

*Proposal for*

**CDBG Administrative Services:  
Owner Occupied Rehabilitation Grant**

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*City of Lexington, Nebraska*

*Office Locations*  
Kearney  
McCook  
Holdrege  
Grand Island  
Colby, KS



*Prepared By:*



**Miller & Associates**  
CONSULTING ENGINEERS, P.C.  
1111 Central Avenue  
Kearney, NE 68847  
(308) 234-6456



## SECTION I – PROJECT ORGANIZATION

Miller & Associates Consulting Engineers, P.C., was established in 1976, and has grown to a firm of over 70 qualified engineers, architects, grant specialists, surveyors, geologists, community and regional planners, CAD/GIS technicians, project management staff, and administrative support personnel. Our project teams, composed of various professionals, provide a full-service approach to every project. We utilize knowledge from multiple disciplines to provide our clients with clear, feasible project solutions. With offices in Kearney, McCook, Holdrege, and Grand Island, Nebraska as well as Colby, Kansas, our firm is familiar with the needs of small, rural communities across Nebraska.

Our Grant Administration team provides project administration services to many communities across Nebraska. The successful completion of these projects, with similar grant programs and guidelines, proves our administration experience. Our Grant Administration team works out of the firms' headquarters which is located in Kearney, Nebraska at 1111 Central Avenue Kearney, NE 68847 and our phone number is 308-234-6456.



Our firm prides itself on successfully organizing, engaging, and deploying versatile, productive, goal-oriented teams of specialists. Our project teams are developed using professionals who are qualified, competent, experienced, and ideally matched to client expectations for a diverse range of projects. Miller & Associates' project teams have partnered, and continue to partner with municipalities, rural communities, and clients from the public and private sectors in Nebraska and Kansas.

We have developed a project team to fulfill Lexington's CDBG Administrative Service needs. Our primary project team members, along with each member's specific qualifications, are listed below.



### **Reed A. Miller, M.S., P.E. – Owner and Principal-in-Charge**

As Principal-In-Charge and Senior Consultant, Mr. Miller is a key member of the management team. He will have primary responsibility for committing Miller & Associates' resources to the project and ensuring Lexington receives a high level of technical accuracy and efficiency. Mr. Miller has more than 40 years of civil engineering and management experience including work for public and private sectors. His expertise is available to assist project team members in the successful delivery of your project.

### **Jacque S. Haupt – Certified Grant Administrator**

Ms. Haupt is a Certified Grant Administrator through the State of Nebraska and has more than 34 years of experience in the grant writing and administration. She has attended numerous block grant seminars and conventions and has successfully assisted communities with the administration of over \$31.7 million in grant funds since 2000. Her success is attributed to her meticulous record-keeping, solid work ethic, and her commitment to the communities she serves. Ms. Haupt will collaborate with the engineering team to ensure grant guidelines are being followed through every required aspect.





**Ashley L. Weesner** – *Certified Grant Administrator*

Ms. Weesner is the newest member of the Grant Administration team at Miller & Associates. She has attended the 4-day Certification Training and has recently received her certification as a Grant Administrator. Ms. Weesner received her Bachelor's Degree from Hastings College and has extensive experience in grant writing and administration. She has attended numerous training workshops and she will use this experience to assist with the day-to-day administration duties required for Lexington's owner-occupied housing rehab program.

**Joene L. Crocker** – *Certified Grant Administrator*

Ms. Crocker is a Certified Grant Administrator for Miller & Associates. She has attended the 4-day Certification Training as well as on-going training with the Nebraska Department of Economic Development. These trainings, combined with her growing repertoire of project experience and her background in journalism and mass communication, make Ms. Crocker an excellent addition to the team. She will assist Ms. Haupt and Ms. Weesner with the daily administration duties for the project.



In addition, we will utilize the services of **CDS Inspections & Beyond**, during the on-site training and any continued housing management services.

Our employees at Miller & Associates are highly qualified to perform the project duties outlined by your Request for Proposal. They have years of experience with the grant process and will successfully complete the Administrative duties for Lexington.



## SECTION II – EXPERIENCE

Miller & Associates has been completing grant administration duties for over 34 years, working with more than 80 communities on projects funded through the Community Development Block Grant (CDBG) and Nebraska Affordable Housing Trust Fund (NAHTF) programs. This experience, in conjunction with continuing education at workshops and training sessions, provides our grant team with the knowledge and expertise necessary to assist Lexington in a technical and professional capacity.

Miller & Associates works to complete each project within the grant time period; occasionally, however, a project may take longer than the allotted schedule. If this occurs, our firm will work with NDED to acquire an extension and complete the project as proposed. Federally-funded projects can be very complex and challenging; our experience with past CDBG and NAHTF projects, makes us capable of handling these complexities. Our grant team has always completed General Administration duties within the allotted budget for each project.

The projects listed below and on the subsequent page, are the grant projects in which our firm has performed in an administrative capacity in the last three years. Actual project experience, in conjunction with continuing education at CDBG Workshops and our familiarity with NDED & NAHTF Programs, will be beneficial for your project.

MUNICIPALITY	YEAR	DESCRIPTION OF PROJECT
Upland	2014	Planning – Water Study
Cambridge	2014	Public Works – Drainage Improvements
McCook	2014	Economic Development – Industrial Park Paving
Merriman	2014	Water System Improvements
Oshkosh	2014	Planning – Comprehensive Plan
Phillips	2014	Public Works – Paving Improvements
Kearney	2014	Community Revitalization Phase II
Kearney	2014	Community Revitalization Phase II Supplemental
Oshkosh	2015	Water System Improvements
Oconto	2015	Water System Improvements
Minden	2015	Downtown Revitalization Phase I
Clearwater	2015	Planning – Comprehensive Plan/Zoning Regulations
Kearney	2015	Downtown Revitalization Phase I
Kearney	2015	Community Revitalization Phase III
Buffalo County	2016	ED-Reuse Funds-Marshall Engines Paving
Brunswick	2016	Planning – Housing Study
Oakdale	2016	Planning – Housing Study
Clearwater	2016	Water/Wastewater – Wastewater System Improvements
Page	2016	Planning – Housing Study
Ewing	2016	Planning – Housing Study
Ohiova	2016	Water/Wastewater – Water System Improvements
Ravenna	2016	Public Works – Paving/Drainage Improvements
Ewing	2016	Public Works – Paving/Drainage Improvements
Brunswick	2016	Planning – Comprehensive Plan/Zoning Regulations



MUNICIPALITY	YEAR	DESCRIPTION OF PROJECT
Cambridge	2016	Downtown Revitalization Phase I
Minden	2016	Downtown Revitalization Phase II
Kearney	2016	ED-Reuse Funds - Xpanxion, Job Creation
Kearney	2017	Comprehensive Development Phase I (planning)
Wolbach	2017	Planning - Comprehensive Plan/Zoning Regulations
Ewing	2017	Planning - Water Study
Kearney	2017	Downtown Revitalization Phase II
Creighton	2017	Owner Occupied Rehab. Program
Gothenburg	2017	Owner Occupied Rehab. Program
CORE	2017	Owner Occupied Rehab. Program
Cambridge	2017	Downtown Revitalization Phase II
Ravenna	2017	Downtown Revitalization - Planning
Lynch	2017	Water/Wastewater - Wastewater Improvements
North Loup	2017	Public Works - Paving
Crookston	2017	Planning - Water Study
Dawson County	2017	Tourism - ADA Ramps at Fairgrounds



### **SECTION III – REFERENCES**

Our grant team has worked with numerous communities on projects funded with Community Development Block Grant funds and Nebraska Affordable Housing Trust Fund monies and is able to assist Lexington in this capacity. By regularly attending seminars and training sessions, we ensure our projects proceed smoothly while monitoring all aspects of the administration process. This attention to detail, along with our conscientiousness, is apparent in every project we administer. Our firm has worked closely with representatives from all areas of Nebraska Department of Economic Development (NDED) and maintains these relationships through mutual respect and a passion for fostering development in Nebraska communities. Our relationship with NDED has proven especially beneficial with grant funded projects, allowing further opportunities for communication and project understanding from both sides and ensuring all requirements are followed.

Client satisfaction is the ultimate goal for Miller & Associates and will remain so when completing this project. Our firm estimates 95% of our projects come from return clientele. We strive to complete each project to the clients' satisfaction, which motivates our clients to hire us for future projects. The best example of our client satisfaction is our references. Client contacts for some of our grant administration projects are listed below; we encourage you to contact our references concerning our performance. Additional references can be provided upon request.

<b>CLIENT</b>	<b>CONTACT</b>	<b>TELEPHONE</b>
North Loup	Carrie Hansen, Village Clerk	308-496-4362
Loup City	Roberta Kowalski, City Clerk	308-745-0222
McCook	Lea Ann Doak, City Clerk	308-345-2022
Curtis	Doug Schultz, City Administrator	308-367-4122

Due to our extensive history and work in the grant field, Miller & Associates has also developed a long-standing professional relationship with the Nebraska Department of Economic Development. Please feel free to contact NDED, Community Development Division at 1-800-426-6505 to discuss our administrative qualifications.



## SECTION IV – SCOPE OF SERVICES AND CONTRACT COST

Since our initial administration project with NDED in 1983, we have written a multitude of successfully funded grant applications. Currently, we are performing general administration duties for a variety of project types including water/wastewater, public works, planning, housing, and economic development. Our success rate, along with our technical expertise gives us an advantage over other administrators. Our expertise will help ensure Lexington's Administration Services for the CDBG Owner Occupied Rehabilitation program will run smoothly.

Our firm is very familiar with CDBG and NAHTF program guidelines as we work with these programs on a daily basis. To stay abreast with the ever-changing guidelines for Federally-funded programs, our grant team attends trainings, whenever they are available. Our grant team also regularly attends trainings facilitated by NDED which encompass survey methodology and new environmental and grant application requirements. Through years of experience, we have found these trainings, along with constant contact with the NDED staff, are essential to successful administration.

Miller & Associates is extremely capable of performing the general administration duties outlined in the Request for Proposals. Our project team members have provided several municipalities throughout Nebraska with grant administration and grant writing services. We are very familiar with the regulations of Federal projects and would enjoy the opportunity to assist you throughout this process. We will provide Lexington with the general administration services necessary for successful project completion.

The fee charged for the General Administration services for your project will utilize the remaining grant administration funds. It is possible additional funds may need to be expended, but we will work closely with the City and Staff to utilize local sources when possible to minimize the use of additional City funds.

The following is a listing of the General Administrative duties our project team will perform or assist with, if selected. The duties include, but are not limited to the following:

- 1) Fair Housing Activities
- 2) Special Conditions for Release of Funds
- 3) Preparation of Semi-Annual Reports
- 4) Preparation of Drawdowns
- 5) File Maintenance
- 6) Prepare for Monitoring
- 7) Provide One-time Tutorial to City Housing Management Staff
- 8) Process Applicants and Contractors, Including Appropriate Paperwork
- 9) Approve and Coordinate Actions of Contractors and Housing Management Staff

*\*As previously stated, we will make every effort to complete the necessary tasks within the existing budget; however, due to the uncertainty of the remaining tasks, we may need to negotiate additional fees.*

Please feel free to contact Jacque Haupt if you have any questions regarding our proposed services. Thank you for allowing us the opportunity to address your project. Miller & Associates is more than capable of promptly handling the administrative requirements for your project. We look forward to discussing the next steps towards successful completion of Lexington's CDBG Owner Occupied Rehabilitation program.

**City of Lexington  
Administrative Services Provider Final Selection Criteria Form**

**Project:** 15-HO-33075 CDBG Owner Occupied Rehab Program

**Date:** November 22, 2017

**Final Selection Criteria:**

- |  |               |
|--|---------------|
| 1. Project Organization                | 0 to 5 points |
| 2. Experience                          | 0 to 5 points |
| 3. References                          | 0 to 5 points |
| 4. Scope of Services and Contract Cost | 0 to 5 points |

TOTAL POSSIBLE POINTS                      0 to 20 points

Firm ▼	Criteria ►	1	2	3	4	Total	Remarks
Miller & Associates		5	5	4	5	19	
Olsson Associates		0	0	0	0	0	Did not respond
West Central Nebr. Dev. District		0	0	0	0	0	Did not respond
Community Action Partnership		0	0	0	0	0	Did not respond

**Recommendation:** Miller & Associates

*Prepared by City of Lexington Administrative Staff*