

FEB 22 2016

**REQUEST FOR AGENDA PLACEMENT FORM**

**Submission Deadline - Tuesday, 12:00 PM before Court Dates**

**SUBMITTED BY: J. R. Kirkpatrick**

**TODAY'S DATE: 02/12/16**

**DEPARTMENT:**

**X** Auditor

**SIGNATURE OF DEPARTMENT HEAD:**

**X** \_\_\_\_\_

**REQUESTED AGENDA DATE:**

**X** 02/22/16

**SPECIFIC AGENDA WORDING:**

Consideration and approval of payment to Trophy Construction Services, LLC for the amount of \$77,834.90; and GrantWorks for the amount of \$5,500 upon receipt of grant funds from Texas Department of Agriculture.

**PERSON(S) TO PRESENT ITEM:**

**Kirk Kirkpatrick**

**SUPPORT MATERIAL: (Must enclose supporting documentation)**

**TIME:**

**2 minutes**

**ACTION ITEM:** \_\_\_\_\_

**WORKSHOP:**

(Anticipated number of minutes needed to discuss item) **CONSENT:** \_\_\_\_\_

**EXECUTIVE:** \_\_\_\_\_

**STAFF NOTICE:**

**COUNTY ATTORNEY:** \_\_\_\_\_ **ISS DEPARTMENT:** \_\_\_\_\_

**AUDITOR:** \_\_\_\_\_ **PURCHASING DEPARTMENT:** \_\_\_\_\_

**PERSONNEL:** \_\_\_\_\_ **PUBLIC WORKS:** \_\_\_\_\_

**BUDGET COORDINATOR:** \_\_\_\_\_ **OTHER:** \_\_\_\_\_

**\*\*\*\*\*This Section to be Completed by County Judge's Office\*\*\*\*\***

ASSIGNED AGENDA DATE: \_\_\_\_\_

REQUEST RECEIVED BY COUNTY JUDGE'S OFFICE \_\_\_\_\_

COURT MEMBER APPROVAL \_\_\_\_\_ Date \_\_\_\_\_



Katie Falgoust  
2201 Northland Drive  
Austin, Texas 78756

Community Development Manager  
(512) 420-0303 voice  
(512) 420-0302 fax

## DRAW REQUEST TRANSMITTAL COVER LETTER

February 4, 2016

Judge Roger Harmon  
Johnson County Courthouse  
2 N Main St, Room 120  
Cleburne, TX 76033

Re: Texas CDBG Contract Number 7214241  
Draw Request No. 8  
Amount of this Draw: \$83,334.90

Dear Judge Harmon:

Enclosed please find the paperwork for the referenced draw. Please have these form signed by the appropriate individuals for processing by the Texas Department of Agriculture - Office of Rural Affairs (TDA). Once signed, please retain the original draw down form and invoices for your files. Copies of the signed draw down form and invoices should then be returned to our Austin office as soon as possible via email or fax.

These funds are normally received within forty-five to sixty days following receipt of the documents by the TDA staff and should be directly deposited by the State Comptroller's office into your grant banking account.

Once the funds are received, within five (5) business days please prepare and mail payment to the following vendors in the amount indicated:

- **Trophy Construction Services, LLC, Pay Estimate 2 in the amount \$77,834.90**  
*Note: Remainder of Pay Estimate 2 (\$80,000) will be paid through match.*
- **GrantWorks invoice #4 in the amount of \$5,500.00**  
*Milestone: 25% of Grant funds Requested and Administration Activities To Date*

Thank you for your help. Please do not hesitate to call me at (512) 420-0303 ext. 346 or [katief@grantworks.net](mailto:katief@grantworks.net) if you have any questions or if I may be of assistance.

Best Regards,

Katie Falgoust



# REQUEST FOR PAYMENT FORM A203

Grant Recipient: Johnson County

Contract No.: 7214241 Request No: 8 Region: NCTCOG

**Note: All shaded field headers are interactive buttons that contain helpful information to complete this form.**

Contract Period: From: Oct 15, 2014 To: Oct 14, 2016 Period Covered by this Report: From: Dec 16, 2015 To: Feb 4, 2016

Activity Number A	Budget B	This Request C	Total Drawn D	Balance (B-C-D)	% of Activity Budget Drawn
03J - Sewer Improvement-Construction	\$ 358,500.00	\$ 77,834.90	\$ 108,049.20	\$ 172,615.90	52%
03J - Sewer Improvements-Engineering	\$ 86,500.00	\$ 0.00	\$ 75,100.00	\$ 11,400.00	87%
21J - General Administration	\$ 55,000.00	\$ 5,500.00	\$ 38,500.00	\$ 11,000.00	80%
<b>Total Grant Funds:</b>	<b>\$ 500,000.00</b>	<b>\$ 83,334.90</b>	<b>\$ 221,649.20</b>	<b>\$ 195,015.90</b>	

<b>Matching Funds:</b>	\$ 55,000.00	\$ 80,000.00	\$ 45,957.27	\$ 0.00
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**Note: Submit supporting documentation for all costs in Column C, including costs paid through matching funds.**

<b>Total Grant Funds Requested To Date:</b> \$ 304,984.10	<b>Total Match Funds Expended To Date:</b> \$ 125,957.27	41.3 percent match funds to grant funds expended
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**REMARKS:** (if construction funds are drawn and \$0 match is reported, provide explanation)

**ALL EXPENDITURES RELATED TO THIS CONTRACT MUST BE CONSISTENT WITH THE UNIFORM GRANT AND CONTRACT MANAGEMENT ACT, CHAPTER 783 OF THE TEXAS GOVERNMENT CODE AND 2 CFR PART 200, UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS, FINAL GUIDANCE.**

**CERTIFICATION:** By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."

Roger Harmon	Judge		02/04/16
Name of 1st Authorized Certifying Official	Title	Signature of Authorized Certifying Official	Date
J.R. "Kirk" Kirkpatrick	County Auditor		02/04/16
Name of 2nd Authorized Certifying Official	Title	Signature of Authorized Certifying Official	Date

Form must be signed and dated by authorized signatories.

This form required as of October 15, 2015.  
All previous versions no longer valid.



TEXAS REGISTERED ENGINEERING FIRM F-702

ROBERT T. CHILDRESS, JR., P.E. • BENJAMIN S. SHANKLIN, P.E. • ROBERT T. CHILDRESS III, P.E.

February 3, 2016

Honorable Judge Roger Harmon  
Johnson County  
2 North Main  
Cleburne, Texas 76033

Re: Contractor's Estimate No. 2  
TXCDBG Project 7214241 - City  
of Joshua Sanitary Sewer  
Improvement

Dear Honorable Judge Harmon:

Enclosed please find three (3) copies of the above referenced document. Please execute all three (3) copies. Keep one (1) copy for your file, send one (1) to the contractor with a check in the amount of \$157,834.90 and return one (1) to us.

Thank you for your attention to this matter.

Very truly yours,

CHILDRESS ENGINEERS

Joshua J. Brockett, P.E.

JJB/cv  
Encl.  
cc: Johnson County Special Utility District  
Trophy Construction Services, LLC

I:\CSUDN\027\WP\cc-C-E2.docx

PARTIAL PAYMENT ESTIMATE

OWNER: JCSUD  
 CONTRACTOR: Trophy Construction Services, LLC  
 PROJECT: Joshua Sanitary Sewer Impr.  
 Completion Date: ORIGINAL: \$495,756.00 DATES OF ESTIMATE: FROM: 12/16/2015 TO: 1/11/2016  
 Original: 04/01/2016 REVISSED: \$  
 Revised:

	Contract Items			#2 - 1/11/16		Total to Date	
	Quantity	Unit	Unit Price	Quantity	Amount	Quantity	Amount
1 Video & Photographs	1	LS	\$500.00		\$0.00	1	\$500.00
2 6" SDR26 PVC Force Main	2,224	LF	\$31.00		\$0.00	0	\$0.00
3 4" SDR26 PVC Force Main	1,461	LF	\$26.00		\$0.00	1,461	\$37,986.00
4 12" SDR35 PVC Sewer Main (0'-6' deep)	53	LF	\$65.00		\$0.00	0	\$0.00
5 12" SDR35 PVC Sewer Main (6'-8' deep)	57	LF	\$68.00		\$0.00	0	\$0.00
6 12" SDR35 PVC Sewer Main (8'-10' deep)	41	LF	\$73.00		\$0.00	0	\$0.00
7 12" SDR35 PVC Sewer Main (10'-12' deep)	73	LF	\$75.00		\$0.00	0	\$0.00
8 8" SDR35 PVC Sewer Main (0'-6' deep)	373	LF	\$48.00	373	\$17,604.00	373	\$17,604.00
9 8" SDR35 PVC Sewer Main (6'-8' deep)	561	LF	\$50.00	561	\$28,050.00	561	\$28,050.00
10 8" SDR35 PVC Sewer Main (8'-10' deep)	132	LF	\$52.00	132	\$6,864.00	132	\$6,864.00
11 8" SDR35 PVC Sewer Main (10'-12' deep)	262	LF	\$56.00	262	\$14,672.00	262	\$14,672.00
12 4' dia. Manhole (0'-8' deep)	4	EA	\$3,500.00		\$0.00	1	\$3,500.00
13 4' dia. Manhole (6'-8' deep)	3	EA	\$4,500.00	3	\$13,500.00	3	\$13,500.00
14 4' dia. Manhole (10'-12' deep)	1	EA	\$5,000.00	1	\$5,000.00	1	\$5,000.00
15 4' dia. Manhole (12'-14' deep)	1	EA	\$5,000.00	1	\$5,000.00	1	\$5,000.00
16 Connect to Existing Sewer Main	15	EA	\$1,000.00	15	\$15,000.00	15	\$15,000.00
17 Repair Existing Manhole	2	EA	\$1,500.00		\$0.00	0	\$0.00
18 18" Bore and Steel Encasement	136	LF	\$290.00		\$0.00	0	\$0.00
19 12" Bore and Steel Encasement	100	LF	\$200.00		\$0.00	0	\$0.00
20 12" Bore Only	149	LF	\$125.00		\$0.00	0	\$0.00
21 10" Bore and Steel Encasement	100	LF	\$200.00		\$0.00	100	\$20,000.00
22 10" Bore Only	32	LF	\$125.00		\$0.00	32	\$4,000.00
23 Air and Vacuum Release Valve	1	EA	\$4,500.00		\$0.00	0	\$0.00
24 Permanent Pavement Repair	678	SY	\$100.00	410	\$41,000.00	450	\$45,000.00
25 Gravel Drive Repair	136	LF	\$25.00		\$0.00	0	\$0.00
26 Trench Safety	1,552	LF	\$1.00	1,552	\$1,552.00	1,552	\$1,552.00
27 Connect to Existing Force Main	2	EA	\$750.00		\$0.00	1	\$750.00
28 Connect to Existing Sanitary Sewer	8	EA	\$1,000.00	8	\$8,000.00	8	\$8,000.00
29 Remove, Dispose & Abandon Existing Manholes	4	EA	\$1,500.00	4	\$6,000.00	4	\$6,000.00
30 Cut, Plug & Abandon Existing Sewer	8	EA	\$750.00	4	\$3,000.00	4	\$3,000.00
31 Remove and Replace Ranchees I.S Pumps	1	LS	\$38,000.00		\$0.00	1	\$38,000.00
32 Bypass Pumping	1	LS	\$5,000.00		\$0.00	0	\$0.00
33 Project Sign	1	LS	\$500.00		\$0.00	1	\$500.00
34 Erosion Control & Revegetation	1	LS	\$4,500.00		\$0.00	1	\$4,500.00
Subtotal					\$166,142.00		
						TOTAL TO DATE	
Amount Earned:					\$166,142.00	Amount Earned:	279,878.00
Material on Hand						Material on Hand	0.00
Amt Ret: (5%)					\$8,307.10	Amt Ret: (5%)	13,993.90
Less Prev Pmts:						Less Prev Pmts:	108,049.20
Amount Due:						Amount Due:	157,834.90

T. W. [Signature] 1/28/16  
 Approved By: (Contractor)  
[Signature] 1/26/2016  
 Approved By: (Engineer)  
Ronnie [Signature] 2-4-16  
 Approved By: (Owner)

\$ 80,000.00 JCSUD Match  
 + JCSUD Match  
 JCS 2-4-16

Grant = \$77,834.90  
 Match = \$80,000.00



2201 Northland Drive  
 Austin, Texas 78756  
 Office: (512) 420-0303  
 Fax: (512) 420-0302



**Client**

Johnson County  
 Judge Roger Harmon  
 Johnson County Courthouse  
 2 N Main St, Room 120  
 Cleburne, TX 76033

**Invoice Date**

2/4/2016

**Contract No.**

7214241

**Invoice No.**

4

Description	Amount
Milestone No. 4 25% of Grant funds Requested and Administration Activities To Date	\$5,500.00
<b>Total Invoice:</b>	<b>\$5,500.00</b>
<b>Invoice Summary:</b>  Total Contract Amount Amount Previously Invoiced <b>Amount Due this Invoice</b>  Remaining Balance	\$55,000.00 \$38,500.00 <b>\$5,500.00</b>  \$11,000.00

Thank you for your business.  
 Katie Falgoust

# GRANT ADMINISTRATION SERVICES

THIS AGREEMENT, MADE THIS 8TH DAY OF DECEMBER 2014 BY AND BETWEEN JOHNSON COUNTY, hereinafter referred to as the Client, and GRANTWORKS, INC., Austin, Texas, hereinafter referred to as the Consultant, procured in conformance with Texas Government Code Chapter 2254, Subchapter A, "Professional Services"

## I. SCOPE OF BASIC SERVICES

Consultant agrees to render Client grant administration services for Client's 2014 Program Year Texas Community Development Block Grant Program Contract Number 7214241 - Community Development Fund (the "Contract"), as administered by the Texas Department of Agriculture - Office of Rural Affairs (the "Department"), as provided in the provisions titled, "Part III, Scope of Basic Services" and attached hereto and incorporated by reference herein (the "Services").

## II. TIME OF PERFORMANCE

The time of services of Consultant shall commence no earlier than upon receipt by the Client of an executed Contract between the Client and the Department. In any event, Consultant shall use commercially reasonable efforts to perform all services required and performed hereunder within either 730 calendar days or the project is administratively closed, as defined by Department, whichever is later.

## III. COMPENSATION AND METHOD OF PAYMENT

For and in consideration of the foregoing, Client agrees to pay Consultant a base fee of Fifty-Five Thousand and no/100 Dollars, (\$55,000.00) in accordance with the following schedule. All payments are conditioned upon submission by Consultant of Invoices and receipt of grant funds by Client. Listing of specific milestones shall not be construed as a representation or warranty, and Consultant makes no representations or warranties, that these milestones measure overall contract progress facilitated by the Consultant's performance of the services, and any particular milestone will be achieved or that any specific Department or other requirements ultimately will be met. The fee schedule shall be based upon identified contract milestones, as follows:

1	Establish files, record keeping system, and accounting system, complete Fair Housing/EEO/Section 504 activities and LSO appointment	\$11,000.00
2	Prepare Environmental Review Record, Coordinate Environmental Notices	\$8,250.00
3	Complete Start of Construction Documents	\$19,250.00
4	25% of Grant funds Requested and Admin. Activities* To Date	\$5,500.00
5	75% of Grant funds Requested and Admin. Activities* To Date	\$5,500.00
6	Submit Project Completion Report and Administrative Closure	\$5,500.00
	<b>Contract Amount</b>	<b>\$55,000.00</b>

\*Administrative Activities include General Administration, Financial Management, Basic Acquisition, and Construction Phase Management services as referenced in the attached Part III—Scope of Grant Administration Services.

## IV. ADDITIONAL SERVICES

- A. If authorized by Client, the Consultant shall furnish Additional Services of the following types which are not considered normal or customary Basic Services; these will be paid for by the Client at an hourly rate of Seventy-five and no/100 Dollars (\$75.00).
1. Services resulting from significant changes in general scope of project necessitating the revision of previously accepted reports, documents, and studies or requiring programmatic amendments to Client's Contract with the Department.
  2. Reassessment of the environmental assessment procedures, republication of environmental notices, and other actions necessary to re-secure clearance from the Department required by an amendment, other Contract modification, or a change in Department policy or practice.