

RICHARD WARREN, PRESIDENT
BRENT McCAULLEY, COUNCILPERSON
RACHEL COTTON, BOARD MEMBER
CHUCK ENGELKEN, COUNCILPERSON



DANNY EARP, BOARD MEMBER
JOHN BLAKEMORE, BOARD MEMBER
NANCY OJEDA, VICE-PRESIDENT

CITY OF LA PORTE DEVELOPMENT CORPORATION MEETING AGENDA

Notice is hereby given of a meeting of the City of La Porte Development Corporation to be held on May 23, 2022, at the City Hall Council Chamber, 604 West Fairmont Parkway, La Porte, Texas, beginning at 5:00 pm to consider the following items of business:

Remote participation is available. Attend via a screen using the link <https://us02web.zoom.us/j/86009271468?pwd=QVF3a3Y2Mkl1UnNzMlFtSFJpS1NLZz09>. Join by phone at 877-853-5257 or 888-475-4499. The meeting ID is 860 0927 1468 and the passcode is 296969.

1. **CALL TO ORDER**
2. **CITIZEN COMMENT** (Generally limited to five minutes per person; in accordance with state law, the time may be reduced if there is a high number of speakers or other considerations.)
3. **CONSENT AGENDA** (*Approval of Consent Agenda items authorizes each to be implemented in accordance with staff recommendations provided. An item may be removed from the consent agenda and added to the Statutory Agenda for full discussion upon request by a member of the Committee present at this meeting.*)
 - (a) Approve the minutes of the regular meeting of the La Porte Development Corporation held on April 25, 2022. [President Warren]
 - (b) Approve opening a 60-day public comment period for a possible incentive payment, not to exceed \$30,000, for 508 W. Main Street. [Matt Daeumer, Assistant City Manager]
4. **STAFF REPORTS**
 - (a) Presentation, discussion, and possible action regarding the Economic Development Coordinator position. [Matt Daeumer, Assistant City Manager]
5. **SET NEXT MEETING**
6. **BOARD COMMENTS** *Hear announcements concerning matters appearing on the agenda; items of community interest; and/or inquiries of staff regarding specific factual information or existing policy from the Committee members and City staff, for which no formal action will be discussed or taken.*
7. **ADJOURN**

If, during the course of the meeting and discussion of any items covered by this notice, the La Porte Development Corporation Board determines that a Closed or Executive Session of the Board is required, then such closed meeting will be held as authorized by Texas Government Code, Chapter 551, Section 551.071 - consultation with counsel on legal matters; Section 551.072 - deliberation regarding purchase, exchange, lease or value of real property; Section 551.073 - deliberation regarding a prospective gift; Section 551.074 - personnel matters regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; Section 551.076 - implementation of security personnel or devices; Section 551.087 - deliberation regarding economic development negotiation; Section 551.089 - deliberation regarding security devices or security audits, and/or other matters as authorized under the Texas Government Code. If a Closed or Executive Session is held in accordance with the Texas Government Code as set out above, the La Porte Development Corporation Board will reconvene in Open Session in order to take action, if necessary, on the items addressed during Executive Session.

Persons with disabilities who plan to attend this meeting and who may need auxiliary aids or services are requested to contact the City Secretary's office (281-470-5019), two working days prior to the meeting for appropriate arrangements.

Pursuant to Texas Government Code Sec. 551.127, on a regular, non-emergency basis, members may attend and participate in the meeting remotely by video conference. Should that occur, a quorum of the members will be physically present at the location noted above on this agenda.

CERTIFICATE

I, Lee Woodward, City Secretary, do hereby certify that a copy of the May 23, 2022, La Porte Development Corporation Board agenda was posted on the City Hall bulletin board, a place convenient and readily accessible to the general public at all times, and to the City's website, www.LaPorteTX.gov, in compliance with Chapter 551, Texas Government Code.

DATE OF
POSTING

TIME OF
POSTING

TAKEN DOWN

Lee Woodward

Lee Woodward, City Secretary

RICHARD WARREN
PRESIDENT

BRENT MCCAULLEY
COUNCILPERSON

VACANT
BOARD MEMBER

CHUCK ENGELKEN
COUNCILPERSON



DANNY EARP
BOARD MEMBER

JOHN BLAKEMORE
BOARD MEMBER

NANCY OJEDA
VICE-PRESIDENT

MINUTES OF THE LA PORTE DEVELOPMENT CORPORATION BOARD OF DIRECTORS MEETING OF APRIL 25, 2022

The City of La Porte Development Corporation Board met on Monday, April 25, 2022, at the City Hall Council Chambers, 604 West Fairmont Parkway, La Porte, Texas, at 5:00 p.m., with the following in attendance:

Board members present: Richard Warren, Nancy Ojeda, Danny Earp, John Blakemore

Board members attending remotely: Chuck Engelken

Board members absent: Brent McCaulley

Council-appointed members present: Corby Alexander, City Manager; Lee Woodward, City Secretary; Clark Askins, Assistant City Attorney

1. **CALL TO ORDER** – President Warren called the meeting to order at 5:00 p.m.
2. **CITIZEN COMMENT** (*Generally limited to five minutes per person; in accordance with state law, the time may be reduced if there is a high number of speakers or other considerations.*)

There were no comments.

3. AUTHORIZATIONS

- a. **Approve the minutes of the regular meeting of the La Porte Development Corporation held on March 28, 2022. [President Warren]**

Member Engelken moved to approve the minutes of the regular meeting of the La Porte Development Corporation Board of Directors held on March 28, 2022; the motion was seconded by Members Earp and Blakemore; the motion was adopted, 5-0.

- b. **Presentation, discussion, and possible action on a selection committee for RFP #22502 for Economic Development Services for the City. [Matthew Daeumer, Assistant City Manager]**

There was no objection to bringing all proposals before the full Board.

4. STAFF REPORTS

- a. **Briefing on potential Ybarra expansion project. [Matthew Daeumer, Assistant City Manager]**

Mr. Daeumer said that the Ybarras had visited with the City about a possible expansion near Burger Libre and noted they had not made a funding application or request.

5. SET DATE FOR NEXT MEETING

The next meeting date was scheduled for May 23, 2022.

6. **BOARD COMMENTS** *Hear announcements concerning matters appearing on the agenda; items of community interest; and/or inquiries of staff regarding specific factual information or existing policy from the Committee members and City staff, for which no formal action will be discussed or taken.*

Members noted the attendance of Amanda Gerrish, who was on the Council agenda tonight for possible appointment to the Board.

ADJOURN – The meeting was adjourned without objection at 5:10 p.m.

Lee Woodward, City Secretary



**REQUEST FOR LA PORTE DEVELOPMENT CORPORATION BOARD
AGENDA ITEM**

Agenda Date Requested: <u>May 23, 2022</u>
Requested By: <u>Matt Daeumer, Asst. City Manager</u>
Department: <u>City Manager's Office</u>
<input type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

Appropriation	
Source of Funds:	<u>Special Programs</u>
Account Number:	<u>038-6030-565-9997</u>
Amount Budgeted:	<u>\$200,000</u>
Amount Requested:	<u>\$30,000</u>
Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Exhibits: Application; Site plan

SUMMARY & RECOMMENDATIONS

The applicant, Frank Nance, is interested in buying his current building at 508 W. Main Street and remodeling it to expand his current State Farm Insurance Agency. This will allow him to add three (3) additional full-time positions in the next five (5) years and provide improved services to his customer base. The total requested amount from the City is \$30,000 from the Economic Development Incentives Program.

This will be a significant remodel of the existing structure which is currently 720 square feet. They will also expand the existing structure to the North adding an additional 1200 square feet for a total of 1920 square feet. A parking lot of 950 square feet will be added to the North side of the property.. They will re-paint the entire building, update façade siding, signage, canopy and exterior finishes, This project is eligible for \$30,000, based on the matrix scorecard, but the Board has the authority to award any amount not to exceed \$30,000.

Total project budget:

Interior Remodeling of 720 sf	\$ 5,000
North Expansion of 1200 sf	\$ 87,000
North Parking Lot of 950 sf	\$ 8,000
Re-paint building exterior	\$ 4,500
Update Façade Siding, Signage	\$ 5,000
<u>Canopy and Exterior Finishes</u>	<u>\$ 20,500</u>
Total	\$130,000

If the Board was interested in pursuing this project, staff would suggest opening the 60 day public comment period as there would be no requirement to fund the project at the end of 60 days.

RECOMMENDED MOTION

Move to open the 60-day public comment period for a possible incentive payment, not to exceed \$30,000, for 508 W. Main Street.

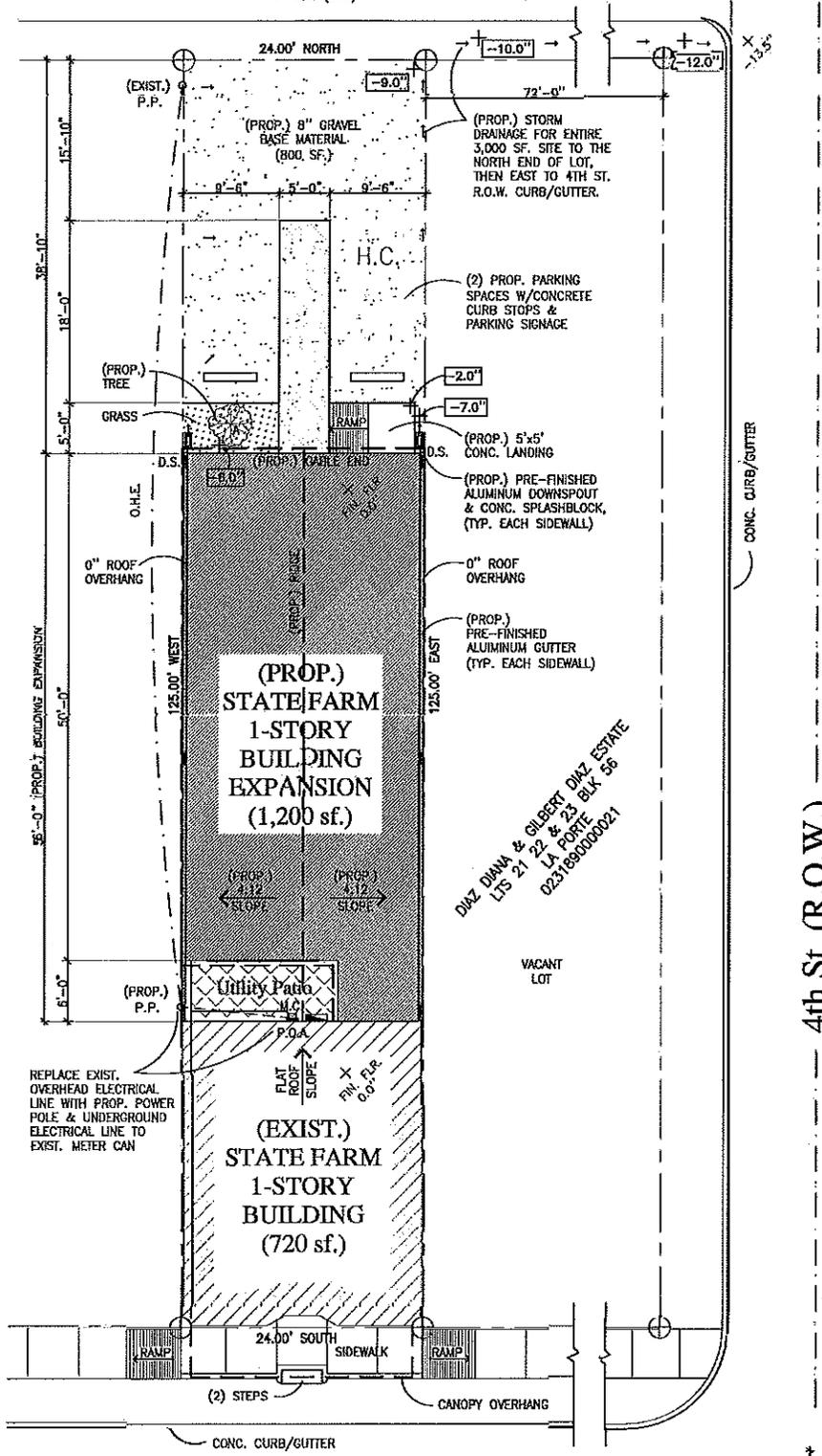
Approved for the La Porte Development Corporation Board meeting agenda

Corby D. Alexander, City Manager

Date

Alley (16' R.O.W.)

8" W.L. (CITY)
8" S.S. (CITY)

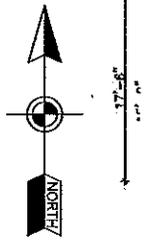
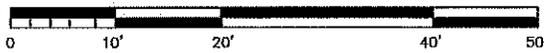


DIAZ DIANA & GILBERT DIAZ ESTATE
 L35 21 22 & 23 La Porte BLK 58
 0237890000021

4th St. (R.O.W.)

W. Main St. (60' R.O.W.)

Construction Site Plan





City of La Porte

ECONOMIC DEVELOPMENT INCENTIVES

APPLICATION

This application must be filed at least 60 days prior to the date the City Council considers the request. Requests for incentives must be approved by the City Council prior to the beginning of construction or installation of equipment. This application will become part of the agreement between the applicant and the City of La Porte. Any knowingly false representations will be grounds for voiding the agreement. This original application must be submitted to the Economic Development Coordinator, City of La Porte 604 W. Fairmont Parkway, La Porte, Texas 77571.

I. APPLICANT INFORMATION

1. Date of Application: 5/12/2022
2. Company Name: Frank Nance State Farm
3. Current Number of Employees: 2 FULL TIME, 2 PART TIME
4. Address: 508 W Main St.
La Porte, Texas 77571
5. Annual Sales: 214,000
6. Type of Ownership: Corporation Partnership
 Proprietorship
7. Names(s) of principal owner(s), partner(s) or director of the company:

8. Corporate Headquarters' address: 508 W Main St
La Porte, TX 77571
9. Corporate Telephone: 281 930 7611

10. Other locations and/or places of business owned and operated by the applicant. For each location, please provide the city, state, street address and name(s) under which business is conducted:

None

11. Date Organization Formed: 07/01/2014

12. Please attach most recent annual report or financial statement.

II. PROJECT INFORMATION

1. Type of Facility: _____ Manufacturing
_____ Distribution Center
 Corporate Office or Service Center
_____ Research and Development Facility Region
_____ Entertainment Facility
_____ Other (please specify)

2. Project Description: _____ New Construction Expansion
_____ Modernization

3. Location address of proposed project: 508 W Main St.

4. _____

5. School District LPISD

6. Product(s) or Service: Insurance Sales

7. Attach map and legal description of project location showing proposed improvements. re: map (last page of document) Lot 20, Block 20, La Porte County

8. Please describe the proposed use and the specific nature and extent of the project:

Office Space - Insurance Sales

9. Please list all improvements and equipment for the project:

Improvement Items	Cost
<u>Interior Remodel of 720 sf.</u>	<u>\$ 5,000.00</u>
<u>North Expansion = 1,200 sf.</u>	<u>\$ 87,000.00</u>
<u>North Parking Lot = 950 sf.</u>	<u>\$ 8,000.00</u>
<u>Re-paint building Exterior</u>	<u>\$ 4,500.00</u>
<u>Update Facade Siding, Signage,</u>	<u>\$ 5,000.00</u>
<u>Canopy, & Exterior Finishes.</u>	<u>\$ 20,500.00</u>
<u>TOTAL:</u>	<u>\$ 130,000.00</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

10. Please state all sources for financing the improvements:

Personal finances/savings.

11. Please state the time frame or projected date of start and completion:

Hope to start by 6/15/2022 and complete by 8/15/2022

12. Improvements will be completed by 08/01/2022, _____ (specify year).

13. Please state the productive life of the proposed improvements:

20 years plus

14. Please give a general description of business personal property (property other than buildings, fixed machinery, inventory and supplies) that will be purchased as a result of the project:

Office furniture, coffee room supplies

III. ECONOMIC INFORMATION

1. Number of persons currently employed by applicant:

Full Time 2 Part Time 2

Total Annual Payroll: \$ 104,000

2. Number of new jobs (full time equivalent) to be created/retained by the proposed improvements:

Number	Estimate Annual Payroll	Year
At Opening <u> 4 </u>	\$ <u>133,980</u>	<u>2022</u>
At 3 years <u> 5 </u>	\$ <u>189,000</u>	<u>2023</u>
At 5 years <u> 5 </u>	\$ <u>198,000</u>	<u>2024</u>

3. Number of new jobs to be filled by persons residing in the City of La Porte or Harris County:

Full Time 3 Part Time 0

4. Number of Peak Construction Jobs: 5

5. In the case of modernization, please estimate the economic life of the existing facility: 25 years. Added economic life after modernization: 45 years.

6. In the case of modernization, please state the assessed value of the facility for the tax year immediately preceding this application:

Real Property \$ 150,000 Business Personal Property \$ 25,000

7. Amount of taxable sales currently being generated annually in the City of La Porte (if applicable): \$ NA .

8. Amount of projected taxable sales that the proposed improvements will generate: \$ NA .

9. In the case of application based on job retention, please describe potential job loss that would occur without economic development incentives:

With additions, I can expand my current operation by up to 3 full time employees

Company Representative to be contacted:

Frank Nance

Name
Agent

Title
508 W Main St

Address
La Porte, TX

77571

281 930 7611

Telephone

Authorized Company Official:



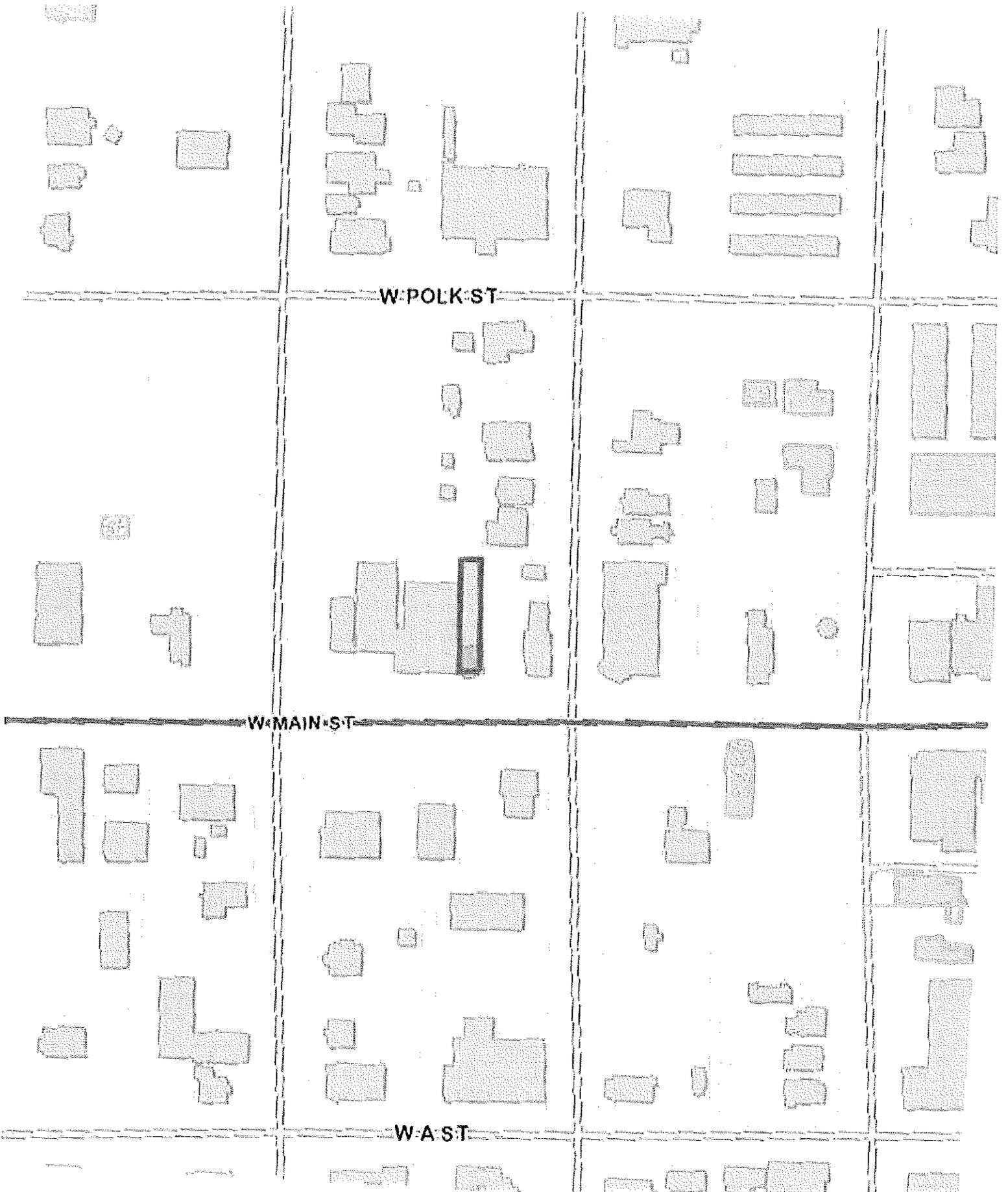
Authorized Signature
5/12/22

Date
Frank Nance

Printed Name

Title
281 701 0319

Telephone



W POLK ST

W MAIN ST

W A ST



**REQUEST FOR LA PORTE DEVELOPMENT CORPORATION BOARD
AGENDA ITEM**

Agenda Date Requested: <u>May 23, 2022</u>
Requested By: <u>Matt Daeumer, Asst. City Manager</u>
Department: <u>Administration/CMO</u>
<input checked="" type="radio"/> Report <input type="radio"/> Resolution <input type="radio"/> Ordinance

Appropriation	
Source of Funds:	<u>4b Fund/Hotel-Motel Fund</u>
Account Number:	<u>038-6030-565 037-6063-565</u>
Amount Budgeted:	<u>\$88,647</u>
Amount Requested:	<u>\$88,647</u>
Budgeted Item:	<input type="radio"/> Yes <input checked="" type="radio"/> No

Exhibits: RFP #22502; TWC Business Development and Consulting RFP

SUMMARY & RECOMMENDATIONS

The City Manager's Office is currently looking to fulfill Economic Development Services for the City of La Porte. For more than a year, the Economic Development Coordinator position has been vacant. Staff began advertising the Request for Proposal (RFP) #22502 on April 14, 2022. All RFPs were due to the Purchasing Department by May 10, 2022. The attached RFP from TWC Business Development & Consulting was the only submission for this project.

After reviewing the proposal, staff found the following information in the proposal:

- Price: \$50,000 annually, plus expenses for travel, lodging and meals.
- Proposes a minimum of 20 hours per week, full-time Economic Development Coordinator position is \$65,664, plus benefits.
- Currently has no other clients that they perform this service.
- List 30 years of service in economic, community and business development experience in the private sector. Has other economic development experience in Deer Park and Crockett, but no detail on how businesses were attracted to those cities through their efforts.
- Ask for a City of La Porte staff member to receive phone calls and provide 10 hours of clerical work for them per week.
- The goals of their services are currently being performed by the City Manager's Office.
- They claim to be a hometown business, but do not list the La Porte Bayshore Chamber of Commerce as a reference.

Staff envisions this position to not only recruit new business, but to help existing businesses stay in La Porte. The position would also be a liaison to help prospective businesses navigate the zoning and permitting process through the City. Also, this

position would handle relationships with local business groups and the Chamber. Based on the above bullet points, staff does not feel part-time consulting provides the best value nor the best fit for the City.

The cost of the part-time consultant is \$50,000 per year, plus expenses and City staff member's time. Total annual estimate for this service is \$73,500. Estimated cost for a full time Economic Development Coordinator on staff is \$88,647 annually. This option allows for 40-plus hours per week to attain the goals set by this board and staff.

ACTION REQUIRED BY LPDC BOARD

Consider, discuss, and possible action on Economic Development Coordinator position.

Approved for the La Porte Development Corporation Board meeting agenda

Corby D. Alexander, City Manager

Date

May 6, 2022

Attn: Purchasing Manager
City of La Porte Texas
604 W. Fairmont Parkway
La Porte, Texas 77571

Ref: RFP #22502 City of La Porte, Economic Development Service

To Whom It May Concern,

It is with extreme respect TWC Business Development & Consulting submits this application with the desire of providing Economic Development services to the City of La Porte.

TWC Business Development & Consulting ownership has over 30 years of experience in business, economic, and community development.

Owner Tim Culp has spent his career as an Economic Development CEO, Chamber of Commerce President, VP of Community Relations, and Business Owner building solid professional and personal relationships. These relationships are the cornerstone of TWC Business Development & Consulting.

- **Business name:** TWC Business Development & Consulting, dba
- **Formed:** November 1, 2021
- **Location:** 519 N. 1st Street, La Porte, Texas (Home Office w/ no direct client contacts at location)
- **Contact persons:** Tim Culp, Owner- 713-444-6685, twc2260@gmail.com
- **Legal business description:** DBA
- **Availability and commitment:** TWC Business Development & Consulting will be available on a regular basis Monday – Friday during business hours of 8am to 5pm. Additionally, TWC Business Development & Consulting understands that there are times that meetings and events would require our firm to be available outside these hours and we are willing to fulfill those obligations. TWC Business Development & Consulting is committed to a minimum of 20 hours per week to provide Economic Development Services to the City of La Porte, Texas. However, TWC Business Development & Consulting adopts a “until the task is complete” philosophy. Therefore, we are committed to providing the reasonable time necessary to fulfill the goals and objectives of the organization.
- **Interest in providing services:** TWC Business Development & Consulting is interested in providing services for the City of La Porte for one very simple reason, “we live here.” When it was decided to include economic development services in the scope of work for TWC Business Development & Consulting, it was only natural we start with the city where we live. We are confident what sets us apart from any other application is the fact we live in La Porte and have years of experience in operating a Sales Tax funded Economic Development Corporation.
- **Signature of Authority:** As owner and dba, Tim Culp will have full authority to enter into all contracts for TWC Business Development and Consulting.

Respectfully,

Tim Culp, Owner

TWC Business Development & Consulting
Response to RFP #22502 City of La Porte, Texas

Intent of Proposed Services:

- To be a full-service economic development professional, providing oversight and support for economic and community development to the City of La Porte, Texas.

Objectives:

- Lead policy direction for La Porte Economic Development office.
- Define and implement La Porte Development Board's and the City of La Porte's vision for quality economic and community development.
- Provide accountability to La Porte City Council and Management.

Qualifications:

- TWC Business Development & Consulting comes with over 30 years of experience in economic, community, and business development experience. During this time owner, Tim Culp has led and worked with economic development professionals and community leaders to advance the goals and objectives of the cities of Deer Park and Crockett, Texas. Culp also worked with Harris and Houston County government and regional leaders to advance the success of the local communities for which he served. Additionally, while serving as VP of Community Relations for Airobotics, a private Israeli based high tech aerial data collection company, Culp secured federal, state, and regional permits for operations and business development. Below is a list of some of the accomplishments during Culp's previous positions. It is this experience he will bring to assist with advancing the success of the City of La Porte.
 - Obtained a Texas Enterprise Fund Grant from the Governor's office for the retention of thirty-three existing jobs and the expansion of the facility and hiring of fifty-three new jobs. The first of its kind at the time east of I45.
 - Successfully assisted in leading the efforts to create a Type B&A Economic Development Program in the cities of Deer Park and Crockett, Texas.
 - Developed an executed a plan and secured funding for the construction of a Vocational / Technical and Higher Educational facility for Angelina College.
 - Assisted new and existing businesses which led to an increase of over two hundred jobs and \$12 million in added property value in East Texas.
 - Responsible for the oversight and construction of a 94-acre Industrial Park.
 - Successfully developed support for Airobotics from fifteen local, state, and federal government agencies for the advancement of special certification from the FAA.
 - Successfully negotiated the permitting of Airobotics system to operate on AT&T's "FirstNet" emergency response telecommunication system.
 - Successfully negotiated the permitting and usage of the Airobotics system on the emergency response system of "E-Notify." A system utilized by industry and cities along the Houston Ship Channel.

- Connected Airobotics with over twenty industrial businesses and government agencies for the opportunity to provide services.
 - Negotiated the purchase of a new Chamber of Commerce office building to be utilized as a business incubator and training facility in Deer Park.
 - Collaborated with Shell Deer Park to develop and deliver a state-of-the-art, award winning public use mobile app to provide accurate and current information to Deer Park chamber members and residents.
 - Successfully developed and delivered an award- winning magazine published four times per year offering information to members and community.
 - Developed a government relations committee with solid relationships of local, regional, state, and national elected officials to ensure the organizations voice was heard on matters of importance.
 - Developed lasting relationships with industry leaders such as The Economic Alliance, EHCMA, San Jacinto College, ACIT, TAB, TCCE, GCCE, GHP, and Port Houston.
 - Developed and partnered to develop, skills and leadership training programs to assist members in creating better more rounded employees.
 - Created and event that highlighted local businesses to the community and accomplished 5-year net profit goal in 3 years.
- While the City of La Porte is not the only client TWC Business Development & Consulting has an obligation to provide services. We clearly understand our commitment to the City of La Porte. By adhering to a rigorous time schedule Mr. Culp will have the ability to daily meet the Scope of Services as described in this RFP. Mr. Culp will set aside specific times each week dedicated solely for the purpose of accomplishing these goals and objectives.

Project Team:

- Mr. Culp will be the sole member of this team. (Resume is attached)
- There are no sub consultants identified as necessary at this time. However, it is the experience of TWC Business Development & Consulting that there are times that a specialist is needed to secure a prospect. It would be recommended if those times occur a specific RFP be issued to acquire services.

Work Plan/Service Approach:

- The Scope of Services as outlined in this RFP are well within the ability of TWC Business Development & Consulting. Below is a brief description of understanding of the Scope of Service as outlined within this RFP.
 - While a detailed review of the City's current economic development priorities and plans has not yet been completed by TWC Business Development & Consulting, this would be one of the first task to be accomplished. Additionally, if it is determined that there is not a clear plan in place, TWC Business Development & Consulting is professionally qualified to lead in the development of a Strategic Plan to accomplish the economic priorities of the City of La Porte.

The fact that TWC Business Development & Consulting ownership lives in La Porte and this region allows us to have a keen understanding of development opportunities. More importantly we have key relationships with those often involved in bringing these type of development priorities to fruition.
 - TWC Business Development & Consulting is prepared to visit and offer guidance for new and existing businesses to obtain financial incentives. We believe in thinking "Outside the Box" to spur and encourage economic growth. Often this economic growth can begin by helping existing businesses grow and expand by providing guidance to local, state, and federal programs when appropriate.
 - TWC Business Development & Consulting is familiar with preparing reports to support recommendations to management. We believe communication is key to the success of any organization. Proper preparation of clear and concise reports that include proper supporting documentation is essential to the communication of recommendations to management.
 - Timely response to inquiries from any business wanting to establish or expand to the City of La Porte is essential. TWC Business Development and Consulting is extremely familiar with responding to request from the Office of the Governor and other organizations and believes this to be of the highest priority. TWC Business Development & Consulting welcomes the opportunity to utilizes our relationships such as the Governors Office of Economic Development, Texas Association of Business, Texas Economic Development Council, and others to help promote the City of La Porte to outside businesses looking to expand or establish in a new location.
 - As mentioned before communication is key to the success of any organization. Providing general, technical and policy information is considered "common practice" by TWC Business Development and Consulting.
 - Developing a detailed well thought out Strategic Plan is necessary for success. TWC Business Development & Consulting adopts the philosophy of "Failing to Plan, is Planning to Fail," using reliable market research in setting your strategic goals is paramount.
 - Any opportunity to locate "free money" for programs and services is extremely helpful to any city or community. TWC Business Development & Consulting has experience in securing grants for historical building and sites.

- Having served as a President /CEO of two Chambers of Commerce, and serving on the state Chamber board of Directors, Mr. Culp has a vast knowledge of the importance of being the liaison for the city when collaborating with such organizations.
- TWC Business Development & Consulting has a vast knowledge of marketing and management of website development. Having helped to develop multiple websites thru the years. Some of those websites include Crockett Economic Development, Crockett Chamber of Commerce, Deer Park Chamber of Commerce, Texas Historical Commission's Texas Heritage Trail Program.
- TWC Business Development & Consulting would ask that the city provide a staff member to receive phone calls, and messages. Additional duties would be to provide clerical duties in the preparation of such items but not limited to meeting packets, agendas, and letters. Other light clerical duties might be necessary but would be limited. It is anticipated that these duties would be minimal in time, approximately 10 hours per week.
- There are no specific "value-added" services currently. However, the fact that owner Tim Culp has over 30 years' experience in economic, community and business development and additionally Mr. Culp has developed long lasting professional relationships within the region and state that support the City of La Porte and as mentioned, TWC Business Development and Consulting is in the City of La Porte most certainly adds value to this proposal.
- TWC Business Development & Consulting will approach achieving the city's economic development goals in the following manner.
 - Provide direction and guidance in developing a Strategic Plan that defines the goals and objectives of the LaPorte Development Board and La Porte City Council for economic and community development.
 - Work to establish a "BREP" (Business Retention and Expansion Program), to build on and develop relationships with local businesses and industry.
 - Actively recruit new business development as outlined through the Strategic Plan.
 - Interface with city management and elected officials to keep them apprised of pursuits and status of business development projects and request from beginning to end.
 - Maintain a focused approach to the economic development priorities and responding to RFPs as received.
 - Research and implement best practice solutions for Enhancement Programs that will benefit La Porte economic and community development projects.
 - Provide oversight of La Porte Development Board (LPDB)
 - Support LPDB vision, goals, and activities
 - Oversee budget of LPDB
 - Provide LPDB with agenda prep and information packet for review and action at meetings. To include:
 - Project updates
 - Financial Status
 - Impact projections
 - Additional Information as requested.
 - Present updates to City Council on a quarterly basis.

- Continuous contact with Assistant City Manager as direct oversight, Communication with City Manager as needed.
- Provide content for website updates and design to best position LaPorte for site selection information.
- Actively participate with the La Porte Chamber of Commerce.
- Actively seek out other community organizations to participate to develop additional relationships within the community.
- Create a business recruitment focus
 - Augment inventory database /matrix of property owners.
 - Create materials and/or events that will highlight LaPorte as a destination for quality economic and community development.
 - Represent La Porte at events designed to engage new opportunities.

References:

Economic Alliance Houston Port Region
 February 2010 -April 2020
 Served as President /CEO of Deer Park Chamber
Chad Burke, President & CEO
chad@allianceportregion.com
 713-775-3103 cell

Deer Park Chamber of Commerce
 February 2010 – April 2020
 Served as President/CEO
 Deer Park Chamber
Brock Bihm, Board Chairman
brock.bihm@mr.electric2009.com
 281-830-2385 cell

City of Crockett
 March 2004- February 2010
 Served as President/CEO Crockett Economic Dev
 February 1999-March 2004
 Served as President /CEO
 Crockett Area Chamber
Wayne Mask, Past Mayor
mask@txcom.net
 936-544-0793 cell

City of Deer Park
 April 2010 -April 2020
 Served as President/CEO
 Deer Park Chamber
Jay Stokes, City Manager
jstokes@deerparktx.org
 832-250-1503 cell

Cost Proposal:

- Offered services will be provided to the City of La Porte for an annual fee of \$50,000.00 to be paid in monthly installments.
- Proposed 1-year contract with 30- day notice option by either party to discontinue the relationship.
- City to provide an office space to be used by TWC Business Development & Consulting to meet with local businesses, and prospects. Additionally, office space will be used to conduct business directly related to the economic development efforts of the City of La Porte.
- Expenses directly related to LaPorte economic development efforts such as (meals, travel, & lodging) will be submitted for reimbursement to the City of La Porte's designee no later than 30 days following payment of the expense. Expense will be reimbursed no later than 30 days following submittal.
- Conflicts of interest will be the contractor's responsibility to identify and remedy for liability.

Please accept this as the formal response to the City of La Porte's RFP #22502 Economic Development Service.

Respectfully Submitted,

Tim Culp,
Owner
TWC Business Development & Consulting

Cost Proposal:

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Please accept this as the formal response to the City of La Porte's RFP #22502 Economic Development Service.

Respectfully Submitted,

 5/6/22

Tim Culp,
Owner
TWC Business Development & Consulting

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.

TWC Business Development + Consulting dba. Tim Culp

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.

N/A

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?

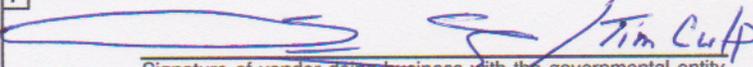
Yes

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.

N/A

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

5-6-2023
Date

House Bill 89 VERIFICATION

I, Tim Culp (Person name), the undersigned

representative of (Company or Business name)

TWC Business Development & Consulting

(hereafter referred to as company) being an adult over the age of eighteen (18) years of age, do hereby verify that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270::

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract the above-named Company, business or individual with City of La Porte, Texas.

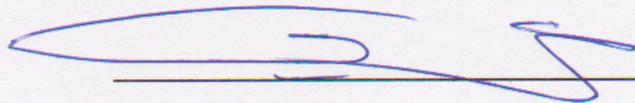
This statement is exempt for sole proprietorship vendors, vendors who have less than 10 full time employees and contracts that are under \$100,000 of public funds.

Pursuant to Section 2270.001, Texas Government Code:

1. "Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and
2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.

5-6-2022

DATE



SIGNATURE OF COMPANY REPRESENTATIVE



CERTIFICATION FORM

The undersigned agrees this submission becomes the property of the City of La Porte after the official opening.

The undersigned affirms he has familiarized himself with the specification, drawings, exhibits and other documents; the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and storage of materials and equipment; and all other matters that will be required for the work before submitting a response.

The undersigned agrees, if this submission is accepted, to furnish any and all items/services upon which prices are offered, at the price(s) and upon the terms and conditions contained in the specification. The period for acceptance of this submission will be 90 calendar days unless a different period is noted.

The undersigned affirms that they are duly authorized to execute this contract, that this submission has not been prepared in collusion with any other respondent, nor any employee of the City of La Porte, and that the contents of this submission have not been communicated to any other respondent or to any employee of the City of La Porte prior to the acceptance of this submission.

Respondent hereby assigns to the City any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

The undersigned affirms that they have read and do understand the specifications, all exhibits and attachments contained in this solicitation package.

The undersigned agrees that the solicitation package posted on the website are the official specifications and shall not alter the electronic copy, without clearly identifying changes.

The undersigned understands they will be responsible for monitoring Public Purchasing Website at: www.publicpurchase.com to ensure they have downloaded and signed all addendum(s) required for submission with their response.

I certify that I have made no willful misrepresentations in this submission, nor have I withheld information in my statements and answers to questions. I am aware that the information given by me in this submission will be investigated, with my full permission, and that any misrepresentations or omissions may cause my submission to be rejected.

Acknowledge receipt of following addenda to the solicitation:

Addendum No 1 Dated _____ Received _____
Addendum No 2 Dated _____ Received _____
Addendum No 3 Dated _____ Received _____

AUTHORIZED REPRESENTATIVE:

Signature _____

Date 5-6-2022

Name Tim Culp / TWC Business Dev. & Consulting

Title Owner

Tel No. 713-444-6635

Email twc2260@gmail.com

REQUEST FOR PROPOSAL
#22502 ECONOMIC DEVELOPMENT SERVICES



Submission Deadline: May 10, 2022

**City of La Porte
Purchasing Division
604 W. Fairmont Pkwy.
La Porte, TX 77571
(281) 470-5126**

**NOTICE FOR REQUEST FOR PROPOSALS
RFP # 22502 ECONOMIC DEVELOPMENT SERVICES**

The City of La Porte (the "City") invites the submittal of responses to this Request for Proposals (RFP) from qualified firms interested in providing Economic Development Services for the City of La Porte.

Information: Forms furnished by the City of La Porte may be obtained without deposit from PublicPurchase.com; the Purchasing Division Office located at 604 W. Fairmont Pkwy, La Porte, TX 77571; or by emailing purchasing@laportetx.gov.

Due Date and Time: Tuesday, May 10, 2022, 2:00 PM Central Standard Time

Qualifications Receiving Location: City Hall Information Desk, 604 W. Fairmont Parkway, La Porte, Texas 77571. Sealed proposals must include one original and one digital copy clearly marked with the RFP number and description. Sealed proposals must be received no later than the date and time stated above. The submittals will be opened immediately after the closing hour on said date and only the names of those submitting proposals for consideration will be publicly read.

NO LATE SUBMITTALS WILL BE CONSIDERED

This Request for Proposals does not commit the City to award a contract or lease, or to pay any costs incurred as a result of preparing such a response. The City reserves the right to further negotiate with a respondent (and as may be required by law), or reject any and all responses received, or to cancel in part or in its entirety this Request for Proposals.

The City of La Porte hereby notifies all consultants/offerors that in regard to any agreement entered into pursuant to this advertisement, minority business enterprises will be afforded equal opportunities to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex, age, religion or national origin in consideration for an award.

The City reserves the right to reject any and/or all proposals, to waive any and all technicalities, and to accept any proposal or part thereof, which in the opinion of the City Council, is most advantageous to the City. In case of ambiguity or lack of clearness in stating the prices in the proposal, the City reserves the right to consider the most advantageous proposal thereof or to reject the proposal.

PURPOSE

The City of La Porte is seeking proposals from qualified consultants to perform economic development consultant services. The intent is to enter into a one (1) year agreement for these services with renewal options.

CITY OF LA PORTE – HISTORY

The City of La Porte is founded on tradition and heritage that can be traced all the way back to the nineteenth century. La Porte was founded in 1889 by French settlers and incorporated in 1892. The name La Porte refers to “Gateway” or “The Door” and refers to the town’s geographical location along Galveston Bay and the Houston Ship Channel. Once considered a “resort town”, today La Porte has grown to a population of approximately 34,976 with a predominantly industrial base. Many diverse enterprises choose to locate in La Porte because of the easy access to and business opportunities associated with the Port of Houston terminals located at Bayport and Barbours Cut. La Porte is fortunate to attract so much industrial trade and investment, daytime employment, high average household incomes, and tourism. La Porte is the fourth largest incorporated city in Harris County.

BACKGROUND

In 1999, the citizens of La Porte voted for the adoption of a ½ cent sales tax for the purpose of spurring economic development in the City. After approval from the voters of the new sales tax, the City Council created an Economic Development Corporation and appointed the first governing body. In 2007, the Board, and City Manager determined that it was time for a staff member to be added so that a systematic economic development program could be developed. Currently the Economic Development Coordinator position is vacant, the recruitment for this position is in progress.

EXPERIENCE AND KNOWLEDGE REQUIREMENTS

- A minimum of 10 years’ experience in responsible planning and administration experience.
- Understanding of the principles, practices, objectives and strategies utilized in economic development.
- Ability to formulate projects and policies that meet the City’s overall community development goals.
- Knowledge of various public outreach and engagement strategies.

SCOPE OF SERVICES

- Familiarity and understanding of the City's economic development priority goals as outlined in relevant plans, studies, and reports.
- Provide information and guidance for new and existing businesses in obtaining financial incentives.
- Prepares reports, including charts and graphs, and presents recommendations for action plans to management.
- Receives inquiries from business firms, manufacturers and others interested in establishing or expanding industry in the City; responds to specific requests for information relating to the suitability of the City for particular business or industry; solicits new businesses for La Porte; performs research to find the business and recruit individuals and agencies to move to La Porte.
- Provide general, technical and policy information to the La Porte Development Corporation Board, Planning Commission, City Council, and other citizen advisory groups.
- Develop market research objectives to help the organization meet its strategic goals.
- Research economic development grant opportunities for the City and community, support the application for such grants upon the approval of the governing body.
- Represent and serve as a liaison for the City when collaborating with external entities, businesses, and industry leaders such as the Chamber of Commerce.
- Community and business marketing website development and management.

SUBMISSION REQUIREMENTS

Sealed submittals are required. Submittals shall be delivered to the City Hall, Information Desk, Attn: Purchasing Manager, at 604 W. Fairmont Parkway, La Porte, Texas 77571 on or before **May 10, 2022, 2:00 p.m. Central Standard time, Tuesday**.. All submittals must be labeled on the outside with the Respondent's name and the name of the Project. Late submittals will not be considered. An original (signed), and one digital copy of each response is required.

1. Cover letter and Executive Summary: (1 page)

Provide at least the following:

- Introduction
- Legal name of firm, date of formation

- Location of office that will be engaged in the work (geographical location in relation to the City of La Porte)
 - Contact persons
 - Legal business description (individual, corporation, joint venture, etc.)
 - Statement of availability and commitment of the firm
 - Statement of interest including a narrative and unique qualifications
 - Signature of authority authorized to enter into a contract
2. *Qualifications:* Describe the firm's resources, experience and capabilities as follows:
- a. Provide experience of your firm in providing economic development services to other similar governmental agencies.
 - b. Provide details of your firm's ability meet the Scope of Services outlined.
3. *Project Team:*
- a. Organizational chart of the project team.
 - b. Names, qualifications and resumes of all project team members who will directly participate in the project.
 - c. Identify any sub consultants that would be used and their specific role. (All sub consultants, including markup, must be included in consultant's cost proposals.)
4. *Work Plan/Service Approach:*
- a. Discuss your firm's understanding of the Scope of Services to be performed.
 - b. Describe the needs from City staff. For example, what City staff expertise is needed and how much time do you anticipate.
 - c. Identify any "value-added" services that your firm may provide.
 - d. Describe your firms approach/plan in achieving the city's economic development goals.
5. *References:* Provide at least four (4) references from current or past clients, preferably Texas agencies. References must have worked with the proposed project manager and other key staff proposed to be assigned to for such services.

References should include the following:

Name of the agency

Time period for the project

Brief description of the scope of work

Reference contact name, email and telephone number

6. *Cost Proposal:* Please clearly identify all proposed cost and fees associated with the Scope of Services. The contract would preferably be for a one-year agreement. Proposals should indicate whether cost estimates are for time and materials or a set annual cost which would be paid monthly.

7. *Additional Data:* Responses may include any other information that might deem essential to the evaluation of the Request for Proposal.

8. *Required Forms:* Please include in your submission the following forms:

Completed Conflict of Interest Form
Completed HB 89 Form
Signed Certification Form

SELECTION PROCEDURE

This is a request for proposals. Each submission shall be evaluated by a selection committee. The City may choose to interview the top firms. Invited candidates will be required to give oral presentations and answer questions relating to the proposal. Based on issues or questions raised during the interview, the City may request additional written information in a proposal addendum. City staff will analyze additional information and recommend a select candidate to City Council for approval.

EVALUATION CRITERIA

The criteria that will be used to evaluate the responses are:

1. Qualifications and Experience – 40%

- Firm has demonstrated experience in economic development services and has performed similar satisfactory work in other municipalities.
- Demonstrated an understanding of the City's economic development goals.
- References from current/past clients.

2. Work Plan/Service Approach- 25%

- Provided a plan that addresses the scope of services and the City's economic development goals.

3. Capacity to Perform-25%

- Key personnel assigned to project demonstrated management and technical skills.
- Demonstrated understanding of the scope of services.
- Ability to dedicate necessary resources to the project.

4. Proposed Cost- 10%

SCHEDULE

RFP Release Date	April 14, 2022
Deadline for Written Questions	April 29, 2022
Proposal Deadline	May 10, 2022
Evaluation Period	May 11-May 23, 2022
City Council Approval of Consultant	June 27, 2022

ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION

- A. **No Gratuities-** Respondents shall not offer gratuities, favors or anything of monetary value to any official or employee of the City for the purposes of influencing this selection. Any attempt by the Respondent to influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be considered a bribe and grounds for exclusion from the selection process and possible legal action.
- B. **All Information True-** Respondent represents and warrants to La Porte that all information provided in the response shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, shall be subject to exclusion from the selection process.
- C. **Interviews-** The City may choose to interview Firms that are short-listed through the Request for Proposal process. If so, those firms will receive notification by email of the date and time of the interview.
- D. **Inquiries-** Do not contact the City of La Porte during the selection process to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.
- E. **Cost of Responses-**The City will not be responsible for the costs incurred by anyone in the submittal of responses.
- F. **No Obligation-** The City reserves the sole right to (1) evaluate the responses submitted;(2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate proposals (4) accept any submittal or portion of submittal; (5) reject any or all Respondents submitting responses, should it be deemed in the City of La Porte's best interest; or (6) cancel the entire process.
- G. **Insurance-** The awarded firm shall provide and maintain Professional Liability Errors and Omissions Insurance coverage to protect the Firm and the City from liability arising out of the performance of services if any, under this agreement.

Such coverage shall be in the sum of not less than Three Hundred Thousand Dollars (\$300,000) per occurrence and Five Hundred Thousand Dollars (\$500,000) aggregate. Certificate of Insurance, satisfactory to the City, showing compliance with this requirement and all other requirements shall be furnished to the city before any services are performed.

- H. **Conflict of Interest-** Effective January 1, 2006, Chapter 176 of the Texas Local Government Code (House Bill 914) requires that any person, who seeks to contract for the sale or purchase of property, goods or services with a local government entity, shall file a completed conflict of interest questionnaire with the City Secretary within seven business days after initial contact. Form included in this request. Please consult your own legal advisor if you have questions regarding this statute or this form.
- I. **H.B. 89-** Pursuant to Texas Government Code 2270.001, respondent certifies that 1.) they do not boycott Israel currently; and 2.) they will not boycott Israel during the term of the contract the above named company has with the City of La Porte, Texas. Form included in this request.
- J. **Questions-** All questions regarding this RFP shall be submitted by email to the following email address: purchasing@laportetx.gov, or through Public Purchase. Please note the RFP name and number for reference. The deadline for question is April 29, 2022 by 5:00 PM.
- K. Any addenda to this RFP shall be published at www.publicpurchase.com.



CERTIFICATION FORM

The undersigned agrees this submission becomes the property of the City of La Porte after the official opening.

The undersigned affirms he has familiarized himself with the specification, drawings, exhibits and other documents; the local conditions under which the work is to be performed; satisfied himself of the conditions of delivery, handling and storage of materials and equipment; and all other matters that will be required for the work before submitting a response.

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Respondent hereby assigns to the City any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex. Bus. & Com. Code, Section 15.01, et seq.

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I certify that I have made no willful misrepresentations in this submission, nor have I withheld information in my statements and answers to questions. I am aware that the information given by me in this submission will be investigated, with my full permission, and that any misrepresentations or omissions may cause my submission to be rejected.

Acknowledge receipt of following addenda to the solicitation:

Addendum No 1 Dated _____	Received _____
Addendum No 2 Dated _____	Received _____
Addendum No 3 Dated _____	Received _____

AUTHORIZED REPRESENTATIVE:

Signature _____

Date _____

Name _____

Title _____

Tel No. _____

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

House Bill 89 VERIFICATION

I, _____ (Person name), the undersigned
representative of _____ (Company or Business name)

(hereafter referred to as company) being an adult over the age of eighteen (18) years of age, do hereby verify that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270::

- 1. Does not boycott Israel currently; and**
- 2. Will not boycott Israel during the term of the contract the above-named Company, business or individual with City of La Porte, Texas.**

This statement is exempt for sole proprietorship vendors, vendors who have less than 10 full time employees and contracts that are under \$100,000 of public funds.

Pursuant to Section 2270.001, Texas Government Code:

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- 2. "Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business associations that exist to make a profit.*

DATE

SIGNATURE OF COMPANY REPRESENTATIVE