

CITY OF HUNTSVILLE, TEXAS

Russell Humphrey, Mayor

Bert Lyle, Position 1 At-Large
Karen Denman, Position 2 At-Large
Vicki McKenzie, Position 3 At-Large
Pat Graham, Position 4 At-Large



Jon Strong, Mayor Pro Tem
Ward 4
Tore Fossum, Ward 1
Casey Cox, Ward 2
Anissa Antwine, Ward 3

HUNTSVILLE CITY COUNCIL AGENDA

TUESDAY, JANUARY 20, 2026

REGULAR SESSION 6:00 P.M. - Main Conference Room

City of Huntsville Service Center Complex, 448 Highway 75 N, Huntsville, Texas, 77320

Persons with disabilities who plan to attend this meeting and may need auxiliary aids or services are requested to contact the City Secretary's office (936.291.5413) two working days prior to the meeting for appropriate arrangements.

MAIN SESSION (6:00 p.m.)

CALL TO ORDER

INVOCATION AND PLEDGES - *U.S. Flag and Texas Flag: Honor the Texas Flag. I pledge allegiance to thee, Texas, one state, under God, one, and indivisible.* Test

PROCLAMATION

PRESENTATIONS

PUBLIC HEARING

1. CONSENT AGENDA

The presiding officer will call for public comments before action is taken on these items. (*Approval of Consent Agenda authorizes the City Manager to implement each item in accordance with staff recommendations. An item may be removed from the Consent Agenda and added to the Statutory Agenda for full discussion by request of a member of Council.*)

- a. Consider approving the Minutes from the January 6, 2026, Regular City Council Meeting.
Kristy Doll, City Secretary
- b. Consider the approval of the Quarterly Investment Reports for the Third Quarter ending 12/31/25
Lance Hall, Finance Director

2. STATUTORY AGENDA

- a. Consider authorizing the City Manager to award the RFP 26-02 Strategic Planning Consulting Services agreement to provide the facilitation and consulting for the City Council Strategic Planning Retreat and the development of the City of Huntsville Strategic Plan (2026–2031).
Scott Swigert, City Manager
- b. Consider approval of Resolution 2026-03 in support of an application to the Texas Department of Housing and Community Affairs for a 9% housing tax credit to fund the construction of Huntsville Lofts at Heaton Ave and Hwy 75 North.
Layne Yeager, City Planner/Airport Manager

3. CITY COUNCIL/MAYOR/CITY MANAGER

4. MEDIA INQUIRIES RELATED TO MATTERS ON THE AGENDA

5. ITEMS OF COMMUNITY INTEREST

6. EXECUTIVE SESSION

- a. City Council will convene in closed session as authorized by Texas Government Code, Chapter 551, Section 551.071 – to receive legal advice on the Airport FBO Agreement with Huntsville Aviation, INC.
Leonard Schneider, City Attorney
- b. City Council will convene in closed session as authorized by Texas Government Code, Chapter 551, Section 551.074 – Personnel Matters: regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: City Attorney.
Brian Beasley, HR Director

7. RECONVENE

Take action on item discussed in executive session, if needed.

ADJOURNMENT

*If during the course of the meeting and discussion of any items covered by this notice, City Council determines that a Closed or Executive session of the Council 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; 551.072 – deliberation regarding purchase, exchange, lease or value of real property; 551.073 – deliberation regarding a prospective gift; 551.074 – personnel matters regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee; 551.076 – implementation of security personnel or devices; 551.087 – deliberation regarding economic development negotiation; Sec. 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 City Council will reconvene in Open Session to take action, if necessary, on the items addressed during Executive Session.

CERTIFICATE

I, Kristy Doll, City Secretary, do hereby certify that the above notice 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.HuntsvilleTX.gov, in compliance with Chapter 551, Texas Government Code.

DATE OF POSTING: January 13, 2026

Kristy Doll

TIME OF POSTING: 5:00 p.m.

Kristy Doll, City Secretary

TAKEN DOWN:



CITY COUNCIL AGENDA

1/20/2026

Agenda Item Number: 1.a.

Agenda Item: Consider approving the Minutes from the January 6, 2026, Regular City Council Meeting.

Initiating Department/Presenter: City Secretary

Presenter:

Kristy Doll, City Secretary

Recommended Motion: Motion to approve the Minutes from the January 6, 2026, Regular City Council Meeting.

Strategic Initiative:

Discussion:

Previous Council Action:

Financial Implications: NA

Approvals:

Kristy Doll

Associated Information:

1. City Council Meeting Minutes 1-6-2026

MINUTES FROM THE HUNTSVILLE CITY COUNCIL REGULAR MEETING HELD ON THE 6TH DAY OF JANUARY 2026 AT 6:00 P.M. AT THE CITY OF HUNTSVILLE SERVICE CENTER COMPLEX, LOCATED AT 448 HIGHWAY 75, IN THE CITY OF HUNTSVILLE, WALKER COUNTY, TEXAS.

The City Council met in a Workshop Regular Session with the following:

COUNCILMEMBERS PRESENT: Mayor Humphrey, Mayor Pro Tem McKenzie, Councilmember At-Large Position 1 Lyle, Councilmember Ward 1 Fossum, Councilmember At-Large Position 2 Denman, Councilmember Ward 2 Cox, Councilmember Ward 3 Antwine, Councilmember At-Large Position 4 Graham, Councilmember Ward 4 Strong

COUNCILMEMBERS ABSENT:

OFFICERS PRESENT: Scott Swigert, City Manager; Kristy Doll, City Secretary; Leonard Schneider, City Attorney

OFFICERS ABSENT:

WORKSHOP (5:30 p.m.)

- a. Reception to recognize the newly elected Ward One Councilmember.
Russell Humphrey, Mayor

MAIN SESSION CALL TO ORDER

Mayor Humphrey called the meeting to order at 6:00 p.m.

INVOCATION AND PLEDGES - *U.S. Flag and Texas Flag: Honor the Texas Flag. I pledge allegiance to thee, Texas, one state, under God, one, and indivisible.*

Councilmember Bert Lyle gave the invocation, and the pledges were led by Mayor Humphrey.

ELECTION MATTERS

- a. Administer the Oath of Office and Statement of Officer to the duly elected Ward One Councilmember Position by Municipal Court Judge Devan Dawson.
Kristy Doll, City Secretary

Municipal Court Judge, Devan Dawson, administered the Oath of Office and Statement of Officer to the duly elected Ward One Councilmember, Tore Fossum.

PROCLAMATION

- a. Proclamation No. 2026-01 Law Enforcement Appreciation Day
Russell Humphrey, Mayor

PRESENTATION

- a. Downtown & Tourism Department Year End Review/Tourism Friendly Certification
Tracy Chappell
Amanda Sewell, Main Street Coordinator
Andrea Howard, Cultural Arts Manager

Spencer Zamora, Research Specialist with the Tourism Friendly Community Certification Program managed by Travel Texas within the Texas Economic Development and Tourism Office of the Governor, presented the

City of Huntsville with a Tourism Friendly Community Certification Designation. Staff gave a year end overview of the Downtown and Tourism Department.

PUBLIC HEARING

1. CONSENT AGENDA

The presiding officer will call for public comments before action is taken on these items. (*Approval of Consent Agenda authorizes the City Manager to implement each item in accordance with staff recommendations. An item may be removed from the Consent Agenda and added to the Statutory Agenda for full discussion by request of a member of Council.*)

- a. Consider approving the Minutes from the December 16, 2025, Regular City Council Meeting.
Kristy Doll, City Secretary**
- b. Consider approving the Minutes from the December 19, 2025, Special City Council Meeting.
Kristy Doll, City Secretary**
- c. Consider authorizing the City Manager to approve a contract for Real Estate Brokerage Services.
Sam Masiel, Assistant City Manager**

Consent Agenda Item 1.c. was moved from the Consent Agenda to the Statutory Agenda for consideration.

- d. Consider the acceptance of the Monthly Financial Report for the month of November 2025.
Lance Hall, Finance Director**
- e. Consider adopting Resolution No. 2026-01 authorizing submission of a grant application to the National Endowment for the Arts (NEA) under the NEA Big Read 2026–2027 grant program.
Christina Bodin-Turner, Grants Manager**

Councilmember Casey Cox made a motion to approve Consent Agenda Items a. through b. and d. through e., Item c. was moved to the Statutory Agenda for discussion. The motion was seconded by Councilmember Tore Fossum. The motion passed 9 - 0. Yes: Russell Humphrey, Karen Denman, Vicki McKenzie, Jon Strong, Pat Graham, Bert Lyle, Anissa Antwine, Tore Fossum, Casey Cox; No: None

2. STATUTORY AGENDA

Item 1.c. was moved from the Consent Agenda to the Statutory Agenda.

- 1.c. Consider authorizing the City Manager to approve a contract for Real Estate Brokerage Services
Sam Masiel, Assistant City Manager**

Councilmember Vicki McKenzie made a motion to award Bid No. 25-34, Real Estate Brokerage Services to Markham Realty, Inc. and authorize the City Manager to execute a contract for services with a change of \$250 an hour for BPO services. The motion was seconded by Councilmember Tore Fossum. The motion passed 9 - 0. Yes: Russell Humphrey, Karen Denman, Vicki McKenzie, Jon Strong, Pat Graham, Bert Lyle, Anissa Antwine, Tore Fossum, Casey Cox; No: None

- a. First Reading - Consider authorizing the City Manager to award a purchasing agreement to multiple vendors based on product, price, availability, and reasonable delivery time for Water and Wastewater supplies for the City of Huntsville's warehouse.
Kim Kembro, Public Works Director**

Councilmember Vicki McKenzie made a motion to waive the two-reading requirement and authorize the City Manager to award a purchasing agreement to multiple vendors based on product, price, availability, and

reasonable delivery time for water and wastewater supplies for the City of Huntsville's warehouse. The motion was seconded by Councilmember Tore Fossum. The motion passed 9 - 0. Yes: Russell Humphrey, Karen Denman, Vicki McKenzie, Jon Strong, Pat Graham, Bert Lyle, Anissa Antwine, Tore Fossum, Casey Cox; No: None

- b. First Reading - Consider authorizing the City Manager to award the construction contractor for CIP 23-24 Water Line Replacement Project to Underground Construction Solutions, LLC for an amount of \$2,970,496.00, Project # 24-10-10.**
Kathlie Jeng-Bulloch, City Engineer

Councilmember Anissa Antwine made a motion to waive the two reading requirement and authorize the City Manager to enter into a construction contract with Underground Construction Solutions, LLC in an amount of \$2,970,496.00 for the water line upsize/replacement in the area of Pine Shadows Dr., 11th Street, Normal Park Dr., Hickory Dr., Old Madisonville Road and 10th Street area. The motion was seconded by Councilmember Casey Cox. The motion passed 9 - 0. Yes: Russell Humphrey, Karen Denman, Vicki McKenzie, Jon Strong, Pat Graham, Bert Lyle, Anissa Antwine, Tore Fossum, Casey Cox; No: None

3. CITY COUNCIL/MAYOR/CITY MANAGER

4. MEDIA INQUIRIES RELATED TO MATTERS ON THE AGENDA

None

5. ITEMS OF COMMUNITY INTEREST

Councilmembers announced Items of Community Interest.

6. EXECUTIVE SESSION

- a. City Council will convene in closed session as authorized by Texas Government Code, Chapter 551, Section 551.071 – to receive legal advice on the Airport FBO Agreement.**
Leonard Schneider, City Attorney

City Council convened into Executive Session at 6:55 p.m.

7. RECONVENE

Take action on items discussed in executive session, if needed.

City Council reconvened from Executive Session at 7:47 p.m.

ADJOURNMENT

Mayor Humphrey adjourned the meeting without objection at 7:47 p.m.

ATTEST:

CITY OF HUNTSVILLE

Kristy Doll, City Secretary

Russell Humphrey, Mayor



CITY COUNCIL AGENDA

1/20/2026

Agenda Item Number: 1.b.

Agenda Item: Consider the approval of the Quarterly Investment Reports for the Third Quarter ending 12/31/25

Initiating Department/Presenter: Finance

Presenter:

Lance Hall, Finance Director

Recommended Motion: Move to approve the Quarterly Investment Reports for the Fourth Quarter ending 12/31/2025

Strategic Initiative:

Discussion: Sec. 2256.023. INTERNAL MANAGEMENT REPORTS. (a) Not less than quarterly, the investment officer shall prepare and submit to the governing body of the entity a written report of investment transactions for all funds covered by this chapter for the preceding reporting period.

Previous Council Action:

Financial Implications: None

Approvals:

Lance Hall

Sam Masiel

Kristy Doll

Scott Swigert

Associated Information:

1. Quarterly Investment Report Q4-FY26-123125



City of Huntsville Texas

QUARTERLY INVESTMENT REPORT

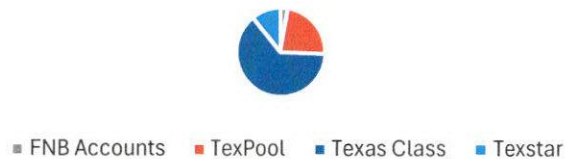
October 1, 2025-December 31, 2025

COMPLIANCE | This report was prepared by the City of Huntsville in accordance with Chapter 2256 of the Texas Public Funds Investment Act ("PFIA"). Section 2256.023(a) of the PFIA states that: "Not less than quarterly, the investment officer shall prepare and submit to the governing body of the entity a written report of the investment transactions for all funds covered by this chapter for the preceding reporting period." This report is signed by the City's investment officers and includes the disclosures required in the PFIA.

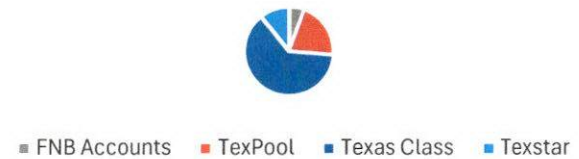
The investment portfolio complies with the PFIA and the City of Huntsville approved Investment Policy and Strategy throughout the period. All investment transactions made in the portfolio during this period were made on behalf of the Entity and were made in full compliance with the PFIA and the approved Investment Policy.

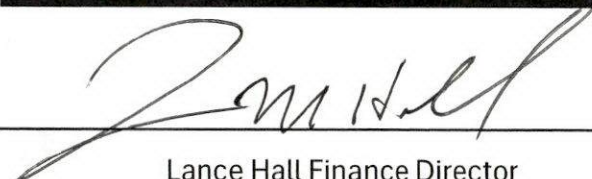
Asset Class	Market Value 09/30/2025	% of Portfilio 09/30/2025		Book Value 12/31/2025	Market Value 12/31/2025	% of Portfilio 12/31/2025
FNB Accounts	\$ 3,691,386.18	2.65%	3.75%	\$ 7,635,147.10	\$ 7,635,147.10	5.38%
TexPool	\$ 31,902,166.80	22.91%	3.99%	\$ 29,608,704.94	\$ 29,608,704.94	20.88%
Texas Class	\$ 88,508,816.73	63.57%	4.12%	\$ 89,432,000.79	\$ 89,432,000.79	63.07%
Texstar	\$ 15,123,070.84	10.86%	3.97%	\$ 15,123,070.84	\$ 15,123,070.84	10.67%
Total	\$ 139,225,440.55	100.00%	3.96%	\$ 141,798,923.67	\$ 141,798,923.67	100.00%
Quarterly Interest Income	\$ 1,430,521.42					
Year-to-date Interest Income	\$ 4,684,708.38					

Asset Holding as of 09/30/2025



Asset Holdings as of 12/31/2025




Lance Hall Finance Director

1-5-26
DATE


Scott Swigert, City Manager

1-5-26
DATE



CITY COUNCIL AGENDA

1/20/2026

Agenda Item Number: 2.a.

Agenda Item: Consider authorizing the City Manager to award the RFP 26-02 Strategic Planning Consulting Services agreement to provide the facilitation and consulting for the City Council Strategic Planning Retreat and the development of the City of Huntsville Strategic Plan (2026–2031).

Initiating Department/Presenter: City Manager

Presenter:

Scott Swigert, City Manager

Recommended Motion: Move to authorize the City Manager to award RFP 26-02 Strategic Planning Consulting Services agreement for strategic planning services to Mirasol Consulting LLC to provide facilitation and consultation for the City Council Strategic Planning Retreat and the development of the City of Huntsville Strategic Plan (2026–2031) in the amount not to exceed of \$27,750.

Strategic Initiative: Strategic Priority - To develop and maintain a comprehensive and well-planned City of Huntsville Strategic Plan for 2026-2031.

Discussion: The City of Huntsville sought proposals from qualified strategic planning consultants that have experience working with local governments or municipal organizations. The selected consultant will assist the City in developing a comprehensive strategic plan that establishes the City's direction and vision for the next five years and beyond. The strategic plan will provide a framework for policy and financial decision-making, guide alignment between City Council priorities and departmental objectives, and establish measurable goals and accountability tools to track progress. The resulting plan will serve as both a strategic vision and operational guide, ensuring that Huntsville's future policies, investments, and services align with its mission, vision, and values.

On November 12, 2025, the City released the solicitation for professional services.

On November 15 and 22, 2025, legal advertisements were ran in the Huntsville Item.

On December 9, 2025, the proposals were publicly opened with a total of nine (9) responding.

On January 7, 2026, the evaluation committee met to review and discuss the evaluation of the proposals. Mirasol Consulting LLC was unanimously decided to be the most responsible and in the best interest of the City based on price and best value for these services. References were contacted with positive responses.

Previous Council Action: None

Financial Implications: Funds are budgeted in the FY2026 Budget for the Council Retreat / Strategic Plan in the amount of \$35,000.

Approvals:

Sam Masiel

Kristy Doll

Scott Swigert

Associated Information:

1. RFP 26-02 Evaluation Recap
2. 26-02 Mirasol Consulting LLC

Evaluations

Project Name: Bid NO. 26-02 Strategic Planning Consulting Services

Location: 448 State Highway 75 North Huntsville, TX 77320

Date: December 9, 2025 Time: 2:00 PM



VENDOR	COST	RANK
Mirasol Consulting LLC	\$27,750.00	0
Eide Bailly LLP	\$47,500.00	4
Remedy Healthcare Consulting	\$47,700.00	5
Arrowhead Consulting	\$54,975.00	5
Baton Global	\$62,000.00	5
Raftellis	\$72,600.00	2
Berry Dunn	\$78,700.00	3
Britton Strategies	\$115,998.75	7
KLSA	\$155,780.94	6

Evaluations
Project Name: Bid NO. 26-02 Strategic Planning Consulting Services
Location: 448 State Highway 75 North Huntsville, TX 77320
Date: December 9, 2025 Time: 2:00 PM



Criteria	Detail	Points
Qualifications and Related Experience of Key Personnel TAB 3	Evidence of successful completion of comparable strategic planning projects for cities of similar size and complexity. (5 Pts) Summarize the firm's overall organizational qualifications, including history, areas of expertise, and familiarity with municipal operations in Texas. To include: HUB Respondent status and Business location. (5 Pts) Identify the project manager and lead facilitator, including their specific experience conducting Council or executive-level strategic planning sessions. Provide brief résumés or summaries for all key staff assigned to the project, emphasizing relevant skills, certifications, and experience. (5 Pts) Submission of all required and executed documents and forms. (5 Pts)	20
Project Understanding and Methodology TAB 4	Demonstrate a clear understanding of the City's objectives for this project, including facilitation of a City Council retreat and development of a five-year Strategic Plan that aligns policy goals with operational priorities. (10 Pts) Demonstrated understanding of Texas municipal government operations is preferred. (5 Pts)	15
Project Approach and Work Plan TAB 5	Describe the firm's proposed facilitation approach, including how the consultant will engage the City Council to identify priorities, set goals, and build consensus Outline the work plan and sequence of tasks, including major milestones and deliverables. (10 Pts) Proposed process for ensuring measurable outcomes and accountability. (10 Pts) Anticipated timeline for completion of the project, including major milestones and deliverables. (10 Pts)	30
Cost Fees TAB 6	Detailed cost proposal outlining anticipated fees, rates, and expenses. (5 Pts) Overall value of services to the City of Huntsville. (20 Pts)	25
References TAB 7	At least three references from clients for whom similar services have been provided, including name, title, organization, contact information, and description of the work performed. References may be contacted to verify qualifications and past performance. (10 Pts)	10

TOTAL SCORE AVERAGE

Vendor	Qualifications and Related Experience of Key Personnel TAB 3	Project Understanding and Methodology TAB 4	Project Approach and Work Plan TAB 5	Cost Fees TAB 6	References	Total	Rank
Mirasol Consulting LLC	17	14	28	25	7	91	1
Eide Bailly LLP	17	13	15	15	7	66	4
Remedy Healthcare Consulting	11	8	13	15	4	50	5
Arrowhead Consulting	14	8	10	13	5	50	5
Baton Global	13	8	13	11	6	50	5
Raftellis	19	15	28	10	9	80	2
Berry Dunn	19	15	28	9	9	78	3
Britton Strategies	13	8	14	6	6	45	7
KLSA	14	9	13	4	5	46	6



December 5, 2025

City Secretary & Evaluation Committee
CC: Lucy Gonzalez
City of Huntsville
448 State Hwy 75 N
Huntsville, Texas 77340

Re: Proposal for Strategic Planning Consultants Services, RFP NO. 26-02

To the City Secretary and Evaluation Committee:

I am pleased to submit this proposal on behalf of Mirasol Consulting LLC to support the development of Huntsville's 2026-2031 Strategic Plan. Building on the 2024 Strategic Plan, the 2040 Huntsville Comprehensive Plan, and preparing for continued expansion, I would be honored to support Mayor Humphrey, City Council, and City leadership in this pivotal moment. This proposal outlines a well-structured planning process that will deliver a practical, measurable five-year strategic plan aligned with Huntsville's vision for a safe, historic, culturally diverse, and well-planned community.

As Mirasol's founder and principal consultant, I will personally lead all phases of this engagement, including the Council retreat, plan development, and final presentation. I specialize in guiding mission-driven groups through inclusive decision-making processes that build trust and deliver measurable results. My methodology emphasizes practical implementation, shared ownership of priorities, and clear communication, ensuring that the final plan is grounded in operational realities. As Huntsville continues to grow, this strategic planning process will be an important opportunity to align resources with vision.

The scope of work proposed includes:

- Four-phase planning process grounded in Huntsville's values and aligned with Texas municipal operations, beginning with a thorough review of existing plans and culminating in a Council-adopted 2026–2031 Strategic Plan.
- Structured, engaging two-day City Council retreat that strengthens alignment, supports thoughtful discussion, and uses evidence-informed tools, including a facilitated SWOT analysis and prioritization framework, to establish strategic priorities and preliminary goals.

- Focused post-retreat period (30-60 days) to synthesize retreat outcomes, refine goals, develop measurable objectives and performance indicators, and build a practical implementation roadmap tied to budget, operations, and long-range planning.
- Professionally designed final plan and adoption materials, including a print-ready strategic plan, editable Word version, and presentation deck to support public transparency, accountability, and long-term implementation.

I am committed to delivering a process that is timely, cost-effective, and customized to Huntsville's governance structure and community needs.

On a personal note, I was raised to believe that public service is one of the highest forms of leadership. Although my career has taken me into consulting, I view my work as a continuation of that service by helping cities, organizations, and communities build systems that improve people's daily lives. Although I am not from Texas, I was raised in Arkansas and have spent my life in the South. I carry a genuine appreciation for the values that define Huntsville: family, faith, community pride, and a commitment to building a strong future for the next generation. Raising two daughters of my own, I understand how important strong local institutions, responsive leadership, and safe, family-friendly communities are, and these principles guide the work I choose to lead.

Thank you for your thoughtful consideration of this proposal. I look forward to the opportunity to further discuss how Mirasol Consulting can support Huntsville leadership in continued excellence and public service.

Sincerely,

A handwritten signature in black ink, appearing to read 'Miranda Stramel', with a stylized, flowing script.

Miranda Stramel, PhD
Founder & Principal Consultant

Mirasol Consulting, LLC
New Orleans, Louisiana
Phone: (504) 224-6555
Email: contact@mirasolconsulting.com
Website: www.mirasolconsulting.com

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TAB 1 Solicitation Document & Addenda

RFP 26-02

Mirasol Consulting LLC

Solicitation and Addendum (TAB 1)



City of Huntsville
448 State Hwy 75 N
Huntsville, Texas 77320
Lucy Gonzalez
Phone: 936-291-5495
Email: purchasing@huntsvilletx.gov

REQUEST FOR PROPOSALS (RFP) NO. 26-02
“Strategic Planning Consultant Services”

RETURN SEALED RFP:
City of Huntsville
City Secretary
448 State Hwy 75 N
Huntsville, Texas 77340

Sealed solicitations shall be received no later than:

2:00 P.M., Central Time
December 9, 2025

MARK ENVELOPE: “Solicitation Packet 26-02”
ALL PAGES MUST BE INITIALED AND RETURNED.
IF NOT BID MAY BE REJECTED.

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Tentative Schedule of Events

November 12, 2025 – Release Solicitation

November 15 and November 22, 2025 - Legal Advertisement

November 25, 2025 – Questions Due to Procurement Manager

November 28, 2025 – Final Addendum Issued

December 9, 2025, at 2:00 P.M. – Public Solicitation Opening

December 10-15, 2025 – Evaluation Committee Review

December 17-18, 2025 – Interviews / Presentations (if requested)

December 2025 – Award Preparation

Introduction

The City of Huntsville, Texas (the “City”) is soliciting proposals for consulting services to develop a new comprehensive plan that builds on the City Council’s adopted Strategic Priorities with prioritized implementation steps to achieve a viable, sustainable, diverse and inclusive city, and guide successful adoption of at the plan by City Council. The Consultant is expected to lead an extensive, inclusive, and innovative 1–2-day engagement Strategic Planning process with the City Council. This is to include coordinating and facilitating a City Council retreat to develop the City of Huntsville’s Strategic Plan (2026–2031). The resulting plan will update and build upon the City’s 2024 Strategic Plan, aligning Council’s vision and priorities with departmental goals, community needs, and long-term financial planning.

General Instructions

Sealed proposal packets must be delivered to Attention of:

City Secretary, City of Huntsville, 448 State Hwy 75 N, Huntsville, TX 77320.

Proposal Packets must be received by

December 9, 2025 at 2:00 P.M. Central Time

It is the sole responsibility of each respondent to have the proposal at the designated location prior to the deadline date and time. Each proposal must be sealed in an opaque envelope that has been clearly marked

Bid # 26-02 Page 2 of 31 **Firm Name:** Mirasol Consulting LLC **Initials:** 

“Solicitation Packet 26-02”. All late packets will be returned to the respondent unopened when properly marked. Public reading is scheduled to be held at the date and time listed above at City Service Center, 448 State Hwy 75 N Huntsville, Texas. You are invited to attend.

All questions concerning the solicitation should be directed to the Procurement Manager, Lucy Gonzalez at e-mail purchasing@huntsvilletx.gov.

Proposal Submittals

Respondents submitting a proposal do so entirely at their expense. There is no expressed or implied obligation by the City of Huntsville to reimburse any individual or firm for any costs incurred in preparing or submitting a proposal, for providing additional information when requested by the City of Huntsville, or for participating in any selection interviews.

Respondents must limit responses to 30 pages exclusive of tabs and forms. Each Response, completed and signed by person(s) authorized to bind individual or legal entity, shall include the following in one envelope/package:

- 1 Flash drive with a single PDF file tabbed in the same format as the original response.
- TAB 1: Solicitation Document-Signed and Acknowledgement of Addenda, if applicable
- TAB 2: Required Forms
 - Respondent Information
 - Proposer Certifications
 - Conflict of Interest Questionnaire
 - Printed copy of Certificate of Interested Parties 1295 Form (filled out online)
 - Chapter 2271 Acknowledgement
 - Prohibitions of Contract Discriminating Against Entergy Company Boycott Verification Form
 - Critical Infrastructure Verification Form
 - Texas Public Information Act Verification Form
 - Non-Collusion Affidavit
 - Certification Regarding Lobbying
 - Proposal Terms and Conditions Acknowledgement
 - No Response Statement (if applicable)
- TAB 3: Related Experience and Qualifications
- TAB 4: Project Understanding and Methodology
- TAB 5: Proposed Approach and Timeline
- TAB 6: Cost Proposal
- TAB 7: References
- TAB 8: Deviations: Respondent must indicate any deviations

Each proposal must be fully executed when submitted on the prescribed form. All blank spaces for prices must be filled in, in ink or typewritten. If the unit price and the total amount named for an item are not in agreement, the unit price alone will be considered as representing the respondent's intention and the total will be corrected to conform thereto. The respondent must sign their solicitation in the space provided on the respondent's form. If the Proposal is submitted by a partnership or corporation, the name and address of the partnership or corporation must be shown, together with the name and address of the partners or corporate officers. Proposals submitted by a partnership must be signed by one of the partners. Proposals submitted by a corporation must be signed by one of the corporate officials having, under the corporate structure, the power to act in this capacity. Proposals submitted by a sole proprietorship must be signed by the proprietor.

Award

The City of Huntsville reserves the right to award to the most responsible and responsive respondent in the best interest of the City based on price and/or based on best value meeting the requirements for this service. The City may award to multiple providers or to a single provider. If the awarded respondent is unable to meet the requirements of the City, services/products may be purchased from the next best available respondent and continue until a respondent is found that can complete the requirements of the City of Huntsville. The City reserves the right to order from another vendor in which the City determines an emergency or urgent need becomes necessary. The City of Huntsville has the sole, last and final determination to determine award. The City reserves the right to reject any proposals that do not meet specifications stated herein or reject all proposals should this project not be approved for any reason.

*Best Value: An assessment and/or award based on analysis of the total life cycle of the item. Combination criteria which can be used are: price, quality of item, location of respondent, safety record of respondent, past relationship with respondent, and/or any relevant criteria specifically listed.

Terms of Contract

It is anticipated that the City will enter into a professional services agreement with the selected consultant to provide facilitation and consulting services for the City Council Strategic Planning Retreat and development of the City of Huntsville Strategic Plan (2026–2031).

The initial term of this contract shall be from Date of Award through February 28, 2026. The City reserves the right to extend this contract through written mutual consent of both parties at the same terms, conditions and prices as stated in this solicitation through September 30, 2026. At the City's sole discretion, the contract may be renewed to allow for future facilitation, annual update services or engage the consultant for continued implementation support Not to exceed 3 one-year renewals.

It is expressly understood that the City's selection of any proposal does not constitute an award of a contract agreement with the City. Upon selection, contract negotiations will be conducted between the City and the selected respondent. No binding or enforceable agreement shall exist until a contract is executed by both the City and the selected consultant and approved as to form by the City Attorney.

Contract Changes

No different or additional terms, conditions, or provisions shall become a part of this contract without prior written approval from the City Manager and/or the City Council. Any proposed changes or amendments to this contract must be submitted in writing to the designated contact person identified in this solicitation. Such changes shall not be effective until reviewed and formally approved by the City. No oral statement or representation by the Respondent, City employee, or any other party shall modify, amend, or otherwise affect the terms, conditions, or specifications of the executed contract. All approved contract modifications will require submission and processing of an updated Certificate of Interested Parties Form 1295, at the time of the requested change.

Termination of Contract

The City of Huntsville reserves the right to terminate this agreement if, in the City's opinion, the successful respondent (hereinafter also referred to as the "Contractor") fails to perform satisfactorily, if the delivery of goods or services does not conform to the specifications set forth herein, or for any other cause deemed to be in the City's best interest.

The City may also terminate this contract, in whole or in part, for convenience and without cause by providing the Vendor with thirty (30) calendar days' written notice. Such termination shall not be considered a breach of contract. The Respondent shall be compensated for all services performed or goods delivered and accepted by the City prior to the effective date of termination.

If, through any cause, the Respondent fails to fulfill its obligations under this contract or breaches any term or condition, the City may terminate the agreement by providing thirty (30) calendar days' written notice. In the event the Respondent violates any law or engages in illegal activity, the City reserves the right to terminate the agreement immediately.

Special Terms & Conditions

It is understood that the City of Huntsville, Texas reserves the right to reject any or all products, services and/or qualifications for any or all products and/or services covered in this solicitation and to waive informalities or defects or to accept such qualifications as it shall deem to be in the best interests of the City of Huntsville. If less than three responses are received, the City of Huntsville reserves the right to resolicit as it deems to be in the best interest of the City. Each elected respondent will receive a purchase order at the prices quoted. Respondents must be able to complete the job within a reasonable time of request for service. Should the awarded respondent not be able to respond, the City reserves the right to offer service to the next available respondent. The City of Huntsville reserves the right to make the award of solicitation line items in whole, parts or to reject any and all proposals or proposal line items if it is determined to be in the best interest of the City. The proposals Terms and Conditions reference any and all indemnification language that is required and not stated to the fullest extent of the law. The City of Huntsville has the sole last and final determination to determine award with no recourse to the fullest extent of the law.

Written Modification

Any respondent may modify their proposal by letter, electronic or other written communication at any time prior to the scheduled closing time for receipt, provided such written communication is received by the City prior to the closing time, and provided further, the City is satisfied that the written modification bears the signature of the respondent. The written communication should not reveal the proposal price but should provide the addition or subtraction or other modification so that the final prices or terms will not be known by the City until the sealed proposal is opened. It is the responsibility of the respondent to ensure the modification was received by the City.

Qualification of Respondent

No pre-qualification of a respondent is required. Before award of any contract can be approved, however, the City shall be satisfied that the respondent involved: (1) maintains a permanent place of business, (2) has adequate plant and equipment to do the work properly and expeditiously, (3) has a suitable financial status to meet obligations incident to the work, (4) has appropriate technical experience, and (5) can submit a satisfactory performance record.

Addenda & Interpretations

All questions or request for interpretation concerning this solicitation, shall be directed to the Procurement Manager, Lucy Gonzalez, in writing via e-mail at purchasing@huntsvilletx.gov or sent via mail addressed to the Purchasing Department at 448 SH 75 North, Huntsville, Texas 77320.

All questions or request for interpretation must be received by **November 25, 2025 @ 5:00 P.M.**

A written addendum will be issued as a response and will be posted on or before **November 28, 2025 @ 5:00 P.M.** on the City of Huntsville website, Public Purchase website and Electronic State Business Daily website. All addenda issued shall become part of the contract documents, and receipt thereof shall be acknowledged in the space provided in the solicitation document. It is the responsibility of the respondent to verify all addenda and interpretations.

Deviation From Requirements

The selected consultant will be required to enter into the City of Huntsville's standard Professional Services Agreement, a copy of which is attached to this solicitation for reference. The agreement will serve as the basis for contract negotiations and may be modified to reflect project specific conditions.

The final agreement will be reviewed and approved by the City Attorney and submitted to the City Council for authorization prior to execution. No contract shall be binding on the City until it has been formally approved by the City Council and executed by the appropriate City officials.

If a respondent takes exception to any term, condition, or requirement of this solicitation or of the City's standard agreement, such exceptions must be clearly noted and explained in the proposal submission. Failure to identify deviations or exceptions in the submitted proposal shall constitute acknowledgment and acceptance of the City's standard terms and conditions as written.

Laws and Regulations

The respondents' attention is directed to the fact that all applicable State laws, municipal ordinances, and the rules and regulations of all authorities having jurisdiction shall apply to the award throughout, and they will be deemed to be included in the proposal document the same as though herein written out in full.

Evaluation

It is the intent of the City of Huntsville to select the consultant that provides the most advantageous proposal, considering demonstrated qualifications, proposed approach, cost, and overall value to the City. Proposals will be reviewed by an evaluation committee and scored based on the criteria below. The committee's recommendations are subject to approval by the Huntsville City Council.

Following completion of evaluations and any interviews, the committee will identify the respondent offering the best value to the City and recommend contract award in accordance with the City's purchasing policies and procedures.

Criteria	Detail	Points
Qualifications and Related Experience of Key Personnel TAB 3	Evidence of successful completion of comparable strategic planning projects for cities of similar size and complexity. (5 Pts) Summarize the firm's overall organizational qualifications, including history, areas of expertise, and familiarity with municipal operations in Texas. To include: HUB Respondent status and Business location. (5 Pts) Identify the project manager and lead facilitator, including their specific experience conducting Council or executive-level strategic planning sessions. Provide brief résumés or summaries for all key staff assigned to the project, emphasizing relevant skills, certifications, and experience. (5 Pts) Submission of all required and executed documents and forms. (5 Pts)	20
Project Understanding and Methodology TAB 4	Demonstrate a clear understanding of the City's objectives for this project, including facilitation of a City Council retreat and development of a five-year Strategic Plan that aligns policy goals with operational priorities. (10 Pts) Demonstrated understanding of Texas municipal government operations is preferred. (5 Pts)	15
Project Approach and Work Plan TAB 5	Describe the firm's proposed facilitation approach, including how the consultant will engage the City Council to identify priorities, set goals, and build consensus. Outline the work plan and sequence of tasks, including major milestones and deliverables. (10 Pts) Proposed process for ensuring measurable outcomes and accountability. (10 Pts) Anticipated timeline for completion of the project, including major milestones and deliverables. (10 Pts)	30

Cost Fees TAB 6	Detailed cost proposal outlining anticipated fees, rates, and expenses. (5 Pts) Overall value of services to the City of Huntsville. (20 Pts)	25
References TAB 7	At least three references from clients for whom similar services have been provided, including name, title, organization, contact information, and description of the work performed. References may be contacted to verify qualifications and past performance. (10 Pts)	10

Additional Considerations

The City reserves the right to request additional information, conduct interviews, or invite finalists to make presentations to clarify elements of a proposal. The City may consider historical performances, prior business relationships, or other relevant information. The City reserves the right to reject any or all proposals, waive informalities, and accept the proposal that the City determines to be most advantageous and in the best interest of Huntsville.

Scope of Services

Background

The City of Huntsville, located in the Piney Woods of East Texas approximately 70 miles north of Houston and 150 miles south of Dallas / Fort Worth, is a regional center of history, education, government, and commerce. Home to Sam Houston State University, Huntsville State Park, and the Texas Department of Criminal Justice headquarters, Huntsville blends a rich heritage with a growing economy and a diverse community.

The City has a population of approximately 50,000 residents, and serves as the county seat of Walker County, with a trade area that extends far beyond its boundaries. Huntsville is poised for continued growth and transformation. The City's strategic priorities reflect an ambition to aggressively pursue economic development, revitalize downtown, strengthen infrastructure, encourage entrepreneurship, and advance targeted planning and studies to support sustainable growth. The City also recognizes the importance of maintaining high-quality municipal services, investing in capital improvements, and fostering a vibrant quality of life for residents, students, and visitors.

As Huntsville experiences both the opportunities and challenges associated with growth, the City seeks to develop a comprehensive strategic plan that will guide decision-making, resource allocation, and community partnerships for the next five years and beyond.

Scope of Work

The City of Huntsville, Texas is seeking proposals from qualified strategic planning consultants with demonstrated experience working with local government or municipal organizations. The selected consultant will assist the City in developing a comprehensive strategic plan that establishes the City's direction and vision for the next five years and beyond. The strategic plan will provide a framework for policy and financial decision-making, guide alignment between City Council priorities and departmental objectives, and establish measurable goals and accountability tools to track progress.

The resulting plan will serve as both a strategic vision and operational guide, ensuring that Huntsville's future policies, investments, and services align with its mission, vision, and values.

Deliverables

The selected consultant will be responsible for completing the project in a timely manner, consistent with the overall goal of presenting the Final Strategic Plan to City Council for adoption 30-60 days post the retreat. The following schedule outlines the general sequence of deliverables expected under the resulting contract.

Deliverable / Milestone	Description
Project Kickoff Meeting	Conduct a kickoff meeting with the City Secretary and City Manager to confirm scope, schedule, deliverables, and communication procedures.
Background Review and Summary	Review key City planning documents, reports, and data. Prepare a brief summary identifying existing plans, goals, and any potential overlaps or gaps relevant to the strategic planning process.
Retreat Facilitation	Develop a detailed agenda and facilitation plan for the City Council retreat, including meeting materials, data summaries, and discussion prompts. Coordinate with the City Secretary to confirm all logistics and approvals prior to the event. Facilitate the retreat focused on establishing mission, vision, and strategic priorities for the 2026–2031 planning period. Capture and document key outcomes, direction, and measurable goals.
Analytical Assessment & Strategic Framework Development	Conduct a SWOT or comparable analysis to evaluate the City’s strengths, weaknesses, opportunities, and threats, with recommendations for competitive positioning. Establish clear strategic priorities, measurable objectives, and implementation strategies with defined responsibilities and timelines, including budgetary considerations.
Integration & Accountability	Ensure alignment of the plan with the City’s budget process, capital planning, and performance measurement systems.
Final Strategic Plan	Provide comprehensive strategic plan incorporating City feedback. The final plan must include an executive summary, shared vision, goals, strategies, performance measures, and an implementation roadmap. Deliver the plan in print-ready and editable formats (Word) along with a PowerPoint.
City Council Presentation & Adoption	Present the final plan to the City Council for formal adoption and provide recommendations for maintaining and updating the plan over time.

All documents, data, reports, graphics, plans, and other materials prepared under this contract shall become the exclusive property of the City of Huntsville upon acceptance and payment. The consultant shall retain no ownership, interest, or rights of use in the materials produced, except with the City’s prior written consent. Any reuse or publication of such materials by the consultant shall require express written authorization from the City.



City of Huntsville
448 State Highway 75 N
Huntsville, TX 77320
Lucy Gonzalez, CTCD
Procurement Manager
Telephone: (936) 291-5495
Email: purchasing@huntsvilletx.gov

ADDENDUM #1

Title	Bid Number	Closing Date	Issued Date
Strategic Planning Consultant Services	26-02	December 9, 2025, at 2:00 P.M. Central Standard Time	November 20, 2025

TO ALL PROSPECTIVE BIDDERS:

The information contained in this Addendum supersedes information contained in the Contract Documents to the extent indicated. All information contained in the Contract Documents remain in full force and effect unless specifically modified herein. **All Respondents shall acknowledge the receipt of the Addendum in the space provided on this Addendum Form and submit this form with your bid packet. Failure to do so will result in Respondent disqualification.**

The attention of all prospective Respondents is directed to the following modifications for the above referenced project.

Update Tentative Schedule of Events

The City of Huntsville will extend the Final Addendum Issued date to December 1, 2025.

Solicitation Document Clarifications:

Page 2 > Introduction: Correct the following sentence to read: The resulting plan will update and build upon the City's 2024 Strategic Plan, the 2040 Huntsville Comprehensive Plan and additional current relevant master plans aligning Council's vision and priorities with departmental goals, community needs, and long-term financial planning.

Page 3 > Opening Statement: Correct the following sentence to read: All prospective respondents are hereby instructed to not contact any member of the City of Huntsville City Council, City Manager, City Secretary, evaluation committee, or City of Huntsville staff members other than the noted contact person. Any such contact maybe cause for rejection of your proposal.

Page 4 > Terms of Contract> Correct the following sentence to read: The initial term of this contract shall be from Date of Award through September 30, 2026. The City reserves the right to extend this contract through written mutual consent of both parties at the same terms, conditions and prices as stated in this solicitation.

Page 7 > Table > Project Approach and Work Plan TAB5 > Detail > Describe the firm's proposed facilitation approach, including how the consultant will engage the City Council and leadership team to identify priorities, set goals, and build consensus. Outline the work plan and sequence of tasks, including major milestones and deliverables. (10 Pts)

Page 8 > Background > The City has a population of approximately 45,941 residents, and serves as the county seat of Walker County, with a trade area that extends far beyond its boundaries.

Questions and Answers

Question No. 1: Beyond the City Council retreat, are additional public engagement activities (e.g., community meetings, focus groups, surveys) expected as part of this scope, or is community input primarily anticipated through existing plans, prior engagement, and staff perspectives?

Answer: No, however the awarded vendor will be required to present the final document to City Council.

Question No. 2: Is there a budget range or not-to-exceed amount established for this project that you are able to share?

Answer: No

Question No. 3: If a budget range has been identified internally, is it intended to support one primary onsite visit (for the retreat) plus virtual work, or does the City anticipate multiple onsite engagements?

Answer: A budget range has not been identified internally. Your intended support should be outlined in TAB 5 Proposed Approach and Timeline.

Question No. 4: Are there any formal Texas-specific certifications, registrations, or pre-qualifications required for a consultant to be eligible to contract with the City for this work?

Answer: All qualifications vendor needs to meet have been included in the Request for Proposal.

Question No. 5: Are firms located outside of Texas eligible to compete on an equal footing, or are Texas-based / HUB-certified firms given additional preference beyond the points indicated in the matrix?

Answer: All solicitations received will be evaluated based on the terms and conditions outline in the Request for Proposal 26-02. In an effort to be competitive, no additional preferences granted other than what is indicated in the solicitation.

Question No. 6: Are there any formal Texas-specific certifications, registrations, or pre-qualifications required for a consultant to be eligible to contract with the City for this work?

Answer: No

Question No. 7: Is this timeline fixed, or is there any flexibility depending on the retreat date and Council feedback cycles?

Answer: There will be some flexibility given to the allow time for the feedback and preparation of the final documents after the retreat concludes.

Question No. 8: Has a target timeframe for the retreat itself (e.g., month/quarter) already been identified?

Answer: The retreat date is tentatively booked to be between the end of February 2026 and mid-March 2026.

Question No. 9: Will the City consider strategic planning projects with public-sector or nonprofit organizations (e.g., multi-stakeholder, city-affiliated or regional partnerships) as “comparable,” or do you strongly prefer projects completed directly for municipal governments?

Answer: Yes

Question No. 10: Does the City prefer an in-person retreat with face-to-face follow-up work, or are you open to a blended approach (e.g., in-person retreat plus virtual kickoff and check-ins)?

Answer: The City of Huntsville is open to a blended approach. This approach should be identified in TAB 5: Proposed Approach and Timeline.

Question No. 11: Would the cover, cover letter, table of contents, blank pages to facilitate double-sided printing, exceptions to the contract included in Tab 8 (if any), or resumes included in an Appendix count toward the 30-page limit?

Answer: Yes

Question No. 12: Is the City requesting (1) original or (1) copy of the proposal to be submitted along with the flash drive?

Answer: (1) Flash drive with a single PDF file tabbed in the same format as the original response & (1) Original Binder Response

Question No. 13: Could the City of Huntsville please provide the anticipated budget for the Strategic Planning Consultant Services solicitation, or alternatively, any available information regarding pricing or contract values from previous awards for similar services?

Answer: The City of Huntsville does not have an anticipated budget for these services currently. No information regarding previous pricing for these services is available.

Vendor Clarifications

Clarification No. 1:

The RFP describes a “comprehensive strategic plan” centering on a City Council retreat, a 5-year planning horizon, and integration with budgeting and performance measurement systems. To confirm:

Answer: Refer to Page 7 > Scope of Work & Page 8 Deliverables: The strategic plan will provide a framework for policy and financial decision-making, guide alignment between City Council priorities and departmental objectives, and establish measurable goals and accountability tools to track progress.

The resulting plan will serve as both a strategic vision and operational guide, ensuring that Huntsville’s future policies, investments, and services align with its mission, vision, and values.

Please include signed copy of Addendum with submitted Solicitation Packet.

Responder Name: Miranda Stramel

Address: 5748 Vermillion Blvd., New Orleans, LA 70122

Telephone Number: (504) 224-6555

Miranda Stramel

Printed Name of Contact

Fax Number: N/A

Email Address: contact@mirasolconsulting.com



Authorized Signature



City of Huntsville
448 State Highway 75 N
Huntsville, TX 77320
Lucy Gonzalez, CTCD
Procurement Manager
Telephone: (936) 291-5495
Email: purchasing@huntsvilletx.gov

ADDENDUM #2

Title	Bid Number	Closing Date	Issued Date
Strategic Planning Consultant Services	26-02	December 9, 2025, at 2:00 P.M. Central Standard Time	December 1, 2025

TO ALL PROSPECTIVE BIDDERS:

The information contained in this Addendum supersedes information contained in the Contract Documents to the extent indicated. All information contained in the Contract Documents remain in full force and effect unless specifically modified herein. **All Respondents shall acknowledge the receipt of the Addendum in the space provided on this Addendum Form and submit this form with your bid packet. Failure to do so will result in Respondent disqualification.**

The attention of all prospective Respondents is directed to the following modifications for the above referenced project.

Questions and Answers

Question No. 1: Did the City conduct the previous strategic plan internally or was a third-party vendor involved?

Answer: Third party vendor was contracted

Question No. 2: Were there any successes or challenges experienced during the previous strategic planning process that the City would like to see included or avoided in the next strategic plan?

Answer: No

Question No. 3: How does the City define success for this strategic planning process?

Answer: The resulting plan to serve as both a strategic vision and operational guide, ensuring that Huntsville's future policies, investments, and services align with its mission, vision, and values.

Question No. 4: Who is the key internal stakeholders (e.g., City Council, department heads, staff) that must be engaged?

Answer: Mayor and City Council, City Management, City Secretary, City Attorney, and Department Directors

Question No. 5: What level of community engagement is expected, if any? Are there specific groups or demographics the City wants to prioritize?

Answer: None is expected

Question No. 6: Are there existing advisory boards, commissions, or community partners that should be involved?

Answer: No

Question No. 7: What are the City's preferences for engagement formats or is it only the single retreat?

Answer: See Page 8 of the solicitation.

Question No. 8: Will the City be coordinating or planning the retreat itself?

Answer: See Page 8 of the solicitation.

Question No. 9: Are there any known sensitivities, political dynamics, or historical issues that should inform facilitation?

Answer: No

Question No. 10: What internal data sources are available (e.g., performance metrics, budget reports, community surveys)?

Answer: A variety of data sources are available for use. This will be discussed at the kickoff meeting and after the retreat.

Question No. 11: Are there recent community needs assessments, economic development plans, or master plans that should be integrated?

Answer: Yes

Question No. 12: Are there existing performance measurement systems or dashboards in place?

Answer: Yes

Question No. 13: Is there a desired change in the format of the previously presented strategic plans?

Answer: Open to new format concepts

Question No. 14: Should the plan include implementation tools (e.g., action plans, KPIs, timelines, logic models)?

Answer: Yes

Question No. 15: Is there a preference for visual design elements (e.g., infographics, branding, layout)?

Answer: Open to new format concepts

Question No. 16: How will the plan be used—internally for operations, externally for public communication, or both?

Answer: Both

Question No. 17: What is the City's capacity to implement and monitor the plan?

Answer: Full capacity

Question No. 18: Is there interest in training staff or leadership on how to use the plan?

Answer: Potentially

Question No. 19: Will the consultant be expected to support implementation beyond the plan's delivery?

Answer: Potentially

Question No. 20: How often does the City anticipate updating or revisiting the plan (i.e. annually)?

Answer: Annually

Question No. 21: Would you be interested in vendor support for these updates?

Answer: Potentially

Question No. 22: What is the ideal start date and duration for the project?

Answer: Upon award of the solicitation

Question No. 23: Are there key events (e.g., budget cycles, elections) that should shape the timeline?

Answer: The City Council Retreat between February and March 2026

Question No. 24: How often will the consultant be expected to meet with City leadership or provide updates?

Answer: Depends on the proposer's proposal

Question No. 25: Are there any required in-person meetings or site visits other than the retreat?

Answer: See Addendum #1, Question No. 3 and Question No. 10.

Question No.26: Are there any local priorities (e.g., economic development, sustainability) that should be emphasized in the proposal?

Answer: No

Question No.27: It says that "ALL PAGES MUST BE INITIALED AND RETURNED, IF NOT BID MAY BE REJECTED." Does this mean that the original 31 pages of the RFP must be printed out and initialed on every page? I want to be sure since this would add significantly to the cost of postage.

Answer: Yes. Most

Question No.28: Under Proposal Submittals, it says "TAB 1: Solicitation Document-Signed and Acknowledgement of Addenda, if applicable." Does this just mean that our proposal must be signed by the authorized representative? Or is this the same as the "Respondent's Information" form?

Answer: You must sign the proposal and each addenda has a section that requires acknowledgment of receipt.

Question No.29: Under Proposal Submittals, TAB 2, it says "Proposer Certifications." What is needed for this? I didn't see a form that was identified as such to fill out.

Answer: The Respondent's Information form is the Certification needed.

Question No.30: Under Proposal Submittals, TAB 2, it says "Proposal Terms and Conditions Acknowledgement." What is needed for this? I didn't see a form that was identified as such to fill out.

Answer: Pages 26-29 of the solicitation must be signed and initialed.

Question No.31: Can you clarify whether the February 28, 2026 date is the contract term only, or the required project completion date?

Answer: See page 7, Deliverables.

Question No.32: Are the insurance requirements listed on Page 20 necessary and required or can it be waived or omitted in a submission and have the proposal still compliant?

Answer: If applicable for your proposed service. See Page 6, Deviation From Requirements. These responses should be included in TAB 8.

Question No.33: Does the City define "inclusive" strictly as the Mayor, City Council, and City Management, or does the scope require external community engagement (e.g., town halls, citizen surveys, or focus groups) prior to the retreat?

Answer: Inclusive is defined as Mayor and City Council, City Management, City Secretary, City Attorney, and Department Directors.

Question No.34: Regarding the "Retreat Facilitation" deliverable, what is the anticipated headcount for this event? Will this be limited to the elected body (Mayor + Council), or will Department Directors and key staff also participate in the active facilitation sessions?

Answer: Estimated 25-35 people

Question No.35: The Scope mentions a "1-2 day engagement Strategic Planning process". Is the City's preference for a single consecutive block (e.g., Friday/Saturday) or a series of workshops? Additionally, has a specific date or month been targeted for this retreat?

Answer: See Addendum #1, Question No. 8

Question No.36: Will the retreat be held on-site at a City facility, or does the consultant need to account for off-site venue selection and coordination in the "Administrative/Support Staff" hours?

Answer: The City Secretary will arrange the facility.

Question No.37: The RFP states the new plan will "update and build upon the City's 2024 Strategic Plan". Can the City provide the current status of the 2024 plan's completion? Are we conducting a fresh SWOT/similar analysis from zero, or validating/updating an existing data set?

Answer: The City will provide the latest update to the 2024 plan. It is expected that the final update to the 2024 plan will be presented at the retreat.

Question No.38: Under deliverables, you list "Integration & Accountability" regarding the budget process. Does the City utilize a specific performance management software or ERP that the Strategic Plan needs to integrate with, or is the deliverable a document-based alignment (e.g., mapping goals to budget codes in a report)?

Answer: No

Question No.39: The "Base Service Price Table" requests an "Hourly Rate" and "Estimated Hours" per role. If we propose a fixed fee (Lump Sum) as permitted in the "Cost Proposal" instructions, are we still required to break down the estimated hours per role for evaluation purposes?

Answer: No

Question No.40: Regarding the "Optional Services Price Table", specifically the "Mid-Cycle Progress Workshop": Should this be priced as a virtual engagement or an in-person session requiring travel?

Answer: Indicate your proposed method and price.

Question No.41: The "Terms of Contract" section states the initial term is from the Date of Award through February 28, 2026. However, the Deliverables section anticipates the Final Plan adoption "30-60 days post the retreat". If the award occurs in January 2026, a 60-day timeline pushes deliverables past the contract expiration. Can the City clarify if the intent is for this entire engagement to be completed in under 6 weeks, or is the February 28th date a placeholder?

Answer: The schedule is tentative based on the exact date and outcome of the retreat.

Question No.42: The Evaluation Criteria allocates 5 points for "Business location". Can the City define the geographic radius required to receive these points (e.g., within City limits, County limits, or State of Texas)?

Answer: City Limits (5pts), County Limits (4pts), Regional within 25 miles (3pts), Regional within 50 miles (2pts), State (1pt).

Question No.43: Has the City conducted any recent resident surveys that can inform the planning process?

Answer: No

Question No.44: Is there a budget or budget range for this project?

Answer: See Addendum #1, Question No.2

Question No.45: What is the anticipated timeline for implementation?

Answer: To be determined

Question No.46: Is there a plan for engaging other stakeholders beyond city council as part of the services or should those be listed as part of the optional services?

Answer: None is expected

Please include signed copy of Addendum with submitted Solicitation Packet.

Responder Name: Miranda Stramel

Address: 5748 Vermillion Blvd., New Orleans, LA 70122

Telephone Number: (504) 224-6555

Fax Number: N/A

Email Address: contact@mirasolconsulting.com

Miranda Stramel

Printed Name of Contact



Authorized Signature

TAB 2 Required Forms

RFP 26-02

Mirasol Consulting LLC

Required Forms (TAB 2)

Respondent's Information

Strategic Planning Consultants Services, RFP NO. 26-02

Having read and understood the instructions, terms, conditions and specifications, we submit the following:



Witness

Mirasol Consulting LLC

Company Name

December 5, 2025

Date



Authorized Representative Signature

Miranda Stramel

Printed Name

Owner

Title

5748 Vermillion Blvd

Correspondence Address

5748 Vermillion Blvd

Remit Address

New Orleans, LA 70122

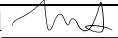
City, State, Zip Code

New Orleans, LA 70122

City, State, Zip Code

(504) 224-6555

Telephone Number

Addendum #1 acknowledged 

Addendum #2 acknowledged 

Addendum #3 acknowledged _____

Addendum #4 acknowledged _____

Please mark N/A if no addendums issued

N/A

Fax Number

contact@mirasolconsulting.com

Email

THIS DOCUMENT MUST BE COMPLETED AND SUBMITTED OR MAY BE CONSIDERED NON-RESPONSIVE

Conflict of Interest

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. 2384th 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 176.003(a) with a local governmental entity and the vendor meets requirements under Section 176.006(a-1). By law this questionnaire must be filed with the recorded administrator of the local governmental entity not later than the 7th business day after the date the vendor became aware of facts that require the questionnaire to be filed. See Section 176.006(a-1), Local Government Code. A vendor commits an offense if the vendor knowingly violates Section 176.003, Local Government Code. An offense under this section is a misdemeanor.	OFFICE USE ONLY 	
N/A		
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		

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 1/1/2021

CONFLICT OF INTEREST QUESTIONNAIRE
For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

(a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

(2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;

or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

(i) a contract between the local governmental entity and vendor has been executed; or

(ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

(a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

(a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

(1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

(2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

Certificate of Interested Parties Form 1295

Pursuant to Section 2252 of the Texas Government Code, any business entity entering into a contract with a local government that requires approval of the governing body must submit a Disclosure of Interested Parties to the local government prior to the execution of the contract. The Texas Ethics Commission (TEC) has adopted a form for the Disclosure of Interested Parties (Form 1295) and has created a website application for business entities to submit the required information.

The City of Huntsville may not enter into a contract that requires the approval of the City Council until the business entity that is a party to the contract files a Form 1295 with the Texas Ethics Commission and the City of Huntsville Purchasing Department.

1. Upon being notified of a bid/recommended award, the award recipient, the business entity, must go the following website: https://www.ethics.state.tx.us/whatsnew/elf_info_form1295.htm and follow the login directions on the website application to complete a Form 1295. If this is a business entity's first time login on to the website application, the business entity must create a login Username and Password then follow the application's instructions to complete a Form 1295.
2. The City does not have a Contract ID Number System. Please insert the City of Huntsville's bid or project number in this box.
3. Once confirmation is received, that the information has been submitted with the Texas Ethics Commission, the business entity MUST print, sign and date Form 1295.
4. Form 1295 must be filed with the Texas Ethics Commission within seven (7) business days of the date of notification of recommended award. The contract will not be presented to City Council until the form has been filed with the Texas Ethics Commission and the City of Huntsville has received Form 1295.
5. In no way does a request for filing of Form 1295 with the Texas Ethics Commission commit the City to any type of award whatsoever.
6. Once the City of Huntsville Purchasing Department receives Form 1295, the Purchasing Department will submit confirmation of receipt through the Texas Ethics Commission website within thirty (30) days.
7. This process must be followed for each contract requiring City of Huntsville Council approval.
8. A Form 1295 cannot be hand written. It must be completed electronically through the Texas Ethics Commission website application.

If you have any questions contact the City of Huntsville Procurement Manager at (936) 291-5495, 448 SH 75 North, Huntsville, Texas 77320.

FORM 1295

OFFICE USE ONLY

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

[illegible]

5 Check only if there is NO Interested Party.

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

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

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

Executed in _____ County, State of _____, on the _____ day of _____, 20____.

(month) (year)

Signature of authorized agent of contracting business entity
(Declarant)

ADD ADDITIONAL PAGES AS NECESSARY

Israel Verification Form

I, Miranda Stramel, the undersigned representative of Mirasol Consulting LLC (the "Company") do hereby declare, represent, and verify that the Company, under the provisions of Chapter 2271 of the Texas Government Code, as amended:

1. does not boycott Israel currently; and
2. will not boycott Israel during the term of the contract.

Pursuant to Section 2271.001 of the 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 organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or 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.

December 5, 2025

Date



Signature

EXCLUSION FROM CHAPTER 2271 OF THE TEXAS GOVERNMENT CODE

I, Miranda Stramel, the undersigned representative of Mirasol Consulting LLC (the "Company") do hereby declare, represent, and verify that the Company is excluded from Chapter 2271 because the contract in question:

- ☒ will be between a governmental entity and a company with fewer than 10 full-time employees;
- ☐ will have a value of less than \$100,000 that is to be paid wholly or partly from public funds of the governmental entity; or
- ☐ will be between a governmental entity and a sole proprietor.

Please check exceptions, if any, that apply to the potential contract between the City of Huntsville and the Company.

December 5, 2025

Date



Signature

Iran, Sudan and Foreign Terrorist Organizations Verification Form

I, Miranda Stramel, the undersigned representative of Mirasol Consulting LLC (the “Company”) do hereby declare, represent, and verify that the Company, under the provisions of Chapter 2252 of the Texas Government Code, as amended:

1. will not do business with Iran, Sudan, or any foreign terrorist organization; and
2. will not do business with Iran, Sudan, or any foreign terrorist organization during the term of the contract.

December 5, 2025

Date



Signature

Firearm Verification Form

I, Miranda Stramel, the undersigned representative of Mirasol Consulting LLC (the "Company") do hereby declare, represent, and verify that the Company, under the provisions of Chapter 2274 of the Texas Government Code, as amended:

1. does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association; and
2. will not discriminate during the term of the contract against a firearm entity or firearm trade association.

Pursuant to Chapter 2274 and Section 809.001 of the Texas Government Code:

1. "Discriminate against a firearm entity or firearm trade association" means, with respect to the entity or association, to: (i) refuse to engage in the trade of any goods or services with the entity or association based solely on its status as a firearm entity or firearm trade association; (ii) refrain from continuing an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association; or (iii) terminate an existing business relationship with the entity or association based solely on its status as a firearm entity or firearm trade association.
2. "Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or 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.

December 5, 2025
Date


Signature

EXCLUSION FROM CHAPTER 2274 OF THE TEXAS GOVERNMENT CODE

I, Miranda Stramel, the undersigned representative of Mirasol Consulting LLC (the "Company") do hereby declare, represent, and verify that the Company is excluded from Chapter 2274 because the contract in question:

- ☒ will be between a governmental entity and a company with fewer than 10 full-time employees,
☐ will have a value of less than \$100,000 that is to be paid wholly or partly from public funds of the governmental entity;
☐ will be between a governmental entity and a sole proprietor; or
☐ is an exempt contract under Section 2274.003 of the Texas Government Code.

Please check exceptions, if any, that apply to the potential contract between the City of Huntsville and the Company.

December 5, 2025
Date


Signature

Prohibition of Contracts Discriminating Against Energy, & Energy Company Boycott Verification Form

I, Miranda Stramel, the undersigned representative of Mirasol Consulting LLC (the "Company") do hereby declare, represent, and verify that the Company, under the provisions of Chapter 2274 of the Texas Government Code, as amended:

1. does not boycott energy companies currently; and
2. will not boycott energy companies during the term of the contract.

Pursuant to Chapter 2274 and Section 809.001 of the Texas Government Code:

1. "Boycott energy company" means, without an ordinary business purpose, 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 with a company because the company: (A) engages in the exploration, production, utilization, transportation, sale, or manufacturing of fossil fuel-based energy and does not commit or pledge to meet environmental standards beyond applicable federal and state law; or (B) does business with a company described by Paragraph (A).
2. "Company" means a for-profit organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or 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.

December 5, 2025

Date



Signature

EXCLUSION FROM CHAPTER 2274 OF THE TEXAS GOVERNMENT CODE

I, Miranda Stramel, the undersigned representative of Mirasol Consulting LLC (the "Company") do hereby declare, represent, and verify that the Company is excluded from Chapter 2274 because the contract in question:

- ☒ will be between a governmental entity and a company with fewer than 10 full-time employees;
- ☐ will have a value of less than \$100,000 that is to be paid wholly or partly from public funds of the governmental entity; or
- ☐ will be between a governmental entity and a sole proprietor.

Please check exceptions, if any, that apply to the potential contract between the City of Huntsville and the Company.

December 5, 2025

Date



Signature

Critical Infrastructure Verification Form

To the extent this proposal relates to critical infrastructure in the State of Texas, I, Miranda Stramel the undersigned representative of Mirasol Consulting LLC (the "Company") do hereby declare, represent, and verify that the Company is not owned by or has the majority of stock or other ownership interest held by or controlled by: individuals who are citizens of China, Iran, North Korea, Russia, or a country designed by the Governor of Texas as a threat to critical infrastructure under Section 2274.0103 of the Texas Government Code as amended ("designated country"); or

1. a company or other entity, including a governmental entity, that is owned or controlled by citizens of or is directly controlled by the government of China, Iran, North Korea, Russia, or a designated country; or
2. it is not headquartered in China, Iran, North Korea, Russia, or a designated country.

The foregoing representation is made solely to comply with Chapter 2274 of the Texas Government Code, as amended, and to the extent such Section does not contravene applicable federal or State law. As used in the foregoing verification, "critical infrastructure" means a communication infrastructure system, cybersecurity system, electric grid, hazardous waste treatment system, or water treatment facility.

December 5, 2025

Date



Signature

Texas Public Information Act Verification Form

I, Miranda Stramel, the undersigned representative of Mirasol Consulting LLC (the "Company") do hereby acknowledge that the requirements of Subchapter J, Chapter 552, Government Code, may apply to this solicitation, proposal and any resultant contract, and agree that the contract can be terminated if the contractor or vendor knowingly or intentionally fails to comply with a requirement of that subchapter.

December 5, 2025
Date


Signature

Insurance Requirements

The awarded respondent shall furnish and maintain, at its own cost and expense, the following insurance during the term of this contract. Proof of insurability must be provided in the proposal:

1. Commercial General Liability Insurance

Minimum combined single limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate for bodily injury and property damage. Coverage shall include products/completed operations at not less than \$1,000,000 per occurrence.

2. Professional Liability Insurance (Errors and Omissions)

Minimum limit of \$1,000,000 per claim to protect against claims arising from negligent acts, errors, or omissions in the performance of professional services under this contract.

3. Workers' Compensation Insurance

Statutory limits as required by the State of Texas and Employer's Liability coverage of at least \$100,000 per accident for bodily injury or disease.

All insurance policies must be written on forms filed with and approved by the Texas Department of Insurance. Certificates of Insurance shall be issued by the insurance company or its authorized agent.

The awarded respondent shall provide the City of Huntsville with a Certificate of Liability Insurance, listing the City as an "Additional Insured" via endorsement. The Description of Operations on the certificate should include language such as: "Blanket additional insured is added in favor of the certificate holder with respect to the general liability coverage as required by written contract" and "Blanket Waiver of Subrogation is added in favor of the certificate holder with respect to workers' compensation coverage as required by written contract." The Certificate Holder must be listed as: **City of Huntsville, 1212 Ave M, Huntsville, TX 77340.**

The required insurance policies must include a provision for at least thirty (30) days' notice of cancellation, non-renewal, or material change, which the insurance company must submit to the City. The City reserves the right to request full, certified copies of all required insurance policies in writing. Insurance must be provided prior to the issuance of any purchase order.

Proof of insurability must be included with the proposal.

Cost Proposal (TAB 6)

See Full Cost Proposal TAB 6

Respondents shall provide a detailed, fully burdened cost proposal covering all wages, overhead, travel, materials, and expenses necessary to complete the services described in the Scope of Services.

Respondents may provide either:

1. An hourly rate schedule with estimated hours and totals per role, or
2. A single lump-sum fee covering all base services.
- 3.

If hourly rates are proposed, a total not-to-exceed amount must be included. All pricing shall reflect the complete cost of successful project completion. The City reserves the right to negotiate the proposed fee structure, labor categories, and rates prior to contract award.

Base Service Price Table

Role	Hourly Rate	Estimated Hours	Extended Total	Lump Sum (if proposed)	Comments/Notes
Principal/Project Director	\$	\$	\$	\$	Executive oversight and quality control
Lead Facilitator	\$	\$	\$	\$	Leads retreat and primary engagement sessions
Senior Consultant / Strategic Planner	\$	\$	\$	\$	Drafts goals, objectives, KPIs, and overall plan content
Performance Management Analyst	\$	\$	\$	\$	Develops progress tracking templates and measurable indicators
Implementation Specialist	\$	\$	\$	\$	Aligns strategies with City budget and CIP; conducts post-project debrief
Document Specialist	\$	\$	\$	\$	Creates print-ready plan, PowerPoint, and public-facing summary document
Administrative/Support Staff	\$	\$	\$	\$	Scheduling logistics, documentation, and editing
Subtotal – Base Services			\$	\$ 27,750	
Contingency (if applicable)			\$	\$ 0	Optional, not to exceed 5%
TOTAL NOT TO EXCEED AMOUNT			\$	\$ 27,750	Inclusive of all costs

See Full Cost Proposal TAB 6

Optional Services Price Table

Optional services are not required for award but may be considered for inclusion in the contract or for future implementation at the City's discretion.

Optional Service	Description	Lump Sum	Comments/Notes
Annual Strategic Plan Update	Facilitation and Preparation of an annual progress review and update to the adopted Strategic Plan.	\$	Optional yearly service
Mid-Cycle Progress Workshop	Midpoint retreat or workshop to review plan progress and adjust priorities.	\$	Optional service
Department Alignment Workshops	Facilitation of departmental goal-setting sessions following plan adoption.	\$	Optional service
Stakeholder Briefing or Presentation	Additional presentations to City Council, partner agencies, or boards.	\$	Optional service
Other Optional Services	Respondents may list additional optional services below.		Optional
Other Optional Services		\$	Optional service
Other Optional Services		\$	Optional service
Other Optional Services		\$	Optional service

References (TAB 7)

See Full List of References TAB 7

Respondent shall submit with their solicitation the name, address, telephone number, and point of contact of at least three (3) companies for which the respondent has completed similar work/projects within the preceding three (3) years. References may be checked prior to award. Any negative responses received may result in the disqualification of the proposal. (Form is attached for your convenience below)

Reference 1

COMPANY NAME: _____

CONTACT: _____

ADDRESS: _____

PHONE #: _____

EMAIL: _____

Reference 2

COMPANY NAME: _____

CONTACT: _____

ADDRESS: _____

PHONE #: _____

EMAIL: _____

Reference 3

COMPANY NAME: _____

CONTACT: _____

ADDRESS: _____

PHONE #: _____

EMAIL: _____

Non-Collusion Affidavit

1. He/she is Miranda Stramel of Mirasol Consulting LLC, the respondent that has submitted the attached bid/proposal.
2. He/she is fully informed respecting the preparation of contents of the attached bid and of all pertinent circumstances respecting such bid/proposal.
3. Such bid is genuine and is not collusive or a sham bid/proposal.
4. Neither the said respondent nor any of its officer, partners, owners, agents, representative, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with another respondent, firm or person to submit a collusive or sham bid in connection with the contract for which the attached bid has been submitted or to refrain from responding in connection with such contract, or has in any manner, directly or indirectly, sought by agreement of collusion or communication or conference with any other respondent, firm or person to fix the price or prices in the attached bid or of any other respondent, or to fix an overhead, profit or cost element of the bid price of the bid price of any other respondent, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Huntsville or any per interest in the proposed contract.
5. In compliance with the specifications in the bid/proposal and quote conditions, I, the undersigned agree to furnish the services upon which prices are offered at the price opposite to each line description to the City of Huntsville within the time specified. By submitting this bid/proposal and attached signature I hereby attest that I have not received nor offered anything of value to any City employee, official, and/or board member in connection with this submitted bid.
6. Advanced disclosures of any information to any particular/potential respondent which gives that particular/potential respondent any advantage over any other interested respondent in advance of the award whether in response to advertising or an informal request for bid/proposal made or permitted by a member of the governing body or an employee or representative thereof, will cause to void that particular respondent's bid/proposal. Prior to an award any communication with a member of the selection committee or governing board will cause to void that particular respondent's bid/proposal and the committee member or the governing board member will be rejected from the voting process for that bid/proposal or contract. By submission of this bid/proposal respondent attests that no improper communication has occurred resulting in an advantage over any other respondent, potential respondent, or advance discloser.
7. The price or prices quoted in the attached bid/proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the respondent or any of its agents, representative, owners, employees, or parties in interest, including this affidavit.



Signature

Miranda Stramel

Printed Name

Mirasol Consulting LLC

Firm Name

Certification Regarding Lobbying

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Respondent, Miranda Stramel, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.



Signature of Respondent's Authorized Official

Miranda Stramel

Printed Name of Respondent's Authorized Official

Owner, Mirasol Consulting LLC

Title of Respondent's Authorized Official

December 5, 2025

Date

Proposal Terms & Conditions



DEFINITIONS:

City – City of Huntsville

City Council – The elected officials of the City of Huntsville who have been given the authority to exercise such powers and jurisdiction of all City business as conferred by the City Charter, Ordinance and Laws.

Contract- An agreement between the City and a vendor to furnish products over a designated period of time during which repeated purchases or a single purchase are made of the commodity (s) or service specified.

Vendor – The potential or successful bidder of an Invitation for Bid or Request for Proposal.

ACCEPTANCE: The City reserves the right to accept or reject any or all bids, to waive any informalities and technicalities, to accept the offer considered most advantageous in order to obtain the best value for the City in accordance with Local Government Code Chapter 252. Causes for rejection of a bid may include but shall not be limited to the bidder's current violation of any City ordinance, the bidder's current inability to satisfactorily perform the work or service, or the bidder's previous failure to properly and timely perform its obligation under a contract with the City. Bidders may be disqualified and rejection may be recommended for any but not limited to the following:

- Failure to use the form furnished by the City;
- A bid that fails to meet the essential requirements;
- A bid that does not conform to the specifications;
- A bid that fails to conform to the delivery schedule or permissible alternatives;
- Failure to submit a bid bond, insurance or other requested documents in conformance with the requirements;
- A bid seeking to qualify the terms and conditions, or

otherwise seeking to limit contractor liability, or to limit the City's rights;

- A vendor that qualifies its price in such a manner that the firm's bid price cannot be determined;
- Price quoted shall be the price in effect at the time of delivery which remains unknown at the present time.
- A bid is contingent on also receiving awards on other bids currently under consideration.

All bidders are hereby notified that the City shall consider all factors it believes to be relevant in selecting the offer that provides the best value for the City including but not limited to the purchase price, the proximity of the bidder as it relates to his ability to perform the contract for the City, the delivery date, the reputation of the bidder and the bidder's goods or services, the quality of the bidder's goods or services, the bidders past performance under contracts with the City, and the bidder's compliance with City ordinances. The City is committed to obtaining its goods, products and services at the lowest price possible which benefit all the citizens of Huntsville. Therefore, in order to accomplish the objective/goal it is not the intention of the City to either exclude particular vendors or manufacturers nor to create restrictive situations in its request for bids and proposals. Any manufacturer's names, trade names, brand names, catalog numbers, technical data etc. used in the specifications are there for the sole purpose of establishing and describing general performance, quality levels, type and dimensions and such references are not intended to be restrictive. Alternate bids on similar or comparable products and/or services of any manufacturer

or vendor equal to the products and/or services described in the specifications are invited and will be given careful consideration provided the alternate will accomplish the same task. The City shall be the sole judge on whether the alternate product and/or service is similar to, equal to and in compliance with that specified. The decision of the City shall be final. In literal compliance in reference to standards and specifications shall mean the meeting or exceeding of all or nearly all of the said standards and specifications. If the City determines that standards and specifications are in literal compliance and not all standards and specifications have been met or exceeded, the City must base such a determination on its finding that any standards and specifications which have not been met or exceeded do not render the bidder product any less usable for the purpose for which it is intended.

ADDENDA: Any interpretations, corrections or changes to an Invitation for Bid and/or Request for Proposal will be made by addenda. Sole issuing authority of addenda shall be vested by the City of Huntsville's Purchasing Department. Addenda may be posted on the City of Huntsville's web site and may be distributed to all who are known to have received a copy of this Invitation for Bid and/or Proposal will receive written notification. The City assumes no responsibility for the bidder's failure to obtain and/or properly submit any addendum. Failure to acknowledge and submit any addendum may be cause for the bid to be rejected. The City of Huntsville's decision to accept or reject any particular bid due to a failure to acknowledge and submit addenda shall be final.

ADVERTISING: Any advertising or promotions used which the Cities

Bid # 26-02 Page 26 of 31 Firm Name: Mirasol Consulting LLC Initials: 

award is showcased, placed in written technology or verbal communication must be expressly authorized in writing by the City.

ALTERING BIDS: Bids cannot be altered or amended after the submission deadline without acceptable reason and without the approval of the purchasing manager. Any interlineations, alteration, or erasure made before opening time should be initialed by the signer of the bid, guaranteeing authenticity.

AMENDMENTS: Chapter 176 of the Texas Local Government Code requires a person or agent of a person who contracts or seeks to contract for the sale or purchase of property, goods, or services with a local governmental entity to submit a Conflict of Interest Questionnaire to the appropriate records administrator of the City not later than the seventh business day after the date the person begins contract discussions or negotiations with the local governmental entity, or submits to the local governmental entity an application, response to a request for proposal or bid, correspondence, or another writing related to a potential agreement with the local governmental entity. For purposes of this bid, you may submit the completed form with your response. Each vendor is responsible for verifying they are using the most current form available from www.ethics.state.tx.us. This legislation is subject to change and each vendor should consult their own attorney regarding the current law.

ASSIGNMENT: The vendor is prohibited from transferring their rights and duties nor shall the vendor sell, assign, transfer or convey this contract, in whole or in part, without the prior written consent of the City of Huntsville. All subcontractors must be approved in writing by the City prior to any work being initiated.

BID AWARD: The City of Huntsville reserves the right to award bids on the lump sum or unit price basis. If the bidder desires the City to consider and all-or-none bid, it must be stated on the bid sheet (s). The City reserves the right to audit or inspect vendor's business records not limited to financial statements, liability insurance, bonding, and worker's compensation insurance and to request business references. All awards will be based on the best interest of the City, but not necessarily limited to, the following factors:

- a. Conformity to specifications;
- b. Purchase price, including payment discount terms;
- c. The reputation of the bidder and of the bidder's goods or services;
- d. The quality of the bidder's goods or services;
- e. The extent to which the goods or services meet the City's needs
- f. The bidder's past relationship with the City;
- g. Delivery terms;
- h. Availability of repair and maintenance parts;
- i. Financial condition;
- j. The total long-term cost to the City to acquire the bidder's good or services; and
- k. Any relevant criteria specifically listed in this request for bid.

BRAND NAMES: Specifications may reference name brands, make, and/or model numbers. Any reference made to brand, make, and/or model used in specifications is for descriptive purposes only. Products/materials of like quality will be considered. The City shall act as sole judge in determining equality and acceptability of

products offered.

CHANGE ORDERS: No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All change orders to the contract will be made in writing and may require approval of the City Council.

COLLUSION: Advanced disclosures of any information to any particular bidder which gives that particular bidder any advantage over any other interested bidder in advance of the award whether in response to advertising or an informal request for bids or proposals, made or permitted by a member of the governing body or an employee or representative thereof, will cause to void that particular bidder's bid or proposal. Prior to an award any communication with a member of the selection committee or governing board will cause to void that particular bidder's bid or proposal and the committee member or the governing board member will be rejected from the voting process for that bid or proposal. By submission of this bid or proposal bidder attests that no improper communication has occurred resulting in an advantage over any other bidder, potential bidder, or advance discloser.

COMPLIANCE: This bid and vendor and/or contractor must comply with all federal, state, City and local laws concerning these types of service. The vendor is prohibited from discriminating due to racial, sexual, religious, disability, or any other grounds. Any known discrimination is grounds for immediate cancellation of contract at the sole expense of the vendor.

CONFLICT OF INTEREST: No public official shall have interest in this contract, in accordance with Vernon's Texas Codes Annotated,

Local Government Code Title 5.
Subtitle C, Chapter 171.

CONTRACT: This bid, when properly accepted by the City of Huntsville, shall constitute a contract equally binding between the successful bidder and the City of Huntsville. No different or additional terms or addendums, supplements, or amendments will become a part of this contract unless agreed to and signed by both the successful bidder and the City without the prior written approval of the City of Huntsville. Should any change in terms be requested by the vendor after the contract has been awarded, the City reserves the right to cancel the contract and award the bid to the next responsible responsive bidder. If during the life of the contract, the successful bidder's net prices to other customers for items awarded herein are reduced below the contracted price, it is understood and agreed that the benefits of such reduction shall be extended to the City. The City reserves the right to reject the bid of any bidder who is in violation of any City Ordinance. The City may, at its option, choose to negotiate a settlement of the ordinance violation as a condition of the bid award.

CONTRACT TERMINATION:

The City may terminate this contract at any time upon thirty (30) calendar days written notice. Upon the Service Provider's receipt of such notice, the Service Provider shall cease work immediately. The Service Provider shall be compensated for the services satisfactorily performed prior to the termination date. If, through any cause, the Service Provider fails to fulfill its obligations under this contract, or if the Service Provider violates any part of the agreement of the contract, the City has the right to terminate this contract by giving the Service Provider five (5) calendar days written notice. The Service Provider will be compensated for

the services satisfactorily performed before the termination date. Termination of the contract for cause shall be deemed as sufficient evidence and cause to remove the vendor's name from the bidder's list for receiving future bids. No terms or provision of the contract shall be construed to relieve the Service Provider of liability to the City for damages sustained by the City because of any breach of contract by the Service Provider. The City may withhold payments to the Service Provider until the exact amount of damages due to the City from the Service Provider is determined and paid. City reserves the right to order from another vendor in which an emergency or urgent need becomes necessary. If the City terminates the contract, the City will equitably compensate Contractor in accordance with the provisions of this contract for the services properly performed prior to the date specified in such notice following inspection and acceptance of same by the City. Contractor, will not, however, be entitled to lost or anticipated profits, special damages or consequential damages should the CITY choose to exercise it option to terminate.

DELIVERY: All delivery and freight charges (FOB City of Huntsville designated location) are to be included in the bid price. The City assumes no liability of goods delivered in a damaged or unacceptable condition.

DISCLOSURE REQUIREMENT:

Chapter 176 of the Texas Local Government Code mandates the public disclosure of certain information concerning persons doing business or seeking to do business with the City, including affiliations and business and financial relationships such persons may have with the City officers or officials. An explanation of the requirements of Chapter 176, applicable forms and a complete text of the law is available by



contacting the City of Huntsville City Secretary, 1212 Ave. M Huntsville, TX 77340. By doing business or seeking to do business with the City you acknowledge that you have been notified of your sole responsibility to comply with Chapter 176 of the Texas Local Government Code.

EXCEPTIONS/SUBSTITUTION

S: All bids meeting the intent of this invitation to bid will be considered for award. Bidders taking exception to the specifications, or offering substitutions, shall state these exceptions in the section provided or by attachment as part of the bid. The absence of such a list shall indicate that the bidder has not taken exceptions and shall hold the bidder responsive to perform in strict accordance with the specifications of the invitation. The City of Huntsville reserves the right to accept any and all or none of the exception(s)/substitution(s) deemed to be in the best interest of the City.

FIRM PRICE: Bidders must hold bid prices firm for 120 days after the bid opening date to allow the City sufficient time to award a contract. Once a contract is awarded, the successful bidder must hold bid prices firm for the duration of the contract.

FORCE MAJEURE: Vendor will not be held liable for noncompliance for any reasonable delay due to Force Majeure. Force Majeure is any delay caused by acts of God and or labor strikes.

FORM: Bids must be submitted on the City's form only. Bidder shall provide with this bid/proposal response, all documentation required. Failure to provide this information may result in rejection of bid. Bidders are required to submit bids itemized and prices extended when required. Bidders must return the entire original bid document with Invitation for Bid or Request for Proposal. Vendors

should not change or alter packet in any way.

FUNDING: Award and funding of the bid, proposal, and contract is pending City of Huntsville City Council approval. State of Texas statutes, Local Government Code 271.903 prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current City of Huntsville fiscal year shall be subject to budget approval. The City reserves the right to rescind the contract at the end of each fiscal year if determined that there are insufficient funds to extend the contract and no cost.

INDEMNIFICATION

AGREEMENT: The contractor agrees to indemnify, hold harmless and defend the City of Huntsville, its officers, agents and employees, both past and present, from and against any and all liability for any and all claims, liens, suits, demands, and actions for damages, injuries to persons (including death), property damage (including loss of use), and expenses, (including court costs, attorneys' fees and other reasonable costs of litigation) arising out of or resulting from Contractor's work and activities conducted in connection with or incidental to this contract and from any liability arising out of or resulting from intentional acts or negligence of the Contractor, including all such causes of action based upon common, constitutional, or statutory law, or based in whole or in part upon the negligent or intentional acts or omissions of Contractor, including but not limited to its

officers, agents, employees, subcontractors, licensees, invitees, and other persons.

It is the express intention of the parties hereto, both the City and the Contractor, that the indemnity provided for in this Contract indemnifies and protects the City from the consequences of the City's own negligence to the fullest extent of the law.

INTERLOCAL

COOPERATIVE: Other government entities within the State of Texas may be extended the opportunity to purchase off of the City of Huntsville's solicitation, with the consent and agreement of the successful vendor(s) and the City. Such consent and agreement shall be conclusively inferred from lack of exception to this clause in vendor's response. However, all parties indicate their understanding and all parties hereby expressly agree that the City is not an agent of, partner to or representative of those outside agencies or entities and the City is not obligated or liable for any action or debts that may arise out of such independently, negotiated "piggyback" procurements.

ITEMS supplied under this contract shall be subject to the City's approval. Items found defective or not meeting specifications shall be picked up and replaced by the successful bidder at the next service date at no expense to the City. If an item is not picked up within reasonable time after notification, the item will become a donation to the City for disposition.

LATE BIDS: Bids received after submission deadline will be considered void and unacceptable. The City of Huntsville is not responsible for lateness or non-delivery of mail, carrier, delivery etc., and the date/time stamp in the City Secretary's Office shall be the



official time of receipt. Late bids will remain unopened and returned to the address on the outside of the envelope.

LAWS: This agreement will be governed and construed by the State of Texas Local Government Code, City Charter, City Ordinance, and City Purchasing Policy. Information in the record is deemed public record in accordance with the Texas Public Information Act. This agreement is performable in the City of Huntsville, Huntsville, Texas. Each party consents to the exclusive jurisdiction of the state courts having jurisdiction in the City of Walker, Texas. This Contract will be governed by and interpreted in accordance with the laws of the State of Texas, without regard to conflict of laws principles

NOTIFICATION: The City uses multiple channels for the notification and dissemination of all invitations to bid and/or request for proposals. The City accepts no responsibility for the lack of notification or receipt of bid to any and all potential bidders.

PAYMENT will be made upon receipt and acceptance by the City of item(s) ordered and receipt of a valid invoice, in accordance with the State of Texas Prompt Payment Act, Article 601lf V.T.C.S. All invoices must be mailed to City of Huntsville Attn: Accounts Payable 1212 Ave. M Huntsville, TX 77340. The City requests credits for any errors. Invoices will not be short paid.

PRICE redetermination may be considered by City of Huntsville only at the anniversary date of the contract and shall be substantiated in writing (i.e., manufacturer's direct cost, postage rates, Railroad Commission Rates, Wage/Labor Rates, etc.) with a sixty day prior written notice. The bidder's past history of honoring contracts at the bid price will be an important

consideration in the City's evaluation of the lowest and best bid. The City of Huntsville reserves the right to accept or reject any/all of the price redetermination as it deems to be in the best interest of the City. The City reserves the right to reject price redetermination and award the bid to next responsible responsive bidder.

QUANTITIES: Quantities indicated in the bid are estimated based upon the best available information. The City reserves the right to increase or decrease the quantities by any amount deemed necessary to meet its needs without any adjustments in the unit bid prices. Bids must be submitted on units of quantity specified. In the event of errors in extended prices, the unit price shall govern. Any suggested quantity to secure better prices is welcomed. When discrepancies occur between words and figures, the words shall govern.

RECORD RETENTION: The awarded vendor must maintain copies of all documents relating to the contract for the length of the warranty period plus one year.

Should the document be destroyed or for any reason the awarded vendor is unable to locate the contract, the warranty will be considered in force under the original terms of the contract.

REIMBURSEMENTS: There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing bids in response to the request. The City will not reimburse responding firms for these expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

SAMPLES: When requested, samples shall be furnished free of expense to the City of Huntsville. All samples will be return when applicable.

SILENCE OF SPECIFICATION: The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial



practices are to prevail. All interpretations of these specifications shall be made on the basis of this statement

TAXES: The City of Huntsville is exempt from Federal Excise, State Sales and Transportation Taxes. Tax must not be included in bid/proposal. The City upon request will execute a Tax Exemption Certificate. The City is statutorily exempt from State and Local Sales tax and a permit number is not required.

WARRANTY: Successful bidder shall warrant that all items/services shall conform to the proposed specifications and/or all warranties as stated in the Uniform Commercial Code and be free from all defects in material, workmanship and title

WITHDRAWAL OF BID: No bid may be withdrawn after opening time without acceptable reason in writing and with the approval of the purchasing manager.
7.2016

No-Response Statement

Strategic Planning Consultants Services, RFP NO. 26-02

The City of Huntsville seeks to evaluate the level of competitiveness provided. Please complete this form only if you are not submitting a quote.

Please check the appropriate boxes indicating the factors considered for not bidding.

N/A

- ☐ Unable to respond to the request for bid or request for proposals by the specific deadline.
- ☐ Our company does not carry or cannot offer this type of product and service.
- ☐ Specifications are restrictive, unclear or incomplete. Please explain below

- ☐ Invitation is suitable, but engaged in other work.
- ☐ Do not wish to do business with the City.

The purpose of this form is to achieve a maximum participation in the bidding process. Vendor comments are not restrictive to the above described. Please make any statement that may have impacted your ability to bid.

TAB 3 Related Experience and Qualifications

RFP 26-02

Mirasol Consulting LLC

Qualifications & Relevant Experience (TAB 3)

Company Overview

Mirasol Consulting, LLC is a personalized, founder-led consulting firm that provides senior-level strategic planning services. We specialize in collaborative processes and organizational learning. We bring deep expertise in facilitation, stakeholder engagement, and evaluation, ensuring that planning is not only aspirational but actionable, measurable, and aligned with long-term community priorities.

Founded by Miranda Stramel, PhD, Mirasol supports mission-driven organizations across sectors including municipal government, higher education, nonprofit services, and public health. Our expertise in strategic planning aligns strongly with Huntsville's Vision for a safe, affordable, well-planned community with opportunity for all, and with the City's Mission of providing services with fairness, efficiency, and forethought. As a small, Southern firm, we bring continuity, consistent leadership, and a service-oriented approach grounded in integrity, family values, and community stewardship.

We bring a community-centered approach to strategic planning. As parents, we understand the importance of safe, family-friendly communities, responsible growth, and strong local institutions, values that are foundational to Huntsville. We view consulting as a form of public service. We enjoy helping leaders build systems that strengthen the communities they love.

Our facilitation style is grounded in respect, clarity, and steady leadership. We honor the experiences each Councilmember brings, from law enforcement backgrounds to small business ownership, real estate, public service, and faith-based community work, and we will ensure every voice in the room shapes the plan.

Relevant Capabilities

- Strategic planning facilitation for governing bodies, executive leaders, and teams
- Stakeholder engagement through targeted interviews, surveys, and group facilitation
- Development of mission-aligned goals, KPIs, and implementation roadmaps
- Theory of change modeling aligned with municipal priorities
- Clear visual communication and report design for public transparency
- Inclusive decision-making practices

Core Company Strengths

- Highly customized facilitation tailored to Council dynamics
- Experience synthesizing diverse perspectives into unified consensus
- Fast, reliable turnaround on deliverables
- Ability to maintain project momentum and alignment to timeline and scope

Selected Relevant Projects

Below are selected projects demonstrating our ability to lead strategic planning processes with public-sector, nonprofit, and multi-stakeholder organizations. These engagements required executive-level facilitation, alignment of governing bodies and senior leaders, mission/vision/values refinement, and development of measurable goals and implementation tools. Per the City's addendum, these public-sector and nonprofit projects are considered comparable in size and complexity to the scope of this engagement.

Organization	Scope	Role
New Orleans City Council	Governmental program effectiveness assessment	Qualitative Lead & Co-Facilitator
Conducted an assessment and produced strategic recommendations for city-administered juvenile intervention programs. Facilitated senior-level discussions with and interviews of city council members, judges, district attorneys, and community partners. Developed findings and a set of recommended strategic priorities to guide program improvement, interagency coordination, and performance monitoring. Presented findings to City Council during session.		
Organization	Scope	Role
Louisiana Department of Health, Bureau of Family Health	Assessment design, stakeholder interviews and strategic recommendations	Lead Qualitative Researcher/Facilitator
Conducted assessment of statewide behavioral health provider consultation line via high-level interviews. Produced system-level improvement recommendations tied to resource capacity and user needs.		
Organization	Scope	Role
Loyola University Law School	Leadership retreat facilitation and mission/priorities alignment	Principal, Facilitator and Strategy Lead
Facilitated strategic planning retreats for Workplace Justice Project, focusing on vision clarification, priority setting, accountability structures, budget alignment, and leadership roles. Delivered clear, concise strategic plans with measurable goals and implementation tools.		
Organization	Scope	Role
Southern Poverty Law Center	Regional landscape analysis and strategic guidance	Qualitative Lead & Senior Strategist
Led qualitative analysis and strategic recommendations for SPLC's regional programming initiative. Worked directly with senior executives, program directors, and external partners to identify strategic priorities, clarify roles, and create alignment across multiple Southern states.		

This work reflects our ability to support complex public systems in charting a path forward grounded in community impact and operational sustainability.

Alignment of Roles to Tasks

Mirasol Consulting operates as a small, owner-operated planning practice. For this project, the Principal Consultant will serve as the Project Director, Lead Facilitator, and Senior Strategic Planner, ensuring continuity, consistency, and senior-level expertise across all project phases. Where the RFP identifies multiple labor categories, the responsibilities associated with each category are fulfilled by the Principal Consultant unless otherwise noted.

The alignment is as follows:

- **Principal / Project Director**
Role fulfilled by Principal Consultant
 Provides executive oversight, scope management, quality control, and serves as primary point of contact.
- **Lead Facilitator**
Role fulfilled by Principal Consultant
 Designs and leads the City Council retreat and key engagement sessions, integrating visioning, prioritization, and consensus-building techniques.
- **Senior Consultant / Strategic Planner**
Role fulfilled by Principal Consultant
 Drafts strategic priorities, goals, measurable objectives, and plan narrative.
- **Performance Management Analyst**
Role fulfilled by Principal Consultant
 Develops KPIs, performance measures, dashboards, and progress-tracking templates aligned with the City's operational systems.
- **Implementation Specialist**
Role fulfilled by Principal Consultant
 Aligns strategies with budget cycles, annual planning processes, and CIP considerations; identifies responsible departments and timeline dependencies.
- **Document Specialist**
Typically fulfilled by Principal Consultant with optional support
 Produces the print-ready strategic plan, PowerPoint deck, and executive summary; layout and formatting may incorporate optional subcontract support if required for graphic polish.
- **Administrative/Support Staff**
Fulfilled by Principal Consultant with optional contracted admin support if needed
 Manages scheduling, documentation, note capture, file organization, and communications as part of the fully burdened rate.

Miranda Stramel, PhD

Dr. Miranda Stramel is the founder and principal consultant of Mirasol Consulting, an independently owned, principal-led planning practice based in Louisiana. With more than fifteen years of experience in evaluation, strategic planning, public policy, and organizational development, Dr. Stramel has led major planning and applied research projects for governmental agencies, higher education institutions, and nonprofit organizations across the South and nationally. Her expertise in qualitative research, facilitation, and strategic analysis enables her to help leadership teams clarify priorities, strengthen operational alignment, and move from big-picture vision to actionable, measurable goals.

Dr. Stramel is also an experienced educator and former university administrator, bringing strong communication skills and the ability to translate complex issues into clear, workable strategies. As the sole consultant leading this engagement, she will provide the City of Huntsville with consistent senior-level guidance throughout the entire project, from the two-day retreat through plan development, revision, and final adoption. Her approach is steady, organized, and tailored to the practical needs of municipal operations, ensuring the City of Huntsville will receive a plan that is both inspiring and grounded in day-to-day realities.

Key Strengths

- **Principal-level leadership** at every stage, ensuring consistency, clarity, and accountability throughout the planning process.
- **Skilled facilitator** with experience guiding elected officials, senior leadership teams, and cross-department groups through structured conversations, priority-setting, and consensus-building.
- **Strong background in qualitative research and strategic analysis**, enabling clear synthesis of complex information and development of focused, actionable goals.
- **Experienced in public-sector and nonprofit planning across the South**, with a deep understanding of municipal challenges, service delivery, and alignment between policy direction and day-to-day operations.
- **Practical, organized, and steady approach** that helps leadership teams move from big-picture vision to measurable objectives, performance indicators, and implementation timelines.
- **Clear and effective communicator**, able to translate complex strategic issues into concise, workable frameworks for leaders, staff, and the public.
- **Values-aligned perspective**, grounded in Southern upbringing and a commitment to family-centered, community-oriented public service.
- **Hands-on, independently owned practice**, offering Huntsville direct access to a dedicated consultant who prioritizes service, reliability, and partnership.

Compliance Statement

Mirasol Consulting LLC maintains a permanent and established place of business in Louisiana and is fully equipped to perform the named scope of work efficiently, including virtual and on-site facilitation, strategic plan development, and production of all required documents. As a principal-led practice with a streamlined operating model, Mirasol has the professional tools, technology, and systems necessary to complete the work promptly and to a high standard. The firm is in good financial standing and can fulfill the multi-stage consulting contract without issue. Dr. Stramel has the relevant technical experience in strategic planning, facilitation, evaluation, and applied research, and her performance record reflects consistent delivery of high-quality work for governmental and nonprofit clients across the South.

TAB 4 Project Understanding and Methodology

RFP 26-02

Mirasol Consulting LLC

Project Understanding & Methodology (TAB 4)

Understanding Huntsville's Needs

This strategic planning process honors Huntsville's history, its families, its faith communities, and its deep sense of civic pride. Our approach supports controlled, well-planned growth that protects Huntsville's small-town charm while strengthening public safety, infrastructure, and quality services for all residents.

The City of Huntsville seeks a strategic planning partner to facilitate a process that:

- Strengthens alignment between City Council, administration, and community priorities
- Creates a clear vision for the next five years grounded in municipal realities
- Builds practical, measurable strategies and implementation discipline
- Enhances public trust and transparency

Mirasol Consulting will ensure a process that is collaborative, time-efficient, and designed to produce a plan that leads directly to informed decision-making, budget alignment, and progress tracking.

The Council has deep generational roots in Huntsville, from long-time city staff experience, law enforcement backgrounds, local business leadership, SHSU connections, public service commitment, and active church and community involvement. Our methodology honors this lived expertise and creates space for councilmembers to bring forward their unique perspectives while building consensus around shared priorities.

While municipal processes differ across states, our methodology integrates a rapid-scan review of Huntsville's existing plans, budget structures, capital improvement processes, and performance reporting requirements to ensure that the strategic plan is fully aligned with Texas municipal governance expectations. While each municipality in Texas has its own structure and local priorities, Mirasol Consulting is familiar with the broader governance framework, budgeting cycles, capital planning considerations, and performance measurement structures commonly used in Texas cities.

Methodology

Building on Huntsville's 2024 Strategic Plan, the 2040 Huntsville Comprehensive Plan, and additional current relevant master plans, our methodology is designed to focus on the City Council's leadership vision, the City's mission and values, and alignment across departments and operational systems. Our services provide project oversight, lead facilitation, strategic plan drafting, performance measurement design, implementation alignment, and document production. Each phase of the project is intentionally mapped to these labor categories to ensure transparency and accountability.

Stakeholder Alignment

Our methodology prioritizes early alignment among the Mayor, Council, and City leadership to ensure that the planning process is grounded in a shared understanding of Huntsville's accomplishments, challenges, and operational priorities. Optional individual interviews and pre-work help unify leadership perspectives before the retreat begins.

Retreat Facilitation Approach

The two-day retreat uses structured, respectful, and efficient facilitation methods tailored to elected officials. These include guided discussion, a facilitated SWOT analysis, and prioritization tools that support steady decision-making and help the Council identify shared priorities for the 2026-2031 planning period.

Strategic Plan Drafting Process

Following the retreat, a disciplined synthesis and drafting process will transform Council direction into a clear, practical, and well-organized strategic plan. This includes refining priority areas, developing measurable goals, and ensuring alignment with ongoing city operations, budget cycles, and long-term planning commitments.

KPI / Performance Framework

The methodology incorporates development of measurable objectives, performance indicators, and simple tracking tools that reflect Huntsville's service priorities and operational realities. These metrics help establish what success looks like and support ongoing review and reporting.

Implementation and Accountability Structure

Our planning framework embeds implementation pathways and accountability structures into the final plan. This includes identifying responsible departments, outlining timelines, and creating an annual reporting calendar to ensure the plan moves from vision to action.

Texas Municipal Governance Acknowledgement

The methodology is designed specifically for Texas municipal governance under the Council-Manager model, recognizing the distinct roles of the Mayor, City Council, and City Manager. The approach respects statutory responsibilities, operational workflows, budget processes, and the leadership culture common to cities across the South.

We use a structured 4-phase planning framework that has been tested and proven successful in municipal and community-focused settings:

PHASE 1: Discovery & Alignment

Clarify where Huntsville is today and where consensus already exists.

Activities:

- Virtual kickoff meeting with City leadership
- Review of 2024 Strategic Plan, relevant 2025 Updates, 2040 Huntsville Comprehensive Plan, additional current relevant master plans, budget structures, and performance documents
- Synthesis of key themes: accomplishments, challenges, operational realities, and areas requiring alignment

Deliverables:

- Discovery Summary (strengths, challenges, opportunities)
 - Draft Retreat Framework
- Optional one-on-one conversations with the Mayor or Councilmembers could help surface priorities and areas of alignment. To support a well-prepared and productive retreat, all planned participants will be invited to complete virtual written pre-work in advance.

PHASE 2: Strategic Planning Retreat (2 Full Days, In-Person)

Build shared agreement on what matters most.

Activities:

- Council Work Sessions (facilitated) to:
 - Strengthen Team Dynamics
 - Review Huntsville Vision & Mission
 - Conduct SWOT Analysis (+PEST Analysis, if desired/time permitting)
 - Develop preliminary goals and desired outcomes

Deliverables:

- Draft Strategic Priorities based on budget and departmental roles
 - Preliminary Goal Framework
- The City has indicated a tentative retreat timeframe between the end of February and the middle of March 2026. The agenda will be designed to support strong progress and meaningful input, understanding that Councilmember availability may vary based on finalized dates.

PHASE 3: Implementation Roadmap (Weeks 1-4 after Council Retreat)

Ensure the plan is practical, measurable, and accountable.

Activities:

- Develop:
 - Operational strategies
 - Measurable objectives
 - Performance indicators
- Draft 2026-2031 Strategic Plan including:
 - Implementation roles
 - Metrics
 - Reporting calendar
- Work with Council to integrate into plan:
 - Implementation roadmap
 - Timelines
 - Cross-departmental responsibilities

Deliverables:

- Draft Strategic Plan including success indicators aligned with budget and operations.
- Because the draft plan is developed rapidly after the retreat, timely virtual feedback from the Mayor and Council will support an accurate, well-aligned document and ensure the implementation roadmap reflects intended direction.

PHASE 4: Final Plan and Communications (Weeks 5-8 after Council Retreat)

Strategic Plan ready for adoption and public sharing.

Activities:

- Incorporation of City feedback
- Production of print-ready PDF, editable Word version, and adoption-ready PowerPoint
- Final Council presentation

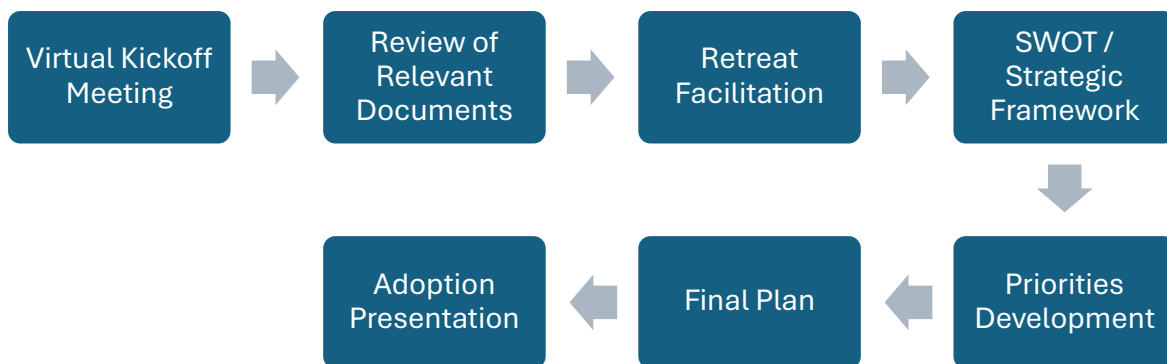
Deliverables:

- Final 5-year Strategic Plan (PDF and web-ready formats)
- Presentation slides for adoption process
- Our methodology is designed to accelerate synthesis and iterative review, ensuring that the final strategic plan be delivered 30-60 days following the City Council retreat. The planning process will build directly on existing plans, retreat synthesis, and City Council direction.

Mirasol Project Management Commitments

- Transparent communication with a single point of contact
- On-schedule delivery aligned with City milestones
- Council-ready materials at each step for efficient decision-making

Our approach directly corresponds to the City’s deliverables framework:



This structure ensures clarity for staff, elected officials, and community stakeholders throughout the project lifecycle.

Value to Huntsville

Our final deliverable will be:

- A usable plan, not a document that sits on a shelf
- Designed for progress tracking and accountability
- Rooted in realistic capacity, budget, and community needs
- Built with input from the voices who do the work
- Crafted to strengthen public trust in governance

We ensure that vision translates into implementation, and evolving community needs continue to inform both.

Huntsville’s identity, shaped by its historic character, small-business base, strong partnership with SHSU, and deep commitment to public safety, will play a critical role in shaping the 2026–2031 strategic plan. Our methodology is designed to foster the creation and refinement of updated Vision and Mission statements which will translate into clear priorities, measurable goals, and implementation strategies. Huntsville’s new Strategic Plan will connect the Council’s aspirations with operational realities, departmental roles, and long-range planning needs.

TAB 5 Proposed Approach and Timeline

RFP 26-02

Mirasol Consulting LLC

Proposed Approach and Timeline (TAB 5)

Overview

Mirasol Consulting's approach is grounded in respectful, values-aligned facilitation and a structured, transparent planning process. The design centers the Council's leadership and ensures that the 2026-2031 Strategic Plan is visionary, measurable, achievable, and strongly aligned with operations, budget, and departmental capacity.

Council Retreat Facilitation Approach

The Council retreat will be scheduled between late February and mid-March 2026. The retreat will be grounded in the values this Council consistently champions: family, faith, public safety, responsible stewardship of resources, and a strong sense of community. We will create space for members to reflect on Huntsville's legacy, celebrate what is working well, and build consensus around practical, achievable priorities that will serve current and future generations. The retreat incorporates structured decision-making tools, guided reflection, and analytical frameworks without introducing unnecessary complexity.

We will begin the Council retreat with a simple but fitting reminder from Sam Houston: *"A leader is someone who helps improve the lives of other people or improve the system they live under."* This perspective frames our facilitation approach: helping the Council identify the improvements, investments, and long-range strategies that strengthen Huntsville's systems and enhance life for all who live and work here.

The retreat will be designed to help the Mayor and City Council revisit and reaffirm Huntsville's Mission and Vision as the foundation for all subsequent priority-setting. The retreat activities will ground the Council in these guiding statements, reflect on how they have served the community to date, and identify any refinements needed to support Huntsville's next chapter of growth, public safety, and service delivery.

Council Retreat Opening Framework

The Council Retreat will be structured around the following themes:

- Protecting what people love about Huntsville
- Strengthening public safety
- Supporting families, youth, and seniors
- Managing growth without losing identity
- Supporting small businesses
- Ensuring efficient, fair city services
- Preparing for the future responsibly

MIRASOL RETREAT STRUCTURE (2 Full Days)

The two-day retreat is intentionally structured to anchor decision-making in the Mission and Vision before progressing into strategic analysis and goal development. The retreat agenda is structured to accommodate the City's anticipated participation of approximately 25–35 individuals, ensuring productive sessions with both elected officials and key leadership.

DAY 1

Revisiting Mission and Vision, Strategic Context, and Priority Identification

- Begin with a facilitated review of Huntsville's Mission and Vision to confirm shared understanding and explore whether refinements or clarifications are desired
- Connect Mission and Vision to the City's current operating environment, recent progress, challenges, and long-range opportunities
- Conduct a Leadership Team SWOT Analysis (with optional PEST elements, time permitting)
- Identify and confirm core strategic issues shaping the next five years
- Use prioritization tools to establish 4-6 Council-defined strategic priority areas

DAY 2

Goals, Alignment, and Draft Framework

- Develop preliminary goals and desired outcomes for each priority area
 - Explore alignment with Mission and Vision to ensure consistency in purpose and direction
 - Identify measurable objectives and performance indicators
 - Connect goals to operational realities, budget planning, staffing, and departmental responsibilities
 - Outline the draft 2026-2031 Strategic Plan structure
 - Build consensus around strategic direction and Council expectations for implementation
-
- Revisiting Huntsville's Mission and Vision during the retreat ensures that the goals, metrics, and implementation roadmap developed after the retreat accurately reflect the City's core purpose and long-term aspirations. The draft plan will explicitly connect each priority area and goal back to Mission and Vision language, reinforcing alignment throughout the document.
 - Mirasol's approach incorporates a SWOT analysis *during* the retreat because conducting an initial, facilitated SWOT with leadership ensures that the City's strengths, challenges, and emerging opportunities are understood in the context of Huntsville's mission, vision, and day-to-day governance realities. While additional SWOT activities may be conducted as needed pre- or post-retreat, conducting a SWOT together creates a shared foundation from which measurable objectives, implementation strategies, and the final strategic framework can be developed with clarity and consensus.

Overall Project Timeline & Work Plan

Phase	Objectives	Key Activities	Lead Deliverables	Target Timeline*
Phase 1: Discovery and Alignment	Build shared understanding of current state and desired future direction	• Project Kickoff (virtual) • Background Document Review (virtual) • Retreat Design • Council Preparation	Discovery Summary Document; Draft Retreat Framework	Jan–Feb 2026
Phase 2: In-Person Council Retreat	Clarify mission-aligned focus areas and goals; Analytical Assessment & Strategic Framework	• In-person Retreat including Leadership Team Strategy Workshop (SWOT Analysis), prioritization matrix, and alignment tools	Revised Mission & Vision Statements; Strategic Priorities and Objectives	Feb–Mar 2026
Phase 3: Draft Plan Development	Design measurable, realistic strategies for progress tracking	• Virtual drafting of full Strategic Plan (virtual) including KPIs, implementation roadmap	Draft Plan for Review	Apr–May 2026
Phase 4: Final Plan, Adoption Presentation	Produce adopted plan & tools for integration, accountability and transparency (Performance Measures)	• Council final review and edits (virtual) • Design of publishable plan documents • Presentation to City Council	Final Strategic Plan** (delivered 30-60 days following the retreat) Presentation Slides for City Council Presentation Adoption Support (Implementation Roadmap)	May–Jul 2026

*Timeline is adjustable to meet City priorities and Council scheduling.

**All documents will be delivered in both Word (fully editable) and print-ready PDF formats, accompanied by a presentation deck suitable for public adoption.

Core participants

- Mayor Humphrey
- City Council
- City Manager & Senior Leadership Team (invited sessions / as requested by Council)
- Department Directors (virtual participation if /when deemed necessary)
- Public Information / Communications

Project Management and Communication

Mirasol Consulting maintains regular cadence to keep the project on track:

Communication Element	Frequency	Purpose
Status check-ins with City Manager's Office	Biweekly (short virtual meeting or email)	Timeline review; address emerging needs
Phase transition briefings	At each milestone	Confirm alignment before advancing
Document review windows	Standard 7–10 days	Efficient Council workflow
Rapid revision cycles	As needed	Support timely approval

All documents will be delivered in editable Word and print-ready PDF formats, with web-ready versions for community transparency. A PowerPoint deck will be provided for the adoption presentation.

Implementation and Accountability Framework

All recommended strategies and performance measures will be tied back to the City's Vision. By linking each priority area to vision elements, the plan will provide both clarity for elected officials and operational guidance for departments.

The implementation roadmap will tie each strategy to the City's Mission, clarifying how recommended actions enhance quality of life and strengthen the City's ability to deliver services, facilities, and infrastructure efficiently and equitably. Performance measures will reflect the established mission-driven expectations.

The operational plan will directly tie strategic priorities to:

- departmental responsibilities
- capital planning
- budgeting cycles
- performance measures
- existing dashboards / templates
- annual and mid-cycle review structures

Success Measures

Our approach ensures that Huntsville leaves the process with:

- A plan that is usable, not aspirational only
- Connection between priorities and budget/staff capacity
- Clear ownership for each initiative
- A reporting calendar for forward accountability
- Framework for future leadership continuity

Our approach includes a detailed implementation roadmap with timelines, responsible parties, resource implications, and measurable indicators for each priority area.

Mirasol Risk Reduction and Adaptability

- If Council needs additional alignment, we can build in decision checkpoints.
- If staffing needs shift, implementation pacing can be adjusted.
- If new opportunities arise (funding, infrastructure, economic development), the strategy can respond without losing direction.

Flexibility without loss of clarity is a core feature of our approach to planning.

Summary of Our Approach

Mirasol Consulting will deliver a strategic plan that:

- Unifies Council and administration priorities
- Guides operational decisions and resource allocation
- Builds trust and transparency with the community
- Drives meaningful progress over the next 5 years

We look forward to supporting the City of Huntsville in developing a strategic plan that is built to last and clear enough to execute.

TAB 6 Cost Proposal

RFP 26-02

Mirasol Consulting LLC

Cost Proposal (TAB 6)

Mirasol Consulting, LLC proposes a fixed-fee contract for professional strategic planning facilitation and development services as outlined in this proposal. The total cost reflects all direct labor, subcontracting (if needed), project management, materials, preparation, and deliverables unless otherwise noted.

As an independently owned, principal-led consulting practice, Mirasol delivers senior-level expertise at every step of the process. This structure allows the City of Huntsville to receive to receive a highly customized planning process delivered with significantly lower overhead than a process designed by larger municipal consulting firms.

Total Fixed Project Cost (Lump Sum, Total Not-to-Exceed)

\$27,750.00

The proposed lump-sum fee reflects the full scope of work required to deliver a tailored, high-quality strategic planning process, including all labor, preparation, travel, materials, and production of final deliverables.

Mirasol Consulting is an independently owned, principal-led practice, which allows the City of Huntsville to receive direct senior-level expertise throughout the entire engagement. By delivering all core services myself, including facilitation, analysis, drafting, and final presentation, the project benefits from consistent leadership, efficient decision-making, and lower overhead than large municipal consulting firms. If needed for efficiency during the two-day retreat, Mirasol may include a support staff member to assist with session flow, documentation, and logistics. This optional support is included within the proposed lump-sum fee and does not alter the City's cost.

Mirasol Consulting follows standard municipal billing practices and will invoice according to the City's terms.

Cost Breakdown by Project Phase and Deliverables

Project Phase	Deliverables Description	Cost
Phase 1: Discovery and Alignment	Kickoff, document review, synthesis, retreat prep	\$6,000
Phase 2: Two-Day Council Retreat	In-person facilitation, travel, materials	\$8,750
Phase 3: Draft 2026-2031 Strategic Plan	Goals, KPIs, roadmap, draft plan development	\$8,000
Phase 4: Final Plan and Adoption Materials	Final plan, formatting, PPT, Council presentation	\$5,000

Total Project Fee: \$27,750

Travel & Reimbursable Expenses

Category	Allowance	Notes
Travel	Included	One round-trip visit for in-person retreat facilitation, and an optional in-person visit for the final presentation <i>(at the Council's discretion)</i>
Virtual facilitation	Included	No cost differential
Technology/printing	Included	All materials developed digitally unless requested otherwise

Because Huntsville is within driving distance, travel costs are modest and fully incorporated into the not-to-exceed amount. Additional travel required by the City beyond this scope will be billed at cost with prior approval.

Optional services are priced as standalone fixed-fee deliverables and may be added at the City's discretion either during contract award or at later stages of implementation.

Rate Policy for Optional Add-ons

The following services may be added at the City's discretion:

Optional Extension	Rate
Annual Strategic Plan Update (annual progress review, update of KPIs, adjustments to strategies)	\$3,500
Mid-Cycle Progress Review Workshop (in-person) with progress analysis and revised roadmap, or virtual alternative for \$3,000	\$5,500
Department Goal Alignment Workshops (in-person, 2-3 hours) per single workshop, or \$4,500 for up to four departments	\$1,500
Additional Council or Stakeholder Presentations (virtual)	\$750
Additional Council or Stakeholder Presentations (in-person, travel included)	\$1,250
Other Optional Service: Strategic Plan Dashboard Template	\$1,200

Optional services will only be initiated upon written approval from the City.

Scope Assurance

This cost proposal is based on the project timeline, scope, and deliverables described in this proposal and in the City's solicitation. Should the City adjust the scope, we will collaborate to update the budget prior to work.

TAB 7 References

RFP 26-02

Mirasol Consulting LLC

References (TAB 7)

Reference 1

COMPANY NAME: Louisiana Public Health Institute

CONTACT: Erica Turner, DrPH, MPH, CHES, Senior Monitoring, Evaluation, and Learning Manager

ADDRESS: 400 Poydras Street, Suite 1250, New Orleans, LA 70130

PHONE #: (601) 327-0022

EMAIL: eturner@lphi.org

Reference 2

COMPANY NAME: Jesse Chanin Research & Consulting

CONTACT: Jesse Chanin, PhD, Owner

ADDRESS: 4223 D'Hemecourt St, New Orleans, LA 70119

PHONE #: (646) 400-1611

EMAIL: jchanin@tulane.edu or jesse.chanin@gmail.com

Reference 3

COMPANY NAME: Loyola College of Law, Stuart H. Smith Law Clinic

CONTACT: Luz Molina, JD, Distinguished Professor Emeritus

ADDRESS: 7214 St. Charles Avenue, Box 902, New Orleans, Louisiana 70118

PHONE #: (504) 861-5598

EMAIL: molina@loyno.edu

TAB 8 Deviations

RFP 26-02

Mirasol Consulting LLC

Deviations (TAB 8)

Respondent takes no exceptions or deviations from the requirements of RFP No. 26-02.

Appendix

RFP 26-02

Mirasol Consulting LLC

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Miranda Stramel	
	2 Business name/disregarded entity name, if different from above. Mirasol Consulting LLC	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☒ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions. 5748 Vermillion Blvd 6 City, state, and ZIP code New Orleans, LA 70122 7 List account number(s) here (optional)	Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
			-						
or									
Employer identification number									
3	3		-	4	7	6	4	8	4

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person 	Date December 5, 2025
------------------	--	-----------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/03/2025

52

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER NUTMEG INS AGENCY INC/PHS 76210775 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251	CONTACT NAME:	
	PHONE (888) 925-3137 (A/C, No, Ext):	FAX (A/C, No):
INSURED Mirasol Consulting LLC 5748 VERMILLION BLVD NEW ORLEANS LA 70122	E-MAIL	
	ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC#	
	INSURER A : Property and Casualty Insurance Company of Hartford	34690
	INSURER B : Hartford Fire Insurance Company	19682
	INSURER C :	
	INSURER D :	
INSURER E :		
INSURER F :		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY			76 SBU BX9M4V	12/03/2025	12/03/2026	EACH OCCURRENCE	\$1,000,000
	CLAIMS-MADE ☒ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
	General Liability						MED EXP (Any one person)	\$10,000
							PERSONAL & ADV INJURY	\$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$2,000,000
	☒ POLICY ☐ PRO-JECT ☐ LOC						PRODUCTS - COMP/OP AGG	\$2,000,000
	OTHER:							
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	
	ANY AUTO						BODILY INJURY (Per person)	
	ALL OWNED AUTOS		SCHEDULED AUTOS				BODILY INJURY (Per accident)	
	HIRED AUTOS		NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident)	
	UMBRELLA LIAB EXCESS LIAB						EACH OCCURRENCE	
							AGGREGATE	
	DED		RETENTION \$					
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			76 WEG BX9M4U	12/03/2025	12/03/2026	☒ PER STATUTE ☐ OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT	\$100,000
	If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				E.L. DISEASE -EA EMPLOYEE	\$100,000
							E.L. DISEASE - POLICY LIMIT	\$500,000
A	Professional Liability			76 SBU BX9M4V	12/03/2025	12/03/2026	Each Claim Limit	\$1,000,000
							Aggregate Limit	\$2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

CERTIFICATE HOLDERFor Informational Purposes
5748 VERMILLION BLVD
NEW ORLEANS LA 70122**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Susan L. Castaneda

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ACORD 25 (2016/03)

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Statement of Insurance

Mirasol Consulting LLC maintains all insurance coverage required under this RFP through **The Hartford**, an insurance carrier whose forms are filed with and approved by the Texas Department of Insurance.

Current coverage includes:

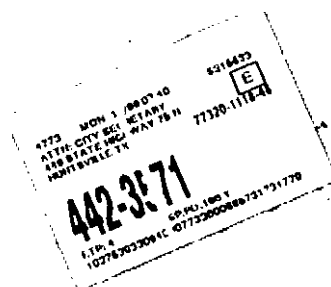
- (1) Commercial General Liability with limits of \$1,000,000 per occurrence and \$2,000,000 general aggregate;
- (2) Professional Liability (Errors & Omissions) with limits of \$1,000,000 per claim; and
- (3) Workers' Compensation coverage carried in accordance with Louisiana law, including Other States coverage applicable to work performed in Texas, with Employer's Liability limits of at least \$100,000 per accident.

Certificates of Insurance issued by The Hartford are included with this proposal.

Upon award, Mirasol Consulting will provide a Certificate of Liability Insurance listing the City of Huntsville as an Additional Insured via endorsement. All policies include a provision for at least thirty (30) days' notice of cancellation, non-renewal, or material change, and full certified copies of policies will be provided to the City upon request.

Insurance documentation will be submitted prior to the issuance of any purchase order.

Large Box Recycle me.



BILL BENDER

TO CITY OF HUNTSVILLE
ATTN: CITY SECRETARY
448 STATE HIGHWAY 75 N

HUNTSVILLE TX 77320

(206) 281-6419
FAX: 206 281 4432

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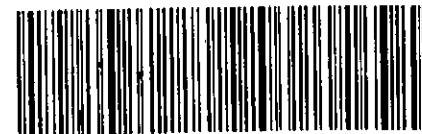


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CITY COUNCIL AGENDA

1/20/2026

Agenda Item Number: 2.b.

Agenda Item: Consider approval of Resolution 2026-03 in support of an application to the Texas Department of Housing and Community Affairs for a 9% housing tax credit to fund the construction of Huntsville Lofts at Heaton Ave and Hwy 75 North.

Initiating Department/Presenter: Development Services

Presenter:

Layne Yeager, City Planner/Airport Manager

Recommended Motion: Move to approve Resolution 2026-03 in support of an application to the Texas Department of Housing and Community Affairs for a 9% housing tax credit to fund the construction of Huntsville Lofts at Heaton Ave and Hwy 75 North.

Strategic Initiative: Strategic Priority #2, Economic Development - Create an economic climate for the City of Huntsville that drives development of diverse industries and sectors, providing sustainable economic growth and improved living standards.

Discussion: Huntsville Lofts LP, is proposing to construct a high-quality family apartment community that will be three stories and have approximately 39-49 units.

Huntsville Lofts LP, plans to submit an application to the Texas Department of Housing and Community Affairs (TDHCA) Low Income Housing Tax Credit (LIHTC) Program. This program plays a key role in the development and preservation of affordable rental housing for low-income households. Tax credits provide a source of equity financing that multifamily developers can use to create affordable rental housing.

Specifically, the application to TDHCA targets the 9% Housing Tax Credit round, a highly competitive phase determined by a Regional Allocation Formula (RAF). Additional set-asides exist for developments at risk of losing affordability and subsidy, projects financed through USDA, and those owned by nonprofit entities.

TDHCA evaluates applications based on various criteria, with two pertinent to this resolution. First, points are awarded if the governing body of the municipality supports the development. Second, additional points are granted if the governing body commits to reducing development fees by no less than \$250.

Previous Council Action: None

Financial Implications: Waiver of \$250 in permit fees, and the City will receive permit fees, property taxes, and utility revenue from the finished project.

Approvals:

Kevin Byal
Ricardo Villagrand
Kristy Doll
Scott Swigert

Associated Information:

1. Reso. 2026-03 - Huntsville Lofts LP
2. Huntsville_Lofts _PPT

RESOLUTION NO. 2026-03

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HUNTSVILLE, TX, IN SUPPORT OF AN AFFORDABLE RENTAL HOUSING DEVELOPMENT TO BE KNOWN AS HUNTSVILLE LOFTS LP, AND IN SUPPORT OF AN APPLICATION TO THE TEXAS DEPARTMENT OF HOUSING AND COMMUNITY AFFAIRS 2026 COMPETITIVE 9% HOUSING TAX CREDITS APPLICATION FOR HUNTSVILLE LOFTS, A DEVELOPMENT TO BE LOCATED AT APPROXIMATELY HEATON AVE. AND SH 75 N, HUNTSVILLE, TX, BETTER DESCRIBED AS PROPERTY I.D. 29017 ON THE WALKER COUNTY APPRAISAL DISTRICT, BEING A TRACT OR PARCEL OF LAND CONTAINING APPROXIMATELY 6.93 ACRES OF LAND, THE APPLICANT BEING HUNTSVILLE LOFTS LP; AND AUTHORIZING THE CITY MANAGER TO ACT AS THE EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE CITY'S SUPPORT OF THIS DEVELOPMENT

WHEREAS Huntsville Lofts LP has proposed a development for affordable rental housing named Huntsville Lofts in the Huntsville, Walker County; at approximately Heaton Ave. & Hwy 75, better described as Property ID 29017 on the Walker County Appraisal District, and

WHEREAS there is a need for affordable housing in the City of Huntsville Texas;

WHEREAS the applicant has advised that it intends to submit an application to the Texas Department of Housing and Community Affairs for 2026 Competitive 9% Housing Tax Credits for Huntsville Lofts;

NOW, THEREFORE, be it resolved by the City Council of the City of Huntsville, Texas that:

Section 1 The City of Huntsville, acting through its governing body, hereby confirms that it supports the proposed Huntsville Lofts, located at approximately Heaton Ave and SH 75 N., Huntsville, Texas, 77320 and that this formal action has been taken to put on record the opinion expressed by the City of Huntsville on January 20, 2026.

Section 2 The City of Huntsville, acting through its governing body, hereby confirms that, upon successful award of 2026 Competitive 9% Housing Tax Credits, the city commits to providing reduced fees or a contribution of other value that equals a minimum of \$250 for the benefit of Huntsville Lofts.

Section 3 The City Manager is designated as the City's Chief Executive Officer and Authorized Representative to act in all matters in connection with this Resolution.

PASSED AND APPROVED this _____ day of _____ 2026.

THE CITY OF HUNTSVILLE

Russell Humphrey, Mayor

ATTEST:

Kristy Doll, City Secretary

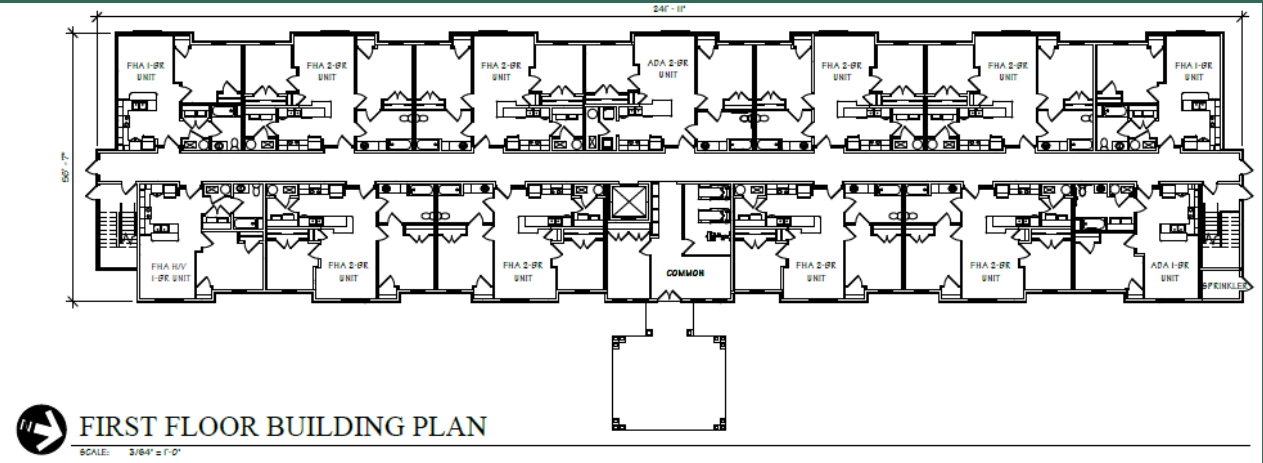
APPROVED AS TO FORM:

Leonard Schneider, City Attorney

HUNTSVILLE LOFTS

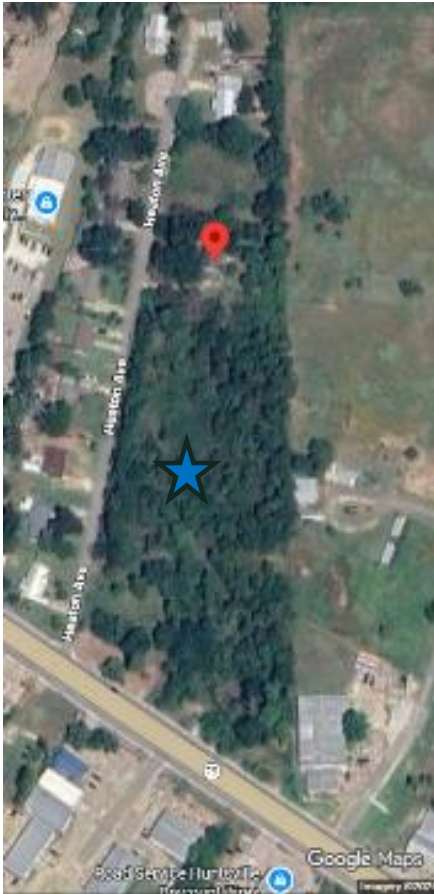


PROPOSAL FOR A HIGH-QUALITY FAMILY APARTMENT COMMUNITY IN HUNTSVILLE TEXAS



HUNTSVILLE LOFTS

- LOCATION – HEATON AVE. & HWY 75., HUNTSVILLE, TX



– Close Proximity to Key Amenities:

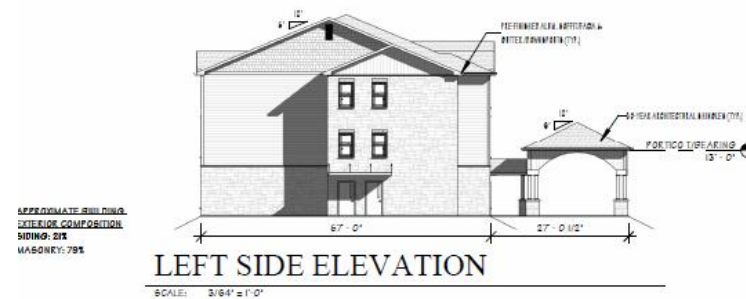
- Bayou Bend Park
- Forest Hills Park
- TickTock Pre-School
- Samuel Walker Elementary School
- La Mexicana Supermarket
- Senio Center of Walker County

HUNTSVILLE LOFTS SITE PLAN



HUNTSVILLE LOFTS DEVELOPMENT OVERVIEW

- 3 Stories
- Stone (or Brick) and Siding
- Common Areas on all floors:
 - 1st floor - proposed fitness center
 - 2nd floor – community kitchen/room
 - 3rd floor – activity room
- Approximately 39 - 49 units
- Serving Families with units also available to Seniors



HUNTSVILLE LOFTS

- TARGET RENT AND INCOME LEVELS -

- Majority of the units at 60% AMI rents
- Income ranges from \$33k-\$47k for households of 1 – 4 people
- Rents on 1-bedrooms at ~\$894 and 2-bedrooms at ~\$1,072 for majority of units at 60% AMI
- Serve families in local workforce of Huntsville including but not limited to;
 - Teachers
 - Nurses
 - First Responders
 - Artists
 - City Employees
 - Service Industry

Majority of units at 60% of AMI with some units providing deeper affordability

BENEFITS TO CITY OF HUNTSVILLE AND WALKER COUNTY

Economic Benefits

- Estimated new \$11-\$13 mill. construction investment
 - Use of local contractors/suppliers if competitive
- Creation of approximately 100-150 jobs during construction
- Creation of at least 2 permanent jobs after construction
- Generation of fees for the City
- New utilities revenues generated for the City
- New sales taxes generated for the City

REQUEST RESOLUTION OF SUPPORT FROM HUNTSVILLE

- Be placed on the city council agenda for mid January 2026
- Resolution of support from the City by January of 2026 for February 9% LIHTC application preparation
- Resolution of funding commitment of \$250 (req'd for our application)
 - We propose waiver of building permit fees
- Assistance with obtaining a letter of support from the State Representative.
- We will also speak with local community organizations serving the City to request letters of support

GYANI CAPITAL DEVELOPMENT EXPERIENCE

Established in 2010, Gyani Capital has undertaken a range of projects across several different asset classes including;

- Affordable/market-rate multifamily housing
- Medical
- Retail
- Hospitality

DEVELOPER EXPERIENCE – PORTFOLIO – APTS.



Location: Rancho Viejo Apartments, Laredo, TX

Property Overview:

46 units (3 one-bedroom, 43 two-bedroom)
Serves local workforce at affordable rents

Acquisition Details:

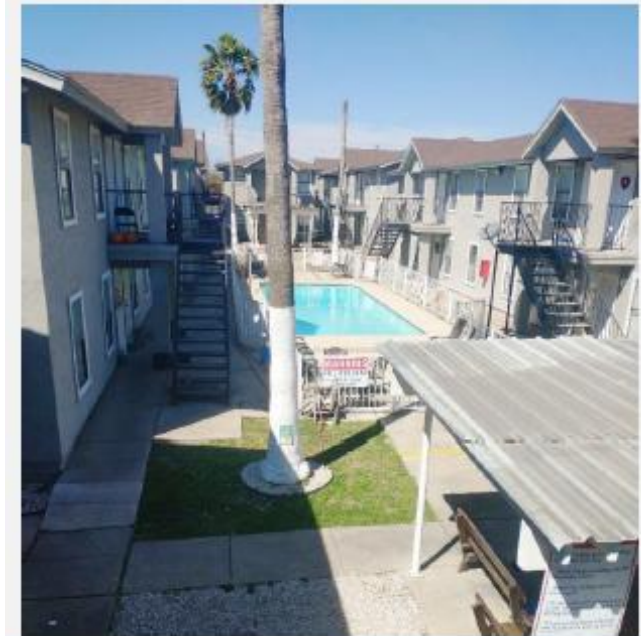
- Acquired with 63% occupancy, \$55,000 improvements per unit

Renovation Highlights:

- New flooring, plumbing, appliances, bathrooms, and A/C
- Common area upgrades: pool, security, parking, roofing, ENERGY STAR appliances, LED lighting
- On-site management office and web-based leasing system

Impact:

- Occupancy rate increased to 97% with waiting list
- 15-30% rent premium on fully furnished units



DEVELOPER EXPERIENCE – PORTFOLIO – APTS.



Location: Lofts at Birdwell, Big Spring, TX

Property Overview:

39 units (12 one-bedroom, 27 two-bedroom)
Serves local workforce at affordable rents

Project Details:

- Awarded Federal LIHTCs and State HTCs in July and December, 2025

Timeline:

- Projected to break ground Q2 of 2026 with a 15-month development timeline and a Placement in Service in 2027



DEVELOPER EXPERIENCE – PORTFOLIO – APTS.



Location: The Lantern at Robstown,
Robstown, TX

Property Overview:

49 units (15 one-bedroom, 34 two-bedroom)
Serves local Seniors (55+) at affordable rents

Project Details:

- Awarded Federal LIHTCs and State HTC's in July and December, 2025

Timeline:

- Projected to break ground Q2 of 2026 with a 15-month development timeline and a Placement in Service in 2027



FHA 1-BR UNIT PLAN



FHA 2-BR UNIT PLAN

DEVELOPER EXPERIENCE – PORTFOLIO - MEDICAL



Location: Laredo Emergency Room, Laredo, TX

Facility Overview:

8,000 sq. ft., \$7.2 million purpose-built Emergency Room

Fully licensed, staffed with 8 board-certified physicians

Performance:

- One of South Texas' highest-performing ERs
- EBITA of over \$12 million in 2024
- Consistent 20% year-over-year growth
- Initially leased, then purchased retail complex in 2021 for \$4 million



DEVELOPER EXPERIENCE – PORTFOLIO- RETAIL



Overview:

15 retail projects developed and partnered in 4 of NYC's 5 boroughs

Majority located in Manhattan

Development Cycle:

- Led by Gyani Capital through all phases: predevelopment, design, construction, lease-up, and asset management
- Required approval from NYC governing bodies (community boards, Department of Consumer Affairs, Department of Transportation, Public Design Commission)



DEVELOPER EXPERIENCE – HOSPITALITY



Acquisition Details:

Acquired Laredo Staybridge Suites in August 2021 for \$10.6 million

111-room, 71,500 sq. ft., 3-story property

Located 5 minutes from Laredo International Airport

Property Features:

- Extended-stay accommodations with apartment-style amenities
- Exterior pool, dining area, business center, and fitness room

Leadership & Management:

- Overhauled management team with industry-leading staff and efficient labor scheduling
- Lowered operating expenses with ENERGY STAR appliances, staff training, and energy-saving practices



CONTACT INFORMATION



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CITY COUNCIL AGENDA

1/20/2026

Agenda Item Number: 6.a.

Agenda Item: City Council will convene in closed session as authorized by Texas Government Code, Chapter 551, Section 551.071 – to receive legal advice on the Airport FBO Agreement with Huntsville Aviation, INC.

Initiating Department/Presenter: City Attorney

Presenter:

Leonard Schneider, City Attorney

Recommended Motion: N/A

Strategic Initiative:

Discussion:

Previous Council Action:

Financial Implications: N/A

Approvals:

Sam Masiel

Scott Swigert

Leonard Schneider

Kristy Doll

Associated Information:



CITY COUNCIL AGENDA

1/20/2026

Agenda Item Number: 6.b.

Agenda Item: City Council will convene in closed session as authorized by Texas Government Code, Chapter 551, Section 551.074 – Personnel Matters: regarding the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of a public officer or employee: City Attorney.

Initiating Department/Presenter: Human Resources

Presenter:

Brian Beasley, HR Director

Recommended Motion:

Strategic Initiative:

Discussion:

Previous Council Action:

Financial Implications:

Approvals:

Sam Masiel

Scott Swigert

Leonard Schneider

Associated Information: