minority Business Enterprise certification, if applicable.

Insurance - Provide information on the types and amounts of insurance carried by the firm, including General Liability, Auto Coverage, Worker's Compensation, and Professional Liability Coverage. A list of any insurance claims against the firm within the past 5 years.

Include any other attachments referenced in the solicitation.

FIRMS ARE NOT TO PROVIDE A FEE PROPOSAL WITH THIS SUBMITTAL: The fee will be negotiated in accordance with the Professional Services Procurement Act, TX. Govt. Code Ann. § 2254.001, et seq.

SECTION V – SELECTION PROCEDURES AND EVALUATION CRITERIA**UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS:**

Evaluations will be done in accordance with Procurement Standards set forth by 2 CFR 200.318, 200.319, and 200.320 for all federal funded expenditures.

SELECTION PROCEDURES AND EVALUATION CRITERIA:

All Qualifications submitted will be evaluated using the following ranking criteria. The evaluation system consists of a 100-point ranking system. The firms will be short-listed from this evaluation. The proposals received will be evaluated and ranked according to the following criteria:

Criteria	Maximum Points
Project Organizational Chart & Key Personnel experience	25
Firm's General Expertise and Capabilities	25
Firm's Comparable Project Experience	20
Firm's Project Approach	30
Total	100

RESPONSE RANKING:

A City of Harlingen Selection Committee may include but not be limited to the Assistant City Manager, Special Projects Director and the Planning and Development Director, or their designee will evaluate and score each of the RFQs in accordance with the evaluation criteria. The Selection Committee will present

a shortlist of the top three (3) providers based on the evaluation criteria along with their recommended ranking to the City Commission for approval and authorization to continue.

The selection committee may contact references provided in the response to this solicitation, contact respondent clients, or solicit information from any available source concerning any aspect of the solicitation deemed pertinent to the evaluation process.

REQUEST FOR PROPOSAL AND INTERVIEWS (NOT TO INCLUDE FEES):

The Mayor and City Commission reserve the right to request formal presentations and/or supplemental information from each provider on the shortlist. The Mayor and City Commission may: (1) approve the Selection Committee's ranking recommendation; or (2) rank the most highly qualified providers from the shortlist based on RFQ responses, formal presentations, and/or supplemental information. The City reserves the right to select multiple providers for multiple phases of the project.

NEGOTIATION PROCESS:

Negotiations will be initiated with the most highly qualified provider selected by the City Commission to design a detailed scope of work and services including a fee proposal along with a cost breakdown for further consideration. If a mutually satisfactory agreement cannot be reached with the selected provider, negotiations will be formally terminated along with a request to the City Commission requesting authorization to proceed with negotiations with the next most highly qualified provider. This process will be repeated as necessary until a mutually satisfactory agreement is reached. When such an agreement is reached, a recommendation will be made to the City Commission requesting authorization to execute a contract pursuant to the agreement and subject to the availability of funding. The City of Harlingen reserves the right to reject any and all proposals.

RESPONSE EVALUATION CRITERIA

RFQ NO. 2024-09 Professional Planning Services for a New Comprehensive Plan and Zoning Ordinance Update

In the following criteria for a minimum and preferred qualifications, one year, two years, etc. experience need not consist of continuous work but may be made up of discontinuous periods of full-time work adding up to the equivalent years of full-time experience. The Provider's response will be evaluated based on the criteria presented below. These criteria will be scored on the scales shown on the enclosed "Response Evaluation Form."

1. Project Organizational Chart & Key Personnel Experience (25 points)

This section must identify key individuals who will have direct involvement in the fulfillment of this project and their respective qualifications.

- Organizational chart that identifies key personnel for required disciplines/skills (planning, landscape architecture, engineering, economics, land use law, etc.)
- Provide a resume for each key personnel listed in organizational chart
- Affirmative Action, MBE/DBE/WBE
- Accessibility to city staff and project reporting
- Familiarity with applicable rules and regulations and overall grant administration

2. Firm General Expertise and Capabilities (25 points)

Describe the general history of the firm and provide a detailed description of areas of expertise. Emphasis should be made on relative expertise in Comprehensive Plans for governmental agencies.

- Firm history and background
- Skills particular to staff on the project
- Knowledge of geographic area
- Concrete examples of innovation incorporated into a governmental agency's comprehensive plan.
- Approach to public engagement.

3. Firm's Comparable Project Expertise (20 points)

Describe the firm's current and previous experience with comparable projects of this type. The City may consider the firm's history in complying with project programs, quality of work, control of costs, and ability to meet established schedules with previous city projects or other governmental agencies.

- Describe a minimum of three (3) comprehensive plan projects with similarly sized communities in which the firm served as lead firm
- Current workload
- Completion of other projects within time frame and budget
- References—list a minimum of three (3) references of similar studies for comparable communities which have been completed in the past five (5) years.

4. Firm's Project Approach (30 points)

Provide a well-defined project plan that describes the firm's approach to leading the project and their understanding of the project issues. Identify project leadership, reporting responsibilities, how prime firm will interface with the City's project manager and City staff, and how sub-consultants will be used. Describe any significant project issues and the team's approach in addressing those issues. The consultant is encouraged to provide an innovative approach and methodology to provide the requested services. This project must be completed within 12 months.

RESPONSE EVALUATION FORM
(Note: To be filled out by Evaluation Committee)

RFQ NO. 2024-09 Professional Planning Services for a New Comprehensive Plan and Zoning Ordinance Update

Selection Criteria	Point Range	Score
1. Project Organizational Chart & Key Personnel Experience	0 – 25	
2. Firm General Expertise and Capabilities	0 – 25	
3. Firm’s Comparable Project Experience	0 - 20	
4. Firm’s Project Approach	0 – 30	
Total Score	0 - 100	

Respondent Name: _____

Evaluator Name: _____ Date: _____

BUSINESS DATA CERTIFICATION

Name of Firm: _____

Address: _____

Number of Years in contracting business under presentname: _____

Type of work performed by your firm: _____

Have you ever failed to complete any work awarded to you? (Y/N) _____

Have you ever defaulted on a contract? (Y/N) _____

He/She certifies that:

(a) The legal name and the business address of the undersigned are:

(b) The undersigned is: **(Circle One)**

A Single Proprietorship A Corporation organized in the State of _____

A Partnership Other Organization _____

(c) The name, title and address of the owner, partners or officers of the undersigned are:

NAME	TITLE	ADDRESS

(d) The name and addresses of all other persons having a substantial interest in the undersigned, and the nature of the interest are:

NAME	ADDRESS	NATURE OF INTEREST

(e) The names, addresses and trade classifications of all other building construction contractors in which the undersigned has a substantial interest are:

NAME	ADDRESS	TRADE CLASSIFICATION

NAME OF AUTHORIZED REPRESENTATIVE (printed)

SIGNATURE OF AUTHORIZED REPRESENTATIVE

DATE



REFERENCE FORM

The following information shall be required to accompany all response submittals.

1. Local company's business name and business information.

Company name: _____
Address: _____
Contact Person: _____
Office Phone #: _____ Mobile #: _____
Email Address: _____

2. Your Corporate Company's name and business information.

Corporate name: _____
Address: _____
Office Phone #: _____ Mobile #: _____
Email Address: _____

3. Does your company participate in Cooperative Contract Pricing? YES / NO (select below)

___ BuyBoard (TASB) ___ H-GAC ___ Choice Partners ___ GSA ___ ASC
___ OMNIA Partners ___ TXMAS ___ Sourcewell ___ TIPS ___ TCI
___ TXSmartBuy ___ TXDIR ___ Other: _____

CO-OP Contract #: _____ Effective Dates: _____ to _____

4. A minimum of 3 references (local preferred).

	<u>Company Name</u>	<u>Contact Name</u>	<u>Phone</u>	<u>Email</u>
(c)	_____	_____	_____	_____
(d)	_____	_____	_____	_____
(e)	_____	_____	_____	_____

5. Municipal projects (local preferred):

	<u>Municipality Name</u>	<u>Project Name</u>	<u>Amount</u>	<u>Completion Date</u>
1.	_____	_____	_____	_____

Contact Name, Phone, Email: _____

2. _____

Contact Name, Phone, Email: _____

3. _____

Contact Name, Phone, Email: _____

4. _____

Contact Name, Phone, Email: _____

5. _____

Contact Name, Phone, Email: _____

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

FORM CIQ

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

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

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

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

OFFICE USE ONLY

Date Received

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

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

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

Name of Officer

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

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

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

7

Signature of vendor doing business with the governmental entity

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.

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 1491, 80th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176 Local Government Code by a person who has a business relationship as defined by section 176.001 (1-a) with a local governmental entity and the person 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 person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person knowingly violates Section 176.006, local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

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

NONE

2 ☐ Check this box if you are filling 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 the originally filed questionnaire becomes incomplete or inaccurate.)

3 Name of local government officer with whom filer has employment or business relationship.

NONE

Name of Officer

This section, (item 3 including subparts A, B, C & D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001 (1-a), Local Government Code. Attach additional pages to this form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?

☐ Yes ☐ NA ☐ No

B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ NA ☐ No

C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐ Yes ☐ NA ☐ No

D. Describe each employment or business relationship with the local government officer named in this section.

4 COMPANY NAME, BIDDER OR PROPOSER NAME

DATE

Signature of person doing business with the governmental entity

Date

*THIS SAMPLE FORM IS ONLY TO BE USED IF THERE IS NO BUSINESS RELATIONSHIP WITH A CITY OR WITH A CITY OFFICIAL.

CERTIFICATE OF INTERESTED PARTIES**FORM 1295**

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

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

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

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

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

5 Check only if there is NO interested Party. ☐

6 UNSWORN DECLARATION

My name is _____, and my date of birth is _____.

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

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

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

Signature of authorized agent of contracting business entity
(Declarant)

ADD ADDITIONAL PAGES AS NECESSARY

Certification Regarding Debarment and Suspension

U.S. Department of Housing
and Urban Development

Certification A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

1. The prospective primary participant certifies to the best of its knowledge and belief that its principals;

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;

b. Have not within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

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

Instructions for Certification (A)

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

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

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

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

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

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

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

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

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

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

Certification B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Certification (B)

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

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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

4. The terms **covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded**, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of these regulations.

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

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction." without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

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

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

9. Except for transactions authorized under paragraph (5) of these instructions, if a participant in a lower covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies including suspension and/or debarment.

Applicant

Date

Signature of Authorized Certifying Official

Title

Exhibit A
CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3
PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY

Name of Business: _____

Address of Business: _____

Type of Business/Trade/Profession:

☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Joint Venture

Please select the statement that best describes your business.

1. **51% (or more) of your business is owned by a Section 3 Resident(s).** A Section 3 Resident is a public housing resident or an individual who resides in the metropolitan area or nonmetropolitan county in which the Section 3 covered assistance is expended *and* who is considered to be a low- to very low-income person.

And provide:

- List if current ownership and percentage of ownership along with contact information
- Any of the following documents, if available:
 - Copy of Article of Incorporation
 - Assumed Business Name Certificate
 - List of Business Name Certificate % ownership of each
 - Organization chart with names and titles and brief function statement
 - Certified of Good Standing
 - Partnership Agreement
 - Corporation Annual Report
 - Latest Board minutes appointing officers
 - Additional Documentation

2. **At least 30% of your business workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of the date of first employment with your business.**

And provide the following regarding your employees:

- List of all current full-time employees
- List of employees claiming Section 3 Status with Exhibit J or K completed for each employee
- PHA/IHA Residential lease less than three (3) years from day of employment
- Other evidence of Section 3 status less than (3) years from date of employment

3. **At least 25% of your total dollar award will be contracted to qualified Section 3 businesses:**

Provide:

- A list of previously contracted Certified Section 3 business(es) and subcontracted amount **AND**
- Agree to provide a list of subcontracted Section 3 business(es) and subcontract and subcontract amount when submitting bids for any HUD funded projects to meet this requirement.

Authorizing Name and Signature: _____ Date: _____

Witnessed by: _____ Received by: _____ Date: _____

EXHIBIT B

ASSURANCE OF COMPLIANCE (Section 3, HUD ACT of 1968)

TRAINING, EMPLOYMENT, AND CONTRACTING OPPORTUNITIES FOR BUSINESS AND LOWER INCOME PERSONS

- A. The project assisted under this (contract) (agreement) is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of the project.
- B. Notwithstanding any other provision of this (contract) (agreement), the (applicant) (recipient) shall carry out the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary set forth in 24 CFR Part 135 (published in 38 Federal Register 29220, October 23, 1973), and all applicable rules and orders of the Secretary issued thereunder prior to the execution of this (contract) (agreement). The requirements of said regulations include but are not limited to development and implementation of an affirmative action plan for utilizing Section 3 business concerns located within or owned in substantial part by persons residing in the area of the project; the making of a good faith effort, as defined by the regulation, to provide training, employment and business opportunities required by Section 3; and incorporation of the "Section 3 Clause" specified by Section 135.38 of the regulation in all contracts for work in connection with the project. The (applicant) (recipient) certifies and agrees that it is under no contractual or other disability which would prevent it from complying with these requirements.
- C. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Secretary issued thereunder prior to approval by the Government of the application for this (contract) (agreement), shall be a condition of the Federal financial assistance provided to the project, binding upon the (applicant) (recipient), its successors and assigns. Failure to fulfill these requirements shall subject the (applicant) (recipient), its contractors and subcontractors, its successors, and assigns to the sanctions specified by the (contract) (agreement), and to such sanctions as are specified by 24 CFR 135.38 (f).

APPLICANT: _____

SIGNATURE: _____

ADDRESS: _____

DATE: _____

EXHIBIT C

**CONTRACTOR/SUBCONTRACTOR CERTIFICATION REGARDING
SECTION 3 AND SEGREGATED FACILITIES**

COMPANY'S NAME

PROJECT NAME

The undersigned hereby certifies that:

- (a) Section 3 provisions are included in the Contract.
- (b) The above stated company is a signatory to the developer's Section 3 Plan.
- (c) No segregated facilities will be maintained as required by Title VI of the Civil Rights Act of 1964.

NAME AND TITLE OF SIGNER (PRINT OR TYPE)

SIGNATURE

DATE

EXHIBIT D

CONTRACTOR'S SECTION 3 PLAN

_____ agrees to implement the specific following affirmative action steps directed at increasing the utilization of lower income residents and businesses within the City/County of _____.

- A. To ascertain from the locality's CDBG program official the exact boundaries of the Section 3 covered project area and where advantageous, seek the assistance of local officials in preparing and implementing the affirmative action plan.
- B. To attempt to recruit from within the city/county/MSA, the necessary number of lower income residents through: local advertising media, signs placed at the proposed site for the project, and community organizations and public or private institutions operating within and servicing the project area.
- C. To maintain a list of all lower income residents who have applied either on their own or on referral from any source, and to employ such persons, if otherwise eligible and if a vacancy exists.
- D. To insert this Section 3 plan in all bid documents and to require all bidders on subcontracts to submit a Section 3 affirmative action plan including utilization goals and the specific steps planned to accomplish these goals.
- E. To insure that subcontractors adhere to the Section 3 provisions that are applicable to the Contractor.
- F. To ensure that all appropriate project area business concerns are notified of pending sub-contractual opportunities.
- G. To maintain records, including copies of correspondence, memoranda, etc., which document that all of the above affirmative action steps have been taken.
- H. To appoint or recruit an executive official of the company or agency as Equal Opportunity Officer to coordinate the implementation of this Section 3 plan.
- I. To maintain records concerning the amount and number of contracts, subcontracts, and purchases which contribute to Section 3 objectives.
- J. To maintain records of all projected workforce needs for all phases of the project by occupation, trade, skill level, and number of positions and to update these projections based on the extent to which hiring meets Section 3 objectives.

As officers and representatives of _____ (Company), we the undersigned have read and fully agree to the Section 3 Affirmative Action Plan and become a party to the full implementation of the program and its provisions.

Signature: _____

Signature: _____

Title: _____ Date: _____

Title: _____ Date: _____

EXHIBIT E
Section 3 Clause

All Section 3 covered contracts shall include the following clause (referred to as the Section 3 Clause):

A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (Section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD- assisted projects covered by Section 3, shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly person who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR Part 135, which implement Section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative or workers with which the contractor has a collective bargaining agreement or other understanding, if any a notice advising the labor organization or workers' representative of the contractor's commitments under the Section 3 clause and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the Section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this Section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this Section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with Section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act. (25 U.S.C 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of Section 3 and section 7(b) agree to comply with Section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

CITY OF HARLINGEN – NON DISCRIMINATION PLAN

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Nondiscrimination in Federally-assisted programs of the U.S. Department of Transportation, the Federal Highway Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Nondiscrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Nondiscrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Highway Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the Federal Highway Administration, as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Nondiscrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Highway Administration may determine to be appropriate, including, but not limited to:
 - a. withholding payments to the contractor under the contract until the contractor complies; and/or
 - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the Federal Highway Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following nondiscrimination statutes and authorities; including but not limited to:

Pertinent Nondiscrimination Authorities;

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. §4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 610 I et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 4 71 , Section 4 7123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 1 00-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, sub recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Nondiscrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 741 00);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

CODE OF FEDERAL REGULATIONS
TITLE 2 – GRANTS AND AGREEMENTS
CFR 200.318 TO 200.327

Title 2	Grants and Agreements	Part / Section
Subtitle A	Office of Management and Budget Guidance for Grants and Agreements	1 – 299
Chapter II	Office of Management and Budget Guidance	200 – 299
Part 200	Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards	200.0 – 200.521
Subpart D	Post Federal Award Requirements	200.300 – 200.346
Procurement Standards		200.317 – 200.327
§ 200.317 Procurements by states.		
§ 200.318 General procurement standards.		
§ 200.319 Competition.		
§ 200.320 Methods of procurement to be followed.		
§ 200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.		
§ 200.322 Domestic preferences for procurements.		
§ 200.323 Procurement of recovered materials.		
§ 200.324 Contract cost and price.		
§ 200.325 Federal awarding agency or pass-through entity review.		
§ 200.326 Bonding requirements.		
§ 200.327 Contract provisions.		

TAB A

Cover letter

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May 23, 2024

City of Harlingen
Purchasing Office
404 S. 54th Street
Harlingen, Texas 78550
RE: RFQ No. 2024-09 Professional Planning Services
New Comprehensive Plan And Zoning Ordinance Update



956-937-3137 | freese.com
312 E. Harrison Ave,
Suite B
Harlingen, Texas 78550

Dear Selection Committee:

Freese and Nichols, Inc. (FNI) understands the City of Harlingen is looking for a qualified consultant to develop a Comprehensive Plan that incorporates a Zoning Ordinance Update. We are excited to submit this statement of qualifications as confirmation of our sincere interest in providing professional planning services to the City. Our team brings a combination of award-winning experience and a record of success. We are committed to helping the City develop a forward-thinking plan by providing:



Best-in-Class Planners: Our award-winning Urban Planning + Design (UP+D) Group is recognized as a leader in their fields at a national level, having received 35 awards for community innovation and transformation over the last few years. FNI planners are consistently recognized by our peers and the industry for their innovative planning services, particularly in plan implementation from policies and regulations to programs and capital projects. This is especially the case for our catalyst-driven corridor and area plans, comprehensive plans and resiliency work.



Tools to Implement the Plan: FNI not only has unparalleled experience in preparing award-winning comprehensive plans, we also implement them as one of the most experienced teams in operationalizing plans into development codes. Our depth of experience will enable identification of key policy and code needs to implement the plan. We have prepared more than 100 codes as a trusted advisor to communities coping with change.



Experts in Community Engagement: Our UP+D Group has the expertise to engage the community in a robust participatory process with more than 50 engagement tools at our disposal, with more being developed, to support creation of consensus around a vision. We understand Harlingen's high community expectations and past community conversations. We bring a proven record of strong engagement, emphasizing hybrid approaches of in-person and virtual engagement, critical to a busy community, such as Harlingen with countless priorities competing for each person's time.



Local Experience: FNI understands the importance of immersing our planning team and, as a result, the plan into Harlingen's unique culture. We adopted this same culture-focused approach in completing similar, award-winning plans for the Cities of Brownsville and McAllen. Harlingen-based Juan Bujanos is our Client Representative, and he will apply more than two decades of project management experience in South Texas to helping develop a culturally strong plan focused on Harlingen.

We are excited about the opportunity to work with the City of Harlingen on this Comprehensive Plan and Zoning Ordinance Update. We look forward to talking with you about the path forward on this project.

Sincerely,

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

Chance Sparks, FAICP, CNU-A
Vice President/Principal-in-Charge
1251 Sadler Drive
Building 1, Suite 1150
San Marcos, Texas 78666
830-221-6415
chance.sparks@freese.com



STATEMENT OF QUALIFICATIONS

City of Harlingen

Professional Planning Services New Comprehensive Plan
And Zoning Ordinance Update RFQ No. 2024-09

May 23, 2024

COPY



956-937-3137 | freese.com
312 E. Harrison Ave, Suite B | Harlingen, Texas 78550

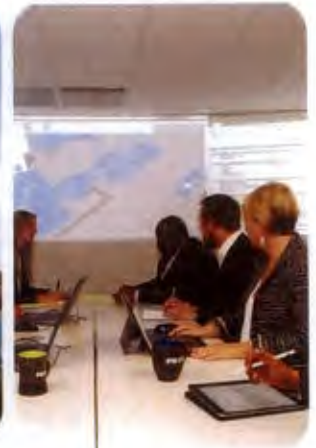


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TAB B

Experience and Qualifications of the Firm

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Experience and Qualifications of the Firm

FIRM OVERVIEW

Founded in 1894, FNI is a privately owned, multidiscipline professional consulting firm, offering municipal experience supported by engineers, urban planners, architects, landscape architects, environmental scientists and construction representatives. We have 34 established offices across the

Southeast and Southwest U.S. **Our accomplished 1,200+ member staff works seamlessly across all disciplines, giving you the benefit of multiservice integration with an approach that is as innovative as it is practical.**

FNI specializes in serving local governments with a range of expertise and innovative solutions that solve critical infrastructure issues. **FNI does not work for developers, and we regularly turn away work that will conflict with the long-standing and positive relationships with our local government clients.** Our focus on serving local governments is instilled in our firm's culture. We are dedicated to serving the City.

In addition to our expertise as planning and engineering consultants, several FNI project team members bring practical municipal experience, having previously worked in other City planning departments. **The City will benefit from our well-rounded team and each team member's expertise in their areas of specialization.**

FNI Urban Planning + Design Group

The FNI UP+D Group is one of the **largest consulting groups of urban planners in the Southern U.S.** and has provided services to more than 250 clients. We have seen some of our long-term clients grow from populations of less than 5,000 to more than 300,000 – **all strengthened by our sound planning guidance.**

Our team is committed to meeting your needs with responsive, innovative concepts that often exceed expectations. **Regionally, our group has developed not only comprehensive and downtown plans, but also plans for transportation, small areas, water supply and distribution, wastewater, parks and open space, stormwater, hazard mitigation and resiliency.** We have a history of carrying these plans through to implementation with zoning and subdivision regulation rewrites, impact fee feasibility studies and infrastructure/facilities projects.

FNI staff members are leaders in their fields, contributing personal experience and knowledge to the planning discipline at national levels. Because of this, **we have earned a reputation as one of the leading planning firms in the Southern U.S., offering visionary ideas with practical solutions.** We are skilled in conducting visioning exercises for communities to facilitate stakeholder and citizen participation. Our team has proven results in building consensus among stakeholders.



TYPES OF SERVICES OFFERED BY THE FIRM

	Comprehensive	Codes	Housing	Transportation	Water/Wastewater		
	Comprehensive, Downtown, Future Land Use, Small Area Plans	Zoning Ordinances & Subdivision Regulations	Housing and Affordability Strategies/Economic Development	Thoroughfare and Bike/Ped Plans; Various Roadway Projects	Hydraulic Modeling	Water Master Plans; Various Water Projects	Wastewater Master Plans; Various WW Projects
City of Harlingen, TX					◆	◆	◆
City of McAllen, TX	◆	◆					
City of Hutto, TX	◆	◆					
City of Lockhart, TX	◆			◆			
City of Lewisville, TX		◆					
City of Manor, TX	◆			◆			
Town of Little Elm, TX	◆			◆			
City of Oak Point	◆			◆			
City of Plano, TX	◆			◆		◆	
City of Seguin, TX	◆		◆		◆	◆	◆
City of Bee Cave, TX		◆			◆		
City of Corpus Christi, TX	◆			◆	◆	◆	◆
City of Eagle Pass, TX	◆		◆				
Portland, TX	◆	◆		◆	◆	◆	◆
City of Red Oak, TX	◆			◆			
City of Rockdale	◆		◆				
City of Arlington, TX		◆	◆	◆	◆	◆	
City of Austin, TX			◆	◆	◆		
City of Brownsville, TX		◆		◆	◆	◆	◆
City of Buda, TX		◆		◆	◆		
City of Burleson, TX	◆			◆	◆	◆	◆
City of Cedar Hill, TX	◆	◆	◆	◆	◆		
City of Cedar Park, TX	◆	◆			◆		
City of Cleburne, TX		◆	◆		◆	◆	◆
City of College Station, TX			◆		◆	◆	◆
City of Coppell, TX		◆		◆	◆		
City of Dallas, TX		◆	◆	◆	◆	◆	◆
City of Forney, TX	◆	◆		◆	◆		
City of Fort Worth, TX	◆	◆	◆	◆	◆	◆	◆
City of Fredericksburg, TX	◆	◆			◆		
City of Frisco, TX	◆	◆		◆	◆		
City of Garland, TX		◆	◆	◆	◆	◆	◆
City of Georgetown, TX	◆	◆	◆		◆	◆	◆
City of Grand Prairie, TX	◆	◆		◆	◆		
City of Greenville, TX	◆	◆			◆		
City of Houston, TX			◆		◆	◆	◆
City of Irving, TX	◆				◆		
City of Keller, TX	◆	◆		◆	◆		◆
City of Lancaster, TX	◆			◆	◆		
City of Lubbock, TX	◆				◆	◆	◆
City of Midland, TX	◆	◆	◆	◆	◆	◆	◆
City of Midlothian, TX	◆	◆		◆	◆		
City of Pearland, TX	◆	◆	◆	◆	◆	◆	◆
City of Pflugerville, TX	◆	◆	◆	◆	◆		
City of Port Aransas, TX	◆	◆			◆		
City of Portland, TX	◆	◆	◆		◆		
City of Schertz, TX	◆			◆	◆		
City of Sugar Land, TX		◆	◆		◆	◆	◆
City of Waco, TX		◆		◆	◆	◆	
City of Waxahachie, TX	◆	◆		◆	◆		



FNI Firm and assigned key professional staff are properly licensed and registered to professionally practice in the State of Texas.



Helping Our Communities Thrive for 130 Years

Since 1894, Freese and Nichols has shaped the communities where we live and work. In 2024, we are celebrating 130 years of innovative approaches, practical results and outstanding service.

- We have a 130-year track record of improving our communities and innovating along the way
- Our commitment to quality and client service stems from our long-term relationships
- We are part of and invested in your community
- We are resilient, adaptable and consistent
- We continue to innovate, collaborating with you

LOCATION OF THE OFFICE

312 E. Harrison Ave, Suite B, Harlingen, Texas 78550

Our Local Client Representative, Juan Bujanos, who is based in Harlingen, has more than two decades of experience leading major projects across South Texas. Juan, along with the FNI team, knows the importance of the local culture, and we will strive to immerse ourselves and this Plan in the culture throughout the duration of the project. In addition, FNI has planning experience with neighboring communities, such as our award winning work for the City of McAllen Comprehensive Plan and Unified Development Code project.



PROJECT MANAGER

The FNI Project Manager for your project, Caitlin Admire, is a seasoned project manager and AICP-certified planner, with 14 years of experience in the public and private sectors. Her background in landscape architecture and planning gives her a uniquely holistic view of the industry, and her past role within the City of Austin's Office of Sustainability allows her to apply her passion for sustainability and resilience to her projects across the nation. Client service is a priority at FNI, and Caitlin is dedicated to the company's specialized approach to project management, quality assurance, and quality control.

Project Manager

Caitlin Admire, AICP,
LEED AP®, ENV SP

1251 Sadler Drive,
Building 1, Suite 1150
San Marcos, TX 78666

P: 512-213-3200

Email: caitlin.admire@freese.com



SUSTAINABILITY

FOCUS ON SUSTAINABILITY

FNI demonstrates a comprehensive approach to sustainability in all of our work. Through our focus on sustainable initiatives, we strive to satisfy present needs, while preserving the ability of future generations to meet their own needs. It encompasses everything we do from technical projects to corporate processes, so we can be responsible stewards of our community, environment and finances. We do this by:

- » Integrating comprehensive building, site, and construction concepts into total sustainable solutions for our clients
- » Specifying the use of renewable and locally sourced resources
- » Designing buildings with efficient materials and systems to reduce maintenance costs and extend the facility's useful life
- » Controlling heat gain using building orientation, low-emissivity window shading and particular roof systems
- » Meeting water conservation initiatives through use of low-flow fixtures, rainwater harvesting, gray water systems, etc.
- » Reducing our carbon footprint
- » Incorporating native, non-invasive and/or drought tolerant species
- » Planning for the creation of wetlands and parks

SIGNIFICANT OR UNIQUE AWARDS RECEIVED

2023



COMPREHENSIVE PLANNING AWARD
Envision McAllen, City of McAllen



GOLD ACHIEVEMENT AWARD FOR BEST PRACTICE
Unified Development Code, City of Bee Cave



GOLD ACHIEVEMENT AWARD FOR IMPLEMENTATION
Downtown Master Plan, City of Midlothian



2022



COMPREHENSIVE PLANNING AWARD
2040 Comprehensive Plan, City of Siloam Springs



PUBLIC OUTREACH AWARD, GOLD
Zoning Ordinance, City of Cleburne



COMPREHENSIVE PLAN AWARD
Comprehensive Plan, City of Pflugerville



PLANNING ACHIEVEMENT AWARD – URBAN DESIGN, GOLD
Seabrook Livable Center Study, City of Seabrook



2021



PLANNING ACHIEVEMENT AWARD – BEST PRACTICE, GOLD
Unified Development Code, City of Brownsville



PLANNING ACHIEVEMENT AWARD – PUBLIC OUTREACH, GOLD
Corpus Christi Area Development Plans, City of Corpus Christi



PLANNING ACHIEVEMENT AWARD – TRANSPORTATION PLANNING, SILVER
Bergstrom Spur Corridor Study, Capital Area Metropolitan Planning Organization



2020



COMPREHENSIVE PLAN AWARD
Lubbock Comprehensive Plan, City of Lubbock



PLANNING ACHIEVEMENT AWARD – BEST PRACTICE, SILVER
Bois d'Arc Lake Plan and Zoning, Fannin County



PLANNING ACHIEVEMENT AWARD – TRANSPORTATION PLANNING, GOLD
Transportation Master Plan, City of North Richland Hills



NATIONAL PLANNING ACHIEVEMENT AWARD, GOLD
Implementation of Lewisville 2025 Plan, City of Lewisville



PLANNING ACHIEVEMENT AWARD – URBAN DESIGN, SILVER
Colleyville Plaza Design, City of Colleyville



PREVIOUS EXPERIENCE WORKING ON PLANNING PROJECTS



Comprehensive Plan and Unified Development Code

City of McAllen

FNI was engaged to prepare a progressive, innovative comprehensive plan and reform McAllen's development regulations into a unified development code (UDC) concurrently to the plan effort. Core to this effort was an equity-centered, highly-transparent approach to accessing the planning process, using a combination of in-person and virtual engagement tools that function well in a multilingual environment. Stakeholders were engaged, particularly from underrepresented and historically-excluded groups alongside the development community, leading to major reform efforts centered on a redevelopment focus within the core of the City. Vision and guiding principles were developed that dually-informed the plan and code processes, featuring the complex cosmopolitan culture and international economy.

The land use element deployed a scenario-based approach, emphasizing outcome metrics, consequences of different approaches and tradeoffs, and fiscal impact of different development patterns. This resulted in a "complete communities" approach emphasizing activity centers and active corridors, comprehensive housing reform to support redevelopment through incremental and "Missing Middle" approaches, and policy guidance framed around strategies to bridge gaps between resident vision and market/development interest.

Transportation and mobility, while addressing common transportation issues, placed emphasis on the role such facilities play in public health outcomes and accessing opportunity. Seeking to balance what has been an auto-centric approach to right-of-way management, the plan and code implement "safe and balanced streets" through policy and regulation and supporting both greenfield and infill scenarios. Housing and neighborhoods were analyzed for their vitality, and completeness in meeting the needs and quality-of-life desires of residents, directly informing an updated zoning map to support redevelopment in a way that allowed existing residents to participate in redevelopment opportunities themselves rather than being displaced. The elements are distilled into an implementation plan, focused on outcome metrics, specific actions and other measurable efforts to chart an effective course for McAllen's future.

Key to this was an innovative "rolling diagnostic" of codes conducted in parallel to the plan elements, informing the concurrent code process so that new regulations could be adopted within six months of plan adoption, fast-tracking the most critical element of implementation. The resulting code features some of the most progressive changes in Texas, ranging from major housing reform to parking reform to streamlined redevelopment. Given the multilingual location, the code is drafted to ease translation and features a variety of graphics to help reduce language barriers.



Unified Development Code

City of Brownsville

FNI prepared a UDC for the City of Brownsville. The code combined zoning regulations, subdivision regulations and a variety of supplemental regulations into a coordinated, modern, progressive set of standards. The goal was to streamline processes and clarify standards for increased understanding, with a strong emphasis on using graphics to convey regulations due to the cross-border, bilingual nature of the local development industry and local community.

The City Commission had established a strong desire to improve the long-term fiscal health of the City through advocacy of infill development and removal of regulatory barriers to redevelopment. This involved a unique audit and diagnostic review of existing regulations by FNI serving as Interim Director of Planning for the City of Brownsville for more than two months, allowing the unique perspective of having applied existing ordinances in a practical manner.

The resulting innovative hybrid development code includes a form-based code for the downtown, with provisions to support mixed use and housing diversity throughout the City, as well as Complete Streets principles. The code also took into account recent significant changes resulting from the State Legislature through a unique system of streamlined processes and regulatory incentives.

The code was unanimously adopted in December of 2020, with an effective date in March. Developers embraced the code early, with more than 75% of projects choosing to opt-in and a sharp increase in small-scale/missing middle infill development in the core of the city. Throughout the project we shifted from in-person to virtual as COVID impacted the community, but still delivered the code in the rapid 12-month schedule. The team also worked through the international character of the development industry.

Comprehensive and Downtown Plan, Unified Development Code and Engineering Manual Update

City of Hutto

FNI prepared a comprehensive plan and downtown master plan for this fast-growing suburb of Austin. A community engagement approach was developed, including an interactive project website with seamless integration of virtual engagement tools, such as virtual town halls, online interactive surveys and interactive maps using virtual pins. Transportation and mobility were updated, and a neighborhood and housing assessment was performed to evaluate neighborhood completeness and identify appropriate programs to encourage stability and explore housing typologies.

The land use component featured a scenario-based approach to expose metrics, consequences and trade-offs based on differing approaches to the City's future. Land use also connects with economic understanding to bridge gaps between the vision and market. Transportation and mobility were updated to achieve greater balance and complete streets approaches, including the development of new roadway sections. Utility systems, stormwater management, facilities and parks focused on the relationship between quality of life and best practices for fiscal performance. Economic resilience emphasized not just economic development, but how to position Hutto sustainably within local, regional and state markets. A neighborhood and housing assessment was performed to evaluate neighborhood completeness, identify appropriate programs to encourage stability and explore housing typologies to address compatibility with character while allowing for incremental change. Urban design and historic preservation were discussed in light of growth pressures.

Implementation featured a metrics-driven approach to assessing the plans' successes, including a diagnostic report of code changes needed to best align with plan outcomes.

A robust community engagement approach was developed, including an interactive project website with seamless integration of virtual engagement tools, such as virtual town halls, online interactive surveys and interactive maps using virtual pins. This was supplemented with an advisory committee, stakeholder meetings, multiday design workshops and community events designed to reach every corner of the community. Post-pandemic understanding, combined with equity, pervaded the entire planning effort.

FNI is updating the City's UDC and design criteria manual. The engineering criteria includes drainage, utility, transportation and green infrastructure elements. The UDC includes residential districts and zoning practice issues, parking reform and regulatory incentives to support plan-preferred outcomes.





Comprehensive and Downtown Plan

City of Seguin

FNI prepared a comprehensive plan and downtown plan as concurrent, coordinated efforts. In recent years, the City has expanded beyond the previously defined boundaries of its existing comprehensive plan, adopted in 2010. The City also has experienced explosive growth in residential development, especially in the last three years. To account for this growth and direct future growth to meet the City's vision, an update was needed to identify community goals and provide guidance on planning-related decisions to help shape the City's future. Key features of the comprehensive plan include a context-based approach to future land use, consideration of environmental justice issues, a framework for area planning based on equity, housing and economic resiliency, and implementation coupled with outcome metrics for effectiveness and reporting back to the public. The downtown plan features a catalyst-based approach focused on placemaking, incremental development approaches, pedestrian environment and programming, with a detailed implementation structured like a strategic plan.

Both the comprehensive master plan and downtown plan featured a combination of virtual and in-person engagement, including a combination of advisory committee meetings, stakeholder meetings, community events, open houses, virtual open houses, online surveys and interactive map feedback systems. The project included an interactive project website seamlessly integrating all virtual tools that provided enhanced transparency.



DESCRIPTION OF THE FIRM'S CAPABILITY TO UNDERTAKE THE PROJECT

FNI'S BENEFIT TO HARLINGEN

Code and Planning Experts – FNI has extensive experience seeing comprehensive plans through to implementation. FNI has been producing 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 codes.

Regional, Award-Winning Team – We bring national-level planning and development code experience through our 38-member UP+D team together with our subconsultant Quantum, we have four members of the AICP College of Fellows. Our award-winning team of nationally acknowledged professionals has been consistently recognized with more than 35 awards for urban innovation and transformation, and are sought after expert witnesses for legislative and judicial issues. We are renowned for our creativity, coupled with pragmatism, legal understanding and calibration to local cultures.

National Expertise – FNI has completed more than 29 county and municipal code updates in the last three years. Our wide range of resources and understanding of best practices confirms our deliverables are of the highest quality. This award-winning experience, coupled with local and regional expertise, enables our team to most effectively lead the update to the City's development standards.

We have put forth the effort to verify we have the right team members, in the right place, with the right availability to meet the City's goals. FNI is passionate about helping communities create vibrant places that reflect and celebrate their local culture and heritage while also creating economic development opportunities for the City and residents. ***Our project team collectively brings more than 300 years of experience in a wide range of discipline backgrounds, such as: land use planners, meeting facilitators, designers, civil engineers and code specialists. This blend of team member expertise in their various areas of specialization results in a solid, well-rounded team, which ultimately benefits the City.***

We are intentional in how we curate our client teams, and built this project team specifically to align with Harlingen's needs.



TAB C

Experience and Qualifications of Assigned Staff

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Experience and Qualifications of Assigned Staff

FREESE AND NICHOLS PROJECT TEAM AND SUB CONSULTANTS

CITY OF HARLINGEN IMPLEMENTATION AND COMMUNITY ENGAGEMENT TEAM



Fred Lopez Travis James Kevin Enoch Alexis Garcia Ryan Slattery Chance Sparks **Caitlin Admire** Juan Bujanos Shubhangi Rathor Caroline Stewart Christopher Wesseln

Implementation and Community Engagement is a team effort which will be led by Project Manager Caitlin Admire with support from the entire FNI team. This team includes three members of the prestigious American Institute of Certified Planners College of Fellows, and four additional members of the American Institute of Certified Planners.

Subconsultants



Economic Development

Travis James (TXP)



Travis James brings more than 26 years of experience in economic analysis, strategic planning, tax increment financing and public policy development. He leads TXP's efforts in land use planning, economic impact analysis, and tax revenue forecasting. He specializes in sub-regional analysis that requires blending economic analysis, land planning, GIS tools, and long-term forecasting. Travis serves as the economist on retainer for several Texas cities. Travis also spent five years as a project manager at a national economic development consulting firm, where he worked on numerous studies throughout the U.S.



Thoroughfare and Mobility Planning

Fred Lopez, FAICP, CTP, CNU-A



Fred has over 23 years of urban and regional planning experience, including transportation planning, comprehensive planning, land use, and zoning and subdivision code updates. Fred is Vice President of Quantum Consultants and previously served as Zoning Administrator, Comprehensive Plan Manager, Transportation Planning Administrator, and Deputy Director for Capital Improvement Department Planning at the City of El Paso. In 2012, he developed and managed the City of El Paso's first Transportation Planning Division, which led to new street design policies and procedures focused on improving public health by promoting walking, bicycling, and mass transit.

BRIEF RESUME OF KEY PERSONS



Chance Sparks **FAICP, CNU-A**

Principal-in-Charge



Availability

EXPERIENCE

21 years total
5 years with FNI

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

Congress For The New
Urbanism - Accreditation

PROFESSIONAL AFFILIATIONS

American Planning
Association, Member

American Planning
Association, Texas
Chapter, Member

American Planning
Association, Central
Section, Member, Past
President

Congress for the New
Urbanism, Member

Chance Sparks is 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.

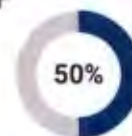
RELEVANT PROJECT EXPERIENCE

- Comprehensive Plan | City of Georgetown | Senior Advisor
- Comprehensive Plan | City of Rockdale | Senior Advisor
- Unified Development Code | City of Las Cruces, NM | Senior Advisor
- Unified Development Code | City of Brownsville | Project Manager
- Comprehensive and Downtown Plan | City of Hutto | Project Manager
- Comprehensive and Downtown Plan | City of Seguin | Project Manager
- Downtown Master Plan | City of Eagle Pass | Project Manager
- Comprehensive Plan | City of Pflugerville | Project Manager
- Comprehensive Plan | City of Live Oak | Project Manager
- Comprehensive Plan with Parks | City of Manor | Project Manager
- Comprehensive Plan | City of Gun Barrel City | Economic Analyst
- Downtown Master Plan | City of Canyon | Project Manager
- Comprehensive Plan and Unified Development Code | City of McAllen | Project Manager
- Downtown Master Plan | City of Midlothian | Project Manager
- Downtown Master Plan | City of Victoria | Project Manager
- Unified Development Code | City of Georgetown | Project Manager
- Unified Development Code | City of Bee Cave | Project Manager
- Unified Development Ordinance | City of Victoria | Project Manager
- On-Call Planning Services | City of Brownsville | Project Manager
- On-Call Planning Services | City of Garden Ridge | Project Manager
- On-Call Planning Services | City of Buda | Project Manager



Caitlin Admire AICP, LEED AP, ENV SP

Project Manager; Hazard Mitigation and Resiliency



Availability

EXPERIENCE

14 years total
2 years with FNI

EDUCATION

Master of Landscape
Architecture, Kansas State
University

REGISTRATIONS

American Institute
of Certified Planners,
American Planning
Association, #34995

LEED AP Neighborhood
Development, U.S.
Green Building Council,
#0011279717

Envision Sustainability
Professional, #42883

PROFESSIONAL AFFILIATIONS

American Planning
Association

Urban Land Institute,
Austin District Council

Caitlin Admire sees urban design as an important piece of the city fabric that, when done right, creates a complex public realm providing opportunities for people, culture, ideas, commerce and nature to thrive.

She has both public- and private-sector experience in landscape architecture, urban design, strategic land planning, zoning and entitlements, higher education campus planning, sustainable design, community resilience and municipal policy. As both a Designer and Project Manager, her projects span North America and vary in scale. Caitlin holds multiple certifications related to sustainable design and infrastructure. Her commitment to sustainability was ingrained during her time working for the City of Austin's Office of Sustainability, where she crafted policies and programs related to carbon neutrality, natural systems, green infrastructure, sustainable buildings and landscapes and community resilience.

RELEVANT PROJECT EXPERIENCE

- Comprehensive Plan and Unified Development Code | City of McAllen | Assistant Project Manager
- Comprehensive and Downtown Plan | City of Hutto | Assistant Project Manager
- Unified Development Code and Design Criteria Manual Update | City of Hutto | Project Manager
- Downtown Master Plan | City of Eagle Pass | Assistant Project Manager
- Downtown Plan | City of Brownwood | Project Manager
- Comprehensive Plan and Parks Plan | City of Rockdale | Project Manager
- Comprehensive Plan | City of Lockhart | Project Manager
- Comprehensive Plan and Development Regulations Diagnostic | City of Bulverde | Project Manager
- Comprehensive Plan and Parks Plan Update | City of Schertz | Assistant Project Manager
- Comprehensive Plan with Parks | City of Manor | Assistant Project Manager
- Development Code | City of Las Cruces, NM | Technical Advisor
- Design and Construction Standards Transportation Criteria Manual Update | City of Round Rock | Project Manager
- Future Land Use Plan | City of Mansfield | Small Area Plans Task Leader
- Hazard Mitigation Plan Update | City of Tulsa | Technical Advisor
- Austin Climate Equity Plan* | City of Austin | Environmental Program Coordinator

*Experience prior to joining FNI



Ryan Slattery AICP, ENV SP

Assistant Project Manager; Hazard Mitigation and Resiliency

Ryan is an experienced project manager and urban planner with a focus on building equitable resilience for diverse communities.

EXPERIENCE

12 years total
0.50 years with FNI

EDUCATION

MArch, Urban and
Suburban Design, The
University of Houston

BA, Government and
History, The University of
Texas at Austin

REGISTRATIONS

American Institute
of Certified Planners,
American Planning
Association, #34501

Envision Sustainability
Professional, #52836

In addition to comprehensive plans, his experience includes code modernization (construction and infrastructure design), sustainable design, affordable housing, redevelopment, public engagement and strategic planning. Ryan brings experience as community organizer, policy advisor and project manager with positions in both the private and public sectors. Prior to joining FNI, Ryan worked as a resilience planner where he leveraged the disaster recovery process to advance comprehensive resilience strategies. Ryan has worked with federal, state, and local agencies with a focus on building future resilience.

RELEVANT PROJECT EXPERIENCE

- Standardized Infrastructure Resilience Assessments* | Harris County | Program Manager | While leading the Infrastructure Resilience Team at Harris County Flood Control, Ryan managed the process for evaluating the County's current resilience activities through measurable indicators that helped key staff identify vulnerabilities related to the shocks and stresses associated with significant flooding. The Infrastructure Resilience Team focused on redundancies and gaps in services between departments to encourage inter-agency cooperation and efficiency.
- Project Prioritization Framework* | Harris County | Program Manager | As the Resilience Division Manager, Ryan managed the prioritization scoring process that helped key decision makers better understand the equitable benefits of complex flood risk reduction projects across Harris County.
- Neighborhood Resilience Plans* | City of Houston | Project Manager | Houston's Neighborhood Resilience Planning (NRP) creates communities that can adapt and thrive when facing challenges, including natural disasters, economic challenges, or to improve other social services or initiatives.
- Comprehensive Construction Code Modernization* | City of Houston | Project Manager | Construction Codes—and their consistent and timely updating and enforcement—verify the health and safety of buildings, their functions and the communities they serve. By staying current in our building codes, we can help our citizens protect their homes and businesses providing safety and greater economic security.
- LEED for Cities and Communities Certification (Gold)* | City of Houston | Project Manager | LEED for Cities helps City departments mine the data needed to benchmark current efforts, as well as the data needed to accurately quantify progress against specific goals and objectives. All of the combined information helps to prioritize and adjust comprehensive plans and strategic initiatives—across a broad range of categories.

**Experience prior to joining FNI*



Wendy Bonneau FAICP

Senior Advisor



Availability

EXPERIENCE

31 years total
20 years with FNI

EDUCATION

Bachelor of Environmental
Design, Texas A&M
University

REGISTRATION

Fellow, American Institute
of Certified Planners
#018886

PROFESSIONAL AFFILIATIONS

American Institute of
Certified Planners

American Planning
Association, National
Board Director, Region III

American Institute of
Architects

Texas Society of
Architects

Southeast Fort Worth Inc.,
Board Member

Downtown Fort Worth, Inc.,
Urban Design Committee
Member

Northeast Leadership
Forum, Member

Wendy Bonneau is an award-winning urban planner, offering extensive experience in the fields of planning, architecture and urban design, as well as experience in municipal and higher education master planning, downtown planning, transit-oriented developments, public participation, conceptual/schematic design, project management, funding and implementation.

Wendy's 30+ years of experience in leading charrettes give her an exceptional ability to work with community groups in building consensus. Wendy is an active American Planning Association (APA) member and serves on the APA National Board as Director of Region III. She has held numerous leadership positions at the state and local level of APA and is the past Chairwoman of the Northeast Leadership Forum and founder of the Emerging Young Leaders Group.

RELEVANT PROJECT EXPERIENCE

- Comprehensive Plan | City of Rowlett | Principal-in-Charge
- Comprehensive Plan Update | City of Grand Prairie | Principal-in-Charge
- Comprehensive Plan | City of Watauga | Principal-in-Charge
- Comprehensive Plan | City of Duncanville | Principal-in-Charge
- Comprehensive Plan | City of Balch Springs | Principal-in-Charge
- Comprehensive Plan | City of Canyon | Principal-in-Charge
- Small Area Plan | City of Wichita Falls | Principal-in-Charge
- Comprehensive Plan | City of Georgetown | Principal-in-Charge
- Comprehensive Plan | City of Lubbock | Principal-in-Charge
- Comprehensive Plan Amendment | City of Missouri City | Principal-in-Charge
- Comprehensive Plan | City of Bryan | Principal-in-Charge
- Comprehensive Plan | City of Mesquite | Senior Advisor
- Comprehensive Plan | City of Plano | Senior Advisor
- Comprehensive Plan | City of Burleson | Project Manager
- Comprehensive Plan | City of Big Spring | Project Manager
- Comprehensive Plan | City of Longview | Project Manager
- Comprehensive Plan for Central Area | City of Farmers Branch | Project Manager
- Comprehensive Plan | City of Wichita Falls | Project Manager
- Comprehensive Plan | City of Granbury | Urban Planner
- Comprehensive Plan | City of Stafford | Urban Planner
- Comprehensive Plan | City of Seabrook | Urban Planner



Juan Bujanos PE, CFM

Quality Management and Local Support; Infrastructure



EXPERIENCE

29 years total
4 years with FNI

EDUCATION

BS, Electrical Engineering,
Texas A&M University

REGISTRATION

Professional Engineer,
Texas #97472

Certified Floodplain
Manager #2446-13N

Juan Bujanos is an FNI Account Director based in Harlingen. He has more than two decades of experience managing multimillion-dollar projects, overseeing all aspects from planning, strategy and design to inspection and post-construction work across South Texas.

His experience includes project management, construction management and client/owner representation. His experience in municipal, state and private sectors gives him a unique understanding of local governments' challenges and needs.

RELEVANT PROJECT EXPERIENCE

- Comprehensive Plan and Unified Development Code | City of McAllen | Project Engineer
- Unified Development Code | City of Brownsville | Project Engineer
- Water/Wastewater Master Plan Update | McAllen Public Utility | Project Engineer
- Southwest Water Treatment Plant Filter Improvements | McAllen Public Utility | Project Engineer
- South Wastewater Treatment Plant Improvements | Brownsville Public Utilities Board | Project Engineer
- 2.0 MG Elevated Storage Tank | Brownsville Public Utilities Board | Client Representative
- Sludge Management Study | Harlingen WaterWorks System | Project Engineer
- Bureau of Reclamation Water Reuse Feasibility Study | City of Pharr | Project Engineer
- Lift Station Rehabilitation and Wastewater Modeling | Laguna Madre Water District | Client Representative
- Water Treatment Plant 1 Expansion | Laguna Madre Water District | Senior Advisor
- Water/Wastewater Master Plan Update | Harlingen WaterWorks System | Project Engineer
- Water/Wastewater Master Plan Update | City of Mercedes | Client Representative
- Water/Wastewater Master Plan Update | Brownsville Public Utilities Board | Project Engineer
- Water/Wastewater Master Plan Update | Military Highway WSC | Project Engineer
- Waterline Extension & Hydraulic Modeling | SpaceX | Staff Team/Client Representative
- Bureau of Reclamation Brackish Groundwater Desal Feasibility Study | City of Pharr | Project Engineer



Alexis Garcia AICP

Planning and Implementation, Zoning Ordinance



Availability

EXPERIENCE

11 years total
8 years with FNI

EDUCATION

BS, Urban and Regional
Science, Texas A&M
University

REGISTRATIONS

American Institute of
Certified Planners, #31244

PROFESSIONAL AFFILIATIONS

American Planning
Association

Alexis Garcia is experienced in urban planning specializing in the identification of current and long-range planning solutions for public sector clients. Alexis has led various planning projects, including comprehensive plans, small-area plans, campus plans, zoning codes and other ordinances.

Her experience gives her insight into creating implementable strategies, often leading to capital improvement projects. She is also experienced in providing data collection and analysis, development review services, corridor studies, visioning and community engagement. By utilizing various engagement techniques, including surveys, stakeholder interviews and public meetings, Alexis can identify the community's actual needs, reach consensus among citizens and gain community support for plan initiatives. Before joining FNI, Alexis worked as a municipal planner managing project development, zoning changes and long-range planning initiatives. Her public sector experience gives her insight into the need for usable codes and plans beneficial to her clients.

RELEVANT PROJECT EXPERIENCE

- Comprehensive Plan and Unified Development Code Update | City of Tomball | Assistant Project Manager | FNI is developing a comprehensive plan amendment and updated development regulations. Concurrent with this process, the City is conducting water and wastewater master plans, drainage master plans, impact fee updates and a parks, recreation and open space master plan.
- Comprehensive and Downtown Plan | City of Seguin | Urban Planner | FNI prepared a comprehensive plan and downtown plan as concurrent, coordinated efforts. Both plans featured a combination of virtual and in-person engagement, supporting a target to make both plans highly actionable and directly responsive to the community in order to build momentum towards implementation. Alexis implemented virtual and in-person engagement methods that included facilitating advisory committee meetings and City Council workshops, hosting stakeholder interviews, setting up booths at local events, facilitating community meetings, coordinating with local news outlets, and launching an online survey.
- Comprehensive Plan Update | City of La Porte | Project Manager | FNI prepared a comprehensive plan to assess the City's current condition, future growth and developmental issues, as well as proposed policies, initiatives and implementation goals.
- Comprehensive Plan Update | City of Seabrook | Project Manager | FNI provided a Comprehensive Plan update that identified concerns of the community based on an assessment of the City's current condition, future growth and developmental issues, proposed policies, initiatives and implementation goals to accomplish the overall vision and direction of the City.



Shubhangi Rathor AICP

Planning and Implementation, Zoning Ordinance



Availability

EXPERIENCE

3 years total
1 year with FNI

EDUCATION

Master of Urban Planning,
University of Illinois at
Urbana-Champaign

BA, Planning, Maulana
Azad National Institute of
Technology

REGISTRATION

Certified Planner,
American Institute of
Certified Planners #35798

PROFESSIONAL AFFILIATIONS

American Planning
Association

Shubhangi Rathor is an FNI urban planner in the firm's Urban Planning+Design Group. She has experience with community engagement, land use and transportation planning, and housing analysis.

She has been responsible for the development of maps, graphics, layouts and research for reports and public involvement materials. Shubhangi is well-versed in ArcGIS and uses interactive mapping tools for spatial analysis.

RELEVANT PROJECT EXPERIENCE

- Comprehensive Plan and Unified Development Code | City of McAllen | Staff Team FNI is preparing a comprehensive plan and UDC update based on best practices in Texas, encompassing the city limits and ETJ.
- Comprehensive and Downtown Plan | City of Seguin | Staff Team FNI prepared a comprehensive plan and downtown plan as concurrent, coordinated efforts. Both plans featured a combination of virtual and in-person engagement, supporting a target to make both plans highly actionable and directly responsive to the community in order to build momentum towards implementation.
- Comprehensive Plan Update | City of La Porte | Staff Team | FNI prepared a comprehensive plan to assess the City's current condition, future growth and developmental issues, as well as proposed policies, initiatives and implementation goals.
- Comprehensive Plan and Unified Development Code Update | City of Tomball | Project Staff Team | FNI is developing a comprehensive plan amendment and updated development regulations. Concurrent with this process, the City is conducting water and wastewater master plans, drainage master plans, impact fee updates and a parks, recreation and open space master plan.
- Comprehensive Plan and Parks Plan Update | City of Schertz | Staff Team | FNI is providing a Comprehensive Plan Update that will identify concerns based on an assessment of identified focus areas' current conditions, future growth and developmental issues, proposed policies, initiatives and implementation goals to accomplish the overall vision and direction of the City.
- Unified Development Code | City of Georgetown | Staff Team | Tasks include providing guidance and recommendations on the most appropriate approach for code improvements, addressing identified code deficiencies and challenges, and leading outreach and public engagement efforts. This analysis and feedback will inform the development of a modern and updated UDC.



Caroline Stewart

Planning and Implementation, Zoning Ordinance



EXPERIENCE

6 years total
1 year with FNI

EDUCATION

BS, Bioenvironmental
Sciences, Texas A&M
University

Caroline Stewart is an FNI Urban Planner in the firm's UP+D Group. Her experience includes comprehensive planning, zoning and subdivision ordinances, permit review, staff and stakeholder coordination and public engagement.

Caroline previously served as an Assistant City Planner for the City of Benbrook and interned for the Texas Commission on Environmental Quality in the Air Permits Division.

RELEVANT PROJECT EXPERIENCE

- Comprehensive Plan and Parks Plan Update | City of Schertz | Staff Team | FNI is providing a Comprehensive Plan Update that will identify concerns based on an assessment of identified focus areas' current conditions, future growth and developmental issues, proposed policies, initiatives and implementation goals to accomplish the overall vision and direction of the City.
- Comprehensive Plan and Unified Development Code | City of McAllen | Staff Team | FNI is preparing a comprehensive plan and UDC update based on best practices in Texas, encompassing the city limits and Extra-Territorial Jurisdiction.
- Comprehensive Plan | City of Lockhart | Staff Team | FNI is preparing a Comprehensive Plan consistent with state and national best practices. This includes facilitation of stakeholder engagement and community input in support of the creation of a community vision and a Comprehensive Plan that focuses on land use, housing and community health, downtown, transportation, infrastructure, public services, and arts and culture.
- Unified Development Ordinance | City of Victoria | Staff Team | FNI is preparing a UDC consistent with standards, procedures and best management practices in Texas. FNI is also providing project management and quality control services, managing community engagement meetings and providing the Code Diagnostic and Analysis Report.
- Unified Development Code and Design Criteria Manual Update | City of Hutto | Staff Team | FNI is updating the City's UDC and a unified Engineering Criteria Manual. The updated UDC includes consolidating residential districts, recalibration and reformatting a code aligned with other UDC regulations, parking reform and regulatory incentives to support plan-preferred outcomes.



Christopher Wesseln

Planning and Implementation, Zoning Ordinance



EXPERIENCE

3 years total
1 year with FNI

EDUCATION

BA, Political Science, Iowa
State University

Christopher Wesseln is an FNI Urban Planner in FNI's Urban Planning + Design Group. Christopher's background spans various areas including land use, hazard mitigation, brownfield remediation, and transportation planning.

His particular strength lies in utilizing geographic information analysis to enhance his work in these domains. Notably, Christopher is skilled in environmental planning and design, having successfully developed Brownfield Revitalization Plans, County-Level Hazard Mitigation Plans and Comprehensive Land Use Plans.

RELEVANT PROJECT EXPERIENCE

- Rockdale Comprehensive Plan | Rockdale Municipal Development District | Planner | Christopher is aiding in the preparation of a Comprehensive Plan for the City of Rockdale, with deliverables that will address the future land use and growth, parks, recreation, open space and trails, utility infrastructure assessment, character, housing and preservation, downtown, economic resiliency, transportation and mobility, with implementation strategies relating to each. He prepared analyses of surface parking, traffic flow, traffic volume, infrastructure quality and safety. Additionally, Christopher utilized an equity-based lens to complete a census block analysis of demographic information to help determine future infrastructure needs within the community.
- Comprehensive Plan and Parks Plan Update | City of Schertz | Planner | FNI is providing a Comprehensive Plan Update that will identify concerns based on an assessment of identified focus areas' current conditions, future growth and developmental issues, proposed policies, initiatives and implementation goals to accomplish the overall vision and direction of the City. Christopher is providing a Comprehensive Plan Update for the City of Schertz that will identify concerns based on an assessment of identified focus areas' current conditions, future growth and developmental issues, proposed policies, initiatives and implementation goals to accomplish the overall vision and direction of the City. Within each focus area, Christopher studied transportation circulation and safety to help inform future growth policies and land uses within the City.
- Comprehensive Plan | City of Lockhart | Planner | FNI is preparing a Comprehensive Plan consistent with state and national best practices. This includes facilitation of stakeholder engagement and community input in support of the creation of a community vision and a Comprehensive Plan that focuses on land use, housing and community health, downtown, transportation, infrastructure, public services, and arts and culture. This comprehensive plan process included facilitating stakeholder engagement and community input to support the creating a broader vision and goals that helped guide development policy recommendations. Christopher analyzed traffic flow/circulation, safety and traffic volume related to future land use.



Kevin Enoch

Hazard Mitigation and Resiliency



Availability

EXPERIENCE

12 years total
1 year with FNI

EDUCATION

MA, Emergency and
Disaster Management,
American Military
University

BS, Management, Troy
University

PROFESSIONAL AFFILIATIONS

Texas Floodplain
Management Association

Emergency Management
Association of Texas

National Hazard Mitigation
Association

Kevin Enoch is a Resilience and Hazard Mitigation Planner with experience in hazard mitigation, public assistance and emergency management.

In his previous role as Unit Chief with the Texas Division of Emergency Management (TDEM), he led a staff responsible for managing multiple mitigation and public assistance projects ensuring compliance with procurement policies, timelines, and financial responsibilities, assisting municipalities with federal grant applications, including HMGP, BRIC, PA and FMAG, and reviewing Hazard Mitigation Plans for an area of responsibility spanning 42 counties. As a Mitigation Specialist with TDEM, Kevin served as the lead training developer for State Hazard Mitigation Coordinators across Texas enabling greater immediate effectiveness in serving the federal funding needs of Texans.

RELEVANT PROJECT EXPERIENCE

- Hazard Mitigation Plan | Chitimacha Tribe of Louisiana | Assistant Project Manager | FNI is working with the Chitimacha Tribe of Louisiana to develop a hazard mitigation plan that meets the standards of the FEMA Tribal Planning Policy, the Code of Federal Regulations Title 44, and the Robert T. Stafford Act.
- Standard Operations | Advancing Resilience in Communities | Urban Planner | As a member of the Advancing Resiliency in Communities (ARC) Joint Venture, FNI is providing production and technical services in support of FEMA's Risk Mapping, Assessment and Planning (MAP) Program. Services included generating and evaluating flood hazard and risk information and support for the development and implementation of mitigation, planning, flood mapping and modeling activities for Zone 1 for FEMA's Risk MAP Program.
- Standard Operations 2 | Advancing Resilience in Communities | Urban Planner | FNI is supporting the vision of delivering quality data to increase public awareness and lead to action that reduces risk to life and property by performing a number of RMD's portfolio management activities. Kevin developed talking points for TMAC recommendations to FEMA related to Goal 1, Measure 3 in the Risk MAP multiyear plan: Making comprehensive flood hazard and risk information available nationally. Additionally, Kevin is providing ongoing cross-references to TMAC recommendations and PTS control account areas as part of continuous improvement.
- Emergency Management Plan- Emergency Operations Plan | North Texas Municipal Water District | Urban Planner | FNI is performing updates to the Water District's Emergency Management Plan which includes writing the base Emergency Management Plan for the District using a regional, integrated framework that is consistent with the latest state and local emergency plans while reflecting the hazards and existing resources within the Operational Area.



Travis James MBA

Economic Development



EXPERIENCE

26 years total

EDUCATION

MBA, St. Edward's University

BA, Economics, University of Texas at Austin

BS, Computer Science, Texas State University

SELECT AWARDS

American Planning Association - Pflugerville APA-TX Award, 2022

Travis James brings extensive experience in economic analysis, strategic planning, tax increment financing and public policy development. He leads TXP's efforts in land use planning, economic impact analysis, and tax revenue forecasting.

Travis has conducted over 200 economic and tax revenue impact studies for projects throughout the United States. He also specializes in sub-regional analysis that requires blending economic analysis, land planning, GIS tools, and long-term forecasting. Travis also serves as the economist on retainer for several Texas cities. Travis also spent five years as a project manager at a national economic development consulting firm, where he worked on numerous studies throughout the U.S.

RELEVANT PROJECT EXPERIENCE

- Downtown Master Plan and Tax Increment Reinvestment Zone | City of Victoria | Economic Development
- Underground Conversion of Overhead Utilities on the Broadway Street Corridor | City of San Antonio | Economic Development
- Economic Development, Tourism, and the Cultural Arts | Texas Cultural Trust | Economic Development



TXP, Inc. (TXP) is an economic analysis and public policy consulting firm with more than 33 years of experience. TXP's consultants have decades of experience working with communities focused on economic diversification and resiliency. Past projects have included small area master plans, citywide economic development studies, corridor redevelopment, expanding tourism and recreational attractions, and higher education. The common theme in these studies was the need to link economic opportunity with market demand and the financial resources required for implementation. TXP has worked both as the lead consulting firm on projects, as well as in a subconsultant role. For larger comprehensive plans, TXP typically serves in a support capacity focused on economic development and financing.



Fred Lopez FAICP, CTP, CNU-A

Thoroughfare and Mobility Planning



EXPERIENCE

23 years

EDUCATION

Education MPA, Master of Public Administration, The University of Texas at El Paso

BA, Geography, Government, The University of Texas at Austin

PROFESSIONAL AFFILIATIONS

American Planning Association, Texas Chapter – President-Elect, American Planning Association, West Section – Past Director, Past Assistance Director, Past Treasurer

Fred has over 23 years of urban and regional planning experience, including transportation planning, comprehensive planning, land use, and zoning and subdivision code updates.

Fred is Vice President of Quantum Consultants and previously served as Zoning Administrator, Comprehensive Plan Manager, Transportation Planning Administrator, and Deputy Director for Capital Improvement Department Planning at the City of El Paso. In 2012, he developed and managed the City of El Paso's first Transportation Planning Division, which led to new street design policies and procedures focused on improving public health by promoting walking, bicycling, and mass transit.

RELEVANT PROJECT EXPERIENCE

- Paso del Norte Trail Planning and Sustainability Services | El Paso
- Paso del Norte Trail Strategic Implementation Plan | El Paso
- UTEP Master Plan | El Paso, Texas
- Downtown El Paso Brownfield Community-Wide Assessment Grant Project | El Paso
- Complete Streets Policy Planning and Implementation Services | El Paso
- Bicycle Pop Up Demonstration Projects – Las Cruces, NM
- Subdivision and Zoning Code Rewrite | Las Cruces, NM
- Zoning Code Rewrite | Anthony, TX
- Envision McAllen 2040 Comprehensive Plan | McAllen
- Las Cruces Capital Improvement Program Implementation | Las Cruces, NM
- Woodfin Comprehensive Plan | Woodfin, NC
- Bristol Comprehensive Plan | Bristol, VA
- Boone Comprehensive Plan | Boone, NC
- City of El Paso Comprehensive Plan Rewrite | El Paso
- City of El Paso Zoning and Ordinance Rewrite | El Paso
- Subdivision and Zoning Code Rewrite, Las Cruces, NM

STAFF AND SUB-CONSULTANTS TECHNICAL CAPABILITIES

Project Role and Name	Location/Contact Information	Description of Project Role
Project Manager Caitlin Admire, AICP, LEED AP, ENV SP	1251 Sadler Drive Building 1, Suite 1150 San Marcos, Texas 78666 512-213-3200	Caitlin will serve as the Project Manager and oversee the day-to-day tasks, budget and schedule, as well as participate in the public involvement effort. She will develop a quality management plan to verify deliverables meet client expectations.
Quality Management and Local Support Juan Bujanos, PE, CFM	312 E. Harrison Avenue Suite B Harlingen, Texas 78550 956-937-3137	Juan will review the Quality Management Plan and reference the plan throughout the project's development. He will also review each stage of the deliverables to align the project to the contracted goals.
Principal-in-Charge Chance Sparks, FAICP	1251 Sadler Drive Building 1, Suite 1150 San Marcos, Texas 78666 512-213-3200	Chance will work closely with the Project Manager to see that the project stays on task and within budget. He will be a sounding board to discuss staging of critical work items and will verify that company resources are allocated to successfully complete the project.
Planning and Implementation, Zoning Ordinance Alexis Garcia, AICP Shubhangi Rathor, AICP Caroline Stewart Christopher Wesseln	11200 Broadway Street Suite 2320 Pearland, Texas 77584 832-456-4700 And 9601 McAllister Freeway Suite 1008 San Antonio, Texas 78216 210-298-3800	This team will serve as project planners, responsible for research, plan development and supporting public meetings and stakeholder engagement activities.
Hazard Mitigation and Resiliency Caitlin Admire, AICP, LEED AP, ENV SP Ryan Slattery, AICP, ENV SP Kevin Enoch	10497 Town and Country Way Suite 500 Houston, Texas 77024 713-600-6800 101 S. Locust Street Suite 202 Denton, Texas 76201 940-220-4340	This team will research the shocks and stresses that most impact the community. Throughout the comprehensive strategy, this team will make sure that resilience is a priority when developing recommendations. They will help communicate how critical systems are exposed to these natural and man made hazards and work with the community to investigate mitigation (risk reduction, resilient) options. This team will also work with the city to develop a communications plan to help inform the public.
Infrastructure Juan Bujanos, PE, CFM	312 E. Harrison Avenue Suite B Harlingen, Texas 78550 956-937-3137	Juan will coordinate current and future park, trail and open-space needs. He will evaluate current housing and neighborhood conditions and develop strategies to support desired residential growth while maintaining and protecting Harlingen's existing, stable neighborhoods.
Thoroughfare and Mobility Planning Fred Lopez, FAICP, CTP, CNU-A	Quantum Consultants 124 W Castellano Drive Suite 100 El Paso, TX 79912 (915-532-7272)	Fred will lead development of the Thoroughfare and Mobility Planning, and transportation component of the plan, coordinating closely with the land use development and regional transportation planning initiatives.
Economic Development Travis James	1310 South 1st Street Suite 105 Austin, Texas 78704 512-328-8300	Travis will craft an overview and recommendations that support positive economic returns for the community. Developing land use and economic development strategies together will ensure proper alignment between the amount and distribution of uses and potential return on public investments.

PROJECT ORGANIZATION CHART



MAJOR WORK AREAS

Planning and Implementation, Zoning Ordinance

Alexis Garcia, AICP
Shubhangi Rathor, AICP
Caroline Stewart
Christopher Wesseln

Infrastructure

Juan Bujanos, PE, CFM

Hazard Mitigation and Resiliency

Caitlin Admire, AICP, LEED AP, ENV SP
Ryan Slattery, AICP, ENV SP
Kevin Enoch

PUBLIC ENGAGEMENT

Implementation and Community Engagement is a team effort which will be led by Project Manager Caitlin Admire with support from the entire FNI team.

SUBCONTRACTORS

Thoroughfare and Mobility Planning

Fred Lopez, FAICP, CTP, CNU-A

Economic Development

Travis James

REFERENCES



City of Hutto Comprehensive and Downtown Plan

Ashley Bailey, AICP
Development Services Director
512-759-5961, Fax n/a
ashley.bailey@huttotx.gov
Dates of work performed: 2021-2023



City of McAllen Comprehensive and Unified Development Code

Edgar Garcia
Director of Planning
956-681-1250, Fax n/a
edgar.garcia@mcallen.net
Dates of work performed: 2021-2023



City of Brownsville Unified Development Code

Helen Ramirez
City Manager
956-548-6005, Fax n/a
helen.ramirez@brownsvilletx.gov
Dates of work performed: 2019-2021



City of Midlothian Comprehensive Plan

Clyde Melick, AICP
Assistant City Manager
972-775-7104, Fax n/a
Clyde.Melick@midlothian.tx.us
Dates of work performed: In Progress
Estimated Completion Date, 2022-2024



City of Schertz Comprehensive Plan and Parks Plan Update

Brian James
Assistant City Manager
210-619-0123, Fax n/a
bjames@schertz.com
Dates of work performed: 2023-2024

TAB D

Approach To Scope Of Work

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APPROACH TO SCOPE OF WORK

Methodology

FNI will lead the plan update with support from our subconsultants TXP and Quantum. FNI's initial approach to this project includes seven phases of work over approximately 15 months. The schedule and process provided on pages 20 and 21 provides a detailed outline of tasks, deliverables, meetings, and timeline for each of these phases of work.

Resilience and sustainability are elements that are very close to the hearts of the staff selected for this project. From a planning perspective, we seek to broaden the conversation around resilience to be inclusive of the entirety of the community, looking at both shocks and stressors that impact physical, social and economic systems in the City. We recommend focusing the core work phases around the steps of a resilience planning process:

- » *Identifying potential social, economic and environmental impacts of those threats*

- » *Identifying solutions*
- » *Identifying threats/shocks and stressors*
- » *Identifying stakeholders and players in those solutions*

An overarching focus on resilience will help to infuse sustainability and resilience into all chapters being produced as part of this process. The benefit of FNI's multidisciplinary firm is that we can pull in our technical engineering staff to advise on recommendations related to hardening infrastructure, nature-based solutions, network redundancy, and adopting US Climate Resilience Toolkits in 5 Steps:

- » *Understand Exposure*
- » *Assess Vulnerability*
- » *Investigate Options*
- » *Prioritize and Plan*
- » *Take Action*

Engagement and Outreach

FNI utilizes a variety of tools and activities to reach all audiences, based on the community's needs and demographics. A project website is developed early and managed throughout the process by FNI as a one-stop-shop for the community to stay informed on the project. Focus group meetings or one-on-one interviews can be a great way to dig into a specific topic of interest with a targeted group of stakeholders, such as non-profits and community organizations, small businesses, neighborhood groups, etc. The FNI team has also been conducting youth outreach on many of our projects, which often include the team visiting a local high school class and engaging students in exercises to inform the plan, seeing as they are the residents who will be living with the impacts of this plan the longest. What tools and activities are best suited to the Harlingen community will be determined in a Public Engagement Plan that outlines who, when and how stakeholders will be engaged throughout the process.

Keys to engagement that FNI focuses on to build support and consensus are:

- » **Convenient** – Holding events at times and locations that are convenient for participation, tabling at community events where people will already be present and utilizing the project website to host online engagements and virtual



BUILDING CONSENSUS

FNI excels at using a variety of public engagement tools to build consensus and encourage community buy-in for long-range, comprehensive planning initiatives. Public involvement was a focus for *Vision 2025* and led to an award-winning plan for the City.

"Comprehensive Planning Award" for *Lewisville Vision 2025*, City of Lewisville, 2014, APA Texas



COMPREHENSIVE PLANNING

FNI's work on *The Long View*, Longview's Comprehensive Plan, involved engaging large stakeholder groups to identify actions, while building champions for the plan.

"Comprehensive Planning Award" for the *The Long View Comprehensive Plan*, City of Longview, 2015, APA Texas



IMPLEMENTATION

The momentum from Longview's Comprehensive Plan spurred implementation actions for a Downtown Plan, I-20 Corridor Plan and overhaul of the Unified Development Code.



Effective public engagement strengthens community buy-in and is key for successful plan implementation.

Versions of any in-person engagements, for those who prefer to engage from the comfort of their homes.

- » **Inclusive** – Being intentional about the spaces where events are held, the words being used in outreach materials and providing materials in multiple languages can help to signal to the community that we are sincere in wanting feedback from everyone.
- » **Interactive** – People do not want to leave their houses just to sit and listen to a presentation anymore. If we are asking people to come out to a meeting, we should be providing them with interesting ways to learn, engage, and provide feedback. If participants have a good time at meetings they will keep coming back and maybe next time bring their friends! We often find great success with small group discussions, as participants are hearing differing opinions directly from their neighbors rather than from the City or consultants.
- » **Meaningful** – One sure-fire way to upset residents is to waste their time. If people give us their time to participate in engagements we need to be sure that our meetings are collecting useful information and that their feedback is being clearly incorporated into the plan and impacting recommendations. Many of our recommendations end up coming directly from community input. This plan is, after all, Harlingen's plan, and our role as consultants is often to simply pull ideas out of residents and shepherd those into actions.



Voting using stickers or pebbles



Board response using markers or sticky notes



Board response using dot stickers



Activities for the whole family



Online survey stations using laptops and iPads

RECOMMENDED PUBLIC OUTREACH STRATEGIES



PROJECT BRANDING AND WEBSITE

- Brand, logo and supporting package for use in project marketing and outreach
- Unique project website with project overview, schedule, draft documents, virtual open houses, interactive GIS map feedback, polling and other interactive features to inform and engage the community
- Couples naturally with social media, which data indicates is critical to outreach in Central Texas
- Stand-alone websites are critical to transparency, referencing and ease of access



FOCUS GROUPS AND STAKEHOLDER INTERVIEWS

- One-on-one or small group discussions to generate ideas and direction in an intimate setting where participants are more comfortable sharing their opinions and ideas
- Great opportunity to identify potential partners for implementation and momentum-builders
- Discussions held early and throughout the planning process to create an effective feedback loop



SOCIAL MEDIA STRATEGIES

- Content to engage social media and direct people to various community input platforms
- Leverage the City's existing accounts, as well as key community influencers
- "Viral" content can help boost all other public outreach



COMPREHENSIVE VIRTUAL ENGAGEMENT PLATFORM

- Survey designed in a fun and interactive way to collect actionable and quantifiable data
- Interactive map-based feedback system
- Deployment of visual preference, density visualization and experience-based feedback to engage the public in ways they understand, avoiding technical language/issues that often reduces participation
- Supports integration of virtual open houses and other engagement, which we recommend in concert with in-person approaches, as well as recognizing competing household commitments



COMMUNITY WORKSHOPS AND VIRTUAL OPEN HOUSES

- Hybrid meetings with a blend of in-person and virtual content
- Interactive activities, live polling, "paper doll" charrettes, tactical urbanism and other techniques to engage participants and achieve meaningful input
- Leveraging existing events and festivals to meet people where they already are, virtually or in person

YOUR PLANNING & DESIGN SOLUTION

FNI is a full-service urban planning firm, from the broadest of comprehensive plans to the smallest details of utility systems design and everything in between.



Comprehensive, Downtown, Corridor and Area Plans



Transportation and Mobility Plans and Design



Parks, Recreation, Trails and Open Space Plans and Design



Development Ordinances and Form-Based Codes



User Fees and Impact Fees



Utility System Master Plans and Design



Stormwater Plans and Design

PROJECT PROCESS

TASK 1 (1 MONTH) – PROJECT INITIATION

The process will begin with a project initiation phase which allows the FNI and City staff teams to establish a relationship and agree on a set of procedures that allows the rest of the process to go smoothly. This phase will include a generation of a public engagement plan. The public engagement plan will ensure that community input helps identify local vulnerabilities (to climate impacts) and supports the development of adaptive strategies created in collaboration between the City, FNI to determine the engagement tools and processes that are best for Harlingen.

TASK 2 (1 MONTH) – COMMUNITY SNAPSHOT

This important step allows the FNI team to get their bearings and ground themselves in the place and community of Harlingen facilitating more thoughtful and informed conversations with the community and stakeholders going forward. FNI will produce a Community Snapshot that provides a thorough review and analysis of demographics and growth trends, existing conditions and any frameworks at play within the City of Harlingen that the team must consider when preparing recommendations. This task will include a population study and projects through 2045 which helps the team be more efficient and useful with their future work, as it allows us to recognize the places and topics on which to focus our efforts. This phase of work will be grounded in identifying social, economic and environmental threats, shocks and stressors.

TASK 3 (2 MONTHS) – VISION AND ALIGNMENT

After the team has their initial data-based understanding of Harlingen established, it is time to confirm or adjust that based on qualitative data gathered through conversations with people. The FNI team will use this task to begin engagement with a range of stakeholders, using both broad and targeted strategies as outlined in the Engagement Plan established in Task 1. The goal of this task is twofold, first to inform the community of the planning processes and second to inform the FNI team of what the residents are thinking and feeling. This phase of work will be grounded in identifying social, economic and environmental impacts that the community is experiencing as related to the threats, shocks and stressors identified in the prior task. Understanding these impacts will allow the FNI team to develop strategies and recommendations that enhance the community's ability to adapt to and recover. To note, after Task 3, the FNI and City Staff core team may want to take another look at the workplan for the remaining tasks and update that as needed, based on what they have learned as a result of the work done thus far in the process.

TASK 4 (4 MONTHS) – RECOMMENDATIONS

Based on what we have learned from stakeholders and community members in the prior phases, the FNI team will set out to generate the primary plan deliverables. The phase will begin with the identification of solutions to address the resilience threats/shocks/stressors and impacts discussed in Tasks 2 and 3, which will serve as the basis for all topical recommendations that follow. Recommendations will be presented as a series of topical chapters, including at a minimum, Housing, Land Use, Mobility, and infrastructure. Additional studies or topics noted in Section III.G can be included. FNI will lead the creation of the majority of these deliverables, with TXP supporting from an economics lens and Quantum leading the mobility recommendations. During this phase, the team will engage additional stakeholders as needed to provide technical detail and insight into the recommendations.

TASK 5 (3 MONTHS) – IMPLEMENTATION

FNI believes that no plan is complete without a detailed, prioritized implementation and action plan that provides the City with a clear and realistic guide on how to achieve the vision and goals of the plan. In addition to the action plan, FNI provides recommendations on data and metrics to measure success and support regular reporting on progress. This data-based reporting is essential in allowing the City to demonstrate accountability to the community. This task will also include the creation of code diagnostic report that reviews the City's codes, ordinances and other recommendations and identifies needed updates to align with the intent and recommendations of the Comprehensive Plan.

TASK 6 (3 MONTHS) – CODIFICATION OF PLAN RECOMMENDATIONS AND ZONING ORDINANCE

FNI has long recognized that a plan without immediate implementation action to leverage momentum may not be fully-implemented. We have a long history of bringing plans into reality through development code updates, recognizing that plan implementation often relies on actions by the private sector to develop and redevelop property. Not only that, but immediate action on codes allows Harlingen to leverage the stakeholder engagement process of the plan, improving project efficiency and strengthening confidence in the resulting code. We typically perform a diagnostic report, which is affirmed for direction by the City Commission. We then develop the new ordinance or amendments in a modular process by topic, allowing review with staff in smaller, digestible amounts until final assembly of the complete code or amendment. As experts in legislative activity, we can advise on notification approaches, particularly surrounding SB 929 nonconformity notices as well as recent case law.

TASK 7 (1 MONTH) – FINALIZATION AND APPROVALS

The final task in the process is pulling together the full plan draft, rounds of review and revision (including a public comment period) and ultimately taking the plan to the necessary official bodies for approval and adoption.

Seeing a Comprehensive Plan Through to Implementation

Our firm's mission is to provide **"Innovative Approaches... Practical Results... Outstanding Service,"** and our vision is to **"Be the firm of choice for clients and employees."** Together, these statements sum up our firm's philosophy and shape our company culture, which is intent on cultivating and strengthening long-term, trusted-advisor relationships with our clients.

We encounter project issues regularly, each presenting its own unique challenges tailored to the specific dynamics of each city and municipality. Below are a few examples where we've successfully navigated such challenges, recognizing that the intricacies vary significantly across municipalities.

Longview Comprehensive Plan			Unified Development Code
Burleson Comprehensive Plan			Zoning Ordinance
Richland Hills Comprehensive Plan			Zoning Ordinance
Balch Springs Comprehensive Plan			Zoning Ordinance
Corinth Comprehensive Plan			Unified Development Code
Midwest City Comprehensive Plan			Zoning & Subdivision Ordinances
Prosper Comprehensive Plan			Subdivision Ordinances
Fredericksburg Comprehensive Plan			Subdivision Ordinances
Frisco Comprehensive Plan			Zoning & Subdivision Ordinances
Hutto Comprehensive Plan			UDC & Engineering Manual
McAllen Comprehensive Plan			Unified Development Code
Victoria Downtown Plan			Unified Development Ordinance
Canyon Comprehensive Plan			Zoning & Subdivision Ordinances

TAB E

Attachments

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MINORITY BUSINESS ENTERPRISE CERTIFICATION

Texas Historically Underutilized Business (HUB) Certificate



Certificate/HID Number: 171 886288706
Approval Date: October 12, 2022
Scheduled Expiration Date: October 12, 2025

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

Quantum Engineering Consultants, Inc.

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed October 12, 2022, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day to day management, operational control, business location) provided in the submission of the business; application for registration/certification as a HUB, you must immediately (within 30 days of such changes) notify the HUB Program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility.

Statewide HUB Program
Statewide Procurement Division

Note: In order for state agencies and institutions of higher education (universities) to be credited for utilizing this business as a HUB, they must award payments under this Certificate/HID Number identified above. Agencies, universities and prime contractors are encouraged to verify the company's HUB certification prior to issuing a notice of award by accessing the Internet: www.hubcertification.com/quantum-engineering-consultants or by contacting the HUB Program at 912-463-9872 or toll-free in Texas at 1-800-960-0661.



Disadvantaged Business Enterprise Program

This certifies that the following listed firm is certified as a **DBE** in accordance with Federal Regulations 49 CFR, Part 26

QUANTUM ENGINEERING CONSULTANTS, INC. (17090)

Issuance Date: January 3, 2007

This Certificate is subject to suspension or revocation, and DBE information is verified annually upon the firm's renewal.



James Weaver - Minority Program Officer

PROOF OF INSURANCE



FREEAND-02

DGARCIA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/9/2024

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 DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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

PRODUCER Ames & Gough 8300 Greensboro Drive Suite 980 McLean, VA 22102		CONTACT NAME: PHONE (A/C, No, Ext): (703) 827-2277 FAX (A/C, No): (703) 827-2279 E-MAIL: admin@amesgough.com ADDRESS:													
INSURED Freese and Nichols, Inc. 801 Cherry Street, Suite 2800 Fort Worth, TX 76102		INSURER(S) AFFORDING COVERAGE <table border="1"> <tr> <td>INSURER A: National Fire Insurance Company of Hartford A(XV)</td> <td>20478</td> </tr> <tr> <td>INSURER B: Valley Forge Insurance Company A(XV)</td> <td>20508</td> </tr> <tr> <td>INSURER C: Continental Insurance Company A(XV)</td> <td>35289</td> </tr> <tr> <td>INSURER D: Travelers Casualty and Surety Company A++. XV</td> <td>19038</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER A: National Fire Insurance Company of Hartford A(XV)	20478	INSURER B: Valley Forge Insurance Company A(XV)	20508	INSURER C: Continental Insurance Company A(XV)	35289	INSURER D: Travelers Casualty and Surety Company A++. XV	19038	INSURER E:		INSURER F:	
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INSURER D: Travelers Casualty and Surety Company A++. XV	19038														
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 INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ Contractual Liab. GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☒ PRO-JECT ☐ LOC OTHER:		7063394194	10/23/2023	10/23/2024	<table border="1"> <tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (EA OCCURRENCE)</td><td>\$ 1,000,000</td></tr> <tr><td>MED EXP (Any one person)</td><td>\$ 15,000</td></tr> <tr><td>PERSONAL & ADV INJURY</td><td>\$ 1,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr> <tr><td>PRODUCTS - COMPIOP AGG</td><td>\$ 2,000,000</td></tr> <tr><td></td><td>\$</td></tr> </table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (EA OCCURRENCE)	\$ 1,000,000	MED EXP (Any one person)	\$ 15,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMPIOP AGG	\$ 2,000,000		\$
EACH OCCURRENCE	\$ 1,000,000																			
DAMAGE TO RENTED PREMISES (EA OCCURRENCE)	\$ 1,000,000																			
MED EXP (Any one person)	\$ 15,000																			
PERSONAL & ADV INJURY	\$ 1,000,000																			
GENERAL AGGREGATE	\$ 2,000,000																			
PRODUCTS - COMPIOP AGG	\$ 2,000,000																			
	\$																			
B	AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY		7063394177	10/23/2023	10/23/2024	<table border="1"> <tr><td>COMBINED SINGLE LIMIT (EA ACCIDENT)</td><td>\$ 1,000,000</td></tr> <tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr> <tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr> <tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr> <tr><td></td><td>\$</td></tr> </table>	COMBINED SINGLE LIMIT (EA ACCIDENT)	\$ 1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$				
COMBINED SINGLE LIMIT (EA ACCIDENT)	\$ 1,000,000																			
BODILY INJURY (Per person)	\$																			
BODILY INJURY (Per accident)	\$																			
PROPERTY DAMAGE (Per accident)	\$																			
	\$																			
C	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 10,000		7063394180	10/23/2023	10/23/2024	<table border="1"> <tr><td>EACH OCCURRENCE</td><td>\$ 10,000,000</td></tr> <tr><td>AGGREGATE</td><td>\$ 10,000,000</td></tr> <tr><td></td><td>\$</td></tr> </table>	EACH OCCURRENCE	\$ 10,000,000	AGGREGATE	\$ 10,000,000		\$								
EACH OCCURRENCE	\$ 10,000,000																			
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C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N N/A	7063394213	10/23/2023	10/23/2024	<table border="1"> <tr><td>☒ PER STATUTE ☐ OTH-ER</td><td></td></tr> <tr><td>E.L. EACH ACCIDENT</td><td>\$ 1,000,000</td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$ 1,000,000</td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$ 1,000,000</td></tr> </table>	☒ 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						
☒ 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																			
D	Professional Liab.		107930947	10/23/2023	10/23/2024	<table border="1"> <tr><td>Per Claim</td><td>\$ 5,000,000</td></tr> </table>	Per Claim	\$ 5,000,000												
Per Claim	\$ 5,000,000																			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
PROFESSIONAL LIABILITY AGGREGATE LIMIT: \$10,000,000

RFQ NO. 2024-09

City of Harlingen is included as Additional Insured with respect to General Liability, Auto Liability, and Umbrella Liability when required by written contract. General Liability, Auto Liability and Umbrella Liability are primary and non-contributory over any existing insurance and limited to liability arising out of the operations of the named insured and when required by written contract. General Liability, Auto Liability, Umbrella Liability and Workers Compensation policies include a Waiver of Subrogation in favor of the Additional Insured where permissible by state law and when required by written contract. 30-day SEE ATTACHED ACORD 101

CERTIFICATE HOLDER

CANCELLATION

City of Harlingen 118 E. Tyler Ave Harlingen, TX 79550	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
--	---

ACORD 25 (2016/03)

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ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Ames & Gough		NAMED INSURED Freese and Nichols, Inc. 801 Cherry Street, Suite 2800 Fort Worth, TX 76102	
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

ADDITIONAL REMARKS

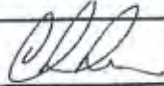
THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:

Notice of Cancellation will be issued for the General Liability, Auto Liability, Umbrella Liability, Workers Compensation and Professional Liability policies in accordance with policy terms and conditions.

CONFLICT OF INTEREST QUESTIONNAIRE

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity		FORM CIQ
This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session. This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a). By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code. A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.	OFFICE USE ONLY Date Received	
1 Name of vendor who has a business relationship with local governmental entity.		
2 ☐ Check this box if you are filing an update to a previously filed questionnaire. (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)		
3 Name of local government officer about whom the information is being disclosed.		
_____ Name of Officer		
4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.		
A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor? ☐ Yes ☒ No B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity? ☐ Yes ☒ No		
5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.		
6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).		
7  Signature of vendor doing business with the governmental entity		May 21, 2024 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.

BUSINESS DATA CERTIFICATION

Name of Firm: Freese and Nichols, Inc.

Address: 801 Cherry St., Suite 2800, Fort Worth, Texas 76102

Number of Years in contracting business under present name: 130

Type of work performed by your firm: Architect, Engineering and Construction

Have you ever failed to complete any work awarded to you? (Y/N) N

Have you ever defaulted on a contract? (Y/N) _____

He/She certifies that:

(a) The legal name and the business address of the undersigned are:

Freese and Nichols, Inc.

(b) The undersigned is: **(Circle One)**

A Single Proprietorship A Corporation organized in the State of Texas

A Partnership Other Organization _____

(c) The name, title and address of the owner, partners or officers of the undersigned are:

NAME	TITLE	ADDRESS
N/A		

(d) The name and addresses of all other persons having a substantial interest in the undersigned, and the nature of the interest are:

NAME	ADDRESS	NATURE OF INTEREST
N/A		

(e) The names, addresses and trade classifications of all other building construction contractors in which the undersigned has a substantial interest are:

NAME	ADDRESS	TRADE CLASSIFICATION
N/A		

Chance Sparks, Vice President/Principal-in-Charge

NAME OF AUTHORIZED REPRESENTATIVE (printed)



SIGNATURE OF AUTHORIZED REPRESENTATIVE

May 21, 2024

DATE

REFERENCE FORM



REFERENCE FORM

The following information shall be required to accompany all response submittals.

1. Local company's business name and business information.

Company name: Freese and Nichols, Inc.
Address: 1251 Sadler Drive, Building 1, Suite 1150, San Marcos, Texas 78666
Contact Person: Chance Sparks, FAICP, CNU-A
Office Phone #: 512-213-3200 Mobile #: 830- 221-6415
Email Address: chance.sparks@freese.com

2. Your Corporate Company's name and business information.

Corporate name: Freese and Nichols, Inc
Address: 801 Cherry Street, Suite 2800, Fort Worth, Texas 76102
Office Phone #: 817-735-7300 Mobile #: _____
Email Address: _____

3. Does your company participate in Cooperative Contract Pricing? YES / NO (select below)

____ BuyBoard (TASB) ____ H-GAC ____ Choice Partners ____ GSA ____ ASC
____ OMNIA Partners ____ TXMAS ____ Sourcewell ____ TIPS ____ TCI
____ TXSmartBuy ____ TXDIR ____ Other: _____

CO-OP Contract #: _____ Effective Dates: _____ to _____

4. A minimum of 3 references (local preferred).

Company Name	Contact Name	Phone	Email
(c) <u>Bee Cave, TX</u>	<u>Lindsey Oskoui</u>	<u>512-767-6677</u>	<u>loskoui@beecavetexas.gov</u>
(d) <u>City of Brownsville</u>	<u>Helen Ramirez</u>	<u>956-548-6005</u>	<u>helen.ramirez@brownsvilletx.gov</u>
(e) <u>City of Victoria</u>	<u>Julie Fulgham</u>	<u>361-485-3040</u>	<u>jfulgham@victoriatx.gov</u>

5. Municipal projects (local preferred):

Municipality Name	Project Name	Amount	Completion Date
1. <u>City of Hutto, Texas Comprehensive and Downtown Plan</u>		<u>\$501,527.00</u>	<u>2021-2023</u>
Contact Name, Phone, Email: <u>Ashley Bailey, AICP</u> <u>512-759-5961</u> <u>ashley.bailey@huttotx.gov</u>			
2. <u>City of McAllen, Comprehensive and Unified Development Code</u>		<u>\$516,397.00</u>	<u>2021-2023</u>
Contact Name, Phone, Email: <u>Edgar Garcia</u> <u>956-681-1250</u> <u>edgar.garcia@mcallen.net</u>			
3. <u>City of Brownsville, Unified Development Code</u>		<u>\$390,000.00</u>	<u>2019-2021</u>
Contact Name, Phone, Email: <u>Helen Ramirez</u> <u>956-548-6005</u> <u>helen.ramirez@brownsvilletx.gov</u>			
4. <u>City of Midlothian, Comprehensive Plan Update</u>		<u>TBD</u>	<u>2022-2024</u>
Contact Name, Phone, Email: <u>Clyde Melick, AICP</u> <u>972-775-7104</u> <u>Clyde.Melick@midlothian.tx.us</u>			
5. <u>City of Schertz, Comprehensive Plan and Parks Plan Update</u>		<u>\$325,000.00</u>	<u>2023-2024</u>
Contact Name, Phone, Email: <u>Brian James</u> <u>210-619-0123</u> <u>bjames@schertz.com</u>			

Certification Regarding Debarment and Suspension

U.S. Department of Housing
and Urban Development

Certification A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

1. The prospective primary participant certifies to the best of its knowledge and belief that its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;

b. Have not within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

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

Instructions for Certification (A)

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

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

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

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

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

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

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

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

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

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

Certification B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Certification (B)

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

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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

4. The terms **covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded**, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of these regulations.

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

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

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

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

9. Except for transactions authorized under paragraph (5) of these instructions, if a participant in a lower covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies including suspension and or debarment.

Applicant

Freese and Nichols, Inc.

Date

May 21, 2024

Signature of Authorized Certifying Official



Title

Vice President/Principal

Exhibit A
CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3
PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY

Name of Business: Freese and Nichols, Inc.

Address of Business: 801 Cherry Street, Suite 2800, Fort Worth, Texas 76102

Type of Business/Trade/Profession:

☒ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Joint Venture

Please select the statement that best describes your business.

1. **51% (or more) of your business is owned by a Section 3 Resident(s).** A Section 3 Resident is a public housing resident or an individual who resides in the metropolitan area or nonmetropolitan county in which the Section 3 covered assistance is expended *and* who is considered to be a low-to very low-income person.

And provide:

- List if current ownership and percentage of ownership along with contact information
- Any of the following documents, if available:
 - Copy of Article of Incorporation
 - Assumed Business Name Certificate
 - List of Business Name Certificate % ownership of each
 - Organization chart with names and titles and brief function statement
 - Certified of Good Standing
 - Partnership Agreement
 - Corporation Annual Report
 - Latest Board minutes appointing officers
 - Additional Documentation

2. **At least 30% of your business workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of the date of first employment with your business.**

And provide the following regarding your employees:

- List of all current full-time employees
- List of employees claiming Section 3 Status with Exhibit J or K completed for each employee
- PHA/IHA Residential lease less than three (3) years from day of employment
- Other evidence of Section 3 status less than (3) years from date of employment

3. **At least 25% of your total dollar award will be contracted to qualified Section 3 businesses:**

Provide:

- A list of previously contracted Certified Section 3 business(es) and subcontracted amount **AND**
- Agree to provide a list of subcontracted Section 3 business(es) and subcontract and subcontract amount when submitting bids for any HUD funded projects to meet this requirement.

Authorizing Name and Signature: Chance Sparks



Date: May 21, 2024

Witnessed by: _____ Received by: _____ Date: _____

EXHIBIT B

ASSURANCE OF COMPLIANCE (Section 3, HUD ACT of 1968)

TRAINING, EMPLOYMENT, AND CONTRACTING OPPORTUNITIES FOR BUSINESS AND LOWER INCOME PERSONS

- A. The project assisted under this (contract) (agreement) is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of the project.
- B. Notwithstanding any other provision of this (contract) (agreement), the (applicant) (recipient) shall carry out the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary set forth in 24 CFR Part 135 (published in 38 Federal Register 29220, October 23, 1973), and all applicable rules and orders of the Secretary issued thereunder prior to the execution of this (contract) (agreement). The requirements of said regulations include but are not limited to development and implementation of an affirmative action plan for utilizing Section 3 business concerns located within or owned in substantial part by persons residing in the area of the project; the making of a good faith effort, as defined by the regulation, to provide training, employment and business opportunities required by Section 3; and incorporation of the "Section 3 Clause" specified by Section 135.38 of the regulation in all contracts for work in connection with the project. The (applicant) (recipient) certifies and agrees that it is under no contractual or other disability which would prevent it from complying with these requirements.
- C. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Secretary issued thereunder prior to approval by the Government of the application for this (contract) (agreement), shall be a condition of the Federal financial assistance provided to the project, binding upon the (applicant) (recipient), its successors and assigns. Failure to fulfill these requirements shall subject the (applicant) (recipient), its contractors and subcontractors, its successors, and assigns to the sanctions specified by the (contract) (agreement), and to such sanctions as are specified by 24 CFR 135.38 (f).

APPLICANT: Freese and Nichols, Inc.

SIGNATURE: 

ADDRESS: 801 Cherry St., Suite 2800, Fort Worth, Texas 76102

DATE: May 21, 2024

EXHIBIT C

CONTRACTOR/SUBCONTRACTOR CERTIFICATION REGARDING
SECTION 3 AND SEGREGATED FACILITIES

Freese and Nichols, Inc.

COMPANY'S NAME

RFQ No. 2024-09 Professional Planning Services New
Comprehensive Plan And Zoning Ordinance Update

PROJECT NAME

The undersigned hereby certifies that:

- (a) Section 3 provisions are included in the Contract.
- (b) The above stated company is a signatory to the developer's Section 3 Plan.
- (c) No segregated facilities will be maintained as required by Title VI of the Civil Rights Act of 1964.

Chance Sparks, Vice President/Principal-in-Charge

NAME AND TITLE OF SIGNER (PRINT OR TYPE)



SIGNATURE

May 21, 2024

DATE

EXHIBIT D

CONTRACTOR'S SECTION 3 PLAN

_____ agrees to implement the specific following affirmative action steps directed at increasing the utilization of lower income residents and businesses within the City/County of _____.

- A. To ascertain from the locality's CDBG program official the exact boundaries of the Section 3 covered project area and where advantageous, seek the assistance of local officials in preparing and implementing the affirmative action plan.
- B. To attempt to recruit from within the city/county/MSA, the necessary number of lower income residents through: local advertising media, signs placed at the proposed site for the project, and community organizations and public or private institutions operating within and servicing the project area.
- C. To maintain a list of all lower income residents who have applied either on their own or on referral from any source, and to employ such persons, if otherwise eligible and if a vacancy exists.
- D. To insert this Section 3 plan in all bid documents and to require all bidders on subcontracts to submit a Section 3 affirmative action plan including utilization goals and the specific steps planned to accomplish these goals.
- E. To insure that subcontractors adhere to the Section 3 provisions that are applicable to the Contractor.
- F. To ensure that all appropriate project area business concerns are notified of pending sub-contractual opportunities.
- G. To maintain records, including copies of correspondence, memoranda, etc., which document that all of the above affirmative action steps have been taken.
- H. To appoint or recruit an executive official of the company or agency as Equal Opportunity Officer to coordinate the implementation of this Section 3 plan.
- I. To maintain records concerning the amount and number of contracts, subcontracts, and purchases which contribute to Section 3 objectives.
- J. To maintain records of all projected workforce needs for all phases of the project by occupation, trade, skill level, and number of positions and to update these projections based on the extent to which hiring meets Section 3 objectives.

As officers and representatives of _____ (Company), we the undersigned have read and fully agree to the Section 3 Affirmative Action Plan and become a party to the full implementation of the program and its provisions.

Signature: _____

Signature: _____

Title: _____ Date: _____

Title: _____ Date: _____





Mission

Innovative approaches
Practical results
Outstanding service

Vision

Be the firm of choice
for clients and
employees

Values



-  **L** LEARN
CONTINUOUSLY
-  **E** ENGAGE
AS FAMILY
-  **A** ACT
WITH INTEGRITY
-  **D** DELIVER
QUALITY
-  **S** SERVE
ALWAYS

40+ years
BUILDING COMMUNITIES

COPY



CITY OF HARLINGEN

RFQ NO. 2024-09 PROFESSIONAL PLANNING
SERVICES - NEW COMPREHENSIVE PLAN AND
ZONING ORDINANCE UPDATE
MAY 21, 2024

able.city

Planning • Community Engagement
Economic Development • Architecture

In partnership with:



200 S. 10th St. Ste. 907, McAllen, TX 78501

(210) 201-2376 | www.able.city | communications@able.city

COVER LETTER

May 21, 2024
City of Harlingen
Attn: Purchasing Office
404 S. 54th St.
Harlingen, Texas 78550

able.city

In Partnership With:



Re: Rfq No. 2024-09 - Professional Planning Services
New Comprehensive Plan And Zoning Ordinance Update

Dear Selection Committee:

Harlingen stands at a critical crossroads, with a rich history as a strategic economic hub, now ready to leverage its heritage to enhance livability, economic vitality, and environmental resilience within a dynamic border region. This crucial moment demands a visionary and strategic update to the comprehensive plan, one that skillfully balances robust growth and resilience against hazards, while preserving Harlingen's unique community character. Able City is exceptionally equipped to guide Harlingen's evolution as a model of urban development in the Texas border region, an area we deeply understand. Our profound knowledge of the specific challenges and opportunities faced by border communities, supported by a majority-bilingual team, enables us to meet Harlingen's needs with precision and empathy. We have a strong presence and a successful track record along the Texas/US-Mexico border, enhancing our ability to implement community-centric planning that deeply resonates with Harlingen's cultural and socioeconomic fabric.

Able City is joined by two esteemed professionals and their teams: Mark White of White & Smith, LLC & Eduardo Parra of Parra & Co. White & Smith, LLC, one of the nation's premier planning law firms, has been a collaborator with Able City for several years. Mark White brings extensive experience working with cities of similar size to Harlingen throughout the state. On the other hand, Parra & Co. delivers civil engineering solutions that balance resiliency and sustainability with economic practicality. They will provide Low Impact Development (LID) strategies to improve water, wastewater, drainage, and street systems, while also tackling broader infrastructure challenges. Our combined expertise uniquely qualifies us to navigate Texas's planning landscape and create sustainable urban environments. Our proposal is designed to comprehensively address the key elements highlighted in the RFQ, including the integration of hazard mitigation strategies, the alignment of land use with future population growth, and the enhancement of infrastructure to support sustainable development. We are prepared to bring innovative solutions to the comprehensive planning process, fostering a resilient and thriving community that effectively navigates its growth and challenges. We are excited about the opportunity to collaborate with the City of Harlingen to deliver a comprehensive plan that sets new standards for community-focused urban development. Able City has reviewed and agrees to comply with the stipulations outlined in the RFQ, ready to tailor our approach to fit Harlingen's unique needs and aspirations.

Should you have any questions or need further discussion, please do not hesitate to reach out to me directly at (210) 201-2376. Thank you for considering Able City for this pivotal initiative. We are eager to contribute to Harlingen's vibrant future.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Gallinar", written over a horizontal line.

Carlos Gallinar, AICP, CNU-A
Principal, Planning Director
Able City

ARCHITECTURE - PLANNING - COMMUNITY ENGAGEMENT - ECONOMIC DEVELOPMENT

Carlos Gallinar | 521 Texas Ave. El Paso, TX 79901 | 210-201-2376 | communications@able.city



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Tab

B

Experience and Qualifications of The Firm

A synopsis of Able City's history, highlighting our general background, expertise, and experience, which collectively illustrate our capacity to undertake and successfully complete this project in a systematic and effective way

able.city

Planning · Community Engagement
Economic Development · Architecture

CONSULTANT PROFILE

Able City is a multidisciplinary firm focused on urbanism, architecture, economic development, and city-making. We are dedicated community builders with a mission to transform urban spaces to respond to people's needs by creating environments that encourage growth, innovation, and prosperity. Our belief in empowering communities to discern their needs has led us to collaborate with community members, clients, and partners to shape an ambitious and tangible urban development vision.

What sets Able City apart is our industry-leading design methodology which folds in these disciplines to take a global approach to every project—mindful that each discipline affects and informs the others in the context of place-making.

Able City does not look at isolated components of a community but instead presents a holistic approach that respects the interconnected and symbiotic relationship of all facets of the community. This synchronistic approach allows us to draw on a wide variety of resources and assets for our clients to improve neighborhoods, cities, counties, and regions while finding the right balance of architectural design, urban planning strategies, and land use for our clients.

Headquartered in San Antonio, with branch offices in South Texas and along the border, 76% of our staff is bilingual. We understand the people, culture, and language of South Texas unlike any other firm. Our vested interest in the success of each project shows in the quality of our work.

Able City brings expertise in enhancing communities throughout Texas, with a significant emphasis on the border region, including Harlingen. Our understanding of the unique dynamics and opportunities in this area allows us to implement projects that capitalize on the region's rich cultural heritage and economic strengths. By incorporating local cultural and economic elements into our



work, we aim to foster sustainable and inclusive growth. Our commitment to Harlingen and the broader border area is evidenced by our extensive portfolio of completed works, which reflects our deep involvement and the positive impact we strive to make in this dynamic region.

CORE COMPETENCIES

- PLANNING
- COMMUNITY ENGAGEMENT
- ECONOMIC DEVELOPMENT
- ARCHITECTURE & MASTER PLANS

We exist to create places people thrive in.

Able City is firm with over 40 years of experience along the Texas/US-Mexico Border and South Texas Region—stretching from McAllen to El Paso. No two places are alike and our goal is to become familiar with the individual communities that make up the border.

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Our Offices:

SAN ANTONIO, TEXAS *Corporate Office*

110 Broadway St. Ste. 590
San Antonio, TX 78205
210-912-5929

LAREDO, TEXAS *Branch Office*

901 Victoria St. Ste. A
Laredo, TX 78040
956-725-7418

MCALLEN, TEXAS *Branch Office*

200 S. 10th St. Ste. 907
McAllen, TX 78501
956-790-0442

EL PASO, TEXAS *Branch Office*

521 Texas Avenue
El Paso, TX 79901
915-201-0607

We specialize in designing for border communities

SPECIALIZED STAFF

Many of Able City's staff live and work in Laredo and other border communities, and 76% of our staff are bilingual. We understand the people, culture, and language unlike any other architecture and planning firm in Texas. We care deeply about the City of Harlingen and our border communities, and want to see them thrive. Our vested interest in the success of our projects shows in the quality of our work.

UNDERSTANDING THE ISSUES

When planning and designing for border communities, we must recognize and understand the nature of a bi-national economy. Cities do not stop at the border. The flow of people and of commerce between border cities is a fascinating and ever-evolving condition of South Texas. We ask ourselves and the community:

- How do we move forward as a region?
- How does the border itself function as a place?
- Who lives here and how can we best serve the community?

because we are part of the border community.





Planning · Community Engagement
Economic Development · Architecture

Firm Information

PREDECESSOR ORGANIZATIONS / PARENT COMPANIES

Able City, LLC was established in 2017 out of the merger of Hickey Peña Architects (est. 1978) and Frank Architects (est. 1990).

FIRM STRUCTURE

Able City is a Limited Liability Corporation, Incorporated in the State of Texas.

FIRM PRINCIPALS

Mario A. Peña, AIA, AICP, CNU-A

Diana H. Peña, CNU-A

Viviana Frank, FAIA, CNU-A, CECD, LEED AP

Frank Rotnofsky, AIA, LCI, Fitwell Ambassador

Ricardo Solis, AIA, LEED AP

Carlos Gallinar, AICP, CNU-A

YEARS IN BUSINESS

Seven (7) years: Able City, LLC established in 2017 from the merger of Hickey Peña Architects (est. 1978) and Frank Architects (est. 1990).

LITIGATION HISTORY

Able City, LLC has no litigation history in the past five (5) years.

CORE COMPETENCIES

PRIMARY CONTACT & LOCATION

CARLOS GALLINAR, AICP, CNU-A

PRINCIPAL, PLANNING DIRECTOR

(210) 201-2376 | carlos@able.city

200 S. 10th St. Ste. 907, McAllen, TX 78501



PLANNING

COMMUNITY ENGAGEMENT

ECONOMIC DEVELOPMENT

ARCHITECTURE

Able City proudly identifies as an HUB | HABE | MBE | SBE | WBE | DBE firm, embodying a culture of diversity and inclusion at the heart of our operations.

Our commitment extends beyond internal policies to actively foster partnerships with diverse businesses in our projects. This approach enriches our work with various perspectives and *aligns with the City's aspirations for inclusive community development*. We are dedicated to advancing equitable opportunities within the architectural and urban planning sectors, contributing to the vibrant, diverse fabric of the communities we serve.

ABLE CITY STAFF

Able City is a Texas-based, majority-bilingual family of architects, designers, planners, economic developers, writers, and community engagement specialists committed to connecting people with the kinds of places and policies designed to bring everyone in.

31 EMPLOYEES



* Denotes Able City Partners & Principals

3

Certified Planners

Carlos Gallinar AICP, CNU-A*
Jason King, AICP, CNU-A*
Mario A. Peña AIA, AICP, CNU-A*

5

Certified Congress of New Urbanism (CNU-a)

Carlos Gallinar AICP, CNU-A*
Jason King, AICP, CNU-A*
Mario A. Peña AIA, AICP, CNU-A*
Viviana Frank FAIA, CECd, CNU-A, LEED AP*
Diana Peña CNU-A*

8

Community Engagement Specialists

Carlos Gallinar AICP, CNU-A*
Jason King, AICP, CNU-A*
Mario A. Peña AIA, AICP, CNU-A*
Viviana Frank FAIA, CECd, CNU-A, LEED AP*
Frank Rotnofsky AIA, LCI, Fitwell Amb.*
Diana Peña CNU-A*
Lorena Gonzáles
Sabrina López

1

Certified Economic Developer

Viviana Frank FAIA, LEED AP, CECd, CNU-A*

6

Licensed Architects

Mario A. Peña AIA, AICP, CNU-A*
Viviana Frank FAIA, CECd, CNU-A, LEED AP*
Frank Rotnofsky AIA, LCI, Fitwell Amb.*
Ricardo Solis AIA, LEED AP*
Claudio Leon AIA, LEED AP, WELL AP
Teresa Barker, AIA, LEED GA, WELL AP

4

LEED Accredited Professionals

Viviana Frank FAIA, CECd, CNU-A, LEED AP*
Ricardo Solis AIA, LEED AP*
Claudio Leon AIA, LEED AP, WELL AP
Teresa Barker AIA, LEED GA, WELL AP

3

WELL & Fitwell Accredited Professional

Claudio Leon AIA, LEED AP, WELL AP
Teresa Barker AIA, LEED GA, WELL AP
Frank Rotnofsky AIA, LCI, Fitwell Amb.*

7

Project Managers

Claudio Leon AIA, LEED AP, WELL AP
Teresa Barker AIA, LEED GA, WELL AP
Alfonso Camacho
Luis Pruneda, TAS
Edna Zepeda
Ernesto Torres
Gabriel De Leon
Gilbert Peña
Juan Garza
Victor Montes

7

Architectural Designers

Alfonso Sepulveda
Angelo Gomez
Gilbert Peña
Hector Quintanilla
Laura Garcia

1

Tx Accessibility Standards (TAS)

Luis Pruneda, TAS

5

Professional Support Staff

Anabel Villareal
Bryan Chavez
Cierra McCarther
Sydney Aschbacher
Ricardo Colindres

23

English-Spanish Bilingual



OUR EXPERIENCE IN THE REGION

Able City is dedicated to creating environments where people can truly thrive. Our commitment extends across the Texas border region, where we have collaborated with a diverse array of cities and stakeholders to bring their visions to life—projects that we take great pride in. Our efforts are evidenced by a variety of transformative projects ranging from comprehensive urban plans to the creation of vibrant public spaces designed to foster community engagement and enhance connectivity. These initiatives not only demonstrate our ability to deliver successful projects for municipalities but also reflect our deep commitment to enriching the community fabric. Our extensive experience in this region enhances our understanding of its unique dynamics and opportunities, particularly in Harlingen and surrounding areas. This insight allows us to provide innovative and precisely tailored solutions that align with the specific needs and aspirations of the border community, ensuring that each project not only meets but exceeds expectations.

PLANNING EXPERIENCE

SELECTED PLANNING PROJECTS

- ReCode Laredo: Development Code Rewrite
- San Antonio Code Assessment and Recommendations
- City of Victoria Unified Development Code
- Horizon City Transit Oriented Development Code Standards
- Viva Laredo Comprehensive Plan
- El Metro Transit Comprehensive Analysis
- VIA Transit Unified Development Code Recommendations
- VIA Transit Eastside Mobility HUB
- McAllen Vision Zero Action Plan
- San Antonio Office of Innovation Smart Cities Roadmap
- Eagle Pass Downtown Master Plan
- Del Rio Comprehensive Plan
- Del Mar Zoning Overlay District
- Alazan Courts Master Plan
- Abara House Historic Preservation
- SATomorrow SubArea Plans-Zoning
- Laredo Downtown TIRZ Guidelines
- The Coves Town Planning
- Boulevard of The Americas Plan
- Binational Park Master Plan
- Iturbide Street Economic Development Study
- Rio Vega Master Plan
- Alameda Theater Community Engagement
- Texas A&M International Campus Master Plan

RELATED RECENT EXPERIENCE

Our team has performed multiple Comprehensive Master Plans across Texas over the last few years, some of our most recent ones include:

- **Viva Laredo Comprehensive Master Plan**
- **Plan El Paso Comprehensive Plan**
- **Eagle Pass Downtown Master Plan**
- **Cotulla Master Plan**
- **El Milagro Town Plan**
- **Del Rio Comprehensive Plan**
- **City of Clint Comprehensive Code Rewrite**



"Able City proved to be a tremendous asset in the development of our facility project. The leadership of Able City listened to our needs and they were able to seamlessly integrate them into the overall vision. The staff was responsive and was able to deliver our project within our challenging schedule. Able City is truly a visionary organization that integrated community needs and organizational expectations into a state of the art design."

-MARTIN ORNELAS, DIRECTOR, REAL TRANSIT

EXPERIENCE WITH PUBLIC ENTITY CLIENTS

Able City has worked with a wide range of clients ranging from the public and private sectors. Our clients list includes cities, counties, private developers and community activist organizations. The following list identifies the public sector clients our team has worked with.

PUBLIC SECTOR CLIENTS

City Of San Antonio

- VIA TOD UDC Recommendations
- San Antonio UDC
- City of San Antonio Veterans Outreach and Transition Center
- SA Tomorrow Area Planning- Phase 3 and 4
- San Antonio Bikeshare Strategic Planning Consulting Services
- San Antonio-Bexar County Pedestrian Safety Action Plan
- AAMPO Bike and Pedestrian Plan

City Of Laredo

- Plan Viva Laredo Comprehensive Plan
- Webb County VisioIn Zero Safety Action Plan
- Historic Urban Design Assessment Report
- Urban Design Standards
- Park Planning Projects
- Rio Grande River Vega Master Plan
- Bridge of the Americas Master Plan
- Chacon Creek Master Plan
- North Central Park-Pavilion
- Waste Water Treatment Plant
- North Central Park-Pool Facility
- North Central Park-Design Guidelines
- Airport Terminal Remodel
- Fire Training Facility
- Feasibility Study for a New Public Library
- City of Laredo El Portal Heritage Riverfront Park Project

- City of Laredo Historic Urban Design Assessment Report
- City of Laredo Urban Design Standards

City Of Clyde

- City of Clyde Master Plan Project

City Of Encinal

- Encinal North Development Master Plan

City Of Cotulla

- Garros Subdivision Master Plan Development

City Of Eagle Pass

- Downtown Master Plan

City Of Del Rio

- Comprehensive Plan

Town Of Horizon City

- TOD Architectural Design Standards
- TOD Site Plans

City Of Carrizo Springs

- Dimmit County Courthouse Master Plan
- Carrizo Springs Sport Complex

City Of Zapata

- Zapata Master Plan

City Of Roma

- Roma Bridge

City Of Rio Bravo

- Rio Bravo Water Treatment Plant Administration Building
- Rio Bravo Fire Station

City Of Edinburg

- Edinburg General Aviation Facility

City Of Mcallen

- Vision Zero Safety Action Plan

City Of Clint

- Comprehensive Plan And Code Rewrite

City Of Socorro

- Code Rewrite - Unified Development Code

OUR PORTFOLIO INCLUDES:

20+ Comprehensive Master Plans

100+ Community Engagement Sessions



Viva Laredo Comprehensive Plan

Client: City of Laredo, TX

Execution: Able City & Dover Kohl & Partners

Our team of professionals collaborated with the city of Laredo to develop its Comprehensive Plan. Viva Laredo is a plan created through an inclusive, participatory public process that presents both grand vision and a practical plan to accomplish those goals. The Project Team lead by Mario Pena, Frank Rotnofsky and Viviana Frank, AIA, of Frank/Hickey-Pena Architects, a joint venture, with Dover Kohl Planners provided the expertise to navigate through each phase in a timely manner.

The Comprehensive Plan process was interactive and bilingual, and included charrettes in multiple areas throughout the city. During the charrettes, the team was able to talk over 800 visitors, meeting attendees, and hands-on participants. Many people followed the project on its website or took part in online conversations and polling in the project's virtual town hall. Newspaper, television, and web coverage of the project was extensive. Laredo is a city with significant potential, beginning as a small settlement and quickly evolving into the largest inland port in the United States within a 250-year span. Located along the northern border of Mexico, it has established a mutually beneficial



Proposed



Relevancy to Harlingen

- Inclusive planning
- Community engagement
- Comprehensive planning
- Award-winning urban planning
- Innovative urban planning

relationship with the Mexican city, Nuevo Laredo, that has helped define its cultural, economic and social ways of life. Dover, Kohl & Partners teamed with local architects, Frank Hickey Peña Joint Venture, to create a detailed Comprehensive Plan to guide the city's growth and development. The goals, objectives, and strategies of the plan involved all aspects of City administration and community life: land use, downtown revitalization, urban design, historic preservation, mobility, housing, sustainability, health, and economic developments.

Contact: Kirby Snideman, fm. Planning Director

Phone: 801-745-7476

Email: ksnideman@avenueconsultants.com

Address: City of Laredo, TX



\$650,000.00

Contract amount, not increased



12 Months Timeline



Cities and neighborhoods are defined in large part by the quantity and quality of their parks and open spaces. The plan recommends public parks at all scales. A range of open space types is needed to meet the City's diverse recreational, environmental, and social needs. A proposal for San Jacinto Plaza is depicted below.



Plan El Paso Comprehensive Plan

Client: El Paso, TX

Execution: Able City & Dover Kohl & Partners

In 2010 the City of El Paso commissioned Dover, Kohl & Partners to create a detailed Comprehensive Plan and regional-scale Future Land Use Map for the city. The Comprehensive Plan is an overarching policy document that directs the City of El Paso in its implementation of consensus-based goals created through an extensive public process. The goals, objectives, and strategies of the plan involve all aspects of city administration and community life: land use, urban design, historic preservation, economic development, housing, transportation, health, sustainability, infrastructure, public facilities, international coordination, and Fort Bliss Army Base relations. DK&P lead a multidisciplinary team of over 14 different specialty consultants.

Process: The Plan El Paso Comprehensive Plan process was interactive and bilingual, and included three two-week charrettes in multiple areas throughout the city. During the charrettes, the

Relevancy to Harlingen

- Extensive Public Engagement
- Multidisciplinary Expertise
- Recognized Excellence

team was able to talk to over 800 studio visitors, meeting attendees, and hands-on participants. Over 20,000 people followed the project on its website or took part in online conversations and polling in the project's virtual town hall. Newspaper, television, and web coverage of the project was extensive. Status: On March 6, 2012, Plan El Paso was adopted by an unanimous vote of the El Paso City Council. The EPA awarded Plan El Paso a 2011 National Award for Smart Growth Excellence in Programs, Policies, and Regulations. The EPA grants this award yearly to "recognize exceptional approaches to development that respect the environment, foster economic vitality, and enhance quality of life." The project was used as a case study in the national discussion on placemaking and city planning by the National Resource Defense Council.

Contact: Mathew McElroy, fmr. Planning Director

Phone: 915-873-6310

Email: mathew.mcelroy@gmail.com

Address: El Paso, TX



Existing conditions



STEP 1: Mesa Street is converted to a multiway boulevard. Street trees, a central median, slip lanes, bike lanes, and parallel parking are added, and bus stops are incorporated along the outer medians. Paved sidewalks and dignified lighting replace gravel landscaping along the edge of parking lots.



STEP 2: A canopy of street trees enhances the quality of the streetscape and provides shade to passers-by. Infill development replaces parking lots, and pedestrian interest is held with pedestrian-scaled façades, storefronts and signage. Additional infill is constructed on the northern side of Mesa Street, and the corridor begins to feel like a unified whole. Pedestrian safety is bolstered by a combination of design elements. Parallel parking provides convenient access to businesses. Street-oriented architecture, with doors, windows, and balconies that face the street, creates a natural sense of surveillance.



\$1,236,927.00

Contract amount, not increased



24 Months Timeline



256 SQ
Project Area

Before and after views of Mesa Street highlight the transformation achieved through this project. Among numerous new design elements, infill developments played a significant role in revitalizing the area. These images showcase the detailed recommendations provided to the city of El Paso, derived from a multidimensional analysis that supports a comprehensive and strategic plan for the city.



General Recommendations

- A New, street-oriented buildings should embrace the sidewalk and face the street with windows and doors.
- B On-street parking should be used to provide a transition between moving vehicles and pedestrians on the sidewalk.
- C Parking lots should be located mid-block.
- D Stanton Street should be faced by new buildings which are appropriate in scale to the existing neighborhood fabric, helping to smooth the transition to the neighborhood.
- E Where possible, new street connections should be explored to increase connectivity and subdivide oversized blocks.



Relevancy to Harlingen

- Bi-National Collaboration
- Comprehensive Revitalization
- Inclusive Design

Eagle Pass Downtown Master Plan

Client: City of Eagle Pass, TX

Execution: Able City

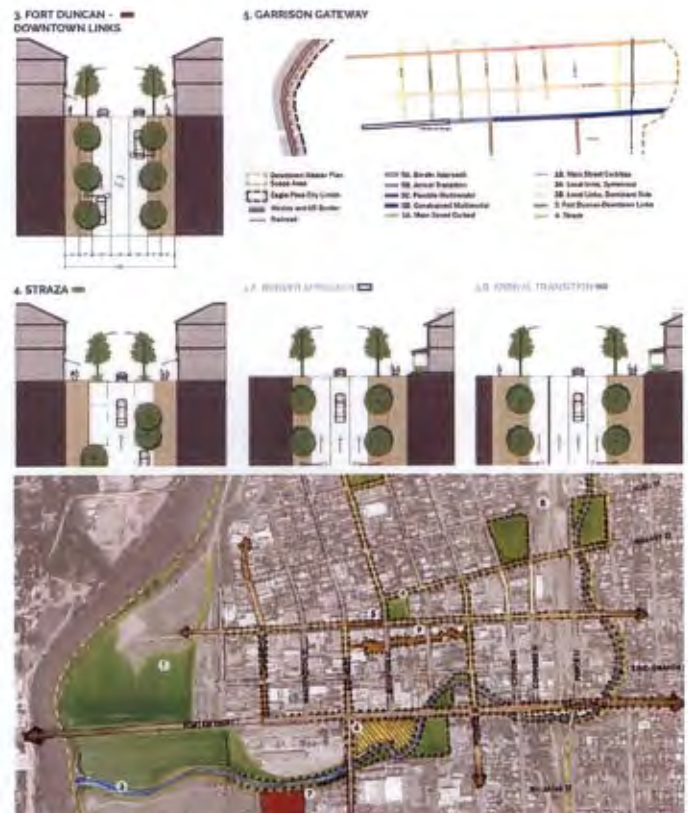
Able City completed a full assessment of Eagle Pass's river-fronting downtown as part of an unprecedented downtown revitalization plan. The plan includes economic and cultural development, mobility, recreation, border relations, and river vega improvement strategies. The team has worked with the community in Eagle Pass to fully engage and harness the opportunities given to them by their location along their river/border and to enhance their relationship with their sister city across the river Piedras Negras. The Bi-National collaboration we have helped coordinate will serve as the foundation for a more connected and stronger Eagle Pass/Piedras Negras community. Additionally, our team prepared final construction documents and specifications in compliance with TxDOT and in compliance with ADA and AASHTO standards, as required by the funding agencies. In incorporating these design features, our architects are enabling greater access to natural amenities, regardless of age or ability. The goals of the plan are to develop a vibrant downtown, increase economic viability, and preserve the City's heritage.

Contact: Arturo Marquez, Economic Dev

Phone: 830-421-5153

Email: amarquez@eaglepasstx.gov

Address: City of Eagle Pass, TX

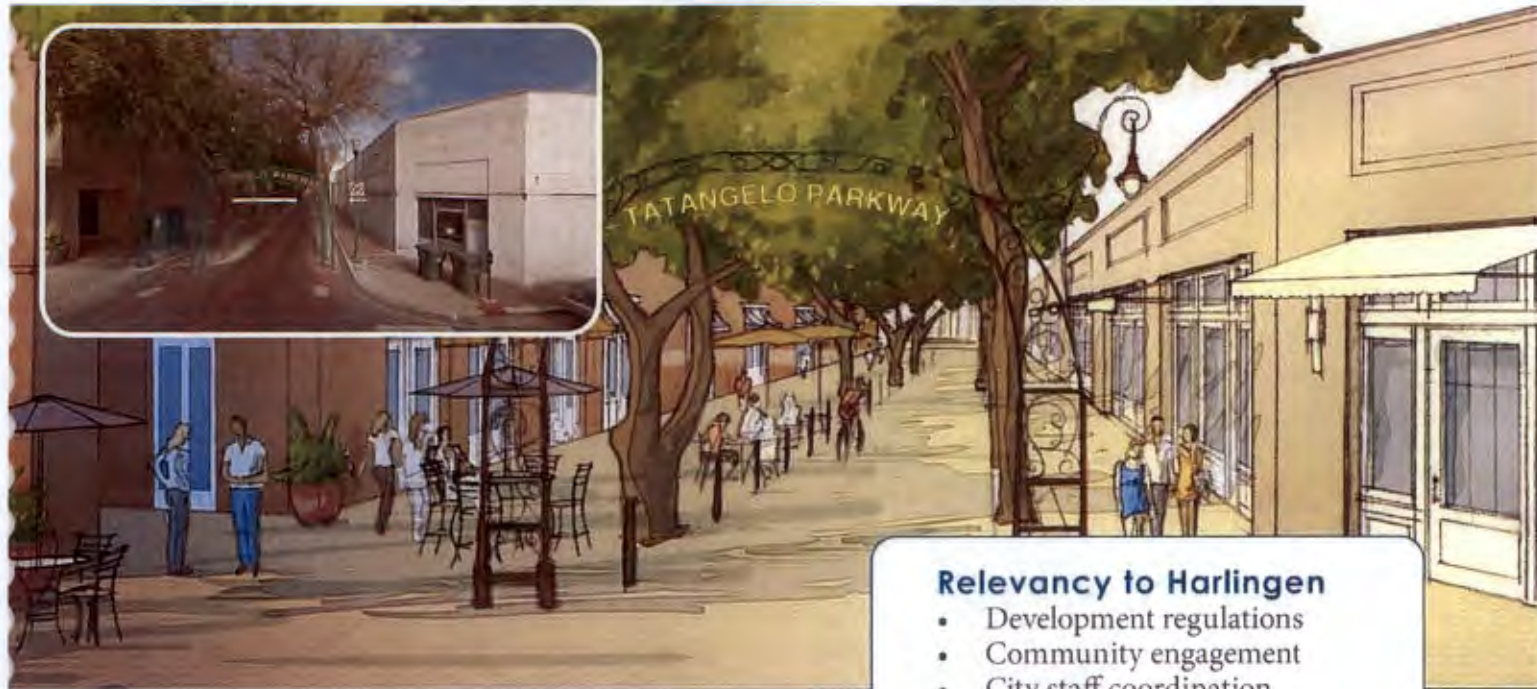


\$327,250.00

Contract amount, not increased



12 Months Timeline



Relevancy to Harlingen

- Development regulations
- Community engagement
- City staff coordination
- Land use related ordinances

City of Laredo Development Code Rewrite

Client: City of Laredo, TX

Execution: Able City

In 2017 the citizens of Laredo, through an inclusive and public process designed a vision for the future of Laredo. The comprehensive plan's goals and policies serve as a tool to evaluate new development proposals, direct capital improvements, and to guide public policy in a manner that ensures Laredo continues to be the community that its residents want it to be. ReCode Laredo is the City of Laredo's initiative to rewrite the City's land development code. This project is a follow-up to the City Council adopted comprehensive plan, Viva Laredo, which aims to provide a more connected, sustainable, and affordable future, embodying the values and needs of the Laredo community. It is, in essence, a complete organizational and illustrated overhaul plus a codification of the vision of the Comprehensive Plan. It also continues the effort to include citizens and advocate for the learning and decision-making process via a robust community engagement strategy. Able City was hired to direct this very important project for the City of Laredo. After a delay due to COVID, the project is expected to be completed by the end of 2024.

Contact: Kirby Snideman, fmr. Planning Director
Phone: 385-585-2503 (o) 801-745-7476 (c)
Email: ksnideman@avenueconsultants.com
Address: City of Laredo, TX

TABLE 3-1: TRANSECT
STANDARDS SUMMARY

	T1: Natural	T2: Rural	T3: Neighbor- hood Edge	T4: Neighbor- hood General
Maximum Residential Density				
Maximum, By Right ^{1,2}	n/a	1 unit / 20 ac.	6 units / ac.	12 units / ac.
Building Placement				
Front Build-to-Zone, or Setback	20' min.	24' min. to 40' max.	18' min. to 24' max.	6' min. to 18' max.
Frontage Buildout (Front Street)	n/a	n/a	40% min.	60% min.
Frontage Buildout (Side Street)	n/a	n/a	30% min.	30% min.
Side Setback (mid-block)	30' min.	30' min.	8' min.	0' min. (Attached) 5' min. (Detached)
Side Build-to-Zone (corner)	20' min.	20' min.	12' min.	6' min. to 18' max.
Rear Setback (lot or Alley)	30' min.	30' min.	10' min.	5' min.
Lot and Block Standards				
Maximum Block Perimeter	n/a	n/a	2,400 linear feet	2,000 linear feet
Lot Width	n/a	n/a	30' min.	18' min., 200' max.
Lot Depth	n/a	n/a	100' min.	80' min., 300' max.
Lot Coverage	n/a	n/a	60% max.	70% max.
Building Heights				
Building Height	n/a	1 Story min.	1 Story min.	1 Story min.
	1 Story max.	2 Stories max.	2 Stories max.	3 Stories max.
Ground Floor Elevation (above sidewalk or finished grade)	n/a	6" max. (Non-Res.) 24" min. (Res.)	24" min.	6" max. (Non-Res.) 24" min. (Res.)
Ground Floor Height (Floor to Ceiling Clear)	n/a	9' min.	9' min.	12' min. (Non-Res.) 9' min. (Res.)
Upper Floor(s) Height (Floor to Ceiling Clear)	n/a	9' min.	9' min.	9' min.
Parking Location				
Front Setback	30' min.	30' min.	30' min.	30' min.
Side Setback (mid-block)	20' min.	5' min.	5' min.	0' min. (Attached) 5' min. (Detached)
Side Setback (corner)	30' min.	30' min.	20' min.	20' min.
Rear Setback	20' min.	5' min.	5' min.	5' min.

Chart cropped for optimal layout presentation.



\$482,470.00

Contract amount, not increased

City of San Antonio Development Code rewrite(s)

Client: City of San Antonio, TX

Execution: Able City

Over the last three years, Able City has provided Professional Planning Services to the City of San Antonio's Planning Department. We are currently working on the following three projects for the city:

MIXED USE ZONING DISTRICTS

Able City is creating a series of Mixed Use Zoning Districts that the city can employ to create walkable, sustainable, and economic resilient communities. With a total of five Mixed-Use Districts and each having a set of development standards, Able City is creating a Design Standards Document that developers will follow. These items include Use, Parking, Setbacks, and other Zoning standards. The project also includes a series of Stakeholder Meetings to gather input on the various design standards.

ETJ POLICY & ILLUSTRATIONS

This project involves creating a Policy, Development Regulations, and Illustrations for better development in the city's Extra-Territorial Jurisdiction (ETJ). Working with city staff, Able City is researching Best Practices for developers to follow in the city's ETJ and that meet Texas Local Government Code. This includes coordination with County staff, the military installations, and the utility services.

SATOMORROW SUB-AREA PLANS

The SATomorrow Comprehensive Plan identified regional centers as one of the building blocks for the city's future. Regional Centers were divided into sub-area plans intended to provide a more coordinated, efficient and effective structure for neighborhood planning. Able City coordinated with city staff to facilitate conversations and meetings with neighborhoods within the sub-ares. The team will then aid the planning department in drafting the neighborhood profiles and priority plans.

Contact: Micah Diaz, Planning Coordinator

Phone: (210) 207-7816

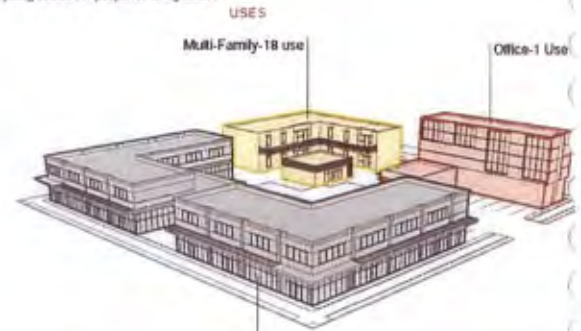
Email: micah.diaz@sanantonio.gov

Address: City of San Antonio TX

1 NEIGHBORHOOD MIXED USE - SECTION 35.310.20

CITY OF SAN ANTONIO MIXED USE DISTRICTS

The NMU zoning district offers a variety of housing options and mixed-use areas. It should be located between regional and urban centers, along connecting corridors. This district ensures residents have easy access to essential amenities, housing choices, and transportation, with safe and convenient walkways and cycling routes for people of all ages and abilities.



Relevancy to Harlingen

- Development regulations
- Zoning
- Community engagement
- City staff coordination
- Comprehensive planning
- Land use related ordinances



\$60,571.00

Contract amount, not increased

City of San Antonio Unified Development Code

Client: City of San Antonio, TX

Execution: Able City

The San Antonio Unified Land Development Code project was a city-wide effort focused on coding the 13 new Regional Centers envisioned in the SA Tomorrow Comprehensive Plan. It reduces barriers to affordable housing and provides incentives for improved connectivity and land use patterns.

This body of new code amendments integrates a set of logical development codes into the existing Unified Development Code, to enable future Transit Oriented Development (TOD) implementation, and will be the basis for the set of VIA recommendations to the City of San Antonio for consideration as the City moves forward with the adoption of the 2020 Unified Development Code Amendments. An essential part of the project was community input and public outreach.

The project also included extensive Community Engagement. Able City coordinated stakeholder meetings and public events throughout San Antonio.

These amendments offer the necessary TOD implementation template for all future Rapid Transit Corridors that are implemented throughout a future system plan and address the transformation of a vehicle-centric city into a region that embraces public transit as a tool to manage the exponential growth expected by 2040.

Contact: Micah Diaz, Planning Coordinator

Phone: (210) 207-7816

Email: micah.diaz@sanantonio.gov

Address: City of San Antonio TX

Relevancy to Harlingen

- Development regulations
- Zoning
- Community engagement
- City staff coordination
- Land use related ordinances



UNIFIED DEVELOPMENT CODE CAN REGULATE



\$134,000.00

Contract amount, not increased

STATEMENT OF CAPABILITY

Able City is equipped to assist the City of Harlingen in developing its new Comprehensive Plan, aligned with Harlingen's vision for a sustainable community. Our extensive expertise in urban planning, infrastructure, public engagement, and economic development positions us to enhance the quality of life in Harlingen. We are supported by White & Smith, LLC, and Parra & Co., enabling a dynamic, action-oriented approach to sustainable development.

Strategic Commitments:

- **Hazard Risk Identification:** We will align with Harlingen's local hazard mitigation plan to identify and address risks, led by Jason King, whose expertise in hazard management will integrate robust mitigation strategies into the planning process.
- **Thoroughfare Plan Development:** We will develop a thoroughfare plan to enhance connectivity and accommodate future growth, focusing on major roadways and transportation networks.
- **Infrastructure Study:** We will conduct a comprehensive analysis of Harlingen's infrastructure, assessing current systems and forecasting improvements to support sustainable growth.
- **Population and Other Studies:** Utilizing our deep research expertise, we will provide demographic projections and conduct environmental, economic, and housing studies to inform our planning efforts.
- **Land Use Plan:** We will establish a land use plan that sets long-term goals, incorporates hazard mitigation, and lays the groundwork for zoning ordinances, ensuring alignment with Harlingen's objectives.
- **Zoning Ordinances:** Led by Able City with support from White & Smith, LLC, we will develop clear, enforceable zoning ordinances that guide land use and development, ensuring compliance with community goals and regulatory standards.

Able City, along with our subconsultants, is ready to guide Harlingen through this pivotal planning phase, ensuring the development of a Comprehensive Plan that meets and exceeds the community's expectations for a prosperous and sustainable future.

MUNICIPALITY COLLABORATION METHODOLOGY

In our interactions with municipal clients, Able City prioritizes transparent and effective communication as a cornerstone of our collaborative process. Here's how we ensure a seamless exchange of information and align our efforts with the requirements of municipal projects:

1. **Initial Consultations and Regular Updates:** At the outset of a project, we conduct comprehensive kick-off meetings to establish clear objectives, timelines, and expectations with all stakeholders. These initial consultations ensure that everyone involved has a mutual understanding of the project scope and requirements. Regular progress meetings are scheduled to keep all parties informed and to address any changes or updates in real-time. This approach allows for immediate feedback and agile adjustments to the project plan as needed.
2. **Dedicated Project Management Team:** Able City assigns a dedicated project manager to serve as the primary contact point for the municipal client. This project manager is responsible for overseeing all aspects of the project, ensuring that communication between Able City, subconsultants like White & Smith, LLC and Parra & Co., and the client remains fluid and constructive. The project manager organizes all client interactions, including the distribution of reports, presentations, and critical updates, to maintain clarity and consistency throughout the project lifecycle.
3. **Digital and Physical Documentation:** We leverage both digital platforms and traditional physical documents to share information effectively. Digital tools such as cloud-based project management software allow for real-time updates and access to project materials for all stakeholders, ensuring that everyone has the latest information at their fingertips. For clients who prefer physical documents, we ensure that all relevant information, including plans, reports, and regulatory documents, are provided in easily accessible formats during meetings and as needed.
4. **Community Engagement and Feedback Integration:** Our methodology includes robust community engagement strategies that not only

gather input from the public but also facilitate the transparent sharing of this feedback with municipal clients. This process helps align the project with community needs and expectations, providing the city with a clear view of public sentiment and participation.

5. **Reporting and Compliance:** We prepare detailed reports that outline project progress, challenges, and solutions. These reports are tailored to the municipal client's specifications and regulatory requirements, ensuring that all necessary information is comprehensively covered. Compliance with municipal, state, and federal regulations is strictly adhered to, with all documentation prepared and reviewed to meet the highest standards of accuracy and legality.
6. **Post-Project Support and Training:** Upon project completion, Able City provides ongoing support and training to municipal clients to ensure they are fully equipped to implement and manage the new systems and policies developed. This includes detailed implementation guides, training sessions for city staff, and accessible support for any questions or further clarifications needed.

Through these structured interactions and dedicated communication strategies, Able City ensures that every phase of the project aligns with the municipal client's goals and the community's needs, fostering a successful and sustainable outcome.

AWARDS

- Congress for the New Urbanism (CNU): Charter Awards Directed by Able City East staff
- Plan NoBE in Miami Beach, FL (2017)
- Seven50: Southeast Florida Prosperity Plan (Merit Award, 2016), Jason King.
- Code SMTX: Tactical Urbanism Intervention for San Marcos, TX (2015), Jason King.
- Plan El Paso in El Paso, TX (2015), Jason King.
- Jean Lafitte Tomorrow in Jean Lafitte, LA (2014), Jason King.
- Southeast Lee County Plan for Conservation and Development (2010), Jason King.
- American Planning Association (APA) Awards: Plan El Paso in El Paso, TX (2015), Jason King.



City of Laredo, Development Code Rewrite





Improvements to street connectivity will encourage the development of complete neighborhoods. The Viva Laredo Comprehensive Plan. Executed by AbleCity

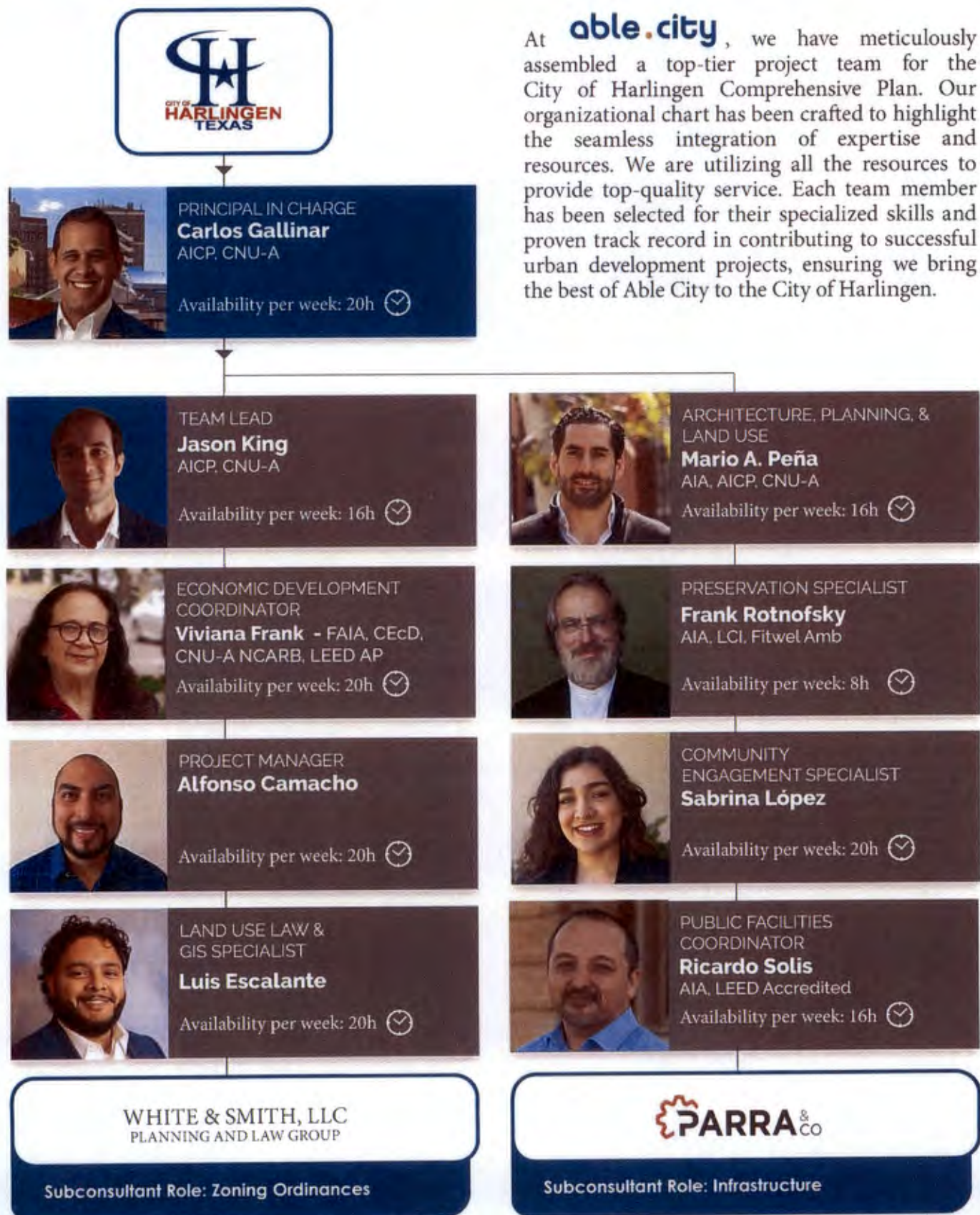
Tab

C

Experience and Qualifications of Assigned Staff.

This section provides a detailed overview of Able City's Key Personnel and our collaborative partners, highlighting our individual qualifications, roles, and contributions to the project. It demonstrates how each team member's expertise aligns with the project requirements. The section underscores the collaborative strength of our team and our selected sub-consultants, emphasizing our collective ability to execute a strategic and well-coordinated planning process that fulfills both the City's objectives and community expectations.

KEY PROJECT PERSONNEL - ORGANIZATIONAL CHART & PROJECT TEAM



At **able.city**, we have meticulously assembled a top-tier project team for the City of Harlingen Comprehensive Plan. Our organizational chart has been crafted to highlight the seamless integration of expertise and resources. We are utilizing all the resources to provide top-quality service. Each team member has been selected for their specialized skills and proven track record in contributing to successful urban development projects, ensuring we bring the best of Able City to the City of Harlingen.

SUBCONSULTANTS

Able City is spearheading the Harlingen Comprehensive Plan Update, collaborating with expert subconsultants to ensure a multifaceted approach to urban development. White & Smith, LLC will meticulously craft zoning ordinances that regulate land use and construction types, ensuring alignment with Harlingen's visions and objectives outlined in the Comprehensive Plan. Concurrently, Parra & Co. will implement Low Impact Development (LID) strategies, focusing on enhancing the city's water, wastewater, drainage, and street systems. They will conduct thorough assessments of these infrastructures, evaluating their condition, dimensions, and materials, and developing strategies that not only support sustainable development but also mitigate local hazard risks as identified in Harlingen's area. Together, these strategic collaborations will deliver a holistic and sustainable approach to urban development, ensuring Harlingen's growth is well-managed and future-ready.



WHITE & SMITH, LLC

ZONING ORDINANCES

White & Smith, LLC, a distinguished planning and law group founded by Mark White and Tyson Smith, specializes in the intricacies of zoning law and land use planning, with a prominent national practice rooted in innovative municipal representation. This partnership brings an unparalleled depth of knowledge to the creation and revision of zoning ordinances crucial for the support and adoption of the Comprehensive Plan for the City of Harlingen.

KEY ROLES AND CONTRIBUTIONS:

- **Drafting and Revising Zoning Ordinances:** Under the leadership of Able City, White & Smith, LLC will utilize their extensive expertise to meticulously draft and refine the zoning ordinances essential to regulating land use within Harlingen. These ordinances will define permissible uses of real property, types of constructions, and ensure that all development aligns with the Comprehensive Plan's visions and objectives.

- **Legal Expertise and Compliance:** With a proven track record in navigating the complexities of land use and takings litigation, White & Smith will ensure that all zoning regulations are not only effective but also legally enforceable, standing up to scrutiny and aligned with both state and federal law.
- **Community-Centric Planning:** In alignment with Able City's community engagement philosophy, White & Smith will incorporate community values into the zoning codes, drawing on extensive public participation to ensure that the regulations reflect the residents' needs and aspirations.
- **Customization to Local Needs:** Understanding the unique demographic and environmental context of Harlingen, the firm will tailor the zoning codes to accommodate the city's specific development potential and resource management needs.

RELEVANT WORK

- 21st Century Land Development Codes | Published by American Planning Association
- Texas Unified Development Code | San Antonio, TX
- Land Development Codes & Zoning Advisory Committee | Arlington

White & Smith's involvement in the Harlingen Comprehensive Plan goes beyond merely drafting new codes; their role is crucial in aligning these zoning ordinances with Harlingen's broader development goals as outlined in the new plan. Their strategic input ensures that the zoning regulations are practical, adaptable, and conducive to sustainable urban growth. Collaborating closely with Able City, White & Smith, LLC brings their specialized expertise to craft zoning ordinances that not only guide but also actively promote balanced and sustainable development, tailored to meet the unique characteristics and needs of the Harlingen community. This partnership highlights a commitment to precision, legal rigor, and community-focused urban planning, ensuring that the regulatory framework supports Harlingen's vision for the future.



PARRA & CO.

SUBCONSULTING INFRASTRUCTURE & HAZARD RISKS MITIGATION

Parra & Co. brings extensive expertise in Low Impact Development (LID) strategies, focusing not only on enhancing water, wastewater, drainage, and streets systems but also on tackling broader infrastructure challenges crucial for supporting the City of Harlingen's sustainable growth. This expertise is critical in their collaboration with Able City to foster a resilient and sustainable urban environment that aligns with Harlingen vision. Their proficiency in a range of sustainable civil engineering solutions is integral to these urban development strategies. Over the past eight years, Parra & Co. has successfully completed over 100 projects where LID principles were seamlessly integrated to minimize environmental impact and enhance efficiency. Their approach includes designing environmentally conscious stormwater management systems featuring bioswales, rain gardens, permeable pavements, and more. These systems are essential not only for mitigating flood risks but also for reducing runoff, enhancing water quality, and promoting groundwater recharge. Such practices are especially effective in urban settings where traditional infrastructure may be inadequate or harmful to the environment.

Working alongside Able City, Parra & Co. will conduct a comprehensive assessment of existing infrastructure, recommend strategic updates, and assist in revising the Capital Improvements Plan. They will also develop growth management strategies that include projections for future infrastructure needs, focusing particularly on integrating LID techniques across stormwater systems, water, wastewater, drainage, and street systems, assessing their condition, dimensions, and materials, to comprehensively enhance Harlingen's infrastructure.

This commitment to innovative, sustainable infrastructure solutions underscores their approach to balancing resilience, sustainability, and economic viability while ensuring compliance with regulatory standards. Furthermore, Parra & Co., in collaboration with Able City and the notable expertise of Jason King (Able City's Team Lead) in

hazard risk management skills, will meticulously align our efforts with Harlingen's local hazard mitigation plan to thoroughly identify and address local hazard risks, placing safety and resilience at the core of our urban planning process.

RELEVANT EXPERIENCE:

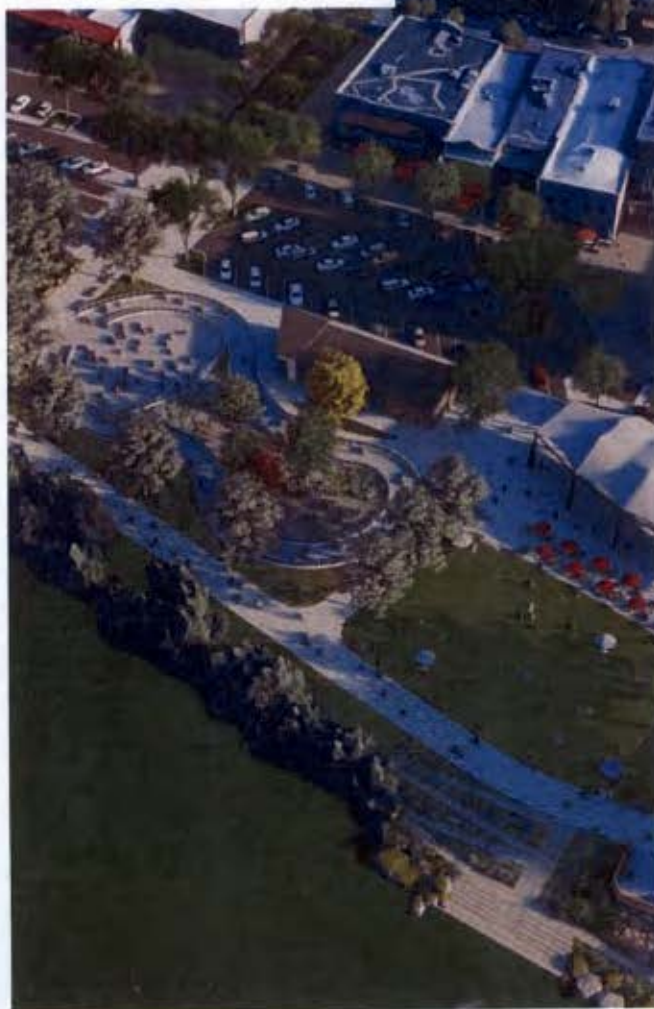
- **Brooks Campus 1,300-ac Masterplan and Sustainability Guidelines. San Antonio, TX:** The Brooks Campus Masterplan involved revitalizing a 1,300-acre mixed-use community, emphasizing sustainable development and connectivity. Our role was crucial in designing systems that minimized environmental impact while maximizing land use efficiency. This project featured extensive stormwater management planning, incorporating naturalized detention areas that function both as stormwater management tools and as aesthetic, community-focused features.
- **1,700 Acres Masterplan - Water Story & Drainage Conceptual Engineering. San Marcos, TX:** For this extensive development, we engineered a sophisticated stormwater system that included artificial creeks and lakes designed to manage stormwater naturally. This plan was pivotal in maintaining ecological balance and enhancing water management for the development. This project not only prevented potential flooding but also incorporated low-impact development features that enhance water quality and promote natural water cycles.
- **REAL Multimodal Transit Facility, Alice, TX:** We developed a stormwater management plan that included both temporary and permanent strategies for stormwater handling, preparing for future integration with the county's planned stormwater network. Some of the LID practices incorporated in this project include bioswales, rain gardens, and permeable pavements to reduce runoff, improve water quality, and promote groundwater recharge.
- **El Metro Transit Services Maintenance Building, Laredo, TX:** Integrated comprehensive site planning with stormwater and ponding systems.
- **Sixmile Creek Drainage and Road Improvements, Bexar County, TX:** Enhanced stormwater drainage and ponding facilities to improve urban water management.

- **Chimenea Creek Regional Stormwater Facility, Bexar County, TX:** Developed extensive stormwater infrastructure, including innovative ponding solutions to manage runoff and enhance water quality.

Together, Parra & Co. and Able City will leverage their respective expertise to ensure that both hazard risks mitigation and broader infrastructure components of the Harlingen Comprehensive Plan are effective, sustainable, and aligned with the city's environmental and urban development goals. This partnership will maximize the plan's effectiveness by integrating advanced engineering solutions with strategic urban planning.



Caras Park proposed plan, City of Missoula. J. King.



Proposed



City of Laredo, Development Code Rewrite

Existing



CARLOS GALLINAR, AICP, CNU-A

PRINCIPAL IN CHARGE



CNU
American Institute of Certified Planners

EDUCATION

Rutgers University
Master of City & Regional Planning

University of Texas at El Paso
Bachelor of Arts Degree
Project Management Certificate

LICENSES & CERTIFICATIONS

American Institute of Certified Planners (AICP)

Congress for the New Urbanism
Accredited (CNU-A)

PROFESSIONAL EXPERIENCE

Able City
Planning Director 2023- Present

City of Socorro, Texas
Planning Director/Consultant
2021-2023

Gallinar Planning & Development
Principal & Owner - 2015-2022

El Paso Independent School District
Executive Director for Planning
2016 - 2018

City of El Paso
Deputy Planning Director - 2012-2016

Comprehensive Plan Manager - 2010-2012

AWARDS & COMPETITIONS

Charter Award Congress for the New Urbanism, 2015

BIOGRAPHY

Carlos Gallinar has over twenty years of professional experience in city planning and community development. His areas of expertise include housing development, municipal planning, sustainability, neighborhood revitalization, building and site planning, public health, economic development, and public participation. This diverse practice spans the public, private, and nonprofit sectors and includes projects throughout the United States. Carlos will serve as the project manager for this project. He has over twenty years of professional planning experience spanning the private, public, and nonprofit sectors. He has managed various size projects with some having multi-million dollar budgets. Projects have also included various size teams and include managing consultants and design professionals. Carlos has also led, managed, or directed the following projects similar in scope:

- Plan El Paso - Comprehensive Plan
- Onward Alameda Corridor Masterplan, El Paso, TX
- Connecting El Paso: Building Transit-Oriented Neighborhoods and Redeveloping ASARCO, El Paso, TX
- Sun Metro Brio (Bus Rapid Transit), El Paso, TX
- Mission Trail Masterplan, El Paso County, TX
- Horizon City TOD Architectural Design Guidelines, Horizon, TX
- City of Sunland Park Trails Masterplan, Sunland Park, New Mexico
- Montecillo Smart Code Development, El Paso, TX

LEADERSHIP & SERVICE

Paso del Norte Health Foundation, REALIZE Leadership Program 2013-2014; Advisory Member, Texas Health Institute Health in all Policies, 2013; Chairman, City Plan Commission El Paso, Texas, 2009; Ysleta Education Foundation Board Member, 2010-2012; Fellow, Creative Cities Leadership Program Richard Florida Creative Group, 2006-2007

SELECTED PROJECTS

- El Paso County Parks and Recreation Master Plan - El Paso, TX
- El Paso Mission Trail Masterplan - El Paso, TX
- El Paso Alameda Corridor Study - Public Engagement - El Paso, TX
- Sunland Park Trails Masterplan - Sunland Park, NM
- Viva Laredo Comprehensive Plan - Laredo, TX
- Horizon Transit Oriented Development Standards - Horizon, TX
- 100+ public engagement projects



EDUCATION

Master of Community Planning (MCP)

Bachelor of Arts in English (BA)

University of Rhode Island
South Kingston, Rhode Island

LICENSES & CERTIFICATIONS

American Institute of Certified
Planners Certified Member (AICP)

Congress for the New Urbanism
Accredited Member (CNU-a)

PROFESSIONAL EXPERIENCE

Principal/Partner

2024 - present
Able City

Principal/ VP

2006 to 2024
Dover, Kohl & Partners

PUBLICATIONS

The Climate Planner (2021)

Jason King

Sustainable Urbanism (2007)

Doug Farr, contr. Jason King

SELECTED LECTURES

Miami Smart City Expo (2021)

"The Climate Planner"

CNU Park Bench (2021)

"Next Steps in Climate Planning"

CNU Park Bench (2020)

"Planning for Climate Migration"

Rail Revolution Pre-Conference (2020)

"Miami's Potential and Challenges for
the Future"

BIOGRAPHY

Jason King serves as Principal and Partner at Able City East. He has directed multidisciplinary teams around the country and has served as the project director and prime author on over 200 plans for cities, towns, neighborhoods, and corridors. He has led several virtual charrettes across the U.S. since the appearance of COVID and the first virtual charrette in Missoula, Montana in March of 2020 according to the National Charrette Institute. From the first plan he worked on for the Tarautao Islands of Thailand, to the multiple plans he authored in Coastal Louisiana, Southeast Florida, and the American Southwest, Jason's work has focused on social, economic, and climate change resilience. Jason authored the book: *The Climate Planner: Overcoming Pushback Against Local Mitigation and Adaptation Plans* (Routledge 2021). Jason's work is featured in numerous planning texts such as *Sustainable Urbanism* (2007), *Form-Based Codes* (2008), and *Street Design* (2014) and he has been interviewed by the New York Times, Planning Magazine, and National Public Radio.

SELECTED PROJECTS

Missoula Downtown Master Plan, Missoula, Montana, 2019-2020: Jason led the Master Plan Update, which serves as a guide for decisions over the next 10 years impacting Missoula's historic downtown and adjoining neighborhoods, including modifications to land use and planning regulations, public and private investment decisions, and prioritization for allocation of municipal and community resources. Jason was project manager for the project.

Wheeler District, Oklahoma City, Oklahoma, 2014: Jason was the lead designer for the Wheeler District in Oklahoma City, a new neighborhood on the south side of the Oklahoma River, initiated with a public charrette and various events like a Ferris Wheel and concerts, aiming to become the region's most bikeable community.

SEVEN50, The Prosperity Plan for Southeast Florida, 2012-2016: Jason King led a fifteen-firm consultant team and authorized the SEVEN50 Prosperity Report. This fifty-year plan serves seven counties in Southwest Florida, involving over six million people across 121 municipalities. The planning process engaged thousands through summits, workshops, and interactive websites. The project, funded by the US Office of Sustainability Housing and communities, was featured on NPR and in The New York Times.

El Paso Comprehensive Plan, El Paso, Texas, 2010-2012: Jason led the Plan El Paso initiative, involving multiple charrettes with a multidisciplinary team, residents, stakeholders, and officials to create and implement the city's main policy document, covering capital projects, land development, TOD development, and form-based coding.

JASON KING, AICP, CNU-A

SELECTED PROJECTS -HAZARD RISK IDENTIFICATION AND INFRASTRUCTURE STUDIES



Plan NOBE

Client: Miami Beach, FL

Jason King led a multi-disciplinary team in developing a Master Plan for Miami Beach's North Beach District, emphasizing economic revitalization and sustainable physical development. The Plan NoBe, adopted by the City Council in October 2016, sets forth public policy and development priorities, offering a framework to guide both public and private-sector decisions. It includes visual aids like diagrams and maps to clarify concepts for all stakeholders. The plan was shaped through extensive community engagement, including a charrette and an Open Design Studio, which gathered input from over 1,000 residents and stakeholders. Following its adoption, a voter referendum approved new development guidelines and increased FAR for the Town Center, alongside the designation of four new historic districts, significantly increasing the protection of historic structures in the area.

Plan Jean Lafitte Tomorrow

Client: Jean Lafitte, LA

Jason King led the development of a comprehensive plan for Jean Lafitte, a historic fishing community near New Orleans, LA. Along with the Center for Planning Excellence (CPEX), the plan addresses economic, social, and physical challenges intensified by natural disasters and environmental impacts like the 2010 BP oil spill. Dover, Kohl & Partners facilitated a public charrette in November 2011, formulating six resilience principles and initiating several community projects such as expanding the boardwalk and developing a fish market at Rosethorn Park. These efforts culminated in the inclusion of Jean Lafitte's ring levee in the 2012 Coastal Master Plan, with the Town Council adopting the Jean Lafitte Tomorrow Plan in April 2013. This plan, celebrated with a CNU Special Jury Award in 2014, focuses on fortifying the town center and enhancing tourism through its rich history.



JASON KING, AICP, CNU-A

SELECTED PROJECTS -HAZARD RISK IDENTIFICATION AND INFRASTRUCTURE STUDIES



Plan Seven50

Client: Southeast, FL

Seven50, led by Jason King with Dover, Kohl & Partners, outlines a 50-year resilience and growth blueprint for seven Southeast Florida counties, emphasizing adaptation to climate change and flooding. The plan aims to foster inclusive communities, a robust economy, and protect the ecosystem, focusing on the region's transition into a major global mega-region. The strategy targets over six million residents, enhancing quality of life by preparing coastal cities and barrier islands for climate impacts through innovative resilience strategies, including infrastructure investments in vulnerable, high-value areas. This forward-thinking approach integrates with efforts by South Florida and Treasure Coast Regional Planning Councils to ensure long-term sustainability and resilience.



Civic Master Plan Crystal River

Client: Crystal River, FL

The Crystal River Civic Master Plan, led by Jason King, is a strategic initiative aimed at redesigning key streets, public spaces, and various areas in Crystal River, Florida, aligning with local values. It expands land use options for local businesses, integrating mixed-use areas, retail spaces, workplaces, recreational sites, and diverse housing types. This plan encompasses three main geographic-topic areas: the Highway 44 Neighborhoods, the Town Square with the Community Redevelopment Area, and new centers along the Waterfront. The first phase focused on Highway 44, featuring a virtual charrette and various stakeholder and public engagement sessions to foster community-based planning.

MARIO A. PEÑA, AIA, AICP, CNU-A

ARCHITECTURE, PLANNING, & LAND USE



CNU

Congress for the New Urbanism

EDUCATION

University of Colorado at Boulder
Bachelor in Architecture

Harvard University
Early College Credits

Instituto Tecnológico de Estudios
Superiores Monterrey, Mexico
Architecture Study Abroad

LICENSES & CERTIFICATIONS

Registered Architect with the State of
Texas

License No. 20580

Number of years licensed: +11 years

The Congress for New Urbanism
CNU: Accredited Member

International Council of Shopping
Centers,
Certified Construction, Design, &
Development Professional

PROFESSIONAL EXPERIENCE

Able City

Principal/Owner 2017 - present

Hickey Peña Architects

Principal/Owner 2008 - present

Turner, Hickey & Associates

Associate Partner 2001 - 2008

LEADERSHIP & SERVICE

AIA Laredo: Former President (2012;
2017)

BIOGRAPHY

Mario A. Peña is a registered Architect in the state of Texas and Florida, and a certified Planner with over 18 years of experience, eight of which have been as principal of a design firm. Mario has focused on creating and leading teams of professionals with a passion for design, sensibility for creative and sensible problem solving, and unwavering customer service. He has continued to enhance his professional skills broadening his expertise in the areas of retail development and urban planning. Mario has been a contributor to the Laredo Morning Times and Laredos News commenting on urban planning and walkability. You can also find him on the Rivard Report as it covered Mario's presentation on SA Tomorrow's impact on neighborhood master plans and equity planning. Texas Architect Magazine featured Mario's work on community outreach as the basis of visioning transformative comprehensive plans.

SELECTED WORK

- Viva Laredo Comprehensive Plan
- Texas A&M International University Master Plan
- Encinal North Development Master Plan
- Paseo Casa Blanca Master Plan
- Reimagine Del Rio Comprehensive Plan
- Eagle Pass Downtown Master Plan
- El Milagro Town Plan and Management District
- Laredo Building and Land Development Code
- Laredo New Unified Development Code
- District III & IV Neighborhood Action Plan
- Horizon City TOD Guidelines
- San Antonio Housing Authority Alazan Courts Redevelopment
- Boulevard of the Americas Highway/Boulevard Conversion
- San Antonio UDC Assessment and Review
- VIA Metropolitan Transportation UDC Assessment and Review
- District VII Priority Funds Charrette
- R.E.A.L. Transit Multi-modal Facility
- El Metro Transit Center Redesign LEED
- Public Safety Headquarters
- Laredo Transit Operating Facility



EDUCATION

Columbia University
Graduate School of Architecture,
Planning and Preservation
Masters of Science in Architecture and
Building Design

Pratt Institute
Bachelor of Architecture

LICENSES & CERTIFICATIONS

Registered Architect with the State of
Texas
License No. 15540

Registered Architect with the State of
New York
License No. 25332-1

Certified, NCARB, National Council
of Architecture Registration Board

Center for Active Design: Fitwel
Ambassador

Athletics and Fitness Association
of America Certified Group Fitness
Instructor (AFAA)

League of American Bicyclists
League Certified Instructor (LCI)

PROFESSIONAL EXPERIENCE

Able City
Principal/Owner 2017 - present

Frank Architects
Principal/Owner 1990 - present

BIOGRAPHY

Frank Rotnofsky is a registered Architect in Texas and New York with over 30 years of experience in architecture, planning, urban design, historic preservation and adaptive reuse projects. He has been involved in over 40 preservation projects including master plans, historic structure reports, historic building assessments, national historic district nominations and the preservation/restoration of historically significant buildings in South Texas and New York City. Frank has served two consecutive terms with the Texas Historical Commission's "National Register State Board of Review" as well as the City of Laredo Landmark Board for 8 years. In 2005, he received the "Award of Excellence in Historic Architecture" from the Texas Historical Commission. In addition to his preservation experience, Frank's commitment to health and wellness has led him to become a "Fitwel Ambassador", which was created by the Center for Disease Control and the General Services Administration and administered by the Center for Active Design. Fitwel works towards transforming design and development practices that support health and wellness in private and public space.

LEADERSHIP & SERVICE

Texas Historic Commission National - (2000-2006); City of Laredo Landlords Board Two terms; Main Street Board (2005-present); TxDOT's Bicycle Advisory Committee Appointed Bicycle Advisory Committee (2018- present)

SELECTED WORK

- "Canseco Del Valle House Restoration", Laredo, Tx.
- "The Historic Hamilton Hotel, Laredo, Tx.
- "City Hall Preservation Project", Cotulla, Tx.
- WCHF "Lockwood Restoration Project", Laredo, Tx.
- WCHF "Capital of the Republic of the Rio Grande Museum", Laredo, Tx.
- Webb County "Villa Antigua Border Heritage Museum", Laredo, Tx.
- Diocese of Laredo "Cathedral Rehabilitation Project", Laredo, Tx.
- Diocese of Laredo "Calvary Cemetery Bishops Chapel Restoration Project", Laredo, Tx.
- General Services Administration "U.S. Federal Probation Offices Restoration Project, Laredo, Tx.
- 1205 Iturbide Street Restoration Project, Laredo, Tx.
- LEDC "Mile One Economic Incubator Restoration Project", Laredo, Tx.
- Cultura Beer Garden and Food Truck Park Restoration Project, Laredo, Tx.

VIVIANA FRANK, FAIA, CECD, CNU-A, NCARB, LEED AP ECONOMIC DEVELOPMENT



EDUCATION

Columbia University
Masters of Science Architecture
and Building Design

Pratt Institute
Bachelor of Architecture

University of Oklahoma
Economic Development Institute

LICENSES & CERTIFICATIONS

Registered Architect with the State of
Texas
License No. 18185

Registered Architect with the State of
New York
License No. 28985

The Congress of New Urbanism
CNU: Accredited Member

Green Building Certification Institute
LEED Accredited Professional

PROFESSIONAL EXPERIENCE

Able City
CEO/ Principal/Owner: 2017– present

Frank Architects
Principal/Owner: 1986–2017

UTSA School of Architecture
Professor: 1990–1994

BIOGRAPHY

Viviana Frank is a registered Architect in the state of Texas and New York with over 20 years of experience. She is Congress of New Urbanism accredited and a LEED Professional. Her work has been published and exhibited nationally and internationally in the fields of architecture, interiors/space planning, rural and urban design. Her commitment to the firm and its clients is evident through her accessibility, strong leadership, and detail-oriented vision which has resulted in long-standing and favorable relationships with clients. She has a drive for the evolution of cities and the engagement of its citizens. Viviana Frank has guided the firm through notable projects in the public and private sector, practicing a philosophy that connects people to the places in which they live.

SELECTED WORK

- Viva Laredo Comprehensive Plan
- VIA UDC Assessment and Diagnostic
- El Metro Palomino Hub
- R.E.AL. Transit Multi-Modal Facility Public Safety
- Hayes Wellness Center and Grounds Master Plan
- Rio Grande River Vega Master Plan
- Oak Street District Master Plan
- “Historic Urban Design Assessment Report”
- “Urban Design Standards” for Downtown
- “El Portal” Riverfront Master Plan
- City of Cotulla Master Plan
- City of Cotulla New City Hall Feasibility Study
- Garros Subdivision Master Plan Development
- City of Zapata Master Plan
- City of Clyde Master Plan Project
- Encinal Master Plan
- Webb County Villa Antigua Master Plan & Border Heritage Museum
- I-35 Adelante Development
- 219 Del Mar Offices
- The River Vega Improvement Phase 1 Project
- Veterans Outreach and Transition CenterLISD
- Gateway Community Health Center



EDUCATION

University of Texas at Austin
Bachelor in Architecture

LICENSES & CERTIFICATIONS

Registered Architect with the State of Texas

License No. 18962

Number of years licensed: +11yrs

Green Building Certification Institute
LEED Accredited Professional

PROFESSIONAL EXPERIENCE

Able City

Project Manager (2017– Present)

Hickey Peña Architects, Laredo, Texas
Project Director / Manager (2016–2017)

City of Laredo, Laredo, Texas
Plans Examiner II (2015–2016)

Metaform Studio Architects
Laredo, Texas
Principal Architect (2009–2015)

Carson Design Associates
Austin, Texas
Architect (2006–2009)

Page Southerland Page
Austin, Texas
Associate (1997–2006)

BIOGRAPHY

Ricardo Solis is a registered Architect with over 19 years of experience in the areas of building technology, architectural design, code compliance, and sustainability. As our Production Lead, he has established a high level of quality for the documentation of our commercial facilities, public/private buildings, apartment complexes, and residential homes. Services performed throughout a 19 year career have included engagement for the performance of complete architectural services including custom design, detailed drawings and specifications of all architectural, structural, mechanical and electrical components; submitting projects for competitive bids and evaluation of competitive bids; on-going inspection of the progress of work and certification to the owner of the satisfactory completion of phases of the work. He has extensive knowledge of and experience in application of ADA requirements, building codes and code compliance issues across a multitude of project types. Mr. Solis is also a registered LEED Accredited Professional and Certified Plans Examiner.

SELECTED WORK

- Viva Laredo Comprehensive Plan
- Boulevard of The Americas
- Laredo Housing Authority– Bibliotech
- Bibliotech Ana Lozano; * Casa Verde;
- Bibliotech Russell Terraces
- Mercury Warehouse
- Building P Warehouse
- Sapphire Master Plan
- Radar Warehouse
- Laredo Building and Land Development Codes
- Laredo Housing Authority – Tiny Homes
- City of Laredo Community Development
- Laredo ISD (LISD) H.B. Zachary Elementary
- School; Cigarroa New High School; Cigarroa
- Science Complex; Cigarroa High School Track and Field
- City of Laredo “Viva Laredo” Comprehensive Plan
- Boulevard of The Americas Phase I Master Plan
- San Agustin Cathedral Master Plan

ALFONSO CAMACHO

PROJECT MANAGER



EDUCATION

San Diego State University.
Urban Studies, Public Administration
Bachelor's Degree 2012

San Diego City College
Associates Degree 2009

Southwestern Community College
2003-2007

PROFESSIONAL EXPERIENCE:

Able City
Planner (2024 – Present)

City of San Antonio
Senior Planner (2022–2024)

City of El Cajon
Associate Planner (2016–2022)

City of Chula Vista
Development Services Technician
II(2012–2016)

BIOGRAPHY

Alfonso brings over a decade of public sector planning experience from his work in two Californian cities and the City of San Antonio. Originally from San Diego, California, he earned his bachelor's degree in Urban Studies before relocating to San Antonio two years ago, where he currently resides. Throughout his career, Alfonso has contributed to a wide array of projects, including design review, zoning inquiries, public hearing presentations, public outreach, entitlement reviews, large area rezonings, and municipal code updates. His extensive experience across multiple municipalities in two different states has equipped him with a nuanced understanding of the diverse challenges and opportunities communities face, shaped by their unique histories, cultures, and services. A key strength Alfonso offers is his ability to communicate effectively with residents, owners, and stakeholders, employing a collaborative approach that supports the overarching goal of fostering stronger, more vibrant communities.

SELECTED WORK

- City of San Antonio Harvard Place Eastlawn Large Area Rezoning, San Antonio, TX
- City of San Antonio Westwood Square Large Area Rezoning, San Antonio, TX
- City of San Antonio Harding Ware Large Area Rezoning, San Antonio, TX
- City of El Cajon municipal code amendments, El Cajon, CA
- City of El Cajon Accessory Dwelling Unit (ADU) municipal code amendment and design standards, El Cajon, CA
- City of El Cajon General Plan amendment (Housing and Security Elements), El Cajon, CA

LUIS ESCALANTE

LAND USE LAW & GIS



EDUCATION

University of Texas at San Antonio
Master of Urban & Regional Planning

University of Maryland Global Campus
Bachelor of Science in Finance

PROFESSIONAL EXPERIENCE

Able City
Planner (2023 – Present)

Weston Urban
Property Administrator (2022–2023)

AWARDS AND COMPETITIONS

2023 Master's Project Honors Award
University of Texas at San Antonio

BIOGRAPHY

Luis Escalante is a recent graduate from the University of Texas at San Antonio, earning a M.S. in Urban and Regional Planning. His expertise is in housing research related to corporate landlords and housing affordability. His research explores corporate owners operating in the housing market and potential effects on housing affordability. He believes access to affordable, adequate, housing is the gateway to addressing housing challenges of any urban or rural community.

Luis strives to create better communities through understanding and addressing local housing issues via research and broader planning efforts.

LEADERSHIP & SERVICE

Professional Development, Urban Planning Student Association
Board Member (2022-2023)

SELECTED WORK

- City of San Antonio Mixed Use District Policy
- City of San Antonio Annexation Policy
- San Antonio Parks and Recreation Youth Master Plan
- Texas Tech University Campus Plan, El Paso, TX
- Alazan Courts Master Plan, San Antonio, TX
- SA Tomorrow Sub Area Plan, San Antonio, TX
- Webb Laredo Vision Zero, Laredo, TX
- Master's Thesis: "Corporate Landlord Activity in the Housing Market: An Exploratory Analysis of San Antonio, TX", San Antonio, TX
- Conference Presentation: "Tamox Talom Food Forest" at the 2022 American Planning Association Texas Chapter, El Paso, TX

SABRINA LOPEZ

COMMUNITY ENGAGEMENT



EDUCATION

The University of Texas at Austin
B.S. Nutritional Science, Didactic
Program in Dietetics

LICENSES & CERTIFICATIONS

NCI Charrette System Certification
Training
In Progress

SPECIAL SKILLS

Bi-lingual in English & Spanish

Community Engagement
Project Management

PROFESSIONAL EXPERIENCE

Able City • San Antonio, TX
Community Engagement, 2023–present

City Makery
Project Coordinator, 2022–2023
Laredo Country Club

Line Cook, 2021
Longhorn Stream Team
President, Trip Lead, 2018–2021

BIOGRAPHY

Sabrina Lopez, a dynamic community engagement coordinator, has spent the last two years fostering community connections with creativity and passion. Engaging and collaborating with key stakeholders, Sabrina played a pivotal role in crafting Laredo's inaugural Healthy Food System Plan, embraced by the City Council. As the driving force behind the Laredo Food Town Symposium, she successfully drew over 180 participants, solidifying community partnerships and creating an opportunity for feedback on the Plan. Her impactful initiatives extend to orchestrating press conferences to amplify awareness of food access challenges and cultivating vital partnerships with public and private stakeholders. Proficient in Spanish, she ensures inclusive communication, fostering collaborative progress in community development.

SELECTED WORK

- Laredo, Texas Food Town Symposium: Spearheaded the two-day event that included a keynote speaking engagement, panel discussion, and local vendor market with over 180 people in attendance resulting in enhanced community participation, partnerships, and feedback.
- Laredo's first Healthy Food System Plan: Coordinated and collaborated with a team of 12 organizations in the creation of LHFSP and coordinated its adoption by the City Council of Laredo.
- Spearheaded a check presentation and press conference that boosted local awareness of our work on food access.
- Cultivated and nurtured partnerships with City of Laredo staff, and key private and public stakeholders in the local food system.
- Aided in community outreach and communicated with neighborhood residents in Spanish while maintaining a collaborative partnership.

SUBCONSULTANT PROFILE

ZONING ORDINANCES

White & Smith, LLC is a planning and law group with an innovative, national practice. The firm was founded in February of 2005 by Mark White and Tyson Smith. Prior to the formation of White & Smith, LLC, the principals worked together for five years at a leading national law and planning firm.

White & Smith continues the tradition that was started by their former firm: a national land use law practice focused on municipal representation. Our professional staff includes attorneys with planning (AICP) certifications and a LEED-certified architect with experience in designing residential, commercial and historic buildings.

Our national experience is extensive. We have completed over 150 code updates, specialized studies growth management projects and similar projects in over 36 states. This includes over 50 code updates in 24 states. Mark White is the co-author of American Planning Association's model land development code (A 21st century Land Development Code) Our Clients range from small, rural communities, large, urban cities such as San Antonio, Los Angeles and Washington, D.C.

White & Smith's approach to Land Development Codes produces effective, user-friendly regulations. Our approach is based upon the following key principles:

- **Community Values:** Land Development Codes should reflect the values of the community as expressed during an extensive public participation process. Our process involves input and feedback from the community before key regulations are drafted.
- **Appropriateness:** Our Land Development Codes are tailored to the unique needs of the community's demographics environmental resources, and development potential.
- **Consistency:** Land Development Codes should be consistent with and implement the comprehensive plan.
- **Flexibility:** Our Land Development Codes accommodate different types of development concepts and standards while maintaining flexibility in administration.
- **User-Friendly:** Our Land Development Codes are organized and graphically illustrated to ensure that they are user-friendly for developers, residents, staff, and governing bodies.
- **Legally Enforceable:** Land Development Codes are the community's legal authority to approve, deny, or apply conditions to development proposals. As such we carefully audit our codes for consistency with state law and constitutional principles.

RELEVANT WORK

- 21st Century Land Development Codes | Published by American Planning Association
- Texas Unified Development Code | San Antonio, TX
- Land Development Codes & Zoning Advisory Committee | Arlington, TX

Contact: Mark White
200 NE Missouri St. Suite 200
Lee's Summit, Missouri 64086
816-221-8700
mwhite@planningandlaw.com



EDUCATION

Bethany College
Bachelor of Art in History

University of North Carolina Chapel Hill
Juris Doctor/Masters of Regional Planning

LICENSES & CERTIFICATIONS

American Institute of Certified Planners

SELECTED PUBLICATIONS

- "The Rise of Form-Based Codes,"
- "Bringing Codes into the 21st Century,"
- Co-Author, A 21st Century Land Development Code (American Planning Association, 2008).
- Contributor, A Legal Guide to Urban and Sustainable Development for Planners, Developers and Architects (Wiley, 2008)
- Reviewer and Contributor, Planning and Urban Design Standards (American Planning Association, 2006)

BIOGRAPHY

Mark White is a planner and attorney recognized as an expert in zoning and subdivision law, form-based zoning and New Urbanism, land use and takings litigation, housing, development of comprehensive growth management plans, and implementation systems. He has over 22 years of experience representing clients at every level from city, state and local governments, as well as major private developers, many of whom are involved in environmental permitting proceedings and takings litigation.

Mr. White is a former partner of Freilich, Leitner & Carlisle. He received his Bachelor of Arts degree, magna cum laude, in History and Political Science from Bethany College in Lindsborg, Kansas, and holds a Juris Doctor and Master of Regional Planning from the University of North Carolina at Chapel Hill. While in law school, Mr. White was a Research Editor for the North Carolina Journal of International Law and Commercial Regulation, and worked at the Department of City and Regional Planning as a Research Assistant in the Center of Urban and Regional Studies. He is a former President of the board of directors of the nonprofit community development group Westside Housing Organization, and is a member of the North Carolina and Missouri Bars, the American Institute of Certified Planners, and the American Planning Association. Recently, Mr. White was a member of the leadership team for the City of Lee's Summit, Missouri's Livable Streets Committee. This resulted in adoption of the Kansas City region's first Complete Streets resolution.

SELECTED PROJECTS

- Unified Development Code | San Antonio, TX
- UDC Code Diagnostic and Study City of San Antonio Planning Department
- Unified Development Codes | Arlington, TX



EDUCATION

University of Florida

Juris Doctor/ Master of Regional
Planning

University of North Carolina Chapel Hill

Bachelor of Arts in Economics

LICENSES & CERTIFICATIONS

**American Institute of Certified
Planners**

BIOGRAPHY

Tyson Smith has a diversity of experience in local government and land use planning and law, with a particular focus on growth management, capital funding techniques, and land use compatibility. Mr. Smith's practice, in both the public and private sectors, has involved land use impact assessments and legal defense, impact fees, concurrency management, short-term rentals, military encroachment planning, affordable housing, agricultural preservation, telecommunications planning, transferable development rights, bike and pedestrian planning, and growth management systems.

Mr. Smith also has defended and advised clients in matters involving regulatory takings, exactions, due process, equal protection, and the limits of statutory authority.

He received his Bachelor of Arts degree in Economics from the University of North Carolina at Chapel Hill (1991), and he holds a Master of Urban and Regional Planning and a Juris Doctor from the University of Florida. Before beginning his legal career, Mr. Smith was a planner with the Monroe County Division of Growth Management in the Florida Keys. He later served as the Assistant City Planner for the City of Key West, Florida. In these positions, Mr. Smith gained experience in matters of affordable housing, growth management, residential/commercial land use compatibility, transportation, and concurrency, as well as a number of other local government issues.

Mr. Smith also is a certified civil and family court mediator.

SELECTED PROJECTS

- 21st Century Land Development Codes, Published by American Planning Association
- Texas Unified Development Code, San Antonio, TX
- Land Development Codes & Zoning Advisory Committee, Arlington, Texas



SUBCONSULTANT PROFILE

CIVIL ENGINEERING

At Parra & Co, we understand how important it is for our clients to achieve a cost efficient and worry-free project or facility. We are also aware that many design professionals make ineffective use of their clients' time and resources by not looking at all the potential design alternatives or having poor communication, both resulting in unnecessarily expensive build outs and project misunderstandings. At Parra & Co we believe that when you hire a professional to design your civil engineering solution, you ought to receive excellent service, have experts design it, be well informed where your project stands at every moment, and understand the cost impact of each design alternative. No matter if your project is big or small, you deserve professionalism.

Parra & Co is a boutique civil engineering firm, with a strong emphasis in project management and client service that understands that building on schedule and on budget starts with a solid design. Our solution for achieving that is simple:

- **Understanding:** We listen to your needs, make a plan, and meet early with regulatory agencies on your behalf, creating dialog that fosters faster permitting approval.
- **Cost Savings:** We analyze the cost impact of different design alternatives for expensive items either by using RS Means, contacting different vendors, working with your contractor, or exploring alternative design solutions.
- **Interacting with You:** We provide you with regular updates that are concise and easy to understand, and incorporate your feedback at every step.

We can do that because 70% of our team has over 20 years of experience in their field, providing you experts rather than junior staff to drive your projects. Our team is composed of licensed Professional Engineers, Certified Floodplain Managers, A-licensed water and wastewater operators, Economists, LEED Accredited Professionals, Writers, and Project Engineers, bringing you over 130 years of combined experience. We are registered

with the Texas Board of Professional Engineers with the Firm Number F-17744. In Parra & Co we share a common goal: deliver quality work on time and on budget that meets or exceeds your expectations.

OUR MAIN SERVICES

- Project Management
- Construction Administration & Inspection
- Owner's Representative
- Utility Operations & Training
- Utility Troubleshooting
- Management Consulting

OUR AREAS OF PRACTICE

- Sustainable Civil Engineering Solutions
- Site Land Development and Master Planning
- Utility Engineering
- Transit Solutions
- Drainage + Water Management
- Feasibility Studies+ Site Planning
- LEED Certification

Parra & Co is a Texas Board of Professional Engineers Registered Firm number F-17744. We have been certified by the State of Texas as a **Historically Underutilized Business (HUB)** and by the South Central Regional Certification Agency as a **Women Business Enterprise (WBE)**, **Emergent Small Business Enterprise (ESBE)**, **Small Business Enterprise (SBE)**, **Minority Business Enterprise (MBE)**, and **Hispanic American Business Enterprise (HABE)**.

Our guarantee: our team will provide you with a highly personable service with an emphasis on developing a deep understanding of your needs to create a positive impact on your entity, either private, municipal, or federal.

Contact: Eduardo J. Parra
ejparra@parracompany.com
110 E. Houston St. Floor 7
San Antonio, TX 78205
210-819-4848



EDUCATION

The Pennsylvania State University
MS Civil Engineering, 2001

Universidad Rafael Urdaneta,
Maracaibo, Venezuela BS Civil
Engineering, 1997

ACADEMIA

Assistant Professor, Instituto
Universitario de Tecnología Maracaibo
- IUTM (Maracaibo, Venezuela)

Assistant Professor, Universidad
José Gregorio Hernández - UJGH
(Maracaibo, Venezuela)

Research Assistant, Department of
Civil Engineering, The Pennsylvania
State University

Instructor, Politécnico Santiago
Mariño (Maracaibo, Venezuela)

PROFESSIONAL EXPERIENCE

Parra & Co (Laredo)
Partner/Founder

PUBLICATIONS

Hill, D.F., A. Vergara, and E. Parra.
"Destratification by mechanical mixers:
mixing efficiency and flow scaling."
Journal of Hydraulic Engineering, 2008.

McCall, E.J., R.W. Chapin, and E.J.
Parra. "Planning a city for tomorrow
without filing for bankruptcy."
Magazine of the American Water Works
Associations, Conference, 2002

BIOGRAPHY

Eduardo Parra is a civil engineer with 20 years of experience managing and designing projects for the City of San Antonio. He is very keen at selecting the right team for each project, always analyzing the level of complexity, availability of budget, risk, and allotted timeline, delivering projects in an affordable and timely manner with a very personalized service to his clients. Throughout his career, he has served as engineer-of-record and engineer-in-responsible charge for the design and construction of transit and roadway projects, utility projects, disaster recovery and preparedness efforts, stormwater/drainage, civil and coastal engineering, as well as energy efficiency & sustainability projects.

Parra has been actively involved with regional and national professional societies and associations including serving on the board of Trustees of the San Antonio Water System, and formerly in the U.S. Green Building Council in Central Texas. Parra has also coordinated research on green stormwater infrastructure, rain gardens, and pervious pavement and is currently looking at best green infrastructure practices in Europe and its applicability to Central & South Texas. He offers clients strong facilitation and communication skills to ensure that the proper resources are committed to the project to exceed client expectations.

SELECTED PROJECTS

- R.E.A.L. Multimodal Transit Facility
- El Metro Transit Services Maintenance Building Facility
- Owner's Representative - Project MEND New HQ and Fulfillment Center, San Antonio, TX
- Brooks Master Plan, San Antonio, TX - Project Manager
- Project Manager, Main / Navarro / San Pedro Roundabout Design, City of San Antonio, Texas.
- Project Director, Sixmile Creek Drainage and Road Improvements, Bexar County Flood Control Program, Texas
- Civil Engineer - Water story & Drainage Conceptual Engineering, San Marcos, TX
- Project Manager, Chimenea Creek Regional Stormwater Facility, Bexar County Flood Control Program, Texas

REFERENCES (GOVERNMENTAL EXPERIENCE)

Client: City of Laredo, TX
Projects: Viva Laredo Comprehensive Plan &
City of Laredo Development Code Rewrite
Contact: Kirby Snideman, fmr. Planning Director
Completion Date: 2017
Phone: 801-745-7476
Email: ksnideman@avenueconsultants.com
Address: City of Laredo, TX

Client: City of McAllen, TX
Projects: McAllen Vision Zero Safety Action Plan
Contact: Marlen Garza
Completion Date: On Going
Phone: 956-681-3111
Email: marlen.garza@mcallen.net
Address: City of McAllen, TX

Client: City of Eagle Pass, TX
Project: Eagle Pass Downtown Master Plan
Contact: Arturo Marquez- Economic Dev
Completion Date: 2022
Phone: 830-421-5153
Email: amarquez@eaglepasstx.gov
Address: City of Eagle Pass, TX

Client: Town of Clint, TX
Project: Comprehensive Plan And Code Rewrite
Contact: Mayor Ramon Cano
Completion Date: On Going
Phone: 915-204-1498
Email: rcano@clinttexas.com
Address: Town of Clint, TX

Client: City of Del Rio
Project: Envision Del Rio Comprehensive Plan
Contact: Bob Kinsey Planning & Zoning Dir.
Phone: 830-703-5384
Completion Date: 2022
Email: jpokrant@cityofdelrio.com
Address: City of Del Rio, Texas

Tab

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Approach To Scope Of Work

This section presents a dynamic, participatory strategy that leverages in-depth public outreach, targeted stakeholder interviews, and thorough market analysis to develop an exceptional comprehensive plan. We've designed a structured timeline that seamlessly transitions from project kickoff to the drafting, refining, and eventual adoption of new plans and ordinances. At the core of our methodology lies a dedication to collaborative efforts, cutting-edge engagement techniques, and a steadfast commitment to adhering to set timelines and budgetary guidelines.

STATEMENT OF PROJECT UNDERSTANDING

Able City is committed to assisting the City of Harlingen in the crucial development of its New Comprehensive Plan. This collaboration aligns seamlessly with Harlingen's vision of nurturing a well-planned, responsibly growing community. Leveraging our extensive expertise in urban planning, infrastructure, public engagement, and economic development, we are poised to enhance the quality of life for all of Harlingen's stakeholders and drive sustainable community development. Supported by the specialized skills of White & Smith, LLC, and Parra & Co., Able City will develop a new Comprehensive Plan into a dynamic, action-oriented blueprint for sustainable development. Our strategy emphasizes a collaborative partnership with the City of Harlingen, involving a diverse array of stakeholders through a process that is transparent, inclusive, and flexible.

STRATEGIC COMMITMENTS

- **Hazard Risk Identification:** We will thoroughly identify and mitigate local hazard risks, placing safety and resilience at the heart of our planning process and land use strategy. Central to our team is **Jason King, a distinguished planner with an exceptional track record in hazard risk management.** His roles as Principal-in-Charge and Project Director were crucial in the success of major projects including Plan NOBE Miami Beach, Jean Lafitte Tomorrow, Seven 50, and Crystal River. In each project, Jason was not only a co-author on all these comprehensive plans but also the primary author of all sections dedicated to Hazard Risk Identification and associated infrastructure studies. His expertise is further highlighted in his book, "The Climate Planner: Overcoming Pushback Against Local Mitigation and Adaptation Plans" (Routledge, 2022), which focuses on climate hazards. Additionally, Parra & Co. contributes a wealth of expertise in Low Impact Development (LID) strategies. They focus on enhancing water, wastewater, drainage, and street systems while addressing broader infrastructure challenges that are essential for supporting sustainable growth in Harlingen. Their advanced engineering solutions ensure that infrastructure planning is both sustainable and resilient, aligning with the city's long-term development goals. Together, these capabilities uniquely position us to develop a comprehensive
- and robust approach to Harlingen's urban planning and infrastructure needs, ensuring that resilience is intricately woven into the community's fabric.
- **Thoroughfare Plan:** We will develop a comprehensive thoroughfare plan that details major roadways and transportation networks, enhancing connectivity and transportation efficiency across Harlingen.
- **Infrastructure Study:** Our team, under the leadership of Carlos Gallinar and supported by the civil engineering expertise of Parra & Co., will undertake a comprehensive analysis of Harlingen's water, wastewater, drainage, and street systems. We will assess the current conditions and forecast necessary enhancements, culminating in a strategic capital improvement plan. This plan will prioritize critical upgrades that are essential for facilitating sustainable growth and improving infrastructure resilience in Harlingen.
- **Population & Other Studies:** Using Able City's deep expertise in economic development and research, we will provide precise current population estimates and project growth for the next 20 years, ensuring our planning aligns with realistic demographic trends. Our team is also equipped to conduct targeted environmental, economic, and affordable housing studies. These will inform our comprehensive planning efforts, helping to drive sustainable growth and address Harlingen's specific community needs. Our studies will assess market dynamics, environmental sustainability, and future housing requirements, ensuring a well-rounded development strategy that accommodates all residents.
- **Housing Study:** Our approach will analyze existing housing stock, forecast future housing needs for the next ten years, and assess the need for affordable housing, ensuring that Harlingen can meet the diverse needs of its growing population.
- **Land Use Plan:** We will establish a comprehensive land use plan that sets long-term community goals, dictates land use for each parcel, integrates hazard mitigation strategies, and lays the groundwork for effective zoning ordinances.
- **Zoning Ordinances:** Led by Able City, which boasts extensive experience in drafting zoning ordinances, we have partnered with

White & Smith, LLC, a firm renowned in this field. Together, we will develop clear, enforceable zoning ordinances that bolster the Comprehensive Plan and effectively guide future land use and construction standards in Harlingen. Our collaborative effort ensures alignment with community goals and stringent adherence to regulatory compliance.

- **Plan Adoption:** We commit to ensuring that the Comprehensive Plan and zoning ordinances are adopted within 12 months of contract execution. We understand the importance of this timeline and will work diligently to meet all deadlines to avoid the recapture of funds.

Able City, along with our subconsultants White & Smith, LLC, and Parra & Co., is excited to guide Harlingen through this transformative phase. Our combined expertise will ensure the development of a Comprehensive Plan that not only meets but exceeds the expectations of Harlingen's stakeholders, paving the way for a prosperous and sustainable future.

METHODOLOGY AND PROJECT APPROACH EXPLANATION

1. PROJECT KICK-OFF

At the start of the project, Able City and key consultants will host a conference with the members of City of Harlingen staff to review the proposed project plan, goals, and schedule. Together, with City staff, we will solidify the approach, clarify team roles and responsibilities, review base information needs, identify stakeholders, and strategize on the public involvement process.

2. EXISTING CODES & PLANS REVIEW

We will review Harlingen's existing Comprehensive Plan, development policies, current zoning codes, major thoroughfare plan, infrastructure capabilities, growth trends, and budgetary framework to ensure our proposal is well-aligned with Harlingen's strategic vision and planning needs. The Able City team, already familiar with Harlingen's current land development code and Future Land Use Map (FLUM), will conduct a comprehensive examination of the city's development codes and all pertinent planning documents as an initial task. This is to ensure full alignment with any proposed updates or revisions to the unified development code, ensuring that our approach integrates seamlessly with Harlingen's long-term objectives.



3. COMMUNITY OUTREACH & EDUCATION

With the existing conditions in-hand as a primer for community input, our team will prepare infographics and short format videos that illustrate:

1. **Key objectives of this Comprehensive Plan.**
2. **Opportunities for improvement.**

Information will be distributed via social media and physical media by Able City in coordination with The City. This pre-engagement both activates and prepares the community for participation.

4. DESIGNING IN PUBLIC

4.1. Interviews

We will conduct initial interviews with key City and public stakeholders including: City staff from the Development Services, City Engineer, Public Works Department, Economic Development, Transportation Department, Fire and Police, and others identified by the Planning Department; and Mayor Norma Sepulveda and City Council, and the Planning and Zoning Commission.

4.2 Market Analysis

The market analysis will be a quantitative and qualitative assessment of the regional and city market environment. It will look into the size of the market both in volume and in value, the various customer segments and buying patterns, the competition, population projections, and the economic field in terms of barriers to entry and regulation. This analysis will include: New Home Generation, New Business Generation, the Cost to the City to meet market demands and other environmental, economic and affordable housing studies.

4.3. Community Engagement

In collaboration with the City, Able City will develop a robust public outreach and participation plan that is designed to deeply integrate the community into the planning process. Our innovative approach combines advanced digital tools with traditional engagement methods to ensure a comprehensive and inclusive participation strategy that resonates with all demographics within the community. Our innovative community engagement strategy includes:

- **Charrettes:** Hosting face-to-face charrettes that serve as a core component of our engagement strategy, ensuring that all community members, especially those with limited digital access, have meaningful opportunities to participate and provide input. These charrettes are designed to facilitate direct interaction, allowing residents to engage with planners, share their insights, and directly influence the planning process.
- **Advocates:** Utilizing community leaders and influencers to spread awareness and encourage participation in the planning process.
- **Educational Outreach:** Organizing a comprehensive series of public presentations and interactive workshops that are fundamental to our engagement efforts. These sessions are structured to educate residents about key urban planning concepts, thereby empowering them to actively and effectively engage in the planning discussions. This initiative aims to build a well-informed community capable of shaping their environment thoughtfully and strategically.
- **Remote Public Engagement:** Implementing digital platforms that allow residents to engage with the plan from their homes or mobile devices.
- **Video Conference Interviews & Public Orientation Webcast:** Hosting live sessions to discuss the plan, answer questions, and collect feedback in real-time.
- **Virtual Charrette & Online Design Week:** Conducting virtual workshops where community members can contribute their ideas and feedback through interactive sessions. This includes using software that allows for real-time collaboration and visualization of design changes.
- **Interactive Map Applications:** Utilizing interactive map applications that allow residents to identify and provide feedback on areas of concern or potential development within the

city. This tool enhances engagement by enabling users to pinpoint specific locations directly on the map, facilitating targeted and meaningful community input.

- **Online Real-time Survey Tools:** Leveraging live survey technology not only during presentations and workshops but also through standalone community surveys. This approach allows us to collect instant and ongoing feedback from a broader segment of the community, ensuring that all voices are heard and considered in the planning process. These tools enable real-time interaction and are crucial for capturing the diverse preferences and feedback of the community at various stages of the engagement.



An interactive map application designed and used by Able City to collect data from the residents of McAllen

This dual-strategy approach ensures that every community member, regardless of technological proficiency or access, has the opportunity to participate in shaping their city's future. The Public Design Workshop serves as the centerpiece of our strategy, where we combine these high-tech and low-tech methods to foster a dynamic and participatory planning environment. This integrated approach is designed to maximize community buy-in and ensure that the Comprehensive Plan truly reflects the diverse needs and aspirations of the city's residents.

What separates us from other planning firms is our conviction that every citizen should be given the chance to become citizen planners for life. Often times, public participation processes will engage citizens for a number of hours or days. We take a different approach, one that makes planners out of laypeople.

--Able City Approach

5. DEFINING THE ESSENCE OF HARLINGEN

No one knows Harlingen and all its assets better than its citizens. During our community engagement efforts, we will provide opportunities for participants to voice their perspective of Harlingen's essence. We will also integrate research into Harlingen's history, geography, and other cultural assets that will serve as the basis for our branding team to develop an authentic and deep rooted branding strategy. Our branding plan will guide the city in refining its broadcasted identity through graphics, written sentiments, architecture, wayfinding, and digital media.

6. ILLUSTRATING THE VISION

Words alone fall short of describing the experience of being in a place. People need to see what their ideas really mean when pen is put to paper in order to understand the options and opportunities that exist in their community. During the Public Design Workshop, Able City's team will create Conceptual Illustrative Plans for key areas in the City and a series of renderings that demonstrate potential growth and conservation concepts addressed throughout the week.

7. ECONOMICS OF LAND USE

Able City's analytic method focuses on normalizing tax values on a per-acre basis. Computer Aided Mass Appraisal (CAMA) parcel data with ownership, tax values, exemptions, and building information is cataloged and processed.

Based on the prototypical site designs and/or building types, as well as the programmatic recommendations identified by the project team, Able City will create projections and visualize in 3D the potential tax value of these designs or building types. Retail sales taxes will be included in this analysis. Able City's work will help inform the team and the City as to what areas are ripest for development over time and visualize the tax production of the areas. Able City will provide images and text from the projections for the final report document.

8. DRAFT THE ZONING ORDINANCES

Led by Able City and supported by the renowned expertise of White & Smith, LLC, the team will undertake the drafting of Harlingen's Zoning Ordinances. This collaborative effort will ensure the new ordinances support the adoption of the Comprehensive Plan by establishing clear,

enforceable regulations that define how real property in Harlingen may be used and the types of construction that may occur.



Key Principles for Zoning Development:

- **Community Values:** The Zoning Ordinances will reflect Harlingen's community values through an extensive public participation process. This approach ensures that new development standards derived from the community will positively influence future growth and align with local preferences.
- **Appropriateness:** Customized to Harlingen's specific challenges, the ordinances will address the city's demographics, environmental concerns, and development capacity. The new regulations will support the preservation of Harlingen's agricultural and historical assets, manage growth effectively, and allow for developments that adhere to design standards suitable for the city's character.
- **Consistency:** The ordinances will be drafted to be unambiguous and consistent, fostering predictability for both developers and city staff. They will align with Harlingen's new Comprehensive Plan and other planning documents, ensuring that zoning ordinances effectively support the city's development goals as adopted by the city council.
- **Flexibility:** Accommodating a variety of development patterns, the new ordinances will provide flexibility in administrative processes to adapt to changing urban needs. They will

encourage pedestrian-friendly community centers with mixed uses, while also offering flexibility in zoning parameters such as lot dimensions, parking standards, and building heights.

- **Implementability:** With a deep understanding of Texas's zoning regulations, Able City and White & Smith, LLC will ensure that Harlingen's Zoning Ordinances are practical and based on the Texas Local Government Code. The ordinances will be designed for straightforward implementation by city staff, differentiating from current codes but grounded in state requirements.

Strategic Approach to Zoning Ordinances:

Each zoning ordinance drafted will clearly define the permissible uses of real property and the types of construction that can occur, directly supporting the goals outlined in Harlingen's Comprehensive Plan. These ordinances will provide a legal framework that dictates land use and guides construction within the city, ensuring that all development is in alignment with Harlingen's long-term planning objectives.

The process will include proactive engagement with all stakeholders, leveraging the expertise of Able City and White & Smith, LLC to create zoning ordinances that not only meet statutory requirements but also embody the community's vision for sustainable and harmonious urban growth. This will ensure that Harlingen's development is not only compliant with legal standards but also contributes positively to the community's quality of life and economic vitality.

9. INFRASTRUCTURE & HAZARDS

In crafting Harlingen's new Comprehensive Plan, Able City, alongside Parra & Co., will execute an extensive infrastructure study to methodically enhance the city's infrastructure systems. This initiative will be closely integrated with findings from the city's hazard mitigation plan we will develop, ensuring our planning methods are thorough and precisely aimed at addressing identified hazard risks. This strategic alignment ensures every stage of our infrastructure upgrading and risk mitigation efforts is acutely tailored to meet Harlingen's distinct needs, fostering a resilient and sustainable urban future.

- **Hazard Risk Identification and Mitigation:** Under the leadership of Jason King from Able City, our team will meticulously align the new Comprehensive Plan with findings from the city's hazard mitigation plan we will develop. This involves identifying current and potential hazard risks, such as flooding, and integrating robust mitigation measures into the planning and development regulations. The goal is to enhance Harlingen's resilience to adverse natural events while ensuring the safety and well-being of its residents.
- **Infrastructure Assessment and Capital Improvements Planning:** Parra & Co. will conduct a comprehensive infrastructure study, detailing the existing conditions of Harlingen's water, wastewater, drainage, and street systems and other broader infrastructure issues. This study will include the evaluation of the dimensions, materials, and condition or age of these systems. Findings from this assessment will inform a new Capital Improvements Plan, which will prioritize upgrades and expansions necessary to support sustainable urban growth and improve resilience against future risks.
- **Low Impact Development (LID) Strategies:** Integral to our sustainable infrastructure approach, Parra & Co. will implement LID strategies that enhance the efficiency of stormwater management systems and reduce environmental impact. Techniques such as bioswales, rain gardens, and permeable pavements will be considered to reduce runoff, improve water quality, and promote groundwater recharge. These features will not only address flooding and water quality issues but also enhance the aesthetic and functional aspects of urban spaces, making them more conducive to community well-being and environmental sustainability.

By weaving together advanced engineering solutions and strategic urban planning, this collaboration between Able City and Parra & Co. ensures that the new Comprehensive Plan for Harlingen not only meets but exceeds the requirements for sustainable development and hazard mitigation. This approach ensures that the plan is not only a document of regulations but also a proactive framework for fostering a resilient and thriving urban environment in Harlingen.

10. THOROUGHFARE PLAN

As part of the methodology for developing Harlingen's new Comprehensive Plan, Able City will undertake a detailed Thoroughfare Plan to comprehensively enhance the city's transportation infrastructure. This process will involve a meticulous review of existing and proposed street layouts, pedestrian pathways, sidewalks, trails, bike pathways and public transit networks. Our objective is to pinpoint key areas requiring improvements and devise strategic traffic management solutions tailored to accommodate anticipated future developments and demographic growth. The strategy will extend beyond local enhancements, incorporating coordination with significant regional agencies such as Cameron County and the Texas Department of Transportation. Such collaborations are pivotal to ensure that Harlingen's transportation plans are in harmony with wider regional transportation policies, facilitating a seamless and efficient network. Through these concerted efforts, Able City is committed to transforming Harlingen's transportation framework into a more integrated, accessible, and sustainable system. This transformation aims to significantly elevate the quality of life for all residents and support the city's broader growth objectives, ensuring a robust, forward-looking transportation infrastructure.

11. ECONOMIC DEVELOPMENT TOOLS

Our economic development team will review, analyze and provide strategies to harness and maximize the use of existing and new land development districts such as PUDs, storm water districts, TIRZs, and chapter 380 agreements. The team will provide several strategies for continuation, expansion, and/or creation of such tools moving forward, and provide best practices to set guidelines and performance measures for such tools.

12. DRAFTING THE PLAN

The plan will be a synthesis of the community's vision and will respond not only to communicate residents' mandate on growth and character, but also to provide the public and private sector a road map to realizing that vision. Our plan will provide goals, strategies, and policy statements organized within the following plan elements:

- Urban Form
- Population And Housing
- Economic Development

- Environmental And Cultural Characteristics
- Facilities
- Infrastructure
- Traffic/Transportation
- Current And Future Land Use
- Downtown Revitalization
- Historic Preservation
- Neighborhood Planning
- Overlay Districts
- Implementation Matrix



13. REFINE THE ZONING ORDINANCES

In this critical phase of the project, following our comprehensive stakeholder engagement process, Able City along with White & Smith, LLC, will refine Harlingen's Zoning Ordinances. Utilizing the feedback obtained across all public and stakeholder consultations, we will make targeted modifications to the draft ordinances to ensure they resonate well with community expectations and planning objectives. At this juncture, the focus will be on enhancing clarity and enforceability of the zoning regulations through the integration of visual aids such as detailed illustrations and diagrams. These visual tools are designed to simplify the understanding of the ordinances,

making them more accessible and easier for city staff, developers, and residents to implement, thus fostering a smoother adaptation to the new zoning framework. This step underscores our commitment to creating zoning regulations that not only align with Harlingen's strategic development goals but are also practical and user-friendly.

14. FINAL DRAFT & ADOPTION

14.1 Plan And Report Review

The team will submit the draft Feasibility studies for street and utility impact fees and to update the City's subdivision, zoning, and building ordinances to the City of Harlingen for review with adequate time to submit comments to the planning team.

15. IMPLEMENTATION

We will provide a detailed guide to implementation for staff and stakeholders to reference and take action and track progress. We will also provide strategies and training for community advocates to continue to support implementation beyond adoption.

15.1. Metrics And Accountability Matrixes

Able City utilizes a Metrics and Accountability Matrix to track and ensure the efficacy of all project facets in the City of Harlingen. This tool monitors key performance indicators across community engagement, project management, and growth strategies. By assessing progress against predefined objectives and milestones, we maintain a high level of transparency and accountability, enabling timely adjustments to align closely with Harlingen's strategic goals.

15.2. Advocate Strategies

Able City has designed a lasting community engagement strategy for the City of Harlingen, combining advanced tools with traditional methods to ensure inclusivity and effective stakeholder participation. We establish clear, actionable objectives and deliver information in an accessible and culturally sensitive manner. Our approach emphasizes building durable community partnerships and maintaining open communication to keep residents engaged over the long term. This strategy results in comprehensive planning documents in various formats, enabling ongoing adaptation and use by the city for future public discussions, ensuring alignment with community needs and aspirations.

15.3. Deliverables in Various Formats

We will systematically generate and provide the City of Harlingen with comprehensive deliverables that span the project's breadth. These will include, but are not limited to, Administrative Drafts, Public Review Drafts, and the Final Draft of the updated Subdivision, Zoning, and Building Ordinances. Able City will deliver these documents in various formats for applications and users. Copies will be produced to facilitate hands-on review during meetings and workshops. Simultaneously, digital copies will be available in PDF format for easy distribution and printing and in Word format to enable trackable revisions during the review process. Furthermore, recognizing the importance of geographic information systems in modern urban planning, we will provide the Zoning Map in an electronic GIS-compatible format. This will ensure seamless integration into the city's existing GIS infrastructure and enhance the map's functionality and interactivity for users within the city administration and the general public.

Upon the City's final approval, we will deliver a consolidated final version that incorporates all changes made during the review and adoption process. This version will be formatted for official publication and dissemination, meeting ADA compliance and ensuring it is readily accessible and navigable by all community members. We pledge to collaborate closely with the City's Planning Director and IT specialists to confirm that delivering these documents meets Harlingen's efficiency, transparency, and forward compatibility needs."

Changes made during the review and adoption process: This version will be formatted for official publication and dissemination, meeting ADA compliance and ensuring it is readily accessible and navigable by all community members. We pledge to collaborate closely with the City of Harlingen Planning Director and IT specialists to confirm that delivering these documents meets Harlingen's efficiency, transparency, and forward compatibility needs." Our approach to deliverables ensures that they will be not only comprehensive and accessible but also versatile, ensuring that the final products serve the city well into the future as a dynamic and living framework for growth and development.

PROJECT SCHEDULE

We have outlined a series of tasks and developed a tentative production schedule to complete the Harlingen's Comprehensive Plan. Close collaboration with the staff will ensure that the tasks outlined below are completed within the proposed time frame. All members of the team are available to participate throughout the duration of the project.

Able City is dedicated to completing the Harlingen Comprehensive Plan within an **12-month** period starting from the Notice To Proceed. This timeline is strategically designed to coincide with the City of Harlingen's goals and the extensive scope of work necessary for a comprehensive and impactful revision of the current Comprehensive Plan. This timeframe will allow for the thorough and careful handling of each stage of the process, ensuring every aspect of the plan is meticulously considered, evaluated, and integrated. To provide a clear and detailed visual representation of the project timeline, we will include a Gantt Chart Timeline as part of our formal contract with the City of Harlingen.

SYSTEMS AND PROCESSES FOR INSURING QUALITY AND TIMELY PERFORMANCE

Able City emphasizes quality management through collaboration and comprehensive involvement from all team members, viewing each component of the design as integral to the overall project. The firm ensures construction documents meet high standards and are well-coordinated among consultants.

TRACK RECORD OF MEETING DEADLINES AND WORKING WITHIN A BUDGET

We take pride in delivering comprehensive city planning projects on time and within budget, using cost-effective strategies to ensure success. Our team leverages a robust database and advanced software to manage budgets effectively for projects of any scale. Each city plan begins with a clear goal and a detailed project management plan that incorporates cost-effective materials and designs. Throughout the project, we ensure that developments stay within budget through our component budget system and regular cost assessments at each phase.

MONTHS:	1-2	3-4	5-6	7-8	9-10	11-12
Task 1: Project Kick-Off & Current Plan Review						
Task 2: Review Existing Conditions & Plans						
Task 3: Community Outreach & Education						
Task 4: Draft the Zoning Ordinances						
Task 5: Infrastructure & Hazards						
Task 7: Thoroughfare Plan						
Task 8: Other Plan Elements						
Task 9: Drafting and Refining The Plan & Zoning Ordinances						
Task 10: Adoption, Project Closure & Deliverables						



Iwo Jima Monument and Memorial
Museum State Historic Site, Harlingen, TX



Tab

E

ATTACHMENTS

This section includes all required licenses, certifications, and forms, ensuring our compliance with city requirements. We've organized each document to clearly meet the RFP's stipulations, demonstrating our team's qualifications and our commitment to project standards. This streamlined compilation facilitates easy review and underscores our readiness for partnership.

RESPONSE EVALUATION FORM
(Note: To be filled out by Evaluation Committee)

RFQ NO. 2024-09 Professional Planning Services for a New Comprehensive Plan and Zoning Ordinance Update

Selection Criteria	Point Range	Score
1. Project Organizational Chart & Key Personnel Experience	0 – 25	
2. Firm General Expertise and Capabilities	0 – 25	
3. Firm's Comparable Project Experience	0 - 20	
4. Firm's Project Approach	0 – 30	
Total Score	0 - 100	

Respondent Name: _____

Evaluator Name: _____ Date: _____



REFERENCE FORM

The following information shall be required to accompany all response submittals.

1. Local company's business name and business information.

Company name: Able City, LLC
Address: 200 S. 10th Street, Ste. 907, McAllen, TX 78501
Contact Person: Carlos Gallinar
Office Phone #: 956-790-0442 Mobile #: 210-201-2376
Email Address: carlos@able.city

2. Your Corporate Company's name and business information.

Corporate name: Able City, LLC
Address: 110 Broadway St. Ste. 590, San Antonio, TX 78205
Office Phone #: 210-912-5929 Mobile #: _____
Email Address: communications@able.city

3. Does your company participate in Cooperative Contract Pricing? YES / NO (select below)

___ BuyBoard (TASB) ___ H-GAC ___ Choice Partners ___ GSA ___ ASC
___ OMNIA Partners ___ TXMAS ___ Sourcewell ___ TIPS ___ TCI
___ TXSmartBuy ___ TXDIR ___ Other: _____

CO-OP Contract #: _____ Effective Dates: _____ to _____

4. A minimum of 3 references (local preferred).

Company Name	Contact Name	Phone	Email
(c) Housing Authority of the City of Brownsville, Mrs. Carla Mancha, 956-541-8315, cmancha@hacb.us			
(d) Killam (Laredo, TX), Dr. Rolando Ortiz, 956-724-7141, info@killamco.com			
(e) City of San Antonio, Micah Diaz, (210) 207-7816, micah.diaz@sanantonio.gov			

5. Municipal projects (local preferred):

Municipality Name	Project Name	Amount	Completion Date
1. City of Laredo, TX	Viva Laredo Comprehensive Plan	\$650,000.00	2017
Contact Name, Phone, Email: <u>Kirby Snideman, 801-745-7476, ksnideman@avenueconsultants.com</u>			
2. City of Eagle Pass, TX	Downtown Master Plan	\$327,250.00	2022
Contact Name, Phone, Email: <u>Arturo Marquez, 830-421-5153, amarquez@eaglepasstx.gov</u>			
3. City of McAllen, TX	McAllen Vision Zero Safety Action Plan	\$175,000.00	On Going
Contact Name, Phone, Email: <u>Marlen Garza, 956-681-3111, marlen.garza@mcallen.net</u>			
4. City of Del Rio, TX	Envision Del Rio Comprehensive Plan	\$112,000.00	2022
Contact Name, Phone, Email: <u>Bob Kinsey, 830-703-5384, jpokrant@cityofdelrio.com</u>			
5. Town of Clint, TX	Comprehensive Plan And Code Rewrite	\$190,000.00	On Going
Contact Name, Phone, Email: <u>Mayor Ramon Cano, 915-204-1498, rcano@clinttexas.com</u>			



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/03/23

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

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

PRODUCER CAVAZOS INSURANCE AGENCY LLC PO Box 849 Laredo, TX 78042-0849	CONTACT NAME: Eduardo J Cavazos PHONE (A/C, No, Ext): (956)723-4623 FAX (A/C, No): (956)723-4772 E-MAIL ADDRESS: ejc963@msn.com
INSURED Able City LLC 901 Victoria Street Suite A LAREDO, TX 78040	INSURER(S) AFFORDING COVERAGE INSURER A: United Fire & Casualty Company INSURER B: Texas Mutual Insurance Co INSURER C: 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 SUBR INSD 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 ☒ PROJECT ☐ LOC OTHER:	*Y	*Y	85323404	01/14/23	01/14/24	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000	
A	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY	**Y	**Y	85323404	01/14/23	01/14/24	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 DED RETENTION \$	**Y	**Y	85323404	01/14/23	01/14/24	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$	
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	Y	0002026127	01/22/23	01/22/24	☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

- * Endorsement #CG72080717: Provides blanket additional insured with waiver of subrogation when required by contract.
** Endorsement #CA 71 0901 17: Provides blanket additional insured with waiver of subrogation when required by contract

CERTIFICATE HOLDER

CANCELLATION

TBD	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

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ACORD 25 (2016/03)

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INSURANCE CLAIMS AND LITIGATION STATEMENT

There have been no disciplinary actions taken, investigations underway, or lawsuits filed against Able City, LLC, in federal, state, or local courts or by federal, state, industry, or other bodies, during the last five years. Additionally, there have been no insurance claims made against Able City, LLC, its agents, or employees related to any work performed.

NO litigations are pending or concluded against Able City, LLC, and we maintain a clean record in handling insurance claims. We uphold the highest standards of professional conduct and ethical practice in all our projects and business dealings.

Able City, LLC, certifies that in the past five years, no contracts have been terminated due to non-performance, underscoring our unwavering commitment to professionalism, reliability, and successful project completion in line with all contractual terms and client expectations.

South Central Texas Regional Certification Agency of Bexar County, Texas hereby duly affirms that:

Able City, LLC

has successfully met the established requirements of SCTRCA's Business Enterprise Certification Program to be
certified as a

*HABE MBE SBE WBE

Certified NAICS Codes

NAICS 541310: ARCHITECTURAL SERVICES



Certification Number: 223085396

Effective Date: August 3, 2023

Expiration Date: August 3, 2025

Sandra Ramos

Sandra Ramos
Executive Director

Note: This certificate is the property of the South Central Texas Regional Certification Agency and may be revoked should the above named firm graduate from or fails to comply with SCTRCA's Business Enterprise Program. A Certification Renewal Application is required every two years.

**South Central Texas Regional Certification Agency
of Bexar County, Texas hereby duly affirms that:**

Able City, LLC

has successfully met the established requirements of DOT's Disadvantaged Business Enterprise Program to be certified as a

***DBE**

Certified NAICS Codes:

NAICS 541310: ARCHITECTURAL SERVICES
NAICS 541310: BUILDING ARCHITECTURAL DESIGN SERVICES
NAICS 541320: LANDSCAPE ARCHITECTURAL SERVICES

Certification Number: 223025396
Effective Date: February 2, 2023

Sandra Ramos

Sandra Ramos,
Executive Director



Note: This certificate is the property of the SCTRCA's and may be revoked should the above named firm graduate from or fails to comply with Department of Transportation's Disadvantaged Business Enterprise Program, Pursuant to 49 CFR Part 26.83 (j) an Annual Update Affidavit must be provided to affirm that your firm continues to meet SBA business size criteria and the overall gross receipts cap of this part.

Texas Historically Underutilized Business (HUB) Certificate



Certificate/VID Number: **1820976597500**
 Approval Date: **August 3, 2023**
 Scheduled Expiration Date: **August 3, 2025**

In accordance with the Memorandum of Agreement between the
 SOUTH CENTRAL TEXAS REGIONAL CERTIFICATION AGENCY (SCTRCA)
 and the Texas Comptroller of Public Accounts (CPA), the CPA hereby certifies that

Able City, LLC

has successfully met the established requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate printed **August 3, 2023**, supersedes any registration and certificate previously issued by the HUB Program. If there are any changes regarding the information (i.e., business structure, ownership, day-to-day management, operational control, addresses, phone and fax numbers or authorized signatures) provided in the submission of the business; application for registration/certification into SCTRCA's program, you must immediately (within 30 days of such changes) notify SCTRCA's program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of ineligibility. If your firm ceases to remain certified in SCTRCA's program, you must apply and become certified through the State of Texas HUB program to maintain your HUB certification.

*Statewide HUB Program
 Statewide Procurement Division*

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

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

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

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

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

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

OFFICE USE ONLY

Date Received

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

Able City, 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?

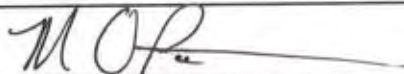
☐ Yes

☐ 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

05/14/2024

Date

BUSINESS DATA CERTIFICATION

Name of Firm: Able City, LLC

Address: 110 Broadway St. Ste. 590 San Antonio, TX 78205

Number of Years in contracting business under present name: 7

Type of work performed by your firm: Urban Planning, Architecture, Economic Development

Have you ever failed to complete any work awarded to you? (Y/N) N

Have you ever defaulted on a contract? (Y/N) N

He/She certifies that:

(a) The legal name and the business address of the undersigned are:

Able City, LLC

110 Broadway St. Ste. 590 San Antonio, TX 78205

(b) The undersigned is: **(Circle One)**

A Single Proprietorship A Corporation organized in the State of _____

A Partnership Other Organization _____

(c) The name, title and address of the owner, partners or officers of the undersigned are:

NAME	TITLE	ADDRESS
Mario A. Peña	Partner, Principal	343 W. Hollywood Ave. San Antonio, TX 78212
Diana N. Peña	Partner	343 W. Hollywood Ave. San Antonio, TX 78212
Frank Rotnofsky	Partner, Principal	1503 Hogan Ct, Laredo, TX 78045
Viviana Frank	Partner, Principal	1503 Hogan Ct, Laredo, TX 78045

(d) The name and addresses of all other persons having a substantial interest in the undersigned, and the nature of the interest are:

NAME	ADDRESS	NATURE OF INTEREST
N/A	N/A	N/A

(e) The names, addresses and trade classifications of all other building construction contractors in which the undersigned has a substantial interest are:

NAME	ADDRESS	TRADE CLASSIFICATION
N/A	N/A	N/A

Mario A. Peña

NAME OF AUTHORIZED REPRESENTATIVE (printed)



SIGNATURE OF AUTHORIZED REPRESENTATIVE

05/14/2024
DATE

Certification Regarding Debarment and Suspension

U.S. Department of Housing
and Urban Development

Certification A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

1. The prospective primary participant certifies to the best of its knowledge and belief that its principals;

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;

b. Have not within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

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

Instructions for Certification (A)

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

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

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

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

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

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

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

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

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

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

Certification B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Certification (B)

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

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

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

4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of these regulations.

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

6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

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

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

9. Except for transactions authorized under paragraph (5) of these instructions, if a participant in a lower covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies including suspension and/or debarment.

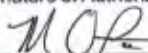
Applicant

Able City, LLC

Date

05/14/2024

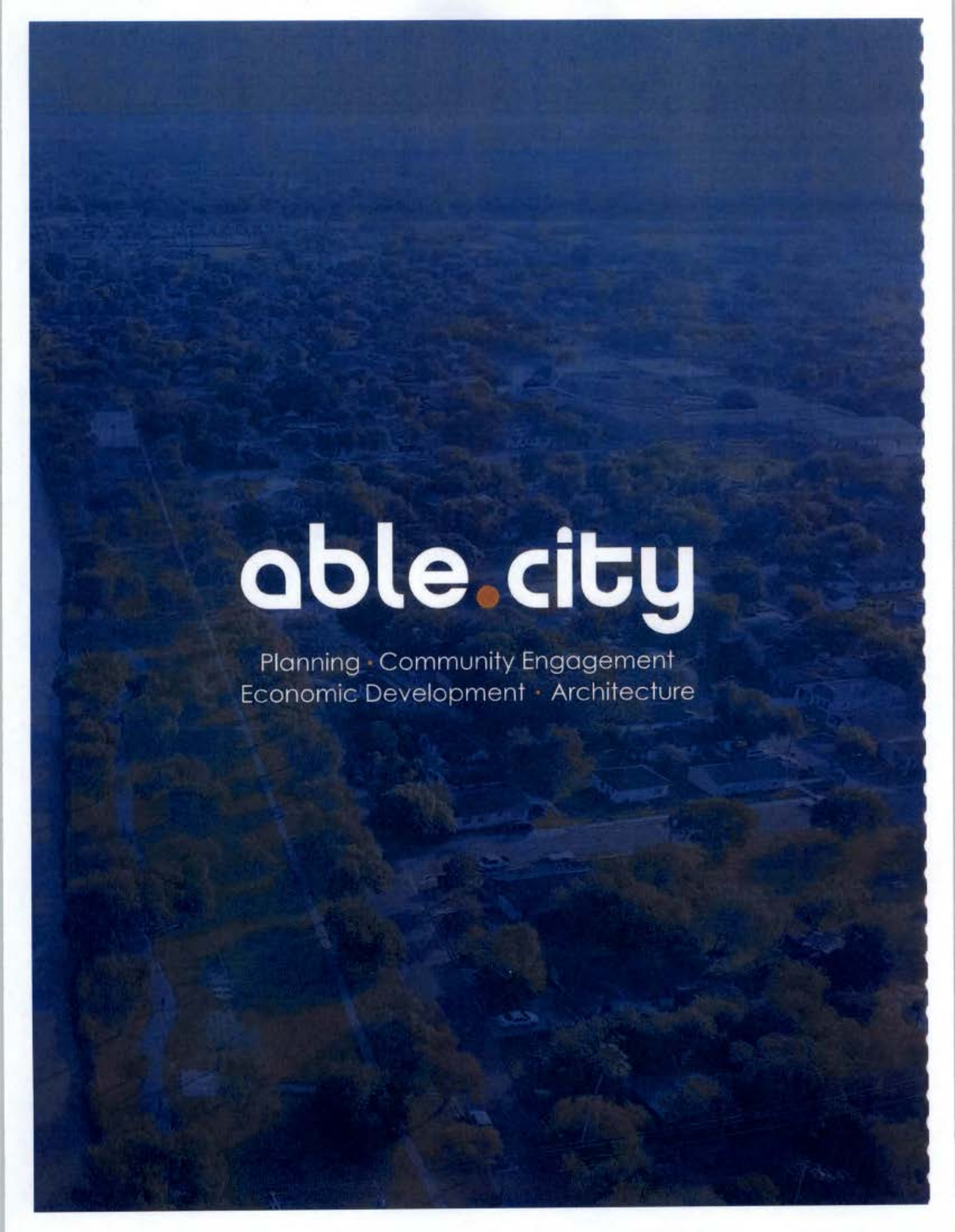
Signature of Authorized Certifying Official



Title

Partner / Principal

COVER LETTER

An aerial photograph of a city, heavily obscured by a dark blue, semi-transparent overlay. The image shows a dense urban area with numerous buildings, streets, and green spaces. The right edge of the image has a decorative, wavy, torn-paper-like border.

able.city

Planning • Community Engagement
Economic Development • Architecture



ASAKURA
ROBINSON

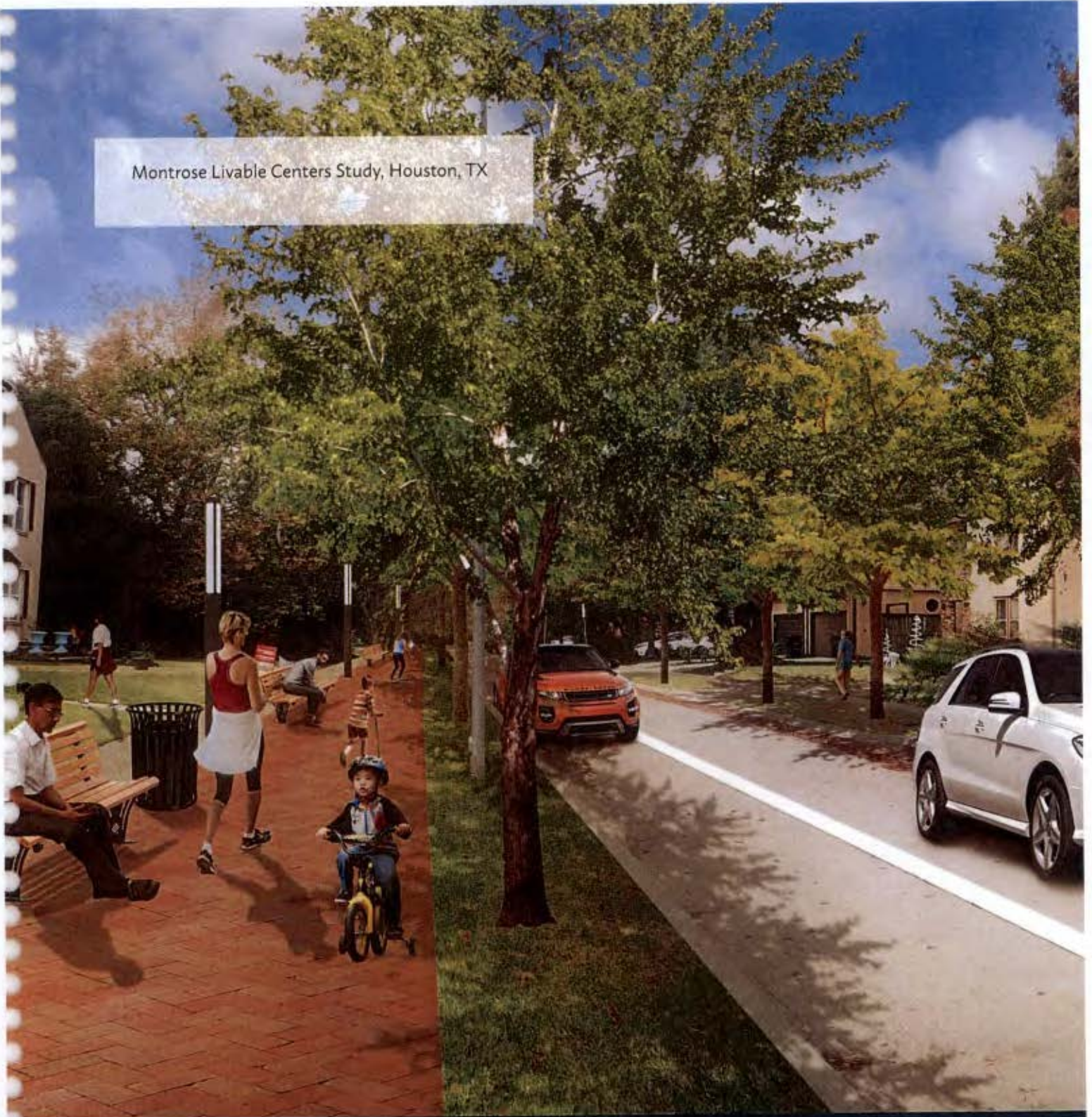
NEW COMPREHENSIVE PLAN AND ZONING ORDINANCE UPDATE

CITY OF HARLINGEN #2024-09 | MAY 23, 2024

TEXAS GENERAL LAND OFFICE
COMMUNITY DEVELOPMENT BLOCK GRANT MITIGATION PROGRAM
CDBG-MIT FEDERAL AWARD NO. B-18-DP-48-0002
GLO CONTRACT NO. 23-160-004-E140

COPY

Montrose Livable Centers Study, Houston, TX



A. Cover Letter

2500 Summer Street Suite 2500
Houston, TX 77007
Planning | Urban Design | Landscape Architecture
P: (713) 337-5830
W: asakurarobinson.com

NEW COMPREHENSIVE PLAN AND ZONING ORDINANCE UPDATE | RFQ NO. 2024-09

Harlingen is a city with a critical regional location, diverse residents, and a unique relationship with water. These assets contribute to the City's quality of life and character today while framing critical questions about its future: how will Harlingen continue to grow into the future, and how will it address stormwater and flooding?

On behalf of our entire team, we are excited for the opportunity to address these questions and offer our proposal for the City of Harlingen Comprehensive Plan. In addition to our expertise in community planning, resilience strategy, and urban design, our team is proud of our prior work in the Harlingen community and the Lower Rio Grande Valley, including work creating flood damage prevention ordinances, coordinating regional transportation, assessing stormwater and drainage needs, implementing low-impact development strategies, and creating signature buildings. These experiences have allowed us to collaborate with diverse stakeholders, understand community needs, and contribute meaningfully to shaping the city's future.

We are thrilled to bring our collaborative approach and expertise to the Comprehensive Plan Update, recognizing the importance of leveraging existing resources and community interest to build a vision that is engaging, equitable, and implementable. Our commitment to community engagement aligns with our belief that successful implementation occurs when the community takes ownership of the planning and design process.

As the Project Manager, I particularly enjoyed the opportunity to facilitate these discussions about land use and floodplain management with city staff and stakeholders when I first visited Harlingen on April 6, 2022 for a CHARM Resiliency Workshop that I oversaw while working with Texas A&M AgriLife. While I had the opportunity to work with communities all over the state in this role, I was struck by the uniqueness of Harlingen's topography and natural environment, and the City's willingness to take bold steps to address flooding and new development. Following the workshop, I had the opportunity to continue working with staff and develop amendments to the City's flood damage prevention ordinance that were adopted in summer 2023. I believe that Harlingen is well-positioned to continue building on these efforts with the Comprehensive Plan and further refine its actions to mitigate flood risk and improve natural systems and quality of life.

Recognizing the City's desire for strong focuses on resiliency and transportation, we are excited to be joined by a talented team including Alliance Transportation Group, CSE Engineers, and Megamorphosis. With our collective expertise, we propose undertaking the Comprehensive Plan Update with three key foundations for a thriving Harlingen: **Resilient and Sustainable Environment, Economic Vitality, and Community Character and Mobility.**

We believe that our team's deep local knowledge, national experience, and approach sets us apart from our peers.

Asakura Robinson is a Texas-based planning, landscape architecture, and urban design firm with offices in Houston and Austin. Our work has spanned from the Gulf Coast to New York and the Pacific Northwest, and we pride ourselves on empowering communities and improving the environment. Community outreach and engagement is central to all of our projects, and we specialize in engagement process design and thoughtful communication, and multilingual engagement to provide all residents with an opportunity to make their voices heard. Our recent project experience in the region includes support for the Lower Rio Grande Valley Economic Development Strategy and Diversification Study and comprehensive plans across Texas and Louisiana.

Asakura Robinson has worked with **Alliance Transportation Group** on community planning initiatives in recent years. Alliance Transportation Group will lead the development of the plan's transportation strategies, bringing expertise working with communities and agencies across the Lower Rio Grande Valley to develop thoughtful and implementable mobility strategies that connect capital to communities' mobility and infrastructure challenges.

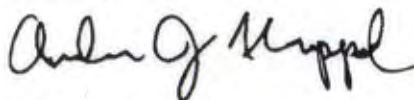
We are also excited to be joined by **CSE Engineers**, who has extensive local knowledge and a local presence in the Lower Rio Grande Valley. CSE's diverse expertise with water resources and utilities engineering and direct experience working with the City of Harlingen provides a rich base of knowledge for assessing natural hazards and incorporating this knowledge into the land use plan.

Finally, we are excited to work with **Megamorphosis**, a Harlingen-based architecture firm that has shaped local institutions, businesses, and homes and whose team brings deep local knowledge as engaged residents and professionals. The Megamorphosis team will provide support during the community engagement activities in the planning process and will also support the development of the land use plan and zoning updates, bringing their knowledge of local construction practices and site design to ensure that updated regulations respond to local conditions and sites.

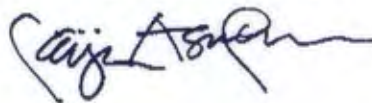
Working with the City of Harlingen's elected and appointed officials, staff, residents, and business owners to create a shared vision and values for the City's future would be an absolute joy for our team. We embrace the excitement, the unknowns, and the sometimes messy moments of visioning, prioritization, and implementation - and we're ready to get to work!

Thank you so much for your time and consideration.

Sincerely,



Andrew Knuppel, AICP, CFM
Project Manager, Asakura Robinson (Primary Contact)
2500 Summer Street, Suite 3228, Houston, TX 77007
(737) 437-7350 | andrew@asakurarobinson.com



Keiji Asakura, FASLA, CLARB
Partner, Asakura Robinson (Authorized Negotiator)
2500 Summer Street, Suite 3228, Houston, TX 77007
(713) 725-3884 | keiji@asakurarobinson.com

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Aransas Pass Comprehensive Plan,
Aransas Pass, TX



B.

Experience and Qualifications of the Firm

EXPERIENCE AND QUALIFICATIONS

1. PROFESSIONAL WORK DISCIPLINES

Our team, consisting of Asakura Robinson and our esteemed consultants, is excited to submit our qualifications for the professional work disciplines of comprehensive planning and zoning. Asakura Robinson will be leading the overall project management and comprehensive plan, and we are fortunate to have the support of our valued partners: Alliance Transportation Group will lead thoroughfare planning efforts; Code Studio will bring their expertise in zoning ordinance updates; CSE Engineers will focus on water resources, and Megamorphosis will be our engagement specialists. This opportunity aligns perfectly with our expertise, and we are eager to contribute to its success.



Downtown Gateways Vision Plan, Corpus Christi, TX

2. PRIME FIRM INFORMATION

Asakura Robinson is a planning, urban design, and landscape architecture firm which strengthens environments and empowers communities through innovation, engagement, stewardship, and an integrated design and planning process.

Founded in 2004 by Keiji Asakura and Margaret Robinson, the firm has built a solid reputation for sustainable design solutions and design excellence. We strive to assist visionary clients to spur positive change through a collaborative design process. We focus on engaging communities in ever more diverse project contexts while maintaining a high level of creativity and collaboration in every endeavor.

Three key values inform all of our work: interaction, diversity and innovation. We value the ability of the public to participate in our projects, creating places that encourage social interaction, and our staff's deep engagement in our communities. We value our diverse workplace and communities and seek to optimize existing community-based and ecological resources. Finally, we value creativity in our processes, materials, technology, collaborations, approach, and design palette.

YEARS IN BUSINESS

20 years

NUMBER OF EMPLOYEES

Administrative	5
Landscape Architects	7
CADD Technicians	13
Planners	7
<u>Project Managers</u>	<u>3</u>
Total	35

OFFICES

Austin, TX
Houston, TX - Headquarters

We are thrilled to be joined by the talented teams from Alliance Transportation Group, CSE Engineers and **Megamorphosis**.



YEARS IN BUSINESS

25 years

SCOPE

Mobility

OFFICES

Austin, TX
Dallas, TX
Houston, TX
San Antonio, TX
Lake Charles, LA
Metairie, LA

ATG | DCCM was founded in 1997. It's cohesive group of planners, engineers and analysts develop innovative, people-oriented solutions that are grounded in planning and engineering principles. These 80-plus professionals include transportation/transit planners, engineers, travel demand modelers, public involvement specialists, demographers, and data/programming specialists. Their team has extensive work in the Harlingen area, including projects such as the 2045 Metropolitan Transportation Plan for Rio Grande Valley and the City of Brownsville's Mobility Plan. ATG | DCCM and Asakura Robinson have successful history of work together on projects such as the Alvin Livable Center Study and several mobility projects in Austin. **Contact: (512) 821-2081**



YEARS IN BUSINESS

22 years

SCOPE

Water Resources

OFFICES

Harlingen, TX
Sugarland, TX
The Woodlands, TX
Mission, TX

Civil Systems Engineering, Inc is a professional engineering firm specializing in Water Resources, Transportation, Municipal Engineering, Site Development, and Geographic Information Systems. CSE Team has unparalleled local knowledge of the project area. Javier Zamora, P.E., CFM previously served as City of Harlingen City Engineer and Public Works Director for 6 years. Martha Viada, CFM served as assistant City Engineer for over 12 years. Dr. Deren Li, Ph.D., P.E. served as Project Manager for the City's 2008 Master Drainage Plan and the current on-going City of Harlingen HUC10 Flood Protection Planning (FPP) Study. Kurt Killian, P.E., CFM served as the Lead Engineer for the current City of Harlingen HUC 10 FPP project. **Contact: (713) 782-3811**

megamorphosis

YEARS IN BUSINESS

29 years

SCOPE

Architecture
Engagement

OFFICES

Harlingen, TX

Megamorphosis was established in January 1995 and has designed over 1000 projects to date, distinguishing themselves as the most "Award Winning" Architecture firm in the Rio Grande Valley. They remain committed to environmentally conscious projects with unique solutions and regional sensitivity. Their local expertise and work in Harlingen will be paramount to the success of our project as they lead our engagement efforts. **Contact: (956) 428-1779**

2. CONTINUED - LICENSES

Asakura Robinson



ASAKURA, KEIJI

Profession: Landscape Architect
Registration No.: 1170
License Status: Active
Firm Name: ASAKURA ROBINSON CO LLC
Original Issue: 11/09/1983
Lic. Expiration: 08/31/2024



This certificate hereby qualifies

Andrew Knuppel

as a member with all the benefits of a Certified Planner and a commitment to the AICP Code of Ethics and Professional Conduct.

Certified Planner Number: 52584

Joel Albizo
Joel Albizo, FASCP, AICP
Chief Executive Director

Michael J. Silver, FASCP
Michael J. Silver, FASCP
President



Website: <http://www.aicp.org>

This certificate hereby qualifies

Tamara Fou

as a member with all the benefits of a Certified Planner and a commitment to the AICP Code of Ethics and Professional Conduct.

Certified Planner Number: 35141

Joel Albizo
Joel Albizo, FASCP, AICP
Chief Executive Director

Michael J. Silver, FASCP
Michael J. Silver, FASCP
President



Website: <http://www.aicp.org>

Hayley Pallister

From: City of Houston <houston@mwdbe.com>
Sent: Wednesday, May 15, 2024 11:37 AM
To: Hayley Pallister
Subject: Houston: MWSBE and POBE Certification Update Approval Letter



May 15, 2024

Keiji Asakura
Asakura Robinson Company LLC
2500 Summer Street
Suite 302B
Houston, TX 77007-3367

Certification # 24-S-10309

Dear Keiji Asakura:

CONGRATULATIONS! Your application for certification as a City of Houston Minority Business Enterprise (MBE) is approved for a three-year period thru May 31, 2027. The approval is contingent upon your firm maintaining certification eligibility throughout the three-year period. Your firm will be required to complete a three-year cycle review form to be considered for certification eligibility beyond the three-year period. We will provide you with notification to submit the three-year cycle review form prior to your firm's three-year expiration date.

We have certified Asakura Robinson Company LLC, only for Landscape Architecture, Urban Design, and Community Planning. You are being listed in the Directory of Certified MWS/POBE, in the following Directory Capability listing:

NAICS 541320: LANDSCAPE ARCHITECTURAL SERVICES

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

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

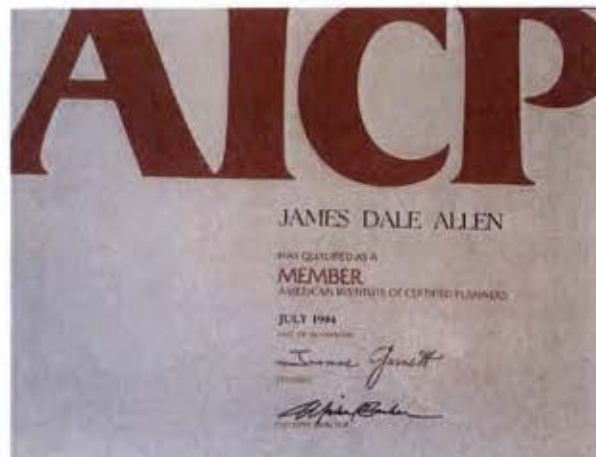
Here is important information that you need to know:

Two months prior to the expiration date of your certification, you will receive instructions on how to complete the three-year cycle Update Form and Affidavit. This form must be completed and returned along with signed copies of



*HUB certification is active, awaiting hard copy.

Alliance Transportation Group

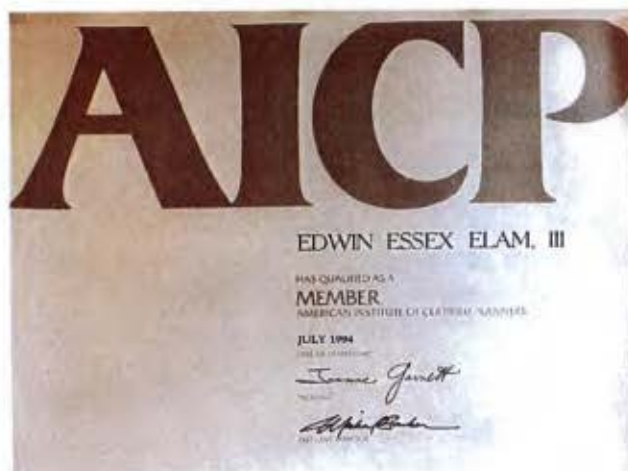


Transportation Professional Certification Board Inc.

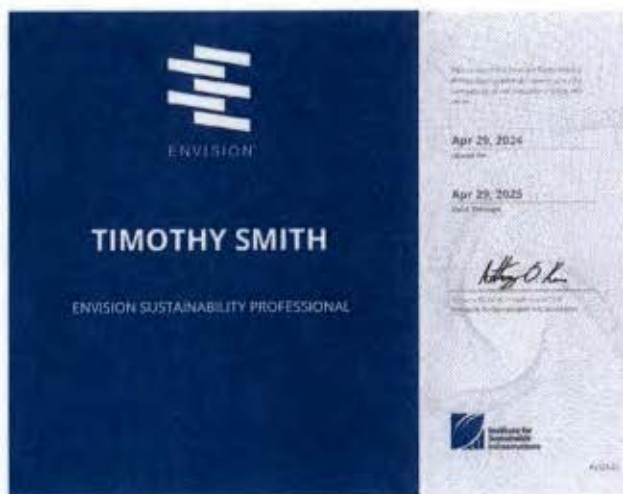
certifies that
Edwin Essex Elam, III
has met all of the requirements established by the Certification Board to use the title of
PROFESSIONAL TRANSPORTATION PLANNER
Unless withdrawn by the Certification Board this certificate number 446 issued in Washington, D.C. is subject to the provisions for renewal November 20, 2013

Timothy D. Harpist
 Chair

[Signature]
 Executive Director



Alliance Transportation Group Continued



CSE Engineer



Deren Li
Civil Systems Engineering, Inc.
1202 Lake Pointe Parkway
Sugar Land, TX 77478

Certification Number: 3217
Certificate Expires: January 24, 2026

Dear Deren Li:

We are pleased to inform you that Civil Systems Engineering, Inc. has been certified as a Small Business Enterprise (SBE) by the Office of Economic Business Opportunity. Your application approval is solely based on your current Disadvantaged Business Enterprise (DBE) certification status. In order to continue as an active SBE firm with METRO, you are required to remain compliant with your DBE annual updates. Your firm must demonstrate proof of your current DBE or federal status from one of the following agencies listed below:

- City of Houston, Office of Business Opportunity
- City of Austin, Small Business Development
- Corpus Christi Regional Transportation Authority
- North Central Texas Certification Agency
- South Central Texas Certification Agency
- Texas Department of Transportation
- Unified Certification Program (Out of State DBE)
- Small Business Administration 8 (a) Certification

This Small Business Enterprise (SBE) certification is valid until January 24, 2026. After three years, your business is required to apply for certification in order to remain certified by METRO.

You must notify the Office of Economic Business Opportunity of any changes in ownership or control of your firm, if your firm is not renewed as a DBE or removed from the DBE directory, and any other matters or facts affecting your firm's eligibility for certification. METRO may commence action to remove the eligibility for Civil Systems Engineering, Inc. for failure to notify us of any changes affecting your firm's certification or if your firm otherwise fails to cooperate with METRO in any inquiry or investigation. Removal of eligibility may also be commenced if your firm is found to be involved in bidding or contractual irregularities or Small Business Program non-compliance.

Civil Systems Engineering, Inc. will be listed in the METRO Directory of Small Business Enterprise (SBE) in the specialty area (s) listed below. The Directory can be accessed via the Internet at <http://www.cdemetro.sdbes.com/>. Your firm's participation on METRO contracts will be credited in accordance to SBE/DBE policy and procedures.

Mission Statement

"Provide safe, clean, reliable, accessible, and handy public transportation services to our region."

Board of Directors

Samir Ramnarayan
(Rat) P.E.
Chair
Don Eide, Jr.
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Tina Taylor
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Lee Frieden
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Terry Morales
Roberta Treino, P.E.

President & Chief Executive Officer

Thomas G. Lankford



January 24, 2023

Deren Li
Civil Systems Engineering, Inc.
1202 Lake Pointe Parkway
Sugar Land, TX 77478

Certification Number: 3217 Certificate Expires: January 24, 2026

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As an added benefit to your METRO certification, please be advised that the following METRO job-work also accepts this certification, under their Small Business Program:

- Houston Community College
- Houston First Corporation
- Port Houston, The International Port of Texas
- Port Bond 200

To take advantage of this benefit, please go to their website and register your business as a vendor. As a registered vendor, you will be notified of upcoming procurement opportunities with these agencies.

Thank you for your continued interest in the Office of Economic Business Opportunity programs.

Sincerely,

Karen Houston

Karen Houston
Deputy Chief Procurement Officer
Office of Economic Business Opportunity



3. OFFICE LOCATION

Asakura Robinson will lead efforts out of our Houston office, with our Deputy Project Manager based in Austin.

4. EXPERIENCE

Our planning and community design projects integrate diverse elements for coordinated and creative outcomes.

We have experienced practitioners across numerous areas of practice: from economic and community development, to housing policy and development, transportation planning, sustainability, urban design, and landscape architecture, we offer a comprehensive and integrated approach to community design. Our ability to bring multiple perspectives within a compact and seasoned team of planners and designers allows us to deliver projects efficiently and to bring creativity and custom approaches to every plan.

Our projects include successful plans and designs developed for urban, suburban, and rural contexts. They encompass all types of planning work, from long-range strategic plans to focused interventions such as detailed designs for streets, parks, and plazas. The common thread between our projects is our emphasis on engaging stakeholders, residents and adjacent businesses and developing a shared identity and public realm that is greater than the individual properties and businesses alone.

We bring a unique methodology, based on the belief that public engagement and multi-disciplinary collaboration form the cornerstone of any project. We believe that implementation happens when the community takes ownership of the planning and design process. As such, we take the role of active listeners, translating community desires and stakeholder goals into implementable projects. We build capacity throughout each planning project to ensure that stakeholders and residents can translate knowledge into action.

Our firm actively engages with municipal clients through regular communication channels and robust information exchange mechanisms. We prioritize building strong relationships with our clients by maintaining open lines of communication, conducting frequent meetings, and providing timely updates on project progress.

Our approach involves active listening to understand the unique needs and requirements of each municipality, ensuring that our services are tailored to meet their specific objectives. Additionally, we utilize various communication platforms, including email, phone calls, virtual meetings, and in-person consultations, to facilitate seamless information exchange. Our commitment to transparency and collaboration fosters a productive partnership with municipal clients, enabling us to effectively deliver on project requirements and exceed expectations.

On the following pages, we have provided an array of relevant project experience highlighting our team's qualifications. Individuals who will work on this project participated in the following projects.



Forward Lufkin: Downtown Plan, Cotton Square, Lufkin, TX



Northwest Boulevard Streetscape, Corpus Christi, TX

CITY OF ARANSAS PASS

Navigate 2044 Comprehensive Plan

August 2023 – June 2024 (est) | Aransas Pass, TX

Protect
the historic
downtown and
the community
at large.

Mitigate
flooding and
storm surge and
future risk to life
and property.

Restore
live oak and tidal
ecosystems.

Create
high-quality
spaces for
people, plants,
and wildlife.

Reconnect
tidal marsh
systems and
hydrology.

Activate
Conn Brown
Harbor as
a regional
destination.

SERVICES PROVIDED

Planning
Public Engagement

This framework creates a vision for downtown Aransas Pass and historic Conn Brown Harbor that will better connect residents and visitors to the waterfront.

Aransas Pass, situated 20 miles north of Corpus Christi, epitomizes a unique blend of urban and rural lifestyles, with direct access to Texas' renowned fishing waters along the Gulf Coast. Following Hurricane Harvey's aftermath, the city sought to surpass mere recovery, envisioning itself as Texas' Saltwater Heaven in 2024. Asakura Robinson spearheaded the city's comprehensive plan update, "Navigate 2044," employing extensive community engagement strategies, including workshops, online forums, and focus groups.

This collaborative effort produced a forward-thinking plan, equipped with a future land use map, growth management strategy, and implementation matrix. Central to this plan is the transformative Harborside Area Framework, envisioning a vibrant downtown and revitalized Conn Brown Harbor. This framework not only aims for ecological and economic sustainability but also pays homage to Aransas Pass' shrimping heritage and cultural significance. Through Navigate 2044, Aransas Pass is poised to redefine its waterfront, bridging past traditions with future aspirations.



ASAKURA
ROBINSON



CITY OF SHREVEPORT

One Shreveport Comprehensive Plan

February 2024 - June 2025 (est) | Shreveport, LA



SERVICES PROVIDED

Planning
Public Engagement

This update to the City of Shreveport's 2010-2030 Master Plan defines equitable development in the city as guided by an extensive community engagement process.

Asakura Robinson is partnering with the Shreveport-Caddo Metropolitan Planning Commission to update the Master Plan, a response to economic shifts since its 2010 adoption. Notable achievements include the Unified Development Code, yet the update addresses current economic realities and their impact on residents and neighborhoods.

The One Shreveport initiative prioritizes community engagement, deploying local Community Ambassadors for outreach and organizing pop-up events. The process includes data collection and analysis with an equity-

focused lens, evaluating built and natural environments, economic opportunities, social capital, and health across seven planning areas.

Asakura Robinson will develop a vision for Shreveport's growth, identifying partners and implementation strategies reflective of cultural diversity and community needs. The initiative aims to foster community leadership and activate residents in shaping the city's future, ensuring inclusivity and sustainable development in line with Shreveport's evolving landscape and aspirations.



ASAKURA
ROBINSON



Economic Opportunities



Northeast Gateway Redevelopment Plan

February 2023 - August 2023 | College Station, TX



SERVICES PROVIDED

Planning
Urban Design

College Station's Northeast Gateway envisions a vibrant urban entrance to Texas A&M University while revitalizing the city's original commercial center.

The rapid growth of Texas A&M University and College Station spurred demands for amenities, housing, and job opportunities near the campus. Asakura Robinson collaborated with the city to revitalize the Texas Avenue and University Drive area, focusing on urban infill and connectivity improvements.

Asakura Robinson supported the City's staff team by conducting scenario modeling, developing the plan's recommendations and analyses, and creating conceptual and illustrative graphics to communicate the plan's desired outcomes.

The scenario modeling process explored three potential outcomes envisioned within the bounds of the City's comprehensive plan, including big-box store retrofit and the full redevelopment of an "urban village" concept.

After receiving community input on the scenarios, the project team worked with City staff to develop a refined preferred scenario with detailed recommendations for street sections, land use changes, and urban design standards.



ASAKURA
ROBINSON

CITY OF CORPUS CHRISTI

Uptown Corridors Revitalization Strategy

May 2021—Ongoing | Corpus Christi, TX



SERVICES PROVIDED

Urban Design
Urban Planning
Public Engagement

A revitalization strategy for two corridors that will guide future public and private development, and lay the foundation for a strong local economy.

The Uptown Corridors Revitalization Strategy is a City of Corpus Christi Planning and Economic Development initiative. The project will develop a framework for investment in the public realm that will catalyze future redevelopment for two key corridors in Uptown Corpus Christi: Leopard Street and Staples Street.

Leopard Street is one of the key corridors connecting Highway 286 to the SEA District and Downtown. Several important public facilities, including City Hall, anchor this segment of Leopard. The plan will also focus on the segment of Staples Street from I-37 southward to Six Points. This portion of Staples includes several sub-districts with

different histories, characteristics and redevelopment opportunities. Our team is working closely with businesses, property owners, and residents to develop a strategy for revitalization that will guide future public and private development and lay the foundation for a strong local economy.

The plan includes conceptual drawings to help reimagine these corridors with improvements, such as landscaping and streetscape amenities. The plan also develops an implementation matrix to identify community priorities and potential funding sources for the next five fiscal years as well as a longer-term implementation strategy.



ASAKURA
ROBINSON

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Urban Planning
Economic Analysis
Public Engagement

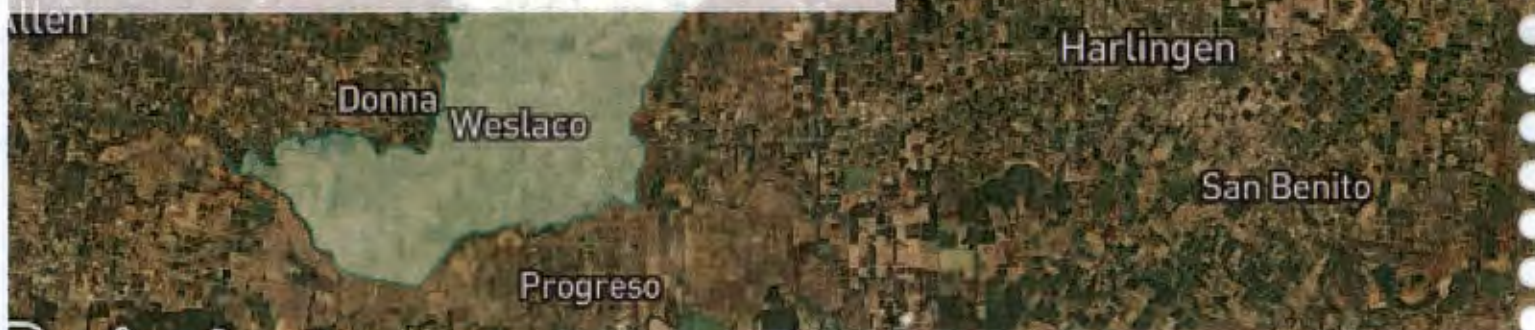
Specific products include the following:

- analysis of current and future anticipated transportation system performance and deficiencies, both stakeholder and public engagement, a thoroughfare map and integration plan.



HUC10 Flood Protection Planning Study

Harlingen, TX



CSE is currently performing the flood protection planning study to develop a watershed-based flood protection plan with various flood mitigation strategies and improvement projects.

The project is funded as part of a Texas Water Development Board Grant. Dr. Deren Li, CSE President, serves as project manager for this drainage study.

The resulting flood protection plan will provide sufficient information for the City of Harlingen and other adjacent agencies within the study area to plan, fund, and implement future drainage/flood control projects and strategies. This proposed flood protection planning study area covers approximately 297 square miles (as shown in Figure 1 and Figure 2). The project area includes two (2) complete HUC 10 subbasins (HUC 1211020806 & 1211020807), which are designated as Middle Arroyo Colorado and Lower Arroyo Colorado subbasins, respectively, within the USGS Watershed Boundary Dataset (WBD). The study area includes approximately 50 centerline miles of the Arroyo Colorado, 25 bridge structures across the Arroyo Colorado, 325 miles of drainage ditches, approximately 960 structures/crossings, storm sewer systems, lateral ditches, irrigation canals, and other appurtenances.

SPECIFIC ACTIVITIES INCLUDE:

- Task A: Project Management
- Task B: Collection and Review of Baseline Information
- Task D: Field Survey
- Task E: Hydrologic Model (HMS)
- Task F: Hydraulic Model (1D/2D)
- Task G: Levee Internal Drainage Analysis
- Task H: H&H Analysis of Alternative
- Task I: Benefit-Cost Analysis (BCA)
- Task J: Assessment of Environmental Constraints
- Task K: Collaboration with Regional FEWS
- Task L: Development of FDST Inundation Map Library
- Task M: Regional Framework for Localized Master Drainage Plan
- Task N: Final Report
- Task O: Public/Stakeholder Meetings

CITY OF BROWNSVILLE

Cannery Public Market

Brownsville, TX



The Cannery Public Market is the restoration of a 1940s Quonset-hut style building into the home of the Brownsville Farmers Market.

The renovated building will also house an incubator commercial kitchen, offices for the Brownsville Wellness Coalition, and cold storage for the RGV Food Bank. A new building will house the distribution area and offices for the food bank and public restrooms.

The project also includes an outdoor kitchen to be used for fundraisers, a shade structure, and landscape improvements that transform unused space into a park, merging with the new Mitte Cultural Park next door. Project included coordination with Texas Historical Commission to ensure work would not have a detrimental impact on the historic city fabric. Construction is anticipated to be completed in Summer 2024.



megamorphosis

5. AWARDS

In previous planning projects, our team has garnered significant recognition and achieved notable milestones, underscoring our commitment to excellence and innovation.

A partial list includes:

2023

A Greener Gulfton for Nature, Health, and Resilience
- Advancing Diversity and Social Change; American Planning Association, Houston Chapter

A Greener Gulfton for Nature, Health, and Resilience
- Advancing Diversity and Social Change; American Planning Association, Texas Chapter

2022

Inwood Recreation Study - Environmental Planning;
American Planning Association, Houston Chapter

Montrose Livable Center Study - Urban Design, Silver;
American Planning Association, Houston Chapter

East Aldine Livable Center Study - Best Practice,
Silver; American Planning Association, Houston Chapter

Central Williamson Creek Greenway Vision Plan
- Grassroots Initiative Gold; American Planning Association, Houston Chapter

Lufkin Economic Development and Public Realm Vision Plan- Urban Design, Gold; American Planning Association, Texas Chapter

My Home is Here: Harris County's Housing Needs Assessment and 10-year Strategy - Best Practice, Silver; American Planning Association, Texas Chapter

2021

Pasadena Healthy Parks Plan - Award for Excellence in Sustainability; American Planning Association, Texas Chapter

Historic Walker Lake District Revitalization Plan
- Implementation, Silver; American Planning Association, Minnesota Chapter

Vision Zero Action Plan - Implementation, Gold; American Planning Association, Texas Chapter

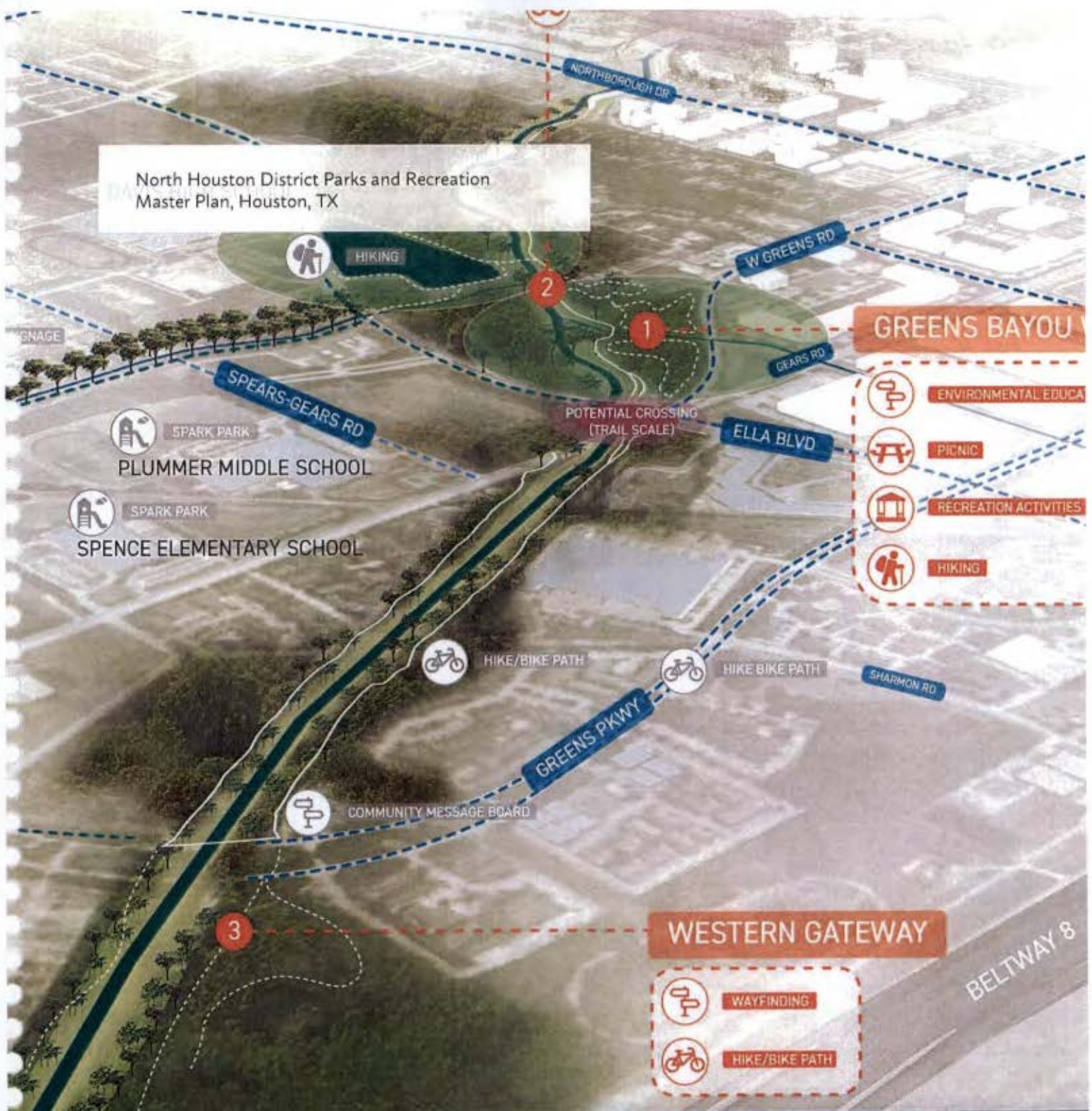
6. CAPABILITY TO UNDERTAKE THE PROJECT

Our firm possesses the requisite resources and highly skilled staff to confidently undertake and successfully execute the project. With a wealth of experience, specialized expertise, and a proven track record in similar endeavors, we are well-equipped to meet the project's challenges and objectives effectively. Our dedicated team is committed to delivering exceptional results, leveraging our collective knowledge, innovative approaches, and collaborative work ethic to ensure the project's success.



EXPERIENCE OF ASSIGNED STAFF

North Houston District Parks and Recreation
Master Plan, Houston, TX

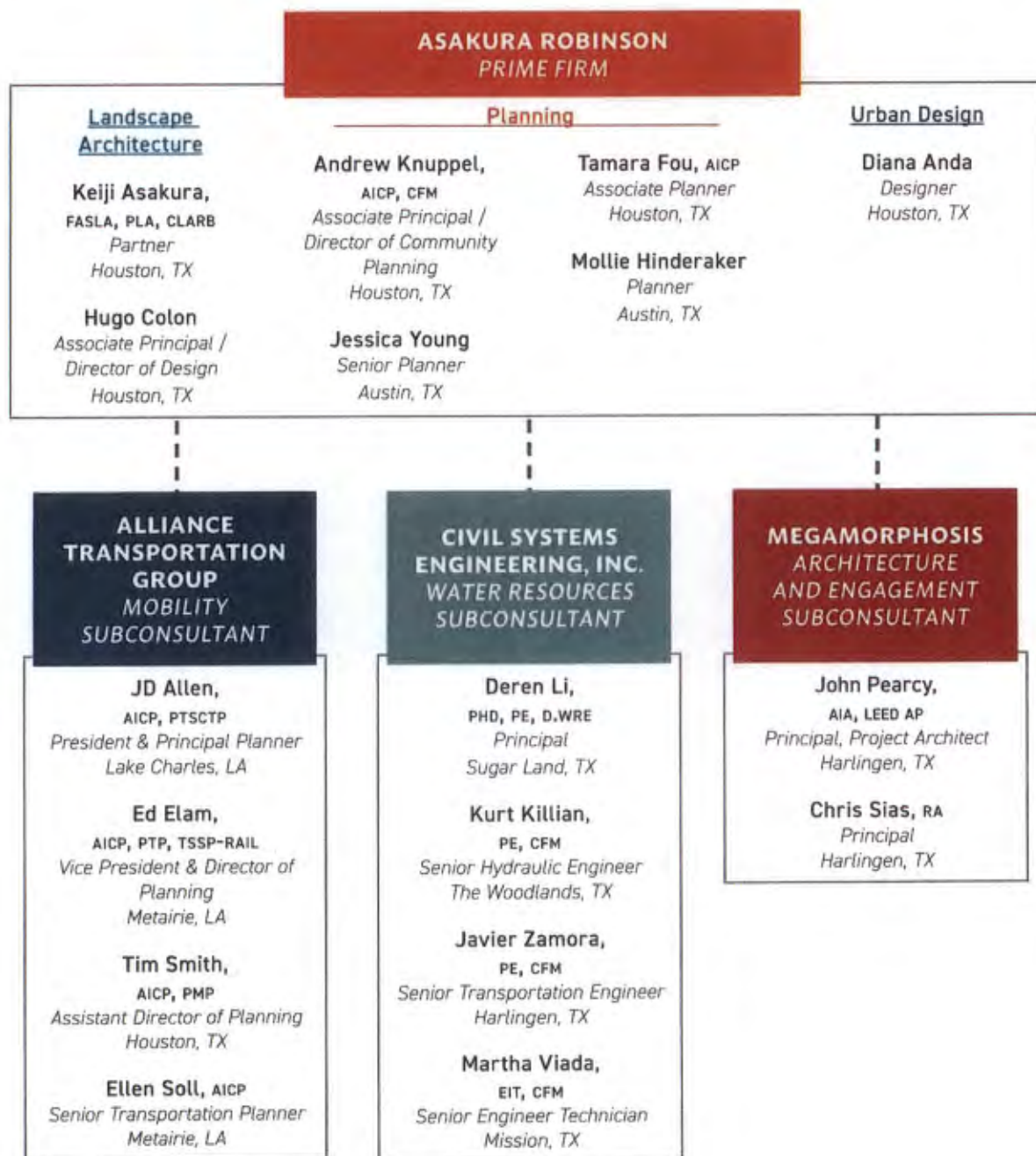


C.

Experience and Qualifications of Assigned Staff

1. FLOW CHART OF TEAM MEMBERS

The below chart highlights key disciplines served by the Prime and Subconsultant firms as well as the seniority level and titles of key leaders who will be participating in the project. Asakura Robinson specializes in Landscape Architecture, Planning, and Urban Design. Asakura Robinson's executive leadership includes three partners: Keiji Asakura, Margaret Robinson, and Isabelle Asakura. The firm is organized with leads/directors for each discipline, including Director of Community Planning Andrew Knuppel and Director of Design Hugo Colon.



2. RESUMES

Please see the following pages of resumes for key personnel who will actually be assigned to the projects along with their roles.



KEIJI ASAKURA, FASLA, PLA



Partner

PRINCIPAL IN CHARGE

As Founding Principal of Asakura Robinson, Keiji Asakura holds over 40 years of visionary leadership and experience in urban design, landscape architecture, and community planning that is mission-driven, holistic, and context-sensitive. His work carefully balances beauty with function, resulting in plans and designs that draw off rich historic and cultural context and offer enhanced mobility, resilience, community health, and social interaction. In his highly regarded practice, he has extensive experience with sustainable design, low-impact development, and resilience planning and has championed the use of green infrastructure and high-performance landscape design in virtually all aspects of the public realm.

SELECT EXPERIENCE

TEXAS GENERAL LAND OFFICE ECONOMIC DEVELOPMENT STRATEGY AND DIVERSIFICATION STUDY, GULF COAST, TX

Principal-in-Charge: This comprehensive study investigates enhancing economic activities across a nine-county Gulf Coast region in Texas to bolster job growth, residents' prosperity, and sustainability amid economic challenges like Hurricane Harvey and the COVID-19 pandemic. Asakura Robinson engages stakeholders, conducts a virtual summit, and develops a comprehensive strategy encompassing goals, objectives, and strategies for regional resilience.

ARANSAS PASS COMPREHENSIVE PLAN UPDATE, ARANSAS PASS, TX

Principal-in-Charge: Asakura Robinson is partnering with the city of Aransas Pass to update its comprehensive plan and envision a vibrant future for the city in 2044. The project includes data analysis, community engagement and collaborative policy development. The project will result in an updated future land use map and set of strategies to further develop parks, open space, connectivity and development in the downtown and Conn Brown Harbor.

UPTOWN CORRIDORS REVITALIZATION STRATEGY, CORPUS CHRISTI, TX

Principal-in-Charge: The Uptown Corridors Revitalization Strategy establishes a framework for stimulating future redevelopment along two key corridors, Leopard Street and Staples Street, connecting Highway 286 to the SEA District and Downtown. Working closely with stakeholders, the plan encompasses conceptual drawings and an implementation matrix to reinvigorate these corridors, emphasizing landscaping, streetscape enhancements, and longterm community development.

RESILIENT HOUSTON, HOUSTON, TX

Principal-in-Charge: The 2020 Resilient Houston Plan is a holistic strategy tackling the city's vulnerabilities to climate change, flooding, and social disparities. It prioritizes community engagement, sustainable development, and innovative infrastructure to bolster Houston's resilience and adaptability.

LOCATION

Houston, TX

YEARS WITH FIRM

20 years

TIME TOWARD PROJECT

15%

EDUCATION

Bachelor of Science, Landscape
Architecture, California
Polytechnic University, Pomona

CERTIFICATIONS

Professional Landscape Architect,
TX (#1170) MN (#55256)
Applied Fluvial Geomorphology,
Wildland Hydrology
Pedestrian Safety Action Plan, US
Federal Highway Administration

PROFESSIONAL AFFILIATIONS

American Society of Landscape
Architects, National & Texas
Chapter
Asian Chamber of Commerce
Botanic Garden of Houston
Advisory Council
Houston Wilderness, Advisory
Board Member
Rice Design Alliance Cite Magazine,
Editorial Committee
Scenic Houston Board Member
Urban Land Institute, Houston
Chapter
US Japan Council, Member



ANDREW KNUPPEL, AICP, CFM



Associate Principal

PROJECT MANAGER

LOCATION

Houston, TX

YEARS WITH FIRM

2 years

TIME TOWARD PROJECT

25%

EDUCATION

Master of Urban and Environmental
Planning, *University of Virginia*

Bachelor of Urban and
Environmental Planning,
University of Virginia

CERTIFICATIONS

American Institute of Certified
Planners, AICP (#32584)

Certified Floodplain Manager

PROFESSIONAL AFFILIATIONS

American Planning Association,
Texas Chapter

Texas Floodplain Management
Association

AWARDS + RECOGNITION

Outstanding Undergraduate Student
Award, APA Virginia Chapter, 2017

Raven Society, University of
Virginia, 2015

Andrew is an Associate Principal in the Houston office and serves as the firm's Director of Community Planning. He is excited about the power of great design, thoughtful policy, and high-touch community engagement to empower community action and facilitate conversations around contemporary challenges such as hazard mitigation and future change. His planning perspective is shaped by experiences working in local government, floodplain management, and hazard mitigation.

SELECT EXPERIENCE

CHARM RESILIENCY WORKSHOP AND TECHNICAL ASSISTANCE*, WITH TEXAS A&M AGRILIFE, HARLINGEN, TX

Project Manager: Led an interactive tabletop scenario planning workshop educating Harlingen officials about the connections between natural hazards, land use, and green infrastructure planning in their communities, aiming to empower hazard mitigation action across the entire community. Worked with the City Engineer and Assistant City Manager to scope and draft flood damage prevention ordinance amendments that were adopted by the City Commission in 2023.

ARANSAS PASS COMPREHENSIVE PLAN UPDATE, ARANSAS PASS, TX

Project Manager: Asakura Robinson is partnering with the city of Aransas Pass to update its comprehensive plan and envision a vibrant future for the city in 2044. The project includes data analysis, community engagement and collaborative policy development. The project will result in an updated future land use map and set of strategies to further develop parks, open space, connectivity and development in the downtown and Conn Brown Harbor.

SHREVEPORT COMPREHENSIVE PLAN UPDATE, SHREVEPORT, LA

Project Manager: Asakura Robinson is leading this project; we are developing a Public Engagement Plan encompassing various methods such as surveys, media releases, virtual meetings, and stakeholder interviews. The update process involves data collection and analysis, a chapter-by-chapter review of the current plan, and the development of plan amendments, while preparing an overall vision-based path forward and a commitment to reflecting the cultural diversity of Shreveport.

NORTHEAST GATEWAY REDEVELOPMENT PLAN, COLLEGE STATION, TX

Project Manager: Asakura Robinson re-envisioned the Texas Avenue and University Drive area. This critical intersection is a major gateway to the City of College Station and to Texas A&M University's campus, and a key opportunity to create a walkable, high-quality urban environment at the heart of the community. AR is creating alternative development scenarios and urban design guidance to help the City and community members understand potential outcomes and redevelopment types in this area.



JESSICA YOUNG, MS



Climate and Community Resilience Planner

DEPUTY PROJECT MANAGER

LOCATION

Austin, TX

YEARS WITH FIRM

>1 year

TIME TOWARD PROJECT

35%

EDUCATION

M.S. Community and Regional Planning, *University of Texas at Austin, School of Architecture, Austin, TX*

B.S. Neuroscience, *Brandeis University, Waltham, MA*

PROFESSIONAL AFFILIATIONS

Founding First-Generation Chair, *Community and Regional Planning, UT Austin*

RECENT PUBLICATIONS + RESEARCH

Fighting For A Healthy Massachusetts - Stopping Illegal Federal Environmental Attacks & Rollbacks

City of Austin Climate Hazards and Adaptation Assessment

Emergency Communications Best Practices Assessment for Winter Storm Uri

Overcoming Barriers to Climate Action Planning (Master's Thesis)

The Wonder of Urban Farming (Medium Blog)

Go Austin/Vamos Austin Green Infrastructure Toolkit

AWARDS + RECOGNITION

Attorney General Thomas F. Reilly Award for Excellence, Issued by Attorney General Maura Healey

Terry Kahn Graduate Planning Fellowship

Jessica is a climate resilience planner focused on equitable climate planning solutions that center vulnerable communities disproportionately impacted by climate change. She excels at translating research, technical findings, and vulnerability assessments into valuable information for stakeholders and fostering meaningful collaboration and communication between city departments, technical experts, and community members. She has topic expertise in climate adaptation, disaster resilience, green infrastructure, and the role equity plays in the history and future of cities and regions.

Jessica has expertise in GIS, hazard assessments, social vulnerability analysis, and stakeholder engagement. She currently advises first-generation college students and actively participates in the Central TX chapter of the American Planning Association.

SELECT EXPERIENCE

ARANSAS PASS COMPREHENSIVE PLAN UPDATE, ARANSAS PASS, TX

Team Member: Asakura Robinson is partnering with the city of Aransas Pass to update its comprehensive plan and envision a vibrant future for the city in 2044. The project includes data analysis, community engagement and collaborative policy development. The project will result in an updated future land use map and set of strategies to further develop parks, open space, connectivity and development in the downtown and Conn Brown Harbor.

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Team Member: Asakura Robinson is leading this project; we are developing a Public Engagement Plan encompassing various methods such as surveys, media releases, virtual meetings, and stakeholder interviews. The update process involves data collection and analysis, a chapter-by-chapter review of the current plan, and the development of plan amendments, while preparing an overall vision-based path forward and a commitment to reflecting the cultural diversity of Shreveport.

PARKS, RECREATION AND OPEN SPACE MASTER PLAN, GALVESTON COUNTY, TX

Team Member: The plan aims to assess current facilities, prioritize future developments, and create a 5-10-year action plan through stakeholder engagement and public input. Key components include inventorying parks, conducting needs assessments, ranking future projects, identifying funding sources, and outlining a timeline. It aims to enhance recreational opportunities and preserve open spaces in Galveston County.



TAMARA FOU, AICP

Associate Planner

PROJECT PLANNER



LOCATION

Houston, TX

YEARS WITH FIRM

3 years

TIME TOWARD PROJECT

35%

EDUCATION

Master of Urban Planning, *Robert F. Wagner Graduate School of Public Service*

Bachelor of Science, Sustainable Urban Environments, *New York University Tandon School of Engineering*

CERTIFICATIONS

American Institute of Certified Planners, AICP (#35141)

PROFESSIONAL AFFILIATION

American Planning Association, Texas Chapter;

American Planning Association, Asian and Pacific Islander Interest Group, Steering Committee Member, American Institute of Certified Planners

Tamara Fou is a Planner based in the Houston office. She is passionate about active design, public/alternative transportation, and sustainable community development. Her interest in planning was shaped by working with community-based organizations throughout New York to support urban farms and green roofs that advocated for food access, environmental justice, and access to parks/green spaces.

SELECT EXPERIENCE

ARANSAS PASS COMPREHENSIVE PLAN UPDATE, ARANSAS PASS, TX

Planner: Asakura Robinson is partnering with the city of Aransas Pass to update its comprehensive plan and envision a vibrant future for the city in 2044. The project includes data analysis, community engagement and collaborative policy development. The project will result in an updated future land use map and set of strategies to further develop parks, open space, connectivity and development in the downtown and Conn Brown Harbor.

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Planner: Asakura Robinson is leading this project; we are developing a Public Engagement Plan encompassing various methods such as surveys, media releases, virtual meetings, and stakeholder interviews. The update process involves data collection and analysis, a chapter-by-chapter review of the current plan, and the development of plan amendments, while preparing an overall vision-based path forward and a commitment to reflecting the cultural diversity of Shreveport.

BAYSIDE AREA DEVELOPMENT PLAN, CORPUS CHRISTI, TX

Deputy Project Manager: This project is an area development plan focused on the Bayside neighborhood of Corpus Christi, TX. The plan studied existing conditions and gathered community and stakeholder feedback to identify visions for Thriving Communities, Healthy Places, and Connected Networks. The policy initiatives are based on housing, economic development, environmental health, street and sidewalk connectivity, and access to parks and open space.



HUGO COLÓN, ASSOC AIA



Associate Principal | Director of Design

ENVIRONMENTAL DESIGNER

LOCATION

Houston, TX

YEARS WITH FIRM

4 years

TIME TOWARD PROJECT

20%

EDUCATION

Master of Landscape Architecture,
Harvard University, Graduate School of Design

Master of Architecture, *University of Puerto Rico*

Bachelor of Environmental Design,
University of Puerto Rico

PROFESSIONAL AFFILIATIONS

American Society of Landscape Architects, *National, Houston and Texas Chapters*

American Institute of Architects, *National and Texas Chapters*

RECENT TEACHING/SPEAKING ENGAGEMENTS

2019 Texas Society of Architects Conference, *"South Texas Ecotourism Center, An Architecture Rooted in Regional Ecology and Culture."*

2017 LRGV 18th Annual Water Quality Management & Planning Conference, *"Stormwater Management as a Community Asset: Transforming a Necessity Into an Amenity"*

2016 TTAT Conference, *"Linking Neighborhoods: Transportation Planning & Design in Low-Income Communities of the Rio Grande Valley"*

Hugo is an Associate Principal and Director of Design based in Asakura Robinson's Houston Studio. He has a passion towards inclusive design and working with local communities in addressing issues of equity in transportation, open space and stormwater management. His background in architecture and landscape architecture has allowed him to gain experience in multiple project types that range from streetscapes, green infrastructure, LIHTC projects, nature centers, trails and master planning.

At Asakura Robinson, he is project manager on several projects in the Houston area including the Historic Holman Street Reconstruction project, a multifamily housing development and public park trail system along Buffalo Bayou Park, and a campus project with the University of Houston.

SELECT EXPERIENCE

EQUITY IN DRAINAGE INITIATIVE, , RIO GRANDE VALLEY, TX*

Team Member: With previous firm, Hugo worked to increase housing opportunities for low-income residents and to build adequate drainage infrastructure for new and existing neighborhoods, civic engagement, and capacity through design.

BELDEN TRAIL , BROWNSVILLE TX*

Project Manager: Landscape and site design for a .25 mile trail and cycle track in downtown Brownsville. As Project Manager Hugo was responsible for client, consultant and team coordination; community engagement strategy and overseeing the design of the project to construction observation.

LOCKWOOD PARK AND TRAIL EAST END MASTER PLAN, HOUSTON, TX

Project Manager: Lockwood Park, spanning 6 acres along Buffalo Bayou in East Houston, features unique nodes, stormwater green infrastructure, and shared-use paths as part of the East End Master Plan. A bridge connects the park to neighboring areas, enhancing accessibility and connectivity for residents and visitors alike.

JAPHET CREEK, HOUSTON, TX

Project Manager: Asakura Robinson and Buffalo Bayou Partnership are collaborating to transform Japhet Creek into a vibrant green space. Phase 1 focuses on rehabilitating the area with gathering spaces. Phase 2 will aim to connect it to Buffalo Bayou via a bridge, aligning with their larger East Master Plan vision.

MEMORIAL PARK MASTER PLAN, EL PASO, TX

Project Manager: Asakura Robinson was tasked with understanding the existing conditions affecting the park, identifying challenges and opportunities to address the needs of the community while highlighting and honoring the rich history of Memorial Park with a heavy engagement component.



LOCATION: Austin, TX

YEARS WITH FIRM: 1 year

TIME TOWARD PROJECT
35%

EDUCATION

Master of Community and Regional Planning, *University of Texas at Austin*

Bachelor of Design in Architecture, *University of Minnesota*

Bachelor of Science in Urban Design, *University of Minnesota*

Mollie Hinderaker

Planner



PROJECT PLANNER

Mollie has experience in local government planning in northern Minnesota and most recently in researching strategies for Texas public agencies to utilize emerging technologies in the transportation space. She hopes to broaden the scope of her expertise through her work at Asakura Robinson and to look at systems more holistically, through a lens of equity and justice.

SELECT EXPERIENCE

ARANSAS PASS COMPREHENSIVE PLAN UPDATE, ARANSAS PASS, TX

Planner: Asakura Robinson is partnering with the city of Aransas Pass to update its comprehensive plan and envision a vibrant future for the city in 2044. The project includes data analysis, community engagement and collaborative policy development. The project will result in an updated future land use map and set of strategies to further develop parks, open space, connectivity and development in the downtown and Conn Brown Harbor.

SHREVEPORT COMPREHENSIVE PLAN UPDATE, SHREVEPORT, LA

Planner: Asakura Robinson is leading this project; we are developing a Public Engagement Plan encompassing various methods such as surveys, media releases, virtual meetings, and stakeholder interviews. The update process involves data collection and analysis, a chapter-by-chapter review of the current plan, and the development of plan amendments, while preparing an overall vision-based path forward and a commitment to reflecting the cultural diversity of Shreveport.



LOCATION: Houston, TX

YEARS WITH FIRM: 1 year

TIME TOWARD PROJECT
35%

EDUCATION

Master of Urban Design, *University of Michigan*

Bachelor of Architecture, *Oklahoma State University*

Diana Anda

Urban Designer

URBAN DESIGN + ENGAGEMENT

Diana became an urban designer because she is passionate about our built environment's impact on the quality of life of people from different communities. She is centering her work around practices of engagement, participation, and resilience within historically underrepresented communities. She is excited to practice as an urban designer with Asakura Robinson, to work within different growing communities and at a critical time in Texas.

SELECT EXPERIENCE

ALVIN LIVABLE CENTERS STUDY, ALVIN, TX

Urban Designer: The Alvin Livable Centers Study endeavors to enhance community life and built environments. Prioritizing mobility, walkability, and streetscape activation via art and placemaking, it seeks to preserve historic character while directly involving the community.

FREEDMAN'S TOWN DESIGN CONCEPT REPORT, HOUSTON, TX

Urban Designer: Asakura Robinson is developing a Design Concept Report aiming to balance infrastructure updates with cultural preservation. The historic neighborhood faces aging infrastructure and gentrification. Asakura Robinson leads engagement efforts, working alongside community stakeholders and the Freedmen's Town Conservancy to ensure the preservation of its rich African American heritage.

3 STAFF TECHNICAL CAPABILITIES

Our project team includes a diverse mix of professional backgrounds and project experience. We believe that the following technical themes will be critical to a successful Comprehensive Plan. Individual qualifications can be found with resumes.

LAND USE & TRANSPORTATION PLANNING

LAND USE SCENARIO PLANNING

Developing an updated future land use plan will be a critical feature of the comprehensive plan. Project Manager **Andrew Knuppel** will lead development of the land use plan to ensure seamless continuity through the entire process, including the zoning ordinance updates. Andrew's experience includes land use plans and redevelopment plans in localities including **Albemarle County, Virginia, College Station, Texas, Aransas Pass, Texas**, and educational and interactive workshops such as the **CHARM Resiliency Workshops** program. **Mollie Hinderaker** will support development of the land use plan, building on experience working with scenario planning tools including ArcGIS Urban to assess land use outcomes. **Tamara Fou** also brings experience with land use planning from her experience with the **Bayside Area Development Plan** in Corpus Christi.

TRANSPORTATION AND MOBILITY

Asakura Robinson's **Mollie Hinderaker** will lead coordination between the land use plan and thoroughfare plan; she is currently leading this work with the **Aransas Pass Comprehensive Plan Update**.

Alliance Transportation Group team members including **JD Allen, Ed Elam, Tim Smith, and Ellen Soll** will build on their experience working with the **Rio Grande Valley MPO** and with peer area localities such as the **City of Brownsville** to develop an updated thoroughfare plan that is well-coordinated with the land use plan and regional transportation plans.

4. SUB-CONSULTANTS

Please see the following pages of resumes for sub-consultants who will actually be assigned to the projects along with their roles.

ORDINANCE DEVELOPMENT

TECHNICAL WRITING

Project Manager **Andrew Knuppel** brings strong expertise with ordinance writing, having received on-the-job training while starting his career as a zoning planner with Albemarle County, Virginia. He contributed to the development of Albemarle County's **Rio29 Form-Based Code** and while working with Texas A&M AgriLife led the development of a subdivision ordinance update for the **City of Wharton**, a new zoning district and design standards for RV parks for the **City of Aransas Pass**.

DESIGN AND REGULATION DEVELOPMENT

A zoning ordinance connects land use and environmental planning considerations to the design and placement of buildings. Megamorphosis' **John Percy** and **Chris Sias** are self-professed "code geeks", bringing their experience with design in Harlingen to provide a perspective on local design qualities and standards. Asakura Robinson's **Diana Anda** has experience with urban design and how site design shapes quality development.

RESILIENCE AND SUSTAINABILITY

Natural hazards and water quality are critical in an area challenged by extensive floodplains and shallow flooding. Project Manager **Andrew Knuppel** is especially proud of overseeing the development of flood damage prevention ordinance updates for the **City of Harlingen** that were adopted in 2023. **Hugo Colón** has deep experience from living in the Lower Rio Grande Valley and designing low-impact development and stormwater techniques in low-income communities in the area, and **Jessica Young** brings knowledge of hazard assessment methods and mitigation strategies.

CSE's **Deren Li, Kurt Killian, Javier Zamora, and Martha Viada** are very familiar with Harlingen's local conditions through their extensive work conducting drainage plans, flood protection studies, and grant applications for the **City of Harlingen**.



LOCATION / YEARS WITH FIRM
Metairie, LA / 4

TIME TOWARD PROJECT
35%

EDUCATION
Master of Urban Planning,
University of New Orleans
Bachelor of Arts, Political
Science, *USC-Spartanburg*

PROFESSIONAL LICENSES
American Institute of Certified
Planners #10672, 1994
Professional Transportation
Planner #446, 2013

CONTACT
(512) 821-2081

Ed Elam, AICP, PTP, TSSP-RAIL  
Vice President, Director of Planning

TRANSPORTATION PROJECT MANAGER

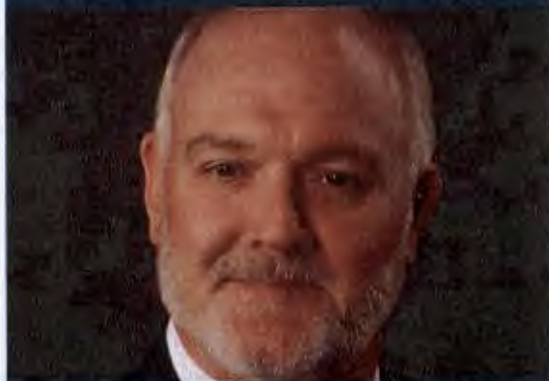
Ed, a seasoned transportation planner with 33+ years' experience, specializes in urban mobility planning, performance-based prioritization, transit safety, and Title VI compliance. Formerly an MPO planner and manager, he excels in stakeholder outreach, service planning, and environmental analysis. Ed is recognized for consensus-building, team motivation, and problem-solving. Committed to project value, grassroots decision-making, and fostering innovation, he strives to enhance lives through his work.

SELECT EXPERIENCE

2045 METROPOLITAN TRANSPORTATION PLAN, RIO GRANDE VALLEY, TX
ATG finished the 2045 MTP Updates, including a Ten-Year Transit Development Plan and a Regional Active Transportation Plan. The team coordinated public engagement, aligned community goals, and provided federal compliance support.

VICTORIA ACTIVE TRANSPORTATION MASTER PLAN, VICTORIA, TX
ATG, as lead engineer, was responsible for enhancing safety and comfort for pedestrians, cyclists, and rollers through risk analysis, latent demand assessment, stress analysis, and stakeholder involvement.

TEMPLE MOBILITY MASTER PLAN, TEMPLE, TX
ATG led a diverse team in creating the Mobility Master Plan for Temple, designed as a comprehensive, unifying document focused on Livability, Vitality, Community, and Mobility to support economic resilience and a safe, efficient transportation system.



LOCATION / YEARS WITH FIRM
Lake Charles, LA / 23

TIME TOWARD PROJECT
40%

EDUCATION
Master of Science, Community and
Regional Planning, *University of Texas*

PROFESSIONAL LICENSES
American Institute of Certified
Planners: (10501), 1994
Transit Safety & Security
Professional – Bus/Rail (TSI)

CONTACT
(512) 821-2081

**JD Allen, AICP, PTSCTP, WSO-CSSD,
TSSP-Bus/Rail**
Executive Vice President

TRANSPORTATION PLANNER

JD, a transportation planner with 33+ years' expertise, excels in urban mobility, prioritization, safety oversight, outreach, and federal compliance. Former MPO Director, he developed a pioneering project selection process and managed 25 Transportation Plans, showcasing strong communication, motivation, and consensus-building skills among diverse groups.

SELECT EXPERIENCE

2045 METROPOLITAN TRANSPORTATION PLAN, RIO GRANDE VALLEY, TX
ATG finished the 2045 MTP Updates, including a Ten-Year Transit Development Plan and a Regional Active Transportation Plan. The team coordinated public engagement, aligned community goals, and provided federal compliance support.

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TEMPLE MOBILITY MASTER PLAN, TEMPLE, TX
ATG led a diverse team in creating the Mobility Master Plan for Temple, designed as a comprehensive, unifying document focused on Livability, Vitality, Community, and Mobility to support economic resilience and a safe, efficient transportation system.



Ellen Soll, AICP

Senior Transportation Planner



TRANSPORTATION SUPPORT

Ellen, a seasoned transportation planner and senior project manager with 19+ years' experience, focuses on creating efficient, safe, and sustainable communities in the Gulf South. Specializing in active transportation planning, Complete Streets, and NEPA processes, she has led major implementation efforts, policy workshops, and safety engagement initiatives, contributing to various feasibility studies, environmental assessments, and transit projects.

SELECT EXPERIENCE

BROWNSVILLE MOBILITY MASTER PLAN, BROWNSVILLE, TX

ATG worked with the City of Brownsville to develop a strategic Brownsville Mobility Plan (BTX Mobility Plan) that uses innovative transportation planning tools and resources to launch a road map for comprehensive transportation investment.

VICTORIA ACTIVE TRANSPORTATION MASTER PLAN, VICTORIA, TX

ATG, as lead engineer, was responsible for enhancing safety and comfort for pedestrians, cyclists, and rollers through risk analysis, latent demand assessment, stress analysis, and stakeholder involvement.

FM 60 UNIVERSITY FEASIBILITY STUDY, COLLEGE STATION, TX

ATG developed a method to determine the required cross-section for up to four grade-separated bicycle and pedestrian crossings of FM 60 near Texas A&M University in College Station, TX.

LOCATION / YEARS WITH FIRM
Metairie, LA / 2

TIME TOWARD PROJECT
35%

EDUCATION
Master of Science, Community
and Regional Planning,
University of Texas - Austin
Bachelor of Arts, Anthropology,
University

PROFESSIONAL LICENSES
American Institute of Certified
Planners (22382), 2008

CONTACT
(512) 821-2081



Tim Smith, AICP, PMP

Assistant Director of Planning

TRANSPORTATION PLANNER

Tim recently joined ATG as the Assistant Director of Planning. With more than 18 years of professional experience in transportation planning, Tim has provided services for projects including statewide transit plans, long range system and freight plans, corridor and safety studies, land use and transportation planning coordination, freight planning, emergency management, and state transportation policy implementation.

SELECT EXPERIENCE

COMPREHENSIVE PLAN IMPLEMENTATION, BAY COUNTY, FL

As the County Planning and Zoning Official, Tim managed analysis, staff reports, presentations, and outreach for various plan amendments and developments adopted into the Bay Walton Sector Plan

COMPREHENSIVE PLAN AND LONG RANGE TRANSPORTATION PLAN, MOUNT PLEASANT, SC

As Project Manager, Tim led the development of South Carolina's pioneering joint Comprehensive and transportation plans, integrating needs assessments, forecasting, public engagement, and financial strategies, ensuring alignment between land use and transportation goals.

LOCATION / YEARS WITH FIRM
Houston, TX / 2

TIME TOWARD PROJECT
30%

EDUCATION
MSP, Urban Regional Planning,
Florida State University

PROFESSIONAL LICENSES
American Institute of Certified
Planners (22817), 2007

CONTACT
(512) 821-2081

LOCATION

Sugar Land, TX

TIME TOWARD PROJECT

25%

EDUCATION

Doctor of Philosophy in Civil and
Environmental Engineering,
Utah State University

PROFESSIONAL LICENSES

Professional Engineer, TX (83158)

CONTACT

(713) 782-3811

LOCATION

The Woodlands, TX

TIME TOWARD PROJECT

25%

EDUCATION

Bachelor of Science in Civil
Engineering, *University of
Houston*

PROFESSIONAL LICENSES

Professional Engineer, TX (95742)

Certified Floodplain Manager

CONTACT

(713) 782-3811

Deren Li, PhD, PE, D.WRE

Principal

**WATER RESOURCE PROJECT MANAGER**

Deren has over 33 years of extensive experience in water resources engineering planning, design, and management, including watershed study, master drainage planning, flood damage reduction/mitigation study, floodplain and mapping study, urban stormwater drainage systems modeling and design, bridge/culvert H&H modeling and design, bridge scour analysis, ArcGIS, water supply systems modeling and design, river/reservoir systems modeling and water rights analysis.

SELECT EXPERIENCE**CITY OF HARLINGEN HUC10 FLOOD PROTECTION PLANNING STUDY, HARLINGEN, TX**

Deren led flood protection planning, managing projects, and updating the city's drainage plan. He developed detailed hydrologic and hydraulic models, utilizing advanced 2D HEC-RAS technology.

CITY OF HARLINGEN MASTER DRAINAGE PLAN, HARLINGEN, TX

Deren spearheaded the City's Master Drainage Plan (MDP) and Capital Improvement Plan (CIP) project, collaborating with the City and CCDD5. He managed tasks from infrastructure inventory to modeling for 49 drainage systems, using HEC-HMS, HEC-RAS, and EPA-SWMM.

CITY OF EDINBURG MASTER DRAINAGE PLAN, EDINBURG, TX

Deren led the H&H team in developing the City's master drainage plan (MDP) under TWDB Flood Protection Plan Grant No. 13483221592. He managed flood risk assessment, recommending improvements for a 25-year flood protection level. Tasks included LiDAR processing, HEC-HMS modeling, and public presentations of findings and recommendations.

Kurt Killian, PE, CFM

Senior Hydraulic Engineer

WATER RESOURCE SUPPORT

Killian has over 28 years of specialized expertise in water resources engineering includes hydrologic and hydraulic modeling, hydraulic design, floodplain analyses, mapping, and management, master drainage planning, flood insurance studies and map revisions, drainage design/PS&E, and GIS applications. His background consists of water resource analysis and modeling, stormwater design.

SELECT EXPERIENCE**HUC10 FLOOD PROTECTION PLANNING STUDY, HARLINGEN, TX**

As Lead Hydraulic Engineer, Kurt oversees the flood protection planning study, crafting a watershed-based plan with mitigation projects and updates to the City's drainage plan. He is developing hydrologic and hydraulic models, employing 2D HEC-RAS technology, and proposes storm sewer improvements using SWMM analysis for internal drainage systems.

CITY OF HARLINGEN MASTER DRAINAGE PLAN, HARLINGEN, TX

Lead Hydraulic Engineer for the City's Master Drainage Plan (MDP) and Capital Improvement Plan (CIP) project, collaborating with the City and CCDD5. He managed tasks from infrastructure inventory to modeling for 49 drainage systems, using HEC-HMS, HEC-RAS, and EPA-SWMM.

SYSTEM 023 DRAINAGE IMPROVEMENT PS&E, HARLINGEN, TX

Kurt] served as lead drainage engineer for the proposed storm sewer improvement project. He delineated areas, computed flows per COH criteria and Atlas 14 rainfall, updating the 2008 MDP.

LOCATION
Harlingen, TX

TIME TOWARD PROJECT
25%

EDUCATION
Bachelor of Science in Civil
Engineering, *Texas A&M
University*

PROFESSIONAL LICENSES
Professional Engineer, *TX (83447)*
Certified Floodplain Manager

CONTACT
(713) 782-3811

LOCATION
Mission, TX

TIME TOWARD PROJECT
35%

EDUCATION
Bachelor of Science, *University
of Texas - Pan American*

PROFESSIONAL LICENSES
Certified Floodplain Manager
Engineer in Training

CONTACT
(713) 782-3811

Javier Zamora, PE, CFM

Senior Transportation Engineer



ENGINEERING DESIGN SUPPORT

Javier has 30 years of engineering experience, 6 years at City of Harlingen as City Engineer and Public Works Director, 8 years at Texas Department of Transportation (TxDOT) Houston District and 14 years with consulting engineering firms. As former City of Harlingen Public Works Director/City Engineer, Javier is keenly aware of flood issues affecting the City and surrounding areas.

SELECT EXPERIENCE

JEFFERSON DRAINAGE DITCH CONSTRUCTION, HARLINGEN, TX

Javier oversaw the construction management of a concrete lined drainage ditch project. He managed construction inspection, work change orders, and coordination with the construction company.

"M" AND "L" STREET DRAINAGE STORM SEWER PROJECT, HARLINGEN, TX

Javier oversaw the design and construction management of these drainage projects, which consisted of installing 24", 30", and 48" reinforced concrete pipe, storm inlets, and drainage manholes. Roadway was completely overlaid with asphalt.

VARIOUS ROADWAY DESIGN/CONSTRUCTION MANAGEMENT, HARLINGEN, TX

Javier oversaw the design and construction management of several roadways within the City of Harlingen, including: East Treasure Hills Drive, Dixieland Road/Bass Pro Drive, Stuart Place Road, Brazil Road, Teege Road, Bass Pro West Road, and Wilson Road.

Martha Viada, EIT, CFM

Senior Engineer Technician

ENGINEERING DESIGN SUPPORT

Martha is a Senior Engineer Technician with Civil Systems Engineering, Inc. (CSE) with 17 years of professional experience in civil engineering and municipal public works. Prior to joining CSE, Ms. Viada was with the City of Harlingen and served as Assistant City Engineer. Her 12 years at the City provides a unique perspective of the drainage and flooding issues faced by the City and its citizens.

SELECT EXPERIENCE

HAZARD MITIGATION GRANT PROGRAM (HMGP) APPLICATIONS, HARLINGEN, TX

Prepared and submitted grant applications for the City of Harlingen comprising of project writeups, cost-benefit analysis, work schedules, environmental and historical clearances (NEPA), and construction estimates.

PICKENS STREET DRAINAGE IMPROVEMENTS (SYSTEM 023), HARLINGEN, TX

The project provided drainage improvement for the Pickens -West Davis Area. The project added increased capacity to the existing drainage system including the addition of curb inlets, concrete boxes, and pipe.

DOWNTOWN DRAINAGE IMPROVEMENT HARLINGEN, TX

The project consisted of redesigning the existing drainage system to alleviate excessive stormwater in Harlingen's Downtown area and redirected it towards an existing outfall. Modeled the proposed drainage network, analyzed the proposed system capacity, and the total flow of the system to the proposed outfall.



John Percy, AIA, LEED AP

megamorphosis

Principal, Project Architect

DESIGN + ENGAGEMENT

John joined Megamorphosis in 2006 and became a partner in 2008. John achieved his LEED AP Certification in 2009. John is adept at innovative design solutions and maintaining project budgets. In addition to raising the level of design, he is competent and knowledgeable in code compliance and accessibility issues. As a principal of the firm, John is involved in all aspects of Megamorphosis projects, from project development, client relations, and project management.

LOCATION / YEARS WITH FIRM

Harlingen, TX / 18

TIME TOWARD PROJECT

35%

EDUCATION

Bachelor of Environmental
Design, Texas A&M University

PROFESSIONAL LICENSES

Registered Architect, State of
Texas #19005

LEED AP, GBCI # 10458145

CONTACT

(956) 428-1779

SELECT EXPERIENCE

- HCISD Performing Arts Center, Harlingen, TX
- The Reese: 73,000 s.f. Renovation, Harlingen, TX
- Ballenger Corporate Offices, Harlingen, TX
- Harlingen Fire Station, Harlingen, TX
- HCISD Ag -Farm - Harlingen, TX
- Harlingen Municipal Auditorium Renovations, Harlingen, TX
- HCISD Jefferson Elementary- Harlingen, TX
- Harlingen Soccer Complex- Harlingen, TX
- HCISD Vernon Middle School- Harlingen, TX
- Harlingen Arts & Heritage Museum Renovations, Harlingen, TX
- St. Anthony Parish Community Center, Harlingen, TX



Chris Sias, RA

Principal

DESIGN + ENGAGEMENT

Chris joined Megamorphosis in 2016, and has risen to the position of Partner in the firm. Chris provides a high standard of Architectural services in conjunction with thoughtful, environmentally responsible, fiscally feasible, and award winning design. Through previous work and experience Chris has gained significant exposure with not only design, but project management and collaboration with the construction industry. Chris is involved in all aspects of projects from Schematic Design through Construction Administration.

SELECT EXPERIENCE

- Valley International Airport - VIP Lounge Renovation, Harlingen, TX
- EDC of Westaco and UTRGV Center for Innovation and Commercialization- Renovation, Weslaco, TX
- UTRGV - Brownsville Interdisciplinary Academic Building, New Construction Brownsville, TX
- HEB Tennis Center - New Construction, Harlingen, TX
- Affordable Attic - New Construction, Edinburg, TX
- TSTC - Building D, Renovation, Harlingen, TX
- MCISD - Veterans Memorial High School Field House, New Construction, Mission, TX
- MCISD - Veterans Memorial High School, Cosmetology Renovation, Mission, TX

LOCATION / YEARS WITH FIRM

Harlingen, TX / 6

TIME TOWARD PROJECT

40%

EDUCATION

Master of Architecture, University
of Texas at Arlington

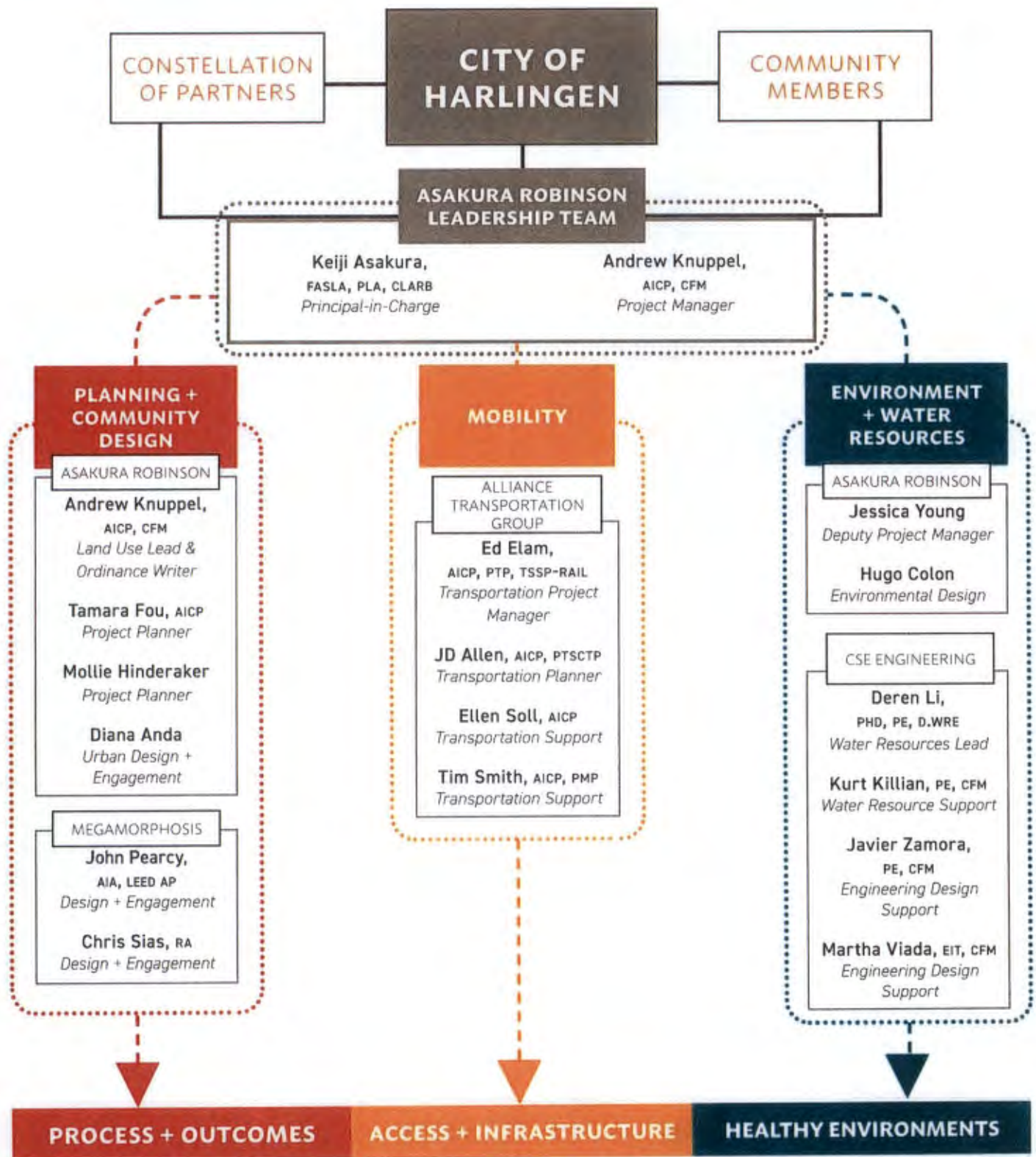
PROFESSIONAL LICENSES

Registered Architect, State of
Texas #22292

CONTACT

(956) 428-1779

5. PROJECT ORGANIZATION CHART



6. REFERENCES

a. A minimum of five (5) references for similar work. Preference will be given to responders with governmental experience working on comprehensive planning projects. Provide a list and brief description of similar contracts of similar size, with location, dates of contract service, contact name, phone number, type of services provided, and address of proprietor(s). Responder is responsible for verifying correct phone numbers and contact information. Failure to provide accurate data may result in the reference not being considered.

Aransas Pass Comprehensive Plan, Aransas Pass, TX

August 2023 - June 2024

Gary Edwards, City Manager / 361-758-5301 / gedwards@aptx.gov

600 W Cleveland Boulevard, Aransas Pass, TX 78336

Services provided: Planning, Public Engagement

Northeast Gateway Redevelopment Plan, College Station, TX

February 2023 - August 2023

Molly Hitchcock / (979) 764-3697 / mhitchcock@cstx.gov

P.O. Box 9960 | 1101 Texas Ave., College Station, TX 77842

Services provided: Planning, Urban Design

Broadway Drive & West Pine Street Master Plan, Hattiesburg, MS

February 2024 - December 2024

Cory Long, City of Hattiesburg Planning Division / (601) 545-4609 / clong@hattiesburgms.com

200 Forrest St, Hattiesburg, MS 39401

Services provided: Planning, Urban Design, Public Engagement

Comprehensive Plan Update, Shreveport, LA

August 2023 - June 2024

Stephen R. Jean, AICP, Deputy Director / (318) 673-6467 / Stephen.jean@shreveportla.gov

505 Travis St Suite 440, Shreveport, LA 71101

Services provided: Planning, Public Engagement

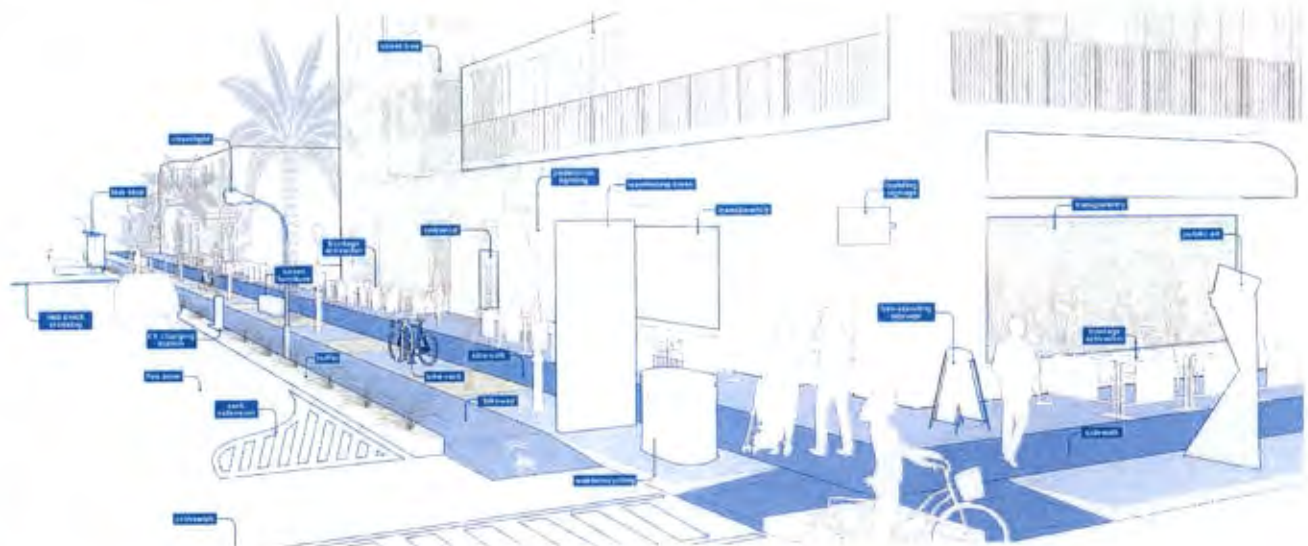
Uptown Corridors Revitalization Strategy, Corpus Christi, TX

May 2020 - Ongoing

Keren Costanzo / (361) 826-3573 / kerenc@cctexas.com

2626 Holly Road, Corpus Christi, TX 78415

Services provided: Urban Design, Urban Planning, Public Engagement



b. Include a list of at least two (2) planning-related projects performed during the last ten (10) years including the following information:

i. Name of the entity for which the work was performed;

ii. Brief description of the scope of the project;

iii. Contact person with the entity, valid current phone number of one that can knowledgeably discuss your firm's role and performance in the project.

Lufkin Forward Downtown Vision Plan, Lufkin, TX / Lufkin Economic Development Corporation

November 2020 - August 2021

Bob Samford, Economic Development Director / (936) 633-0251 / bsamford@cityoflufkin.com

300 E. Shepherd PO Drawer 190, Lufkin, Texas 75902

Services provided: Planning, Urban Design, Public Engagement

Brief Description:

The Downtown Lufkin Economic Development and Public Realm Vision Plan aims to rejuvenate Downtown Lufkin, fostering economic growth, development, and vibrant events. Despite its existing pedestrian-friendly atmosphere and lively storefronts, Asakura Robinson identified areas for enhancement, proposing projects, programs, and policies to upgrade infrastructure, aesthetics, and event offerings. Collaborating with stakeholders, residents, and local businesses, the project formulated a framework for desired business types, assessed streetscape potentials, and devised marketing strategies to bolster the small business community. The resulting recommendations encompass six core strategies, including park enhancements, improved mobility, better signage, diverse programming, business community strengthening, and development support tools for local authorities and partners.

Northeast Gateway Redevelopment Plan, College Station, TX / City of College Station

February 2023 - August 2023

Molly Hitchcock / (979) 764-3697 / mhitchcock@cstx.gov

P.O. Box 9960 | 1101 Texas Ave., College Station, TX 77842

Services provided: Planning, Urban Design

Brief Description:

College Station's Northeast Gateway project aims to create a dynamic urban entrance to Texas A&M University while revitalizing the city's original commercial hub. Asakura Robinson collaborated with the city to enhance the Texas Avenue and University Drive area, addressing the surge in demand for amenities, housing, and job opportunities spurred by the university's growth. They conducted scenario modeling, proposing three potential outcomes within the city's comprehensive plan, including big-box store retrofit and an "urban village" concept. Community feedback guided the selection of a preferred scenario, leading to detailed recommendations for street design, land use changes, and urban standards to rejuvenate the area.



Lufkin Downtown Vision Plan, Lufkin, TX



D

Approach to Scope of Work

OUR APPROACH

We believe some issues transcend a single chapter: by grounding the entire City of Harlingen's Comprehensive Plan in cross-cutting foundations, we draw connections across complex issues and elements.

The City of Harlingen seeks to place strong focuses on natural hazard risk reduction, transportation, , and quality of life with the Comprehensive Plan Update. Harlingen's quality of life is also tied to its development patterns, wise use of natural resources, and infrastructure. Rather than siloing these focuses to a single chapter, we propose organizing the plan and its messaging around three central foundations: **Resilient and Sustainable Environment**, **Community Character and Mobility**, and **Economic Vitality**.

We believe that these three foundations work closely together to shape the plan's primary deliverables and functional strategies, including a **Future Land Use Plan**, a **Thoroughfare Plan**, a robust **Implementation Strategy**, and **updated Zoning Ordinance language**. These strategies will be supplemented by policy guidance corresponding with traditional planning elements.



KEY METHODS

Use data to analyze the connections between natural hazards, land use, and mobility.

We propose to begin the planning process with the **Understand** phase, a robust exploration of the City of Harlingen's natural and constructed systems. This data-driven step in the planning process creates connections and understandings of how issues such as flood risk impacts mobility and economic development. Our team brings expertise in using environmental analysis, land use scenario planning, and transportation modeling to assess the interplay between these systems.

Refine the community's vision in partnership with the city's residents and stakeholders.

By arming community members with the information they need to make informed decisions for their future quality of life and livelihoods, we propose to **Engage** the community at the starting point of the **Envision** phase. This critical definition sets community aspirations and vision and provides the framework for the development of a more detailed Future Land Use Map.

Leverage connections to implement the plan and achieve the community's vision.

The **Act** phase brings together elements such as the Future Land Use Map, Thoroughfare Plan, and policy recommendations to develop a roadmap for implementation. In our experience, projects and actions that address multiple issues are more likely to be implemented. By assessing projects against the community's vision as well as local capacity and funding availability, the Implementation Plan will ensure projects don't sit on the shelf.

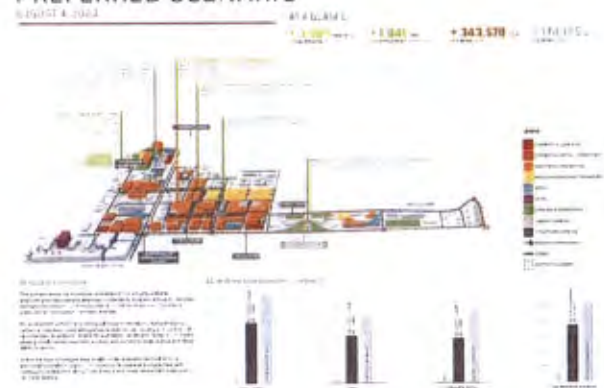


Harlingen Base Level Engineering Flood Risk Data, FEMA Region VI



North Houston District Parks and Recreation Master Plan, Houston, TX

PREFERRED SCENARIO



Northeast Gateway Redevelopment Plan, College Station, TX

PROPOSED ACTIVITIES

Based on our understanding of the Scope of Work, we propose breaking the planning process into high-level phases: **Engage, Understand, Envision, and Act**. While the exact scope, sequencing, and number of meetings will be developed further during the selection process, we believe that these elements will be critical to the comprehensive plan and zoning ordinance update's success.

Task 1: Organize

Asakura Robinson will launch the project with clearly defined internal processes and expectations for the entire project and ensure seamless communications and coordination between all working parties.

In-Person Kickoff Meeting

To begin the project, we will schedule a Kickoff Meeting and Tour for the project team and the client team to discuss aspirations for the project process and final outcomes. At this meeting, we will discuss the Project Work Plan and required revisions and schedule recurring check-ins such as bi-weekly calls.

Project Management Plan

We will distribute a Project Management Plan that establishes communication and material production standards. It will contain the draft project timeline and meeting dates that Kickoff Meeting attendees will review and validate, and adjust as needed. We propose at this time to schedule bi-weekly check-in meetings, which can be conference calls between our team and the client team.

Bi-weekly Calls - Client Team

Our team will maintain clear, consistent, and reliable project management, performance monitoring, and client communication with bi-weekly project status calls via Microsoft Teams.

Task 2: Engage

Asakura Robinson will lead a robust public process to solicit community input on how the updated comprehensive plan can meet the vision and needs of residents into the future. The final Public Engagement process will be finalized with the client, but will likely consist of the following tasks:

Public Engagement Plan

The team will develop a Public Engagement Plan, which will explain in detail the target stakeholders and public audiences, methods of engagement, timeline for activities, and performance goals, such as a target number of engaged individuals and levels of public input. The team will work closely with the City of Harlingen and relevant stakeholders to understand priorities and objectives for the engagement process during the Kickoff Meeting, incorporating them into the overall Public Engagement Plan.

Online Engagement

The project team will develop project messaging and content to be hosted on the Social Pinpoint online engagement platform. Online engagement content is intended to align with in-person engagement activities and provide digital alternatives to ensure that all have equal access to participating in key input moments.

The online platform will also be used to host resident questionnaires that will be provided during the Understand, Envision, and Act phases. All engagement materials will be provided in both English and Spanish with materials vetted by the project team for accuracy, with Social Pinpoint having the additional capability to provide built-in translation functionalities in a wider variety of languages.

Pop-Up Engagement

The team will attend up pre-planned community events or established community gathering spaces in Harlingen, serving as opportunities to embed directly into its culture and candidly interact with community members. Attendance at existing events may more effectively elicit feedback by engaging members in fun yet mutually insightful activities, additionally providing equitable opportunities for distributing surveys to those without online access.

Community Workshops

Our team will host community workshops at specific project milestones during the project periods. These will be “all-hands” meetings, featuring a large facilitation effort from the project team and a goal of maximum community turnout. These workshops will engage the community in highly interactive activities to further refine and dig into their visions for the City, develop a preferred strategies, and gain feedback on plan recommendations and implementation. The project team will also provide online alternatives and information so residents who are unable to attend the workshops can still provide their input.

Focus Groups or Stakeholder Interviews

Asakura Robinson will host Stakeholder Focus Group meetings or targeted Stakeholder Interviews to focus on developing key subjects, identifying planning needs, and prioritizing project recommendations and implementation strategy.

Steering Committee or Technical Advisory Group

The team will work with the City to facilitate meetings with the plan’s Steering Committee, bringing together a committee of resident representatives, elected/appointed liaisons, and key stakeholders. These meetings will enable high-level project oversight, increasing transparency and helping ensure fidelity of project goals and vision.

Additionally, technical advisory group meetings will bring together staff and officials from all entities whose operations impact those of the city, including adjacent governments and jurisdictions and key nongovernmental entities whose growth and operations may have an impact on the plan.

Coordination with City Commission and Planning & Zoning Commission

The project team will attend and provide support for intermittent briefings and presentations to the Harlingen Planning & Zoning Commission and/or City Commission to ensure consensus and approval throughout the project. We anticipate this could take the form of a mix of work sessions to review and refine the draft plan’s content as well as public hearings.

Task 3: Understand

We believe that implementation happens when plans are a reflection of a community’s core values and visions, and that it is critical to align our work with previous planning projects. The Understand Phase is an important part of analysis that will shape our knowledge of the current Comprehensive Plan’s successes and challenges, the desires of community members, and how the plan can enhance quality of life for City residents. This phase establishes a baseline for the planning process by reviewing existing plans and conditions, conducting demographic and geospatial analyses, and assessing community input to date.

Existing Conditions Documentation and Base Mapping

The project team will conduct demographic and statistical research and inventory existing development, land use, infrastructure, and environmental datasets. Data will be gathered from readily available regional, state, and federal sources as well as through a local data request. The output from this research and inventory will include a databook consisting of tables, maps, and supporting narratives as well as a model hosted in ArcGIS Urban. We believe that modeling methods can be useful tools for visualizing complex topics such as land use and environmental features that shape development within Harlingen.

Population and Housing Studies

Asakura Robinson will utilize Census data, local land use data, and statewide projections to develop estimates of current population and 20-year population change scenarios. The population change scenarios and projection will be used to ensure consistent assumptions across water planning and transportation planning efforts in the region. The project team will work with staff to review and validate the baseline data and support necessary revisions.

Natural Hazards Study

The project team led by Asakura Robinson and CSE will review natural hazards that shape land use and development patterns in Harlingen, particularly flooding hazards. The team will utilize FEMA products such as Flood Insurance Rate Maps (FIRMs) and Base Level Engineering (BLE), statewide flood planning initiatives and data produced by the Texas Water Development Board, and local drainage and H&H studies to accurately map and assess flood hazard risks within Harlingen. The project team will review applicable local hazard mitigation plans and recent severe weather events to understand existing vulnerabilities and status of mitigation projects, ensuring consistency across planning efforts.

Water Resources Infrastructure Study

CSE will review local utilities data including the Harlingen Waterworks Systems's plans and drainage plans, as well as drainage conditions that shape development and land use within the City of Harlingen. This review will utilize GIS data, a review of plans and documentation, and coordination with staff to document existing conditions.

Transportation Study

ATG will conduct a comprehensive "Needs Assessment" of the city. The analysis will include mobility considerations for all modes alongside projected growth and land use goals. In addition, analyses will be conducted to look at specific mobility challenges such as freight and transit along with Transportation Systems Management & Operations (TSM&O). These methods, resources and tools will be used to evaluate existing and future conditions and to provide a comprehensive evaluation of the community's return on investment achieved by the scenarios and recommended solutions under consideration. This task will set the baseline in understanding the existing transportation infrastructure and its capacity to provide mobility to existing and future land development.

Plan and Code Review

The project team will conduct a comprehensive review of the City's existing Comprehensive Plan and its elements, recent studies, hazard mitigation action plans, and any other pertinent subject-matter plans and studies. The project team also will conduct a cursory review of applicable ordinances and codes to identify potential conflicts and barriers to achieving the desired form and type of development identified throughout the planning process. This audit will also act as an initial scoping activity for potential zoning ordinance updates that could be supported later in the process.

This task will result in a memorandum summarizing pertinent information from these documents and proposing a framework to integrate these related efforts in the updated plan.

Economic Conditions Review

Asakura Robinson will use readily available data sources such as the US Census Bureau, the Bureau of Labor Statistics, ESRI Business Analyst, and publicly available real estate market reports to review the local and regional economy's real estate and economic trends, including employment, development trends, and industrial development. The project team will also review the Lower Rio Grande Valley Economic Development Study prepared for the Texas General Land Office in 2022 and 2023.

Task 4: Envision

The Envision phase of the project will build upon the Understand task to develop an updated vision, goals, and recommendations for the plan. The updated recommendations will be framed with accompanying context and supporting graphics to ensure they can be easily understood by the entire community.

Future Land Use Plan

With community feedback and direction, the project team will produce a Future Land Use Map and Land Use Categories that implements the strategy. This map will provide the level of detail needed to inform any potential regulatory changes such as zoning districts, site design standards, or subdivision requirements. The exact structure for the Land Use Categories will be developed by working with City of Harlingen staff to ensure they are implementable and provide an appropriate level of detail.

Zoning Update Framework

Alongside the development of the Future Land Use Plan, the project team will identify potential opportunities for targeted updates to the city's zoning ordinance that will support adoption of zoning updates alongside the final plan report. This framework will identify options for potential zoning revisions such as new or revised districts to encourage new types of land use or dimensional standards, general revisions to site design or general standards, or development of overlays to encourage the desired vision.

Thoroughfare Plan

Alongside the development of the Future Land Use Plan, the project team will develop a transportation plan that considers regional and local mobility by vehicle, foot, bike, and transit. Land use assumptions from the Future Land Use Plan will be used to assess future needs. The project team will develop recommended updates to corridors and classifications identified in the current Thoroughfare Plan, including opportunities for transit and active mobility corridors to be further developed and designed. In addition to corridor classifications, the project team will assess intersection improvements, corridor and streetscape improvements, and needed connections.

Supporting Plan Elements and Goals, Strategies, and Recommendations

As the City of Harlingen's overarching policy framework for land use, development, and the built environment, strong, effective, and SMART goals, supporting strategies, and actionable recommendations are critical to the Comprehensive Plan's implementation. The project team will build on the results of the initial review of the current plan's goals, strategies, and recommendations as well as community feedback received throughout the planning process to develop refinements that will strengthen recommendations to be carried over into the new plan and new language to guide emerging priorities. The goals, strategies, and recommendations will be structured to support the overall plan vision and narrative and provide clear and internally consistent guidance for the community, staff, and policymakers.

With the Future Land Use Map and the Thoroughfare Plan taking shape, the project team will ensure consistency across plan elements and provide policy guidance for topics including:

- Infrastructure and Community Facilities
- Parks, Trails, and Open Space
- Sustainability and Resilience
- Housing

Though several elements are further detailed in subject-matter plans, these topics may be integrated in the comprehensive plan as individual chapters or topics embedded within other topics such as land use and community character

Task 5: Act

Inspired designs need actionable plans. We know that conceptual designs that do not come with actionable items and implementation plans tend to sit on shelves. Asakura Robinson has a strong history of creating action-oriented and implementable plans, and this experience empowers us to create an implementation and phasing strategy that integrates step-by-step tasks within a reasonable timeline.

Implementation Plan

Upon completion of all technical work, an Implementation Plan will be completed with supporting strategies, actions, responsibilities, and priorities/timelines. These strategies will be classified as short-term, mid-term or long-term strategies and priorities. Goals will be closely developed alongside the City to ensure they are feasible, fundable, and placed within an appropriate timeline. Prioritization and evaluation criteria will be developed with the City during the planning process to support continued monitoring, evaluation, and adjustment as needed.

Capital Improvement Plan

Where new capital projects are being recommended or integrated from other planning efforts, the project team will incorporate existing cost estimates and develop planning-level cost estimates to inform development of a conceptual capital improvement program to implement the updated Comprehensive Plan. The Conceptual Capital Improvement Plan will be closely aligned with the Implementation Plan and provide additional timing and funding considerations for prioritized capital projects.

Final Comprehensive Plan Report

The Plan Report will present the final vision for the Comprehensive Plan, with completed executive summary, outreach summary, background studies, detailed chapters, and implementation plan. The plan will rely heavily on visuals such as maps, graphics, and renderings to illustrate key concepts and future revisions. The plan format will be designed for print and digital audiences.

Zoning Ordinance Text

Targeted updates to the City's zoning ordinance will ensure that the plan's key recommendations are quickly and effectively implemented. The project team will provide recommended zoning ordinance language for adoption by the City that is consistent with the site design and district standards identified in earlier tasks. This language should be reviewed by the City Attorney for form and consistency with other City regulations and applicable state or federal laws.

Livable Center Study Alvin, TX



E Attachments



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/28/2023

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

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

PRODUCER Higginbotham Insurance Agency Inc. PO Box 870 Corpus Christi TX 78403-0870	CONTACT NAME: Wanda Cline
	PHONE (A/C, No. Ext): 361-693-1714 FAX (A/C, No.): 361-844-0101
	E-MAIL ADDRESS: certificates-cr@higginbotham.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A: Sentinel Insurance Company, Ltd NAIC # 11000
	INSURER B: Nutmeg Insurance Company 39608
	INSURER C: The Hartford
	INSURER D: Pacific Insurance Company, Ltd 10046
	INSURER E:
	INSURER F:

COVERAGES

CERTIFICATE NUMBER: 23013361

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 SUBR WSD WVR	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 ☒ PROJECT ☐ LOC ☒ OTHER: Contractual		65SBAIN2909	6/29/2023	6/29/2024	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMPIOP AGG \$4,000,000 \$
B	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS NON-OWNED AUTOS ONLY		65UECEL7637	6/29/2023	6/29/2024	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 ☐ RETENTION \$		65SBAIN2909	6/29/2023	6/29/2024	EACH OCCURRENCE \$1,000,000 AGGREGATE \$1,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N H/A	65WBCAR2686	6/29/2023	6/29/2024	☒ 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
D	Professional Liability		01 OH 0538987-23	6/29/2023	6/29/2024	Per Claim Aggregate Limit \$2,000,000 Per Claim Deductible \$10,000

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

See Attached...

CERTIFICATE HOLDER**CANCELLATION**

-Sample Certificate-

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

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Hayley Pallister

From: City of Houston <houston@mwdbe.com>
Sent: Wednesday, May 15, 2024 11:37 AM
To: Hayley Pallister
Subject: Houston: MWSBE and PDBE Certification Update Approval Letter



May 15, 2024

KeijiAsakusa
Asakura Robinson Company LLC
2500 Summer Street
Suite 3228
Houston, TX 77007-3387

Certification # 24-5-10309

Dear KeijiAsakusa:

CONGRATULATIONS! Your application for certification as a City of Houston Minority Business Enterprise (MBE) is approved for a three-year period thru May 31, 2027. The approval is contingent upon your firm maintaining certification eligibility throughout the three year period. Your firm will be required to complete a three year cycle review form to be considered for certification eligibility beyond the three year period. We will provide you with notification to submit the three year cycle review form prior to your firm's three year expiration date.

We have certified **Asakura Robinson Company LLC**, only for **Landscape Architecture, Urban Design, and Community Planning**. You are being listed in the Directory of certified M/W/S/DBE, in the following Directory Capability listing:

NAICS 541320: LANDSCAPE ARCHITECTURAL SERVICES

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

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

Here is important information that you need to know:

Two months prior to the expiration date of your certification, you will receive instructions on how to complete the Three year cycle Update Form and Affidavit. This form must be completed and returned along with signed copies of

1

Texas Historically Underutilized Business (HUB) Certificate

 **HUB**
Texas Historically Underutilized Business Program

Certificate Number: 130294852065
Award Date: June 18, 2024
Scheduled Expiration Date: March 31, 2028

In accordance with the Memorandum of Agreement between the
CITY OF HOUSTON
and the Texas Comptroller of Public Accounts (CPA), the CPA hereby certifies that:

ASAKURA ROBINSON COMPANY LLC

has successfully met the minimum requirements of the State of Texas Historically Underutilized Business (HUB) Program to be recognized as a HUB. This certificate, printed June 18, 2024, supersedes any registration and certificate previously issued by the HUB Program. It lists any changes regarding the information (i.e. business structure, ownership, day-to-day management, operational control, address, phone and fax numbers) as authorized signatories provided in the submission of the business application for registration/certification into the City of Houston's program. You must immediately (within 30 days of each change) notify the City of Houston's program in writing. The CPA reserves the right to conduct a compliance review at any time to confirm HUB eligibility. HUB certification may be suspended or revoked upon findings of non-compliance. If your firm wishes to remain certified in the City of Houston's program, you must apply and become recertified through the Rules of Texas HUB program to maintain your HUB certification.

Statewide HUB Program
Statewide Procurement Division

Note: In order for State agencies and institutions of higher education (university) to be eligible to utilize this business as a HUB, they must award payment under the Certificate/D Number identified above. Agencies, universities and prime contractors are encouraged to verify the certificate's HUB certification prior to issuing a value of award by accessing the Internet (www.stateprocurement.com) or by contacting the HUB Program at 512-463-5872 or toll-free at 1-800-653-5881.

RESPONSE EVALUATION FORM
(Note: To be filled out by Evaluation Committee)

RFQ NO. 2024-09 Professional Planning Services for a New Comprehensive Plan and Zoning Ordinance Update

Selection Criteria	Point Range	Score
1. Project Organizational Chart & Key Personnel Experience	0 – 25	
2. Firm General Expertise and Capabilities	0 – 25	
3. Firm's Comparable Project Experience	0 - 20	
4. Firm's Project Approach	0 – 30	
Total Score	0 - 100	

Respondent Name: _____

Evaluator Name: _____ Date: _____

BUSINESS DATA CERTIFICATION

Name of Firm: **Asakura Robinson Company LLC**

Address: 2500 Summer St #3228, Houston, TX 77007

Number of Years in contracting business under present name: 20 years

Type of work performed by your firm: Planning, Urban Design, Landscape Architecture, Engagement

Have you ever failed to complete any work awarded to you? (Y/N) N

Have you ever defaulted on a contract? (Y/N) N

He/She certifies that:

(a) The legal name and the business address of the undersigned are:

Asakura Robinson Company LLC
2500 Summer St #3228, Houston, TX 77007

(b) The undersigned is: (Circle One)

A Single Proprietorship A Corporation organized in the State of _____

A Partnership Other Organization _____

(c) The name, title and address of the owner, partners or officers of the undersigned are:

NAME	TITLE	ADDRESS
Keiji Asakura	Partner	2500 Summer St #3228, Houston, TX 77007
Margaret Robinson	Partner	1224 East 12th St, Suite 310, Austin, TX 78702
Isabelle Asakura	Partner	2500 Summer St #3228, Houston, TX 77007

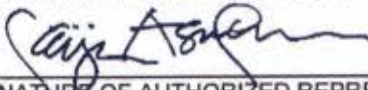
(d) The name and addresses of all other persons having a substantial interest in the undersigned, and the nature of the interest are:

NAME	ADDRESS	NATURE OF INTEREST
Not Applicable		

(e) The names, addresses and trade classifications of all other building construction contractors in which the undersigned has a substantial interest are:

NAME	ADDRESS	TRADE CLASSIFICATION
Not Applicable		

Keiji Askaura, FASLA, CLARB
NAME OF AUTHORIZED REPRESENTATIVE (printed)


SIGNATURE OF AUTHORIZED REPRESENTATIVE

May 20, 2024
DATE



REFERENCE FORM

The following information shall be required to accompany all response submittals.

1. Local company's business name and business information.

Company name: Asakura Robinson Company LLC
Address: 2500 Summer St #3228, Houston, TX 77007
Contact Person: Andrew Knuppel
Office Phone #: (737) 437-7350 Mobile #: (904) 654-7931
Email Address: andrew@asakurarobinson.com

2. Your Corporate Company's name and business information.

Corporate name: Asakura Robinson Company LLC
Address: 2500 Summer St #3228, Houston, TX 77007
Office Phone #: (737) 437-7350 Mobile #: (904) 654-7931
Email Address: andrew@asakurarobinson.com

3. Does your company participate in Cooperative Contract Pricing? YES / NO (select below)

BuyBoard (TASB) H-GAC Choice Partners GSA ASC
OMNIA Partners TXMAS Sourcwell TIPS TCI
TXSmartBuy TXDIR Other:

CO-OP Contract #: _____ Effective Dates: _____ to _____

4. A minimum of 3 references (local preferred).

Company Name	Contact Name	Phone	Email
(c) <u>City of Aransas Pass</u>	<u>Gary Edwards</u>	<u>(361) 758-5301</u>	<u>gedwards@aptx.qov</u>
(d) <u>City of College Station</u>	<u>Molly Hitchcock</u>	<u>(979) 764-3697</u>	<u>mhitchcock@cstx.qov</u>
(e) <u>City of Corpus Christi</u>	<u>Amanda Torres</u>	<u>(361) 826-3246</u>	<u>amandat@cctexas.com</u>

5. Municipal projects (local preferred):

Municipality Name	Project Name	Amount	Completion Date
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1. <u>City of Corpus Christi</u>	<u>Bayside Area Redevelopment Plan</u>	<u>\$171k</u>	<u>Ongoing</u>
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Contact Name, Phone, Email: Amanda Torres, (361) 826-3246, amandat@cctexas.com

2. <u>City of Corpus Christi</u>	<u>Uptown Corridors Revitalization Strategy</u>	<u>\$65k</u>	<u>Ongoing</u>
----------------------------------	---	--------------	----------------

Contact Name, Phone, Email: Keren Costanzo, (361) 826-3573, kerenc@cctexas.com

3. <u>City of College Station</u>	<u>Northeast Gateway Redevelopment</u>	<u>\$73k</u>	<u>Aug 2023</u>
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Contact Name, Phone, Email: Molly Hitchcock, (979) 764-3697, mhitchcock@cstx.gov

4. <u>City of Aransas Pass</u>	<u>Navigate 2044 Comprehensive Plan</u>	<u>\$119k</u>	<u>Ongoing</u>
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Contact Name, Phone, Email: Gary Edwards, (361) 758-5301, gedwards@aptx.gov

5. <u>Texas GLO</u>	<u>Economic Development Strategy and Diversification Study</u>	<u>\$293</u>	<u>2021</u>
---------------------	--	--------------	-------------

Contact Name, Phone, Email: Colleen Jones, (514) 475-5010, colleen.jones.glo@recovery.texas.gov

Certification Regarding Debarment and Suspension

U.S. Department of Housing
and Urban Development

Certification A: Certification Regarding Debarment, Suspension, and Other Responsibility Matters - Primary Covered Transactions

1. The prospective primary participant certifies to the best of its knowledge and belief that its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;

b. Have not within a three-year period preceding this proposal, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;

c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

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

Instructions for Certification (A)

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

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

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

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

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

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

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

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

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

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

Certification B: Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Certification (B)

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of these regulations.

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

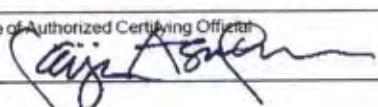
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

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

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

9. Except for transactions authorized under paragraph (5) of these instructions, if a participant in a lower covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies including suspension and or debarment.

Asakura Robinson Company LLC

Applicant Keiji Askaura, FASLA, CLARB		Date May 20, 2024
Signature of Authorized Certifying Officer 		Title Partner

Page 2 of 2

form HUD-2992 (3/98)

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

FORM CIQ

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

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

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

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

OFFICE USE ONLY

Date Received

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

Not Applicable

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

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

Name of Officer

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

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

☐ Yes

☐ No

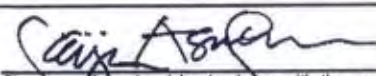
B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes

☐ No

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

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

7 
Signature of vendor doing business with the governmental entity

May 20, 2024
Date

Exhibit A
CERTIFICATION FOR BUSINESS CONCERNS SEEKING SECTION 3
PREFERENCE IN CONTRACTING AND DEMONSTRATION OF CAPABILITY

Name of Business: Asakura Robinson Company LLC

Address of Business: 2500 Summer St #3228, Houston, TX 77007

Type of Business/Trade/Profession:

☒ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Joint Venture

Please select the statement that best describes your business.

1. **51% (or more) of your business is owned by a Section 3 Resident(s).** A Section 3 Resident is a public housing resident or an individual who resides in the metropolitan area or nonmetropolitan county in which the Section 3 covered assistance is expended *and* who is considered to be a low- to very low-income person.

And provide:

- List if current ownership and percentage of ownership along with contact information
- Any of the following documents, if available:
 - Copy of Article of Incorporation
 - Assumed Business Name Certificate
 - List of Business Name Certificate % ownership of each
 - Organization chart with names and titles and brief function statement
 - Certified of Good Standing
 - Partnership Agreement
 - Corporation Annual Report
 - Latest Board minutes appointing officers
 - Additional Documentation

2. **At least 30% of your business workforce are currently Section 3 residents or were Section 3 eligible residents within 3 years of the date of first employment with your business.**

And provide the following regarding your employees:

- List of all current full-time employees
- List of employees claiming Section 3 Status with Exhibit J or K completed for each employee
- PHA/IHA Residential lease less than three (3) years from day of employment
- Other evidence of Section 3 status less than (3) years from date of employment

3. **At least 25% of your total dollar award will be contracted to qualified Section 3 businesses:**

Provide:

- A list of previously contracted Certified Section 3 business(es) and subcontracted amount **AND**
- Agree to provide a list of subcontracted Section 3 business(es) and subcontract and subcontract amount when submitting bids for any HUD funded projects to meet this requirement.

Authorizing Name and Signature:  Date: May 20, 2024

Witnessed by:  Received by: _____ Date: May 20, 2024

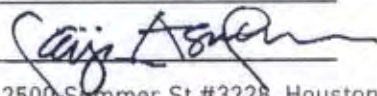
EXHIBIT B

ASSURANCE OF COMPLIANCE (Section 3, HUD ACT of 1968)

TRAINING, EMPLOYMENT, AND CONTRACTING OPPORTUNITIES FOR BUSINESS AND LOWER INCOME PERSONS

- A. The project assisted under this (contract) (agreement) is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to lower income residents of the project area and contracts for work in connection with the project be awarded to business concerns which are located in or owned in substantial part by persons residing in the area of the project.
- B. Notwithstanding any other provision of this (contract) (agreement), the (applicant) (recipient) shall carry out the provisions of said Section 3 and the regulations issued pursuant thereto by the Secretary set forth in 24 CFR Part 135 (published in 38 Federal Register 29220, October 23, 1973), and all applicable rules and orders of the Secretary issued thereunder prior to the execution of this (contract) (agreement). The requirements of said regulations include but are not limited to development and implementation of an affirmative action plan for utilizing Section 3 business concerns located within or owned in substantial part by persons residing in the area of the project; the making of a good faith effort, as defined by the regulation, to provide training, employment and business opportunities required by Section 3; and incorporation of the "Section 3 Clause" specified by Section 135.38 of the regulation in all contracts for work in connection with the project. The (applicant) (recipient) certifies and agrees that it is under no contractual or other disability which would prevent it from complying with these requirements.
- C. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR Part 135, and all applicable rules and orders of the Secretary issued thereunder prior to approval by the Government of the application for this (contract) (agreement), shall be a condition of the Federal financial assistance provided to the project, binding upon the (applicant) (recipient), its successors and assigns. Failure to fulfill these requirements shall subject the (applicant) (recipient), its contractors and subcontractors, its successors, and assigns to the sanctions specified by the (contract) (agreement), and to such sanctions as are specified by 24 CFR 135.38 (f).

APPLICANT: Asakura Robinson Company LLC

SIGNATURE: 

ADDRESS: 2500 Summer St #3228, Houston, TX 77007

DATE: May 20, 2024

EXHIBIT C

CONTRACTOR/SUBCONTRACTOR CERTIFICATION REGARDING
SECTION 3 AND SEGREGATED FACILITIES

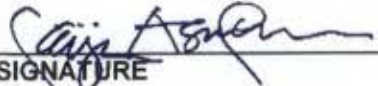
Asakura Robinson Company LLC
COMPANY'S NAME

RFQ 2023-09 New Comprehensive
Plan and Zoning Ordinance Update
PROJECT NAME

The undersigned hereby certifies that:

- (a) Section 3 provisions are included in the Contract.
- (b) The above stated company is a signatory to the developer's Section 3 Plan.
- (c) No segregated facilities will be maintained as required by Title VI of the Civil Rights Act of 1964.

Keiji Asakura, Partner
NAME AND TITLE OF SIGNER (PRINT OR TYPE)


SIGNATURE

May 20, 2024
DATE

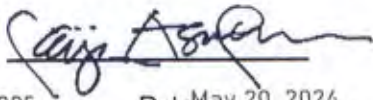
EXHIBIT D

CONTRACTOR'S SECTION 3 PLAN

Asakura Robinson Company LLC agrees to implement the specific following affirmative action steps directed at increasing the utilization of lower income residents and businesses within the City/County of Harlingen.

- A. To ascertain from the locality's CDBG program official the exact boundaries of the Section 3 covered project area and where advantageous, seek the assistance of local officials in preparing and implementing the affirmative action plan.
- B. To attempt to recruit from within the city/county/MSA, the necessary number of lower income residents through: local advertising media, signs placed at the proposed site for the project, and community organizations and public or private institutions operating within and servicing the project area.
- C. To maintain a list of all lower income residents who have applied either on their own or on referral from any source, and to employ such persons, if otherwise eligible and if a vacancy exists.
- D. To insert this Section 3 plan in all bid documents and to require all bidders on subcontracts to submit a Section 3 affirmative action plan including utilization goals and the specific steps planned to accomplish these goals.
- E. To insure that subcontractors adhere to the Section 3 provisions that are applicable to the Contractor.
- F. To ensure that all appropriate project area business concerns are notified of pending sub-contractual opportunities.
- G. To maintain records, including copies of correspondence, memoranda, etc., which document that all of the above affirmative action steps have been taken.
- H. To appoint or recruit an executive official of the company or agency as Equal Opportunity Officer to coordinate the implementation of this Section 3 plan.
- I. To maintain records concerning the amount and number of contracts, subcontracts, and purchases which contribute to Section 3 objectives.
- J. To maintain records of all projected workforce needs for all phases of the project by occupation, trade, skill level, and number of positions and to update these projections based on the extent to which hiring meets Section 3 objectives.

As officers and representatives of Asakura Robinson Company LLC (Company), we the undersigned have read and fully agree to the Section 3 Affirmative Action Plan and become a party to the full implementation of the program and its provisions.

Signature: 
Title: Partner Date: May 20, 2024

Signature: 
Title: Partner Date: May 20, 2024

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

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.
Asakura Robinson Company LLC
Houston, TX United States

Certificate Number:
2024-1164740

Date Filed:
05/21/2024

Date Acknowledged:

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

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.
2024-09
Planning, Urban Design, Public Engagement

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

5 Check only if there is NO Interested Party.



6 UNSWORN DECLARATION

My name is Margaret Robinson, and my date of birth is 12/12/1958.

My address is 1224 East 12th St, Suite 310, Austin, TX, 78702, USA.
(street) (city) (state) (zip code) (country)

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

Executed in Travis County, State of Texas, on the 22 day of May, 2024.
(month) (year)

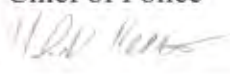
M. ROBINSON

Signature of authorized agent of contracting business entity
(Declarant)

**AGENDA ITEM
EXECUTIVE SUMMARY**

Meeting Date: **June 19, 2024**

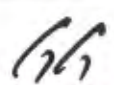
Agenda Item:
Consideration and possible action to authorize the Harlingen Police Department to purchase one (1) 2024 Ford Explorer XLT 4-door utilizing the Police Department's federal forfeiture treasury account. The total cost of the vehicle will be \$39,813.00. Attachment **(Police)**

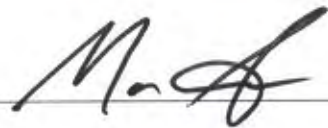
Prepared By (Print Name): Michael E. Kester
Title: Chief of Police
Signature: 

Brief Summary:
Harlingen Police Department is requesting approval to purchase one (1) 2024 Ford Explorer XLT 4-door from the funds currently in the Police Department's Federal Forfeiture Treasury account. The vehicle will be used by the organized crime unit. A quote from Boswell Elliff Ford in San Benito was obtained. Boswell Elliff Ford uses TIPS-USA vendor#7490 / Contract# 210907 The total cost of the vehicle will be \$39,813.00

Funding (if applicable):
Are funds specifically designated in the current budget for the full amount ☒ Yes ☐ No*
for this purpose?
*If no, specify source of funding and amount requested:
Finance Director's approval: ☐ Yes ☐ No ☐ N/A

Staff Recommendation:
Staff recommends approval.

City Manager's approval:  ☒ Yes ☐ No ☐ N/A
Comments:

City Attorney's approval:  ☐ Yes ☐ No ☐ N/A



HARLINGEN POLICE DEPARTMENT
1018 FAIR PARK BLVD., HARLINGEN, TX 78550

INTER-DEPARTMENTAL COMMUNICATION
FRONT DESK: (956) 216-5401 ADMINISTRATION: (956) 216-5403

TO: Chief of Police

DATE: 6/3/24

FROM: Sergeant Larry Moore

RE: Vehicle Purchase

Attached is a quote from Boswell Elliff Ford in San Benito for the purchase of a Blue 2024 Ford Explorer XLT 4 door. The total cost of the vehicle will be \$39,813.00.

Boswell Elliff Ford uses TIPS-USA Vendor #7490 / Contract #210907

*Vehicle will be used by the Organized Crime Unit
for their operations*

*Funds will be taken from the Federal Forfeiture Treasury
Account.*

130-3012-501-80.32

*current balance ~~\$81,000~~
\$81,000*

	SIGNATURE	ID#	DATE
OFFICER / EMPLOYEE			
SERGEANT / SUPERVISOR	<i>[Signature]</i>	<i>3297</i>	<i>6-3-24</i>
COMMANDER / MANAGER			
DEPUTY CHIEF			
ASSISTANT CHIEF			
CHIEF OF POLICE	<i>[Signature]</i>	<i>2088</i>	<i>6-6-24</i>

1401 W.BUSINESS 77
P.O.BOX 1871
SAN BENITO, TX 78586
WWW.BOSWELLAUTO.COM



EMAIL: ROBGARCIA@BOSWELLAUTO.COM
PHONE: 1-888-233-5721/(956)899-2468
FAX: (956)899-4707

MOTOR VEHICLE PURCHASE ORDER

Purchaser CITY OF HARLINGEN Salesman Robert Garcia Date 05/31/2024
Address _____ Residence Phone _____ Bus. Phone _____
City _____ State TX Zip _____

I hereby offer to purchase from you under the terms and conditions specified, the following:

Delivery is to be made _____ or as soon thereafter as possible. It is agreed, however, that neither you nor the Manufacturer will be liable for failure to effect delivery.

DESCRIPTION OF SALE UNIT					
Quantity 1	☒ New ☐ Used	Year 2024	Make FORD	Cyl. 4 TURBO	Model EXPLORER
Body Style XLT 4DR		Stock No. 1378	Color STONE BLUE		
Vehicle Identification No. 1FMSK7DH8RGA14126				License No.	
Inspection		Mileage 15	Validation No.		
USED CAR TRADE-IN					
Year		Make	Body Type		
Model		Cyl.	Mileage		
Vehicle Identification No.				License No.	
Inspection		Validation No.			
Appraised Value of Trade-in \$		FMCC Deal No.			
TIPS-USA VENDOR #7490 CONTRACT #210907					

DOCUMENTARY FEE. A DOCUMENTARY FEE IS NOT AN OFFICIAL FEE. A DOCUMENTARY FEE IS NOT REQUIRED BY LAW, BUT MAY BE CHARGED TO BUYERS FOR HANDLING DOCUMENTS AND PERFORMING SERVICES RELATED TO CLOSING OF A SALE. A DOCUMENTARY FEE MAY NOT EXCEED \$2.50. THIS NOTICE IS REQUIRED BY LAW. THE DEALER'S INVENTORY TAX CHARGE IS INTENDED TO REIMBURSE THE DEALER FOR AD VALOREM TAXES ON ITS MOTOR VEHICLE INVENTORY. THE CHARGE, WHICH IS PAID BY THE DEALER TO THE COUNTY TAX ASSESSOR/COLLECTOR, IS NOT A TAX IMPOSED ON A CONSUMER BY THE GOVERNMENT, AND IS NOT REQUIRED TO BE CHARGED BY THE DEALER TO THE CONSUMER.

AVISO
EL COBRO DOCUMENTAL NO ES UN COBRO OFICIAL. EL COBRO DOCUMENTAL NO ES REQUERIDO BAJO LA LEY, PERO SE LE PUEDE COBRAR AL COMPRADOR POR EL MANEJO DE LOS SERVICIOS RELACIONADOS CON LA COMPLETACION DE LA VENTA Y POR COMPLETAR LOS DOCUMENTOS. EL COBRO DOCUMENTAL NO PUEDE SOBREPASAR LOS \$2.50 (U.S.) ESTE AVISO ES REQUERIDO BAJO LA LEY. EL COBRO DEL CONCESIONARIO POR IMPUESTOS AL INVENTARIO ES PARA REIMBOLSAR AL CONCESIONARIO POR IMPUESTOS POR EL VALOR DE SU INVENTARIO DE VEHICULOS MOTRICES. ESTE CARGO, QUE HACE EL CONCESIONARIO AL RECOLECTOR-EVALUADOR DE IMPUESTOS DEL CONDADO, NO ES UN IMPUESTO IMPUTADO AL CONSUMIDOR POR EL GOBIERNO, Y NO SE REQUERIE QUE SEA COBRADO AL CONSUMIDOR POR EL CONCESIONARIO.

DISCLAIMER OF WARRANTIES

Any warranties on the products sold hereby are those made by the manufacturer. The seller hereby expressly disclaims all warranties, other express or implied, including any implied warranty of merchantability or fitness for a particular purpose, and the seller neither assumes nor authorizes any other to assume for it any liability in connection with the sale of said products.

I understand and agree to the terms of this order, whether on the front or the reverse side. This order contains the entire agreement proposed for the purchase of the above described vehicle and no other agreement or understanding of any nature concerning this transaction has been made unless attached to this order and signed by the seller and buyer. Seller makes no representations concerning fuel economy of the sale unit and any information posted on the sale unit or contained in literature relating to the same reflect the results of tests performed, required or prescribed by a government agency, upon which seller has relied. If the sale unit is a used motor vehicle: (1) seller will deliver to the buyer an Odometer Disclosure Statement based on written information relating to the sale unit obtained from the previous owner and upon which seller has relied; and (2) seller has obtained from the previous owner a written Certificate of Title prepared by the State Department of Highways and Public Transportation from its official records, all of the information in which seller has relied upon in the Description of Sale Unit in this order.

Seller's Signature [Signature] Purchaser's Signature _____ Date _____

PRICE OF UNIT	\$ 40640	00
BEF-GP DISC	- 850	00
Selling Price	\$ 39790	00
Trade Allowance	\$	
Difference	\$	
Sales Tax	\$	
License and Titles Fees	\$	
State Inspection	\$ 23	75
Documentary Fee	\$	
Dealer Inventory Tax	\$	
Subtotal	\$	
Add Balance Owed on Trade	\$	
Subtotal	\$	
Cash on Delivery	\$	
Unpaid Balance Due	\$ 39813	75

CHI-007240

TX

S-NORMAL, NB, 107240, RAG91

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UTC
CERT CERT CERT TRD RAM/BUH/CAMP/BOOK/EXT/ROTA021204
367/1685

17M8K7D88

RGA14126 NB

0473



ford.com

VEHICLE DESCRIPTION

EXPLORER

2024 EXPLORER 4LT 4WD
110" WHEELBASE
2.7L ECOBOOST 1.4 ENGINE
10 SPEED AUTO TRANSMISSIONEXTERIOR
STONE BLUE METALLIC
INTERIOR
EBONY UPRIDE CLOTH SEATS

RG A14126

STANDARD EQUIPMENT INCLUDED AT NO EXTRA CHARGE

EXTERIOR

- DOOR HANDLES - BODY COLOR
- EASY FUEL CAPLESS FILLER
- HEADLAMPS - AUTO LED
- LED SIGNATURE LIGHTING
- MIRRORS-MAN-FOLD DUAL PWR
- HEATED WITH APPROACH LAMPS
- POWER LIFTGATE
- PRIVACY GLASS - REAR DOORS
- REAR INT WIPER/WASH/DFRST
- REAR SPOILER, BODY COLOR
- ROOF-RACK SIDE RAILS-BLACK
- TAILLAMPS-LED
- TRAILER SWAY CONTROL
- VARIABLE INTERVAL WIPERS

INTERIOR

- 1 TOUCH UP/DOWN DRYPASS WIN
- 3RD ROW - 50/50 FOLD FLAT
- DUAL ILLUM VIS VANITY MIRR
- HEATED CLOTH FRONT SEATS
- 10" CLUSTER 6.5" LCD SCREEN
- LEATHER WRAPPED STR WHEEL
- POWER DRIVER SEAT - 10 WAY
- POWER PASS SEAT - 4-WAY
- POWERPOINTS - 12V
- ROTARY GEAR SHIFT DIAL
- TILT/TELESCOPING STEERING
- WHEEL MOUNTED CONTROLS
- TRI-ZONE ELECTRIC TMP CTRL
- USB A(1) AND C(1)-1ST ROW

FUNCTIONAL

- 4-DR INTELL ACCESS LOCK/
- UNLOCK W/PUSH-BUTTON START
- AM/FM/MP3, 6 SPEAKERS
- BRAKES, 4-WHEEL DISC/ABS
- FORD CO-PILOT360™
- FORDPASS™ CONNECT
- HILL START ASSIST
- REAR PARKING SENSORS
- REAR VIEW CAMERA
- RIDERHOLD
- SIDE-WIND STABILIZATION
- STEERING SENS - SVC N/A AKAH
- SYNC3 8" SCR W/APPLINKS

SAFETY/SECURITY

- ADVANCETRAC™ WITH RSC®
- AIRSAG-DRIVER/PASS KNEE
- AIRSAGS - DUAL STAGE FRONT
- AIRSAGS - FRONT SEAT
- MOUNTED SIDE IMPACT
- AIRSAGS - SAFETY CANOPY®
- INDIV TIRE PRESS MONIT SYS
- LATCH CHILD SAFETY SYSTEM
- PERIMETER ALARM
- PERSONAL SAFETY SYSTEM™
- SOS POST-CRASH ALERT SYS™

WARRANTY

- 3YR/36,000 BUMPER / BUMPER
- 5YR/60,000 POWERTRAIN
- 5YR/50,000 ROADSIDE ASSIST

INCLUDED ON THIS VEHICLE
EQUIPMENT GROUP 306A

(MSRP)

OPTIONAL EQUIPMENT/OTHER

- 2024 MODEL YEAR
- STONE BLUE METALLIC
- 18" 5-SPOKE PAINTED ALUM WHEELS
- 2ND ROW SPLIT BENCH W/2 ENTRY
- 50 STATE EMISSIONS
- 40 LTR W-FI HOTSPOT CREDIT
- REAR AUXILIARY CNTRL CREDIT
- FRONT LICENSE PLATE BRACKET

495.00

- NO CHARGE
- NO CHARGE
- 25.00
- 100.00
- NO CHARGE

PRICE INFORMATION

BASE PRICE
TOTAL OPTIONS/OTHER

(MSRP)

336,870.00
375.00TOTAL VEHICLE & OPTIONS/OTHER
DESTINATION & DELIVERY36,045.00
1,595.00

TOTAL MSRP \$40,640.00

CH80

CONVOY

52-1100 QRT 2

This label is affixed pursuant to the Federal Automobile
Information Disclosure Act. Gasoline, License, and Title Fees,
State and Local taxes are not included. Dealer installed
options or accessories are not included unless listed above.

RA001 N NB 2X 425 907240 01 00 24

Whether you decide to lease or finance your
vehicle, you'll find the choices that are right
for you. See your dealer for details or visit
www.ford.com/finance.

EPA DOT Fuel Economy and Environment

Gasoline Vehicle

Fuel Economy

24 MPG
combined city/hwy
21 city
28 highway
4.2 gallons per 100 milesStandard SUV's range from 13 to 102
MPG. The best vehicle rates 140 MPG.

You spend

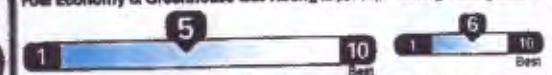
\$1,500

more in fuel costs
over 5 years
compared to the
average new vehicle.

Annual fuel cost

\$2,250

Fuel Economy & Greenhouse Gas Rating (tailpipe only) Smog Rating (tailpipe only)

This vehicle emits 370 grams CO₂ per mile. The best emits 0 grams per mile (tailpipe only). Producing and
distributing fuel also create emissions; learn more at fueleconomy.gov.Actual EPA city and highway fuel economy estimates are based on a 140-mile city and 100-mile highway test cycle. Fuel economy estimates are
based on a 140-mile city and 100-mile highway test cycle. Fuel economy estimates are based on a 140-mile city and 100-mile highway test cycle.
Fuel economy estimates are based on a 140-mile city and 100-mile highway test cycle. Fuel economy estimates are based on a 140-mile city and 100-mile highway test cycle.

fueleconomy.gov

Click here for product information and compare vehicles.

GOVERNMENT 5-STAR SAFETY RATINGS

Overall Vehicle Score

★★★★★

Based on the combined ratings of frontal, side and rollover.
Should ONLY be compared to other vehicles of similar size and weight.Frontal
CrashDriver
Passenger★★★★★
★★★★★Based on the risk of injury in a frontal impact.
Should ONLY be compared to other vehicles of similar size and weight.Side
CrashFront seat
Rear seat★★★★★
★★★★★

Based on the risk of injury in a side impact.

Rollover

★★★★

Based on the risk of rollover in a single-vehicle crash.

Star ratings range from 1 to 5 stars (★★★★★), with 5 being the highest.

Source: National Highway Traffic Safety Administration (NHTSA)
www.safercar.gov or 1-888-327-4236

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WARNING: Operating, servicing and maintaining a passenger vehicle, pickup truck, van, or off-road vehicle can expose you to chemicals including engine exhaust, carbon monoxide, phthalates, and lead, which are known to the State of California to cause cancer and birth defects or other reproductive harm. To minimize exposure, avoid breathing exhaust, do not idle the engine except as necessary, service your vehicle in a well-ventilated area and wear gloves or wash your hands frequently when servicing your vehicle. For more information go to www.P65Warnings.ca.gov/passenger-vehicle.

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Ask a Dealer
about any
applicable
Ford MSRP
or MSRP



www.ford.com/financing/lease/finance

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05/31/2024



