PUBLIC NOTICE CITY OF SHEPHERD COMMUNITY DEVELOPMENT BLOCK GRANT MITIGATION (CDBG-MIT)

The City of Shepherd is giving notice and soliciting comments on its intent to submit a Community Development Block Grant Mitigation (TxCDBG-MIT) application to the Texas General Land Office under the Hurricane Harvey State Mitigation Competitions. The application is for citywide hurricane, tropical storm, and tropical depression mitigation including sewer collection system improvements for a total of \$4,200,000 in grant funds with the City providing a cash match of \$42,000.

The City plans on submitting the applications on or before October 28, 2020. Written comments may be made prior to 5:00pm, October 26, 2020, by contacting City Hall (16 N. Liberty Street, Shepherd, TX 77371-2460) or emailing cos_secretary@shepherdtx.org. Comments can also be offered by calling the grant administrator, Ray Vann, Raymond K. Vann & Associates, LLC, at 936-634-2550

Citywide Mitigation Project Addressing Sewer Infiltration and Inflow CDBG-MIT – Hurricane Harvey State Mitigation Competition Grant Management Plan

Objectives and Goals

The goal of this citywide sewer infiltration and inflow mitigation project is to increase resilience to disasters and reduce or eliminate the long-term risk of loss of life, injury, damage to and loss of property, and suffering and hardship, by lessening the impact of future disasters, especially during flood events that occur with hurricanes, tropical storms and tropical depressions.

This goal will be achieved by meeting the following project objectives:

- replace sewer lines
- replacing and/or reconstruction of sewer manholes
- raising and hardening lift station

Heavy rains from hurricanes, tropical storms and tropical depressions negatively impact the City of Shepherd's sewer collection system. Risks of flooding were identified beginning on page 26 of the *San Jacinto County Texas Multi-Jurisdiction Hazard Mitigation Action Plan* that was adopted by the City of Shepherd on April 3, 2018. More importantly, in 2018 the City paid for an Infrastructure Plan prepared by Goodwin-Lasiter-Strong, Inc. The plan was formally adopted on September 28, 2020.

In this plan, one solution to mitigate against flooding is to replace sources of infiltration and inflow throughout the City. This action is outlined on page 9 of the plan. During heavy rains and flooding, such as occurred during Hurricane Harvey, rainwater and floodwater pours into old dilapidated sewer lines and cracked manholes. This causes the wastewater treatment to exceed is flow limits which results in discharges of effluent that has not be properly treated. In addition, dirt, sand and silt creep into the plant through these old collection components. The only solution to mitigate this health risk is to replace failing lines and manholes around the City.

This will be achieved with 6" or 8" sanitary sewer line replacement, trench safety, connect new main (or new manhole) to existing manhole (or existing main), main line cleanout, connect service to new main, remove existing manhole with standard manhole replacement, driveway repairs, highway bore, and railroad bore.

These activities will take place at the following locations throughout the City:

Along/Near	Latitude/Longitude
Pine Street	30.503034, -94.991003
Church Street	30.500593, -94.992230
Page Avenue	30.497982, -94.991021
McKellar Street	30.497857, -94.993493
Main Street 1	30.497095, -94.995442
Cross Country	30.499288, -94.993872
3 rd Street	30.502133, -94.998293
2 nd Street	30.501075, -94.998852
Hill Avenue	30.500407, -94.999538

Citywide Mitigation Project Addressing Sewer Infiltration and Inflow CDBG-MIT – Hurricane Harvey State Mitigation Competition Grant Management Plan

Spring Street	30.500292, -95.000942
Main Street 2	30.500475, -95.003916
Ross Street	30.499050, -94.999076
Dirden Road	30.497154, -95.005296
Magnolia Avenue	30.497834, -94.999455
S. Railroad Avenue	30.493860, -95.000684
S. Byrd Av. (FM 424)	30.492448, -94.999789
Dogwood Street	30.493677, -94.997149
Red Bud Lane	30.492958, -94.997422
Martin Drive	30.489846, -94.999622
Halleluiah Street	30.489846, -94.999622
CR 469	31.116633°, -94.093186°
CR 449/454	31.143611°, -94.107025°
CR 488/485/ 473/489	31.199247°, -94.139578°
CR 483 S	31.212586°, -94.138319°
CR 427	31.244961°, -94.254447°
Old FM705 South	31.264664°, -94.129322°
CR 4800	31.265247°, -94.122672°
CR 443	31.202039°, -94.0721°
CR 437	31.202206°, -94.070575°

Benefitting from this project are all residents in the City of Shepherd. 2019 Census Data (B01003) indicates a population of 3,296 people. Population numbers issued by the U.S. Department of Housing and Urban Development (HUD) indicate a population of 2,805 with 1,835, or 65.42%, being of low and moderate income.

The budget includes \$3,400,000 for construction, \$506,000 for engineering, \$304,500 for administration (3rd party), and \$31,500 for administration (local). This project will be funded with \$4,200,000 in grant funds from the Texas General Land Office under the CDBG-MIT – Hurricane Harvey State Mitigation Competition and \$42,000 in local cash match from the City of Shepherd.

This project was developed with a focus on long-term planning and an integrated approach to housing, fair housing obligations, infrastructure, economic revitalization, and overall community resiliency.

Housing

- Short-term considerations include the negative inconveniences associated with construction activities as well as the positive impacts of address immediate concerns of flooding.
- Long-term considerations include flood prevention measures that will increase the lifespan of the street improvements, increase the safety and accessibility aspects of the streets, and will increase the overall livability of the City as a whole.

Fair Housing Obligations

 Short-term considerations included a review of the City's current Fair Housing Plan that was prepared under CDBG-DR Hurricane Ike Round 2 funding. The project will benefit the

Citywide Mitigation Project Addressing Sewer Infiltration and Inflow CDBG-MIT – Hurricane Harvey State Mitigation Competition Grant Management Plan

entire City and it not anticipated to negatively impact the County's Fair Housing obligations.

 Long-term considerations include the need to revisit the City's current Fair Housing Plan and make revisions and additions as necessary.

Infrastructure

- Short-term considerations include addressing the roads and drainage infrastructure to mitigate flooding impacts.
- Long-term considerations include design initiatives to lengthen the expected life of the improvements.

• Economic Revitalization

- Short-term considerations include the negative inconveniences associated with construction activities, but these will be minimal since the project will be addressing residential roads.
- Long-term considerations include the overall livability of the City which can help attract additional businesses, industries, and most importantly, residents.

Overall Community Resiliency

- Short-term considerations include improved access for public safety response to daily needs such as fires, medical emergency and law enforcement needs.
- Long-term considerations include improved access for disaster response personnel as well as recovery activities.

Actions

In order to meet the objectives and goals outlined above, the following actions will be undertaken:

- Procurement of Professional Service Providers (Grant Administration, Engineering) for application and implementation services
 - o Completed prior to application development and submission
 - Responsible parties include City Secretary, Selection Committee, City Council

Project Development

- o Completed prior to application development and submission
- Responsible parties include Mayor, Public Works Director, City Secretary, City Council Members, Members of General Public, Lead Engineer, Grant Administration (GA) Project Manager
- Submission of all start-up documentation
 - o To be completed within 90 days of GLO contract execution date
 - Responsible parties include GA Project Manager and GA Team
- Completion of Design
 - o To be completed within 210 days of GLO contract execution date
 - o Responsible parties include Lead Engineer and Engineering Team
- Completion of Environmental Review
 - To be completed within 240 days of GLO contract execution date
 - Responsible parties include GA Project Manager and GA Team
- Acquisition

Citywide Mitigation Project Addressing Sewer Infiltration and Inflow CDBG-MIT – Hurricane Harvey State Mitigation Competition Grant Management Plan

- No acquisition is anticipated for this project
- If it is later determined that acquisition is needed, the responsible parties will include GA Project Manager and GA Team, with assistance from Lead Engineer and Engineering Team and Acquisition Specialist if needed.
- Procurement of Construction Contractor(s)
 - To be completed within 330 days of GLO contract execution date
 - Responsible parties include Lead Engineer and Engineering Team with coordination with GA Project Manager and GA Team, awarded by City Council.
- Construction Notice to Proceed
 - To be completed within 360 days of GLO contract execution date
 - o Responsible parties include Lead Engineer
- Issuance of Certificate of Construction Completion
 - To be completed within 630 days of GLO contract execution date
 - o Responsible parties include Lead Engineer
- Submission of Closeout Documentation
 - To be completed within 690 days of GLO contract execution date
 - o Responsible parties include GA Project Manager
- Issuance of Administrative Complete Letter
 - o To be completed within 780 days of GLO contract execution date
 - Responsible parties include GA Project Manager and GLO

Project Implementation

Project implementation will include:

- overall tracking
- draw coordination
- procurement coordination
- progress reporting

The Grant Administration team will provide the following services to achieve successful project implementation:

- a) General Administrative Duties:
 - i. Ensure program compliance including all CDBG-MIT requirements and all parts therein, current Federal Register, etc.
 - ii. Assist subrecipient in establishing and maintaining financial processes.
 - iii. Obtain and maintain copies of the subrecipient's most current contract including all related change requests, revisions and attachments.
 - iv. Establish and maintain record keeping systems.
 - v. Assist subrecipient with resolving monitoring and audit findings.
 - vi. Serve as monitoring liaison.
 - vii. Assist subrecipient with resolving third party claims.
 - viii. Report suspected fraud to the GLO.
 - ix. Submit timely responses to the GLO requests for additional information.
 - x. Complete draw request forms and supporting documents.
 - xi. Facilitate outreach efforts, application intake, and eligibility review.

Citywide Mitigation Project Addressing Sewer Infiltration and Inflow CDBG-MIT – Hurricane Harvey State Mitigation Competition Grant Management Plan

- xii. Utilize and assist with GLO's system of record to complete milestones, submit documentation, reports, draws, change requests, etc.
- xiii. Submit change requests and all required documentation related to any change requests.
- xiv. Coordinate, as necessary, between subrecipient and any other appropriate service providers (i.e. Engineer, Environmental, etc.), contractor, subcontractor and GLO to effectuate the services requested.
- xv. May assist in public hearings.
- xvi. Will work with GLO's system of record.
- xvii. Provide monthly project status updates.
- xviii. Funding release will be based on deliverables identified in the contract.
- xix. Labor and procurement duties:
 - a. Provide all Labor Standards Officer (LSO) Services.
 - b. Ensure compliance with all relevant labor standards regulations.
 - c. Ensure compliance with procurement regulations and policies.
 - d. Maintain document files to support compliance.
- xx. Perform any other administrative duty required to deliver the project.
- xxi. Implementation and coordination of Affirmatively Furthering Fair Housing ("AFFH") requirements as directed by HUD and the GLO.
- xxii. Implementation and coordination of Section 504 requirements.
- xxiii. Program compliance

b) Construction Management

- i. The provider will assist the subrecipient in submitting/setting up project applications in the GLO's system of record.
- ii. The provider may compile and collate complete contract/bid packages that meet GLO program requirements. The packages will contain supporting documentation that meets or exceeds the requirements of the GLO's program. If applications do not have the necessary forms, the provider may assist the subrecipient by coordinating to acquire the necessary documentation.
- iii. The provider may monitor, report, and evaluate contractor's performance; notify the subrecipient if the contractor(s) fails to meet established scheduled milestones. Receive, review, recommend, and process any change orders as appropriate to the individual projects.
- iv. The provider may assist the subrecipient with project Activity Draws/Close Out.
- v. The provider may assist the subrecipient by submitting all the necessary documentation for draws and to close a project activity in the GLO's system of record. The provider will compile, review for completeness, and collate complete contract/closeout packages that meet GLO program requirements for draw requests. If applications do not have the necessary forms, the provider may assist the subrecipient by coordinating to acquire the necessary documentation.
- vi. The provider may assist the subrecipient in developing Architectural and Engineering plans with guidance from the GLO.
- vii. Reassignment scope alignment (if necessary).

Citywide Mitigation Project Addressing Sewer Infiltration and Inflow CDBG-MIT – Hurricane Harvey State Mitigation Competition Grant Management Plan

c) Acquisition Duties:

- i. Submit acquisition reports and related documents.
- ii. Establish acquisition files (if necessary).
- iii. Complete acquisition activities (if necessary).

d) Environmental Services

- i. Review each project description to ascertain and/or verify the level of environmental review required: Exempt, Categorical Exclusion not Subject to 58.5, Categorical Exclusion Subject to 58.5, Environmental Assessment, and Environmental Impact Statements;
- ii. If necessary, conduct tiered environmental review and submit broad and site-specific environmental reviews as required by 24 CFR Part 58.
- i. Prepare, complete and submit HUD required forms for environmental review and provide all documentation to support environmental findings;
- ii. Consult and coordinate with oversight/regulatory agencies to facilitate environmental clearance;
- iii. Be able to perform or contract special studies, additional assessments, or permitting to secure environmental clearance. These may include, but are not limited to biological assessments, wetland delineations, asbestos surveys, lead-based paint assessments, archeology studies, architectural reviews, Phase I & II ESAs, USACE permits, etc.;
- iv. Prepare all responses to comments received during comment phase of the environmental review, including State/Federal Agency requiring further studies and/or comments from public or private entities during public comment period;
- v. Maintain close coordination with local officials, project engineer and other members of the project team to assure appropriate level of environmental review is performed and no work is conducted without authorization;
- vi. Complete and submit the environmental review into GLO's system of record;
- vii. At least one site visit to project location and completion of a field observation report;
- viii. Prepare and submit for publication all public notices including, but not limited to the Notice of Finding of No Significant Impact (FONSI), Request for Release of Funds floodplain/wetland early and final notices in required order and sequence;
- ix. Provide documentation of clearance for Parties Known to be Interested as required by 24 CFR 58.43;
- x. Process environmental review and clearance in accordance with NEPA;
- xi. Advise and complete environmental re-evaluations per 24 CFR 58.47 when evidence of further clearance or assessment is required;
- xii. Prepare and submit Monthly Status Report; and
- xiii. Participate in regularly scheduled progress meetings.

The Engineering team will perform the following duties:

- a) Coordinate, as necessary, between subrecipient and its service providers (i.e., Engineer, Environmental, Contracted Construction Company, Grant Administrator, etc.) and GLO. regarding project design services.
- b) Provide monthly project status updates.

Citywide Mitigation Project Addressing Sewer Infiltration and Inflow CDBG-MIT – Hurricane Harvey State Mitigation Competition Grant Management Plan

- c) Funding release will be based on deliverables identified in the contract.
- d) Provide all project information necessary to ensure timely execution of the environmental review.
- e) Provide preliminary engineering, investigations, and drawings sufficient to achieve the preliminary design milestone, including at a minimum:
 - a. Cross sections/elevations
 - b. Project layout/staging areas
 - c. General notes
 - d. Special notes
 - e. Design details
 - f. Specifications
 - g. Utility relocation designs
 - h. Construction limits, including environmentally sensitive areas that should be avoided during construction
 - i. Required permits
 - j. Quantities
 - k. Estimate of construction costs to within +/- 25%
 - I. Schedules for design, permitting, acquisition and construction
- f) Design surveying, topographic and utility mapping.
- g) Perform subsurface explorations for project sites, as necessary.
- h) Prepare horizontal alignments/layouts for all proposed project alternatives necessary to fully describe the project scope, anticipated limitations, and potential project impacts.
- i) Recommend value engineering options (alternative design, construction methods, procurement, etc.) that may improve efficiency, expedite the schedule, or reduce project costs for the subrecipient.
- j) Identify, acquire and submit all necessary permits and approvals required for design approval and construction.
- k) Submit all necessary deliverables to the appropriate entity for review and comment. Adjust project and/or design to satisfactorily address any comments, as necessary.
- I) Prepare plans and profiles, including vertical design information for the selected alternative.
- m) Identify and address potential obstacles to project implementation (i.e., pipelines, easements, permitting, environmental, etc.) prior to moving forward with the final design.
- n) Support subrecipient with acquisition or property/servitudes/right-of- way documentation as required by the City to facilitate the project, preparing right of way surveys and/or property boundary maps and legal descriptions of parcels to be acquired.
- o) Provide project schedules from cradle to grave in MS Project format or equal as approved by the subrecipient based on GLO guidance.
- p) Prepare plans and profiles, including necessary design information for the selected alternative sufficient to achieve all detailed design milestones. Examples include, but are not limited to:
 - a. Cross sections/elevations
 - b. Project layout/staging areas
 - c. General notes
 - d. Special notes
 - e. Design details

Citywide Mitigation Project Addressing Sewer Infiltration and Inflow CDBG-MIT – Hurricane Harvey State Mitigation Competition Grant Management Plan

- f. Specifications
- g. Utility relocation designs
- h. Construction limits, including environmentally sensitive areas that should be avoided during construction
- i. Required permits
- j. Quantities
- k. Estimate of construction costs to within +/- 20%
- I. Schedules for design, permitting, acquisition and construction
- q) Provide information to appropriate individuals for the development of environmental fund release reports and floodplain maps.
- r) Identify, acquire and submit all necessary permits and approvals required for design approval and construction.
- s) Provide hard copy, if necessary, reproducible plan drawings and bid documents, in addition to electronic copies to the subrecipient, upon design completion, and as requested during design. Electronic copies should be in the native format (AutoCAD DWG) along with PDF packages and should contain all corresponding references, databases, or files associated with the completed design documents.
- t) Assist the subrecipient and any service provider related to the project with all necessary documentation to ensure compliance with all Program requirements and regulations.
- Submit appropriate items and support subrecipient in the development of complete bid package.
- v) Prepare and assist subrecipient in the advertisements for bid solicitation.
- w) Support development and issuance of bid-related documents necessary to complete bid process (e.g., bid proposal form, bid addenda and supporting documentation).
- x) Attend and support subrecipient at pre-bid conference and bid opening.
- y) Support subrecipient with ongoing communication during bid process.
- z) Support subrecipient to complete bid tabulation and evaluation of responses and provide recommendation for award.
- aa) Support subrecipient to negotiate and finalize contract documents, including issuance of the Notice to Proceed, in accordance with program and subrecipient requirements.
- bb) Support subrecipient in the conducting of a preconstruction conference.
- cc) Ensure delivery of subrecipient project in accordance with contract.
- dd) Provide ongoing Construction Oversight Reports detailing the status of construction for subrecipient project.
- ee) Review all service provider submittals to ensure compliance with construction contract documents and provide recommendations to subrecipient.
- ff) Provide periodic and final inspections and tests reports, as required for the project.
- gg) Provide on-site supervision and oversight of construction activities at a minimum on a biweekly basis or as directed by the GLO or subrecipient.
- hh) Review Construction Change Orders and provide recommendation to subrecipient as to appropriate action.
- ii) Review invoice/draw requests and provide recommendation to subrecipient as to appropriate action, in compliance with the construction contract documents.
- jj) Obtain independent cost estimates for validation purposes, as required.

Citywide Mitigation Project Addressing Sewer Infiltration and Inflow CDBG-MIT – Hurricane Harvey State Mitigation Competition Grant Management Plan

- kk) Review and respond to requests for information/clarification.
- II) Support subrecipient with issue identification and claims resolutions.
- mm) Enter all requisite information into the GLO system of record in accordance with established policies and procedures.
- nn) Develop a final "as built" report of quantities, drawings, and specifications.
- oo) Issue to the subrecipient, for execution, a Certificate of Construction Completion within 30 days of final inspection approval.
- pp) Deliver "as-built" drawings to the subrecipient within 30 days of project completion.
- qq) Host and/or attend project coordination meetings in person, by phone, or by video conference, which may or may not fall during normal business hours.
- rr) Perform other contract management and construction oversight duties as required to ensure success of the subrecipient project.
- ss) Provide necessary certifications to regulatory agencies of project completion and compliance (ex. TCEQ).
- tt) Submit all final invoices within 60 days after contract or work order expiration.
- uu) Provide Geotechnical Investigations as may be required for a project.
- vv) Provide Detailed Surveying as may be required for a project.
- ww) Provide Site Specific Testing as may be required for a project.
- xx) Provide Archeological Studies as may be required for a project.
- yy) Provide Planning Studies as may be required for a project.
- zz) Provide Feasibility Studies as may be required for a project.
- aaa) Provide Legal documentation for property and/or easements to be acquired (i.e., field notes, etc.).
- bbb) Provide Phase I and Phase II environmental site assessments as requested.

Financial Management and Administration

Financial management and contract administration will include:

- overall tracking
- draw processing
- procurement eligibility
- contract maintenance (amendments/revisions/etc.)

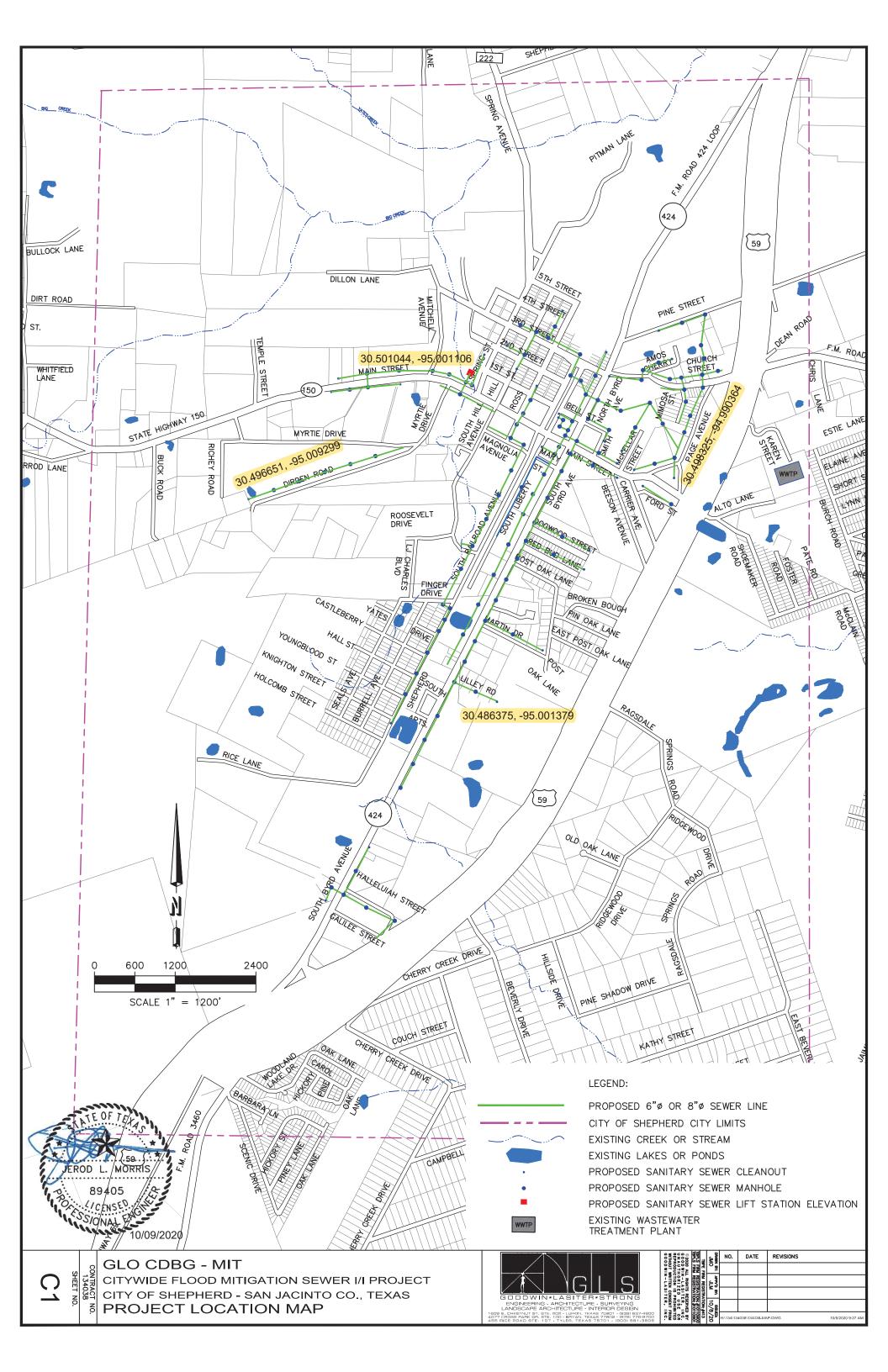
The Grant Administrator (GA) will provide the following financial and contract management services:

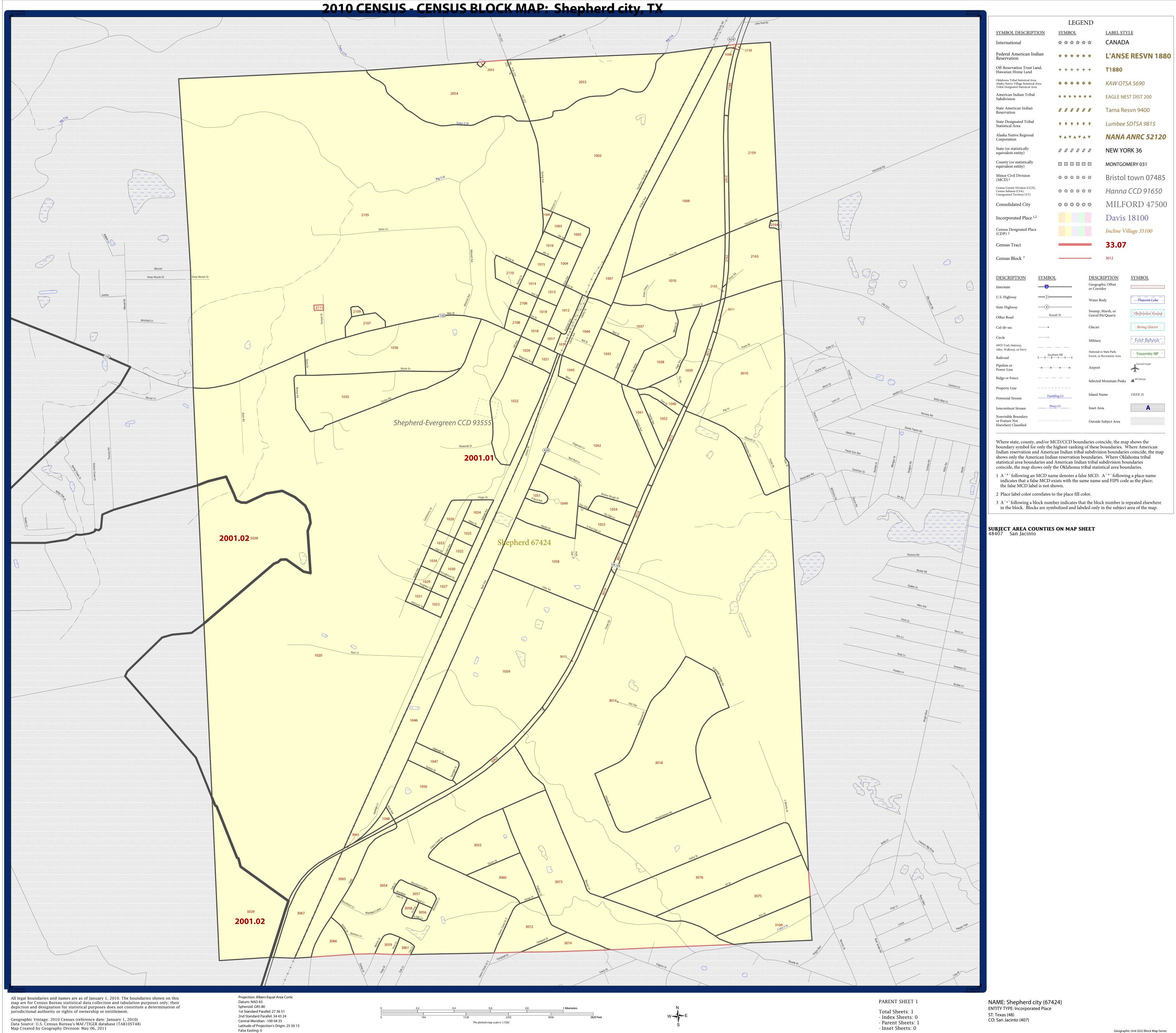
- a) Prepare draw paperwork for signatures and submit to GLO
- b) Assist subrecipient in timely disbursement of grant funds
- c) Prepare and submit all required reports (Section 3, Financial Interest, etc.).
- d) Assist subrecipient's auditor where needed.
- e) Assist subrecipient in clearing potential contractors through SAM.gov.
- f) Assist subrecipient in establishing and maintaining a bank account for program funds.
- g) Ensure that fraud prevention and abuse practices are in place and being implemented.
- h) Prepare and submit all closeout documents.
- i) Submit all invoices no later than 60 days after the expiration of the contract. All outstanding

Citywide Mitigation Project Addressing Sewer Infiltration and Inflow CDBG-MIT – Hurricane Harvey State Mitigation Competition Grant Management Plan

funds may be swept after 60 days. The provider may request an extension of this requirement in writing.

- j) Assist in preparation of contract revisions and supporting documents including but not limited to:
 - a. Amendments/modifications,
 - b. Change orders.





USCENSUSBUREAU

False Northing: 0

U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. Census Bureau

Geographic Unit (GU) Block Map Series 2010 CENSUS BLOCK MAP (PARENT) - Place 21704867424001