



CITY OF HOUSTON

HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND DELIVERY CORRESPONDENCE

POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHIPMENT OR SERVICE

PURCHASE ORDER

Vendor Address
 Vendor Address Number 151602
 LUPHER LLC
 5421 BRYSTONE DRIVE
 HOUSTON TX 77041
 USA

Mail Invoice to
 COH HOUSING & COMMUNITY DEV
 FINANCIAL SERVICES SEC, ACCT PAY
 PO Box 1562
 HOUSTON TX 77251-1562

Information
 Purchase Order Number/Date 4500304645-2 / 06/21/2019
 CoH Vendor Number 151602
 Page 1 of 3
 Buyer's Name Coryie J. Gilmore 457
 Buyer's Telephone Number
 Buyer's Fax Number
 Buyer's E-mail Address

 CONFIRM RECEIPT AND ACCEPTANCE OF PURCHASE ORDER TO BUYER'S E-MAIL ADDRESS

Terms of payment : Pay net 30 w/o deduction Currency USD
Shipping Terms FOB(Free on board) /DESTINATION
Your person responsible: LEE LUPHER
 Land Surveys Requested by Ms. Rupa Sen, Real Estate Manager HCDD
 rupa.sen@houstontx.gov
 832-394-6217 Office

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
10	1.00	AU	91889 REAL ESTATE/LAND CON Land Survey / 9100 Fondren Rd	7,233.29 / AU	7,233.29
	Gross Price		7,233.29 USD 1 AU	1.000	7,233.29
			Shipping Address: HOUSING & COMMUNITY DEVELOPMENT PROCUREMENT SERVICES 2100 TRAVIS, 9TH FLOOR HOUSTON TX 77002 USA Delivery date: Day 12/13/2019 *** Item partially delivered *** Expected value of unplanned services: 7,233.29 Delivery Date: 12/13/2019		
20	1.00	AU	91889 REAL ESTATE/LAND CON Land Survey / 3400 Linn St	10,216.29 / AU	10,216.29
	Gross Price		10,216.29 USD 1 AU	1.000	10,216.29
			Shipping Address:		



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PURCHASE ORDER

PO number/date 4500304645 -2 / 06/21/2019 Page 2 of 3

Item	Quantity	UM	Material # / Description	Unit Cost	Extended Cost
			HOUSING & COMMUNITY DEVELOPMENT PROCUREMENT SERVICES 2100 TRAVIS, 9TH FLOOR HOUSTON TX 77002 USA Delivery date: Day 12/13/2019 *** Item partially delivered *** Expected value of unplanned services: 10,216.29 Delivery Date: 12/13/2019		
30	1.00	AU		3,884.29 / AU	3,884.29
			91889 REAL ESTATE/LAND CON Land Survey / Robertson / Frawley		
	Gross Price		3,884.29 USD	1 AU	3,884.29
			Shipping Address: HOUSING & COMMUNITY DEVELOPMENT PROCUREMENT SERVICES 2100 TRAVIS, 9TH FLOOR HOUSTON TX 77002 USA Delivery date: Day 12/13/2019 *** Item partially delivered *** Expected value of unplanned services: 3,884.29 Delivery Date: 12/13/2019		
40	1.00	AU		3,000.00 / AU	3,000.00
			91889 REAL ESTATE/LAND CON Additional Services		
	Gross Price		3,000.00 USD	1 AU	3,000.00
			Shipping Address: HOUSTON HOUSING DEPARTMENT 2100 TRAVIS HOUSTON TX 77002 USA Delivery date: Day 02/15/2020 *** Item partially delivered *** Expected value of unplanned services: 3,000.00 Delivery Date: 02/15/2020		



CITY OF HOUSTON
HCD Purchasing Unit 3200

PO NUMBER MUST APPEAR ON ALL PAYMENT AND
DELIVERY CORRESPONDENCE

**POSSIBLE DUPLICATE COPY DO NOT DUPLICATE SHIPMENT
OR SERVICE**

PURCHASE ORDER

PO number/date 4500304645 -2 / 06/21/2019 Page 3 of 3

Total ****	USD	24,333.87
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The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

I hereby certify a certificate of the necessity of this expenditure is on file in this department.

I hereby certify that the expenditure for the above goods has been duly authorized and appropriated and that sufficient funds are available to liquidate same.

Handwritten signature of Supervisor Turner.

Mayor

Handwritten signature of Jerry Adams.

Chief Procurement Officer

Handwritten signature of C. B. Brown.

Controller



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Vendor Address
Vendor Address Number 151602
LUPHER LLC
5421 BRYSTONE DRIVE
HOUSTON TX 77041
USA
Salesperson: LEE LUPHER

Return Quote to:

Information
THIS IS NOT A PURCHASE ORDER

RFQ Number/RFQ Date 6000086400 / 06/03/2019
CoH Vendor Number 151602
Page 1 of 2
Buyer's Name Coryie J. Gilmore 457
Buyer's Telephone No 832-394-6306
Buyer's Email Address Coryie.gilmore@houston.tx.gov
Collective Number CJG 019
Requirement Number C.GILMORE

CONFIRM RECEIPT OF REQUEST FOR QUOTATION TO BUYER'S E-MAIL ADDRESS

Quotes are due by close of business on: 06/13/2019
Quotes are valid until close of business on: 12/13/2019

Shipping Address City of Houston
 HOUSTON TX 77002
 USA

Delivery Date: 12/13/2019

Your person responsible: LEE LUPHER

Item	Quantity	UM	Material/Description	Net Unit Price	Extended Price
10	1.00	AU	91889 REAL ESTATE/LAND CON Land Survey / 9100 Fondren Rd *See Attachment #1 for SCOPE OF WORK*	\$ <u>1,233.29</u>	_____
20	1.00	AU	91889 REAL ESTATE/LAND CON Land Survey / 3400 Linn St *See Attachment #1 for SCOPE OF WORK*	\$ <u>10,216.29</u>	_____
30	1.00	AU	91889 REAL ESTATE/LAND CON Land Survey / Robertson and Frawley St *See Attachment #1 for SCOPE OF WORK*	\$ <u>3,884.79</u>	_____
DESCRIPTIVE LITERATURE MUST BE SUBMITTED IF QUOTING OTHER THAN WHAT IS SPECIFIED				Total	_____



CITY OF HOUSTON
HCD Purchasing Unit 3200

REQUEST FOR QUOTATION

Page: 2 of 2

RFQ number/date 6000086400 / 06/03/2019

1 - Successful bidder/contractor shall produce proof of insurance (Certificate of Insurance) and all drug detection/deterrence documentation required to show compliance with the City of Houston Insurance and Drug Detection and Deterrence policies within three days of notification. (SERVICE / LABOR ONLY)

2 - If Item or Equipment Quoted, indicate manufacturer and submit part/model and specifications. (MATERIAL ONLY)"

The Terms and Conditions specified on <http://purchasing.houstontx.gov> will apply.

Payment Term:

Bidder offers an early payment discount of 2%/10 days, 1%/20 days, net 30 days to apply after receipt of invoice or receipt of goods or services, whichever is later. If the bidder does not select "No" below, it will be deemed to have accepted the City's early payment discount term. Discount offer is not factored into award calculation.

No. Select "No" if the bidder chooses not to offer an early payment discount. If "No" is selected; bidder will be paid net 30 days after receipt of invoice or receipt of goods or services, whichever is later.

Supplier's Printed Name: LEE G. LUPHER

Supplier's Title: PRESIDENT

Address: 5428 BRYSTONE DR. HOUSTON, TX 77041

Telephone Number: 281-501-8718

Fax Number: N/A

E-mail Address: llupher@lupherllc.com

Supplier's Signature: [Handwritten Signature]

Date: 6/12/2019

Housing and Community Development

PROCUREMENT REQUEST FORM

*Note: The Procurement Request form is to solicit quotes through an informal (Small Purchase) bid process for purchasing transactions \$100,000 or less using Federal Funds (2 CFR 200.318) and \$3,000 to 49,000 using non-Federal funds (COH AP 5-8, Executive Order 1.14). Signature of this document is still required.
* Required Fields [must be completed]*

Description of Purchase *	Boundary Survey - Broadwalk, Linn, & Fra	HCDD Division: *	Commercial
Deadline Date of Request: *	5/30/2019	Purchase Type: *	Service Under <50K
Requester Name: *	Sen. Ruggs - GSD	Created:	5/30/2019
Requester Phone Number: *			

Brief Description of Scope of Work for Goods/Services:
Boundary survey needed for parcels located at 9100 Fondren, Linn, and Frawley. (Please see attachment)

Note: Please allow a minimum of three (3) days for bid responses.

Funding on Attached Page.

FINANCE USE ONLY	PROCUREMENT USE ONLY
Fund Number:	Status: Pending
Funding Source:	Purchase Order No#:
Cost Center:	Name of Vendor: Lupher
G/L Account:	Date Processed: 6/20/19
Business Area:	Date Received: 5/31/19
Internal Order:	Total Amount:
BFY:	Procurement Staff: Coryje Gilmore 107030
Grant:	Priority:
Funds Reservation:	Notify Department: Procurement
Funds Approval Mgr:	Notify Department: Finance
Justification of Need for Goods/Services Boundary survey needed for parcels located at 9100 Fondren, Linn, and Frawley. (Please see attachment)	Procurement Notes:
Requestor's Signature: <i>[Signature]</i> Date: 5-30-19	Supervising Manager (Purchase under \$5,000) Manager: <i>[Signature]</i> Date:
Buyer's Signature: Coryje Gilmore Date: 5/30/19	Funds Approval Signature: Kyrn Dean Date: 6/20/19
Procurement DPU Signature: Juwana L. Rhone Date: 6/20/19	(Purchase over \$5,000) CFO Signature Date:
(Purchase over \$5,000) Assistant or Deputy Director: Date	Director Signature (Only Consultant Services) Director or Designee: Date:

Attachments [Click here to attach a file](#)

Funding for 9100 Fondren Rd.

\$7233.29 DR16

Fund Number	5030
Funding Source	CDBG DR16
Cost Center	3200030002
G/L Account	522430
Business Area	3200
Internal Order	N32000075-19
BFY	FY2019
Grant	32000075-2019 <i>MO</i>

Funding for 3400 Linn St.

\$10,216.29 Single Family TIRZ 2019

Fund Number	2409
Funding Source	TIRZ
Cost Center	3200030002
G/L Account	522430
Business Area	3200
Internal Order	J-OPY18A-SFAM-1-02-01
BFY	F2018
Grant	

Funding For Robertson / Frawley St

\$3,884.29 Single Family Tirz 2019

Fund Number	2409
Funding Source	TIRZ
Cost Center	3200030002
G/L Account	522430
Business Area	3200
Internal Order	J-OPY18A SFAM-1-02-01
BFY	FY2018
Grant	

* Total of All 3 = \$21,333.87

LUPHER, LLC
TEXAS PROFESSIONAL
LAND SURVEYORS

June 12, 2019

Ms. Coryie J. Gilmore
Senior Buyer
City of Houston
2100 Travis Street, 9th Floor
Houston, TX 77002

Re: Professional Land Surveying Fee Proposal
A Site Boundary Survey of land known as
9100 Fondren Road,
3400 Linn Street
& Robertson and Frawley Street
Houston, Harris County, Texas 77074

Dear Ms. Gilmore

LUPHER, LLC is pleased to provide you with this fee proposal for professional land surveying services on the above referenced tracts of land in the accordance with the request for quotation and project limits provided herein as exhibit "A". It is my understanding that the City of Houston needs a Texas Society of Professional Land Surveying (TSPS) Category 1A, Condition II Land Title Survey on the referenced tracts. The TSPS Category 1A, Condition II Land Title Survey will need to be prepared in accordance with a title report to be provided by the City of Houston and meet the survey guidelines of the City of Houston Survey Section per said exhibit "A".

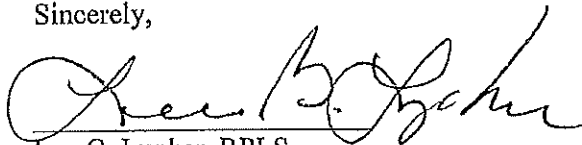
LUPHER, LLC shall provide a signed/sealed real property description along with a mylar drawing & pdf copy of the completed survey map and real property description. The Boundary Survey can be complete and delivered within forty (40) calendar days upon acceptance and signature of the proposal and receipt of title report.

Per your request, we have prepared a fee compensation breakdown for said professional surveying services is a lump sum fee as itemized fee task level of effort as shown on exhibit "B".

We thank you for the opportunity to provide you with this Quote. May we kindly ask you please consider using "LUPHER, LLC" on this City of Houston project for professional land surveying services.

Please feel free to contact me should you have any further questions.

Sincerely,



Lee G. Luper, RPLS
President

EXHIBIT "A"

Cristina Forrest

From: Gilmore, Coryie - HCD [<mailto:coryie.cook@houstontx.gov>]
Sent: Monday, June 03, 2019 9:21 AM
To: Lee Lupher
Cc: Sen, Rupa - HCD; Rhone, Tywana - HCD
Subject: Lupher LLC RFQ# 6000086400

Good Morning,

Due to the unforeseen addition of more addresses that need surveys we are having to rebid to include the additional addresses.

The City of Houston, Housing and Community Development Department would like to extend an invitation for your company to be part of our bid process for an upcoming Land Survey. Attached you will find RFQ (Request for Quotation) # 6000086400. You will also find an additional attachments containing the Scope of Work and the Land Map of the area we are wanting to be surveyed.

If your company would like to be part of our bid process please complete the attached RFQ and a written proposal on your company letterhead (both need to be signed) and submit both on or before close of business (4:00 p.m.) on Thursday, June 13, 2019 to coryie.cook@houstontx.gov.

If you have questions or inquiries please direct them via email to Rupa Sen @ rupa.sen@houstontx.gov or by phone @ 832-394-6217.

Thank you,
Coryie J. Gilmore
Senior Buyer
City of Houston
Housing and Community Development Department
Finance-Procurement
2100 Travis Street, 9th Floor
Houston, TX 77002
coryie.cook@houstontx.gov
832-394-6306



CITY OF HOUSTON
 9100 FONDREN RD., 3400 LINN ST., ROBERTSON AND FRAWLEY ST.
 HOUSTON HARRIS COUNTY, TEXAS

EXHIBIT "B"
LEVEL OF EFFORT

JUNE 12, 2019

TASK #		SR. PROJECT MANAGER (RPLS)	PROJECT SURVEYOR (RPLS)	2-PERSON FIELD CREW	3-PERSON FIELD CREW	SR. CADD OPERATOR	GRADUATE SURVEYOR SIT	TOTAL LABOR HRS. & COSTS
	2019 LABOR RATE PER HOUR	\$260.31	\$182.75	\$135.00	\$236.11	\$124.38	\$160.37	
	TSPS CATEGORY 1A, CONDITION II LAND TITLE SURVEY 9100 FONDREN ROAD	1	2	0	20	10	4	\$7,233.29
	TSPS CATEGORY 1A, CONDITION II LAND TITLE SURVEY 3400 LINN STREET	1	2	0	30	15	4	\$10,216.29
1	TSPS CATEGORY 1A, CONDITION II LAND TITLE SURVEY ROBERTSON & FRAWLEY ST.	1	0	0	10	5	4	\$3,884.79
	HOURS SUB-TOTALS	1	0	0	10	5	4	
	TOTAL LABOR COSTS	\$260.31	\$0.00	\$0.00	\$2,361.10	\$621.90	\$641.48	\$21,334.37
	GRAND TOTAL COST OF SURVEY							\$21,334.37

L LUPHER, LLC
TEXAS PROFESSIONAL
LAND SURVEYORS

June 19, 2019

Ms. Coryie J. Gilmore
Senior Buyer
City of Houston
2100 Travis Street, 9th Floor
Houston, TX 77002

Re: LUPHER, LLC, Statement of Qualifications for Professional Land Surveying Services
A Site Boundary Survey of land known as
9100 Fondren Road,
3400 Linn Street
& Robertson and Frawley Street
Houston, Harris County, Texas 77074

Dear Ms. Gilmore

LUPHER, LLC is pleased to submit our Statement of Qualifications to provide Professional Land Surveying services on the referenced tracts for the City of Houston projects. LUPHER, LLC was created in 2012 under the leadership of Mr. Lee G. Luper, RPLS, president. Since the 1990's Mr. Luper has continuously provided professional services to the City of Houston TIRZ16, Uptown Development Authority, Harris County, TxDOT, Harris County Flood Control District, Texas Historical Society as well as many private developers & attorneys. This Luper team has previously provided survey work for City of Houston on both small and large projects such as roadway transportation projects, small drainage systems, parks, Land Acquisition, land platting services and construction management services. We are currently registered with the City of Houston as a Vendor and as a small business enterprise. Additionally, LUPHER, LLC provides full business insurance including General and Professional Liability insurance with coverage limits in excess of \$2,000,000 or more. As requested, please see attached Statement of Qualifications provided herein as Exhibit "A" and the copy of our drug policy included herein as Exhibit "B".

Please feel free to contact me should you have any further questions.

Sincerely,



Lee G. Luper, RPLS
President

EXHIBIT "A"

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION <i>(City and State)</i> City of Houston	
2. PUBLIC NOTICE DATE 06/19/2019	3. SOLICITATION OR PROJECT NUMBER Land Surveying Qualifications

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE Lee G. Luper, RPLS, President		
5. NAME OF FIRM LUPHER, LLC		
6. TELEPHONE NUMBER (281) 501-8718	7. FAX NUMBER N/A	8. E-MAIL ADDRESS LLUPHER@LUPHERLLC.COM

C. PROPOSED TEAM

(Complete this section for the prime contractor and all key subcontractors.)

	(Check)				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	PARTNER	SUBCONTRACTOR			
a.	<input checked="" type="checkbox"/>				LUPHER, LLC	5421 Brystone Drive, Houston, Texas 77041	Professional Land Surveying
					<input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE		
b.							
					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.							
					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.							
					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.							
					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.							
					<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Lee G. Lupher, RPLS	13. ROLE IN THIS CONTRACT Land Surveying, Project Surveyor	14. YEARS EXPERIENCE	
		a. TOTAL 21	b. WITH CURRENT FIRM 7
15. FIRM NAME AND LOCATION <i>(City and State)</i> LUPHER, LLC, HOUSTON, TEXAS			
16. EDUCATION <i>(Degree and Specialization)</i> B.S. Civil Technology, University of Houston, 2003		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> Texas Registered Professional Land Surveyor #5955	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> TxDOT Pre-certified ESN#15947, TSPS Chapter 9 Director			

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
Greens Bayou Tracts Houston, Texas	2018-2019	N/A
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Mr. Lupher served as the project manager on this project to provide a TSPS Cat. 1A, Cond. II Land Title Surveys on the twelve tracts for the Houston Parks Board and the City of Houston. Services included correspondence between multiple agencies within the City of Houston to deal with multiple issues including ultimate ROW width and public utilities within the tracts. Project Total \$30,700	<input checked="" type="checkbox"/> Check if project performed with current firm	
PEGGY PLAZA TRACTS Houston, Texas	2018	N/A
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Mr. Lupher served as the project manager on this project to provide a TSPS Cat. 1A, Cond. II Land Title Survey for the City of Houston. Services included correspondence between multiple agencies within the City of Houston to deal with multiple issues including ultimate ROW width and public utilities within the tracts. Project Total \$10,000	<input checked="" type="checkbox"/> Check if project performed with current firm	
Ross-Hail Fuqua Street Dedication Plat Tract Houston, Texas	2018	N/A
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Mr. Lupher served as the project manager on this project to provide a TSPS Cat. 1A, Cond. II Land Title Survey for the City of Houston. Survey was prepared in accordance with the City of Houston Survey Departments specifications. Project Total \$11,400.	<input checked="" type="checkbox"/> Check if project performed with current firm	
Houston Parks Board Tract Houston, Texas	2017	
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Mr. Lupher served as the project manager on this project to provide a TSPS Cat. 1A, Cond. II Land Title Survey for each of the six tracts in the City of Houston. Survey was prepared in accordance with the City of Houston Survey Departments specifications. Project Total \$26,150.	<input checked="" type="checkbox"/> Check if project performed with current firm	
Crestmont Village Apartments	2017	N/A
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Mr. Lupher served as the project manager on this project to provide a TSPS Cat. 1A, Cond. II Land Title Survey for the City of Houston. Survey was prepared in accordance with the City of Houston Survey Departments specifications. Project Total \$13,000.	<input checked="" type="checkbox"/> Check if project performed with current firm	

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER 1
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21. TITLE AND LOCATION (City and State) Greens Bayou Tracts	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2018-2019	CONSTRUCTION (If applicable) N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Hosuton Parks Board	b. POINT OF CONTACT NAME Carol Rosborough, SR/WA	c. POINT OF CONTACT TELEPHONE NUMBER 713-942-8500
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Mr. Lupher served as the project manager on this project to provide a TSPS Cat. 1A, Cond. II Land Title Surveys on the twelve tracts for the Houston Parks Board and the City of Houston. Services included correspondence between multiple agencies within the City of Houston to deal with multiple issues including ultimate ROW width and public utilities within the tracts. Project Total \$30,700

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	LUPHER, LLC	HOUSTON, TEXAS	SURVEYOR
b.			
c.			
d.			
e.			
f.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 2
21. TITLE AND LOCATION <i>(City and State)</i> Peggy Plaza Tracts Houston, Texas	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2018	CONSTRUCTION <i>(if applicable)</i> N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER City of Houston	b. POINT OF CONTACT NAME Rupa Sen	c. POINT OF CONTACT TELEPHONE NUMBER 832-394-6217
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Mr. Lupher served as the project manager on this project to provide a TSPS Cat. 1A, Cond. II Land Title Survey for the City of Houston. Services included correspondence between multiple agencies within the City of Houston to deal with multiple issues including ultimate ROW width and public utilities within the tracts. Project Total \$10,000

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	LUPHER, LLC	HOUSTON, TEXAS	SURVEYOR
b.			
c.			
d.			
e.			
f.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 3
21. TITLE AND LOCATION (City and State) Ross-Hall Fuqua Street Dedication Plat Tract Houston, Texas	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2018	CONSTRUCTION (If applicable) N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER City of Houston	b. POINT OF CONTACT NAME David Wilkens	c. POINT OF CONTACT TELEPHONE NUMBER 832-393-8062
--	--	---

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Mr. Lupher served as the project manager on this project to provide a TSPS Cat. 1A, Cond. II Land Title Survey for the City of Houston. Survey was prepared in accordance with the City of Houston Survey Departments specifications. Project Total \$11,400.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	LUPHER, LLC	HOUSTON, TEXAS	SURVEYOR
b.			
c.			
d.			
e.			
f.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 4
21. TITLE AND LOCATION <i>(City and State)</i> Houston Parks Board Tracts Houston, Texas	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2017	CONSTRUCTION <i>(If applicable)</i> N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER City of Houston	b. POINT OF CONTACT NAME Rupa Sen	c. POINT OF CONTACT TELEPHONE NUMBER 832-394-6217
-------------------------------------	--------------------------------------	--

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Mr. Lupher served as the project manager on this project to provide a TSPS Cat. 1A, Cond. II Land Title Survey for the City of Houston. Survey was prepared in accordance with the City of Houston Survey Departments specifications. Project Total \$11,400.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	LUPHER, LLC	HOUSTON, TEXAS	SURVEYOR
b.			
c.			
d.			
e.			
f.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER 5
---	-------------------------------------

21. TITLE AND LOCATION <i>(City and State)</i> Crestmont Village Apartments Houston, Texas	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2017	CONSTRUCTION <i>(if applicable)</i> N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER City of Houston	b. POINT OF CONTACT NAME Rupa Sen	c. POINT OF CONTACT TELEPHONE NUMBER 832-394-6217
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Mr. Lupher served as the project manager on this project to provide a TSPS Cat. 1A, Cond. II Land Title Survey for the City of Houston. Survey was prepared in accordance with the City of Houston Survey Departments specifications. Project Total \$13,000.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	LUPHER, LLC	HOUSTON, TEXAS	SURVEYOR
b.			
c.			
d.			
e.			
f.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 6
21. TITLE AND LOCATION <i>(City and State)</i> Memorial Park Houston, Texas	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2015	CONSTRUCTION <i>(If applicable)</i> N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER TIRZ 16	b. POINT OF CONTACT NAME Robert Taube	c. POINT OF CONTACT TELEPHONE NUMBER 713-416-5680
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Mr. Lupher served as the project manager on this project to provide abstracting services and preform a TSPS Cat. 1A, Cond. II Land Title Survey on this exciting project which included complex reverter clauses and franchise agreements. In addition to the Land Title Survey, Mr. Lupher also provided horizontal and vertical control as well as aerial mapping and digital terrain modeling for the schematic planning of the park improvements. Project Total \$300,000.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	LUPHER, LLC	HOUSTON, TEXAS	SURVEYOR
b.			
c.			
d.			
e.			
f.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 7
21. TITLE AND LOCATION <i>(City and State)</i> Post Oak Boulevard Houston, Texas	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2013-current	CONSTRUCTION <i>(if applicable)</i> N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Uptown Development Authority	b. POINT OF CONTACT NAME Robert Taube	c. POINT OF CONTACT TELEPHONE NUMBER 713-416-5680
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Mr. Lupher served as the project manager on this project to provide abstracting services, right of way delineation and topographic surveying services along the project from Richmond to IH160. Project also included preparing TSPS Cat. 1A, Cond. II Land Title Surveys for the proposed right-of-way widening in accordance with the City of Houston Survey Department's Standards. Project Total > \$1,000,000

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	LUPHER, LLC	HOUSTON, TEXAS	SURVEYOR
b.			
c.			
d.			
e.			
f.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER
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21. TITLE AND LOCATION (City and State) I-45 from Quitman to IH 610 North Houston, Texas	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2017-2019	CONSTRUCTION <i>(If applicable)</i> N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER TxDOT	b. POINT OF CONTACT NAME Ivor Walker	c. POINT OF CONTACT TELEPHONE NUMBER 713-802-5097
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Mr. Lupher served as the project manager on this project to provide abstracting services, right of way delineation and topographic surveying services along the project from Quitman Street to IH160. Project also included preparing proposed right-of-way widening parcels in accordance with the TxDOT Standards. Project Total > \$1,000,000.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	LUPHER, LLC	HOUSTON, TEXAS	SURVEYOR
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 9
21. TITLE AND LOCATION (City and State) SH99 FM 686 to US90 Liberty County, Texas	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2018	CONSTRUCTION (If applicable) N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Ferovial	b. POINT OF CONTACT NAME Boone Waters (Half and Associates)	c. POINT OF CONTACT TELEPHONE NUMBER 713-380-4354
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Mr. Lupher served as the project manager on this project to right of way mapping service to acquire parcels for the future road right of way. Parcels were prepared in accordance with the TxDOT Standards. Project Total > \$200,000.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	LUPHER, LLC	HOUSTON, TEXAS	SURVEYOR
b.			
c.			
d.			
e.			
f.			

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 10
21. TITLE AND LOCATION (City and State) Telge Road Segment II Tomball, Texas	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2015-2018	CONSTRUCTION (If applicable) N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Harris County, texas	b. POINT OF CONTACT NAME Tina Liu	c. POINT OF CONTACT TELEPHONE NUMBER 713-274-3650
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)

Mr. Lupher served as the project manager on this project which included topographic surveying services and right of way mapping services for future roadway improvements along the three mile stretch of roadway. All mapping for this project was prepared in accordance with the Harris County Standards. Project Total > \$300,000

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	LUPHER, LLC	HOUSTON, TEXAS	SURVEYOR
b.			
c.			
d.			
e.			
f.			

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

26. NAMES OF KEY PERSONNEL <i>(From Section E, Block 12)</i>	27. ROLE IN THIS CONTRACT <i>(From Section E, Block 13)</i>	28. EXAMPLE PROJECTS LISTED IN SECTION F <i>(Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)</i>									
		1	2	3	4	5	6	7	8	9	10
Lee Lupper, RPLS	Professional Land Surveyors	X	X	X	X	X	X	X	X	X	X

29. EXAMPLE PROJECTS KEY

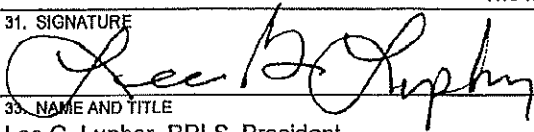
NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>	NUMBER	TITLE OF EXAMPLE PROJECT <i>(From Section F)</i>
1	Greens Bayou Tracts	6	Memorial Park
2	Peggy Plaza Tracts	7	Post Oak Boulevard
3	Ross-Hail Fuqua Street Dedication Plat Tract	8	I-45 from Quitman to IH 610 North
4	Houston Parks Board Tracts	9	SH99 FM 686 to US90
5	Crestmont Village Apartments	10	Telge Road Segment II

H. ADDITIONAL INFORMATION

30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.

I. AUTHORIZED REPRESENTATIVE
The foregoing is a statement of facts.

31. SIGNATURE



32. DATE

06/19/2019

33. NAME AND TITLE

Lee G. Luper, RPLS, President

ARCHITECT-ENGINEER QUALIFICATIONS	1. SOLICITATION NUMBER <i>(If any)</i>
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PART II - GENERAL QUALIFICATIONS

(If a firm has branch offices, complete for each specific branch office seeking work.)

2a. FIRM (or Branch Office) NAME LUPHER, LLC			3. YEAR ESTABLISHED 2012	4. UNIQUE ENTITY IDENTIFIER
2b. STREET 5421 Brystone Drive			5. OWNERSHIP	
2c. CITY Houston			a. TYPE LLC "S Corp"	
2d. STATE TX		2e. ZIP CODE 77041	b. SMALL BUSINESS STATUS SBE	
6a. POINT OF CONTACT NAME AND TITLE Lee G. Luper, RPLS			7. NAME OF FIRM <i>(If Block 2a is a Branch Office)</i>	
6b. TELEPHONE NUMBER (281) 501-8718		6c. E-MAIL ADDRESS LLUPHER@LUPHERLLC.COM		N/A
8a. FORMER FIRM NAME(S) <i>(If any)</i> N/A			8b. YEAR ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. Number of Employees		a. Profile Code	b. Experience	c. Revenue Index Number <i>(see below)</i>
		(1) FIRM	(2) BRANCH			
02	Administrative	3		G03	Geodetic Surveying	1
08	CADD Technician	5		C16	Construction Surveying	2
38	Land Surveyor (RPLS)	3		D05	Digital Elev. & Terrain Model Dev.	4
38	Land Surveyor (Tech and Crew)	10		L02	Land Surveying	5
				S10	Surveying; plating; mapping; flood p	3
				T04	Topographic Surveying & Mapping	5
Other Employees						
Total		21				

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS <i>(Insert revenue index number shown at right)</i>		PROFESSIONAL SERVICES REVENUE INDEX NUMBER			
a. Federal Work	1	1. Less than \$100,000	6. \$2 million to less than \$5 million	7. \$5 million to less than \$10 million	8. \$10 million to less than \$25 million
b. Non-Federal Work	6	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million	8. \$10 million to less than \$25 million	9. \$25 million to less than \$50 million
c. Total Work	6	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million	9. \$25 million to less than \$50 million	10. \$50 million or greater
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million		
		5. \$1 million to less than \$2 million	10. \$50 million or greater		

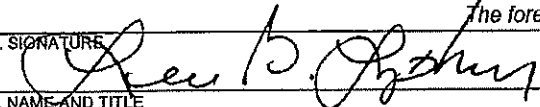
12. AUTHORIZED REPRESENTATIVE <i>The foregoing is a statement of facts.</i>	
a. SIGNATURE 	b. DATE 06/19/2019
c. NAME AND TITLE Lee G. Luper, RPLS, President	

EXHIBIT "B"



LUPHER, LLC

**TEXAS PROFESSIONAL
LAND SURVEYORS**
TBPLS FIRM REG. NO. 10193807

Employee Handbook

January 2018

5421 Brystone Drive - Houston, Texas 77041- Tel: (281) 501-8718

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If the employee feels that he or she has been subjected to conduct which violates this policy, the employee should immediately report the matter to the Employee's Supervisor. If unable for any reason to contact this person, or if the employee has not received a satisfactory response within five (5) business days after reporting any incident of perceived harassment, the employee should contact the Head of Human Resources. If the person toward whom the complaint is directed is one of the individuals indicated above, the employee should contact any higher-level manager in his or her reporting hierarchy. Every report of perceived harassment will be fully investigated and corrective action will be taken where appropriate. All complaints will be kept confidential to the extent possible, but confidentiality cannot be guaranteed. In addition, the Company will not allow any form of retaliation against individuals who report unwelcome conduct to management or who cooperate in the investigations of such reports in accordance with this policy. If you feel you have been subjected to any such retaliation, report it in the same manner you would report a claim of perceived harassment under this policy. Violation of this policy including any improper retaliatory conduct will result in disciplinary action, up to and including discharge. All employees must cooperate with all investigations.

1-5 Drug-Free and Alcohol-Free Workplace

To help ensure a safe, healthy and productive work environment for our employees and others, to protect Company property, and to ensure efficient operations, the Company has adopted a policy of maintaining a workplace free of drugs and alcohol. This policy applies to all employees and other individuals who perform work for the Company.

The unlawful or unauthorized use, abuse, solicitation, theft, possession, transfer, purchase, sale or distribution of controlled substances, drug paraphernalia or alcohol by an individual anywhere on Company premises, while on Company business (whether or not on Company premises) or while representing the Company, is strictly prohibited. Employees and other individuals who work for the Company also are prohibited from reporting to work or working while they are using or under the influence of alcohol or any controlled substances, which may impact an employee's ability to perform his or her job or otherwise pose safety concerns, except when the use is pursuant to a licensed medical practitioner's instructions and the licensed medical practitioner authorized the employee or individual to report to work. However, this does not extend any right to report to work under the influence of medical marijuana or to use medical marijuana as a defense to a positive drug test, to the extent an employee is subject to any drug testing requirement, to the extent permitted by and in accordance with applicable law.

Violation of this policy will result in disciplinary action, up to and including discharge.

The Company maintains a policy of non-discrimination and will endeavor to make reasonable accommodations to assist individuals recovering from substance and alcohol dependencies, and those who have a medical history which reflects treatment for substance abuse conditions. However, employees may not request an accommodation to avoid discipline for a policy violation. We encourage employees to seek assistance before their substance abuse or alcohol misuse renders them unable to perform the essential functions of their jobs, or jeopardizes the health and safety of any Company employee, including themselves.